

# Public Document Pack

## NOTICE OF MEETING

# CABINET

will meet on

**THURSDAY, 13TH DECEMBER, 2018**

**At 7.30 pm**

in the

**COUNCIL CHAMBER - GUILDHALL WINDSOR.**

TO: MEMBERS OF CABINET

COUNCILLORS SIMON DUDLEY, CHAIRMAN OF CABINET, MAIDENHEAD  
REGENERATION AND MAIDENHEAD (CHAIRMAN)  
DAVID COPPINGER, PLANNING & HEALTH INCL. SUSTAINABILITY (DEPUTY  
CHAIRMAN)  
PHILLIP BICKNELL, HIGHWAYS, TRANSPORT AND WINDSOR  
NATASHA AIREY, CHILDREN'S SERVICES  
SAMANTHA RAYNER, CULTURE & COMMUNITIES (INCL. CUSTOMER AND  
BUSINESS SERVICES)  
MJ SAUNDERS, FINANCE AND ECONOMIC DEVELOPMENT  
LISA TARGOWSKA, HR, LEGAL AND IT  
STUART CARROLL, ADULT SOCIAL CARE AND PUBLIC HEALTH  
MICHAEL AIREY, ENVIRONMENTAL SERVICES (INCLUDING PARKING,  
FLOODING, HOUSING AND PERFORMANCE MANAGEMENT)

PRINCIPAL MEMBERS ALSO ATTENDING: COUNCILLORS CHRISTINE  
BATESON (NEIGHBOURHOOD PLANNING AND ASCOT & THE SUNNINGS)  
AND DAVID HILTON (ASCOT REGENERATION)

DEPUTY LEAD MEMBERS: Malcolm Alexander (Streetcare and Windsor & Eton), Marius  
Gilmore (Business Development and Partnerships), John Bowden (Aviation and Heathrow  
Airport), Phillip Love (Maidenhead Regeneration and Maidenhead) and Derek Wilson  
(Maidenhead Waterways Champion)

Karen Shepherd – Service Lead Governance - Issued: Wednesday, 5 December 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](http://www.rbwm.gov.uk) or contact the Panel Administrator **David Cook** 01628 796560

**Accessibility** - Members of the public wishing to attend this meeting are requested to notify the clerk in advance of any accessibility issues. **Fire Alarm** - In the event of the fire alarm sounding or other emergency, please leave the building quickly and calmly by the nearest exit. Do not stop to collect personal belongings and do not use the lifts. Do not re-enter the building until told to do so by a member of staff. **Recording of Meetings** –In line with the council's commitment to transparency the public part of the meeting will be audio recorded, and may also be filmed and broadcast through the online application Periscope. If filmed, the footage will be available through the council's main Twitter feed @RBWM or via the Periscope website. The audio recording will also be made available on the RBWM website, after the meeting. Filming, recording and photography of public Council meetings may be undertaken by any person attending the meeting. By entering the meeting room you are acknowledging that you may be audio or video recorded and that this recording will be in the public domain. If you have any questions regarding the council's policy, please speak to the Democratic Services or Legal representative at the meeting

www.rbwm.gov.uk



Royal Borough  
of Windsor &  
Maidenhead

## **AGENDA**

### **PART I**

<b><u>ITEM</u></b>	<b><u>SUBJECT</u></b>	<b><u>PAGE NO</u></b>
1.	<b><u>APOLOGIES FOR ABSENCE</u></b>  To receive any apologies for absence	-
2.	<b><u>DECLARATIONS OF INTEREST</u></b>  To receive any declarations of interest	7 - 8
3.	<b><u>MINUTES</u></b>  To consider the minutes of the meeting held on 22 November 2018.	9 - 18
4.	<b><u>APPOINTMENTS</u></b>	-
5.	<b><u>FORWARD PLAN</u></b>  To consider the Forward Plan for the period January 2019 to April 2019.	19 - 28
6.	<b><u>CABINET MEMBERS' REPORTS</u></b>  Planning and Health (including Sustainability)  i. Traveller Local Plan - Issues & Options Children's Services. Finance and Economic Development  ii. Schools Capital Programme 2019-20 Finance and Economic Development  iii. Council Tax Base 2019-20 Children's Services  iv. School Admission Arrangements and Co-ordinated Admissions Scheme 2020/21 Finance and Economic Development  v. Financial Update	-  29 - 94  95 - 100  101 - 108  109 - 146  147 - 160
7.	<b><u>LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC</u></b>  To consider passing the following resolution:-	

"That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on item 8 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act"

## PART II

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
8.	<p><u>CABINET MEMBERS' REPORTS</u></p> <p>Leader of the Council and Maidenhead Regeneration and Maidenhead</p> <p>i.     <u>DISPOSAL OF FREEHOLD TITLE</u></p> <p><b><i>(Not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></b></p> <p>Leader of the Council and Maidenhead Regeneration and Maidenhead</p> <p>ii.    <u>ASSET SALE AND LEASEBACK</u></p> <p><b><i>(Not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></b></p> <p>Details of representations received on reports listed above for discussion in the Private Meeting: None received</p>	<p>161 - 230</p> <p>231 - 242</p>



This page is intentionally left blank

## 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.***

This page is intentionally left blank



# Agenda Item 3

## CABINET

THURSDAY, 22 NOVEMBER 2018

PRESENT: Councillors Simon Dudley (Chairman), David Coppinger (Vice-Chairman), Phillip Bicknell, MJ Saunders and Stuart Carroll.

Also in attendance: Councillor Malcolm Beer, Councillor Edward Wilson, Councillor Ross McWilliams and Councillor Lynne Jones.

Officers: Louisa Dean, Russell O'Keefe, Andy Jeffs, Kevin McDaniel, Hillary Hall, Nikki Craig, Maggie Nelson, Anna Robinson and David Cook.

## APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors N Airey, S Rayner, Targowska, M Airey, Bateson and Hilton.

## DECLARATIONS OF INTEREST

There were no declarations of interest received.

## MINUTES

**RESOLVED UNANIMOUSLY: That the Part I minutes of the meeting held on 25 October 2018 were approved.**

## APPOINTMENTS

The Chairman announced that Cllr Bicknell had been appointed to the Achieving For Children Joint Committee.

## FORWARD PLAN

Cabinet considered the contents of the Forward Plan for the next four months and noted the changes made since the last meeting including the addition of the following report going to December 2018 Cabinet; Sale of Freehold – Lock n Store.

## CABINET MEMBERS' REPORTS

### A) THAMES HOSPICE - RELEASE OF COVENANT

The Chairman introduced the report regarding the release of restrictive title covenants, at nil consideration, to assist the sale of the Thames Hospice site at Pine Lodge, Hatch Lane, Windsor.

The Chairman informed Cabinet that the land, approximately 1.53 acres, was sold to Thames Hospice in two land sales in 2001 and 2012.

Thames Hospice did an important role in supporting end of life care and that the proposals were an important part of the Trust's relocation strategy to enable the completion of the Trust's proposed new hospice site at Bray Lake to take place.

Restrictive covenants would be attached to the land on which the new facility will sit, to ensure that if the facility is sold at any time in the future, or redeveloped for use other than hospice care, that there is a similar covenant in place in favour of the Council.

The Chairman informed that the report proposed that the covenants would be fixed at the current land value of £2,250,000, however it was proposed to now have this indexed linked following recommendations from the Corporate Services O&S Panel. The hospice had a lot of benefactors and did wonderful work. The new site would be overlooking Bray lake.

The Lead Member for Finance and Economic Development informed that the Royal Borough had made an important investment to support the hospice. He agreed that if the land was sold that the investment should return to our residents. It, therefore, was sensible to roll over the covenants onto the new site whilst supporting the hospice in the excellent work they do.

The Lead Member for Highways, Transport and Windsor informed that the late Cllr Grey and himself had worked with the hospice over the last few years to help facilitate the move to the new site. The Chairman also mentioned his thanks to Peter Prior and Summerleaze for their support of the hospice and for making available the land for the relocation at a very good rate.

**Resolved unanimously: that Cabinet:**

- I. Approves the release of the Thames Valley Hospice Trust from the overage and restrictive covenants that are currently attached to the title of the land.**
- II. Delegates authority to the Executive Director to sign off the release of the existing restrictive covenants.**

**B) Q 2 2018 /19 PERFORMANCE REPORT**

The Chairman introduced the report that report summarised the performance in the first two quarters' of the council's 25 strategic measures in the performance management framework.

The Chairman informed that the 25 key measures aligned to the refreshed Council Plan with the six strategic priorities detailed in section 2.1 of the report. The new performance management framework would also feed into the Residents Survey report that is due to come to Cabinet in January 2019.

Out of the 25 strategic measures 18 (72%) reported in Q2 had met or exceeded the target (Green), 4 measures (16%) (Amber) were just short of the target and three measures (12%) (Red) were below target. The Chairman asked for additional information on the three measures reporting 'Red'.

The Director of Children's Services reported on the measure percentage of children with a review at 2 to 2.5 years of age. Cabinet were informed that to get a better connection with social care the authority were one of a few who had decided to undertake these review by using our health visitors. A number of authorities counted any contact with families as a review, however it had been decided locally only to include face to face contact with families. Although below target performance had been stable over the last two quarters and the service offered after work evening sessions and sessions on Saturday. Parents were reporting that they were satisfied with the high quality feedback they got from childcare providers and thus did not wish to take up reviews offered.

With regards to the number of homelessness preventions through council advice and activity the Chairman asked the interim Head of Housing Services Manager to provide an update.

Cabinet were informed that in the past it had been difficult to help prevent homelessness but new legislation provided a legal framework and thus a wider range of initiatives were required.

The Chairman asked for clarification on the main reasons for homelessness within the Royal Borough and was informed that the three main reasons locally were also national reasons; the end of private tenancies, family breakdown resulting in a family member being asked to leave the home and domestic abuse. Within the Royal Borough the high cost of tenancies was problematic.

The Chairman asked how many families required help and that informed that there are usually about 500 approaches. Not all the families require accommodation sometimes they require advice and support, it was better to help prevent homelessness than having to find accommodation. The Chairman said that as we were talking about 500 families this could mean over 1000 residents and demonstrated the need for more housing, especially affordable housing, which planning panels needed to be mindful of.

Cllr Beer addressed Cabinet and said that agenda page 35 showed the number of affordable homes delivered was 32 at quarter two but the emerging Borough Local Plan required well over 400 affordable homes each year.

The Chairman responded that it took time to produce affordable homes and therefore realistic targets had been set. In central Maidenhead we are using our land to generate 30% affordable housing including significant social rent. The RBWM Property Company had also been established and targeted to provide 1000 affordable units. The Royal Borough had an affordability crisis that was being addressed in part by having the emerging Borough Local Plan. We were moving in the right direction but there was still a lot of work to be done, in Maidenhead alone 800 new homes had been approved.

The Lead Member for Finance and Economic Development informed that at planning meetings he mentions that for every site the council owns or has influence over we should strive to go beyond the affordable housing allocation in the emerging Borough Local Plan with a range of tenure. With regards to the target it should include private development and developers should be encouraged to build more affordable homes above other planning considerations.

The Chairman agreed that planning members were going to have to give consideration to our affordable housing policies and commitments.

The Leader of the Opposition mentioned that private rent was not affordable and asked how the council could influence affordability in the private sector. The Chairman replied that if we increased the availability of private rent on the market then the indexation of rent would soften. Although additional private rentals was important it was not the only answer additional tenures of affordable housing was also important. The Royal Borough will be seeing a number of proposed developments that will ask challenging questions to those on planning because there will be an increase in emphasis on affordable housing with mixed tenures.

The Chairman asked for further information about the final 'Red' indicator the performance of the Tivoli contract. The Deputy Director Strategy and Commissioning informed Cabinet that during the first quarter ISS Landscapes was taken over and a new company Tivoli was formed a new management structure was implemented but during this period accurate performance data was not available. Officers worked with Tivoli on improving the performance of contractual obligations, the new management structure was implemented, a new operations manager was in place and front line staff recruited. Improvement trajectory was approved and as of today these were on track with continued improvement expected.

The Chairman mentioned that the recent Residents Survey showed that residents were pleased with our open spaces and parkland and this satisfaction rating would improve as the Tivoli improvements. The performance management framework provided monitoring of performance and remedial actions to be taken.

Cllr Beer asked why the dashboards on page 35 showed targets not being met but the indicators were shown as 'Green'. The Strategy and Performance Manager informed that the diagrams were a visual representation that went beyond the actual target and that performance was as reported on target.

**Resolved unanimously: that Cabinet notes the report and:**

- I. **Endorses the quarter 2 performance summarised in table 1 and appendix A.**
- II. **Requests relevant Members and Heads of Service to focus effort to improve performance in the areas that are below target and maintain performance in the measures meeting target.**

C) 'BIG BELLY' BINS - BOROUGH WIDE 'PILOT'

The Lead Member for Highways, Transport and Windsor introduced the report that recommended the next step on the introduction of Big Bellied Bins, following the pilot scheme, within the Royal Borough.

Cabinet were informed that the recommendations were built on the success of the original 'pilot' scheme and was recommending that a Borough Wide 'pilot' scheme be introduced based on leasing of 5 'Big Belly Bins' bins.

These bins were connected, solar powered waste bins with sensors that communicate real-time status enabling emptying schedules to be timed to occur when the bin is nearing capacity. In addition the bins include solar-powered compacting technology which effectively increases the capacity of the bin.

Cabinet were informed that section 2.7 of the report showed the proposed locations for the extended trial period, the locations had been chosen due to the impact the technology would have on performance. Although there would be additional costs this would be offset by efficiency savings allowing better use of resources. If the recommendations were accepted implementation would commence March 2019.

Cllr E Wilson attended the meeting and informed Cabinet that he was a big advocate of the technology and had seen its success across the country. The trial in Windsor had been a success and not only did it save money but there was also a positive impact on anti-social behaviour and the positive impact on local businesses. He commented that this was an excellent report and that members should focus on the 112,000 bin collections that were made each year. There were instances of bins being collected when not full and in Windsor there were two bins five feet apart, the recommendations would be a way forward to improving the situation. He welcomed further expansion of the scheme.

The Leader of the Opposition asked what the criteria was for selecting the locations and when were savings expected to be realised. The reporting Lead Member explained that the locations were chosen on the frequency they were required to be emptied and the positive impact the new bins would have. The new bins impact would be a reduction in the frequency of emptying bins, the reduction in anti-social behaviour associated with overflowing bins and a relocation of resource to further improve the local environment.

**Resolved unanimously: that Cabinet:**

- i) **Approves the leasing of 5 'Big Belly' bins which will be installed at locations across the Royal Borough.**
- ii) **Approves the allocation of £5,000 in the 2019-20 capital programme and for four subsequent years to implement this initiative.**

D) UPDATED HOMELESSNESS STRATEGY AND HOUSING ALLOCATIONS POLICY

The Lead Member for Planning and Health introduced the report that requested approval for an updated homelessness strategy, approval to formally consult on an updated housing allocations policy and the activation of the Severe Weather Emergency Protocol (SWEP).

The Lead Member informed Cabinet that he was delighted to be presenting this paper as it contained so much good news. There was the homelessness strategy which would guide the Council's approach to the provision of homelessness and rough sleeping services in the Borough over the next five years working with partners.

There had been work and engagement with partners including voluntary organisations such as the Brett Foundation and the Windsor Homeless Project, housing providers such as Radian and Housing Solutions, health service providers and Thames Valley Police. There would be a multi-agency approach to helping the homeless with policies to help prevent homelessness, decrease the need for temporary accommodation, improve the quality of housing provision, support for families, reduced number of rough sleepers and improved services.

The Lead Member reported that if Cabinet approved the recommendations then SWEP would be immediately implemented. The Interim Housing Services Manager informed that by introducing SWEP tonight the Royal Borough would be ahead of other authorities in its implementation as the regulations only required it to be introduced when the temperature dropped to zero or below for three consecutive nights. Not only was the authority introducing it early but also it would remain in place throughout the winter which was far beyond the legislation.

The Chairman asked if any other authority had introduced SWEP and if SWEP was withdrawn when the temperature went above zero. Cabinet were informed that the Royal Borough were the only authority that had implemented SWEP and that they would keep it in place beyond the zero temperature cut of point. The Chairman said that this was a level of care that no other authorities were doing across the country.

The Lead Member also informed that the report also request approval to formally consult on an updated housing allocations policy which sets out how the council assesses applications for housing, prioritises each application and decides which applicant will be offered (allocated) housing. The council would be working with a number of suppliers who they had excellent relationships with. There would be more emphasis on support for those suffering from domestic abuse, better help for those leaving care and a policy that bed and breakfast temporary accommodation would no longer be used.

The Interim Housing Services Manager informed that with regards to care leavers the new policy would allow those placed outside the authority to access housing services if they wish to return to the Royal Borough. During the last 6 month the use of temporary accommodation and use of bed and breakfasts had been reduced as it was felt these were not suitable for families with children.

The Chairman reiterated that this change in policy demonstrated the need to build more houses within the Royal Borough.

Cllr McWilliams addressed Cabinet and said he wished to thank the Interim Managing Director and Interim Head of Housing Services for the support they had provided him and that a lot of work had been undertaken to get to this position. A range of policies had been introduced and work was underway in mitigating the impact of high rent in the area.

Cllr McWilliams said that it was important that the policy framework did not just sit on a shelf gathering dust and that it was important to act upon the commitments and work undertaken. Cllr McWilliams mentioned that there had been consultation with our stakeholders and asked why there had not been wider public consultation. He also asked why a cash lease policy was

not included. The Chairman said that the Lead Member responsible for housing would reply in writing.

Cllr McWilliams asked what would happen to those helped by SWEP but were from other authorities when SWEP ended and it was good to see an updated allocation policy but shared ownership policy was not clear. The Interim Housing Services Manager replied that help and support was provide to those individuals picked up by SWEP during the period and it was not left until the protocol came to an end, this included contacting home authorities. We worked with housing providers regarding shared ownership.

The Lead Member for Adult Social Care and Public Health said that this was an excellent paper covering a number of important issues. This showed that we cared for every resident and that vulnerable people deserved our help. He thanked the Interim Housing Services Manager for the help and support given to him regarding his ward. He had worked towards informing the Prime Minister and Secretary of State the need to have joined up policies to help our vulnerable residents. The Chairman mentioned that there would be significant housing developments with the Lead Members ward that would provide affordable housing.

The Opposition Leader said it was excellent approach to SWEP but asked if there was sufficient local accommodation available and di we proactively help to seek out the hidden homeless. In response Cabinet were informed that accommodation, based on historical need, had already been booked. This was as local as possible but it was difficult if people did not wish to relocate with regards to the hidden homeless support and advice was provided, including a GP service available to all homelessness individuals.

Cllr Beer questioned the consultation process and if there would be sufficient funding in place to support the policies. The Chairman suggested he contact the head of service directly regarding the consultation and that there would always be sufficient funding to support the vulnerable in our society.

**Cabinet notes the report and:**

- i) Approves the updated homelessness strategy.**
- ii) Delegates authority to the Executive Director with the Cabinet Member for Environmental Services (including Parking, Flooding, Housing and Performance Management) to engage with registered providers and other key stakeholders on the updated housing allocations policy and approve the final version taking into account comments received.**
- iii) Approves that the Severe Weather Emergency Protocol commences from the date of the meeting or as soon as the temperature drops below the necessary level (whichever comes first).**

**E) APPROPRIATION OF LAND**

The Chairman introduced the report that sought approval for the appropriation of a selection of key council owned sites which have already been approved for redevelopment.

Following the planning approval for the Landings site the Chairman also requested that an additional recommendation be added giving delegated authority for the Acting Managing Director and Leader of Council to include the appropriate red line site for the Landings. The recommendations were an appropriate approach for the development of sites that would also provide additional affordable housing.

The Lead Member for Finance and Economic Development informed that the proposals did not override people's rights of representation regarding future developments. What the proposals did was introduce appropriate filters on potential negativity when authorities bring forward important projects.

The Leader of the Opposition asked for an explanation of easement of rights and was informed that the developer (in this case the council) could take out insurance against compensation claims for issues such as the loss of light. The proposals did not prevent such objections.

The Chairman mentioned that this was a procedural paper but important as part of the development process.

**Resolved unanimously: that notes the report and:**

- i) Approves the appropriation of the following sites (see appendix A red line plans);**
  - a. St Clouds Way, Maidenhead**
  - b. West Street, Maidenhead**
  - c. York Road, Maidenhead**
  - d. Reform Road, Maidenhead**
  - e. Maidenhead Golf Course**
  - f. Ray Mill Road East, Maidenhead**
  - g. Riverside Caretakers House, Maidenhead**
  - h. Mokattam, Maidenhead**
  - i. Bocket, Maidenhead**
  - j. St Edmunds, Maidenhead**
  - k. Vicus Way (Car Park), Maidenhead**
  - l. Broadway (Car Park), Maidenhead.**
- ii) Delegates authority for the Acting Managing Director and Leader of Council to include the appropriate red line site for the Landings site.**

**F) FINANCIAL UPDATE**

The Lead Member for Finance and Economic Development introduced the latest Financial Update report.

The Lead Member informed that he had presented the latest financial update and the associated background to the report to Members from all parties and to the appropriate scrutiny panels.

Cabinet were informed that the financial update reports had shown that since July 2018 there had been early pressures on the budget mainly due to the increased demand and cost of children in care, pressure on parking income and recovery of . debt from revenues and benefits. It was reported that there would be a NET pressure of around £1.5 million.

The budget position was being driven by national pressures. The current pressures were being partially mitigated resulting in a net service pressure of £3,044,000 along with an additional £1,500,000 from the Business Rates Pilot, leaving a financial pressure across the Council of £1,544,000 as detailed in appendix A.

The Lead Member informed that at the Corporate Services O&S Panel Cllr Brimacombe had used the analogy of a graceful swan swimming across the lake whilst paddling frantically below the water. The report provided additional appendices detailed what had occurred 'bellow the water' and actions taken to get to the current financial outturn position.

With regards to children in Care the Lead Member for Finance and Economic Development informed that an additional child entering the system could cost between £50,000 t over £150,000 per year. In forecasting the year end position it had been assumed that the national and local increase in demand and cost would continue.

The Lead Member also informed that the other major area of pressure was the projected income from parking. When setting the budget the Lead Member had informed that there had been a policy decision not to increase parking provision for local residents but ,after benchmarking, to increase parking charges proportionally for visitor parking. What had not been expected was that there would be a shift in an increase of resident parking and thus a corresponding drop in projected income due to increased use of the vantage card.

Officers were asked to provide a range of realistic mitigating actions which had also been appended with a matrix of delivery risk. There were also additional funding opportunities such as higher than expected revenue from Business Rates Pooling.

The Council's aggregated usable reserves remained in a healthy position at £8,545,000 (10% of budget) which was in excess of the £5,860,000 (6.87% of budget) recommended minimum level set at Council in February 2018. The Lead Member reiterated the report's recommendations and informed that the projected trends would be taken into account when setting next year's budget.

The Chairman informed that there would be an additional £1.29 million Adult Social Care funding allocated to next year's budget.

The Leader of the Opposition reported that back in 2015 she had raised concern about the rising costs of adult social care, children social care and the increased demand. Yet the budget remained stagnant and council tax was reduced going against the national trend. There was a national trend that budget planners should have been aware of and taken into account when setting the budget. The Leader of the Opposition raised concern about next year's budget, especially as a number of the mitigating actions were one off savings.

The Chairman replied that it was for Members to set policy and for officers to manage the budget, accountability and budget management will be an important consideration when selecting the new Managing Director.

The Lead Member for Finance and Economic Development informed that there had been two large budget variances during the year that had to be dealt with. With regards to the pressure from children in care the report contained an additional appendix that showed that officers felt that there was a decline in demand as forecasted by using three years of data. When setting the budget they were looking at a downward trend and did not budget for the increased demand.

The Chairman mentioned that when setting the 2018/19 budget there was an increase in council tax of 1.9% and the adult social care levee of 3%. If the data that there was going to be an increase in demand had been made available at the time of setting the budget then council tax could have been set at a higher rate with a 2.9% increase. If the right information had been put before Members than a different budget would have been approved.

The Lead Member for Adult Social Care and Public Health informed that with regards to demands in adult social care all avenues at his disposal had been used to help meet demand. He had contacted central government about the need for additional funding and mentioned that by increasing council tax puts more pressure on our residents with low incomes.

The Chairman mentioned that over 70% of revenue was spent supporting venerable members of our society. The Royal Borough had a vibrant economy and a high tax base and this provided use some resilience. There were both local and national issues impacting the budget and we could solve the local issues.

The Leader of the Opposition requested and it was agreed to take mitigating action in children's services to the Children's Services O&S Panel. She also mentioned that she had comparative data with other authorities that showed that although we above other in regards to maintained reserves we were also low down with regards to spend.



The Chairman said that the administration did not wish to increase council tax when there was no evidence that it was required, he would rather leave money with the tax payer rather than sitting in the council's bank account.

The Lead Member for Finance and Economic Development mentioned that the local press had asked him why the administration did not continue to increase council tax over the last ten years, when was it reduced when it could have been increased and added to reserves. This was a view mirrored by the opposition. Cabinet were informed that the council was a revenue based organisation that had a reliable income base so there was no need to steal from our residents to protect ourselves. We tax residents when it is required and maintain a healthy level of reserves.

The Leader of the Opposition said that they had had never said that council tax should be increased but that it should be maintained at was then the current level rather than having it reduced.

The Chairman said that the Residents Satisfaction Survey showed that we had a 65% value for money satisfaction rating compared to a 45% rating nationally. The Royal Borough had the lowest council tax rates outside of London, the administration ran a tight ship as it was our residents money.

The Lead Member for Highways, Transport and Windsor mentioned that the Royal Borough was in an excellent financial position when compared to many other authorities across the country, yet we still provided what our residents expected such as weekly waste collection. Other authorities were looking at £20 million to £30 million pressures whilst we had a £1.5 million pressure. We were transparent with our residents and doing a good job. The Chairman said that 88% of our residents were happy with waste collection.

The Lead Member for Finance and Economic Development replied to the Leader of the Opposition that if Council Tax had been maintained over the past few years and not reduced than our tax payer would have paid 5-10% more. At least £25 million of addition tax would have been collected from our residents that was not required.

The Leader of the Opposition said that there was a £7.4million overspend that had been mitigated. We were looking at the same pressures next year. She felt that the administration could have done better. The Chairman replied that in certain areas thing could have been done better, however this administration delivered value for money and did not squander council tax payers money.

**Resolve unanimously: that Cabinet:**

- i) Notes the Council's projected outturn position for 2018-19 and notes work undertaken to identify mitigations to deal with pressures.**
- ii) Approves a capital budget of £50,000 to fund the Eton Brook and Barnes Pool restoration project. See paragraph 3.2.**
- iii) Approves an additional grant funded budget of £476,500 for Adult Social Care Winter Funding 2018-19. This grant has been awarded from the Department of Health and Social Care to the Council to alleviate winter pressures on the NHS, getting patients home quicker and freeing up hospital beds. See paragraph 5.18.**

**G) LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC**

**RESOLVED UNANIMOUSLY: That under Section 100(A)(4) of the Local**

**Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act.**

**Financial Update - Resolved unanimously: that Cabinet noted the Part II appendix.**

The meeting, which began at 7.30 pm, finished at 9.40 pm

CHAIRMAN.....

DATE.....

## CABINET

### FORWARD PLAN - CHANGES MADE SINCE LAST PUBLISHED:

ITEM	ORIGINAL CABINET DATE	NEW CABINET DATE	REASON FOR CHANGE
Cycling Action Plan	n/a	31/01/2018	New item
New School Waste Collection Contract	n/a	31/01/2018	New item
Draft Borough wide Design Guide Supplementary Planning document – regulation 13 consultation	n/a	31/01/2018	New item
Award of contract for Processing of dry mixed recycling	n/a	31/01/2018	New item
Additional Highway Investment 2018/19	n/a	31/01/2018	New item
Approval to award Waste and Recycling Collections and Associated Services Contract	n/a	28/02/2018	New item

## FORWARD PLAN OF CABINET DECISIONS

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

The Council is comprised of all the elected Members

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

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

### FORWARD PLAN

20	ITEM	Private Meeting - contains exempt/confidential information? See categories below.	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings	Date of Overview and Scrutiny Panel	Date and name of meeting	Date of Council decision (if required)
	Financial Update	Open -	latest financial update.	No	Lead Member for Finance and Economic Development (Councillor MJ Saunders)	Rob Stubbs	Internal Process	Corporate Services Overview and Scrutiny Panel TBC	Cabinet 31 Jan 2019	

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

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date of Overview and Scrutiny Panel	Date and name of meeting	Date of Council decision (if required)
Commissioning of Sexual Health Services	Open -	To agree the award of contract for sexual health services from July 2019 following a joint competitive tender process with Bracknell Forest Council and Slough Borough Council.	Yes	Lead Member for Adult Social Care and Public Health (Councillor Stuart Carroll)	Hilary Hall	Internal process	Adult Services and Health Overview and Scrutiny Panel 30 Jan 2019	Cabinet 31 Jan 2019	
Residents' Survey 2018/19	Open -	Summary results of the externally commissioned survey of residents for 2018/19.	No	Lead Member for Environmental Services (including parking, flooding, housing and performance management). (Councillor Michael Airey)	Hilary Hall	Internal process	Corporate Services Overview and Scrutiny Panel TBC	Cabinet 31 Jan 2019	

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

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date of Overview and Scrutiny Panel	Date and name of meeting	Date of Council decision (if required)
22 Cycling Action Plan	Open -	The report recommends that Cabinet adopts and approves the Cycling Action Plan for publication.	Yes	Lead Member for Highways, Transport and Windsor (Councillor Phillip Bicknell)	Hilary Hall	The draft plan was published on the council's website and was subject to public consultation in November 2016. A total of 97 responses were received and were reported to Highways, Transport and Environment Overview and Scrutiny Panel on 21 September 2017.	Highways, Transport and Environment Overview and Scrutiny Panel TBC	Cabinet 31 Jan 2019	
New School Waste Collection Contract	Open -	A new contract for delivering school waste collections has been tendered for a three year period with an option to extend for a further two years. Report is seeking approval to award.	Yes	Lead Member for Children's Services (Councillor Natasha Airey)	Kevin McDaniel	Internal process	Children's Services Overview and Scrutiny Panel 29 Jan 2019	Cabinet 31 Jan 2019	

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

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date of Overview and Scrutiny Panel	Date and name of meeting	Date of Council decision (if required)
23 Draft Borough wide Design Guide Supplementary Planning document – regulation 13 consultation	Open -	The Borough wide Design Guide has been prepared to help the Council Members and Officers in decision making on the design merits of planning applications ranging from small scale through to the largest types of development. Member consent is being sought to take the document out for consultation with various stakeholder groups.	Yes	Lead Member for Planning and Health (including Sustainability) (Councillor David Coppinger)	Jenifer Jackson	Regulation 13 of the Local Plan Regulations, will involve contacting persons on consultee database held by Policy, social media and website notifications plus consultation events in the local community.	Planning & Housing Overview & Scrutiny Panel 29 Jan 2019	Cabinet 31 Jan 2019	

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

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date of Overview and Scrutiny Panel	Date and name of meeting	Date of Council decision (if required)
24 Additional Highway Investment 2018/19	Open -	The Royal Borough has secured Department for Transport grant funding of £965,000 to be invested in 2018/19 on highways maintenance, potholes and other minor highway works. This report seeks approval of the detailed works programme.	Yes	Deputy Leader and Lead Member for Highways & Transport, Councillor Bicknell.	Hillary Hall	Internal process	Highways, Transport and Environment Overview and Scrutiny Panel TBC	Cabinet 31 Jan 2019	
Award of contract for Processing of dry mixed recycling	Fully exempt - 3	Award of contract for processing of dry mixed recycling collected in the Royal Borough.	Yes	Lead Member for Environmental Services (including parking, flooding, housing and performance management). (Councillor Michael Airey)	Hilary Hall	Internal process	Highways, Transport and Environment Overview and Scrutiny Panel TBC	Cabinet 31 Jan 2019	



ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date of Overview and Scrutiny Panel	Date and name of meeting	Date of Council decision (if required)
25 Budget 2019/20	Open -	Report which sets financial context within next year's budget is being set. The report includes a recommendation to Council of a Council Tax, it recommends a capital programme for the coming year and also confirms Financial Strategy and Treasury Management Policy.	Yes	Lead Member for Finance and Economic Development (Councillor MJ Saunders)	Rob Stubbs	internal process	Corporate Services Overview and Scrutiny Panel 5 Feb 2019	Cabinet 7 Feb 2019	
Council Funding for Local Organisations	Fully exempt - 3	To consider the award of grants to voluntary organisations	Yes	Lead Member for Culture and Communities (including Resident and Business Services) (Councillor Samantha Rayner)	David Scott	Grants Panel 7/1/19	Corporate Services Overview and Scrutiny Panel 5 Feb 2019	Cabinet 7 Feb 2019	
Financial Update	Open -	Latest financial update.	No	Lead Member for Finance and Economic Development (Councillor MJ Saunders)	Rob Stubbs	Internal Process	Corporate Services Overview and Scrutiny Panel 21 Feb 2019	Cabinet 28 Feb 2019	

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

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date of Overview and Scrutiny Panel	Date and name of meeting	Date of Council decision (if required)
Approval to award Waste and Recycling Collections and Associated Services Contract	Fully exempt - 3	Following a procurement process this paper asks Cabinet to approve the award of a new Waste and Recycling Collections and Associated Services Contract.	Yes	Lead Member for Environmental Services (including parking, flooding, housing and performance management). (Councillor Michael Airey)	Hilary Hall	Internal process	Highways, Transport and Environment Overview and Scrutiny Panel TBC	Cabinet 28 Feb 2019	
26 Financial Update	Open -	Finance Update	Yes	Lead Member for Finance and Economic Development (Councillor MJ Saunders)	Rob Stubbs	Internal process	Corporate Services Overview and Scrutiny Panel 25 Dec 2019	Cabinet 28 Mar 2019	
Financial Update	Open -	Latest financial update.	No	Lead Member for Finance and Economic Development (Councillor MJ Saunders)	Rob Stubbs	Internal process	Corporate Services Overview and Scrutiny Panel TBC	Cabinet 25 Apr 2019	

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

## DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

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

This page is intentionally left blank

Report Title:	<b>Traveller Local Plan - Issues &amp; Options</b>
Contains Confidential or Exempt Information?	No
Member reporting:	Councillor Coppinger, Lead Member Planning and Health (including Sustainability)
Meeting and Date:	Cabinet - 13 December 2018
Responsible Officer(s):	Andy Jeffs, Executive Director Communities, Jenifer Jackson, Head of Planning
Wards affected:	All

www.rbwm.gov.uk



## REPORT SUMMARY

- 1 The Local Development Scheme (LDS) commits the Council to producing a single-issue Traveller Local Plan. This will set out how the accommodation needs of Gypsy and traveller groups would be met up to 2033.
- 2 This report seeks approval to publish the Traveller Local Plan Issues and Options paper in January 2019 for public consultation.

## 1 DETAILS OF RECOMMENDATION

**RECOMMENDATION:** That Cabinet notes the report and:

- (i) Approves the publication of the Traveller Local Plan Issues & Options paper for public consultation, along with necessary evidence base studies; and
- (ii) Gives the Head of Planning delegated authority to approve minor changes to the Issues & Options paper, in consultation with the Lead Member for Planning and Health, prior to its publication.

## 2 REASONS FOR RECOMMENDATION AND OPTIONS CONSIDERED

- 2.1 Travellers comprise a range of groups with different histories, cultures and beliefs including Romany Gypsies, Irish Travellers, central and eastern European Roma, Travelling Showpeople and boat dwellers.
- 2.2 National planning policy for these groups is primarily set out in 'Planning Policy for Traveller Sites' (PPTS), published in 2015. It requires local authorities to make their own assessment of need, set targets relating to pitches and plots required and to maintain a 5 year supply of sites against these targets.
- 2.3 The current Local Development Scheme (LDS) commits the Council to producing a separate Traveller Local Plan (TLP) to meet the accommodation needs of Travellers. If the Council does not produce a Traveller Local Plan, then it will not be complying with the LDS.

- 2.4 It was also necessary to demonstrate to the Inspector examining the Borough Local Plan (BLP) that the Council is actively progressing the TLP. The Inspector posed the question of why the allocation of Traveller sites is being deferred to a separate plan and in responding to this, the Council gave public assurance that the Traveller Local Plan is being progressed expeditiously.
- 2.5 The Council has now completed and published its evidence of need for pitches and plots in a Gypsy and Traveller Accommodation Assessment (GTAA). This demonstrates that the Borough has an unmet need for Gypsy and Traveller pitches and Travelling Showpeople plots.
- 2.6 The first formal stage of the TLP will be the publication of an Issues and Options paper (under Regulation 18 of The Town and Country Planning (Local Planning) (England) Regulations 2012). This stage explores the issues surrounding provision of future need and options and approaches to address the issues for how this need could potentially be met. The Issues and Options paper can be seen in Annexe 1 of this report.
- 2.7 There is a chapter with a suggested vision and objectives for the plan before exploring the issues for each of the identified Traveller groups:
- Gypsies and Travellers,
  - Travelling Showpeople and
  - Boat dwellers.
- Each chapter contains more information on the type of Traveller, and a range of potential options, too numerous to detail here, are suggested.
- 2.8 Evidence documents support the Issues and Options paper and will be made available alongside it. These include:
- GTAA (published on website in June 2018).
  - A proposed methodology for the assessment of potential new Traveller sites. This is based on a similar methodology used to assess housing and economic sites through the HELAA.
  - A Sustainability Appraisal (SA) of the Issues and Options. Local Plans must be informed by SA throughout their preparation and consultants Lepus have been appointed to carry out SA for the TLP.
- 2.9 The current Local Development Scheme (LDS) indicates that the Traveller Local Plan Issues and Options paper would be published for consultation in November-December 2018, with the Draft Plan consultation in Spring 2019 and publication of a draft plan in Autumn 2019. It is now proposed to publish the Issues and Options paper early in 2019, with a Draft Plan consultation in the Autumn of 2019. This will avoid any conflict with the pre-election period for the May 2019 local elections.
- 2.10 The LDS will therefore need to be updated to reflect the revised timetable.

**Table 1: Options**

Option	Comments
Not publish the Issues and Options paper or the evidence studies.	Officers do not consider this would be the right approach to this important issue. This is likely to undermine the BLP and any future plan making work.

Option	Comments
This is not the recommended option.	This option would leave the Council with no control over where sites come forward. The Council would be vulnerable to sites being imposed through the planning appeal process. These sites may not be in the most sustainable locations.
Delay publication of the Issues and Options Paper until mid-2019. This is not the recommended option.	Officers do not consider this would be the right approach to this important issue. This is also likely to undermine the BLP. This option would leave the Council with no control over where sites come forward for a longer period of time. The Council would be vulnerable to sites being imposed through the planning appeal process.
Publish the Issues and Options paper in January 2019 and necessary evidence documents. <b>This is the recommended option.</b>	The GTAA demonstrates that the Borough has an unmet need for Traveller pitches. National planning policy requires the Council to identify and update annually a five-year supply of specifically deliverable sites to meet the objectively assessed need for additional pitches in the Borough. Progressing the preparation of the Traveller Local Plan is essential to ensure that the Council retains control over where these sites will be located.

### 3 KEY IMPLICATIONS.

**Table 2: Key implications**

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Publication of the TLP Issues & Options document and relevant evidence	After 7 January 2019	By 7 January 2019	By 4 January 2019	By 21 December 2018	January 2019

## 4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 There are no financial implications.

## 5 LEGAL IMPLICATIONS

- 5.1 The Council has already indicated its intention to prepare a Traveller Local Plan as set out in the previously published Local Development Scheme (LDS). The LDS will be updated under delegated authority.

## 6 RISK MANAGEMENT

**Table 4: Impact of risk and mitigation**

<b>Risks</b>	<b>Uncontrolled Risk</b>	<b>Controls</b>	<b>Controlled Risk</b>
The Council is unable to defend appeals against the refusal of planning permission for Traveller sites as it cannot demonstrate a 5 year supply of pitches and plots.	HIGH	Progress a single-issue Traveller Local Plan and publish an Issues and Options paper in accordance with the LDS.	LOW

## 7 POTENTIAL IMPACTS

- 7.1 National planning policy defines "gypsies and travellers" as:

*"Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family's or dependants' educational or health needs or old age have ceased to travel temporarily, but excluding members of an organised group of travelling showpeople or circus people travelling together as such."*

- 7.2 The provision of additional Traveller sites to meet the accommodation of Gypsies and Travellers in the Borough engages the Human Rights Act 1998, the Equalities Act 2010, and issues such as community cohesion, accommodation, property and assets in delivering sustainable communities through plan-making and in meeting the priorities set out in the Council Plan 2017-2021. An Equalities Impact Assessment (EqIA) will be produced for the Traveller Local Plan.



## 8 CONSULTATION

- 8.1 The TLP Issues and Options document has been circulated to relevant officers within the Council for informal comment. It is proposed that the document will be considered by Planning and Housing Overview and Scrutiny Panel on 4<sup>th</sup> December 2018, and any comments will be reported to the 13<sup>th</sup> December Cabinet.
- 8.2 The Issues and Options paper will, if agreed by Cabinet, be published for 6 weeks consultation in January 2019 under Regulation 18 of The Town and Country Planning (Local Planning) (England) Regulations 2012. The Council's Statement of Community Involvement includes requirements for public consultation on draft Development Plan Documents and it will be necessary to ensure that the consultation complies with this. In addition, there will be ongoing engagement with neighbouring authorities under the Duty to Cooperate.

## 9 TIMETABLE FOR IMPLEMENTATION

**Table 5: Implementation timetable**

Date	Details
January 2019	Publication of the Traveller Local Plan Issues & Options paper and associated evidence base documents

- 9.1 Implementation date if not called in: Immediately.

## 10 APPENDICES

- Traveller Site Assessment Methodology
- Traveller Local Plan Issues and Options paper

## 11 BACKGROUND DOCUMENTS

- 11.1 The following background documents are available on the Council website: Council Plan [https://www3.rbwm.gov.uk/downloads/file/3320/2017-2021 - council plan](https://www3.rbwm.gov.uk/downloads/file/3320/2017-2021_-_council_plan)
- 11.2 The LDS on the Council website: <http://consult.rbwm.gov.uk/file/4979935>
- 11.3 The Planning Policy for Traveller Sites from Central Government <https://www.gov.uk/government/publications/planning-policy-for-traveller-sites>

## 12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Date returned
Cllr Coppinger	Lead Member for Planning and Health	15.11.18	15.11.18

<b>Name of consultee</b>	<b>Post held</b>	<b>Date sent</b>	<b>Date returned</b>
Russell O'Keefe	Acting Managing Director	15.11.18	15.11.18
Rob Stubbs	Section 151 Officer	15.11.18	
Elaine Browne	Interim Head of Law and Governance	15.11.18	27.11.18
Nikki Craig	Head of HR and Corporate Projects		
Louisa Dean	Communications	15.11.18	
Andy Jeffs	Executive Director	15.11.18	15.11.18
Kevin McDaniel	Director of Children's Services	15.11.18	27.11.18
Angela Morris	Director of Adult Social Services		
Hilary Hall	Deputy Director of Commissioning and Strategy	15.11.18	

## REPORT HISTORY

<b>Decision type:</b> Key decision	<b>Urgency item?</b> No.	<b>To Follow item?</b>
Report Author: Jenifer Jackson, Head of Planning, 01628 796042		

# Proposed Traveller Site Assessment Methodology

**DRAFT**

**November 2018**



# Contents

<b>1</b>	<b>Introduction.....</b>	<b>3</b>
	What do we mean by Travellers? .....	3
	What is the Traveller Local Plan? .....	3
	What is the Traveller Land Availability Assessment? .....	3
	What is the Traveller Site Assessment Methodology? .....	3
<b>2</b>	<b>Policy Context.....</b>	<b>4</b>
	National context.....	4
	Regional Context.....	5
	Local Context .....	5
<b>3</b>	<b>Proposed methodology for assessing traveller site options.....</b>	<b>6</b>
	Assessing availability for Traveller use .....	10
	Assessing achievability for Traveller use .....	10
<b>4</b>	<b>Next Steps .....</b>	<b>12</b>
<b>5</b>	<b>Appendix .....</b>	<b>13</b>
	Appendix 5.1 – Policy HO4 in the Submission Version of the Borough Local Plan 2013-2033 .....	13

# 1 Introduction

- 1.1 This document sets out the proposed methodology for assessing site options identified for consideration in the forthcoming Royal Borough of Windsor and Maidenhead Traveller Land Availability Assessment (TLAA). The TLAA will form a key part of the evidence base for the Traveller Local Plan (TLP).

## What do we mean by Travellers?

- 1.2 This term covers a number of different groups, including English Gypsies, Irish and Scottish Travellers, Roma, 'New Age' Travellers, Travelling Showpeople and boat-dwellers.
- 1.3 For the purposes of the Traveller Local Plan, any references to 'Travellers' encompasses these three groups:
- Gypsies and Travellers
  - Travelling Showpeople
  - Boat dwellers.

## What is the Traveller Local Plan?

- 1.4 The Traveller Local Plan (TLP) will set out how the Royal Borough will meet the accommodation needs of the Traveller communities. The TLP is likely to include the allocation of new sites for these communities, but in order to allocate sites for future provision, the Council must first agree how potential sites will be identified and assessed.

## What is the Traveller Land Availability Assessment?

- 1.5 The Traveller Land Availability Assessment (TLAA) will identify land that could potentially be used for Traveller accommodation and assess them to see if they are suitable, available and achievable. It will include existing Traveller sites that may be considered to be suitable for expansion or becoming authorised, as well as potential new sites. **However, it will not allocate sites or grant planning permission.**

## What is the Traveller Site Assessment Methodology?

- 1.6 It will be important to ensure that any new Traveller pitches are in a suitable and sustainable location and comply with national and local planning guidance. As part of the process of selecting sites for allocation in the Traveller Local Plan, we need to decide how we will assess possible sites. This document sets out a proposed methodology for assessing sites, using a criteria based approach based on the established Berkshire methodology for assessing housing and economic land for allocating in local plans.



## 2 Policy Context

### National context

- 2.1 Gypsies and Travellers have been present in England for more than 600 years and Travelling Showpeople date back to the Middle Ages. Boat dwellers first began to live on boats in the 1790s.
- 2.2 The policy context for Housing and Economic Land Availability Assessments (HELAAs) is set out in the National Planning Policy Framework (NPPF) and the Planning Practice Guidance (PPG).
- 2.3 Paragraph 67 of the NPPF (2018) states that strategic policy-making authorities should have a clear understanding of the land available in their area through the preparation of a strategic housing land availability assessment. From this, planning policies should identify a sufficient supply and mix of sites, taking into account their availability, suitability and likely economic viability.
- 2.4 The PPG provides detailed guidance on how local planning authorities should undertake housing and economic land availability assessments.
- 2.5 National planning policy for Gypsies and Travellers and Travelling Showpeople is primarily set out in 'Planning Policy for Traveller Sites' (PPTS), which was last updated in 2015.
- 2.6 It will be important to ensure that any new Traveller pitches are in a sustainable location and comply with national planning policy. The Government's overarching aim is to ensure fair and equal treatment for Travellers, in a way that facilitates the traditional and nomadic way of life of Travellers while respecting the interests of the settled community. The PPTS encourages local authorities to set their own targets for Gypsies and Travellers and Travelling Showpeople in order to address the likely accommodation needs of these groups in their area. The PPTS definitions of 'Gypsy and Traveller' and 'Travelling Showperson' now exclude those that have stopped travelling on a permanent basis.
- 2.7 The PPTS provides some guidance on where sites should and should not be allocated. For example, it states that local plan policies for Travellers should
  - ensure that children can attend school on a regular basis,
  - promote access to health services,
  - not allocate sites in areas at high risk of flooding, including functional floodplains,
  - provide for proper consideration of the effect of local environmental quality (such as noise and air quality) on the health and well-being of Travellers, and
  - ensure the scale of sites does not dominate the nearest settled community.
- 2.8 With regard to Green Belt, the PPTS states that

"Green Belt boundaries should be altered only in exceptional circumstances. If a local planning authority wishes to make an exceptional, limited alteration to the defined Green Belt boundary (which might be to accommodate a site inset within the Green Belt) to meet a specific, identified need for a Traveller site, it should do so only through the plan-making process and not in response to a planning application. If

land is removed from the Green Belt in this way, it should be specifically allocated in the development plan as a traveller site only.”

- 2.9 The Traveller Land Availability Assessment and the Traveller Local Plan will need to take national policy in account.

## Regional Context

- 2.10 Although the South East Plan was revoked in 2013, one relevant policy (NMR6) relating to development close to the Thames Basin Heaths Special Protection Area (SPA), was retained. This policy states that new residential development which is likely to have a significant effect on the SPA will be required to demonstrate measures to avoid or mitigate potential adverse effects. Much of the southern part of the Borough is affected by the SPA, including most of Ascot.

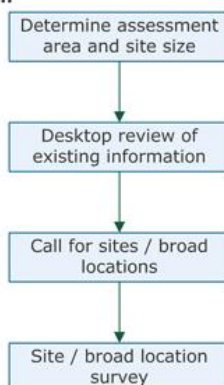
## Local Context

- 2.11 Travellers have been present in the Royal Borough of Windsor and Maidenhead for centuries. More information on the history of Travellers nationally and locally is provided in the Issues and Options paper.
- 2.12 There are no ‘saved’ policies in the current adopted Royal Borough of Maidenhead and Windsor Local Plan (1999) that relate specifically to Gypsies and Travellers, although a number of policies are relevant.
- 2.13 The emerging Borough Local Plan 2013-2033 Submission Version (BLPSV) was submitted for independent examination in January 2018. It includes a policy (HO4 - Gypsies and Travellers) to guide development management decisions on applications for Gypsy and Traveller and Travelling Showpeople. The policy will also be used to help guide the allocation of sites in the Traveller Local Plan. The version of the policy in the BLPSV can be found in Appendix 1. As the Borough Local Plan is currently being examined, the policy in the final adopted plan may be different to this.
- 2.14 In 2017, the Council commissioned consultants arc<sup>4</sup> to undertake a Gypsy and Traveller Accommodation Assessment (GTAA). This study, which was published in June 2018, concluded that using the definition of Gypsies and Travellers set out in the PPTS, that there is a need for 26 pitches in the period 2017/18 to 2032/33, of which 20 are required in the five year period 2017/18 to 2021/22. However, when the likely turnover of pitches on local authority sites during the plan period is taken into account, this results in a reduced residual need for 21 pitches over the plan period. There is also a need for 14 plots for Travelling Showpeople over the next five years, again under the PPTS definition. The GTAA found ‘no credible evidence of unsatisfied need’ for residential moorings for boat dwellers, although it is possible that much of the actual need is undetected.

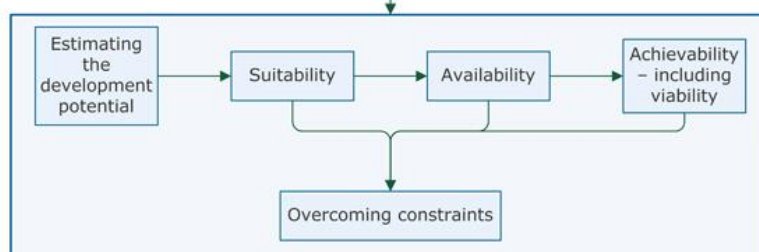
### 3 Proposed methodology for assessing traveller site options

- 3.1 In November 2016, five Berkshire Borough Councils (Reading, RBWM, Slough, West Berkshire and Wokingham) agreed a common methodology for undertaking Housing and Economic Land Availability Assessments (HELAAs). The agreed HELAA methodology is based on the standard five stage methodology set out in the Government's Planning Practice Guidance<sup>1</sup>.

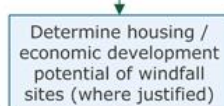
#### Stage 1- Site / broad location identification



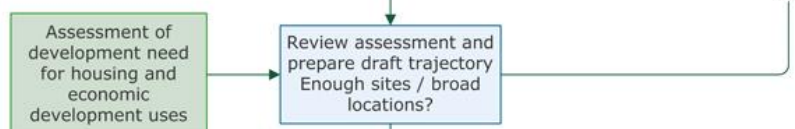
#### Stage 2 - Site / broad location assessment



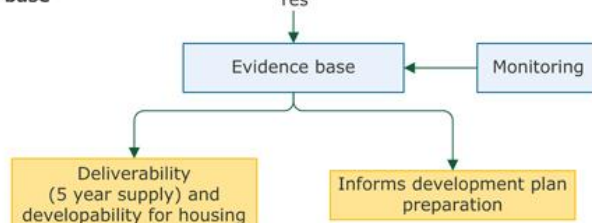
#### Stage 3 - Windfall assessment



#### Stage 4 - Assessment review



#### Stage 5 - Final evidence base



<sup>1</sup> HELAA Methodology – flowchart (PPG, Paragraph: 006 Reference ID: 3-006-20140306)



- 3.2 A draft methodology for the Berkshire HELAA was subject to consultation in 2016 and 17 responses were received. Some amendments were made to the methodology as a result.
- 3.3 It is proposed that potential Traveller site options are assessed using a criteria based approach, based on the Berkshire HELAA methodology. However, the needs for Traveller sites are invariably different to those of the settled community and so this methodology has been adapted, as follows:
- 3.4 **Stage 1** is the identification of sites and broad locations. The following sources will be drawn upon:
- Existing known authorised and unauthorised Traveller sites, taken from the GTAA.
  - Sites where there has been a recent planning application for Traveller use, including those that were unsuccessful in gaining planning permission.
  - Sites put forward through 'call for sites' exercises. There have been a number of general call for sites exercise carried out in the Borough in connection with the emerging Borough Local Plan, most recently in July 2017. A specific Traveller call for sites for the TLAA was undertaken in July and August 2018. This was advertised by contacting key stakeholders, including known Traveller contacts, major landowners, public sector organisations, adjoining local authorities and town and parish councils. The call for sites was also publicised through the Estates Gazette, local papers and libraries, and on the Council's website.
  - Sites in the Council's ownership.
- 3.5 The Council will not consider any sites not identified through the above sources, for example non-promoted land around towns and villages, or sites promoted for other uses. It is important that the assessment exercise is based on land that is available and deliverable and is also kept manageable.
- 3.6 The Berkshire HELAA methodology uses a minimum size threshold of 5 dwellings or 0.25 ha (housing development) and 500 sq.m. floorspace (economic uses). It is more problematic to arrive at an appropriate minimum size for a Traveller site. The PPTS does not provide any guidance and the now withdrawn 'Designing Gypsy and Traveller Sites Good Practice Guide' (DCLG, 2008) also declines to offer any suggestions on a minimum area, instead stating that
- "There is no one ideal size of site or number of pitches although experience of site managers and residents alike suggest that a maximum of 15 pitches is conducive to providing a comfortable environment which is easy to manage. However, smaller sites of 3-4 pitches can also be successful, particularly where designed for one extended family."
- 3.7 The guidance adds that a pitch should be able to accommodate "two touring caravans, two parking spaces and private amenities." In accordance with the 2008 guidance, it is suggested that 0.2 ha be used as a minimum size threshold for the TLAA as this can accommodate about 4 pitches. The same size threshold would be used for other types of site, such as for Travelling Showpeople and boat dwellers. Any sites below this size threshold would not be considered for assessment.

- 3.8 **Stage 2** is the assessment of the sites. This will involve estimating the development potential of the identified sites, as well as their suitability, availability and achievability, including whether constraints can be overcome.
- 3.9 It is proposed that stage 2 is divided into two parts:
- Stage 2a would comprise an initial desktop filtering exercise using GIS data to sieve out those sites that are subject to fundamental 'showstopper' constraints.
  - Stage 2b would be to undertake a more detailed assessment of the remaining sites against a wide range of environmental, economic and social criteria.

### Stage 2a – Initial assessment

- 3.10 It is proposed that the following factors would be used at stage 2a to exclude 'showstopper' sites:

Stage 2a criteria	Reason
<b>Site is completely within Flood Zone 3 (high probability of flooding) or in Zone 3b (functional floodplain)</b>	Caravans and mobile homes are a highly vulnerable use and should not be permitted in Zone 3 <sup>2</sup> .
<b>Site is completely within a Special Protection Area.</b>	Legislation and the NPPF advises that planning permission should not normally be granted for development that is likely to have an adverse effect on the integrity of a European site.
<b>Site is completely within 400m of the Thames Basin Heaths Special protection Area</b>	Natural England advises that the recreational impacts of residential development cannot be mitigated within 400m of the designation.
<b>Sites within a Ramsar site</b>	The NPPF advises that planning permission should not normally be granted for development that is likely to have an adverse effect on a Ramsar site.
<b>Sites within a Site of Special Scientific Interest</b>	Legislation and the NPPF advises that planning permission should not normally be granted for development that is likely to have an adverse effect on an SSSI.
<b>Sites wholly within or containing ancient woodland</b>	The NPPF advises that planning permission should not normally be granted for development that is likely to result in the loss of or deterioration of ancient woodland.
<b>Sites within notified safety zones</b>	Development within certain safety zones may be considered unsuitable due to safety concerns, e.g. airport safety zones.

### Stage 2b – More detailed qualitative assessment

- 3.11 The next stage of the assessment (Stage 2b) would be to assess remaining sites against a wide range of environmental, economic and social criteria in order to assess their suitability and sustainability, also using GIS data. It is proposed that the following factors are taken into account at this stage:

<sup>2</sup> Planning Practice Guidance on Flood Risk and coastal change (Para: 067 Reference ID: 7-067-20140306).

Stage 2b criteria
Whether site is within Metropolitan Green Belt
Whether site is affected by any landscape designations.
Whether site is affected by nature conservation designations.
Whether use would have impact on heritage assets
Whether site can be safely accessed by pedestrians and vehicles to and from highway
Whether site is relatively level
Whether there would be an impact on green infrastructure / open spaces
Whether site has access to services, including health, schools, shops and public transport
Whether site comprises best and most versatile agricultural land
Whether site is safeguarded in a plan for another use (e.g. minerals and waste or employment use)
Whether site has (on could have) adequate on-site utilities
Whether site could provide suitable level of amenity for occupiers and nearest settled community

### Sustainability Appraisal

- 3.12 The Traveller Local Plan will be subject to sustainability appraisal (SA). SA is a systematic process that must be carried out by Local Planning Authorities during the preparation of a Local Plan. Its role is to promote sustainable development by assessing the extent to which the emerging plan, when judged against reasonable alternatives, will help to achieve relevant environmental, economic and social objectives. The appointed consultants (Lepus Consulting) produced a Draft Sustainability Appraisal (SA/SEA) Scoping Report which was subject to consultation with Historic England, Natural England and the Environment Agency before being finalised. This contains an SA framework so that they can appraise 'reasonable alternative' site options using GIS data. Therefore, the Council will need to ensure that the TLAA and SA processes are complementary, as there will be clear synergies between them.

### Green Belt

- 3.13 Traveller sites in the Green Belt are 'inappropriate development'. The PPTS states that "If a local planning authority wishes to make an exceptional, limited alteration to the defined Green Belt boundary (which might be to accommodate a site inset within the Green Belt) to meet a specific, identified need for a Traveller site, it should do so only through the plan making process, and not in response to a planning application", with land allocated as a Traveller site only. About 83% of the Borough's area is Green Belt, and this designation covers almost all of the land outside of towns and villages. Therefore, it is proposed that Green Belt is not included as a stage 2a 'showstopper' constraint, as this would mean that almost (if not all) of the existing and any future nominated sites would be immediately rejected.

### Accessibility to services

- 3.14 With regard to accessibility to services, it will be necessary to consider a suitable distance within which sites will be reasonably accessible, including to health services and schools. Policy HO4 in the emerging Borough Local Plan requires Traveller sites to be suitably connected by sustainable modes of transport to a settlement with health care, retail and school facilities with capacity.

### Assessment of the availability and achievability

- 3.15 Stage 2b will also include an assessment of the availability and achievability of the potential Traveller sites.

### **Assessing availability for Traveller use**

- 3.16 The Planning Practice Guidance for HELAAs advises that a site is considered available for development when, on the basis of the best information available, there is confidence that there are no legal or ownership problems. Where potential problems have been identified, then an assessment will need to be made as to how and when they can realistically be overcome.
- 3.17 Sites nominated through a call for sites submission, including by any landowner / agent / developer or the planning authority, will need to be checked, especially where a site is in multiple ownership. Sites currently in Traveller use or with a current planning permission will be assumed to be available.

### **Assessing achievability for Traveller use**

- 3.18 The PPG states that a site is considered to be achievable where there is a reasonable prospect that a site will be developed at a particular point in time. This is essentially a judgment about the economic viability of a site. An 'achievability' assessment will be carried out at the point when a site is first found 'suitable' and 'available'. The Council will determine whether a site is 'achievable' by contacting developers and having regard to viability information such as market, cost and delivery factors. For example, there may be a need to install mains water, electricity, drainage and sanitation or to remediate contaminated land. There is also evidence that the Travelling communities are subject to high levels of poverty and so are unlikely to be able to compete on the open market for sites.
- 3.19 The assessment of suitability, availability and achievability will then be used to reach a judgement of whether sites can be considered to be deliverable over the plan period. The PPTS requires local planning authorities to maintain a five year supply of specific deliverable Gypsy and Traveller and Travelling Showpeople sites against locally set targets. It adds that authorities should also identify a supply of specific, deliverable sites or broad locations for years 6 to 10 and (where possible) for years 11-15. Therefore all sites that are considered to be suitable, available and achievable will then be classified as being deliverable (years 1-5), developable (6-10, 11-15) or not developable. To be considered deliverable, sites should be immediately available, offer a suitable location for development now and be found to be

achievable with a realistic and viable prospect for development that can be delivered within five years. To be considered developable, sites should be in a suitable location for Traveller site development and there should be a reasonable prospect that the site is available and could be viably developed at the point envisaged.

- 3.20 **Stage 3** in the Berkshire (and NPPG) HELAA methodology is a windfall assessment. Windfall sites are sites not specifically identified in the development plan<sup>3</sup>. The Council can make an allowance for windfalls if there is compelling evidence that such sites have consistently become available in the local area and will continue to do so. All Traveller sites in the Royal Borough have been windfall sites, as we have not previously allocated land for Traveller accommodation or published a Traveller LAA. However, as we are now proposing to allocate additional sites, the amount of windfall sites coming forward may start to decrease, although they are still likely to come forward if insufficient sites can be allocated.
- 3.21 **Stage 4** is to review the assessment and to see if there are enough suitable and deliverable sites to meet the objectively assessed need. If there are not enough sites, then Stages 1 to 3 will be revisited to see if anything can be done to alter the outcome of the assessment. For example, it might be possible to change some of the assumptions used on the capacity of sites or by looking for additional sites to assess. This could include reviewing the previous criteria for exclusion, including those relating to the distances to services.
- 3.22 If there is clear evidence that the needs cannot be met locally, the Council will consider whether adjoining areas can help meet some of the need, in accordance with the duty to cooperate.
- 3.23 **Stage 5** is the final evidence base, including the Traveller LAA.
- 3.24 The TLAA will present a list of all of the known Traveller sites in the Borough and newly identified and promoted sites. It will include a set of proformas that provide a detailed assessment of each site, informed by sustainability appraisal. It is anticipated that this will include
- Its address and size
  - a description of the site and its current use,
  - potential future use,
  - a summary of its planning history,
  - key constraints,
  - access to the site,
  - accessibility to key services such as shops, schools and doctors surgeries
  - Its suitability, availability and achievability.
- 3.25 The PPTS requires local authorities to identify and update annually a supply of specific deliverable sites for five years' worth of Gypsy and Traveller and Travelling Showpeople sites against a locally set target and to identify a supply of or broad locations for years 6 to 10 and, where possible for years 11-15. The Traveller LAA will therefore also include tables showing when new pitches are expected to be delivered, grouped in five year periods.

---

<sup>3</sup> NPPF 2018, Annex 2.

## 4 Next Steps

- 4.1 This document presents a proposed methodology for assessing sites, based on Government guidance. The Council is seeking views on the draft methodology as part of the Traveller Local Plan Issues and Options consultation. Further details on how to comment on the Issues and Options paper can be found on the Council's website ([www3.rbwm.gov.uk/travellerlocalplan](http://www3.rbwm.gov.uk/travellerlocalplan)).
- 4.2 It is expected that the first TLAA will be published alongside the Draft Traveller Local Plan in Autumn 2019.

DRAFT

## 5 Appendix

### Appendix 5.1 – Policy HO4 in the Submission Version of the Borough Local Plan 2013-20330

#### POLICY HO 4

##### Gypsies and Travellers

1. The need for Gypsy and Traveller Accommodation will be addressed through the proposed Gypsy and Traveller Local Plan.<sup>(11)</sup> The current Gypsy and Traveller Accommodation Assessment will identify need for transit and permanent pitches to meet needs in the area. Meanwhile applications for planning permission will be considered positively in the light of national planning policy and the criteria listed below.
2. Planning permission for Gypsy and Traveller and Travelling Showpeople accommodation will be granted providing all of the following criteria are met:
  - a. the site is suitably connected by sustainable modes of transport to a settlement with health care, retail, and school facilities with capacity
  - b. the impact of development including in combination with existing pitches would not harm the landscape, heritage assets, biodiversity or visual character and amenity of the area, in particular the Green Belt
  - c. the site can be safely accessed by pedestrians, vehicles and caravans to and from the highway
  - d. the site is not located in an area at high risk of flooding as defined by the Council's strategic flood risk assessment and shown on the Policies Map
  - e. adequate on-site utilities, including water resources and supply, waste disposal and treatment, are provided for the benefit of residents and also in order to avoid adverse impacts on the natural environment
3. In addition to the above, the following criterion applies to Travelling Showpeople accommodation only: the site should be suitable for the storage and maintenance of show equipment and associated vehicles without causing harm through conflict with other policies in the Plan.
4. Due to the nature of this housing need, there will be continuing cooperation with neighbouring local planning authorities to ensure that the appropriate demand is identified and provision made.



# Traveller Local Plan

## Issues and Options paper

Draft

November 2018





## Consultation Details

This document explores the issues and options relating to the provision of sites to meet the needs of the Traveller communities in the Borough.

The public and other stakeholders are now invited to submit comments on the content of this Issues and Options Paper and the accompanying Sustainability Appraisal / Strategic Environmental Assessment Report and Proposed Traveller Site Assessment Methodology.

### How can I respond to this consultation?

You can respond in several different ways:

- By completing the on-line response form
- By downloading the response form, completing it and returning it to by email to [planning.policy@rbwm.gov.uk](mailto:planning.policy@rbwm.gov.uk)
- By sending comments to us by email (using the above address)
- By sending comments to us by post to Planning Policy, The Royal Borough of Windsor and Maidenhead, Town Hall, St Ives Road, Maidenhead, Berkshire SL6 1RF.

More information can be found on the Council's website (<https://www3.rbwm.gov.uk/travellerlocalplan>).

**All comments must be received by 5pm on X February 2019.**

If you have any queries regarding this document please contact a member of the planning policy team at [planning.policy@rbwm.gov.uk](mailto:planning.policy@rbwm.gov.uk) or by telephone at **01628 796357**.

Further information on how your personal data will be used is given in the [privacy notice](#). Non personal data may be published on this website in due course.

# Contents Page

<b>1</b>	<b>Introduction.....</b>	<b>5</b>
	What do we mean by Travellers? .....	5
	What is a Traveller Local Plan? .....	6
	Why do we need one? .....	6
	How does this paper fit into the Traveller Local Plan work? .....	7
	What have we done so far? .....	8
	Working with local communities and statutory stakeholders .....	8
	Format of the Issues and Options document and how to use it.....	8
	How do I make comments? .....	9
	What happens next?.....	9
<b>2</b>	<b>Context .....</b>	<b>10</b>
	History of Travellers.....	10
	Travellers in RBWM and the wider area today .....	10
	Policy context .....	11
	Supporting Evidence for the Traveller Local Plan .....	14
<b>3</b>	<b>Vision and Objectives .....</b>	<b>17</b>
	The Vision .....	17
	Plan period .....	17
	Options for end date of plan .....	18
	The Objectives .....	18
<b>4</b>	<b>Gypsies and Travellers .....</b>	<b>20</b>
	Policy Context .....	20
	Key facts .....	20
	Issues.....	24
	Options for the provision of Gypsy and Traveller accommodation .....	28
	Questions to consider .....	30
<b>5</b>	<b>Travelling Showpeople.....</b>	<b>32</b>
	Policy Context .....	32
	Key Facts .....	32
	Issues.....	33
	Options for the provision of Travelling Showpeople accommodation .....	35
	Questions to consider .....	36

<b>6</b>	<b>Boat Dwellers .....</b>	<b>37</b>
	Policy Context .....	37
	Key Facts .....	37
	Issues.....	38
	Options for the provision of boat dweller accommodation .....	40
	Questions to consider .....	41
<b>7</b>	<b>Are there any other issues and options? .....</b>	<b>42</b>
<b>8</b>	<b>Appendices .....</b>	<b>43</b>
	Appendix 1 – Policy HO4 in the Submission Version of the Borough Local Plan .....	43
	Appendix 2 – Glossary .....	44

# 1 Introduction

## What do we mean by Travellers?

- 1.1 The term 'Travellers' is difficult to define as it does not constitute a single, homogenous group, but encompasses a range of people and groups with different histories, cultures and beliefs including: English Romany Gypsies, Irish and Scottish Travellers, European Roma, 'New Age' Travellers, Travelling Showpeople and boat dwellers.
- 1.2 For the purposes of this Local Plan, any references to 'Travellers' encompasses these three groups:
- Gypsies and Travellers
  - Travelling Showpeople
  - Boat dwellers
- 1.3 In 'Planning Policy for Traveller Sites' (PPTS, DCLG, 2015), the Government has defined Gypsies and Travellers as
- "Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family's or dependants' educational or health needs or old age have ceased to travel temporarily, but excluding members of an organised group of travelling showpeople or circus people travelling together as such."*
- 1.4 In determining whether persons are "Gypsies and Travellers", the PPTS states that consideration should be given to the following issues amongst other relevant matters:
- a) Whether they previously led a nomadic habit of life;
  - b) The reasons for ceasing their nomadic habit of life; and
  - c) Whether there is an intention of living a nomadic habit of life in the future, and if so, how soon and in what circumstances.
- 1.5 Travelling Showpeople are defined in the PPTS as
- "Members of a group organised for the purposes of holding fairs, circuses or shows (whether or not travelling together as such). This includes such persons who on the grounds of their own or their family's or dependants' more localised pattern of trading, educational or health needs or old age have ceased to travel temporarily, but excludes Gypsies and Travellers as defined above."*
- 1.6 There is no known Government definition of 'boat dwellers'. The British Waterways Act 1971 sets out a definition for the term 'Houseboat' with additional interpretation set out in the British Waterways Act 1995. However, a houseboat as defined by the legislation may not be lived on at all and so the terms 'boat dweller' or Bargee Travellers are often used instead to cover those people living on boats and travelling on waterways, or living on permanent moorings.
- 1.7 There are three main types of Traveller site:

- Permanent residential sites – these can be public, social rented sites or privately owned sites. Sites are normally made up of individual caravan pitches, with amenity blocks and essential services; Travelling Showpeople plots (also known as yards) which are normally mixed use and incorporate space for the storage and repair of equipment; or residential moorings for houseboats.
- Transit sites – these are permanent sites used to provide only temporary accommodation to their residents.
- Temporary stopping places – these are pieces of land in temporary use as authorised short-term stopping places.

## What is a Traveller Local Plan?

- 1.8 The Traveller Local Plan (TLP) is a type of Local Plan, a document which sets out local planning policies and identifies how land is used and what will be built where. The TLP will set out how the Royal Borough of Windsor and Maidenhead will meet the future accommodation needs of the Traveller communities. This is likely to include the allocation of new sites. It will also cover other related issues such as site design, type, tenure and mix.
- 1.9 The Traveller Local Plan will, once adopted, form part of the Development Plan, alongside the 1999 Local Plan (expected to be replaced by the emerging Borough Local Plan), the Maidenhead Town Centre Area Action Plan, Minerals and Waste Plans, “made” (adopted) neighbourhood plans and one retained policy from the South East Plan. The Traveller Local Plan will cover the whole of the Royal Borough of Windsor and Maidenhead.

## Why do we need one?

- 1.10 Travellers form part of the community within the Borough. However, these groups can face inequalities and experience some of the worst outcomes of any groups across a range of social indicators. Local authorities have a legal responsibility to assess and plan for the accommodation needs of Travellers.
- 1.11 Ensuring the provision of a sufficient supply of good quality pitches, plots and moorings for Travellers can help to address the inequalities that they experience. This can also help to reduce the number of unauthorised sites and encampments, which are a frequent source of tension between the travelling and settled communities.
- 1.12 Failure to allocate sufficient land to meet the identified needs would have a number of negative impacts, both for the settled population and for Traveller communities. It would make it harder to resist future speculative planning applications for the grant of temporary planning permission and to take effective enforcement action against unauthorised sites. It could also mean that more sites are permitted through the planning appeal process. These sites may not be in the most sustainable locations, meaning that the Traveller communities would not be able to access the services and support they need.

## How does this paper fit into the Traveller Local Plan work?

- 1.13 This Issues and Options paper is the first formal stage of the process of producing the Traveller Local Plan. The diagram below shows how the Issues and Options document fits into the whole plan-making process:

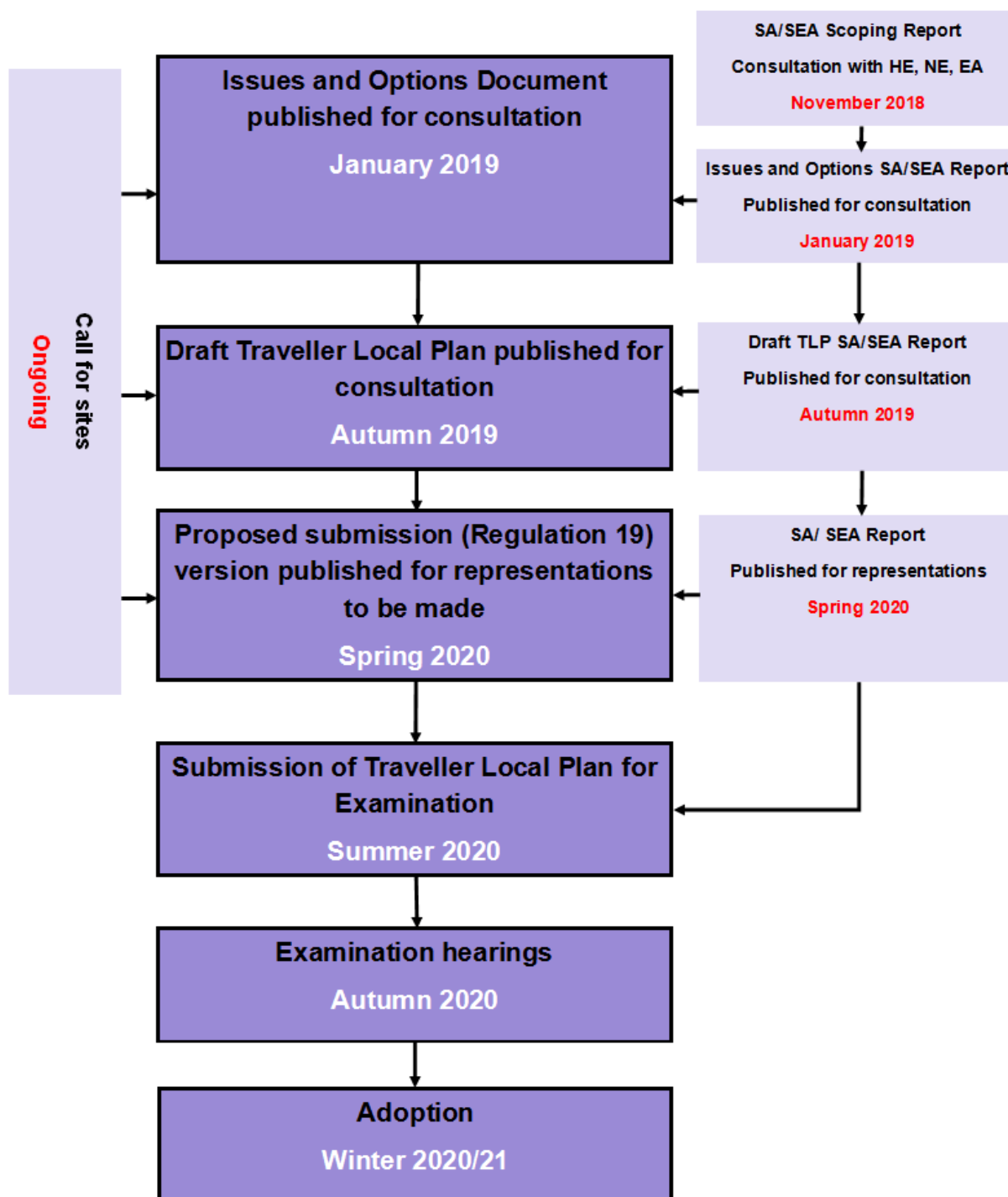


Figure 1 - Indicative Timetable for the Traveller Local Plan

1.14 The purpose of the current Issues and Options stage is to:

- Identify the issues the Council should address through the Traveller Local Plan;
- Set out a series of potential options the Council could employ to address these issues, and
- Obtain views from the community and stakeholders on the issues and options identified by the Council to see if there are any that the Council has missed.

### What have we done so far?

1.15 The Council will need to identify a supply of potential Traveller sites before it can begin the process of establishing which sites might be suitable for allocation in the Traveller Local Plan to meet the identified need.

1.16 The first step in this process was to identify the accommodation needs of Gypsies and Travellers, Travelling Showpeople and boat dwellers. A study called a Gypsy and Traveller Accommodation Assessment (GTAA) was published in June 2018.

1.17 The second step was to undertake a 'Call for sites' exercise. A specific Call for Traveller sites was undertaken by the Council in the summer of 2018 following the Housing and Employment Land Availability Assessment (HELAA) Call for sites in 2017 where landowners and site promoters were free to suggest land for Traveller sites. The Traveller Call for sites was widely publicised through direct communication with key stakeholders, including members of the Traveller community (and Traveller organisations), parish councils, neighbourhood plan groups, adjoining local authorities and public sector bodies. Public notices were placed in local newspapers and the Estate Gazette and information on how to respond was placed in libraries and on the Council's website. In all, 10 potential Traveller sites have been suggested to the Council. This process is ongoing (see figure 1).

### Working with local communities and statutory stakeholders

1.18 The Issues and Options document will be the principle vehicle that the Council will use to consult with local communities, statutory bodies and other stakeholders to understand their views, ideas and concerns in relation to the issues and options raised. The Council will draw upon this information when preparing the draft Traveller Local Plan.

1.19 There will be further public consultation at the draft Local Plan stage and again on the Proposed Submission version of the plan, although at that stage this is limited to inviting formal representations to be made on the 'soundness' of the plan for the inspector to consider at the examination.

### Format of the Issues and Options document and how to use it

1.20 After this initial introduction section, there is a context section that provides more information on the history of Travellers within the Royal Borough, the policy context

and evidence needed to support the plan. There is then a section on the vision and objectives for the plan. This is followed by separate sections covering Gypsies and Travellers, Travelling Showpeople and boat dwellers. These give more information on these distinct groups and sets out a series of potential options the Council could employ to address the issues identified for each group. Each Issues and Options section for the Traveller groups is followed by some questions.

- 1.21 We would like your views on whether we have correctly identified the issues and options. We would encourage you to use the questions to guide any response that you wish to make. However, if you feel that other issues should also be taken into account, please take this opportunity to make comments about these.
- 1.22 The Issues and Options Paper is supported by an evidence basis. The Council also welcomes comments and observations on this evidence base.

### How do I make comments?

- 1.23 There are several different ways in which you can make comments on the Issues and Options document. These include
- Completing the on-line response form
  - Completing a copy of the response form and returning it to by email to [planning.policy@rbwm.gov.uk](mailto:planning.policy@rbwm.gov.uk).
  - By sending comments to us by email (using the above address) or
  - By sending comments to us by post to Planning Policy, The Royal Borough of Windsor and Maidenhead, Town Hall, St Ives Road, Maidenhead, Berkshire SL6 1RF.
- 1.24 Please see the section at the start of this document entitled 'consultation details' for more details on how to respond. All comments must be received by 5pm on X February 2019.

### What happens next?

- 1.25 All comments received before the end of the consultation period will be carefully reviewed and considered. This information will be taken into account in the preparation of the Draft version of the Traveller Local Plan, which we expect to be published in the Autumn of 2019.



## 2 Context

### History of Travellers

- 2.1 It is believed that Europe's Gypsy and Roma populations originated from nomadic tribes in North West India in the ninth century. Irish Travellers are a distinct ethnic population who are known to have travelled between Ireland and Britain in the mid 1600's<sup>1</sup>. New Age Travellers are groups of people who often embrace New Age values and evolved in Britain in the 1980's.
- 2.2 Gypsies and Travellers have been present in England for more than 600 years<sup>2</sup>. Around 58,000 people identifying themselves as members of the Gypsy and Traveller community living in England and Wales<sup>3</sup>. English Gypsies and Irish Travellers are now recognised as ethnic minority groups under the Race Relations Act.
- 2.3 Travelling Showpeople have a separate traditional history dated back to when royal charters were granted for fairs in the Middle Ages and gatherings for trade in the Roman era. They are mainly self-employed business people whose distinct way of life is based around operating travelling fun fairs and circuses.
- 2.4 Boat dwellers first began to live on narrowboats during the success of the coal and mine industry in the 1790's. Consequently, travelling on Britain's waterways became a popular way of life. It is estimated there are around 10,000-15,000 boats in the UK that are the primary residence for their occupiers<sup>4</sup>. This alternative housing solution has become popular in the past decade due to the increasing property prices near London.

### Travellers in RBWM and the wider area today

- 2.5 Travellers have been present in the Royal Borough of Windsor and Maidenhead for centuries. For example, Royal Ascot week was used as a meeting place by Gypsies since it began in 1711<sup>5</sup> and historically Travellers centred around Datchet and towards Heathrow Airport. There is anecdotal evidence of a Traveller encampment historically located near to Windsor Castle where food and provisions were provided by the reigning monarch, Queen Victoria.
- 2.6 Today, Gypsies, travellers and Travelling Showpeople living in the Borough tend to use popular routes to various parts of the UK including the M3 and M4 corridor, visiting locations such as Essex, the Appleby Horse Fair in Cumbria and Wales.

<sup>1</sup> Being with our own kind: The contexts of Gypsy-Traveller Elders' Social and Leisure Engagement (Greenfields and Ryder, 2010).

<sup>2</sup> <http://www.gypsy-traveller.org/wp-content/uploads/2010/08/FFT-Factsheet-Historical-Law.pdf>

<sup>3</sup> Gypsies and Travellers Briefing Paper (House of Commons Library, 2018)

<sup>4</sup> Association of Inland Navigation Authorities (AINA)

<sup>5</sup> [http://news.bbc.co.uk/local/berkshire/hi/people\\_and\\_places/history/newsid\\_8743000/8743118.stm](http://news.bbc.co.uk/local/berkshire/hi/people_and_places/history/newsid_8743000/8743118.stm)

## Policy context

### National Planning Policy

- 2.7 National planning policies for Traveller sites are set out in 'Planning Policy for Traveller Sites' (PPTS), which was last updated in August 2015. The PPTS must be taken into consideration in preparing local plans and taking planning decisions.
- 2.8 The Government's overarching aim is to ensure fair and equal treatment for Travellers, in a way that facilitates their traditional and nomadic way of life while respecting the interests of the settled community<sup>6</sup>. The PPTS seeks to ensure that local planning authorities make their own assessments of need and then work collaboratively with neighbouring local authorities to meet this need through the identification of land for sites in sustainable locations.
- 2.9 The PPTS states that local authorities should set pitch targets for Travellers to address the likely permanent and transit site accommodation needs in their area<sup>7</sup>.
- 2.10 Local authorities also need to:
- identify (and update annually) a supply of specific deliverable sites sufficient to provide five years' worth of sites against this target, and
  - identify a supply of specific, deliverable sites or broad locations for years six to ten, and, where possible, years 11-15<sup>8</sup>.
- 2.11 The PPTS provides some guidance on the factors to take into account in finding sites<sup>9</sup>. For example, local planning authorities should
- protect local amenity and environment,
  - relate the number of pitches to the circumstances of the site and the surrounding population,
  - promote access to health services and schools,
  - provide for consideration of the effect of local environmental quality on health and well-being,
  - avoid placing undue pressure on local infrastructure, and
  - avoid locating sites in areas at high risk of flooding.
- 2.12 With regard to the Green Belt, the PPTS states that Traveller sites are 'inappropriate development' for which very special circumstances need to be demonstrated<sup>10</sup>. It adds that if a local planning authority wishes to make an exceptional, limited alteration to the defined Green Belt boundary to meet a specific, identified need for a traveller site, it should do so only through the plan-making process and not in

---

<sup>6</sup> PPTS, paragraph 3.

<sup>7</sup> PPTS, Paragraph 9.

<sup>8</sup> PPTS, paragraph 10.

<sup>9</sup> PPTS paragraphs 10 and 13.

<sup>10</sup> PPTS paragraph 16.

response to a planning application. Such land should be specifically allocated in the development plan as a Traveller site only<sup>11</sup>.

- 2.13 The PPTS also states that if there is a lack of affordable land to meet local traveller needs, local planning authorities should, where viable and practical, consider allocating sites solely for affordable use through a 'rural exception sites' policy<sup>12</sup>.
- 2.14 The PPTS needs to be read in conjunction with the National Planning Policy Framework (NPPF, 2018). This states that the purpose of the planning system is to contribute to the achievement of sustainable development, with the 'presumption in favour of sustainable development' at the heart of the Framework<sup>13</sup>.
- 2.15 The NPPF also states that strategic policies should, as a minimum, provide for objectively assessed needs for housing and other uses, as well as any needs that cannot be met within neighbouring areas, unless the NPPF provide a strong reason to restrict the scale, type of distribution of development in the plan area, or the adverse impacts of doing so would outweigh the benefits, when assessed against the NPPF as a whole<sup>14</sup>. It adds that the size, type and tenure of housing needed for different groups in the community should be assessed and reflected in planning policies, including Travellers<sup>15</sup>.
- 2.16 The other policies in the NPPF are also relevant to planning for Traveller sites, for example those relating to promoting healthy and safe communities, achieving well-designed places, protecting the Green Belt and conserving and enhancing the natural environment.

### South East Plan

- 2.17 Although the South East Plan was revoked in 2013, one relevant policy (NMR6) relating to development close to the Thames Basin Heaths Special Protection Area, was retained. This policy states that new residential development which is likely to have a significant effect on the Thames Basin Heaths SPA will be required to demonstrate measures to avoid or mitigate potential adverse effects. This is achieved in practice through avoiding new housing development within 400m of the SPA (through an exclusion zone) and by seeking Suitable Alternative Natural Greenspace (SANG) within 5km of the SPA.
- 2.18 The 5km zone of influence extends covers much of the southern part of the Borough, including the settlements of Sunninghill, Sunningdale, Cheapside and most of Ascot. The emerging Borough Local Plan includes a policy (NR4) that seeks new residential development between 400m and 5km of the SPA to provide an appropriate contribution towards the provision of SANG and the associated Strategic Access Management and Monitoring (SAMM).

---

<sup>11</sup> PPTS paragraph 17.

<sup>12</sup> PPTS paragraph 15.

<sup>13</sup> NPPF, paragraph 10.

<sup>14</sup> NPPF, paragraph 11

<sup>15</sup> NPPF, paragraph 61.

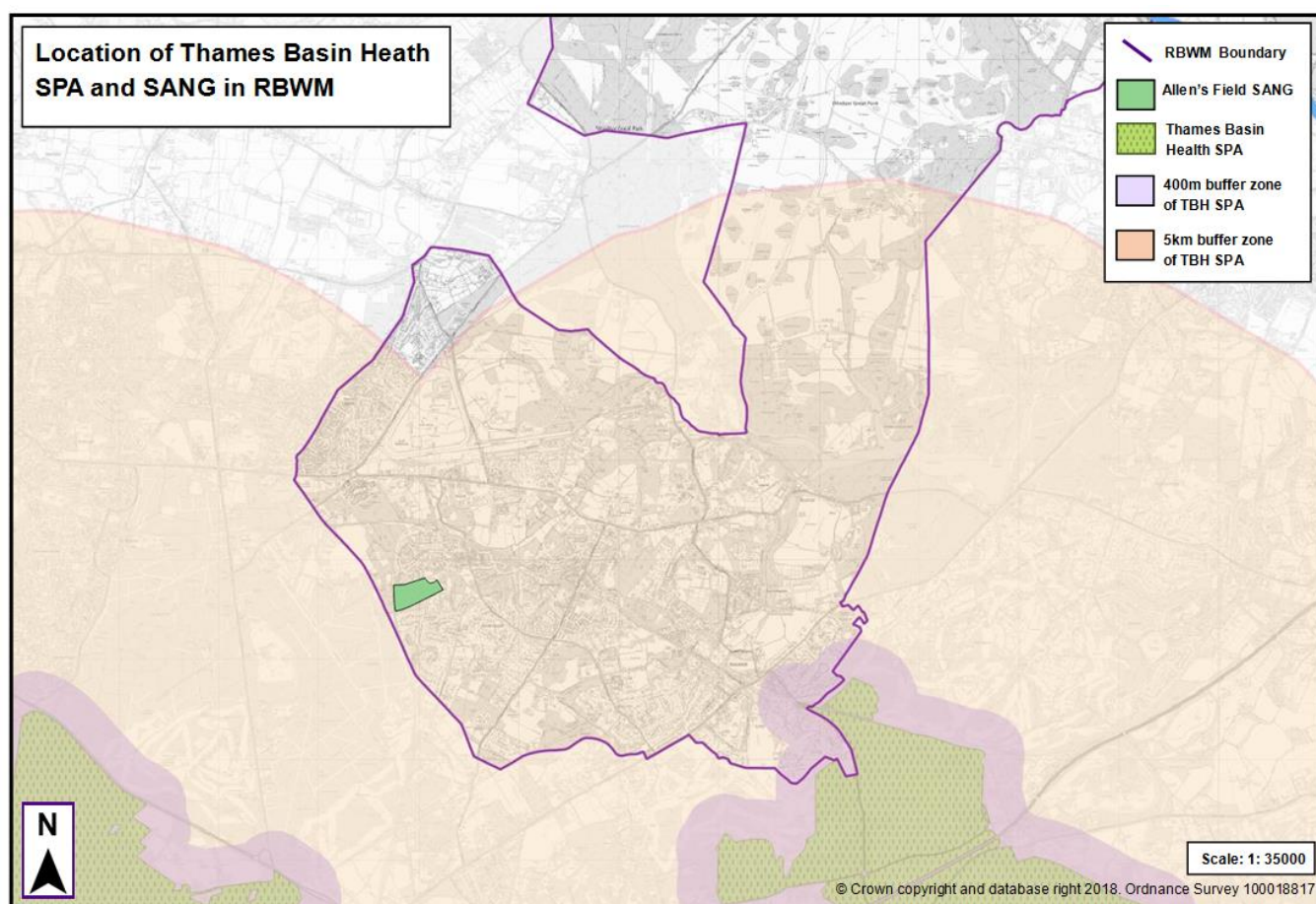


Figure 2 - Location of Thames Basin Heath SPA and SANG in RBWM.

### Local Planning Policy

- 2.19 There are no 'saved' policies in the current adopted Royal Borough of Maidenhead and Windsor Local Plan (1999) that relate specifically to Travellers. However, a number of the policies are relevant, including Green Belt policies GB1-GB3, design policy DG1, flooding policy F1, transport policy T6 and implementation policy INF1, although depending on the level of conformity with the NPPF, some of these may have reduced weight in decision-making.
- 2.20 The emerging Borough Local Plan 2013-2033 Submission Version (BLPSV) was submitted for independent examination in January 2018. It includes a policy (HO4 - Gypsies and Travellers) to guide development management decisions on applications for Gypsy and Traveller and Travelling Showpeople. The policy will also be used to help guide the allocation of sites in the Traveller Local Plan. The version of the policy in the BLPSV can be found in Appendix 1. As the Borough Local Plan is currently being examined, the policy in the final adopted plan may be different to this.
- 2.21 A number of the other policies are strategic in nature, and once it is adopted they will be relevant to Traveller development proposals.
- 2.22 Three Neighbourhood Plans have so far been 'made' (adopted) in the Borough and are therefore part of the development plan. None of these contain any policies

specifically relating to Travellers, although the policies within the plans may be relevant to development management decisions for Traveller related proposals.

## Supporting Evidence for the Traveller Local Plan

- 2.23 The Traveller Local Plan will be supported by a range of evidence base documents. These include the Royal Borough of Windsor and Maidenhead Gypsy and Traveller and Travelling Showperson Accommodation Assessment (May 2018), which provides evidence of need, sustainability appraisal reports and the Proposed Traveller Site Assessment Methodology.

### RBWM Gypsy and Traveller and Travelling Showperson Accommodation Assessment 2017/18

- 2.24 Understanding the need for Traveller accommodation in RBWM is a fundamental step in preparing a Traveller Local Plan. The needs are not just in terms of numbers, but also type, size, tenure and location.
- 2.25 The Council commissioned consultants arc4 in 2017 to undertake a Gypsy and Traveller Accommodation Assessment (GTAA) to identify the accommodation needs for Gypsies, Travellers, Travelling Showpeople and houseboat dwellers from across the Borough. This study, which was published in June 2018, was based on a review of existing data, an online survey of key stakeholders and interviews with Gypsy and Traveller households.
- 2.26 Details of the findings of the GTAA are given in Sections 4 to 6 of this document.

### Traveller Site Assessment Methodology / Traveller Land Availability Assessment

- 2.27 The Council has prepared a proposed methodology on how the Council would propose to assess any potential sites for Traveller development. The suggested methodology is based on a similar methodology used to assess housing and economic sites through the Housing and Employment Land Availability Assessment (HELAA) that supports the emerging Borough Local Plan. However, the criteria for assessing Traveller sites are different to those of the settled community and so this methodology has had to be adapted.
- 2.28 The Methodology has been published alongside the Issues and Options document as part of the evidence base. The Council is now seeking views on the draft methodology as part of this Issues and Options consultation.
- 2.29 Once the methodology has been finalised, the Council will use it to prepare a Traveller Land Availability Assessment (TLAA). This will include a detailed assessment of potential sites, including through detailed sustainability appraisal.



### Sustainability Appraisal

- 2.30 Sustainability appraisal is a systematic process that must be carried out during the preparation of a Local Plan. Its role is to promote sustainable development by assessing the extent to which the emerging plan, when judged against reasonable alternatives, will help to achieve relevant environmental, economic and social objectives.
- 2.31 The Traveller Local Plan must therefore be subject to a Sustainability Appraisal (SA) iteratively throughout its process, informing the development of the plan. SAs incorporate the requirements of the Strategic Environmental Assessment (SEA) Regulations, which implement the requirements of the European Directive 2001/42/EC.
- 2.32 Lepus Consulting have been appointed to carry out SA for the Traveller Local Plan. They produced a Draft Sustainability Appraisal (SA/SEA) Scoping Report which was subject to consultation with Historic England, Natural England and the Environment Agency before being finalised. The Scoping Report identifies the scope and level of detail of the information to be included in the SA Report. It also sets out the context, objectives and approach of the assessment, and identifies relevant environmental, economic and social issues and objectives.
- 2.33 A Sustainability Appraisal (SA) has been prepared for this Issues and Options Paper and this is available on the Council's website at [www3.rbwm.gov.uk/travellerlocalplan](http://www3.rbwm.gov.uk/travellerlocalplan).
- 2.34 At future stages, the SA will evaluate alternative site allocation options and policies, using a similar approach to that used for the Borough Local Plan. Sites will be assessed against a number of social, environmental and economic objectives and indicators in order to test their sustainability.

### Habitats Regulation Assessment (HRA)

- 2.35 The Conservation of Habitats and Species Regulations 2010 (as amended) are commonly referred to as the "Habitats Regulations". A Local Plan needs a Habitats Regulation Assessment (HRA) if it is considered likely to have significant effects on European habitats or species, either alone or in combination with other plans or projects.
- 2.36 The Borough includes a number of areas internationally designated as Special Areas of Conservation (SAC), the Thames Basin Heaths Special Protection Areas (SPA), and Ramsar Sites designated under the Natura 2000 Convention.
- 2.37 As there are several European level nature conservation sites within and near the Royal Borough, there will be a need to screen the proposed Traveller Local Plan in relation to the Habitats Regulations. There may then be a need to have an 'Appropriate Assessment'. However at this point we do not know if this will be needed.

### Water Quality, Flooding and Sequential testing

- 2.38 A Strategic Flood Risk Assessment (SFRA) will be undertaken to inform the Traveller Local Plan. The Government expects local authorities to adopt a sequential risk-based approach to development and flood risk so that new development is steered, as far as reasonably possible, towards areas where the risk of flooding (from all sources) is lowest.
- 2.39 The main source of flood risk in the Borough is fluvial flooding from the River Thames, although there are a number of other watercourses that can contribute to localised flooding problems. Flooding can also result from rainfall, rising groundwater or overwhelmed sewers and drainage systems, man-made lakes, reservoirs and flood alleviation channels. The Borough has experienced major floods in 1894, 1947 and 2014.
- 2.40 Caravans and mobile homes intended for permanent residential use are highly vulnerable in terms of flood risk and are normally restricted to high ground areas at lower risk of flooding.
- 2.41 The Thames River Basin Management Plan (2015), prepared by the Environment Agency under the European Water Framework Directive, also requires local authorities to consider the impact on water quality of future development in the preparation of their local plans<sup>16</sup>.

#### **Question 2a.**

**Do you think that we have correctly identified the evidence needed to support the Traveller Local Plan? If not, what additional evidence should be sought?**

<sup>16</sup> [Thames river basin management plan, 2015, Environment Agency](#)

## 3 Vision and Objectives

### The Vision

- 3.1 The emerging Submission Version Borough Local Plan (BLP) sets out a spatial vision for what the Borough will look like following the implementation of the plan. A key element of this emerging plan vision is “The Royal Borough of Windsor and Maidenhead will remain a place where everyone can thrive in a safe, healthy and sustainable environment.”
- 3.2 It will be necessary to produce a vision to underpin the Traveller Local Plan. This needs to be aspirational but realistic and should be unique to the Traveller Local Plan, as its scope is narrower than that of the BLP. Nevertheless, it is likely that many of the general planning principles that underpin the plans will be the same or similar.
- 3.3 A suggested vision is as follows:

*By [end date of plan], The Royal Borough of Windsor and Maidenhead will have provided a sufficient number of sustainable and high quality sites to fully meet the assessed accommodation needs of the Gypsy and Traveller, Travelling Showpeople and boat dweller communities. Sites will be located in areas that provide protection from flooding and enable adequate access to community facilities such as schools, health centres and shops. There will be a reduced incidence of unauthorised developments and encampments, and increased integration between the Travelling communities and the settled community. The special built and natural character of the Borough, including its countryside, open space, Green Belt, historic environment, River Thames and woodland will have been protected and enhanced.*

#### Question 3a.

**Do you feel this suggested vision is appropriate for the RBWM Traveller Local Plan?**

### Plan period

- 3.4 One of the decisions we need to make relates to the time period covered by the plan. The GTAA study looked ahead to 2033 and this is also the end date of the emerging Borough Local Plan. However, the NPPF states that “strategic policies should look ahead over a minimum 15 year period from adoption”. As the Traveller Local Plan is not expected to be adopted until 2020 at the earliest, we think that it should have an end date of 2035 or 2036.
- 3.5 The options that the Council needs to consider in relation to the end date of the plan are:



## Options for end date of plan

Ref.	Option	Description	Advantages / Disadvantages
1	<b>End date of 2033</b>	The TLP would have an end date of 2033.	<ul style="list-style-type: none"> <li>• Consistent with evidence of need and Borough Local Plan end date</li> <li>• Less than 15 years from adoption, contrary to national policy (NPPF).</li> </ul>
2	<b>End date of 2035</b>	The TLP would have an end date of 2035.	<ul style="list-style-type: none"> <li>• 15 years from adoption, in accordance with NPPF, provided plan adopted by 2020.</li> <li>• Evidence of need would have to be amended to cover extra 2 years.</li> </ul>
3	<b>End date of 2036</b>	The TLP would have an end date of 2036.	<ul style="list-style-type: none"> <li>• 15 years from adoption, in accordance with NPPF, provided plan adopted by 2021.</li> <li>• Evidence of need would have to be amended to cover extra 3 years.</li> </ul>

### Question 3b.

**Should the end date of the plan be 2033, 2035, 2036 or another date? Please explain your response.**

## The Objectives

- 3.6 The Traveller Local Plan will also need to have a set of objectives. Objectives should flow from the issues identified and support the delivery of the spatial vision.
- 3.7 The BLPSV includes a set of 11 objectives, relating to
- Conserving and enhancing the special qualities of the Borough's built and natural environments
  - Meeting housing needs
  - Visitor economy
  - Local business economy
  - Town, district and local centres
  - Infrastructure
  - Sustainable transport
  - Heritage

- Environmental protection
- Open space and leisure, and
- Climate change and biodiversity.

**Question 3c.**

**Do you have any views on what should be the objectives for the Traveller Local Plan?**

- 3.8 The following sections of the document will separately look at the main three Traveller groups identified earlier in more detail, including key facts on current provision and identified need and then issues and options.

## 4 Gypsies and Travellers

### Policy Context

#### National Planning Policy

- 4.1 The Government definition of Gypsies and Travellers from the PPTS was given in Section 1. This definition covers all persons of nomadic habit of life, but excludes those who have ceased to travel and also excludes Travelling Showpeople. This section of the Issues and Options document covers English Romany Gypsies, Irish and Scottish Travellers, European Roma and 'New Age' Travellers. However it does not cover Travelling Showpeople or boat dwellers, who are covered in separate chapters.

#### Adopted Local Plan

- 4.2 As stated earlier, there are no 'saved' policies in the current adopted 1999 Local Plan that relate specifically to Gypsies and Travellers.

#### Emerging Local Plan

- 4.3 The emerging Borough Local Plan contains a specific policy, HO4, relating to Gypsy and Travellers.

### Key facts

#### Existing authorised Gypsy & Traveller sites

- 4.4 There are four existing authorised Gypsy and Traveller sites in the Borough. As can be seen from the table below, two are permanent authorised Council owned sites and two have a temporary permission.

Site address	Current status	Ownership	Pitches
Mill Place, Datchet	Authorised	Council	16
Pool Lane, Waltham St Lawrence	Authorised	Council	9
Brayfields Stables, Windsor Road, Water Oakley	Temporary authorised	Private	2
Land Rear of Stratton Cottages, Fifield Road	Temporary Authorised	Private	2

- 4.5 The two Council owned sites are well established and are managed by Housing Associations.

- 4.6 Brayfield Stables has a temporary planning permission that is due to expire in November 2019. Land rear of Stratton Cottages also has a temporary permission due to expire in March 2020.
- 4.7 In addition to the above four sites, there are three sites that contain some authorised pitches:

Site address	Current status	Ownership	Pitches
Feathers Lane, Wraysbury	A mix of authorised & tolerated	Private	c.15
Land South of Hilarion, Waltham St Lawrence	One temporary authorised pitch – currently vacant	Private	7
Land to the west and rear of 1A The Bungalow, Horton	A mix of lawful & tolerated	Private	c.27

- 4.8 Feathers Lane comprises a number of traveller pitches, some authorised and some unauthorised but tolerated<sup>17</sup>, and it has evolved over many years. The Land South of Hilarion site has one pitch that was granted temporary planning permission in 2016 but the whole site is now vacant. The Land to the west and rear of 1A The Bungalow site comprises a number of pitches that have developed separately over time. Some are lawful and others are unauthorised but tolerated.
- 4.9 There are no transit sites or temporary stopping places in the Borough at present.

<sup>17</sup> See Glossary for definition of tolerated.

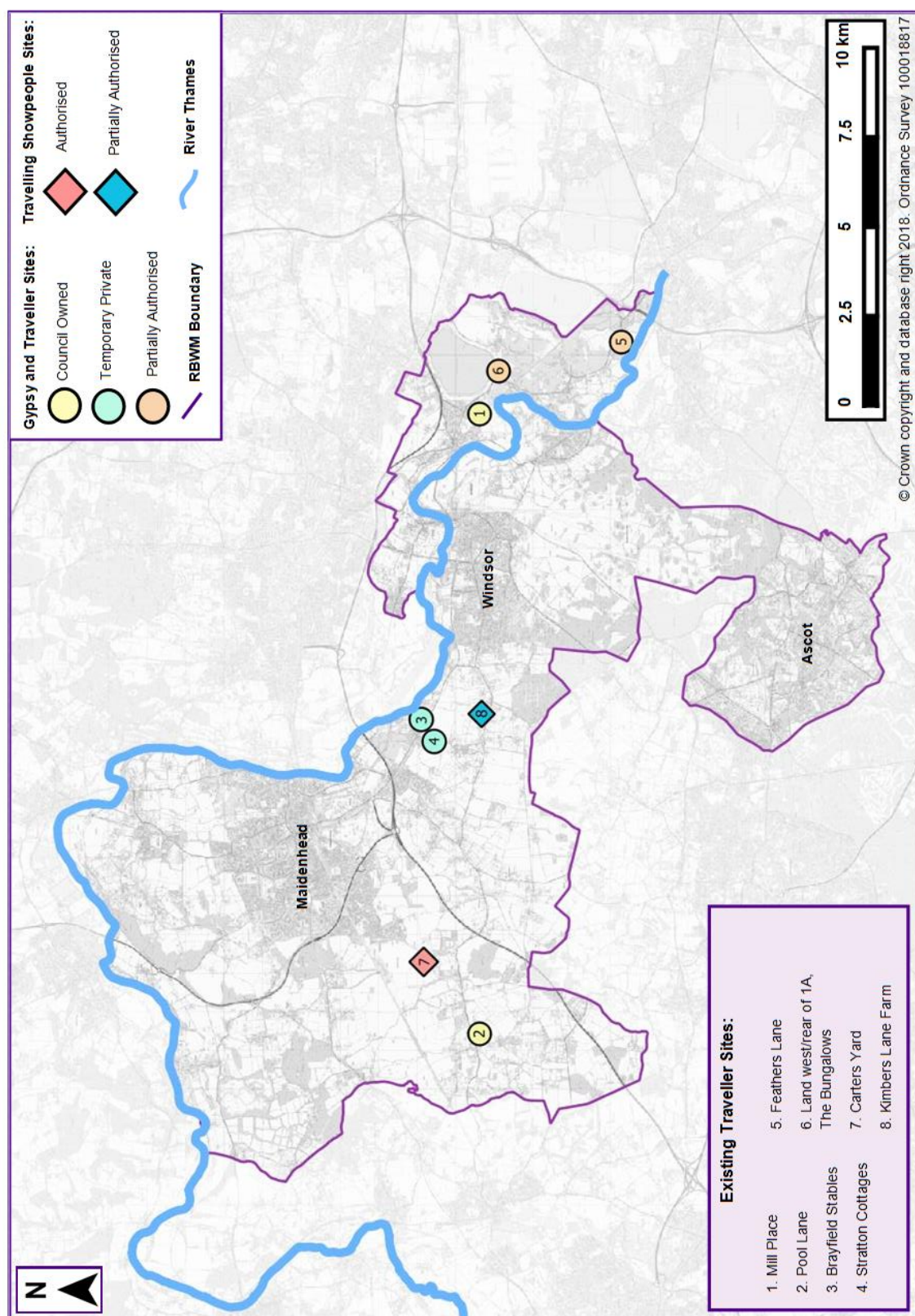


Figure 3 - Existing Traveller sites located within the Borough.

### Unauthorised sites

- 4.10 There are a further four existing Gypsy and Traveller sites that are unauthorised but tolerated.

Site address	Current status	Ownership	Pitches
Foundry Lane, Horton	Tolerated	Private	1
1 & 2 The Bungalow, Welley Road, Wraysbury	Tolerated	Private	2
New Stables (Welley Corner), Welley Road	Tolerated	Private	6
Land adjacent to Newtonside Orchard, Burfield Road, Old Windsor	Tolerated	Private	1

- 4.11 Three of the above sites are in the Datchet / Horton / Wraysbury area and the fourth is in nearby Old Windsor.

### Unauthorised encampments

- 4.12 An unauthorised encampment is a group of people with vehicles who are trespassing on land with the intention of residing there without the owner's permission. Trespass is a civil act and it is for the landowner to seek repossession of their property via civil court procedures. When this situation takes place, the Council will assess the impact of the encampment and take a balanced and proportionate approach. Government guidance recommends that if the encampment is causing 'little or no nuisance' a policy of toleration should be considered together with a negotiated leaving date.
- 4.13 Where people are residing in vehicles (including caravans), Section 77 of the Criminal Justice and Public Order Act 1994 gives local authorities power to give a direction to leave the land to the occupiers. The police have discretionary powers under Section 61 of the same Act to direct trespassers to leave and remove their property.
- 4.14 Unauthorised encampments can disrupt local community facilities, worsen relationships with settled communities and cost the Council time and resources to manage. With regard to unauthorised encampments in the Borough, the GTAA reports that these are usually fewer and smaller than in neighbouring areas. Notwithstanding this, in 2016/17 there were 23 unauthorised encampments across the Borough although this fell to 10 incidents in 2017/18. Where this has occurred on publicly owned land, there have been significant associated costs of dealing with this matter.

### Identified Need

- 4.15 The Gypsy and Traveller Accommodation Assessment (GTAA) published in 2018 found that, using the definition of Gypsies and Travellers set out in the PPTS, that there is a need for 26 pitches in the period 2017/18 to 2032/33. However, when the likely turnover of pitches on local authority sites during the plan period is taken into



account, this results in a reduced residual need for 21 pitches over this period. Of the 26 pitches, 20 are required in the five year period 2017/18 to 2021/22.

- 4.16 The GTAA also examined the broader need under the 'cultural' definition which encompasses all of those who are ethnically defined as Gypsies or Travellers. This showed a cultural need for 70 pitches in the five year period 2017/18 to 2021/22 and a 90 pitch need over the period to 2032/33. This decreases slightly to 85 pitches when expected turnover of pitches is factored in.
- 4.17 The above level of need is driven by four factors:
- the number of sites that are tolerated and not permanently authorised;
  - the waiting list for pitches;
  - the need from households wanting to move from bricks and mortar housing; and
  - emerging household need (children growing up and forming their own households).
- 4.18 There are currently lengthy waiting lists for both of the Council owned sites. Many of these people are currently living in 'bricks and mortar' housing.
- 4.19 With regard to transit sites, the GTAA concluded that given the relatively low level of unauthorised encampment activity, there may be a need for a transit site but recommended that the Council explores options for provision with other local authorities and also considers temporary stop over provision.

#### Identified potential supply

- 4.20 We will be working towards the production of a Traveller Land Availability Assessment (TLAA) and this will identify the potential supply of Gypsy and Traveller sites for the Borough.

## Issues

- 4.21 From the above key facts, the following issues have been identified:

#### Cultural need versus PPTS need

- 4.22 Planning Policy for Traveller Sites now defines Gypsies and Travellers as persons of nomadic habit of life and expressly excludes those who have permanently ceased to travel. Local Planning Authorities are only required to meet the accommodation needs of Gypsies and Travellers who meet this revised, narrower definition. However, the GTAA also identified the accommodation needs of all those people who are ethnically defined as Gypsies and Travellers. This 'cultural need' produces a much higher need figure.
- 4.23 The issue is whether we should seek to meet the (lower) PPTS need only or whether we should also seek to meet some of the wider cultural needs, on the grounds that

some ethnic Gypsies and Travellers who have ceased to travel may still wish to live on Traveller sites in a caravan or mobile home.

#### Meeting the objectively assessed needs in full or not

- 4.24 As stated in Section 2, the NPPF requires strategic policies to provide for objectively assessed needs for housing and other uses (as a minimum) unless there are strong reasons to restrict this. The objectively assessed need for Gypsy and Traveller sites is that identified within the GTAA. However, the Borough is heavily constrained environmentally. For example, most of the Borough is Green Belt and significant areas are affected by severe flood risk. The Thames Basin Heaths SPA and other international nature conservation sites also affect large areas of the Borough. It may therefore be challenging to meet the Gypsy and Traveller needs in full, and if so the Council would need to work collaboratively with other neighbouring Local Planning authorities under the 'duty to cooperate'.

#### Maintaining a supply of pitches

- 4.25 The Council will need to maintain a supply of deliverable Gypsy and Traveller sites sufficient to provide 5 years' worth of sites against a locally set target. It will also need to identify a supply of specific deliverable sites, or broad locations for growth, for years 6-10 and, if possible, also for years 11-15.
- 4.26 Very few new Gypsy and Traveller pitches have been provided recently and there are no outstanding planning permissions yet to be implemented in the Borough.
- 4.27 Once the Council has decided on a pitch target for the Traveller Local Plan, it will be possible to examine five year supply issues in more detail.

#### Spatial distribution of existing pitches

- 4.28 Of the authorised and partly authorised Gypsy and Traveller sites, Mill Place, Land to the west and rear of 1A The Bungalow and Feathers Lane are all in the Datchet / Horton / Wraysbury area in the east of the Borough. Pool Lane and Land South of Hilarion are in the Waltham St Lawrence area. Brayfield Stables and Land rear of Stratton Cottages are in the Bray area. Therefore there are three clusters of sites, all located in a narrow horizontal belt in the centre of the Borough. There are no sites in the north of the Borough (e.g. north of Maidenhead) or to the south (e.g. around Ascot).
- 4.29 We will need to consider whether this current uneven spatial distribution should continue or whether in future we should seek a more even distribution across the Borough. A related issue is whether new Gypsy and Traveller sites should be located in rural areas, as they are at present, or whether new sites should be located within urban areas. Policy HO4 in the BLP states that sites should be suitably connected by sustainable modes of transport to a settlement. As with any form of housing, poorly located Gypsy and Traveller sites will have a detrimental effect on the inhabitants'



ability to access services such as education, health and shopping. However, national policy recognises that rural sites may need to be considered.

#### Types of Gypsy and Traveller sites to provide

- 4.30 As well as deciding how many pitches to provide, and where they should be located, another factor is the type of site to provide, for example in terms of their size, tenure and ownership. At present, there are two Council owned sites (Mill Place and Pool Lane) with 16 and 9 pitches respectively. Mill Place is just under 1 hectare in size and Pool Lane is about 0.4 hectares in size. There is no one ideal size of site or number of pitches although it has been suggested that there should normally be no more than 15 pitches on a site as this provides a comfortable environment which is easy to manage<sup>18</sup>.
- 4.31 As well as size, another issue is that of tenure. There are currently two sites that are owned by the Council and occupants pay rent to a Housing Association. When pitches become available, the housing association will re-allocate them to people on the maintained waiting list. However, all of the other sites are privately owned. Some of the larger sites, such as Feathers Lane, Wraysbury and Land to the west and rear of 1A The Bungalow, Horton are thought to be in multiple private ownership.

#### Affordability

- 4.32 A related issue to tenure is affordability. The Borough is one of the most prosperous areas in the country with very high house prices. Many people cannot afford market housing either to buy or rent. There is limited information on affordability in the GTAA. However, the fact that both of the two Council owned sites (which both provide social rented accommodation) have long waiting lists suggests that there is a need for more affordable pitches in the Borough. We could therefore ensure that a proportion of the new pitches are genuinely affordable, for example through providing additional social rented pitches. This could be achieved through a 'rural exception sites' policy which can allocate sites in areas where Gypsy and Traveller sites would not normally be allowed and ensure that these pitches remain affordable in perpetuity. Alternatively, it may be possible to secure a proportion of affordable Gypsy and Traveller pitches as part of a large new build housing developments.

#### Flooding

- 4.33 As stated above, many parts of the Borough are liable to flood, especially close to the River Thames. Caravans and mobile homes are highly vulnerable in terms of flood risk. However, some of the existing sites (including parts of the two Council owned sites) are within Flood Zone 3 (high flood risk areas). Both national guidance in the PPTS and Policy HO4 of the emerging Borough Local Plan state that Gypsy and Traveller sites should not be located in areas at high risk of flooding. Whilst clearly this is an appropriate starting point, there may be situations where the wider

---

<sup>18</sup> Designing Gypsy and Traveller Sites Good Practice Guide, DCLG 2008 (now withdrawn)

sustainability benefits of a Gypsy and Traveller proposal would outweigh flood risks and mitigation measures can ensure that public safety can be maintained.

#### Suitable Alternative Natural Greenspace (SANG)

- 4.34 As stated in Section 4, Policy NR4 in the emerging Borough Local Plan seeks that new residential development located between 400m and 5km of the Thames Basin Heaths Special Protection Area (SPA) should make a financial contribution towards Suitable Alternative Natural Greenspace (SANG<sup>19</sup>) in order to mitigate potential adverse effects on the SPA. As Gypsy and Traveller pitches are a form of residential development, any sites between 400m and 5km of the SPA would be expected to make such a contribution. It also mean that sites would not be acceptable within 400m of the SPA. The availability and cost of SANG could be a restrictive factor on the ability to provide Gypsy and Traveller sites in the Ascot/Sunninghill and Sunningdale area.

#### Design

- 4.35 The NPPF states that good design is a key aspect of sustainable development but there is limited guidance on the design of new Gypsy and Traveller sites. The PPTS states that sites should be well planned or soft landscaped in a way to positively enhance the environment and increase its openness, with adequate landscaping and play areas for children. It warns against enclosing sites with hard landscaping, high walls or fences.
- 4.36 Detailed guidance was given in Designing Gypsy and Traveller Sites (DCLG, 2008) but this document was cancelled in 2015. Nevertheless, it contains some useful material on site layout, access and orientation of permanent sites and transit sites, as well as site services and facilities. It is essential, for example, that each pitch has an amenity building with access to mains water, electricity, a toilet/bathroom, a kitchen and a dining area. It is also important that sites provide visual and acoustic privacy both for people living on the site and those living nearby. One key issue is whether the Traveller Local Plan should contain a policy to provide design requirements for new Gypsy and Traveller sites and if so, what matters should be covered by the policy.

#### Providing transit sites

- 4.37 Transit sites are permanent authorised sites used to provide short stay accommodation for Travellers, usually for no more than three months. They provide basic amenities and services (e.g. water supply, toilets, electric and waste disposal) and are usually provided by local authorities. Transit sites can help to reduce the number of unauthorised encampments, as they provide a legal place for Gypsies and Travellers passing through to stay for a short period. Also, if a suitable local authority transit site or temporary stopping place is available, Section 62a of the Criminal Justice and Public Order Act gives the police power to direct trespassers to this site.

---

<sup>19</sup> See Glossary for a definition of SANG.

Emergency stopping places (also known as temporary stopping areas) are similar to transit sites, but are for shorter periods of time, usually a maximum of 28 days, and have minimal facilities.

- 4.38 There are no transit sites in the Borough and it is believed that there are none in any of the local authorities adjacent to the Borough (Slough, Wokingham, Bracknell Forest, Runnymede, Wycombe, South Bucks, Spelthorne and Surrey Heath).
- 4.39 The GTAA study recommended that the Council should consider working with neighbouring local authorities to address the need for transit sites strategically. It also recommended that the Council considers the use of temporary stopping areas. However, transit sites and temporary stopping places can be contentious, and as they feature a higher turnover of residents, they are more likely to be vandalised and lead to problems for nearby neighbours. As such, they are more likely to be located in more isolated locations away from local services and facilities.
- 4.40 Notwithstanding this, transit sites and temporary stopping places can significantly reduce unauthorised encampments and given the cost of dealing with such encampments, and it is therefore considered that the provision of such sites, potentially jointly with other LPAs, should be considered further.

## Options

- 4.41 The above issues are interlinked and so the Council has attempted to consider them as a whole rather than separately and have developed some potential policy options accordingly. These are shown below.

## Options for the provision of Gypsy and Traveller accommodation

Ref.	Option	Description	Advantages / Disadvantages
1	Do nothing	Rely on sites coming through the Development Management process and not identify or allocate specific sites for Gypsies and Travellers.	This option would leave the Council with no control over where sites come forward. The Council would not have a 5 year supply of Gypsy and Traveller sites and thus would be vulnerable to sites being imposed through the planning appeal process. These sites may not be in the most sustainable locations.
2	Allocate small new sites across Borough	Allocate small sites (e.g. 3-4 pitches each) across the Borough, including in urban areas, broadly in line with the spatial strategy in the BLP.	This option would result in a greater evenness of provision across the Borough, although introducing Gypsy and Traveller sites into new communities could be contentious. However, these would be small and could make good use of small plots in urban areas, which have better accessibility to services. Such sites could better integrate with the locality. However, these sites may be too small for housing associations to

			manage effectively and so most sites would need to be privately owned and therefore may not be affordable.
3	Allocate larger new sites	Allocate one or two larger new sites (e.g. 10-12 pitches each), for example on rural sites close to settlements.	This option would introduce Gypsy and Traveller sites into some new communities in the Borough, which could be contentious. These would be likely to be outside of settlements, in less accessible locations. Larger sites could be easier for Housing Associations to manage. If they are 'rural exception' sites, they could be affordable and retained in perpetuity for people with local connections.
4	Allocate some existing unauthorised sites	Allocate some of the existing unauthorised but tolerated Gypsy and Traveller sites, where these are considered to be suitable.	This option would effectively regularise existing long term Gypsy and Traveller sites that are not creating any problems and are well established. However, these sites may not be in sustainable locations and will maintain the existing uneven spatial distribution of pitches.
5	Expand existing Gypsy and Traveller sites	Expand one or both of the existing Council owned sites to meet the assessed need.	There is land adjacent (or close to) both of the Council owned site that may be suitable as an extension to these sites. If these were on Council owned land they would be affordable. However, these would intensify provision in these locations which would maintain the existing uneven spatial distribution of pitches. The sites could also become too large to manage effectively.
6	Large housing developments to provide some pitches	Require large new housing developments (e.g. 500 dwellings or more) to provide a proportion of affordable Gypsy and Traveller pitches as part of the scheme.	This would help to create sustainable, mixed communities. Such sites could be designed to integrate well with the settled housing and could managed by housing association as affordable pitches. However, this approach tends to meet resistance.

## Questions to consider

### Question 4a.

Which of the identified policy options do you feel is the most appropriate? Please explain why you think this.

### Question 4b.

Are there any other possible policy options with regards to the provision of Gypsy and Traveller accommodation? If so, please provide details.

### Question 4c.

Should we provide the minimum number of Gypsy and Traveller pitches that we have to (e.g. 21 pitches to meet the needs of those who still travel) or should we allocate a much higher number in order to meet some of the wider cultural need as well?

### Question 4d.

Do you have any comments on the Proposed Traveller Site Assessment Methodology? For example, what factors should we take into account in determining where sites should be located? Should areas within the Green Belt and at a high risk of flooding be automatically rejected?

### Question 4e.

Should the Traveller Local Plan contain a policy to provide design requirements for new Gypsy and Traveller sites? Which of the following matters should be covered by the policy?

- A. Access and parking
- B. Landscaping / fencing
- C. Size / orientation of pitches
- D. Open space / children's play space provision
- E. Utility provision / surface water drainage
- F. Waste storage
- G. Communal facilities / amenity buildings
- H. Space for work activities / animals
- I. External lighting
- J. Hardstanding.

**Question 4f.**

**Should there be a more even distribution of Gypsy and Traveller sites in the Borough or is it better to retain the current uneven distribution?**

**Question 4g.**

**What would be the appropriate minimum and maximum number of pitches on a new Gypsy and Traveller site? Please explain your response.**

**Question 4h.**

**What would be the appropriate minimum size for a new Gypsy and Traveller site?**

## 5 Travelling Showpeople

### Policy Context

#### National Planning Policy

- 5.1 This section of the Issues and Options document covers Travelling Showpeople, who are groups that organise fairs, circuses or shows. The Government definition of Travelling Showpeople from the PPTS was given in Section 1. This definition now exclude those that have stopped travelling on a permanent basis. The PPTS states that local authorities should set plot targets for Travelling Showpeople to address their needs within their area<sup>20</sup>. A plot means a pitch on a Travelling Showpeople site, which is often called a yard.
- 5.2 Unlike Gypsy and Traveller pitches, Travelling Showpeople plots are often used for residential and business purposes. The PPTS states that local planning authorities should have regard to the need that Travelling Showpeople have for mixed use yards to allow space for the storage of equipment as well as residential accommodation.

#### Adopted Local Plan

- 5.3 There are no 'saved' policies in the current adopted 1999 Local Plan that relate specifically to Travelling Showpeople.

#### Emerging Local Plan

- 5.4 The emerging Borough Local Plan contains a specific policy, HO4, relating to Gypsy and Travellers. The policy sets out a number of requirements to be met by new sites and confirms that this part of the policy (criterion 2) is also relevant to planning applications for Travelling Showpeople accommodation. There is an additional criterion (3) that applies only to Travelling Showpeople. This requires that sites should be suitable for the storage and maintenance of show equipment and associated vehicles without causing harm though other policies in the Plan.

### Key Facts

#### Existing sites

- 5.5 There are three existing Travelling Showpeople yards in the Borough, all of which are privately owned. These are listed in the table below.

---

<sup>20</sup> PPTS, paragraph 9.

Site/Yard Name and Address	Current status	Ownership	Total Plots
Punters Yard, Welley Road, Horton	Tolerated	Private	1
Carters Yard, Grove Park, White Waltham	Authorised	Private	12
Kimbers Lane Farm, Oakley Green Road	A mix of authorised and tolerated	Private	4

- 5.6 The largest site is Carters Yard in Grove Park, White Waltham, which contains 12 authorised plots. This is a well-established family business located within a business park near the White Waltham Airfield. The uses are authorised through personal planning permissions.
- 5.7 Punters Yard is a single plot yard close to several Gypsy and Traveller sites at Welley Road, Horton. This is unauthorised but tolerated.
- 5.8 Kimbers Lane Farm off Oakley Green Road in Bray Parish contains buildings used for the maintenance and repair of showpersons' equipment as well as a dwellinghouse. These uses are lawful. The figure of 4 plots in the table is based on a site visit from 2017 undertaken by the GTAA consultants, who found 4 households living on the site. At this time there were eight unauthorised caravans on the site but these have now been removed, so this figure may no longer be accurate.

#### Identified Need

- 5.9 The Gypsy and Traveller Accommodation Assessment (GTAA) found that, using the definition set out in the PPTS, there is a need for 14 plots for Travelling Showpeople over the next five years (2017/18 to 2021/22).
- 5.10 The GTAA also examined the broader need under the 'cultural' definition which includes those who have ceased travelling permanently and it found that there was a need for 16 plots.
- 5.11 The above figures were based on the assumption that the three existing yards were all on unauthorised (but tolerated) sites. However, it has since been established that Carters Yard is authorised. However, the shortfall only exists because some of the existing sites are unauthorised. There is no need for any additional new sites.

#### Identified Potential Supply

- 5.12 We will be working towards the production of a Traveller Land Availability Assessment (TLAA) and this will identify the potential supply of Travelling Showpeople sites for the Borough.

## Issues

- 5.13 From the above key facts, the following issues have been identified:



### Cultural Need versus PPTS need

- 5.14 The difference between the cultural need identified for Travelling Showpeople plots and the GTAA need (based on those who still travel) is only 2 plots (16 plots compared to 14 plots). Although there is still a decision to be made on whether to seek to meet the PPTS need of 14 plots or the wider cultural need of 16 plots, this shortfall only exists because not all of the sites are authorised.

### Maintaining a supply of plots

- 5.15 The Council will need to maintain a supply of deliverable Travelling Showpeople plots sufficient to provide 5 years' worth of sites against a locally set target. It will also need to identify a supply of specific deliverable sites, or broad locations for growth, for years 6-10 and, if possible, also for years 11-15.
- 5.16 Very few new Travelling Showpeople plots have been provided recently and there are no outstanding planning permissions yet to be implemented in the Borough.
- 5.17 Once the Council has decided on a plot target for the Traveller Local Plan, it will be possible to examine five year supply issues in more detail.

### Types of Travelling Showpeople sites to provide

- 5.18 All three of the existing yards are privately owned. This is not unusual, as Travelling Showpeople operate fairs and circuses as private businesses. There is no evidence that any additional sites are needed beyond these three existing sites. However, one issue is whether the Council should seek to find alternative locations for any of these sites.
- 5.19 Carters Yard is within the Grove Business Park at White Waltham, but the whole of the business park (except Carters Yard) has been promoted by the landowner for mixed use development (including housing and employment). If this occurred, it could create conflict between the existing Travelling Showpersons use and the subsequent mixed use of the adjacent site.

### Provision for mixed use yards

- 5.20 All three of the existing Travelling Showpeople yards in the Borough are mixed use with residential and business uses. However, at Kimber's Lane Farm there is no authorised residential accommodation other than a dwellinghouse. There have been mobile homes and caravans stationed at the site in recent years, but these have been unlawful and enforcement action has been taken in order to remove them. This suggests that the site as it is currently set out may not fully meet the operational requirements of the operator.

### Flooding

- 5.21 None of the existing three yards are within a high risk flood zone.

### Suitable Alternative Natural Greenspace (SANG)

- 5.22 None of the existing three yards are within 5km of the Thames Basin Heaths Special Protection Area, and these are unaffected by the requirement for SANG.

### Design

- 5.23 The withdrawn guidance on Designing Gypsy and Traveller Sites (DCLG, 2008) does not cover the design of Travelling Showpeople yards. However, the absence of previous national guidance does not necessarily mean that the Council could not produce a policy to provide design requirements for new or extended Travelling Showpeople yards plots/yards.

## Options

- 5.24 Based on the above issues, the Council has developed some potential policy options for Travelling Showpeople. These are shown below.

### Options for the provision of Travelling Showpeople accommodation

Ref.	Option	Description	Advantages / Disadvantages
1	Do nothing	Maintain the current situation with some of the existing sites remaining unauthorised. Rely on new Travelling Showpeople sites or alterations to existing sites coming forward through the Development Management process.	This option would leave the Council with no control over where sites come forward. As some sites would remain unauthorised the operators may not be able to expand legally. The Council may not be able to demonstrate a 5 year supply of Travelling Showperson sites and thus could be vulnerable to sites being imposed through the planning appeal process. These sites may not be in the most sustainable locations.
2	Authorise existing unauthorised sites.	The unauthorised but tolerated Travelling Showpeople yards could be authorised, either through being allocated or some other mechanism.	This option would ensure that the identified Travelling Showperson need is fully met through lawful sites. This is likely to be an easier option than having to find a new site. However, the existing sites may not be in the most sustainable locations. The process of authorising sites could be legally complex/expensive.
3	Identify new sites	Identify and allocating one or more new (or replacement) sites for the Travelling Showpeople community.	It could be difficult or controversial to find suitable new sites for Travelling Showpeople, especially as these tend to be larger in size than Gypsy and Traveller sites. There may be some

			resistance from the groups to move to a new site. However, the new sites could be in more sustainable locations.
--	--	--	--

## Questions to consider

### Question 5a.

Which of the identified policy options do you feel is the most appropriate?  
Please explain why you think this.

### Question 5b.

Are there any other possible policy options with regards to the provision of Travelling Showpeople accommodation? If so, please provide details.

### Question 5c.

Should the Traveller Local Plan contain a separate policy to provide design requirements for new Travelling Showpeople sites or can there be a single policy for the design of both Gypsy and Traveller and Travelling Showpeople sites?  
Which of the following matters should be covered by the policy?

- A. Access and parking
- B. Landscaping / fencing
- C. Size / orientation of pitches
- D. Open space / children's play space provision
- E. Utility provision / surface water drainage
- F. Waste storage
- G. Communal facilities / amenity buildings
- H. Space for work activities / animals
- I. External lighting
- J. Hardstanding.

## 6 Boat Dwellers

### Policy Context

#### National Planning Policy

- 6.1 The Planning Policy for Traveller Sites guidance makes no specific references to boat dwellers or bargee Travellers. However, boat dwellers would fall under the definition of Gypsy and Traveller in the PTSS as this relates to 'persons of nomadic habit of life whatever their race or origin' and it makes no reference to the type of vehicle that the occupants live in.
- 6.2 As such the guidance (and requirements) in the PPTS on Gypsies and Travellers also relates to boat dwellers, including the need to assess needs and identify sites to meet that need.

#### Adopted Local Plan

- 6.3 There are no 'saved' policies in the current adopted 1999 Local Plan that relate specifically to boat dwellers. However, Policy R16 seeks to protect from redevelopment boatyards or other buildings that provide service facilities to boat users, unless replacements facilities are provided.

#### Emerging Local Plan

- 6.4 Policy HO4 in the emerging Borough Local Plan (BLPSV) on Gypsy and Travellers makes no reference to boat dwellers.

### Key Facts

#### Different types of boat dweller

- 6.5 There are, it is considered, four main types of boat dweller. Firstly, there are those people who live permanently at a residential mooring<sup>22</sup>, with the boat as their only residence. These people usually stay in one place and so are therefore less likely to be nomadic. Secondly, there are recreational or leisure boaters who have a 'bricks and mortar' dwelling and stay on their boat occasionally as they travel waterways for pleasure purposes. Thirdly there are those people who have a 'bricks and mortar' dwelling but stay on a boat for part of the week, for example to access employment opportunities or avoid a long commute to work. Finally, there are those boaters who are constantly moving between moorings and do not own a bricks and mortar dwelling.

---

<sup>22</sup> In the context of this document, a residential mooring is a long-term mooring which may need planning permission for the moored boat to be used as the occupant's sole or primary residence.

### Existing authorised sites for boat dwellers

- 6.6 The GTAA found that there are relatively few residential moorings in the Borough. It identified that the Sorbon Estate manages five sites on the River Thames<sup>23</sup> within or near the Borough, which have a total of over 100 moorings, but that only one of these is a residential mooring. There are no authorised residential moorings at Bray Marina (out of 400 berths) or at the Windsor Racecourse Marina following its recent upgrade. There may be some residential houseboats at the Willows Riverside Park in Windsor.

### Identified Need

- 6.7 The GTAA found 'no credible evidence of unsatisfied need' for residential moorings. However, there is limited reliable and accurate information on the number of residential houseboats in the Borough. Some people are living on boats and are not travelling and are staying on moorings that are not authorised for permanent or temporary residential use. As the use is unauthorised, people may not be willing to admit to this and so it is possible that much of the actual need is undetected.

### Identified Potential Supply

- 6.8 No potential new sites to cater for boat dwellers have been suggested. The GTAA recommended that the Council engages with the Canals and Rivers Trust to establish the feasibility of increasing the number of residential moorings in the Borough.

## Issues

- 6.9 From the above key facts, the following issues have been identified:

### Limited information and guidance on boat dwellers

- 6.10 As stated above, there is very limited data in the GTAA or other official data sources on the need and supply of moorings for boat dwellers. Therefore it is unclear how many people live/stay on boats within the Borough. As a result, it is unclear what the need is and how many moorings should be provided to meet this need. More data and research is needed on the presence of boat dwellers in the Borough and their needs.

### Who should we be providing moorings for?

- 6.11 Another issue is whether we should be providing accommodation for all of the four types of houseboat dweller identified above (including recreational users) or just some of these groups. All of these groups, except the recreational boaters, will be accessing these types of accommodation for either lifestyle or affordability reasons.

---

<sup>23</sup> Saxon Estates, Bourne End, Henley, Platts Eyot and Thameside Moorings

As such, in many instances it could be seen as a particular form of affordable market accommodation. In some parts of the country authorities have given active encouragement to dwelling on waterways to meet affordability needs and to encourage/assist with regeneration of waterways and the surrounding area.

#### Spatial distribution of houseboats moorings

- 6.12 The location of moorings for boat dwellers is clearly constrained by the fact that boats need to be on waterbodies. The Borough includes watercourses, such as the River Thames and gravel lakes, that are potentially suitable for the mooring of boats for people to live or stay on. In terms of spatial distribution, in the western part of the Borough, the River Thames runs along the northern boundary until it reaches Windsor, from where it runs through Datchet, Horton and Wraysbury parishes. The gravel lakes are mainly located in these three parishes.

#### Flooding and safety

- 6.13 It is essential that those people living on boats have safe access and egress to and from their homes during flooding events. The Government's Planning Practice Guidance states that marinas are 'water compatible development' which may be suitable in Flood Zone 3b (the functional floodplain)<sup>24</sup>. It also states that water based recreation is 'water compatible development' but it adds that this excludes sleeping accommodation<sup>25</sup>.

#### Design

- 6.14 The withdrawn guidance on Designing Gypsy and Traveller Sites (DCLG, 2008) does not cover the design of moorings or marinas.
- 6.15 There are a number of matters that would need to be taken into account in designing new accommodation for boat dwellers. It would be necessary to consider the amenity impacts on nearby residents. For example, houseboats can create noise (for example from electricity generators placed on the towpath). The provision of car parking is another issue. Environmental and physical constraints would also need to be taken into account. Environmental constraints could include Sites of Special Scientific Interest (SSSIs) and Special Areas of Conservation (SACs). Physical constraints could include pylons, pipeline markers and trees.
- 6.16 It would also be necessary to ensure that house boat occupiers have reasonable or good access to utilities, including water, waste water, electricity and also access to services and facilities such as schools, health centres and shops, including chandlery supplies.

---

<sup>24</sup> Subject to the Exception Test.

<sup>25</sup> PPG, Paragraph: 066 Reference ID: 7-066-20140306

## Options for the provision of boat dweller accommodation

Ref.	Option	Description	Advantages / Disadvantages
1	Do nothing	Maintain the current situation with limited information on the supply of residential moorings and whether there is a need for more accommodation for boat dwellers. Rely on new mooring sites or alterations to existing moorings coming forward through the Development Management process.	This option would leave the Council with no control over where moorings or marinas come forward, and no clear idea of what type of accommodation for boat dwellers to provide for. The Council would have no specific policies for dealing with planning applications relating to boat dwellers. The sites that do come forward may not be in the most sustainable locations. Doing nothing would be a lost opportunity. Unauthorised uses may lead to environmental damage and conflict with the settled community.
2	Provide for some types of boat dweller only	Provide for some types of boat dweller only, for example all of those except recreational boaters who only use their boat for leisure purposes for part of the year. This would be achieved through criteria based policies on location and design or the allocation of sites.	This option would involve undertaking more research on the supply and need for some types of boat dweller in the Borough. It would ensure that the accommodation needs of boat dwellers who live on their boats regularly are met, in particular those in need of affordable homes. However, it may be difficult to identify this need accurately as some people may be living on unauthorised moorings and may not wish to admit to this. It could also be difficult to differentiate between the different types of boat dweller when determining applications.
3	Provide for all types of boat dweller	Provide for all types of boat dweller, including those except recreational boaters who only use their boat for leisure purposes for part of the year. This would be achieved through criteria based policies on location and design or the allocation of sites.	This option would involve undertaking more research on the supply and need for all boat dwellers in the Borough, including recreational. It would ensure that the accommodation needs of all boat dwellers are met, even though some of these may not be in need of affordable homes. However, it may be difficult to identify this need accurately as some people may be living on unauthorised moorings and may not wish to admit to this. There would be no need to differentiate between the different types of boat dweller when determining applications.

## Questions to consider

### Question 6a.

Which of the identified policy options do you feel is the most appropriate?  
Please explain why you think this.

### Question 6b.

Should the Traveller Local Plan be providing for boat dwellers?

### Question 6c.

If so, should the Traveller Local Plan be providing for all boat dwellers, including those recreational boaters, or only those who use their boats as their main or only residence?

### Question 6d.

Are there any other possible policy options with regards to the provision of boat dweller accommodation? If so, please provide details

### Question 6e.

Should the Traveller Local Plan contain a separate policy to provide design requirements for moorings and marinas? Which of the following matters should be covered by the policy?

- A. Access and parking
- B. Landscaping / fencing
- C. Layout of moorings/marinas
- D. Open space provision
- E. Utility provision
- F. Waste storage
- G. External lighting

### Question 6f.

Do you have any information on boat dwellers in the Borough that you would be willing to share with the Council?



**Question 6g.**

**Do you have a view on whether boat dwellers accommodation is appropriate in the functional floodplain?**

## **7 Are there any other issues and options?**

- 7.1 We have tried to identify in this paper all of the relevant issues and options relating to Gypsies and Travellers, Travelling Showpeople and boat dwellers within the Borough. However, if you think that there are other issues and options that we have not included or you have a view on what should be covered within the Traveller Local Plan, please let us know by answering the following question.

**Question 7a.**

**Are there any other issues and/or options not specified in this paper that you wish to raise?**

## 8 Appendices

### Appendix 1 – Policy HO4 in the Submission Version of the Borough Local Plan

#### POLICY HO 4

##### Gypsies and Travellers

1. The need for Gypsy and Traveller Accommodation will be addressed through the proposed Gypsy and Traveller Local Plan.<sup>(11)</sup> The current Gypsy and Traveller Accommodation Assessment will identify need for transit and permanent pitches to meet needs in the area. Meanwhile applications for planning permission will be considered positively in the light of national planning policy and the criteria listed below.
2. Planning permission for Gypsy and Traveller and Travelling Showpeople accommodation will be granted providing all of the following criteria are met:
  - a. the site is suitably connected by sustainable modes of transport to a settlement with health care, retail, and school facilities with capacity
  - b. the impact of development including in combination with existing pitches would not harm the landscape, heritage assets, biodiversity or visual character and amenity of the area, in particular the Green Belt
  - c. the site can be safely accessed by pedestrians, vehicles and caravans to and from the highway
  - d. the site is not located in an area at high risk of flooding as defined by the Council's strategic flood risk assessment and shown on the Policies Map
  - e. adequate on-site utilities, including water resources and supply, waste disposal and treatment, are provided for the benefit of residents and also in order to avoid adverse impacts on the natural environment
3. In addition to the above, the following criterion applies to Travelling Showpeople accommodation only: the site should be suitable for the storage and maintenance of show equipment and associated vehicles without causing harm through conflict with other policies in the Plan.
4. Due to the nature of this housing need, there will be continuing cooperation with neighbouring local planning authorities to ensure that the appropriate demand is identified and provision made.

## Appendix 2 – Glossary

Term	Explanation
<b>Amenity block</b>	A building sited on a pitch to provide a dayroom or facilities such as bathroom, toilet, sink and plumbing for a washing machine.
<b>Appropriate Assessment</b>	An assessment of the potential adverse effects of a plan or project (in combination with other plans or projects) on Special Areas of Conservation and Special Protection Areas. The AA is part of the HRA process.
<b>Bargee Traveller</b>	See definition for Boat dweller.
<b>Berkshire Housing and Economic Land Availability Assessment (HELAA)</b>	A technical study which forms a critical component of the evidence base for local plans. The purpose of the HELAA is to assist in identifying suitable land which is available for housing and economic development, the development potential and when development is likely to occur.
<b>Boat Dwellers</b>	There is no known Government definition of 'boat dwellers'. The British Waterways Act 1971 sets out a definition for the term 'Houseboat' with additional interpretation is set out in the British Waterways Act 1995. However, a houseboat as defined by the legislation may not be lived on at all and so the terms 'boat dweller' or Bargee Travellers are often used instead to cover those people living on boats and travelling on waterways, or living on permanent moorings.
<b>Borough Local Plan 2013-2033 (BLP)</b>	The plan currently being prepared by the Royal Borough for the future development of the local area. In law this is described as a development plan document adopted under the Planning and Compulsory Purchase Act 2004. The BLP Submission Version (BLPSV) was submitted for independent examination in January 2018.
<b>Brick and Mortar</b>	Permanent mainstream housing.
<b>Designing Gypsy and Traveller Sites (2008)</b>	This document provided general design guidance for Gypsy sites/pitches, including indicative site layout and case studies (Department for Communities and Local Government). It was cancelled in 2015.
<b>Functional floodplain</b>	A functional floodplain (also known as Flood Zone 3b) is a very important planning tool in making space for flood waters when flooding occurs. Generally, development should be directed away from these areas.
<b>Green Belt</b>	The Green Belt policy is implemented to prevent urban sprawl by keeping land permanently open and undeveloped. In the Royal Borough of Windsor and Maidenhead, Green Belt refers to the Metropolitan Green Belt. The designation accounts for 83% of the land area of the Royal Borough.
<b>Gypsies and Travellers</b>	'Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family's or dependants' educational or health needs or old age have ceased to travel temporarily, but excluding members of an organised group of travelling showpeople or circus people travelling together as such.' (PPTS, 2015).

<b>Gypsy, Traveller and Travelling Showperson Accommodation Assessment (GTAA)</b>	An assessment carried out to calculate the need for additional Gypsy, Traveller and Travelling Showpeople accommodation, for the purposes of planning. The RBWM GTAA was published in 2018 and was based on a review of existing data, online surveys and interviews.
<b>Habitats Regulations Assessment (HRA)</b>	A recognised step by step process which helps determine likely significant effect and assess adverse impacts on the integrity of a European site, and examines alternative solutions.
<b>Local Plan</b>	A document which sets out local planning policies and identifies how land is used and what will be built where.
<b>Marina</b>	Dedicated basins for boat moorings, usually purpose-built, but sometimes converted from a gravel lake.
<b>National Planning Policy Framework (NPPF)</b>	National planning guidance issued by the Government, setting out policy guidance on different aspects of planning. Local Planning Authorities must take the content into account in preparing Local Plans and decision making. The NPPF was last updated in July 2018.
<b>Permanent residential Sites</b>	These can be public, social rented sites or privately owned sites. Sites are normally made up of individual caravan pitches, with amenity blocks and essential services, or as residential moorings for houseboats.
<b>Pitch</b>	Area of land on a Gypsy/Traveller site occupied by one resident family, including their caravans, an amenity block, parking space and essential services. There is no standard size for a pitch.
<b>Planning Policy for Traveller Sites (PPTS)</b>	National planning document which sets out the Government's planning policy for traveller sites. It should be read in conjunction with the National Planning Policy Framework (NPPF). The PPTS was last updated in 2015.
<b>Plot</b>	An area of land of unspecified size on a Travelling Showpeople site occupied by one resident household. This can contain Travelling Showpeople's caravans, trailers, mobile homes and sometimes equipment.
<b>Residential moorings</b>	A long-term mooring which may need planning permission for the moored boat to be used as the occupant's sole or primary residence.
<b>Sequential approach</b>	This approach is designed to ensure that areas at little or no risk of flooding from any source are developed in preference to areas at higher risk. The aim should be to keep development out of medium and high flood risk areas (Flood Zones 2 and 3) and other areas affected by other sources of flooding where possible.
<b>Sites of Special Scientific Interest (SSSI)</b>	Sites designated by Natural England under the Wildlife and Countryside Act 1981. SSSI is a formal conservation designation for an area which is of particular interest because of its fauna, flora or geological or physiological features.
<b>South East Plan</b>	The South East Plan set out a vision for the future of the South East region to 2026. On 25 March 2013 the majority of the South East Plan (except for Policy NRM6: Thames Basin Heath SPA) was revoked.

<b>Special Areas of Conservation (SAC)</b>	Areas defined by regulation 3 of the Conservation of Habitats and Species Regulations 2017 which have been given special protection as important conservation sites.
<b>Special Protection Areas (SPA)</b>	Areas which have been identified as being of international importance for the breeding, feeding, wintering or the migration of rare and vulnerable species of birds. They are European designated sites, classified under the Bird Directive.
<b>Strategic Environmental Assessment (SEA)</b>	A procedure (set out in the Environmental Assessment of Plans and Programmes Regulations 2004) which requires the formal environmental assessment of certain plans and programmes which are likely to have significant effects on the environment.
<b>Strategic Flood Risk Assessment (SFRA)</b>	A Strategic Flood Risk Assessment is a study carried out by one or more local planning authorities to assess the risk to an area from flooding from all sources, now and in the future, taking account of the impacts of climate change, and to assess the impact that land use changes and development in the area will have on flood risk.
<b>Suitable Alternative Green Space (SANG)</b>	Suitable Alternative Natural Greenspace (SANG) is the name given to the green space that is of a quality and type suitable to be used as mitigation in the context of the Thames Basin Heaths Special Protection Area (TBH SPA). Its role is to provide alternative open space to divert visitors from visiting TBH SPA.
<b>Sustainability Appraisal (SA)</b>	An appraisal of the economic, environmental and social effects of a plan from the outset of the preparation process to allow decisions to be made that accord with sustainable development. SAs incorporate the requirements of the Strategic Environmental Assessment (SEA) Regulations.
<b>Temporary stopping places</b>	Pieces of land in temporary use as authorised short-term (less than 28 days) stopping places for all Travelling communities.
<b>Thames Basin Heaths SPA</b>	The Thames Basin Heaths Special Protection Area (TBH SPA) was designated on 9th March 2005 and forms part of Natura 2000, a European-wide network of sites of international importance for nature conservation established under the European Community Wild Birds and Habitat directives.
<b>Tolerated sites</b>	An unauthorised encampment/site where a local authority has decided not to take enforcement action to seek its removal.
<b>Transit Sites</b>	Permanent sites used to provide only temporary accommodation for their residents. Lengths of stay can vary but are usually set at between 28 days and three months
<b>Traveller Land Availability Assessment (TLAA)</b>	A study produced by the Royal Borough of Windsor and Maidenhead to assess sites promoted or otherwise identified as having potential as future Traveller sites.
<b>Traveller Local Plan (TLP)</b>	A type of Local Plan, the TLP will set out how the Royal Borough of Windsor and Maidenhead will meet the future accommodation needs of the Traveller communities. It is likely to include the allocation of new sites and will also cover issues such as site design, type, tenure and mix. Once adopted, the TLP will form part of the Development Plan.

<b>Travelling Showpeople</b>	Members of a group organised for the purposes of holding fairs, circuses or shows (whether or not travelling together as such). This includes such persons who on the grounds of their own or their family's or dependants' more localised pattern of trading, educational or health needs or old age have ceased to travel temporarily, but excludes Gypsies and Travellers as defined above.
<b>Unauthorised encampments</b>	Land occupied by Gypsies and Travellers and Travelling Showpeople without the benefit of planning permission or the permission of the land owner.
<b>Yard</b>	A site used by Travelling Showpeople. Yards generally consist of mixed-use plots which may need to incorporate space or to be split to allow for the storage of equipment.

Report Title:	Schools Capital Programme 2019-20
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Saunders, Lead Member for Finance & Economic Development, Councillor Airey, Cabinet Member for Children's Services.
Meeting and Date:	Cabinet – 13 December 2018
Responsible Officer(s):	Russell O'Keefe, Acting Managing Director, Kevin McDaniel, Head of Schools and Educational Services.
Wards affected:	All

www.rbwm.gov.uk



## REPORT SUMMARY

1. Children's Services 2019/20 capital programme is submitted to Cabinet, ahead of the February budget setting, for provisional approval. This enables the approved schemes to be planned and tendered to allow the work to be undertaken during the summer holidays – the key period for carrying out capital works on school sites.
2. The Local Authority has a duty to ensure there are sufficient school places in the borough and to ensure buildings are maintained. The Local Authority receives grants from the Education and Skills Funding Agency (ESFA), a Basic Need grant for school places if numbers are increasing, and an annual Schools Condition Allocation grant for maintenance work. The grant for maintenance work is announced in the spring of each year, so final decisions about which approved schemes can go ahead are subject to confirmation of ESFA funding availability.
3. This report sets out the schemes in schools to be funded through the Schools Condition Allocation grant for 2019/20, see Appendix A.

## 1. DETAILS OF RECOMMENDATION(S)

**RECOMMENDATION:** That Cabinet notes the report and approves:

- i) **The Children's Services 2019-20 capital bids - to be included in the overall 2019-20 capital programme, subject to any changes that may be required to the Condition list of schemes following the grant allocation announcement and final approval at Council.**
- ii) **The listed schemes being put out to tender.**
- iii) **Variations to the list of condition schemes to be delegated to the Lead Member and Director of Children Services following the Schools Condition Allocation grant confirmation by the Education**



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

Table 1: Options arising from this report

Option	Comments
Approve the proposed Capital Programme for Children's Services. <b>Recommended option</b>	Local authority meets its statutory duty.
Do not approve the proposed Children's Services Capital Programme.	Local authority does not meet its statutory duty.

## 3. KEY IMPLICATIONS

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Agreed schemes delivered by	1-4-2020	31-8-2019	01-5-2019 to 31-8-2019	30-4-2019	31-3-2020
Programme budget (under) / overspend	>+0.5%	+0.5% to -2%	-2% to -6%	< -6%	31-3-2020

- 3.1 Schools capital works fall into two categories; basic need (enough places in the right places) and condition (properly maintained buildings). For many years the ESFA has made grant funding available for maintenance work. Basic Need grant is for providing additional school places. When added to other Council funding and Section 106 funds, these grants have enabled continued investment in school infrastructure.
- 3.2 The Schools Condition Allocation is based on a national formula which is revised annually according to actual pupil numbers. The actual amount RBWM receives reduces according to the number of schools that have converted to academy status. The allocation is intended only for use at Community and Voluntary Controlled schools and for 2018-19 was £763,898. The 2019-20 allocation will not be announced until spring 2019. Appendix A sets out the schemes to be approved in order of priority.
- 3.3 The condition schemes listed in Appendix A total £934,000 – more than the likely grant available. Once the grant allocation is confirmed, scheme proposals will need to be tailored according to what can be afforded. Schemes that slip below the affordable budget line will become the first call for subsequent years' funding.
- 3.4 This report has been presented to Cabinet early in order to design and tender in good time - to achieve better prices from contractors and to enable works to



be carried out in the school holiday period. This is particularly relevant to maintenance work, where it is evident that several local authorities are approaching a similar range of contractors to carry out works within a relatively small window (school summer holidays). Early approval of this programme will enable the procurement process to start in good time so that tenders attract more competitive bids.

- 3.5 In February, Cabinet will consider two further years provisional programmes, for 2020-22 alongside a three year corporate capital programme

#### **4. FINANCIAL DETAILS / VALUE FOR MONEY**

- 4.1 The report identifies school condition schemes estimated to cost £934,000. As these are normally fully funded by grant, the list will need to be adjusted according to available funding once the confirmed grant allocation is known. This is expected to be about £720,000. This means there are likely to be fewer schemes achievable than currently shown in the in draft 2019-20 programme with unaffordable schemes at the bottom of the list being postponed to later years

**Table 3: Financial Impact of report's recommendations**

<b>REVENUE COSTS</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
Reduction	£0	£0	£0
Net Impact	£0	£0	£0

<b>CAPITAL COSTS</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
Additional total	£0	£934,000	£0
Reduction	£0	£0	£0
Net Impact	£0	£934,000	£0

#### **5. LEGAL IMPLICATIONS**

- 5.1 The Council is required to produce a balanced budget that provides Service Directors with sufficient resource to meet their own statutory requirements.

#### **6. RISK MANAGEMENT**

- 6.1 None.

#### **7. POTENTIAL IMPACTS**

- 7.1 None

## **8. CONSULTATION**

- 8.1 Overview & Scrutiny will review the report prior to Cabinet. Comments will be reported to Cabinet.

## **9. TIMETABLE FOR IMPLEMENTATION**

- 9.1 Tendering works for the scheme will commence in 2019.

## **10. APPENDICES**

11. Appendix A – Capital proposals for 2019-20 in Children's Services

## **12. BACKGROUND DOCUMENTS**

## **13. CONSULTATION (MANDATORY)**

<b>Name of consultee</b>	<b>Post held</b>	<b>Date sent</b>	<b>Date returned</b>
Cllr Airey	Cabinet Member for Children's Services	14/11/18	21/11/18
Cllr Saunders	Lead Member for Finance		
Russell O'Keefe	Acting Managing Director	14/11/18	21/11/18
Rob Stubbs	Section 151 Officer	14/11/18	21/11/18
Elaine Browne	Interim Head of Law and Governance	14/11/18	21/11/18
Nikki Craig	Head of HR and Corporate Projects	14/11/18	21/11/18
Louisa Dean	Communications	14/11/18	21/11/18
Andy Jeffs	Executive Director	14/11/18	21/11/18
Kevin McDaniel	Director of Children's Services	14/11/18	22/11/18
Angela Morris	Director of Adult Social Services	14/11/18	
Hilary Hall	Deputy Director of Commissioning and Strategy	14/11/18	
	Other e.g. external		

## **REPORT HISTORY**

<b>Decision type:</b>	<b>Urgency item?</b>	<b>To Follow item?</b>
Key decision	No	No
Report Author: Ruth Watkins, Senior Accountancy and Finance Operations Lead, 01628 683504 Ann Pfeiffer, Children's Services, Service Leader School Support Services		

# Children's Capital Programme 2019/20

66

Ref no	Scheme Name	Directorate	Service	Ward	Description	Scheme Cost £'000k	S106 £'000	Grant £'000	Other £'000	NET £'000
MD2010	School feasibility / survey costs	Managing Director	Childrens	All	Planning work for condition and expansion schemes at various schools	180	-	180	-	-
MD2011	School Kitchens	Managing Director	Childrens	All	Programme of gas and Co2 safety mechanism up-grades.	15	-	15	-	-
MD2009	School condition works: urgent works at various schools	Managing Director	Childrens	All	Essential works at schools, required at short notice	50	-	50	-	-
MD2017	Boilers Replacement at Homer First School	Managing Director	Childrens	Clewer North	Two oil-fired boilers to be replaced with gas, including installation of a new gas main and associated groundworks.	99	-	99	-	-
MD2019	Water main replacement at Hilltop First School	Managing Director	Childrens	Clewer South	Water main is life-expired and needs replacement.	20	-	20	-	-
MD2018	Underground pipework replacement at Wessex primary school	Managing Director	Childrens	Cox Green	Replacement of life-expired hot water system and replace underground pipework to infants school.	45	-	45	-	-
MD2012	School roofing replacements	Managing Director	Childrens	All	Major repairs to life-expired roofing to include at Wessex Nursery and Alwyn Infants schools	220	-	220	-	-
MD2015	Resurfacing of school hardstanding areas	Managing Director	Childrens	All	Repair of deteriorating playgrounds and access routes including Alexander and Furze Platt Infant and Junior schools	95	-	95	-	-
MD2014	School window replacements	Managing Director	Childrens	All	Replacement of old and unsafe windows, possibly to include Wessex and Holy Trinity Cookham Primary schools	150	-	150	-	-
MD2013	School structural Works	Managing Director	Childrens	All	Works to maintain the integrity of school buildings	30	-	30	-	-
MD2016	School gutters, soffit replacements	Managing Director	Childrens	All	Major repairs to prevent water damage to buildings including at Holy Trinity Cookham and Alwyn Infant schools	30	-	30	-	-
<b>Total</b>						<b>934</b>	<b>-</b>	<b>934</b>	<b>-</b>	<b>-</b>

This page is intentionally left blank

Report Title:	<b>Council Tax Base 2019-20</b>
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Saunders, Lead Member for Finance
Meeting and Date:	Cabinet – 13 December 2018
Responsible Officer(s):	Russell O’Keefe, Acting Managing Director, Rob Stubbs, Deputy Director and Head of Finance.
Wards affected:	All

www.rbwm.gov.uk



## REPORT SUMMARY

1. This report deals with the statutory requirement to set the Council’s tax base for Council Tax for 2019-20. The tax base is used by Thames Valley Police, Berkshire Fire & Rescue Authority, local Parish Councils as well as the Borough for setting precepts and Council Tax next year.
2. The tax base is in line with the level anticipated in the Councils Medium Term Financial Plan and has increased since last year for two main reasons:
  - The number of properties being built.
  - Reduced number of households claiming Local Council Tax Support Discount.

## 1. DETAILS OF RECOMMENDATION(S)

**RECOMMENDATION:** That Cabinet notes the report and:

- i) Approves the Council Tax base for the whole of the Borough area, for the year 2019-20 at 68,352.82 as detailed in this report and appendices. In 2018-19 the tax base was 67,617.93, an increase of 734.89 in 2019-20.

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

### Options

**Table 1: Options arising from this report**

Option	Comments
Accept the recommendations	Council Tax is likely to achieve planned levels.

Option	Comments
Reduce the non-payment percentage	There is no guarantee the Council would recover the increased Council Tax arising from this action.

### 3. KEY IMPLICATIONS

- 3.1 **Local Council Tax Support (LCTS)** The delivery of LCTS as a discount under the localisation initiative has a significant impact on the tax base with approx. 3,500 properties estimated to receive up to 100% discount, dependant on their circumstances. The estimated cost of the discount in 2019-20 is (£4,140,000) compared to 2018-19 (£4,086,000).
- 3.2 **Parish Grant.** The Borough and major precepting authorities receive compensating adjustments in the Rate Support Grant for the effect of LCTS which the Parish Councils do not have access to. Billing Authorities are encouraged by MHCLG to make arrangements to compensate Parish Councils for their loss. For the last five years Cabinet has agreed to compensate parish councils for any net loss. The total payments to Parishes in 2018-19 will be £61,000 and a recommendation is included in this report that the grant is re-calculated and paid in 2019-20. It is anticipated that total payments will be similar to 2018-19.
- 3.3 **New Properties.** Provision needs to be made in the 2019-20 tax base for new properties that are likely to be occupied before the end of the next financial year. This provision is calculated by colleagues in the revenues team following conversations with planners, building control and local builders. The growth in local housing continues at a high level and the part year effect of 979 properties will be included in the provision for 2019-20.
- 3.4 **Empty Property Premium.** The tax base has been increased in respect of a proposal to charge a 100% premium on the Council Tax charged on a property that has been empty and unfurnished for 2 years or more. The Council currently charges a 50% premium, however new legislation, which has just received Royal Assent, allows Councils to increase the charge. The effect is to increase the tax base by 184 band D equivalent properties.
- A report with further details on the proposal is on the agenda for Council on 11 December 2018.
- 3.5 **Collection Rate.** A review of eventual collection rates has been carried out which revealed that assumptions used to calculate the 2019-20 tax base (99.5%) are adequate and no changes are proposed.
- 3.6 **Business Rates.** Under the localisation of Business Rates initiative, also enabled in the Local Government Finance Bill, the borough now has a greater financial interest in the local business rate tax base as the Borough now shares in the risks and rewards associated with growth in the local economy. Whilst the Business rate tax base can be estimated using last years returns the actual Business Rate tax base cannot be calculated until MHCLG publishes the NNDR1 return in January. Information on the business rate tax base will,

therefore, be included in the Budget report to February Cabinet along with other assumptions that have been made about the income that is likely to accrue.

#### 4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1. The Council Tax base for the individual parts of the Royal Borough (both parished and unparished areas) is as follows:

**Table 2: Local Tax Base 2019-20 by Parish**

<b>PARISH</b>	<b>Local Tax Base 2019-20 (band D equivalent properties)</b>
Bisham	743.03
Bray	4,215.39
Cookham	2,949.74
Cox Green	3,091.23
Datchet	2,233.96
Eton	1,815.81
Horton	465.87
Hurley	1,011.06
Old Windsor	2,412.96
Shottesbrooke	73.73
Sunningdale	3,451.10
Sunninghill & Ascot	6,528.63
Waltham St Lawrence	668.39
White Waltham	1,264.64
Wraysbury	2,147.06
<b>UNPARISHED</b>	
Maidenhead	21,633.37
Windsor	13,646.85
<b>TOTAL</b>	<b>68,352.82</b>

- 4.2. The Council's budget requirement divided by the tax base (above) equals the Band D Council Tax that is set by the Council in February 2019.
- 4.3. The tax base has increased by 734.89 band D equivalent properties since 2018-19 which is an increase of 1.09%
- 4.4. Band D equivalent properties are the number of band D properties in the area which would raise the same council tax as the actual number of properties in all bands. For example, one band H property is equivalent to two band D properties, because the taxpayer in a Band H property pays twice as much council tax.

#### 5. LEGAL IMPLICATIONS

- 5.1 This report is part of the process required for the Council to meet its legal obligations to set its tax base and an annual budget.

## 6. RISK MANAGEMENT

**Table 3: Impact of risk and mitigation**

<b>Risks</b>	<b>Uncontrolled risk</b>	<b>Controls</b>	<b>Controlled risk</b>
That the non-collection rate of 0.5% proves to be inadequate.	A deficit on the collection fund will result and this would be used to adjust future calculations of council tax.	The non-collection rate is the best estimate based on past collection rates.  The collection rate is monitored throughout the year.	Minimal

## 7. POTENTIAL IMPACTS

7.1 None.

## 8. CONSULTATION

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

## 9. TIMETABLE FOR IMPLEMENTATION

9.1 The budget for 2019-20 will be finalised in January 2019 with full details going to Cabinet and Council in February 2019. Residents will be advised of their Council Tax in March 2019.

## 10. APPENDICES

10.1 This report is supported by 3 appendices:

- Appendix A Analysis of properties.
- Appendix B Tax base by parish by band.
- Appendix C 2019-20 tax base compared with 2018-19

## 11. BACKGROUND DOCUMENTS

11.1 Council Tax Base report 15 December 2018.



## 12. CONSULTATION (MANDATORY)

<b>Name of consultee</b>	<b>Post held</b>	<b>Date sent</b>	<b>Date returned</b>
Cllr Saunders	Lead Member for Finance	15/11/18	16/11/18
Russell O'Keefe	Acting Managing Director	12/11/18	12/11/18
Andy Jeffs	Executive Director	12/11/18	12/11/18

## REPORT HISTORY

<b>Decision type:</b> For information	<b>Urgency item?</b> No	<b>To Follow item?</b>
Report Author: Report Author: Rob Stubbs, Deputy Director and Head of Finance, 01628 796222		

## Tax Base 2019/20 - Analysis of Properties

BAND		A (Entitled to Disabled Relief Reduction)	A	B	C	D	E	F	G	H	TOTAL
Number Of Properties											
	Full Charge	1	785	1,197	5,036	10,724	9,383	6,255	7,683	1,504	42,568
	25%Discount	25.00% 0	878	2,142	3,893	4,759	3,366	1,666	1,434	149	18,287
	Empty Property Zero Discount <2Y	0.00% 0	41	79	233	200	182	84	101	34	954
	Empty Property 100% Discount	100.00% 0	0	0	0	0	0	0	0	0	0
	Second Homes	0.00% 0	87	58	123	188	147	83	94	59	839
106	Empty Property Premium >2Y	100.00% 0	35	80	35	44	49	32	38	19	332
	Statutory 50% Discounts	50.00% 0	2	1	6	8	5	14	32	13	81
	Exemptions	0	182	270	233	264	133	88	114	26	1,310
	Equivalent property reductions resulting from discounts to Council Tax Support claimants	0	-232	-807	-1,084	-950	-270	-101	-44	-1	-3,489
	MOD Properties	0	0	164	117	113	14	10	48	0	465
Total No. of Properties		1	1,778	3,184	8,592	15,350	13,008	8,131	9,499	1,803	61,347
Total Equiv No.		1.00	1,410.89	2,457.83	7,417.77	13,935.81	12,080.41	7,651.43	9,048.59	1,752.75	55,756.48
Ratio to Band D		5/9	6/9	7/9	8/9	1	11/9	13/9	15/9	2	
BAND D EQUIVALENT		0.56	940.59	1,911.65	6,593.57	13,935.81	14,764.95	11,052.07	15,080.98	3,505.50	67,785.68

# Tax Base 2019/20 - Band D Equivalents

Appendix B

BAND	A (Entitled to Disabled Relief Reduction)	A	B	C	D	E	F	G	H	TOTAL
<b>Parish</b>										
Bisham	0.00	3.67	3.11	4.22	32.26	106.17	131.88	376.00	87.00	744.31
Bray	0.00	140.68	174.98	190.00	508.48	1,030.68	757.38	1,259.10	146.50	4,207.80
Cookham	0.00	60.01	23.78	139.85	324.20	818.69	460.55	901.73	220.50	2,949.31
Cox Green	0.00	9.63	85.66	171.48	768.64	1,141.38	691.79	216.62	8.00	3,093.20
Datchet	0.00	23.44	50.20	325.59	360.66	459.37	388.64	592.62	34.00	2,234.52
Eton	0.00	11.59	56.40	186.71	567.59	502.71	196.73	231.03	67.50	1,820.26
Horton	0.00	16.78	11.58	55.88	79.97	108.35	111.63	74.52	9.50	468.21
Hurley	0.00	39.12	15.56	54.13	152.30	178.27	110.93	355.00	109.50	1,014.81
Old Windsor	0.00	22.33	47.22	142.63	392.90	805.49	400.75	523.83	69.50	2,404.65
Shottesbrooke	0.00	2.50	0.78	1.56	6.06	18.94	8.67	20.42	13.50	72.43
Sunningdale	0.00	27.50	33.05	102.20	419.88	497.44	481.32	905.72	963.00	3,430.11
Sunninghill & Ascot	0.00	125.18	91.19	335.66	885.41	861.87	1,157.00	2,061.13	959.00	6,476.44
Waltham St Lawrence	0.00	13.61	4.71	16.12	58.37	122.14	86.03	284.32	83.00	668.30
White Waltham	0.00	32.28	56.69	94.35	295.88	284.69	124.54	312.50	55.50	1,256.43
Wraysbury	0.00	33.45	35.73	48.33	220.15	269.11	486.73	933.52	121.50	2,148.52
<b>UNPARISHED</b>										
Maidenhead	0.56	168.03	750.98	3,429.34	4,793.88	4,132.75	3,574.91	4,143.15	344.00	21,337.60
Windsor	0.00	210.80	470.04	1,295.51	4,069.18	3,426.85	1,882.62	1,889.77	214.00	13,458.77
	0.56	940.60	1,911.66	6,593.56	13,935.81	14,764.90	11,052.10	15,080.98	3,505.50	67,785.67
<b>Valuation changes in year 2019/20</b>										
		21.99	308.60	293.04	92.00	29.73	69.33	67.93	28.00	910.62
	0.56	962.59	2,220.26	6,886.60	14,027.81	14,794.63	11,121.43	15,148.91	3,533.50	68,696.29
<b>Deduct</b>										
Non-Collection Rate of .50%	0.00	4.82	11.10	34.44	70.13	73.93	55.59	75.76	17.70	343.47
<b>COUNCIL TAX BASE</b>	<b>0.56</b>	<b>957.77</b>	<b>2,209.16</b>	<b>6,852.16</b>	<b>13,957.68</b>	<b>14,720.70</b>	<b>11,065.84</b>	<b>15,073.15</b>	<b>3,515.80</b>	<b>68,352.82</b>

## Local Tax Base 2019/20

PARISH	Band D Equivalents	ADD Valuation Changes in 2019/20	LESS Non Collection Allowance	Local Tax Base 2019/20	Local tax Base 2018/19	Change
<b>Bisham</b>	744.31	2.45	-3.73	743.03	<b>735.65</b>	7.38
<b>Bray</b>	4,207.80	28.77	-21.18	4,215.39	<b>4,195.32</b>	20.07
<b>Cookham</b>	2,949.31	15.25	-14.82	2,949.74	<b>2,923.18</b>	26.56
<b>Cox Green</b>	3,093.20	13.56	-15.53	3,091.23	<b>3,073.72</b>	17.51
<b>Datchet</b>	2,234.52	10.67	-11.23	2,233.96	<b>2,212.50</b>	21.46
<b>Eton</b>	1,820.26	4.67	-9.12	1,815.81	<b>1,800.59</b>	15.22
<b>Horton</b>	468.21	-	-2.34	465.87	<b>463.67</b>	2.20
<b>Hurley</b>	1,014.81	1.33	-5.08	1,011.06	<b>996.80</b>	14.26
<b>Old Windsor</b>	2,404.65	20.44	-12.13	2,412.96	<b>2,402.83</b>	10.13
<b>Shottesbrooke</b>	72.43	1.67	-0.37	73.73	<b>74.68</b>	- 0.95
<b>Sunningdale</b>	3,430.11	38.33	-17.34	3,451.10	<b>3,419.99</b>	31.11
<b>Sunninghill &amp; Ascot</b>	6,476.44	85.00	-32.81	6,528.63	<b>6,455.77</b>	72.86
<b>Waltham St Lawrence</b>	668.30	3.45	-3.36	668.39	<b>661.04</b>	7.35
<b>White Waltham</b>	1,256.43	14.56	-6.35	1,264.64	<b>1,266.92</b>	- 2.28
<b>Wraysbury</b>	2,148.52	9.33	-10.79	2,147.06	<b>2,168.79</b>	- 21.73
<b>UNPARISHED</b>						
<b>Maidenhead</b>	21,337.60	404.48	-108.71	21,633.37	<b>21,234.15</b>	399.22
<b>Windsor</b>	13,458.77	256.66	-68.58	13,646.85	<b>13,532.33</b>	114.52
<b>TOTALS</b>	<b>67,785.67</b>	<b>910.62</b>	<b>-343.47</b>	<b>68,352.82</b>	<b>67,617.93</b>	<b>734.89</b>

Report Title:	School Admission Arrangements and Co-ordinated Admissions Scheme 2020/21
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Airey, Lead Member for Children's Services
Meeting and Date:	Cabinet - 13 December 2018
Responsible Officer(s):	Kevin McDaniel, Director of Children's Services
Wards affected:	All

www.rbwm.gov.uk



## REPORT SUMMARY

1. The Royal Borough of Windsor and Maidenhead is the admissions authority for community and voluntary controlled schools in the borough, and sets the admissions arrangements for these schools. The borough has a duty to determine the arrangements for the academic year 2020/21 by 28 February 2019. There are no proposed changes to the admission arrangements from the current arrangements.
2. The Local Authority also has a statutory duty to formulate a scheme to co-ordinate admission arrangements for all publicly funded schools within their area for phase transfer, e.g. primary to secondary school, and publish it on the website by 1 January 2019. There are no proposed changes to the co-ordinated admissions scheme from the current scheme.

## 1. DETAILS OF RECOMMENDATION(S)

**RECOMMENDATION:** That Cabinet notes the report and:

- i) Approves, and thereby determines, the RBWM Admission Arrangements for 2020/21 set out at Appendix 1.
- ii) Approves, and thereby determines, the RBWM Co-ordinated Admissions scheme for 2020/21 set out at Appendix 2.

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

### Admission arrangements 2020/21

- 2.1 The Royal Borough of Windsor and Maidenhead is the admissions authority for all community and voluntary controlled schools in the borough, and sets the admissions criteria for these schools. The borough has a duty to determine the admission arrangements for 2020/21 by 28 February 2019.
- 2.2 Voluntary aided schools, academies and free schools are responsible for determining their own admission arrangements.
- 2.3 The admissions arrangements include the process for applying for a school place, the criteria for allocating places if a school is over-subscribed, and a list

of how many places per year group are available at each school (Published Admission Number (PAN)).

- 2.4 If there are significant changes to the borough's arrangements (for example, a reduction in the PAN) a consultation lasting for a minimum of six weeks must take place between 1 October and 31 January in the determination year.
- 2.5 Demand for Reception places in the Windsor first schools is projected to fall over the next few years, potentially giving a surplus of 108 Reception places (20%) by September 2021.
- 2.6 The Royal Borough has written to the first schools in the town to gauge interest in temporary reductions in PANs. No schools have yet agreed, so any future decision to reduce PANs for September 2020 cannot be subject to the statutory consultation period. They will require an application to the Schools Adjudicator for a variation to the determined admissions arrangements.
- 2.7 In December 2017, the Minister of State for School Standards, Rt. Hon Nick Gibb MP, wrote to all local authorities and admission authorities asking them to consider giving priority in the oversubscription criteria to children who have and have ceased to be in state care outside of England as a result of being adopted.
- 2.8 Until this becomes a statutory requirement under the School Admissions Code 2014, RBWM will continue to consider individual cases under the existing social/medical criterion. This information will be included in the guidance for applying under this criterion provided to parents.
- 2.9 There are no proposed changes to the existing admission arrangements for 2020/21.

#### **Co-ordinated admissions scheme**

- 2.10 Although academies, voluntary aided and free schools are their own admitting authority, the Royal Borough of Windsor and Maidenhead is required to formulate a scheme to co-ordinate admission arrangements for all publicly funded schools within their area. The scheme outlines the method for processing and co-ordinating applications for school places in the normal admissions round for first entry into school and transfer to secondary school. It covers applications from borough residents and from other authority residents for any state funded school located in the Royal Borough.
- 2.11 If there are significant changes to the borough's co-ordinated admissions scheme, a consultation lasting for a minimum of six weeks must take place. There are no proposed changes for 2020/21, and therefore no need to consult.
- 2.12 The Code requires that the co-ordinated admissions scheme is determined and published on the RBWM website by 1 January 2019.

## Options

**Table 1: Options arising from this report**

Option	Comments
Approve and thereby determine, the Admissions Arrangements and Co-ordinated Admissions scheme for 2020/21 as per the attached appendices. <b>Recommended option</b>	The admission arrangements and co-ordinated admissions scheme will be determined within the statutory framework.
Do not approve the Admissions Arrangements and Co-ordinated Admissions scheme for 2020/21 as per the attached appendices.	The local authority will be in breach of the statutory framework set out in the Code.

## 3. KEY IMPLICATIONS

**Table 2: Key Implications**

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
The admission arrangements for 2020/21 are determined on time.	Not determined by 28 February 2019.	Determined by 28 February 2019.	N/A	N/A	28 February 2019
The co-ordinated admissions scheme for 2020/21 is determined on time.	Not determined by 1 January 2019.	Determined by 1 January 2019.	N/A	N/A	1 January 2019.

## 4. FINANCIAL DETAILS / VALUE FOR MONEY

4.1 There are no financial implications.

## 5. LEGAL IMPLICATIONS

5.1 The School Admissions Code 2014 is issued under Section 84 of the School Standards and Framework Act 1998. The purpose of the code is to ensure that all school places for maintained schools excluding maintained special schools and all academies are allocated and offered in an open and fair way.

- 5.2 Regulations 26 to 32 and Schedule 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 cover the requirements of the co-ordinated admissions scheme.

## **6. RISK MANAGEMENT**

- 6.1 None.

## **7. POTENTIAL IMPACTS**

- 7.1 There are no staffing/workforce or accommodation implications, and no property and assets implications, arising from the recommendations in this report.

## **8. CONSULTATION**

- 8.1 The borough is not required to consult on the co-ordinated admissions scheme where no significant changes have been proposed and the scheme has been consulted on within the last seven years. The last public consultation took place in the period December 2015 to January 2016.
- 8.2 The borough is not required to consult on the admission arrangements where no significant changes have been proposed and the scheme has been consulted on within the last seven years. The last public consultation took place in the period December 2017 to January 2018.

## **9. TIMETABLE FOR IMPLEMENTATION**

- 9.1 Implementation date if not called in: Immediately.

**Table 3: Implementation timetable**

<b>Date</b>	<b>Details</b>
1 January 2019	The statutory deadline for determining and publishing the co-ordinated admissions scheme for 2020/21.
28 February 2019	The statutory deadline for determining the admission arrangements for 2020/21.

## **10. APPENDICES**

- 10.1 This report is supported by two appendices:
- Appendix 1: Admission arrangements for Royal Borough of Windsor and Maidenhead community and voluntary controlled Schools
  - Appendix 2: Co-ordinated admissions scheme for Royal Borough of the Windsor and Maidenhead maintained schools



## 11. BACKGROUND DOCUMENTS

11.1 This report is supported by four background documents:

- School Admissions Code, DfE December 2014
- School Standards and Framework Act 1998
- School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements (England) Regulations 2012
- Letter from the Minister of State for School Standards re: children adopted outside of England, December 2017

## 12. CONSULTATION (MANDATORY)

<b>Name of consultee</b>	<b>Post held</b>	<b>Date sent</b>	<b>Date returned</b>
Cllr Airey	Lead Member for Children's Services	15.11.18	15.11.18
Russell O'Keefe	Acting Managing Director	15.11.18	27.11.18
Rob Stubbs	Section 151 Officer	15.11.18	15.11.18
Elaine Browne	Interim Head of Law and Governance	15.11.18	15.11.18
Nikki Craig	Head of HR and Corporate Projects	15.11.18	15.11.18
Louisa Dean	Communications	15.11.18	15.11.18
Andy Jeffs	Executive Director	15.11.18	15.11.18
Kevin McDaniel	Director of Children's Services	15.11.18	27.11.18
Angela Morris	Director of Adult Social Services	15.11.18	
Hilary Hall	Deputy Director of Commissioning and Strategy	15.11.18	15.11.18
	Other e.g. external		

## REPORT HISTORY

<b>Decision type:</b> Non-key decision	<b>Urgency item?</b> No	<b>To Follow item?</b> N/A
Report Author: Samantha Scott, Admissions Team Leader, 01628 796550		

# **Appendix 1**

## **Admission arrangements for Royal Borough of Windsor and Maidenhead community and voluntary controlled schools**

### **For September 2020 entry**

Determined on [date]

	<b>Contents</b>	<b>Page</b>
	Introduction	3
<b>Section 1</b>	<b>Admission policy for primary age schools</b>	5
	Children with Education, Health and Care Plans	5
	Oversubscription criteria	5
	Tiebreaker	6
	Multiple births or children with birth dates in the same academic year	6
	Primary school entry point	7
	Children educated outside of their chronological academic year group	8
	Appeals	9
<b>Section 2</b>	<b>Admission policy for secondary age schools</b>	10
<b>Section 3</b>	<b>Admission policy for in-year entry</b>	11
	The application process for RBWM community and voluntary controlled Schools	11
<b>Section 4</b>	<b>Admission policy for sixth form entry</b>	13
<b>Section 5</b>	<b>Further Information</b>	14
	Social or medical criterion	14
	Children in care – (Looked-after children and previously looked-after children)	15
	Denominational criterion	15
<b>Section 6</b>	<b>Published admission numbers of schools</b>	17
<b>Section 7</b>	<b>Definitions and explanations</b>	19

## **Introduction**

The Royal Borough of Windsor and Maidenhead is the admitting authority for community and voluntary controlled schools within the borough.

The Royal Borough of Windsor & Maidenhead deliver its school admissions service through Achieving for Children, a community interest company set up in partnership with the Royal Borough of Kingston and the London Borough of Richmond

This document sets out the local authority's admission arrangements for entry to schools in September 2020.

There are no changes to the admission arrangements for 2020/21 and therefore no requirement for a public consultation.

These arrangements comply with the School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014, the School Admissions Code 2014 and the School Admissions Appeals Code 2012.

### **Other admitting authorities within RBWM**

Voluntary aided schools, free schools and academies are their own admitting authorities and are required to publish their own proposals for consultation (if required) and determine their own admissions arrangements. Details of their proposals and/or determined arrangements should be obtained from each individual school.

Own admitting authority schools within RBWM are as follows:

Altwood CE Secondary	A	Holyport College	FS
Bisham CE Primary School	A	Knowl Hill Primary	A
Braywick Court School	FS	Lowbrook Academy	A
Burchetts Green Infants	A	Newlands Girls' School	A
Charters School	A	St Edmund Campion Catholic	A
Cheapside CE Primary	VA	St Edwards Catholic First	VA
Churchmead CE Secondary	VA	St Edwards RF Middle	VA
Clewer Green CE	VA	St Francis Catholic Primary	A
Cookham Dean CE Primary	VA	St Lukes Primary School	A
Cox Green	A	St Marys Catholic Primary	A
Datchet St Marys CE Primary	A	St Michaels CE Primary	VA
Dedworth Green First	A	St Peters CE Middle	A
Dedworth Middle	A	The Royal	VA
Desborough College	A	The Windsor Boys' School	A
Eton Porny CE First	A	Trevelyan Middle	A
Furze Platt Senior	A	Trinity St Stephen CE First	VA
Holy Trinity CE Primary (Sunningdale)	VA	White Waltham CE Academy	A
Holyport CE Primary	A	Windsor Girls' School	A

*A - Academy*

*Key: VA - Voluntary Aided school*

*FS - Free school*

Schools that become academies after 3 January 2019 must process applications in line with the arrangements published in this paper for admissions in September 2020. They will then be expected to determine their own arrangements for entry in September 2021.

## Section 1: Admission policy for primary age schools from 1 September 2020 (primary, first, infant and junior Schools)

1.1 These criteria relate to the following schools – community (C) or voluntary controlled (VC) - within the local authority.

Alexander First School	C	Homer First School	C
All Saints CE Junior School	VC	Kings Court First School	C
Alwyn Infant School	C	Larchfield Primary School	C
Boyne Hill CE Infant School	VC	Oakfield First School	C
Braywood CE First School	VC	Oldfield Primary School	C
Cookham Rise Primary School	C	Riverside Primary School	C
Courthouse Junior School	C	South Ascot Primary School	C
Eton Wick CE First School	VC	The Queen Anne CE First School	VC
Furze Platt Infant School	C	Waltham St Lawrence Primary School	C
Furze Platt Junior School	C	Wessex Primary School	C
Hilltop First School	C	Woodlands Park Primary School	C
Holy Trinity CE Primary School (Cookham)	VC	Wraysbury Primary School	C

1.2 The authority strives to allocate school places in a fair and transparent way. Every school has a published admission number (PAN), which is the number of pupils normally admitted to the entry year of the school. The numbers currently in force are given in section 7 of this document.

1.3 Where a school receives more applications than there are places available, applicants will be prioritised and places allocated according to the published oversubscription criteria below.

### Children with Education, Health and Care Plans (EHC)

1.4 A child who is the subject of an EHC plan will be admitted to the school named in their plan. These children will be admitted to the named school even if it is full and are therefore outside the normal admission arrangements. As required by the Admissions Code however, these children will count as part of the school's PAN.

### Oversubscription criteria

1.5 Once children with EHC plans have been allocated, places at community and voluntary controlled primary age schools will be allocated in the following descending order of priority:

1. Children in care.<sup>1</sup> This category includes a child in care or a child who was previously in care but immediately after being in care became adopted<sup>2</sup> or subject to a child arrangements order<sup>3</sup> or special guardianship order<sup>4</sup>

<sup>1</sup> I.e. children in care are children who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

<sup>2</sup> All children adopted from local authority care.

<sup>3</sup> Under the terms of the Children Act 1989.

<sup>4</sup> See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. Children with exceptional social or medical reasons for requiring the school (as explained in the section 5 of this document)
3. Children who live in the 'designated area' of the school (note 1) and who have a sibling who attends this school (note 2)
4. Children who live in the 'designated area' of the school (note 1)
5. Children who have a sibling who attends the school (note 2)
6. Children who attend an infant school that is formally linked with the preferred junior school (Furze Platt Junior is formally linked with Furze Platt Infant; All Saints Junior is formally linked with Burchetts Green Infant and Boyne Hill Infant; Courthouse Junior is formally linked with Alwyn Infant).
7. **For Voluntary Controlled schools only** - Children whose parents choose the school on denominational grounds (as explained in section 5 of this document)
8. Children whose parents have any other reason for their preference

### **Tiebreaker**

1.6 If a school does not have places for all the children in a particular criterion, the borough prioritises those applicants who live closest to the school. The distance will be measured in a straight line from the address point of the pupil's house as determined by Ordnance Survey to the address point of the school using the local authority's GIS system. In the event that two or more children live at the same distance from the school then random allocation will be used to prioritise applicants where necessary. The names will be drawn and the whole process scrutinised by persons who are independent of the authority.

### **Multiple births or children with birth dates in the same academic year**

1.7 After the admission criteria have been applied, should applications for siblings whose birthdays are in the same academic year fall either side of a school's PAN the authority will admit above the PAN in order to allocate all siblings to the same school.

### **Notes**

#### Note 1 – Designated Areas

1.8 Maps of the current designated areas may be viewed on the RBWM website, [www.rbwm.gov.uk](http://www.rbwm.gov.uk). Alternatively applicants can use the Neighbourhood View facility on the website for information on schools based on their address.

#### Note 2 – Sibling Criterion

1.9 A sibling would need to be attending the school at the time of admission of the child for whom a place is sought. The term 'sibling' includes a half or step child permanently living in the same family unit or a foster child permanently living in the same family unit whose place has been arranged by the social services department of a local authority. Sibling eligibility will flow from a foster child to other children of the family or from a child of the family to a foster child. In the case of Infant and Junior schools, attendance of a sibling at either the Infant or Junior school qualifies as a sibling for the linked school. Linked schools are described in criterion 6 of the oversubscription criteria.

## Primary school entry point

- 1.10 Pupils are eligible to commence full time education from the September following their 4<sup>th</sup> birthday. However, a child does not legally have to be in full time education until the term following their 5<sup>th</sup> birthday.
- 1.11 Parents who feel their children are not ready to begin school full time in the September following their 4<sup>th</sup> birthday have the option for their child to either:
- Start school later in the academic year, so long as the place allocated is taken up during the Reception academic year (unless section 1.38-1.42 applies) *and* no later than the start of the final term and / or the start of the term following the child's 5<sup>th</sup> birthday; or
  - Start school part time at any stage during the Reception academic year, so long as the child then attends the school full time from the start of term following their 5<sup>th</sup> birthday;
  - Start school directly in Year 1 if a child was born between 1 April and 31 August. Please note that an application for a Year 1 place can only be made from the start of the term prior to September entry, in line with the in-year process as detailed in section 6. For the avoidance of doubt, places for entry directly into Year 1 cannot be reserved from the preceding year, nor from an application for a reception place
- 1.12 It will be expected that parents will opt for their child to commence school at the start of one of three traditional terms (autumn, spring, summer). It is also expected that part time schooling offered will be either five mornings or five afternoons a week; a decision which will normally be made by the school.

## Children educated outside of their chronological academic year group

- 1.13 It is expected that children will be educated in the appropriate academic year group for their chronological age. In certain exceptional circumstances, children will be educated outside this year group. If this is the case, then applications should be made in the academic year prior to the required school transfer. Applications must be made on a paper CAF and cannot be made online.
- 1.14 The Admissions Code enables a parent to request that their child is admitted outside of their normal age group. For example, a parent may request that a summer-born child – born between 1 April and 31 August is admitted into a reception class in the September following their fifth birthday instead of entering year 1.



- 1.15 Admission authorities are responsible for making the decision into which year group a child should be admitted but are required to make a decision based on the circumstances of the case. There is no statutory barrier to children being admitted outside their normal year group. An admitting authority will usually take the following factors into account when considering a parental request for a summer born child to be admitted into a reception class in the September following their fifth birthday:
- The needs of the child and the possible impact on the child of entering Year 1 without having first attended the reception class;
  - In the case of children born prematurely, the fact that the child may have naturally fallen into the lower age group if born on the expected date;
  - Whether delayed social, emotional or physical development is adversely affecting the child's readiness for school;
  - Relevant research into the outcomes of summer-born and premature children.
- 1.16 For all requests for delayed entry into Reception, parents should make their application at the same time as those applying for normal Reception entry stating that they wish to enter reception a year later than normal for their child's age. Parents should discuss this as soon as possible with their preferred schools and the authority.
- 1.17 Parents do not have a right to appeal against entry into a specific year group. However, they may make a complaint to the local authority or to the school.

## Appeals

- 1.18 Appeals against a decision not to offer a place at a particular school should be lodged by the published closing date for the on time submission of appeals. This date will be published in the authority's composite prospectus and in the relevant offer letter.
- 1.19 Appellants are entitled to ten school days' notice of the appeal hearing date. The School Admission Appeals Code requires that appeals for on time applications are heard within 40 school days of the deadline for lodging appeals. Appeals for late applications are expected to be heard within 40 school days of the deadline for lodging appeals where possible or within 30 school days of the appeal being lodged. Appeals lodged by the closing date will be heard before the end of the summer term. Appeals lodged after the closing date will be heard as soon as possible. All aspects of appeals for voluntary aided schools, free schools and academies are the responsibility of the school governors. Appeal deadline dates may differ for own admission authority schools.
- 1.20 Other admitting authorities within the local authority's area are required to notify the local authority about the outcome of any appeals.

## **Section 2: Admission policy for secondary age schools from 1 September 2019 (Secondary, Middle and Upper Schools)**

All secondary age school schools in RBWM are academies, voluntary aided or free schools, and responsible for their own admission policies. Please refer to the individual school for details of their admission arrangements.

### **Section 3: Admission policy for in-year entry for 2020/21 (Year Reception to Year 11)**

3.1 This policy refers to all applications made for children of statutory school age seeking entry to school outside of the normal admissions round.

3.2 Parents must apply directly to the admission authority for the school or schools of their preference. This is the local authority for community and voluntary controlled schools, and the schools themselves for voluntary aided schools, free schools and academies (own admission authority schools).

3.3 The relevant admission authority will make available a suitable form upon which an application may be made. The local authority will also make available a suitable form for own admission authority schools. Own admission authority schools may also require a supplementary information form (SIF) to be completed at the time of application.

3.4 Own admission authority schools are required to notify the authority of applications received and their outcome. This is to enable the authority to keep up to date figures of available school places in the area, and support applications where necessary. Admission authorities must inform parents of their right to appeal against refusal of a place.

3.5 Children who are the subject of a direction by the local authority to admit, or who are allocated to a school in accordance with the Fair Access Protocol, will take precedence over those on a waiting list.

#### **The application process for RBWM community and voluntary Controlled schools**

3.6 Applications should be made no earlier than one term prior to hopeful entry, based on the modern six term year. Applicants may state up to six preferences.

3.7 Applicants will be required to provide evidence of their child's date of birth if they have not previously made an application via the local authority. If the application is due to a house move, the applicant will need to provide evidence they are residing at the new address, such as a completion of sale document or a rental agreement. Further documents may be requested. Additional information will be required for applicants applying from abroad (e.g. entry visa and passport details) to verify right of abode.

3.8 Applications will be processed and, where vacancies exist, a place will be offered at the highest preferred school possible.

3.9 Entry will be deferred until the start of the next term, unless a child is without a school place or it is considered impractical to delay, in order to minimise the disruption to both the child's education and that of other children.

3.10 If a place is not available at a preferred school, and no higher preferred school has been offered, then parents will be informed of their right of appeal. The child will automatically be placed on the preferred school(s) waiting list which will be prioritised in line with the over-subscription criteria as published in section 1.5 of the admission arrangements.

3.11 Where no school place is available at a preferred school, and a child is currently without a school place within a reasonable distance, then the authority will, as a minimum, inform applicants of the availability of places at alternative schools and how they may apply. Where possible, the authority will offer a school alternative school place at the next nearest community or voluntary controlled school with a vacancy. A referral may be made under the Fair Access Protocol, available on the RBWM website.

3.12 The Admissions Code allows admission authorities to admit above the published admission number (PAN) in-year. Community and voluntary controlled schools must not do so save by specific request or direction of the authority. Voluntary aided schools, free schools and academies are expected to notify the local authority if they do so.

## **Section 4: Admission policy for sixth form entry in September 2020**

4.1 All RBWM schools with sixth forms are academies, voluntary aided or free schools, and are responsible for sixth form admissions. The Local Authority has no jurisdiction over sixth form admissions.

## **Section 5: Further Information**

### **Social or medical criterion**

5.1 The authority will consider an application in this category only where the child, or his or her parent or guardian, can demonstrate a wholly exceptional medical or social requirement for attendance at the preferred school. It is expected that places will be given under this category in no more than a small number of instances in a year, if at all.

5.2 To apply under this criterion, the parent or guardian must send a covering letter to support the application. It must explain the reasons for requiring a place under this criterion, why the preferred school is significantly more suitable than any other school for their child, and the difficulties likely to be caused by not attending it. Such difficulties must be so exceptional as to be extremely rare in the population. The reasons may be associated with the child or with the family.

5.3 Supporting evidence must be included from a suitably qualified professional person associated with the child or the family, such as a consultant, a general practitioner, psychiatrist or a senior social worker. Evidence from members of the family, friends or a child minder will not normally be acceptable. All evidence must be on headed writing paper. Any evidence must be provided at the expense of the parent. The parent must give permission to the local authority to make such enquiries as it thinks necessary to investigate the matter further.

5.4 All schools are able to work with special educational needs and are expected to accommodate severe medical needs. The authority is unlikely to accept that one school is more suitable than another on these grounds. Such difficulties as child care arrangements or the need to drop off/collect children at more than one school are unlikely to be acceptable without accompanying exceptional medical or social reasons.

5.5 Applications lacking external objective evidence will be rejected under this category. Any rejected application will then be considered under the next highest appropriate category to the child. Applicants are strongly advised to name other schools within the permitted number of preferences.

5.6 Applicants seeking to rely on these grounds must provide the necessary evidence by the closing date for applications. This will allow time for the authority to obtain additional evidence if necessary. It may not be possible to consider applications under this criterion after the closing date, even where a family has subsequently moved into the area.

5.7 The strength of applications will be considered by two or more officers individually and then together, referring to another officer where disagreement exists. Those officers assessing the strength of an application should have knowledge of the admissions process and the School Admissions Code. The papers they consider must have the name of the child and his or her family redacted. Those officers must consider the application as objectively as possible, and will note collectively their reasons for any rejection of the application under this criterion. Applicants are advised that because of the possible subjectivity of applications and decisions, the evidence that is presented must be as full and objective as possible, and that the threshold of acceptance will be exceptionally high.

5.8 There will be no right of appeal to officers against refusal of a decision in this category, but all parents will have the usual right of appeal to an independent appeal panel after allocations of places have been published.

### **Children in care (and previously in care)**

5.9 When an application outside of the normal admissions round or in-year application is received to admit a child in care or a child previously in care<sup>1</sup>, the authority will place the child in the school of the parent's preference (including the corporate parent) unless:

- that school is unsuitable to the child's age, ability or aptitude or to his special educational needs; or
- the attendance of the child would be incompatible with the provision of efficient education for the children with whom he would be educated or the efficient use of resources; or
- the child has previously been permanently excluded from the preferred school; or
- other exceptional circumstances exists rendering the school unsuitable.

5.10 The local authority has the power to direct a school to admit a child in care where Key Stage 1 classes are already at the maximum size<sup>2</sup> to comply with the infant class size legislation.

### **Denominational criterion**

5.11 For voluntary controlled schools, the published admissions criteria provide priority to those applying under denominational grounds. Where applicants believe they should be considered under this criterion they must complete a Supplementary Information Form (SIF) if making an online application or the relevant section of the paper Common Application Form.

5.12 To be considered under this criterion, at least one of the parents/carers of the child concerned must regularly attend a church that is part of the group of Churches Together in England, Scotland, Wales or Northern Ireland. This group includes the following types of church: Church of England, all the protestant nonconformist churches (e.g. Baptist, Methodist, United Reformed) and Roman Catholic. Attendance does not include services of marriage, funerals or christenings (except for the christening of the child seeking entrance to the particular school).

5.13 It will be necessary for the form to be signed by their local clergy for verification before the form is submitted.

5.14 In the event of there being more applicants than places available in this category, RBWM's standard tiebreakers will be applied.

5.15 A copy of the wording of the paper common application form is provided below.

---

<sup>1</sup> a 'child in care' or a child who was previously in care but immediately after this became subject to an adoption, child arrangements, or special guardianship order.

<sup>2</sup> children in care are excepted pupils outside of the normal admissions round under the School Admissions (Infant Class Sizes) (England) Regulations 2012.



CONFIRMATION OF CHURCH ATTENDANCE			
I confirm that I am the parent /carer of the applicant and have significant involvement with a church on a frequent basis. I understand that 'frequent' is defined as at least twice a month for at least 8 months of the year prior to the published closing date for school admissions of 15 January 2020.			
Signed:		Print Name:	
To the vicar/priest/minister: Can you confirm that, to the best of your knowledge, the applicant's statement is true?			YES
			NO
Signed:		Print Name:	
Church:			
Date:			

## Section 6: Published admission numbers of schools

School Name			2014	2015	2016	2017	2018	2019	2020		
Alexander First School			30	30	30	30	30	30	30		
All Saints CE Junior School			90	90	90	90	90	90	90		
Altwood CE Secondary School			150	150	150	150	150	150	150		
Alwyn Infant and Nursery School			101	101	101	101	90	90	90		
Bisham CE Primary School			16	16	16	30	30	30	30		
Boyne Hill CE Infant and Nursery School			60	60	60	60	60	60	60		
Braywick Court School			28	30	30	30	30	30	30		
Braywood CE First School			30	30	30	30	30	30	30		
Burchetts Green CE Infants School			20	20	20	25	25	25	25		
Charters School			240	240	240	270	270	270	270		
Cheapside CE Primary School			16	16	16	30	30	30	30		
Churchmead School			140	140	140	140	110	110	110		
Clewer Green CE School			60	60	60	60	60	60	60		
Cookham Dean CE Primary School			26	26	27	27	27	27	27		
Cookham Rise Primary School			30	30	30	30	30	30	30		
Courthouse Junior School			105	105	105	105	105	105	105		
Cox Green School			176	176	176	206	206	206	206		
Datchet St Mary's Academy			60	30	30	30	30	30	30		
Dedworth Green First School			60	30	30	30	30	30	30		
Dedworth Middle School			120	120	120	150	180	180	180		
Desborough College			189	189	189	189	189	189	189		
Eton Porny CE First School			30	30	30	30	30	30	30		
Eton Wick CE First School			30	30	30	30	30	30	30		
Furze Platt Infant School			90	90	90	90	90	90	90		
Furze Platt Junior School			90	90	90	90	90	90	90		
Furze Platt Senior School			193	193	193	223	223	223	253		
Hilltop First School			45	45	45	45	45	45	45		
Holy Trinity CE Primary School, Cookham			32	30	30	30	30	30	30		
Holy Trinity CE Primary School, Sunningdale			30	30	30	30	30	30	30		
Holyport CE Primary School			60	60	60	60	60	60	30 <sup>1</sup>		
Holyport College			Year 7 entry	Day places	22	22	26	26	26	26	
				Boarding places	18	18	18	18	18	18	18
			Year 9 entry	Day places	44	44	26	26	26	26	26
				Boarding places	36	36	18	18	18	18	18
Homer First School			75	45	45	45	45	45	45		
Kings Court First School			45	45	45	45	45	45	45		
Knowl Hill CE Primary School			13	13	30	30	30	30	30		
Larchfield Primary and Nursery School			30	30	30	30	30	30	30		
Lowbrook Academy			30	30	30	30	30	30	30		
Newlands Girls School			186	186	186	192	192	192	192		
Oakfield First School			60	60	60	60	60	60	60		
Oldfield Primary School			60	60	60	60	60	60	60		
Riverside Primary School			60	60	60	60	60	60	60		
South Ascot Village Primary School			30	30	30	30	30	30	30		
St Edmund Campion Catholic Primary School			60	60	60	60	60	60	60		
St Edward's Catholic First School			60	60	60	60	60	60	60		

<sup>1</sup> Subject to public consultation Nov/Dec 2018

St Edward's Royal Free Ecumenical Middle School	120	120	120	120	120	120	120
St Francis Catholic Primary School	30	30	30	30	30	30	30
St Luke's CE Primary School	45	45	45	45	45	45	45
St Mary's Catholic Primary School	45	45	45	45	45	45	45
St Michael's CE Primary School	30	30	30	30	30	30	60
St Peter's CE Middle School	60	60	60	60	60	60	60
The Queen Anne Royal Free CE Controlled First School	30	30	30	30	30	30	30
The Royal (Crown Aided) School	20	20	20	20	20	20	20
The Windsor Boys' School	230	230	230	260	260	260	260
Trevelyan Middle School	150	150	150	150	150	150	150
Trinity St Stephen CE Aided First School	30	30	30	30	30	30	30
Waltham St Lawrence Primary School	19	19	19	19	19	22	22
Wessex Primary School	60	60	60	60	60	60	60
White Waltham Academy	30	30	30	30	30	30	30
Windsor Girls' School	178	178	178	208	208	208	208
Woodlands Park Primary School	30	30	30	30	30	30	30
Wraysbury Primary School	60	60	60	60	60	60	60

## Section 7: Definitions and explanations

**Admission Authority** – this is the authority responsible for setting and managing admission arrangements for a particular school. Specific types of schools are managed by different admitting authorities, although all are bound by the local authority's co-ordinated admission scheme. These different schools are detailed below:

Community schools – the local authority is the admission authority for these schools.

Voluntary Controlled schools – these are generally faith schools for which the local authority is the admission authority.

Voluntary Aided schools – these schools are faith schools, managed by the Church of England or Catholic diocese, for which the governing body is the admission authority. All the Voluntary Aided schools are bound by the co-ordinated admissions scheme.

Academies and Free Schools – these are schools whose running and capital costs are met by the DfE for which the governing body is the admission authority.

**Published Admission Number (PAN)** – this is the maximum number of pupils that a school is required to admit into each Year group. The number is agreed as part of a school's admission arrangements and is commonly determined with regard to a Net Capacity Assessment (calculated using instructions from the Department for Education (DfE) based on the space available and use of resources). Schools must admit up to their PAN. The PAN for Free schools and Academies is set by the Department for Education.

**Admission Criteria** – the rules used to prioritise the order in which children are offered school places.

**Appeals** – a parent's opportunity to ask for an independent panel to consider the admission authority's decision not to offer the child a place at the desired school.

**Common Application Form (CAF)** – this is the form used by applicants to apply for school places via their home authority.

**Designated Area** – sometimes known as the 'catchment area', this is a distinct geographical area that is served by a school. Admissions criteria often give certain priority to applicants living within a school's designated area, although this is never a guarantee of a school place.

**Education, Health and Care Plans** - An education, health and care plan is for children and young people who have special educational needs and disabilities and where an assessment of education, health and social care needs has been agreed by a multi-agency group of professionals. It is available from birth to age 25.

**Home Address** – this is a child's habitual residence and must be the address where you live with your child, unless you can prove that your child lives elsewhere with someone who has legal care and control of your child. We expect a child's home address to be a residential property that is the child's only or main residence, not an address at which your child may sometimes stay or sleep due to your domestic arrangements. The property

must be owned, leased or rented by the child's parent/s or the person with legal care and control of the child. Additionally, a child's home address is where he or she spends most of the school week unless this is accommodation at a boarding school.

**Joint Custody Arrangements** – where the childcare arrangements are jointly shared between both parents, the LA will consider the mother's home address to be the normal home address when considering the application unless legal documents are provided to the contrary.

**Local Authority (LA)** – if you live in the Royal Borough of Windsor & Maidenhead we are your 'home local authority'. If you live somewhere else, then the county or borough you live in is your 'home authority'. References in this paper to 'the local authority' or 'the authority' will be taken to mean the local authority of the Royal Borough of Windsor and Maidenhead unless otherwise specified.

**Oversubscribed** – when there are more applications than places, the school is said to be oversubscribed.

**Parent** – this is defined in law (the Education Act 1996) as *either* any person who has 'parental responsibility' (as defined in the Children Act 1989) for the child or young person, *or* any person who has care of the child or young person.

**Preference** – this is a school to which a parent/carer wishes to send their child. Parents can not choose the school their child attends but can indicate their preference. The authority must offer a place at the highest preferred school possible once the admissions criteria have been applied.

**Service Families** – where Service families and the families of other Crown servants are due to be posted to an area admitting authorities must treat such families as resident in the area when processing any application assuming appropriate evidence has been provided which may include notification of posting in the form of an official letter from the MOD, FCO or GCHQ.

**Sibling** – children are considered siblings if they have brothers or sisters living in the same family unit at the same address, and for whom the applicant has parental responsibility. The term includes a half or step child permanently living in the same family unit or a foster child permanently living in the same family unit whose place has been arranged by the social services department of a local authority. Sibling eligibility will flow from a foster child to other children of the family or from a child of the family to a foster child.

**Supplementary Information Form (SIF)** – a SIF is required by some own admission authority schools in order to collect additional information not provided on the common application form. This is to enable them to assess applicants against the published admission criteria.

## **Appendix 2**

# **Co-ordinated Admissions scheme for Royal Borough of Windsor and Maidenhead maintained schools**

### **For September 2020 entry**

Determined on [date]

	<b>Contents</b>	<b>Page</b>
<b>Section 1</b>	<b>RBWM co-ordinated admission scheme</b>	<b>3</b>
	Guidance information	3
	Application process	4
	Allocation process	5
	National offer date	6
	Late applications and late changes of preferences	8
	Further offer of places following parental responses	8
	Co-ordination timetable	9
<b>Section 2</b>	<b>Published admission numbers of schools</b>	<b>10</b>
<b>Section 3</b>	<b>Definitions and explanations</b>	<b>12</b>

## Section 1: RBWM co-ordinated admission scheme (2020/21 academic year)

- 1.1 The RBWM co-ordinated admission scheme establishes the method for processing and co-ordinating applications for school places in the normal admissions round and ensures that parents complete an application form via their home authority, irrespective of where their preferred schools are located, and receive only one offer of a school place via their home local authority.
- 1.2 The scheme complies with the School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014 and the School Admissions Code 2014.
- 1.3 Table 1 sets out the normal applicable birth date range for children eligible to transfer school in September 2020.

Table 1

Academic year of entry	Applicable birth date range *	School type
Primary age schools		
Year Reception entry	01/09/2015 – 31/08/2016	Primary, First or Infant school
Year 3 entry	01/09/2012 – 31/08/2013	Junior school
Secondary age schools		
Year 5 entry	01/09/2010 – 31/08/2011	Middle school
Year 7 entry	01/09/2008 – 31/08/2009	Secondary school
Year 9 entry	01/09/2006 – 31/08/2007	Upper school
* Children taught outside of their chronological age range may need to apply at alternative times.		

- 1.4 Admitting authorities for voluntary aided schools, free schools and academies within RBWM are expected to agree to this scheme and abide by the principles of it, with the exception of free schools who may, if necessary, be outside the co-ordinated process for the first year they open.
- 1.5 The scheme will be implemented in line with the timetables set out on page 20.
- 1.6 This scheme does not cover applications outside of the normal admissions round. These are considered as in-year admissions.

### Guidance information

- 1.7 The authority actively provides guidance information to residents, targeting those who are due to apply for school places during the normal admissions round. Residents are identified using data from local schools. Neighbouring Authorities also provide, and are supplied with, lists of pupils attending a 'non-home authority' school in order that potential applicants can be identified. The relevant



webpages provide comprehensive information on the application process and timeline.

- 1.8 A separate composite prospectus, which provides information on the admissions process, is published each year for both admissions to primary age schools and secondary age schools. These are available online and in hard copy on request.

### **Application process**

- 1.9 The application process for RBWM residents opens on the following dates:

Primary Age Schools	11 November 2019
Secondary Age Schools	9 September 2019

Applications are made online, with a paper Common Application Form (CAF) available if it is not possible to make an online application. Applications must be submitted to a resident's home local authority; applications from residents living in another authority will be discarded. Where both an online and a paper application are submitted, the application dated most recently will take precedence.

- 1.10 Applications invite parents to express up to six preferences for schools. Parents must list any school to which they wish to apply within these six preferences which are relevant to the transfer group for which they are applying. This includes any state school within England, not just those within RBWM. However this does not include independent schools. Legislation requires local authorities to run an equal weighting system meaning that all preferences must be considered independently of one another. The rank of a school in the preference list has no bearing on the priority with which applicants are awarded places. Priority can only be determined using the relevant published admission criteria for a school. Only when multiple offers of school places can be made will the order of preference be taken into account to ensure applicants receive one offer of the highest preferred school possible.

- 1.11 Completed applications must be submitted to the local authority by the following national closing dates:

Primary Age Schools	15 January 2020
Secondary Age Schools	31 October 2019

- 1.12 It is inevitable that not all applicants requiring a school transfer will be able to submit an application by the national closing date. In exceptional circumstances, where evidence is provided to show that factors outside the applicants control mean the application could not have been made by the closing date, the authority will consider late submissions as 'on time' if they are received by the following extended deadline dates:

Primary Age Schools	29 January 2020
Secondary Age Schools	14 November 2020

Applications with no exceptional reason for applying after the closing date, or received after the extended deadline date, will be considered as late applications.

- 1.13 Any Supplementary Information Form (SIF) required as part of the application process should be completed and returned to the relevant admitting authority by the published closing date. These forms will contain only the additional information required by an admitting authority to determine an applicant's admission criterion. These forms can be obtained from the relevant school.
- 1.14 Where separated parents or carers of a child each submit a separate application for different schools the processing of these applications may be severely delayed. Parents or carers should attempt to resolve matters between themselves and inform the authority in writing of which application should be processed. It is not appropriate for the authority to become involved in private disputes. The authority does recognise that there may be exceptional situations where parents or carers cannot ultimately reach an agreement between themselves and it is, therefore, necessary for the authority to take a decision. Where this is the case the authority will try to establish the child's permanent address and prioritise the application made by the parent living at this address in accordance with the published admission arrangements.

### **Allocation process**

- 1.15 Following the relevant closing date, application forms will be processed and co-ordination of preferences will commence. Local authorities within England will exchange data highlighting residents applying for out of authority schools.
- 1.16 When this data has been exchanged, the local authority will provide other admitting authorities within RBWM with a list of applicants who have listed their school as a preference. Admitting authorities will assess pupils in line with their published admissions policy and will return the list to the local authority in rank order. The local authority will assess those applicants listing schools for which RBWM is the admitting authority or where an own admission authority school has made the decision to buy back admissions validation as a traded service..
- 1.17 Local authorities within England will exchange data confirming whether places at local schools can be offered or not to residents who live outside of their authority.
- 1.18 The home local authority will consider all preferences with an equal weighting and will provide one offer of a school place. Where it is possible to offer places at multiple preferred schools, only one offer will be made, which will be for the school ranked highest in the parent's preference list.
- 1.19 Where it has not been possible to offer a place at a preferred school, the authority will, where possible, offer residents a place at an alternative school. The authority will aim to offer a place at the nearest school with a vacancy. The nearest school will be measured in a straight line from the home address. This process will only

occur once places have been allocated to applicants who listed those schools on their application. Where a school is identified as the alternative school for more pupils than there are places available, then the published oversubscription criteria will be applied in order to determine priority.

- 1.20 The deadlines the authority will be working to with regards to each stage of the allocation process are defined in table 2.

*Table 2*

	Secondary age Schools	Primary age Schools
Exchange preference data with other LA's	28/11/2019	13/02/2020
Provide preference lists to other admitting authorities within RBWM	16/12/2019	27/02/2020
Receive ranked lists from other admitting authorities within RBWM	10/01/2020	18/03/2020
Exchange offer data with other LA's	24/01/2020 to 14/02/2020	23/03/2020 to 03/04/2020
Finalise Allocations	17/02/2020	06/04/2020
National Offer Date	02/03/2020	16/04/2020

### **National offer date**

- 1.21 Applicants who made applications before the closing date will be notified of the outcome of their application on the following offer dates:

Secondary Age Schools    2 March 2020  
Primary Age Schools        16 April 2020

Applicants who made an e-application can log into their account on Offer Day to see the outcome of their application. They will also receive an automated email detailing the next steps to accept or refuse the offer, and request to be added to any waiting list. Applicants who applied using the paper common application form will be sent a letter with the outcome of their application, via email where possible, or by first class post, posted on the respective offer date.

- 1.22 In the case of voluntary aided schools, free schools and academies the offer is made by RBWM on behalf of the governing body. For schools outside the authority, offers are made on behalf of the relevant admitting authority.
- 1.23 Shortly after offer day, all schools within the local authority will be sent details of the children allocated places at their school.
- 1.24 For those not offered a preferred school, the letter will confirm the reasons why the application was unsuccessful. It will also advise applicants of their right of appeal and to whom this appeal should be addressed.

- 1.25 Parents/carers will be asked to respond to the offer of a school place and indicate if they wish to accept or decline the place offered. Responses must be made to RBWM via the authority's website, by email or by post by the following dates:

Secondary Age Schools	16 March 2020
Primary Age Schools	30 April 2020

This is also the opportunity to request that a child be placed on a waiting list for a higher preferred school for which a place was not allocated. Waiting lists for oversubscribed schools are operated by the admitting authority. Applicants are prioritised according to the schools published oversubscription criteria and each added child will require the list to be ranked again in line with the published oversubscription criteria. For RBWM community and voluntary controlled schools, the authority will maintain waiting lists until 31 August in the academic year of entry.

- 1.26 In line with the Admissions Code, failure to accept the place could result in the offer of a school place being withdrawn. If a place is refused, the parent/carer must inform the 'home' authority which school the child will be attending, or how they intend to educate their child.

## **Late applications and late changes of preferences**

- 1.27 Any application or change of preference received after the national closing date, or the extended deadline date for those applicants who have an exceptional reason for not applying on time, will be considered as late. The online application system closes on the relevant national deadline date and any application after this time must be made on a paper application form.
- 1.28 Details of late applicants for schools outside of the local authority will be forwarded to relevant admitting authorities as soon as they are received. It will be for that admitting authority to process these in line within their published co-ordinated scheme.
- 1.29 Late applications for schools within RBWM will be added to the waiting list(s) in order of the oversubscription criteria, following the first round of allocations and before further offers are made.
- 1.30 The home local authority will write to the applicant informing them of the outcome following the further offer of places). As with on-time applications, parents/carers will be asked to respond to the offer of a school place to indicate if they wish to accept or decline the place offered. Responses must be made by email or by post by a date stipulated in their offer letter. Late applicants will automatically remain on the waiting list for any higher preferred school(s) for which a place was not allocated.
- 1.31 Late applications are always considered and every effort will be made to allocate a place at the preferred school. Where it is not possible to offer a place at a preferred school, the local authority will, where possible, offer residents a place at the nearest school with a vacancy as measured in a straight line from the home address.

## **Further offer of places**

- 1.32 Following receipt of parental responses and the addition of late applications, the authority will re-allocate places to pupils on waiting lists where places have been declined and vacancies exist (the beginning of April for secondary applications, and the end of May for primary applications). Vacancies exist when the number of pupils allocated at a school drops below the published admission number. Academies, voluntary-aided and free schools are responsible for managing and making offers from their waiting lists unless they have bought back into the RBWM validation service.
- 1.33 When an offer for a higher preferred school is made from the waiting list, any previous offer at a lower ranked preference will be automatically withdrawn.
- 1.34 The co-ordinated admissions scheme closes on the 31 August prior to pupils commencing schools in September. Any application which is made after this date will be considered as an 'in-year' application and should be made in line with the in-year admissions process.

## Co-ordination timetable for September 2020 entry

Table 3

<b>Primary, first, infant and junior school admissions</b>	
<b>Date</b>	<b>Action</b>
October 2019	Guidance information on the admissions process will be sent out to RBWM early years settings, children centres, GP surgeries and libraries. Parents with children currently in an infant school setting will be contacted via the school.
11 November 2019	Online system opens for primary, junior and first school applications
15 January 2020	Closing date for applications
29 January 2020	Extended deadline date for exceptional applications which were received after the closing date
13 February 2020	Information exchanged with other local authorities
27 February 2020	Information provided to other RBWM admitting authorities (voluntary aided schools, free schools and academies)
18 March 2020	Other RBWM admitting authorities to advise LA of application rankings
3 April 2020	Finish co-ordination with other local authorities
16 April 2020	National Offer Day Advise schools of initial allocations
16 April 2020	Processing of late applications begins
30 April 2020	Parents accept or decline offers
May 2020	Offer letter to late applicants, allocations from the waiting list for all applicants
To be confirmed	Deadline for appeals to be heard in the main round
Summer Term 2020	LA to advise schools of final allocation details Schools to send out registration forms. Appeals are heard
<b>Secondary, middle and upper school admissions</b>	
<b>Date</b>	<b>Action</b>
September 2019	Admission into Secondary School booklet published online. Information letters sent out to parents via schools
9 September 2019	Online system opens for secondary, middle and upper applications
31 October 2019	Closing date for applications
14 November 2019	Extended deadline date for exceptional applications which received after the closing date
28 November 2019	Information exchanged with other local authorities
16 December 2019	Information provided to other RBWM admitting authorities (voluntary aided schools, free schools and academies)
10 January 2020	Other RBWM admitting authorities to advise LA of application rankings
14 February 2020	Finish co-ordination with other local authorities
2 March 2020	National Offer Day Advise schools of initial allocations
2 March 2020	Processing of late applications begins
16 March 2020	Deadline for parents to accept or decline offers
April 2020	Offer letters to late applicants, allocations from the waiting list for all applicants
To be confirmed	Deadline for appeals to be head in the main round
Summer Term 2020	LA to advise schools of final allocation details Schools to send out registration forms. Appeals are heard

## Section 2: Published admission numbers of schools

Table 4

School Name			2014	2015	2016	2017	2018	2019	2020
Alexander First School			30	30	30	30	30	30	30
All Saints CE Junior School			90	90	90	90	90	90	90
Altwood CE Secondary School			150	150	150	150	150	150	150
Alwyn Infant and Nursery School			101	101	101	101	90	90	90
Bisham CE Primary School			16	16	16	30	30	30	30
Boyne Hill CE Infant and Nursery School			60	60	60	60	60	60	60
Braywick Court School			28	30	30	30	30	30	30
Braywood CE First School			30	30	30	30	30	30	30
Burchetts Green CE Infants School			20	20	20	25	25	25	25
Charters School			240	240	240	270	270	270	270
Cheapside CE Primary School			16	16	16	30	30	30	30
Churchmead School			140	140	140	140	110	110	110
Clewes Green CE School			60	60	60	60	60	60	60
Cookham Dean CE Primary School			26	26	27	27	27	27	27
Cookham Rise Primary School			30	30	30	30	30	30	30
Courthouse Junior School			105	105	105	105	105	105	105
Cox Green School			176	176	176	206	206	206	206
Datchet St Mary's Academy			60	30	30	30	30	30	30
Dedworth Green First School			60	30	30	30	30	30	30
Dedworth Middle School			120	120	120	150	180	180	180
Desborough College			189	189	189	189	189	189	189
Eton Porney CE First School			30	30	30	30	30	30	30
Eton Wick CE First School			30	30	30	30	30	30	30
Furze Platt Infant School			90	90	90	90	90	90	90
Furze Platt Junior School			90	90	90	90	90	90	90
Furze Platt Senior School			193	193	193	223	223	223	253
Hilltop First School			45	45	45	45	45	45	45
Holy Trinity CE Primary School, Cookham			32	30	30	30	30	30	30
Holy Trinity CE Primary School, Sunningdale			30	30	30	30	30	30	30
Holyport CE Primary School			60	60	60	60	60	60	30 <sup>1</sup>
Holyport College	Year 7 entry	Day places	22	22	26	26	26	26	26
		Boarding places	18	18	18	18	18	18	18
	Year 9 entry	Day places	44	44	26	26	26	26	26
		Boarding places	36	36	18	18	18	18	18
Homer First School			75	45	45	45	45	45	45
Kings Court First School			45	45	45	45	45	45	45
Knowl Hill CE Primary School			13	13	30	30	30	30	30
Larchfield Primary and Nursery School			30	30	30	30	30	30	30
Lowbrook Academy			30	30	30	30	30	30	30
Newlands Girls School			186	186	186	192	192	192	192
Oakfield First School			60	60	60	60	60	60	60
Oldfield Primary School			60	60	60	60	60	60	60
Riverside Primary School			60	60	60	60	60	60	60
South Ascot Village Primary School			30	30	30	30	30	30	30
St Edmund Campion Catholic Primary School			60	60	60	60	60	60	60
St Edward's Catholic First School			60	60	60	60	60	60	60
St Edward's Royal Free Ecumenical Middle School			120	120	120	120	120	120	120

<sup>1</sup> Subject to public consultation Nov/Dec 2018

St Francis Catholic Primary School	30	30	30	30	30	30	30
St Luke's CE Primary School	45	45	45	45	45	45	45
St Mary's Catholic Primary School	45	45	45	45	45	45	45
St Michael's CE Primary School	30	30	30	30	30	30	60
St Peter's CE Middle School	60	60	60	60	60	60	60
The Queen Anne Royal Free CE Controlled First School	30	30	30	30	30	30	30
The Royal (Crown Aided) School	20	20	20	20	20	20	20
The Windsor Boys' School	230	230	230	260	260	260	260
Trevelyan Middle School	150	150	150	150	150	150	150
Trinity St Stephen CE Aided First School	30	30	30	30	30	30	30
Waltham St Lawrence Primary School	19	19	19	19	19	22	22
Wessex Primary School	60	60	60	60	60	60	60
White Waltham Academy	30	30	30	30	30	30	30
Windsor Girls' School	178	178	178	208	208	208	208
Woodlands Park Primary School	30	30	30	30	30	30	30
Wraysbury Primary School	60	60	60	60	60	60	60



## Section 7: Definitions and explanations

**Admission Authority** – this is the authority responsible for setting and managing admission arrangements for a particular school. Specific types of schools are managed by different admitting authorities, although all are bound by the local authority's co-ordinated admission scheme. These different schools are detailed below:

Community schools – the local authority is the admission authority for these schools.

Voluntary controlled schools – these are generally faith schools for which the local authority is the admission authority.

Voluntary aided schools – these schools are faith schools, managed by the Church of England or Catholic diocese, for which the governing body is the admission authority.

Academies and free Schools – these are schools whose running and capital costs are met by the DfE for which the governing body is the admission authority.

**Admission criteria** – the rules used to prioritise the order in which children are offered school places.

**Appeals** – a parent's opportunity to ask for an independent panel to consider the admission authority's decision not to offer the child a place at the desired school.

**Common Application Form (CAF)** – this is the form used by applicants to apply for school places via their home authority.

**Local Authority (LA)** – if you live in the Royal Borough of Windsor & Maidenhead we are your 'home local authority'. If you live somewhere else, then the county or borough you live in is your 'home authority'. References in this paper to 'the local authority' or 'the authority' will be taken to mean the local authority of the Royal Borough of Windsor and Maidenhead unless otherwise specified.

**Normal admissions round** - The period during which parents are invited to express a minimum of three preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. This period usually follows publication of the local authority composite prospectus on 12 September, with the deadlines for parental applications of 31 October (for secondary places) and 15 January (for primary places), and subsequent offers made to parents on the respective National Offer Day

**Oversubscribed** – when there are more applications than places, the school is said to be oversubscribed.

**Parent** – this is defined in law (the Education Act 1996) as *either* any person who has 'parental responsibility' (as defined in the Children Act 1989) for the child or young person, *or* any person who has care of the child or young person.

**Preference** – this is a school to which a parent/carer wishes to send their child. Parents cannot choose the school their child attends but can indicate their preference. The authority must offer a place at the highest preferred school possible once the admissions criteria have been applied.

**Published Admission Number (PAN)** – this is the maximum number of pupils that a school is required to admit into each Year group. The number is agreed as part of a school's admission arrangements and is commonly determined with regard to a Net Capacity Assessment (calculated using instructions from the Department for Education (DfE) based on the space available and use of resources). Schools must admit up to their PAN. The PAN for free schools and academies is set by the Department for Education.

**Supplementary Information Form (SIF)** – a SIF is required by some own admission authority schools in order to collect additional information not provided on the common application form. This is to enable them to assess applicants against the published admission criteria.

Report Title:	<b>Financial Update</b>
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Saunders, Lead Member for Finance
Meeting and Date:	Cabinet – 13 December 2018
Responsible Officer(s):	Robert Stubbs, Deputy Director and Head of Finance.
Wards affected:	All

www.rbwm.gov.uk



## REPORT SUMMARY

- 1 This report sets out the Council's financial position to date for the financial year 2018-19. Current pressures are being partially mitigated resulting in a financial pressure across the Council of £1,694,000, see Appendix A.
- 2 The Council's base budget is £85,344,000. Aggregated usable reserves are in a healthy position at £8,265,000 (9.68% of budget) which remains in excess of the £5,860,000 (6.87% of budget) recommended minimum level set at Council in February 2018, see Appendix A.

## 2 DETAILS OF RECOMMENDATION(S)

**RECOMMENDATION:** That Cabinet:

- i) Notes the Council's projected outturn position for 2018-19 and notes work undertaken to identify mitigations to deal with pressures.
- ii) Approves a capital budget of £489,000 for the Maidenhead Waterways project. (see para 5.12 and Appendix G).
- iii) Approves a capital budget of £40,000 for access works to Ray Mill Island which have been brought forward to 2018-19 (see para 5.13).

## 3 REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

3.1 Cabinet are required to note the council's financial position.

## 4 KEY IMPLICATIONS

4.1 As previously reported a total of £7,458,000 pressures and £4,264,000 of mitigations and underspends have been identified for 2018-19.

**Table 1: Key implications**

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

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Reserves Achieved		£6,000,000	£6,900,000		

## 5 FINANCIAL DETAILS / VALUE FOR MONEY

### Council outturn position

- 5.1 The expected outturn position for the Council shows an overspend of £3,194,000 on service budgets of £79,071,000 and after a non-service budget adjustment for additional income from the Berkshire-wide business rate pilot this results in a Council overspend of £1,694,000.

**Table 2: Outturn position**

Directorate	£000
Acting Managing Director	3,048
Executive Director – Communities	607
Executive Director – Place	(461)
Non service expenditure	(1,500)
<b>Council overspend</b>	<b>1,694</b>

### Acting Managing Director's Directorate

- 5.2 The Managing Director reports a projected outturn figure for 2018-19 of £74,340,000 against a net controllable budget of £71,292,000. This shows an overspend of £3,048,000 which is an increase of £40,000 from the last reported position. The overspend is net of mitigations totalling £2,597,000 for the directorate.

### Communications & Marketing

- 5.3 Communications & Marketing reports an overspend of £178,000, which is an increase of £40,000 from the last reported position. This is due to a loss of income in the Tourism service.

### AfC Contract - Dedicated Schools Grant & Dedicated Schools Grant Retained

- 5.4 There is a net in year deficit of £391,000 relating to the dedicated schools grant funded services consisting of £78,000 within the Achieving for Children contract and £313,000 within the retained element. This represents a net adverse movement of £26,000 in the High Needs Block.
- 5.5 The net overspend will be an additional pressure on the dedicated schools grant reserve which as at 31 March 2018 stood at £1,212,000. The revised projected deficit as at 31 March 2019 will be increased to £1,603,000.
- 5.6 At the Schools Forum in September 2018 the projected deficit carry forward of £1,603,000 was noted. If this is not offset over a period all schools will contribute to the overspend.

### Communities Directorate

- 5.7 Communities Directorate reports an unchanged projected outturn figure for 2018-19 of £4,877,000 against a net controllable budget of £4,270,000, showing an overspend of £607,000. The overspend is net of mitigations totalling £490,000 for the directorate.

### Place Directorate

- 5.8 Place Directorate reports an unchanged projected outturn figure for 2018-19 of £3,048,000 against a net controllable budget of £3,509,000, showing an underspend of £461,000. This position includes mitigations and underspends totalling £461,000 for the directorate.

### Transfers to and from the General fund reserves

### 5.9 Revenue Budget

**Table 2: Revenue budget movement**

Redundancy costs	£16,000
<b>Service expenditure budget this month, see Appendix C</b>	<b>£79,071,000</b>

### Cash balances projection

- 5.10 Throughout the year the council's cash balances have been revised, see Appendix C twelve monthly capital cash flow which is based on the assumptions contained in the 2018-19 budget report.

### Capital programme

- 5.11 The approved 2018-19 capital estimate is £86,050,000, see table 3. The projected outturn for the financial year is £82,279,000, see table 4 for capital programme status, with further information in Appendices D - F.
- 5.12 Cabinet are requested to approve a capital budget of £489,000 for the Waterways weir. Only two organisations submitted final tenders for the work to create the weir with the price being approximately £500,000 higher than the consultants Base Quantum had estimated. Due to the importance of the weir for raising the water level and, therefore, completing this important phase of the project additional capital is proposed. A breakdown of all the expenditure on the Waterways Project is provided in Appendix G.
- 5.13 Cabinet are requested to approve a Borough funded capital budget of £40,000 for access works to Ray Mill Island which have been brought forward to 2018-19. Improvements will be made to the park entrance road, bridge and retaining wall. This will accommodate additional use once the footbridge across the Thames to Taplow Riverside is opened.

**Table 3: Capital outturn**

	<b>Exp.</b>	<b>Inc.</b>	<b>Net</b>
<b>Approved estimate</b>	£86,050,000	(£20,821,000)	£65,229,000
Variances identified	(£25,000)	£25,000	£0
Slippage to 2019-20	(£3,746,000)	£801,000	(£2,945,000)
<b>Projected Outturn 2018-19</b>	<b>£82,279,000</b>	<b>(£19,995,000)</b>	<b>£62,284,000</b>

**Table 4: Capital programme status**

	<b>November 2018</b>
<b>Number of schemes in programme</b>	<b>246</b>
Yet to start	17%
In progress	53%

Completed	7%
Ongoing programmes e.g. Disabled Facilities Grant	23%
Devolved formula capital grant schemes budgets devolved to schools	0%

### **Business rates**

5.14 Business rate income at the end of October 2018 was 66.86% against a target of 66.5%. The annual collection target for 2018-19 is 98.8%.

5.15 To date business rate revaluation support to the value of £287,949 (87.5%) has been awarded from a total resource of £329,000.

## **6 LEGAL IMPLICATIONS**

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

## **7 RISK MANAGEMENT**

**Table 5: Impact of risk and mitigation**

<b>Risks</b>	<b>Uncontrolled Risk</b>	<b>Controls</b>	<b>Controlled Risk</b>
None			

## **8 POTENTIAL IMPACTS**

8.1 None.

## **9 CONSULTATION**

9.1 Overview & Scrutiny will review the report prior to Cabinet. Comments will be reported to Cabinet.

## **10 TIMETABLE FOR IMPLEMENTATION**

10.1 Implementation date if not called in: immediately.

## **11 APPENDICES**

11.1 There are seven appendices to the report:

- Appendix A Revenue Monitoring Statement
- Appendix B Revenue movement statement
- Appendix C 12 month cash flow
- Appendix D Capital budget summary
- Appendix E Capital monitoring report
- Appendix F Major capital scheme progress
- Appendix G Waterways (To Follow)

## 12 BACKGROUND DOCUMENTS

12.1 The background document relating to this report is detailed below.

- Budget Report to Council February 2018.

## 13 CONSULTATION (MANDATORY)

<b>Name of consultee</b>	<b>Post held</b>	<b>Date issued for comment</b>	<b>Date returned with comments</b>
Cllr Saunders	Lead Member for Finance	14/11/2018	16/11/2018
Russell O'Keefe	Acting Managing Director	13/11/2018	13/11/2018
Andy Jeffs	Executive Director	13/11/2018	13/11/2018
Rob Stubbs	Section 151 Officer	13/11/2018	13/11/2018
Nikki Craig	Head of HR and Corporate Projects	13/11/2018	
Louisa Dean	Communications	13/11/2018	15/11/2018
Hilary Hall	Deputy Director Strategy and Commissioning	13/11/2018	14/11/2018

## REPORT HISTORY

<b>Decision type:</b>	<b>Urgency item?</b>	<b>To Follow item?</b>
For information	No	No
Report Author: Ruth Watkins, Senior Finance and Accountancy Lead, 01628 793504.		

## Revenue Monitoring Statement 2018/19 for December 2018 Cabinet

SUMMARY	2018/19		
	Budget	Approved Estimate	Projected Variance
	£000	£000	£000
Management	660	474	0
Communications & Marketing	412	485	178
Human Resources	883	1,019	280
Law & Governance	2,350	2,334	100
Commissioning & Support	3,872	2,895	(396)
Commissioning - Communities	8,182	8,034	1,538
AfC Contract - Children's Services	21,356	20,821	3,358
AfC Contract - Dedicated Schools Grant	12,196	11,311	78
Children's Services - Retained	(2,118)	(2,545)	587
Dedicated Schools Grant - Retained	50,385	51,375	313
Adult Social Care - Optalis Contract	29,443	29,305	0
Adult Social Care - Spend	15,461	15,780	0
Adult Social Care - Income	(10,658)	(11,116)	0
Better Care Fund	12,033	12,103	0
Public Health	4,780	4,759	0
Grant Income	(78,166)	(78,339)	(391)
Budget Extracted in Year	0	2,597	(2,597)
<b>Total Acting Managing Director's Directorate</b>	<b>71,071</b>	<b>71,292</b>	<b>3,048</b>
Executive Director of Communities	229	162	0
Revenues & Benefits	(109)	(158)	505
Communities, Enforcement & Partnerships	732	637	418
Library & Resident Services	3,019	3,139	174
Budget Extracted in Year	0	490	(490)
<b>Total Communities Directorate</b>	<b>3,871</b>	<b>4,270</b>	<b>607</b>
Executive Director of Place	298	279	0
Housing	1,370	1,262	0
Planning Service	1,344	1,380	(90)
Property Service	(2,577)	(2,680)	0
Finance	1,269	1,285	(68)
ICT	1,133	1,680	0
Budget Extracted in Year	0	303	(303)
<b>Total Place Directorate</b>	<b>2,837</b>	<b>3,509</b>	<b>(461)</b>
<b>TOTAL EXPENDITURE</b>	<b>77,779</b>	<b>79,071</b>	<b>3,194</b>



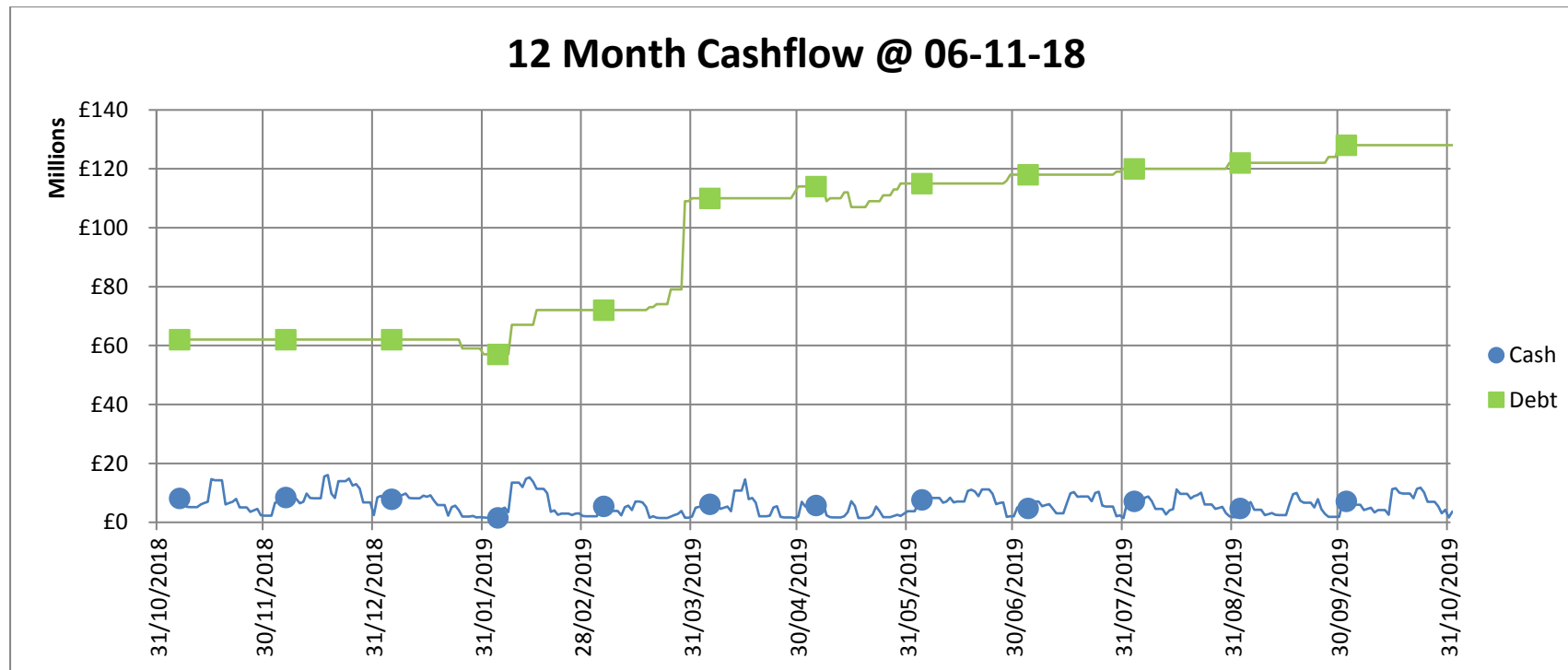
## Revenue Monitoring Statement 2018/19 for December 2018 Cabinet

SUMMARY	2018/19		
	Budget	Approved Estimate	Projected Variance
	£000	£000	£000
<b>Total Service Expenditure</b>	<b>77,779</b>	<b>79,071</b>	<b>3,194</b>
Contribution to / (from) Development Fund	5	5	0
Pensions deficit recovery	2,428	3,176	0
Pay reward	500	(6)	0
Transfer from Provision for Redundancy	0	(469)	0
Environment Agency levy	156	156	0
Royal Weddings 2018/19	0	130	0
Variance on Business Rates income	0	(2,893)	(1,500)
Capital Financing inc Interest Receipts	<u>5,523</u>	<u>5,523</u>	<u>0</u>
<b>NET REQUIREMENTS</b>	<b>86,391</b>	<b>84,693</b>	<b>1,694</b>
Less - Special Expenses	(1,047)	(1,047)	0
Transfer to / (from) balances	0	1,698	(1,694)
<b>GROSS COUNCIL TAX REQUIREMENT</b>	<u><b>85,344</b></u>	<u><b>85,344</b></u>	<u><b>0</b></u>
<b>General Fund</b>			
Opening Balance		8,925	10,623
Transfers to / (from) balances		<u>1,698</u>	<u>(1,694)</u>
		<u><u>10,623</u></u>	<u><u>8,929</u></u>
Estimated year end redundancy provision			(664)
Projected General Fund outturn			<u>8,265</u>

Revenue Monitoring Statement 2018/19						
		Funded by the General Fund (1)	Funded by Provision (2)	Included in the original budget (4)	Total	Approval
		£'000	£'000	£'000	£'000	
	<b>Original Budget</b>				<b>77,779</b>	
1	Empty homes supplementary	32			32	May 2018 Cabinet
2	RBFRS Inspections	130			130	May 2018 Cabinet
3	Pay Reward			561	561	Feb 2018 Cabinet
4	Early retirement		36		36	Jun 2018 cabinet
5	Severance pay		65		65	Jun 2018 cabinet
6	Heathrow judicial review	100			100	July 2018 cabinet
7	Severance Pay & Early Retirement		349		349	August 2018 cabinet
8	Optalis Redundancy payment		3		3	Optalis/RBWM meeting
10	Redundancy payments		16		16	December cabinet
	<b>Changes Approved</b>	<b>262</b>	<b>469</b>	<b>561</b>	<b>1,292</b>	
	<b>Approved Estimate November Cabinet</b>				<b>79,071</b>	

**NOTES**

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



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

Portfolio Summary

Communities Directorate

Revenues & Benefits  
Communities, Enforcement & Partnerships  
Library & Resident Services

Total Communities Directorate

Place Directorate

ICT  
Property  
Housing  
Planning

Total Place Directorate

Managing Director

Human Resources  
Adult Social Care  
Commissioning – Communities  
Law and Governance  
Green Spaces & Parks  
Non Schools  
Schools – Non Devolved  
Schools – Devolved Capital

Total Managing Director

Total Committed Schemes

2018/19 Original Budget			New Schemes – 2018/19 Approved Estimate			Schemes Approved in Prior Years			Projections – Gross Expenditure				
Gross	Income	Net	Gross	Income	Net	Gross	Income	Net	2018/19 Projected	2018/19 SLIPPAGE Projected	TOTAL Projected	VARIANCE Projected	VARIANCE Projected
£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	(£'000)	(£'000)	(£'000)	(£'000)	(%)
0	0	0	0	0	0	69	0	69	69	0	69	0	
3,098	(635)	2,463	8,533	(720)	7,813	4,369	(1,597)	2,772	11,209	1,693	12,902	0	0%
435	0	435	721	(1)	720	930	(171)	759	1,521	130	1,651	0	0%
3,533	(635)	2,898	9,254	(721)	8,533	5,368	(1,768)	3,600	12,799	1,823	14,622	0	0
360	0	360	360	0	360	38	0	38	398	0	398	0	0%
1,045	0	1,045	20,239	0	20,239	8,566	(282)	8,284	28,805	0	28,805	0	0%
0	0	0	0	0	0	881	(856)	25	881	0	881	0	
1,010	(50)	960	1,467	(507)	960	468	(185)	283	865	1,070	1,935	0	0%
2,415	(50)	2,365	22,066	(507)	21,559	9,953	(1,323)	8,630	30,949	1,070	32,019	0	0
0	0	0	0	0	0	64	0	64	64	0	64	0	
0	0	0	85	(85)	0	6	(6)	0	81	10	91	0	
7,156	(4,613)	2,543	9,091	(4,828)	4,263	3,987	(1,622)	2,365	12,235	843	13,078	0	0%
0	0	0	63	0	63	26	0	26	89	0	89	0	
183	(93)	90	155	(65)	90	173	(80)	93	328	0	328	0	0%
246	(46)	200	289	(69)	220	261	(146)	115	550	0	550	0	0%
4,025	(875)	3,150	4,075	(925)	3,150	20,494	(8,034)	12,460	24,544	0	24,544	(25)	-1%
197	(197)	0	195	(197)	(2)	445	(445)	0	640	0	640	0	0%
11,807	(5,824)	5,983	13,953	(6,169)	7,784	25,456	(10,333)	15,123	38,531	853	39,384	(25)	(0)
17,755	(6,509)	11,246	45,273	(7,397)	37,876	40,777	(13,424)	27,353	82,279	3,746	86,025	(25)	0

	(£'000)	(£'000)	(£'000)
Portfolio Total	17,755	86,050	82,279
External Funding			
Government Grants	(5,060)	(10,728)	(10,728)
Developers' Contributions	(674)	(3,820)	(3,642)
Other Contributions	(775)	(6,273)	(5,625)
Total External Funding Sources	(6,509)	(20,821)	(19,995)
Total Corporate Funding	11,246	65,229	62,284

**Capital Monitoring Report - November 2018/19**

At 30th November 2018, the approved estimate stood at £86.050m

	Exp	Inc	Net
	£'000	£'000	£'000
Approved Estimate	86,050	(20,821)	65,229
Variances identified	(25)	25	0
Slippage to 2019/20	(3,746)	801	(2,945)
Projected Outturn 2018/19	82,279	(19,995)	62,284

**Overall Projected Expenditure and Slippage**

Projected outturn for the financial year is £82.279m

Variances are reported as follows.

CSDQ	Urgent Safety Works Various Schools	100	(100)	0	Expenditure on urgent schemes.
CSJN	Homer School - Electrical Re-Wire	(125)	125	0	Budget no longer required. This is now partly used for other urgent works.
		(25)	25	0	

Slippage is reported as follows.

CV35	Communities, Enforcement & Partnerships WLC-Replacement of Flumes	(400)	0	(400)	Main slide replacement now delayed one further year to reflect maximum life and enable design development in conjunction with suppliers and centre contract management to ensure best possible designs.
CKVT	Marlow Rd Youth Centre Roofing & Maintenance Work	(25)	0	(25)	Ongoing works programme reprofiled to reflect building needs
CV22	New Power Points-Ascot High Street Events	(5)	0	(5)	Additional power points delayed installation
CX29	Windsor Coach Park Bridge-Canopy, Resurfacing	(10)	0	(10)	Reflects survey details received in 2017/18
CY12	Social Enterprise Grant	(15)	0	(15)	Reflects Application in year for qualifying SEG
CY13	Economic Development	(20)	20	0	Delayed use to reflect vacant posts
CI22	Tree Planting	(25)	0	(25)	Ongoing annual maintenance for previous years planting
CV12	Alexandra Gardens Entrances	(15)	0	(15)	Reflects works in gardens profile
CV28	Braywick/Oldfield Bridge Scheme	(50)	50	0	Contract Retentions and works profile
CZ00	Bath Island-Electrical works	(20)	0	(20)	Revised scheme to support events plans
CC47	CCTV Replacement	(150)	0	(150)	Contract retentions and final phased payments
CC60	Hostile Vehicle Mitigation Measures for Windsor	(750)	0	(750)	Delayed implementation to reflect Cabinet report in September 2018
CC63	Major Incident Resource Kit	(3)	0	(3)	Second phase of equipment purchases
CD46	Alley Gating	(8)	0	(8)	No renewals falling in 2018/19
CD47	Replace DPPO's with Public Space PO Signage	(3)	0	(3)	3 year review underway revised / renewed signage will be placed in April 2019.
CD56	Night Time Economy Enforcement Equipment	(2)	0	(2)	Revised working and business processes.
CD85	Enforcement Services-Mobile Phone Replacement	(6)	0	(6)	Revised working and business processes.
CE07	Digitalisation-Environmental Health Documentation	(5)	0	(5)	Revised working and business processes.
CE08	Air Quality Monitoring	(77)	77	0	Phased draw down of s106 funds for this specific purpose over 6 years
CY04	Water Meters	(29)	0	(29)	Reflects energy management requirements
CY03	Energy Savings Initiative	(75)	0	(75)	Reflects energy management requirements

## Library &amp; Resident Services

CC22	Del Diff - Digitisation of Historic Registers	(20)	0	(20)	Work will continue into next financial year
CC53	Contact Centre - Ventilation & Back-up Generator	(80)	0	(80)	Work will continue into next financial year
CLB2	Sunninghill Library Lease Repairs	(14)	0	(14)	Work will continue into next financial year
CLB9	Windsor Riverside Esplanade Revival	(10)	0	(10)	Work will continue into next financial year
CZ96	Berkshire Records Office	(6)	6	0	Work will continue into next financial year

## Adult Social Care

CT59	Paris Module	(10)	10	0	Delay in procurement
------	--------------	------	----	---	----------------------

## Commissioning - Communities

CC25	M4 Smart Motorway	(40)	0	(40)	Ongoing project which started in July and will continue into 2020-2021.
CC62	Maidenhead Missing Links (LEP Match Funded)	(703)	603	(100)	Currently in feasibility/ design stage and will not start on site until early in the new year.
CD42	Maidenhead Station Interchange & Car Park	(100)	35	(65)	Currently in feasibility/ design stage and will not start on site until early in the new year.

## Planning

CI32	Borough Local Plan-Examinations / Submissions	(200)	0	(200)	Work will continue into next financial year
CI47	Neighbourhood Plan-Consultation/Exams/Referendums	(75)	0	(75)	Work will continue into next financial year
CI56	Design Quality – Planning Service	(200)	0	(200)	Ongoing work in the next year as per the funding bid
CI59	Traveller Local Plan	(60)	0	(60)	Issues and options consultation scheduled for January 2019
CI63	Planning Service - Transformation Programme	(75)	0	(75)	Further transformation work programmed
CI64	Planning Policy-Evidence Base Updates Ongoing Prog	(20)	0	(20)	Align with BLP second stage
CI65	Conservation Area Appraisals	(15)	0	(15)	Ongoing work agreed to a 3 year programme by Cabinet
CI66	Infrastructure Delivery Prog-CIL & Grant Funding	(300)	0	(300)	A308 corridor study & IDP planning works will continue into next financial year
CI67	Wider Area Growth Study	(125)	0	(125)	Awaiting first report commissioned from PBA and more work to follow
		<u>(3,746)</u>	<u>801</u>	<u>(2,945)</u>	

## Overall Programme Status

The project statistics show the following position:

Scheme progress	No.	%
Yet to Start	41	17%
In Progress	131	53%
Completed	16	7%
Ongoing Programmes e.g.. Disabled Facilities Grant	57	23%
Devolved Formula Capital Grant schemes budgets devolved to schools	1	0%
Total Schemes	246	100%

Major Capital Scheme Progress				October 2018 @ 04/10/18															
	Project	2018/19				APPROVED SLIPPAGE			TOTAL BUDGET			PROJECTIONS		PROJECT STATUS					
		TOTAL SCHEME VALUE		APPROVED ESTIMATE		FROM PRIOR YEARS			2018/19			2018/19 Projected Variance  Underspend as negative	2019/20 SLIPPAGE Projected	Yet To Start	Preliminary / Feasibility Work	Work On- site	Ongoing Annual Programme	Expected Completion	
		Gross		Gross	Income	Estimate	Gross	Income	Estimate	Gross	Income								Estimate
		£'000		£000	£000	£000		£000	£000		£000	£000		£000					
Communities Directorate																			
	Communities, Enforcement & Partnerships																		
CT52	Disabled Facilities Grant	600	600	(600)	0	0	0	0	600	(600)	0	0	0						
CZ18	Braywick Leisure Centre	33,756	4,975	0	4,975	862	0	862	5,837	0	5,837	0	0						
CC60	Hostile Vehicle Mitigation Measures for Windsor	1,850	0	0	0	1850	(908)	942	1,850	(908)	942	0	0						
CC47	CCTV Replacement	1,302	1,300	0	1,300	2	0	2	1,302	0	1,302	0	0						
Place Directorate																			
	Property																		
CI29	Broadway Car Park & Central House Scheme	35,313	0	0	0	2230	(140)	2090	2,230	(140)	2,090	0	0						
CI21	Windsor Office Accommodation	10,058	3,219	0	3,219	3898	(142)	3756	7,117	(142)	6,975	0	0						
CI62	Hines Meadow CP – Dilapidations	700	0	0	0	523	0	523	523	0	523	0	0						
CX40	Operational Estate Improvements	600	600	0	600	0	0	0	600	0	600	0	0						
	Housing																		
CT55	Brill House Capital Funding	500	0	0	0	500	(500)	0	500	(500)	0	0	0						
Managing Director																			
	Schools – Non Devolved																		
CSGR	Charters Expansion	4,560	380	0	380	2,556	(1,878)	678	2,936	(1,878)	1,058	0	0						
CSGV	Cox Green School Expansion Year 1 of 3	5,800	420	0	420	2821	(455)	2366	3,241	(455)	2,786	0	0						
CSGW	Furze Platt Senior expansion Year 1 of 3	8,000	750	0	750	6571	(2,033)	4538	7,321	(2,033)	5,288	0	0						
CSGX	Dedworth Middle School Expansion Year 1 of 3	4,700	420	0	420	3490	(1,791)	1699	3,910	(1,791)	2,119	0	0						
	Commissioning – Communities																		
CC62	Maidenhead Missing Links (LEP Match Funded)	733	733	(633)	100	0	0	0	733	(633)	100	0	0						
CC67	Replacement Payment Equipment for Car Parks	775	775	(775)	0	0	0	0	775	(775)	0	0	0						
CD84	Street Lighting–LED Upgrade	5,100	0	0	0	600	0	600	600	0	600	0	0						

This page is intentionally left blank



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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank