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NOTICE OF MEETING

CABINET

will meet on

THURSDAY, 28TH FEBRUARY, 2019

At 7.30 pm

in the

COUNCIL CHAMBER - TOWN HALL, MAIDNEHEAD.

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 Democratic Services - Issued: Wednesday, 20 February 2019

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

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Royal Borough
of Windsor &
Maidenhead

AGENDA

PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
1.	<u>APOLOGIES FOR ABSENCE</u> To receive any apologies for absence	-
2.	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest	5 - 6
3.	<u>MINUTES</u> To consider the Part I minutes of the meeting held on 7 February 2019.	7 - 18
4.	<u>APPOINTMENTS</u>	-
5.	<u>FORWARD PLAN</u> To consider the Forward Plan for the period March 2019 to June 2019.	19 - 24
6.	<u>CABINET MEMBERS' REPORTS</u> Environmental Services (including Parking, Flooding, Housing and Performance Management)	-
	i. Contract Award - Waste and Recycling Collection and Associated Services Deputy Chairman of Cabinet, Planning and Health (including Sustainability)	25 - 34
	ii. Draft Borough-Wide Design Guide Supplementary Planning Document - Regulation 13 Consultation Finance and Economic Development	35 - 168
	iii. Financial Update	169 - 180
7.	<u>LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC</u> To consider passing the following resolution:- "That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on items 8-9 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"	-

MEMBERS' GUIDE TO DECLARING INTERESTS IN MEETINGS

Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a DPI or Prejudicial Interest. If a Member has already disclosed the interest in their Register of Interests they are still required to disclose this in the meeting if it relates to the matter being discussed.

A member with a DPI or Prejudicial Interest **may make representations at the start of the item but must not take part in the discussion or vote at a meeting.** The speaking time allocated for Members to make representations is at the discretion of the Chairman of the meeting. In order to avoid any accusations of taking part in the discussion or vote, after speaking, Members should move away from the panel table to a public area or, if they wish, leave the room. If the interest declared has not been entered on to a Members' Register of Interests, they must notify the Monitoring Officer in writing within the next 28 days following the meeting.

Disclosable Pecuniary Interests (DPIs) (relating to the Member or their partner) include:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit made in respect of any expenses occurred in carrying out member duties or election expenses.
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.
- Any beneficial interest in land within the area of the relevant authority.
- Any licence to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where the landlord is the relevant authority, and the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where:
 - a) that body has a piece of business or land in the area of the relevant authority, and
 - b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body **or** (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

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

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

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

Prejudicial Interests

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

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

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

Personal interests

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

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

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Agenda Item 3

CABINET

THURSDAY, 7 FEBRUARY 2019

PRESENT: Councillors Simon Dudley (Chairman), Phillip Bicknell, Natasha Airey, MJ Saunders, Samantha Rayner, Lisa Targowska, Stuart Carroll and Michael Airey

Also in attendance: Cllr D Wilson, Cllr Bateson, Cllr Hilton and Cllr Jones.

Officers: Louisa Dean, Russell O'Keefe, Kevin McDaniel, Rob Stubbs, Angela Morris, Duncan Sharkey, Andy Jeffs, Nikki Craig, Ben Smith and David Cook.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Coppinger. Councillor Targowska reported that she would be late.

DECLARATIONS OF INTEREST

Councillor D Wilson declared a none Pecuniary Interest in item 8 ii, Council Funding for Local Organisations as he was a trusty on the Maidenhead and Windsor Citizen Advice Borough. He declared he would not take part in the discussion on this item

MINUTES

RESOLVED UNANIMOUSLY: That the Part I minutes of the meeting held on 31 January 2019 were approved as a true and correct record subject to Cllr D Wilson being listed as in attendance.

APPOINTMENTS

None. The chairman welcomed the new Managing Director Duncan Sharkey.

CABINET MEMBERS' REPORTS

A) TREASURY MANAGEMENT REPORT

The Lead Member for Finance and Economic Development introduced the report that contained the 2019/20 the Treasury Management Strategy 2019/20 and also provided Cabinet with a summary of treasury activity in 2017/18.

The Lead Member informed that he was recommending that Cabinet approves that Council adopts the new strategy that shows how the Council prudently, efficiently and effectively managed its finances in accordance with legislation.

Cabinet were informed that paragraph 4.6 of the report showed that investment return for 2017/18 was 0.61% compared to the benchmark of 0.60%. At the end of the financial year 2017/18 the Council borrowed £20,000,000 in the short term with this being repaid in full by the 1st May 2018.

Paragraph 4.8 showed that at 31st March 2018 the authority's total long term external borrowing was £57,049,000 with an average interest rate of 4.97% that had been inherited and carried for the past 12 years. The authority continued to monitor if it was prudent to

continue to carry on repayments above current inflation levels or repay early with associated penalties.

Resolved unanimously: that Cabinet:

i) Approves and adopts the Council's Treasury Management Strategy.

B) BUDGET REPORT 2019/20

The Lead Member for Finance and Economic Development introduced the proposed 2019/20 budget report.

Cabinet were informed that the budget for 2019/20 had been set against a national backdrop of continuing political uncertainty, including the impact of Brexit, and demand and costs of social care in both adults and children's services. The authority had to continue to provide quality services from a prudent resource base.

There were pressures during the current financial year that had been taken into consideration during the budget build process these included a gross overspend in children's services of £4.0m, predominantly for children-in-care, and resident advantage card parking charge discounts £0.7m. It was good to see an unexpected increased use of the discount but this did create a budget pressure.

Forecasted general reserves for the end of the current financial year are £8.2 million which was £2.3 million above the minimum recommended level.

The Lead Member went on to explain that service spend would increase by £11.2m on the 2018/19 revenue budgets. £5 million of this increased budget would be for children's and adults services so the vulnerable in our society could be protected.

The prudent budget allowed weekly bin collections to continue, parking discounts for advantage card holder continues, environmental health, enforcement, CCTV, Community Wardens and tree inspections are all being invested in. There was going to be £0.5 million invested in community facilities such as libraries, leisure centres, Norden Farm, the Guildhall and York House Windsor resident access.

To help fund this growth the Council needed to be run efficiently and thus there were proposed efficiency savings of £5.5 million and additional grant income of £1.3 million.

The budget also continued to ensure £300k being made available for grants, even though other authorities were cutting their grant allocations. There would be prudent extra payments of £4 million into the pension fund to cover the shortfall caused by low risk investment income and it was expected that there would be £2.2 million received from the business rates pilot scheme.

Base Council Tax would be increasing by 2.99% to £961.33 Band D still remaining the lowest outside London. The Adult Social Care Levy to remain unchanged at £74.74 for Band D. It was expected that by the end of 2019 / 20 reserves will have grown by an additional £3.5 million taking it to £11.7 million which would be £5.9 million above the recommended minimum level. The Lead Member explained that the increased reserves was to protect the authority from the economic and political uncertainties in forthcoming years.

There would be £25.7 million gross investment in capital projects which included £12.7 million invested in highways, £2.9 million on community infrastructure and £100k for place making in the centre of Windsor.

The Lead Member informed that it was expected to see borrowing increasing to £80 million by the end of 2019 / 20. Foreseeable property company receipts, government grants and developer contributions materially exceed the level of commitments.

The Chairman mentioned that the Lead Member for Finance and Economic Development would not be standing at the next local elections and he thanked him for all his hard work and contributions over the years. He also thanked officers for their work on the budget.

The Lead Member for Children's Services informed Cabinet that children's services within the Royal Borough faced significant challenges with an increasing demand for services to protect vulnerable children; this mirrors the national evidenced pressure. The Local Government Association estimated that children's services across the UK already faced a £3.1 billion funding gap by 2025 just to maintain the current levels of service.

There were 75,420 looked after children in England, the highest level since the 1980s, and the number of children supported through a child protection plan to keep them safe from harm had increased by 84% over the past decade.

This was reflected in the local position in RBWM with 45 more Education Health and Care plans than a year ago (6%); additional workload at the front door of children's social care requiring 16% more staff, and a month on month increase in the number of children in our care.

The Lead Member informed Cabinet that the majority of the spend within children's services delivered on our statutory duties to keep children safe and have access to education. The most significant areas were:

- Child protection and children in our care (including placements at a cost of £8m) and associated services
- Home to school transport for both mainstream and additional needs pupils with about 190 routes for 1200 pupils costing £2.4m a year.
- Development of Education, Health and Care plans, 943 at the 31/1/2019, is in addition to the DSG funded placement costs.
- Pupil support services through the Early Help Hub (includes Education Psychology, Education Welfare and services for excluded pupils).

Despite the financial pressures and additional numbers coming into care, performance of Children's Services had steadily improved year on year since transferring to Achieving for Children, and the Royal Borough is meeting or exceeding targets including:

- Children receiving a review within six weeks of birth.
- Single assessments completed within 45 working days.
- Initial Child Protection Conferences held within timescales.
- Children in care visited within statutory timescales.
- Eligible children in care with an up-to-date personal education plan.

The Lead Member said that there have been many reports that there were cuts to Children's Services in this budget which will particularly harm the most vulnerable. These were fundamentally untrue.

She was delighted to again reaffirm that the proposed Children's Service budget for 2019/20 shows a net increase in the contractual arrangements with Achieving for Children of £3,170,000, from £21,356,000 to a total of £24,526,000.

The contract with Achieving for Children was for the delivery of all statutory and discretionary children's services in the Royal Borough.

This budget meets the level of expenditure required to protect vulnerable children and continues to invest for the benefit of all children in the Borough.

It supports 279 FTE staff which is the same number of FTE as a year ago, because that is the resource necessary to fulfil our duty to vulnerable children.

The Lead Member highlighted investments in this year's budget which added value for children in the Borough:

- £100,000 - Support for seven Requires Improvement schools that are striving to be Good or Outstanding.
- £45,000 - Support for the development of PVI settings to offer free places to 2 year olds and 30 hours offer for some families.
- £35,000 - Provision of an Area SENCO to support in schools SENCO's share good ideas and work together so that any child with additional needs get support (about 17% of the current school population from the last census as judged by schools)
- £60,000 - Continued investment in four social worker training unit each year to sustain a vibrant workforce
- £60,000 - Schools business service to enable schools to focus on education by providing contracts and escalation management for meals, waste, kitchen equipment and a range of other services
- £10,000 - Support for employers (such as Legoland) to ensure that in addition to employment licences, children working in the borough have appropriate jobs and working conditions.
- £100,000 - Provision of youth sessions for ages 8 to 18 across the borough which support local communities, particular groups, and individuals to help them achieve more. More focus than ever of those who need the support to engage with education, family or community
- £100,000 - Provision of Children's Centres sessions for families and young children who need help to develop the skills and confidence to connect with local communities, each other and other organisations that will give the children a good start in life.

The Lead Member informed that the most significant factor in the additional £3.2m going into the Children's Services budget this year was the spending required to meet demand. During 2018/19 this council had reported the increasing costs of meeting the needs of the most vulnerable children. This had been made up of elements of increased cost, offset by some efficiencies and savings in delivery.

The evidence of the past year had been used to estimate the increase in costs for the coming year without cutting services, and these growth elements were estimated at almost £3.5 million for 2019/20. This growth includes:

- A reasonable forecast of a net growth of one more child coming into the care of the local authority each month.
- An estimated inflation figure for the costs of external placements, treatments and support costs.
- Provision for the current level of agency and locum staff.
- Continued investment in the SEND service resources.

While facing the increased demand, council officers had worked very hard to secure reductions in cost whilst delivering the same service to our vulnerable children, young people and their families.

These savings included:

- Reducing the proportion of social care and early help posts covered by agency staff from 21% to 10%, including recruiting eight social workers and managers.
- Securing better rates for long-term placements for young people who need stable non-family placements.

- With 9 out of 10 schools currently judged to be Good or Outstanding we have spent less on critical support for schools and have been able to focus on the leadership of initiatives to increase the attainment of disadvantaged pupils.

The Lead Member informed that it was reasonable to expect these savings would continue into 2019/20.

The operational focus on supporting vulnerable children would go hand in hand with making sure that every pound of public money would be spent in a way that makes a difference for the children of the Borough.

She informed that some people would ask if there was enough money to support vulnerable children. The analysis in appendix Q of the budget report was clear that the budget had been set prudently without being overly cautious. For example there had been no forecast for unplanned arrival of a large group of young children seeking asylum, as this had not happened in recent years. However, in addition to the £3,170,000 increase in budget for Achieving for Children, the Council's Commissioning team had a contingency of £900,000 for such events in both children's and adults services.

The Lead Member for Children's Services finished by saying that the 2019/20 budget built on the actual expenditure on services for children with a near £3.2 million increase in the operational budget for the same services. It expected our partners in Achieving for Children to maintain the long standing commitment to the very best value services with open and transparent reporting of actual costs which meant we can maintain the level of services our residents expect and deserve.

This budget continues to invest in the staff and systems that keep children safe and drive improved life chances.

The Lead Member for Adult Services and Social Care informed Cabinet that his area of responsibility were under similar pressures as already prescribed and that although it was welcome people nationally were living longer an aging population provided challenges and pressures.

As with Children's Services there had been people saying that services in his area were being cut, again this simply was not the case. It was upsetting that these were vulnerable people who were being lied to.

The Lead Member informed Cabinet that it had been decided to use the council tax precept in 2016 / 17 to help build resilience, other authorities did not take this action and are now facing increased pressures. When there were pressure in the system they were not ignored. Investment in Adult Social Care was above resources the council received with £27 million being invested over three years.

The increased investment in his area covers areas including increasing nursing dementia beds which supports delayed transfer in care as well as mental health support. There was also an emphasis in preventative measures, mental health and alcohol and drugs. Optalis had been rated as 'good' by the Quality and Care Commission and support would continue.

The Lead Member was pleased to say that the Royal Borough was the highest performer for delayed transfers with none being delayed due to social care. This multi-agency had been a success. Inflation costs had also been funded and additional support had been provided over the winter period. There has been increased preventative work and work to reduce social inclusion.

The Lead Member finished by stating that if due to demand that extra resources were required these would be provided.

The Lead Member for Environmental Services (including parking, flooding, housing and performance management) informed that he wished to thank officers for the work they had done on the homelessness strategy and the efforts to decrease the use of temporary accommodation, improved accommodation, the use of SWEP throughout the winter which resulted in 22 people being placed in accommodation. Every Adult Matters co-ordinator had been a success helping 9 people find accommodation. There had also been sweeps in the parks removing knives and needles to help keep people safe.

The Lead Member for Culture and Communities thanked the Lead Member for Finance and Economic Development for the additional funds within her area including £1 million in parks, the Clewer Pavilion and safety initiatives. There was £350k for Ockwells Park for parking and improved equipment and £150k to make Battle Mead park a delightful open space for residents. These were investments into areas that were important to our residents.

There was also other areas of investment within her area including £87k for improvement to Maidenhead library as well as continued investment throughout the borough. There was also £58k earmarked for Nordens Farm, £63k for Windsor Old Court and £50k for the registration service. The Lead member also provided an update on work on the Braywick Leisure Centre with the steelwork due to be up in three months' time.

The Lead Member for Highways, Transport and Windsor informed that there was £12.7 million was being spent on highway infrastructure and that this would continue for the next four years. Examples of work being planned was £300k for footpath improvements, £850k for Elizabeth Bridge and £100k for Cookham Bridge. Investment was going into cycling with a 300 spaces cycle hub at Maidenhead station with CCTV coverage and our roads were rated as the second cleanest nationally. Local Enterprise Investment had also been secured for Maidenhead missing links and for Windsor.

The Chairman thanked the Leader of the Opposition for spotting an error in the report that had increased certain parking for advantage card users, this error had been amended.

The Leader of the Opposition wished to have it added to the minute her appreciation for the work of the Lead Member for Finance and Economic Development.

The Chairman said that there would be £50k added to support the Eton information centre and an additional £4.5 million to cover the purchase of waste vehicles as part of the new waste contract.

The Chairman also highlighted how Slough, being a Labour held authority, had a council tax support rate of 20% and thus were asking those who were the most vulnerable to pay far more than in the Royal Borough who had an 8% rate. Their council tax was also a third higher than this budget proposed.

The Lead Member for HR, Legal and IT said it we were delivering for our residents but this was only possible due to the work of our officers and thus there was £300k for staff rewards.

The Waterways Champion highlighted the huge investment being undertaken that would be beneficial to residents and that there was a number of important highway improvements in his ward.

The Principal Member for Neighbourhood Planning and Ascot & the Sunnings said she was delighted with the proposed budget and highlighted spend in the south of the Royal Borough such as road resurfacing work, additional parking and £5 million investment into Charters School for a new maths block.. the Chairman also reminded Cabinet that they had made a pledge for a new leisure centre at the school.

The Principal Member for Ascot Regeneration informed that there had already been significant investment in the area and that he was pleased to see that this would be continued. He highlighted the £100k for a strategy for the high street.

The Lead Member for Finance and Economic Development thanked everyone for their comments and also mentioned that he recommended that the recommendation be changed to say that Cabinet recommended the budget to Council and not that they approved the budget. It was noted that the O&S Panels had not recommended any substantive changes.

The Chairman noted Cllr Werner's comment regarding CCTV coverage and he would ask officers to investigate.

It was noted that the Corporate Services O&S Panel were yet to consider the proposed budget.

Resolved unanimously: that Cabinet notes the amended report endorses it to Council including the:

- i) Detailed recommendations contained in Appendix A which includes a base council tax at Band D of £961.33, including a 2.99% increase of £27.91.**
- ii) Adult social care precept to remain unchanged at £74.74.**
- iii) Fees and charges contained in Appendix D.**
- iv) Capital strategy in Appendix G.**
- v) Capital programme, shown in Appendices H & I, for the financial year 2019/20.**
- vi) Prudential borrowing limits set out in Appendix L.**
- vii) Business rate tax base calculation, detailed in Appendix P, and its use in the council tax requirement in Appendix A.**
- viii) Deputy Director and Head of Finance in consultation with the Lead Members for Finance and Children's Services to amend the total schools budget to reflect actual Dedicated Schools Grant levels once received.**
- ix) Delegation to the Deputy Director and Head of Finance and Lead Member for Finance to include the precept from the Berkshire Fire and Rescue Authority once the precept is announced.**

COUNCIL FUNDING FOR LOCAL ORGANISATIONS 2019/20

Cabinet considered approval of recommendations from the Grants Panel for grants to voluntary organisations. Although the discussion took place in Part II, it was agreed that the decisions of the Grant Panel should be minuted in Part I.

Cabinet also approved the additional awards to Electric Eels Swimming Club of £1,000 and Windsor Homeless Project £2,100.

BCF '3' Fund

Resolved unanimously: that Cabinet approved the recommendations from the Grants Panel that the applications listed below for the allocation of RBWM / '3' Grassroots Funding be noted and the decisions be minuted in Part I following Cabinet's confirmation of the Panel's recommended awards:-

Organisation	£
1st Datchet Sea Scout Group	1,000
1st Foxley Rainbows	150
1st Maidenhead Sea Scout Group	1,000
The Autism Group	5,000
Bears Rails Scout Campsite	500

Organisation	£
Beehive Pre-School	4,000
Family Friends in Windsor and Maidenhead	4,950
Girlguiding Maidenhead Division – Brownie Section	1,000
Re:Charge R&R	7,400
Total	25,000

Community Grants

Resolved unanimously: that Cabinet approved the recommendations from the Grants Panel that the grants as detailed below be approved, subject to:-

- a) The approval of the budget.
- b) The organisations receiving Community Grants for capital projects obtaining any requisite planning or building regulations consents and producing copies of audited accounts and evidence of the availability of finance for the remainder of the schemes. Organisations receiving Community Grants for Revenue costs or Service Level Agreements being required to complete an Annual Return Form which should demonstrate written evidence that the money had been spent according to their application and to identify the specific outcomes achieved as a result of the grant awarded.
- c) The organisations receiving Kidwells Trust Grants:-
 - i) Providing suitable acknowledgement for the grant assistance in all publicity material.
 - ii) Ensuring that there is adequate insurance cover for items purchased with grant assistance. Continuing to look for other forms of sponsorship for special events.
- d) Organisations should, wherever possible, seek funding from other sources to ensure that they were not solely reliant on funding through the Royal Borough and it be noted that those organisations would not necessarily be automatically awarded funding year on year.

ii) That the following decisions be minuted in Part I following Cabinet's agreement of the budget:

- e) Cabinet approved awards to Electric Eels Swimming Club of £1,000 and Windsor Homeless Project £2,100.

Organisation	£
4Motion Dance Theatre Company	21,932*
ABC to Read	1,500
Adult Dyslexia Centre (Thames Valley)	1,250
Alzheimer's Dementia Support #1	18,230
Art Beyond Belief	12,000
Ascot Holocaust Education Project	250
Ascot Volunteer Bureau	1,000
Berkshire Community Foundation	16,500
Maidenhead and Windsor Citizens Advice Bureau	15,300**
CHIME	600
Dash Charity	5,000
Driven Forward	4,600
Elizabeth House	4,000
Eton Community Association	1,000
Eton Wick Village Association #2	500
FC Holyport	4,000

Organisation	£
Maidenhead and District Stroke Club	780
Maidenhead Festival	10,000***
Maidenhead Heritage Trust	10,000
Maidenhead Music Society	500
Maidenhead Rowing Club	2,500
Men's Matters	2,000
Mental Health Board	500****
Norden Farm Centre for Arts #1 Family Quest Festival	650
Norden Farm Centre for Arts #2	10,580
Old Windsor Carnival Committee	5,000
Older Person's Advisory Forum	500
Windsor Parish Church	5,000
Royal Free Singers	1,000
Royal Windsor Rose and Horticultural Society	1,000
SMILE Good Gym	10,000
Slough, Windsor and Maidenhead Theatre Company	500
St Mark's Crescent Methodist Church	1,250
Swan Radio CIC	1,000
Thames Hospice	4,000
Thames Valley Mediation Service	6,000
The Conservation Volunteers	1,000
The Old Court #1	3,500
The Old Court #2	7,500
Ways Into Work	23,065
White Waltham Cricket Club	1,487
Wild Maidenhead	300
Windsor and Maidenhead Symphony Orchestra	1,000
Windsor and Maidenhead Youth Counselling Service	4,000
Windsor and Maidenhead Community Forum	5,000
Windsor Festival #1	10,000
Windsor Festival #2	3,133
Windsor Older People's Welfare Association	12,000
Wraysbury Village FC	1,500*****
Electric Eels Swimming Club	1,000
Windsor Homeless Project	2,100
Total	257,007

*4Motion Dance Theatre Company – Funding awarded was for the first year of a potential three year SLA. The Panel agreed the further two years' funding were subject to the organisation meeting conditions of its SLA fully in year one before consideration is given to years two and three; and also subject to funding being available in years two and three. Funding for years two and three of the SLA are as follows: Year 2: £12,191 - Year 3: £5,795. Councillor Bateson requested additional information regarding funding from Slough Borough Council for the same project before she could agree the recommendation.

**Maidenhead and Windsor Citizens Advice Bureau – Second year of funding as part of their three year SLA in addition to their Communities Service Area funding.

***Maidenhead Festival – Second year funding as part of their three year SLA.

****Mental Health Board – In addition to the grant allocation of £500 for event costs, the Panel requested that officers give consideration to support for the Board from the Communications and Marketing team for marketing purposes and Democratic Services for administrative support (limited to arranging and scheduling meetings, no clerking of meetings would be required).

*****Wraysbury Village FC – The Head of Communities, Enforcement and Partnerships to keep the Panel informed on fundraising activities to ensure they are able to meet their funding requirements within the two year limit the grant will remain in place.

It is with regret that the following organisations were not awarded funding:

- Alzheimer’s Dementia Support #2
- Eton Wick Village Association #1 – Officers to confirm Eton Wick Village Association have exhausted all potential funding opportunities, including CIL, S106 and their own internal funding. If confirmed they have exhausted all other possible funding streams, a delegated decision on grant funding will be made by the Chairman in conjunction with the Lead Officer, the Head of Communities, Enforcement and Partnerships.
- Give and Take Care CIC
- Maidenhead Community Centre
- Old Windsor Memorial Hall – Officers to confirm Old Windsor Memorial Hall have exhausted all potential funding opportunities. If confirmed they have exhausted all other possible funding streams, a delegated decision on grant funding will be made by the Chairman in conjunction with the Lead Officer, the Head of Communities, Enforcement and Partnerships.
- Spiritist Society of Windsor and Maidenhead
- Windsor Royal Train.
- Young Enterprise. The relevant Grants Officer to suggest an application to the Green Redeem scheme.

N.B: Out of a total budget of £300,000, £257,007 was allocated which left £42,993 unallocated. The Panel agreed that this funding should be made available for allocation as interim payments under delegated authority or at future Grants Panels during 2019/20.

Councillor Saunders abstained from the vote on the Alzheimer’s Dementia Support and the Mental Health Board Grant applications.

Councillor D. Wilson abstained from the vote on the Maidenhead and Windsor Citizens Advice Bureau Grant application.

Kidwells Park Trust Grants

Resolved unanimously: that Cabinet approved the recommendations from the Grants Panel as detailed below be approved:

Organisation	£
Maidenhead Festival	2,000
Maidenhead Music Society	500
The Old Court	5,000
Windsor Festival	2,500
Total	10,000

N.B: Out of a total budget of £16,000, £10,000 was allocated which left £6,000 unallocated. The Panel agreed that this funding should be made available for allocation as interim payments under delegated authority or at future Grants Panels during 2019/20.

LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

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

The meeting, which began at 7.30 pm, finished at 9.00 pm

CHAIRMAN.....

DATE.....

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Agenda Item 5

CABINET

FORWARD PLAN - CHANGES MADE SINCE LAST PUBLISHED:

ITEM	ORIGINAL CABINET DATE	NEW CABINET DATE	REASON FOR CHANGE
Borough Wide Heritage Strategy	n/a	25/04/2019	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

*NB Item may be 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 -	Finance Update	Yes	Lead Member for Finance and Economic Development (Councillor MJ Saunders)	Rob Stubbs	n/a	Corporate Services Overview and Scrutiny Panel TBC	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	

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)
21 Standards and Quality of Education – A Review of the Academic Year 2017-18	Open -	Annual report on progress against the outcomes set by cabinet in March 2018 that highlights overall performance of all pupils in academic year 2017-18 including the attainment of disadvantage pupils. The report we reflect the current position of Ofsted judgements of schools in the Royal Borough and our progress in tracking the participation of 16 and 17 year old students.	No	Lead Member for Children's Services (Councillor Natasha Airey)	Kevin McDaniel	internal process	Children's Services Overview and Scrutiny Panel TBC	Cabinet 25 Apr 2019	
Home to School Transport - Post 16 Policy (Annual)	Open -	The Council's policy on providing Home to School transport is subject to annual review.	Yes	Lead Member for Children's Services (Councillor Natasha Airey)	Kevin McDaniel	internal process	Children's Services Overview and Scrutiny Panel TBC	Cabinet 25 Apr 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)
RBWM Property Company Ltd - Business Plan 2019-24	Fully exempt - 3	Annual Business Plan update.	Yes	Chairman of Cabinet including Maidenhead Regeneration and Maidenhead (Councillor Simon Dudley)	Russell O'Keefe	internal process	Corporate Services Overview and Scrutiny Panel TBC	Cabinet 25 Apr 2019	
22 Borough Wide Heritage Strategy	Open -	We have a unique history, many national & internationally historic buildings & places. Being essential part of its identity, culture & economy. Report seeks to draft a community led Heritage Strategy & Management Plan to highlight the importance of local heritage, provide for its protection & enhancement, & consider how to interpret and harness this for the benefit of the local community and wider economy.	No	Lead Member for Planning and Health (including Sustainability) (Councillor David Coppinger)	Jenifer Jackson	internal process	Culture and Communities Overview and Scrutiny Panel 15 Apr 2019	Cabinet 25 Apr 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)
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 May 2019 TBC	
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 June 2019 TBC	
Appointment to Outside and Associated Bodies	Open -	To make appointments of Council representatives on Outside and Associated Bodies	No	Chairman of Cabinet including Maidenhead Regeneration and Maidenhead (Councillor Simon Dudley)	Duncan Sharkey	Internal Process	Not applicable.	Cabinet June 2019 TBC	

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)
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DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

1	Information relating to any individual.
2	Information which is likely to reveal the identity of an individual.
3	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6 24	Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

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

Report Title:	Contract Award - Waste and Recycling Collection and Associated Services
Contains confidential or exempt information?	YES- Part II – Appendix A only. Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.
Member reporting:	Councillor M Airey, Cabinet Member for Environmental Services (including parking, flooding, housing and performance management)
Meeting and Date:	Cabinet - 28 February 2019
Responsible Officer(s):	Hilary Hall, Deputy Director Strategy and Commissioning
Wards affected:	All

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REPORT SUMMARY

1. The Royal Borough is committed to delivering a high quality, weekly waste collection service. This paper seeks approval to award a new contract for this service. The 2018 residents' survey results reported that 88% of residents were satisfied with refuse collections and the new contract will maintain the same services that drive this high level of satisfaction.
2. This report requests approval to award an eight year contract to the preferred bidder for the provision of the Royal Borough's waste and recycling collection and associated services, with a possible 8 year extension subject to satisfactory performance, so that residents will continue to receive a weekly waste and recycling collection.
3. At the same time the council has separately undertaken a procurement exercise for recycling of dry mixed recycling (DMR). This report requests that Cabinet delegates authority to directly award a contract for the processing of DMR to the Deputy Director Strategy and Commissioning in consultation with the Lead Member for environmental services (including parking, flooding, housing and performance management) to provide an outlet for the recycling collected in the Royal Borough.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

- i) **Awards an eight year contract to the preferred bidder for the provision of waste and recycling collection and associated services, to commence on 1 October 2019, with a possible 8 year extension, subject to satisfactory performance.**
- ii) **Delegates authority to directly award a contract for the processing of dry mixed recycling to the Deputy Director Strategy and Commissioning in consultation with the Lead Member for Environmental Services including parking, flooding, housing and performance management.**
- iii) **Approves a one-off additional budget of £150,000 for the mobilisation of the waste contract.**
- iv) **Notes full Council's approval of a capital budget of £4,500,000 in 2019/20 to fund new waste vehicles, subject to agreement on 26 February 2019.**

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

Award of contract for waste and recycling collection and associated services

- 2.1 The current waste and recycling collection services contract, held by Veolia, is due to end in September 2019. The contract was originally due to expire in April 2019, but a short-term extension was approved by Cabinet in April 2018. The extension was granted to reduce the risks of an uncertain market and to allow time for a fuller mobilisation period which reduces the risk of disruption to residents.
- 2.2 A key element of the tender specification document was to ensure the council retained a weekly household waste collection service. 76% of councils do not provide a weekly waste collection service and local resident satisfaction with the Royal Borough's collection services currently stands at 88%.
- 2.3 The tender specification document did not request suppliers to include the processing of dry mixed recycling (DMR) within their bids. It was decided with the Lead Member for Environmental Services in August 2018 to split out the DMR processing element (currently within the existing contract with Veolia) from that of collections and to procure the two services with separate contracts. This decision was informed by market intelligence, including awareness of the ongoing changes to the global recycling markets following restrictions imposed by China on imports of certain classes of recyclable materials. Further details regarding the processing of dry mixed recycling are provided from paragraph 2.11.
- 2.4 The collections procurement tender specification invited tenders from suitably qualified suppliers to provide the following services, while maintaining or increasing the level of service:
- Kerbside residual waste collections (weekly);
 - Dry mixed recycling collections (weekly);
 - Food waste collections (weekly);
 - Garden waste collections (fortnightly);
 - Bulky waste collections (chargeable);
 - Management of the Waste Transfer Station at Vicus Way, Maidenhead.
 - Management of the Household Waste and Recycling Centre (HWRC) and Civic Amenity Site (CA) at Vicus Way, Maidenhead.
- 2.5 The contract will be let for an initial term of eight years (to October 2027) subject to the satisfactory provision of the service. The contract may then be extended for a further period of eight years.
- 2.6 An OJEU (Official Journal of the European Union) Notice was placed on 28 September 2018 inviting tenders. A compliant procurement process was then conducted between October and December 2018. Three bids for the contract were received; each of these met the minimum requirements and were progressed through to full evaluation. Each bid was evaluated on factors including their operational plans, assets and resources and deliverability of their proposals. Technical scores were combined with price submissions to create a supplier tender ranking, see Appendix A for confidential background information to the procurement process.
- 2.7 Following technical and pricing evaluation, a preferred provider for the service was selected. The preferred bidder fully met the requirements of the specification, including

provision of a weekly waste and recycling service and the additional collection of small electrical items and batteries at the kerbside.

- 2.8 The preferred bidder will offer an enhanced service, using route optimisation to improve the efficiency of collections. They also offer measures to improve the environmental efficiency of the service, with sustainable service design leading to reduced carbon emissions. An improved management information system will also provide real time information, making it easier to manage missed collections.
- 2.9 The contract will include regular strategic partnership boards, to provide a long term direction for the contract.
- 2.10 To ensure the smooth mobilisation of the contract, a one off mobilisation budget of £150,000, £100,000 in 2019-2020 and £50,000 in 2020-2021, is requested, see Appendix B for more details. This will support clear communication with residents about the new services, additional temporary staff in the customer service centre to deal with resident queries, and additional staffing on the ground at the start of the contract to provide support and advice to residents during the transition period.

Processing of dry mixed recycling.

- 2.11 This a new contract. It will provide processing, sorting and marketing services for the estimated 18,000 tonnes of dry mixed recyclable (DMR) material collected from Royal Borough households and schools every year. DMR materials include everyday items such as mixed paper, cardboard, plastic bottles and metal cans.
- 2.12 The processing of DMR materials is a service currently included within the Borough's existing waste and recycling collection contract, held by Veolia. This contract is due to expire on 31 March 2019. Following Cabinet's approval to procure a new waste and recycling collection service in April 2018, it was decided with the Lead Member in August 2018 to separate out the DMR processing element from that of the collections.
- 2.13 The reasoning behind separating the procurement into two contracts - one for collections and another for DMR processing - was informed by market intelligence. The global recycling market is currently experiencing a high level of volatility. There has been a period of protracted uncertainty following the new restrictions imposed by China and other Southeast Asian nations on the imports of certain classes of recyclable materials.
- 2.14 The tender specification proposed an initial contract term of two and a half years (30 months) followed by an extension option of up to two years. The intention was to then procure another DMR processing contract to align with the timeline of the collections contract, ensuring that both were coterminous. This would allow the council an option to once again procure a combined contract if the recycling market is more stable.
- 2.15 The DMR contract would act in a similar way to others already held by the council for the disposal of residual waste and the reprocessing of garden and food waste. A gate fee would likely be required for materials to be taken into a Materials Recycling Facility (MRF) for sorting and reprocessing. It was therefore proposed the contract be procured with a shared risk and reward mechanism; one where any reductions or increases in gate fees - due to external market factors - are shared between the Royal Borough and the contractor.
- 2.16 An OJEU Notice was placed on 28 September 2018 inviting tenders from suitably qualified suppliers. A compliant procurement process was then conducted between October and

November 2018, however, no bids were received. Post-tender feedback from suppliers suggested concerns with the contract length and the proposed payment mechanism.

- 2.17 To ensure there is no loss or interruption to services from 1 April 2019, it is recommended the Royal Borough delegates authority to Deputy Director Strategy and Commissioning in consultation with the Lead Member for Environmental Services to agree a direct award of a contract for this service.
- 2.18 A short-term, rolling contract allows the Royal Borough an opportunity to commence a second procurement exercise at an appropriate time. This will be informed by the first, unsuccessful, exercise and amendments will be made to the tender specification document.

Options

Table 1: Options for waste and recycling collection and associated services contract and processing of dry mixed recycling contract.

Option	Comments
Award a contract to preferred bidder for the collection of waste and recycling and associated services. Recommended option.	This ensures no loss of service to residents from 1 October 2019 and
Delegate authority for the award of a short term, rolling contract for the processing of dry mixed recycling to Deputy Director Strategy and Commissioning in consultation with the Lead Member for Environmental Services to commence on 1 st April 2019. Recommended option.	This ensures no loss of service from 1 April 2019 and allows for another procurement exercise to be completed at an appropriate time.
Do not award either or both contracts.	<p>Not awarding the waste and recycling collection contract would leave no contractor in place to provide waste and recycling collection services. This would lead to severe disruption and the possible dereliction of the council's statutory duty if ad hoc arrangements were unable to be put in place. If the contract is not awarded a new procurement process would need to begin without delay, which would take at least another year.</p> <p>Not awarding a contract for the processing of dry mixed recycling will leave the Royal Borough with no outlet for the processing of dry mixed recycling and will lead to service disruption and the failure to recycle materials collected within the area.</p>

3 KEY IMPLICATIONS

- 3.1 The contract for waste and recycling collection and associated services will maintain the current weekly waste and recycling collections, while adding additional collections of small electrical items and batteries at the kerbside.
- 3.2 The direct award of a contract for processing of dry mixed recycling will provide an outlet for the materials collected by the recycling services.

Table 2: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Waste and recycling collection service commenced, maintaining a weekly collection service	Contract does not start on 1 October 2019	Contract starts 1 October 2019			1 October 2019
Resident satisfaction	Reduced level of resident satisfaction to below 85%.	Maintain high level of resident satisfaction at 88%	Exceed current high level of resident satisfaction to 90%	Exceed current high level of resident satisfaction to 92%	End of 2020/21 financial year
Contract for processing of dry mixed recycling is in place via direct award.	No contract in place to commence on 1 April 2019	Contract in place and commences on 1 April 2019			1 April 2019
Plan is developed to procure a contract for the processing of dry mixed recycling, including the timing of this procurement.	No plan is in place	Plan is developed and in place by 1 October 2019	Plan is developed and in place by 1 August 2019	Plan is developed and in place by 1 June 2019	1 October 2019

4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 The cost of waste and recycling collection services and processing of dry mixed recycling are within the allocated waste and recycling budget for 2019/20, as per the council's

approved budget, which made provision for an additional £800,000 to continue to support weekly waste and recycling collections in 2019/20.

- 4.2 As part of the procurement process all bidders were asked to supply comparative costs for the provision of collection vehicles based on (i) the Royal Borough providing capital for purchase of these assets and (ii) the successful bidder providing the vehicles (in line with the current contact).
- 4.3 Contract evaluation criteria set out that the decision on the preferred bidder would be made on the basis of cost and quality and which bid was financially preferable. For all bidders the provision of capital funding from the Royal Borough was the lower cost option over the eight year life of the contract.
- 4.4 This capital investment offers an annual revenue saving, see Appendix A (Part II). Therefore, full Council will be considering approval of a capital budget of £4,500,000 in 2019/20 for fund new waste vehicles on 26 February 2019.
- 4.5 This is a flag-ship service with high levels of satisfaction. To ensure that residents experience a seamless transition and high service levels are retained, a one-off mobilisation budget of £150,000 (£100,000 – 2019/20 and £50,000 – 2020/21) is requested.

Table 3: Financial Impact of report’s recommendations

REVENUE COSTS	2018/19	2019/20	2020/21
One off mobilisation cost		£100,000	£50,000

CAPITAL COSTS	2018/19	2019/20	2020/21
Purchase of waste and recycling collection vehicles		£4,500,000	

5 LEGAL IMPLICATIONS

- 5.1 There is a statutory duty to provide waste collections and to separately collect recycling. The award of this contract for waste and recycling collection and the processing of dry mixed recycling will ensure that this statutory duty is met.
- 5.2 A full OJEU procurement process has been followed for this procurement and all legal obligations have been met. External legal support was provided by Trowers and Hamlin for the procurement and the preparation of the contract.
- 5.3 Contractual arrangements will be developed with Shared Legal Services pertaining to the Royal Borough funding the vehicles which minimises risk and future potential exposure.

6 RISK MANAGEMENT

Table 4: Impact of risk and mitigation

Risks	Uncontrolled risk	Controls	Controlled risk
Risk of disruption at the commencement	High	These risks will be managed during the mobilisation period through	Medium

Risks	Uncontrolled risk	Controls	Controlled risk
of any new waste and recycling contract and when changes are made to collection rounds and days. It is essential that sufficient resources are in place during this period to ensure that residents are aware of changes that are taking place and are supported during the changes.		careful planning. They are mitigated by the additional revenue funding for the mobilisation, which will provide communications to residents and additional resource both in the commissioning team and the customer service centre to support residents during this period of change.	
Cost of processing of dry mixed recycling will vary depending on market value of the materials collected. The market is currently in a particularly volatile place and costs are therefore subject to change.	High	This risk will be managed by close monitoring of the contract and any changes to the market costs will be flagged as soon as they are known.	Medium
Financial risk of new contract due to unforeseen costs	Medium	Contract specification has been written to cover all services required and additional mobilisation funding will allow for financial leeway to cover unforeseen circumstances during the mobilisation of the new contract.	Low

7 POTENTIAL IMPACTS

- 7.1 There will be additional opportunities for residents to recycle, both from home and at the Household Waste and Recycling Centre (HWRC). Residents will be able to recycle small electrical items and batteries from home and additional facilities will be available at the HWRC. This will allow residents to recycle more.

8 CONSULTATION

- 8.1 The report will be circulated electronically and considered by Highways, Transport & Environment Overview & Scrutiny Panel and comments will be reported to Cabinet.

9 TIMETABLE FOR IMPLEMENTATION

Table 5: Implementation timetable

Date	Details
1 April 2019	Mobilisation of waste and recycling collection contract begins. New contract for processing of dry mixed recycling commences.
1 October 2019	Waste and recycling collection and associated services contract commences.

10 APPENDICES

- Appendix A: (PART 2) Background information related to the procurement of waste contracts and the financial implications for 2019/20
- Appendix B: Breakdown of mobilisation costs

11 BACKGROUND DOCUMENTS

Cabinet Paper, Weekly Waste Collection Contract, Authority to Commence Procurement, was presented to April 2018 Cabinet.

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Date returned
Cllr Michael Airey	Cabinet Member for Environmental Services (including parking, flooding, housing and performance management)	24/1/19	31/1/19
Duncan Sharkey	Managing Director	11/2/19	12/2/19
Russell O'Keefe	Executive Director	18/1/19	
Andy Jeffs	Executive Director	18/1/19	21/01/19
Rob Stubbs	Section 151 Officer	18/1/19	21/1/19
Elaine Browne	Interim Head of Law and Governance	18/1/19	21/1/19
Nikki Craig	Head of HR and Corporate Projects	18/1/19	18/1/19
Louisa Dean	Communications	18/1/19	

Name of consultee	Post held	Date sent	Date returned
Kevin McDaniel	Director of Children's Services	18/1/19	21/01/19
Angela Morris	Director of Adult Social Services	18/1/19	
Hilary Hall	Deputy Director of Commissioning and Strategy	17/1/19	17/1/19

13 REPORT HISTORY

Decision type: Key decision.	Urgency item? No	To Follow item? No
Report Author: Naomi Markham, Waste Strategy Manager, 01628 682972		

APPENDIX B: BREAKDOWN OF MOBILISATION COSTS FOR THE NEW WASTE CONTRACT

1.1 The Cabinet report requests a one-off additional budget of £150,000 for the mobilisation of the waste contract. A detailed breakdown of the mobilisation costs is set out in table 1.

Table 1: Breakdown of mobilisation costs

Description	Value
Commencement of new contract (from 1st October 2019)	
1. Additional temporary CSC Staff to deal with high volume enquiries (likely to be four FTE for three months)	£23,000
2. Temporary inspection officers to deal with additional enquiries and property visits (likely to be two FTE for three months)	£15,000
3. Keep Britain Tidy or similar agency to carry out pop up stands/roadshows/door knocking	£25,000
4. Bin hanging (production & distribution) – messages that go on bin handles	£15,000
5. Leaflets (production only) communicating kerbside collections of small electrical items/batteries & change messages	£5,000
6. New advertising panels on trucks	£10,000
7. ICT costs: system integration (Jadu / Whitespace/ Streetsmart)	£7,000
Sub-total	£100,000
Changes to collection rounds (March 2020)	
8. Additional communications similar to those set above in 3, 4 and 5.	£25,000
9. Additional temporary CSC Staff to deal with high volume enquiries (potentially four FTE for two months)	£15,000
10. Temporary inspection officers to deal with additional enquiries and property visits (potentially two FTE for two months)	£10,000
Sub-total	£50,000
Total	£150,000

1.2 Funding has been phased over two financial years: Year One (2019/20) to manage the transition to the new contract and Year Two (202/21) to manage the operational changes which will be introduced.

Report Title:	Draft Borough-Wide Design Guide Supplementary Planning Document – Regulation 13 Consultation
Contains Confidential or Exempt Information?	NO – Part I
Member reporting:	Councillor Coppinger, Lead Member for Planning and Health, including Sustainability
Meeting and Date:	Cabinet - 28 February 2019
Responsible Officer(s):	Russell O’Keefe, Executive Director Jenifer Jackson, Head of Planning
Wards affected:	All

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REPORT SUMMARY

1. The National Planning Policy Framework (NPPF) identifies the creation of high quality buildings and places as being fundamental to what the planning and development process should achieve. It also expects councils to provide maximum clarity at an early stage about their design expectations using visual tools such as design guides.
2. Broad direction of what high quality design means for the Council is set out in various policies in the adopted and emerging development plans but the Council does not have any detailed and comprehensive guidance on what it expects high quality design and design excellence to look like across the Royal Borough. The draft Borough-wide Design Guide Supplementary Planning Document has been prepared to provide this clear, detailed and specific design guidance to support both Council decision making on development applications and the emerging Borough Local Plan (BLP).
3. This report seeks approval to publish the draft Borough-wide Design Guide for public consultation in March 2019.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

- (i) Approves the publication of the draft Borough-wide Design Guide Supplementary Planning Document for public consultation, along with necessary evidence base studies; and
- (ii) Gives the Head of Planning delegated authority to approve minor changes to the draft Borough-wide Design Guide Supplementary Planning Document, in consultation with the Lead Member for Planning and Health, including Sustainability, prior to its publication.

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

- 2.1 The NPPF identifies the creation of high quality buildings and places as being fundamental to what the planning and development process should achieve. It also expects Councils to provide maximum clarity at an early stage about their design expectations by using visual tools such as design guides. The preparation of a Borough-wide Design Guide helps the Council meet the Governments expectations for clarity on its design expectations.
- 2.2 The Council's Plan 2017-2021 has a vision of building a borough for everyone with opportunities for all and has identified priorities of creating:
- Attractive and well connected borough;
 - Healthy skilled and independent residents;
 - Safe and vibrant communities;
 - Growing economy, affordable housing.
- 2.3 The ambitions set out in the Council Plan for the achievement of high quality development are also reflected in the design policies set out in the Council's adopted, 'Made' and emerging development plans. These policies set out broad or generalised direction of what high quality design means for this Borough. However, they do not provide detailed, comprehensive and locally specific guidance on what the Council expects high quality design to look like across the Royal Borough. The production of a Design Guide bridges this gap. It will provide clear, detailed and specific design guidance to support Council decision making on development applications and the emerging BLP. It will also provide clear demonstration to the development industry of the Council's design expectations and give local communities and neighbourhood planning groups a detailed framework for design within which they can prepare their locally specific policies and guidance.
- 2.4 The first stage in the preparation of the Borough-wide Design Guide Supplementary Planning Document Design Guide will be the publication of the draft Design Guide (under Regulation 13 of The Town and Country Planning (Local Planning) (England) Regulations 2012, as amended). This stage will allow for the Design Guidance to be developed with local communities, ultimately encouraging ownership of the document across the Royal Borough. The draft Borough-wide Design Guide can be seen in Annexe 1 of this report. A final Borough-wide Design guide will be prepared taking into account the responses from the Regulation 13 consultation. This final document will then be brought to Members later in 2019 for consideration for adoption.
- 2.5 Evidence documents supporting the draft Borough-wide Design Guide will be made available alongside it. These include:
- Strategic Environmental Assessment Screening Report;
 - Responses from key consultees to the Council's Screening Report.

Table 1: Options considered

Option	Comments
<p>Not publish the draft Borough-wide Design Guide and necessary evidence documents.</p> <p>This is not the recommended option.</p>	<p>Officers do not consider this would be the right approach to this important matter. This would leave the Council without the detailed guidance on what constitutes high quality design in the Borough and undermine the Council's ability to secure design excellence in new development and to resist poor quality development.</p>
<p>Delay publication of the draft Borough-wide Design Guide until mid-2019.</p> <p>This is not the recommended option.</p>	<p>Officers do not consider this would be the right approach to this important matter. This option would leave the Council with no detailed guidance for 2019 to inform the development industry and local residents of the nature of the high quality development that it seeks in the Borough. This would make it more difficult to encourage high quality design and resist poor quality development during this time.</p>
<p>Publish the draft Borough-wide Design Guide in March 2019 and necessary evidence documents for consultation.</p> <p>This is the recommended option.</p>	<p>National planning policy requires the Council to provide maximum clarity at an early stage about their design expectations. Progressing the preparation of the Borough wide Design Guide will ensure that this clarity is provided as soon as possible and enable the Council to achieve high quality design and resist poor quality development in 2019.</p>

3. KEY IMPLICATIONS

Table 2: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
<p>Publication of the draft Borough wide Design Guide and</p>	<p>After 21 March 2019</p>	<p>By 21 March 2019</p>	<p>By 14 March 2019</p>	<p>By 7 March 2019</p>	<p>March 2019</p>

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
relevant evidence					

4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 There are no financial implications to this paper. The production of the Design Guide is being funded through Planning Delivery Fund Design Quality funding

5. LEGAL IMPLICATIONS

- 5.1 The NPPF (Paragraph 126) expects Councils to use visual tools such as design guides to provide maximum clarity about its design expectations.

6. RISK MANAGEMENT

Table 3: Impact of risk and mitigation

Risks	Uncontrolled Risk	Controls	Controlled Risk
The Council is unable to resist poor quality new development as it does not have detailed, locally specific guidance as to what constitutes high quality design in the Royal Borough.	HIGH	Progress the preparation of a Borough wide Design Guide in early 2019.	LOW
The Council is unable to provide Neighbourhood Plan Groups preparing their locally specific design policy and guidance with clarity of what the Council is seeking at the Borough wide level in terms of	HIGH	Progress the preparation of a Borough wide Design Guide in early 2019.	LOW

Risks	Uncontrolled Risk	Controls	Controlled Risk
design expectations.			
A plethora of design related documents is created at various levels that are not co-ordinated or seeking the same design quality expectations	HIGH	Progress the preparation of a Borough wide Design Guide in early 2019 to provide an overarching and co-ordinating design document.	LOW

7. POTENTIAL IMPACTS

- 7.1 The consultation will involve staff in consultation workshops which may occur outside of normal working hours. No other potential impacts are anticipated.
- 7.2 An Equalities Impact Assessment was carried out for the emerging BLP which included a number of design related policies. No potentially adverse impacts were identified for any particular group arising from the BLP. As the Design Guide will only provide further detail and guidance on the adopted and emerging policies, rather than create new policy, it is not considered necessary to undertake an Equalities Impact Assessment (EQIA) specifically for the Design Guide.

8. CONSULTATION

- 8.1 The draft Borough wide Design Guide Supplementary Planning 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 (date tbc), and any comments will be reported to the 28 February Cabinet.
- 8.2 The draft Borough wide Design Guide will, if agreed by Cabinet, be published for 6 weeks consultation in March 2019 under Regulation 13 of The Town and Country Planning (Local Planning) (England) Regulations 2012, as amended. The Council's Statement of Community Involvement includes a minimum requirement of 4 weeks for public consultation on draft Supplementary Planning Documents. A particular focus of the consultation will be with Parish and Neighbourhood Planning Groups, as well as statutory consultees. As it is intended to facilitate workshop consultations with Parishes as part of the process, the public consultation will exceed the minimum requirement and run for 6 weeks.

9. TIMETABLE FOR IMPLEMENTATION

9.1 Implementation date if not called in is contained in Table 4.

Table 4: Implementation timetable

Date	Details
March 2019	Publication of the draft Borough-wide Design Guide and associated evidence base documents

10. APPENDICES

10.1 Borough Wide Design Guide

11. BACKGROUND DOCUMENTS

11.1 This report is supported by the following background documents:

- Council Plan, available at:
https://www3.rbwm.gov.uk/downloads/file/3320/2017-2021_-_council_plan
- The Council's adopted and 'Made' Development Plan Documents, available on the Council website at:
https://www3.rbwm.gov.uk/info/200209/planning_policy/591/development_plan
- The Council's emerging Borough Local Plan, available on the Council website at:
<https://www3.rbwm.gov.uk/blp>
- The National Planning Policy Framework 2018, available at:
<https://www.gov.uk/government/collections/revised-national-planning-policy-framework>

12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Date returned
Cllr Coppinger	Lead Member for Planning and Health, including Sustainability	03/01/19	04/01/19
Russell O'Keefe	Acting Managing Director	03/01/19	04/01/19
Rob Stubbs	Section 151 Officer	03/01/19	04/01/19
Louisa Dean	Communications	03/01/19	
Andy Jeffs	Executive Director	03/01/19	03/01/19
Elaine Browne	Interim Head of Law and Governance	04/01/19	04/01/19

Name of consultee	Post held	Date sent	Date returned
Nikki Craig	Head of HR and Corporate Projects	04/01/19	07/01/19
Kevin McDaniel	Director of Children's Services	04/01/19	04/01/19
Angela Morris	Director of Adult Social Services	04/01/19	
Hilary Hall	Deputy Director of Commissioning and Strategy	04/01/19	

REPORT HISTORY

Decision type:	Urgency item?	To Follow item?
Key decision	No.	
Report Author: Helen Murch, Planning Policy Manager, 01628 796447		



Royal Borough of Windsor & Maidenhead

Borough wide design guide

Regulation 13 consultation draft

February 2019

Information on consultation

This document is a consultation draft of a borough wide design guide for the Royal Borough of Windsor & Maidenhead.

It is intended that the Guide will eventually be adopted as a Supplementary Planning Document.

The public and other stakeholders are now invited to submit comments and views on the proposed content of the draft Borough Wide Design Guide.

The draft Guide is out for consultation for 6 weeks. Comments can be returned as follows:

- online via <http://consult.rbwm.gov.uk/portal/spd/dg/dg>
- e-mail to planning.policy@rbwm.gov.uk; or
- by post to: Royal Borough of Windsor and Maidenhead Town Hall, St Ives Road, Maidenhead, SL6 1RF

All comments must be received by 6pm on Thursday **25 April 2019**.

If you have any questions regarding this document please contact Planning Policy at planning.policy@rbwm.gov.uk

Further information on how your personal data will be used is given in the privacy notice which can be viewed at:

https://www3.rbwm.gov.uk/download/downloads/id/3962/planning_policy_consultations_and_call_for_sites.pdf. Non personal data may be published on this website in due course.

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1. Setting the scene

Introduction

- 1.1 The Royal Borough of Windsor & Maidenhead (Royal Borough) recognises the vitally important role that the design of places, buildings and spaces have on people’s quality of life. Poorly designed development and places can contribute to poor physical and mental health, whilst well designed, high quality development can generate wellbeing and pride.
- 1.2 The Council is committed to ensuring the design of development underpins the making of distinctive, sustainable and attractive places that will provide for better health and wellbeing and high quality environments for all who live, work, play in and visit the Royal Borough.
- 1.3 The preparation of the design guide has been undertaken to help deliver **design excellence** to secure the Council’s vision of ‘building a borough for everyone’ and its priorities of:
- Attractive and well connected borough;
 - Healthy skilled and independent residents;
 - Safe and vibrant communities;
 - Growing economy, affordable housing.¹

The requirement for **design excellence** is at the heart of the borough’s vision for the future.

Purpose

- 1.4 The Design Guide supports Local Plan policies by setting out in detail what the Council considers to be design excellence in the Royal Borough. The Guide has two main purposes:
- To help guide a major step change improvement in the quality of new development and places created across the Royal Borough.

¹ Building a Borough for everyone – Council Plan 2017 - 2021

- To provide guidance to council members, officers, developers and local communities on how to ensure future development has the required high quality and inclusive design to create beautiful places that function well.

Scope

- 1.5 The Guide relates to the majority² of landuses in the borough and includes
- Residential development , encompassing
 - New housing units - in the form of infill through to new neighbourhoods;
 - Conversions and residential intensifications of existing buildings;
 - Householder improvements (e.g. extensions & curtilage developments).
 - Employment & retail development;
 - Recreational, infrastructure, and other forms of development.
- 1.6 The Guide applies to all places in the borough – urban, semi rural, rural, waterways and subterranean.
- 1.7 The Guide covers all types of development including new buildings, extensions, demolition, changes of use, intensification and alterations. It also relates to all scales of development. For the purposes of this document development has been classified into 4 different scale categories:

Table 1.1 – Scale categories for development

		Residential	Non residential
XS	Extra small	Householder development - typically, alterations to dwellings	Very small development involving de minimus or no floorspace –e.g. new fire escapes, shop front changes, flues etc...
S	Small	Sites of 1-9 units, including changes of use	Single building, changes of use, mezzanine floor or infill development up to GIA 1000sqm

² This Guide does not specifically address the design of traveller and minerals and waste developments. This will be picked up in Development Plan Documents that deal with these particular forms of development.

M	Medium	Sites up to 100 dwelling units	Total floorspace of more than GIA 1000 sqm up to 5000sqm
L	Large	Sites over 100 dwelling units	Total floorspace more than GIA 5000sqm

- 1.8 The Guide only addresses those areas of design where there are specific Royal Borough requirements. It does not provide guidance on matters already addressed by national Building Regulation requirements (e.g. energy and water efficiency and disabled access).
- 1.9 This document provides an overarching borough wide framework for detailed guidance on design related matters. Sitting alongside this guidance is a range of detailed topic and locally specific design documents. These include the design policies in 'Made' neighbourhood plans, detailed design related supplementary planning documents (including Green & Blue Infrastructure SPD, Open Space Study and Parking & Tall Buildings studies), and conservation area appraisals. This Design Guide should be read in conjunction with them. An up-to-date list of all the applicable design related policy and guidance can be viewed on the Council's website at https://www3.rbwm.gov.uk/info/201039/non-development_plan/1442/design

Status

- 1.10 This document is a draft borough wide design guide that has been prepared as a supplementary planning document (SPD) for consultation purposes under Regulation 13 of the Town & Country Planning Regulations (Local Plan) 2012, as amended. Its primary purpose is to seek public views on the scope and content of the draft Design Guide. The responses received during the consultation period will inform the final version of the Borough Wide Design Guide.
- 1.11 The Borough Wide Design Guide will be adopted as an SPD to support policies within the adopted Local Plan³. It has also been prepared to support emerging policies in the draft Borough Local Plan(BLPSV)⁴.
- 1.12 Developers will be expected to take the Design Guide into account, along with the requirements of any use or locally specific design policies in adopted, made, or emerging plans and in other SPD's when designing any form of new development in

³ RBWM Local Plan, adopted 1999, incorporating 2003 saved policies.

⁴ The BLPSV plan was submitted to the Secretary of State for Examination in January 2018.

the Royal Borough. Where Design and Access Statements (DAS) are required to be submitted as part of a planning application they will be expected to set out how the standards detailed in this Guide have informed the design of the residential scheme.

- 1.13 The Borough Wide Design Guide will be a material consideration to be taken into account by the Council when considering pre-application proposals, determining residential planning applications, and at appeals.
- 1.14 It is recognised that innovative, high quality design solutions may come forward that do not fully comply with the requirements of the Guide. In order to provide for a flexible approach in applying the Guide, where applications depart from the Guide's principles, the Council will look to applicants for robust design justification for this departure. This justification may be taken into account as a material consideration when considering the design merits of such proposals.

Background

Planning Policy context

- 1.15 The Government sees good design as key aspect of sustainable development and creates better places in which to live and work. It is also seen as making development acceptable to communities.

The Government's policy guidance on design

- 1.16 Creation of high quality buildings and well designed places is seen in the National Planning Policy Framework 2018 (NPPF) as fundamental to what the planning process and development should achieve.
- 1.17 The Government expects local authorities to be clear about design expectations and how these will be tested (Para 124). They also expect authorities to develop design policies with local communities so they reflect local aspirations (Para 125). In order to provide maximum clarity about design expectations at an early stage, supplementary planning documents should use visual tools such as design guides. These are seen as providing a framework for creating distinctive places, with a consistent and high quality standard of design (Para 126).
- 1.18 Local Planning authorities are expected to ensure that development:
- Functions well and adds to the overall quality of the area;

- Are visually attractive;
- Are sympathetic to local character and history;
- Establishes or maintains a strong sense of place;
- Optimises the potential of the site to accommodate and sustain appropriate amount and mix of development;
- Create safe, accessible and inclusive places which promote health and well being (Para 127).

1.19 This borough wide Design Guide is a direct response to the Government's ambitions for design. It is grounded on the principles set out in Para 127 of the NPPF, provides clear, visually rich guidance about the Royal Borough's design expectations, how proposals will be judged and is being prepared in conjunction with local communities.

1.20 Para 130 of the NPPF states that permission should be refused for development of poor design that fails to take the opportunities available for improving the character and quality of an area and the way it functions, taking into account any local design standards, codes or style guides in plans or supplementary planning documents.

Local Policy

1.21 Local adopted borough wide design policies can be found in the saved policies of the adopted Local Plan. The principle design related policy is DG1 -Design Guidelines which sets out 11 overarching principles that apply to all forms of new development. These design principles relate to reducing crime through layout, inclusive design, scale and design of buildings, townscape and strategic views, landscaping, parking and access, traffic and character. Other policies in the adopted Local plan relating to design include:

- DG1 Design Guidelines
- N1 Areas of Special Landscape Importance
- N2 Setting of the Thames
- N3 Landscape Enhancement Area
- SF1 Guidelines for Shopfronts
- SF2 Blinds on Shopfronts
- SF3 Security Shutters
- ADV1 Display of Adverts
- ADV2 Display of Adverts
- E10 Design and development Guidelines (Business and Industrial development)

- H10 Housing Layout and Design
- H11 Housing Density
- H12 Subdivisions and Conversions
- H14 House extensions
- T5 New Developments and Highway Design
- P4 Parking within Development
- WTC4 Townscape and redevelopment

- 1.22 The policies in this adopted plan are expected to be replaced by a new Local Plan in due course.
- 1.23 There are a number of other adopted development plan documents that provide design guidance for specific local areas, including the Maidenhead Town Centre Area Action Plan (2011), and 'Made' neighbourhood plans. These documents provide locally specific policy detail in addition to the principles set out in this guide.
- 1.24 The Council has also produced other design documents in the form of SPD's and conservation appraisals and strategies. The Borough Wide Design Guide is intended to be read and used as a companion document to these other Council publications.

Strategic Environmental Assessment

- 1.25 The Council undertook a screening assessment under Regulation 9(1) of the Environmental Assessment of Plans and Programmes Regulations 2004 on whether or not a Strategic Environmental Assessment was required for this SPD. It was concluded from this assessment that an environmental assessment was not required.

Habitats Regulation Assessment

- 1.26 The SPD is not expected to adversely impact on European level nature conservation sites and therefore further work, including an Appropriate Assessment, is not required under the Habitats Regulations.

2 How to use the Guide

- 2.1 This guide sets out the over-arching specific design considerations for all scales and types of residential development. It works from strategic design principles down to detailed matters. The Guide's structure reflects the sequence by which successful places are designed, setting the broad strategic considerations of overall layout before thinking about the details of buildings and spaces. Particular attention should be paid to the specific principles set out in the coloured boxes in Chapters 3 - 11.
- 2.2 All developments will need to be designed in light of the Council's strategic design principles set out in Chapter 4. Table 2.1 should also be used to determine which of the specific guidelines in Chapters 5-10 are likely to be applicable to a particular development.

Design Checklist

- 2.3 Developers must also refer to the design checklist contained in Chapter 12 of this document. For small to Large scale developments⁵, applicants will be expected to submit a completed checklist with their applications. This should be included with any Design & Assess Statement, where these are required.
- 2.4 The checklist will be used by the planning authority to help assess planning applications. It is strongly recommended that developers use it at the early stages of the design process to help guide and inform the development of the project.

⁵ As set out in Table 1.1 of this Guide

Table 2.1: How to use the Borough Wide Design Guide

Design matter	Householder (XS)	Extra small non residential (XS)	Small development (S)	Medium development (M)	Large Development (L)
Strategic design themes	X	X	X	X	X
Design process					
Need for vision	X	X	X	X	X
Concept plan			X	X	X
Master & plot plans			X	X	X
Community involvement	X	X	X	X	X
Character – creating identity and sense of place	X	X	X	X	X
Layouts					
Connectivity			X	X	X
Street design			X	X	X
Open spaces			X	X	X
Blocks			X	X	X
Plots			X	X	X
Defining public/ private space	X	X	X	X	X
Parking	X	X	X	X	X
Backland development			X	X	X
Built form					
Density			X	X	X
Uses & mix			X	X	X
Building positioning	X		X	X	X

Solar design and climate change	X		X	X	X
Building scale, massing and form	X	X	X	X	X
Active frontages		X	X	X	X
Minimum internal space standards	X		X	X	X
Adaptable development	X	X	X	X	X
Architectural detailing	X	X	X	X	X
Amenity					
Privacy	X	X	X	X	X
Outlook	X	X	X	X	X
Daylight and sunlight	X	X	X	X	X
Private outdoor amenity space	X	X	X	X	X
Curtilage development					
Boundary treatments	X	X	X	X	X
Provision for cycles and bins	X	X	X	X	X
Hard standing and vehicle cross-overs	X	X	X	X	X
Further guidance for householder development					
Extensions	X				
Roof alterations	X				
Conversion and subdivisions	X		X		
Further guidance for specific locations and for non-residential development					
Design in flood risk areas	X	X	X	X	X
Rural and edge of settlement	X	X	X	X	X
Employment uses		X	X	X	X
Mixed-use developments		X	X	X	X

3 Strategic design themes for the Royal Borough of Windsor & Maidenhead

- 3.1 Drawing upon national and local policy context, this Guide is underpinned by the following broad design themes:

Putting people first

The places in the Royal Borough where people live, work and play are important in maintaining physical, emotional and mental wellbeing. They provide for activity, rest, sanctuary, recreation and social interaction, and are powerful influences in helping people shape their own identities. Poor quality developments have a considerable negative impact on people's quality of life, life chances and sense of community and identity. It is vitally important that the design of development in the Royal Borough is human scale, supports human health and wellbeing and places people, communities and safety at the heart of decision making on design, rather than cars, or short term commercial gain.



Image 3.1

Creating a sense of PLACE

The Royal Borough has a vibrant mixture of landscape environments ranging from the heaths of the Sunnings, the extensive expanse of the Royal parks, pastoral landscapes of the Thames Valley and the waterside towns and villages. Despite the

rich diversity of places, the over-riding themes of Royal history, the presence of the River Thames and associated tributaries and the expanse of green landscapes dominate the borough. Every development should draw on the opportunities presented by the immediate local context to create a sense of place but also reflect the broad overarching themes of **Royalty**, **River** and **Green**. This will involve using landscape, streets, open spaces, buildings and fine details to create or reinforce places of excellence with a strong positive identity.



Image 3.2

Delivering sustainable places

New development represents an opportunity to help people live, work and play in a more sustainable and healthier manner. This includes bringing nature back into places where people are, establishing mixed communities and creating places where walking and cycling are the preferred means of getting around for short trips. It also means providing mixes of uses within walking distances to support communities, minimising flood risk, ensuring that development supports biodiversity and protects important ecosystems and maximising opportunities to reap the benefits of passive solar design.



Image 3.3

Improving quality

Creating a borough where there are opportunities for all is one of the key priorities of the Council. Significantly improving design quality and local distinctiveness in the Borough is part of this priority. All new development in the Royal Borough will be expected to aim to deliver design excellence, with high quality design being the minimum standard. The Council will also encourage innovation in design. New developments will also be expected to support the maintenance of existing good quality design in the locality of a site and take opportunities to improve design quality where it is lacking.



Image 3.4



Image 3.5

Principle 3.1

Designers will be expected to demonstrate how their design has addressed the Council's 4 strategic themes of:

- Putting people first
- Creating a sense of place
- Delivering sustainable places
- Improving quality

3.2 The remainder of the SPD sets out specific areas of detailed design which designers and decision makers should give particular attention to.

4 Design process expectations

- 4.1 The Royal Borough of Windsor & Maidenhead expects development proposals seeking planning permission to have evolved through a logical and iterative design process. Small, medium and large schemes will be expected to demonstrate that they have followed all of the steps

Table 4.1: Design process steps

STEP 1	Site and context appraisal	Analysis of site and context
		Character appraisal
		Opportunities and constraints
		Understanding planning policy context
STEP 2	Interpreting the brief	Vision setting
		Concept plan
STEP 3	Engagement	Community and neighbour engagement
		RBWM pre-application discussions
		D:SE Panel Review (where applicable)
		Statutory consultee engagement
STEP 4	Detailed design	Concept refinement
		Masterplanning
		Plot plans
		Detailed design
		Further pre-application discussions
		Preparation of Design and Access Statement
STEP 5	Planning application	

- 4.2 The Council requires the design of large projects (see table 1.1) to have been the subject of review by Design South East. This would normally be expected to be undertaken at pre-application stage and be funded by the developer. Further information on this process can be found on the council's website at https://www3.rbwm.gov.uk/info/201039/non-development_plan/1442/design.

The need for vision

- 4.3 All developments need a vision. Successful developments are underpinned by a guiding design vision. Once established and agreed by everyone involved, the vision anchors and guides the design team and enables it to communicate clearly and simply what the development is seeking to be and to achieve.
- 4.4 The applicant's team should develop their design vision early in the design process, and then clearly articulate it to the local authority in pre-application discussions.

The Concept Plan

- 4.5 For medium and larger schemes the vision should be supplemented by a high level concept plan. The aim of the concept plan is to show in a simple and clear way the key design features that drive the layout of the proposed development and how it relates to surrounding areas. It should include an indicative high level layout and illustrate the key components. These features will be specific to each individual site, but may typically include: gateways and access points, focal points, key building frontages; broad street layouts, location of open space; retained and proposed landscape features; landmarks; and key view corridors. A concept plan is a higher level strategic tool than a masterplan. It sets the principles for the masterplan and is an important tool for engagement.

Figure 4.1: Illustration of a Concept Plan



- 4.6 Together the vision and concept plan should sum up what kind of place is being created. This allows the developer, local authority and local communities to discuss the basic structure of the proposals and how they can be evolved and improved to achieve excellence.

Principle 4.1

All small, medium and large developments (see table 1.1) will be expected to set out the guiding vision for the development. Medium and large developments should also provide a Concept Plan in the Design & Access Statement.

Providing Masterplans and plot plans

- 4.7 Further detail will be provided in masterplans. For medium and large developments, developers will be expected to provide plot plans as part of their application. This is to clearly distinguish the plot boundaries and the extent of public and private ownership.

Principle 4.2

Medium and large developments will be required to provide plot plans to clearly identify ownership boundaries and public/private spaces.

Figure 4.2: Illustration of a plot plan

Community engagement

- 4.8 It is recommended that developers and designers seek the views and opinions of the local community to inform preparation of proposals. The council will be particularly interested in understanding how the views of various people, groups and organisations have shaped the proposals it is being asked to make a decision on.
- 4.9 Whatever the scale of the application, applicants should set out what engagement has been undertaken, with whom, what issues were raised and how the proposals respond to the issues. For householder applications, this could be simply set out in a letter. For small and medium size schemes, the Design and Access Statement (DAS) could include a chapter on engagement. For large-scale schemes, the DAS could be appropriate or, if the issues are complex, a separate Statement of Community Involvement (SCI) may be necessary.



Image 4.1

5. Character – creating identity and sense of place

- 5.1 One of the council’s strategic design themes is the creation of place and identity. Developments should not only reflect the strategic characteristics of the borough identified in Section 3, but also local identities.
- 5.2 The character of a place comes from different elements –large and small – that collectively result in a distinct identity. These elements are principally:
- Strategic landscape elements such as topography, forests, water bodies, geology and other natural elements;
 - Connections and the networks of streets and open spaces;
 - Layout of development blocks and plots;
 - Arrangement and forms of buildings;
 - Architectural details;
 - Design of curtilage development such as boundary treatments, bin and cycle stores, amenity areas
 - Presence and type of trees, vegetation, water and other natural elements
- 5.3 The Royal Borough has a rich history and diversity of land and townscapes ranging from heathlands, forests, pastoral countryside, parkland, riparian areas, historic towns and villages and modern suburbs and industrial estates. The borough has 27 conservation areas, many listed buildings and a range of international wildlife designations. The richness of the borough’s character is captured in the Townscape Assessment (2010) which identified 17 distinctive townscape types and the Landscape Assessment (2004) which revealed 14 distinct landscape types and 32 discrete character areas.
- 5.4 Unfortunately, many recent developments in the borough are similar, have a bland feel and could be anywhere in the United Kingdom. They undermine, rather than re-inforce the sense of local identity and place. The richness and diversity of place is a key feature of the borough and valued by local communities. The council wishes to support local communities in securing quality new development that enhances their places and unique identities. Accordingly, whatever the scale or type of development, the council will expect development proposals to enhance and respond to the borough’s strategic character themes and positive local character elements in order to create identity and root the proposed development in local places.

- 5.5 Developers should draw on their site surveys and other planning documents to identify local character and identities at an early stage to underpin the development proposals.⁶



Image 5.1

New development on the right of the street complements the character of the historic development on the opposite side.



Image 5.2

Example of a good response to a riverside and historic Windsor location

⁶ This will include the borough's landscape & townscape assessments, Neighbourhood Plan policy and character SPD's and design documents produced by Neighbourhood Planning groups.



Image 5.3

New development integrating with heathland landscape

5.6 There are essentially three ways of responding to character:

- create a design that blends in seamlessly with the existing character, so reinforcing it; or
- using cues from the local area to create a design that is sympathetic to the character, while providing a contemporary interpretation – e.g. using similar form and composition with contemporary materials;
- Defining a new and distinctive character. This is more likely to be more appropriate for larger developments.

5.7 Developers will need to decide which approach is the best for their proposals. However, where a new character is being proposed, the council will expect this to be fully justified.

Principle 5.1

1. All new development must be designed to maintain or enhance the special place characteristics of the Royal Borough. The council will expect development to draw upon the following elements in the local area to create positive character and locally specific identity:
 - Strategic landscape elements;
 - Connections and the networks of streets and open spaces;
 - Layout of development blocks and plots;
 - Arrangement and forms of buildings;
 - Architectural details (including colour and materials);
 - Design of curtilage development;
 - Presence and type of trees, vegetation, water and other natural elements.
2. Where the local context is strong, high quality and positive, new development should reflect local urban design characteristics. Where the local context has a weak or negative character, new development will be expected to improve the quality of the area.
3. All new development will be expected to integrate existing features such as:
 - Topography,
 - Waterbodies (including the River Thames, streams and ponds),
 - Mature trees, forests, hedgerows, plantings and other ecological features;
 - Views to and from the site to important features (including Windsor Castle, River Thames, The Moor in Cookham);
 - Listed buildings, archaeology, historic parks and gardens and buildings and features of cultural, historic heritage and/or townscape merit;
4. New development should remove unattractive or inappropriate buildings, elements or features that detract from the quality and/or character of the site and its surroundings.
5. Where a development site is adjacent to a water body, the development should respect the water frontage and present a positive frontage to it. Particular consideration should be given to improving views of the waterbody and public access to it as well as creating a soft interface to provide biodiversity and green corridors.

6. Layouts

- 6.1 The large structural elements of a development are vital in terms of setting whether it functions well and is visually appealing. These structural elements include strategic landscape features, street and open space networks, block and plot layouts, use mixes and building layouts. Carefully thought out layouts create the permanent connected ‘bones’ upon which great places can be created and maintained. Poor layouts create poor places which are difficult to correct going forward.
- 6.2 Designers should pay particular regard to the following layout matters to ensure that beautiful places can be created:
- Connectivity
 - Street design
 - Open spaces
 - Blocks
 - Plots
 - Defining public/private space
 - Parking
 - Backland development

Connectivity

- 6.3 Woven through both the urban and rural areas of the Royal Borough is a network of public spaces made up of streets, parks, public open spaces and paths. This framework allows people to get to where they want to go, with a choice of how they do so. It also creates public spaces where people can spend time outdoors and physically encounter and meet others. Good public places encourage positive interaction and are community spaces, as well as providing movement corridors. Maintaining and improving this network of connections is vitally important in creating high quality places in the Royal Borough.
- 6.4 Some parts of the Royal Borough have dense networks of connected spaces and routes for pedestrians, cyclists and vehicles that are easy to understand and navigate. Other areas are poorly connected and less permeable with streets and estates isolated by cul-de-sac layouts and lack of connections to surrounding areas (Fig 6.1). Developers may find local character guidance set out in Neighbourhood Plans and other SPD’s useful in identifying whether the development site lies in an area of well or poorly connected streets.
- 6.5 All new development will be expected to connect into the surrounding route and space network in a high quality, accessible and safe way. Larger developments may

create a new hierarchy of street space whilst small proposals have the ability to enhance existing streets, for instance by addressing them positively or adding new connections.

- 6.1 Layouts should be designed to encourage walking, cycling and public transport in preference to the private car for local journeys. This can be achieved by:
- Creating an integrated, permeable network of streets, paths, parks and public open spaces that offer accessible, safe and convenient connections between streets within the site as well as to neighbouring areas;
 - Providing pedestrian and cycle routes along key desire lines, linking to existing communities, facilities, shops, schools, employment, public transport interchanges and other destinations;
 - Carefully considering the potential to support commercially viable bus routes to, from and through the site, with larger developments including appropriate bus priority measures to reduce journey time, improve service reliability and enhance connectivity; and
 - Controlling the speed and routing of motor vehicles such that permeability is maintained, without vehicle movements dominating the development and detracting from the sense of place.
- 6.2 Where new street spaces are being created these are expected to be highly connected and demonstrate excellence in design. Designers of new schemes should also look for opportunities to improve existing poorly connected places.
- 6.3 New footpaths/cycleways should provide high quality connections, acting as corridors for green and/or blue infrastructure and generally lit by low level solar powered lighting.

Fig 6.1: Illustration of a poorly connected layout (A) and well connected streets (B)

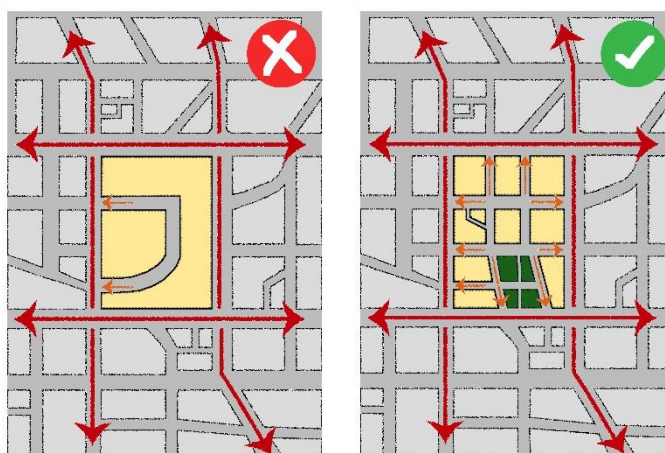




Image 6.1

A good quality green footpath link

Principle 6.1

All new development should:

- Connect into and strengthen the existing network of routes and public open spaces.
- Create or maintain connections that are direct, legible and safe.
- Ensure connections for pedestrians, cyclists and public transport are given the highest priority in the hierarchy of spaces.
- Make walking and cycling more attractive and convenient for short trips than using the private motor car. Distances by foot and cycle should be shorter and more direct than by car
- Respect existing desire lines and public rights of way and make connections to local destinations, such as schools, shopping and employment areas.
- Look for opportunities to create connections into/through neighbouring land so that a well connected network can be created in the event of future land release and development.

Street design

- 6.4 Streets (be they urban or rural) are the bedrock of places and make up a significant part of the public spaces within the Royal Borough. They allow people access in, out, and through places, are spaces of social interaction and are vital in creating and maintaining the character of an area. Street quality has a significant impact on how those living, working and visiting the Royal Borough experience the area. It is therefore vitally important new development helps to create high quality streets with distinctive character that are easy to navigate, safe and attractive places to be in.
- 6.5 A significant number of the Royal Borough's existing streets have a strong green character reflecting the rural nature of much of the borough. Another defining characteristic of the Borough is the number of streets which provide views of water, either in the form of waterways or fountains. The council wishes to perpetuate and enhance this green and blue character in its streets to re-inforce the special characteristics and identity of the borough. Designers will be encouraged to make use of green infrastructure in the form of street trees, planted verges, green walls and gardens in new residential development to help maintain the strong green character of the borough. Strong encouragement will also be given to the incorporation of blue infrastructure into the borough's streets in the form of SUDS, water based public works of art and vistas of water based features, especially the River Thames and its tributaries. Provision of public access to the borough's blue infrastructure through new street networks will be expected.



Image 6.2

Borough streets with a strong green character



Image 6.3

Borough streets following the River Thames



Image 6.4

Borough streets incorporating fountains

- 6.6 Street frontage and enclosure to streets help to create a sense of place and character. In most cases, streets are defined by buildings. In some rural or particularly leafy areas, green infrastructure may be the dominating enclosure element in streetscenes. All development will be expected to contribute to the creation, maintenance and enhancement of the greenness of the borough's streets. In new streets, designers should seek to include space for street trees. Long term maintenance and adoption of green infrastructure in streets should be considered early on in the design process.



Image 6.5

An example of a semi-rural street with hedges, trees and wide verges providing a strong soft green character. Along with the tall set back buildings the street is attractively enclosed.

- 6.7 Streets should usually have building height to street width ratios that provide for a good sense of enclosure without overwhelming people who are using the streets. Street design should fall within the following height to width ratios.⁷

	MAXIMUM	MINIMUM
<i>Mews</i>	1:1.5	1:1
<i>Streets</i>	1:3	1:1.5
<i>Squares</i>	1.5	1:4

⁷ Street widths should be measured from the front of the building on one side of the street to the front of the building on the other side of the street. This will mean front gardens, pavements, cycle lanes, verges and road carriageways are included in the street width.



Image 6.6

An attractive urban street that is well enclosed by buildings, boundary treatments and landscaping, with a strong green character and space for both cars and pedestrians.



Image 6.7

Colour, materials, street furniture, water, and vegetation create a very high quality and visually interesting street design which provides attractive public spaces for socialising.



Image 6.8

A street where people rather than cars dominate



Image 6.9

An attractive street with a strong rural character



Image 6.10

An unattractive street dominated by cars



Image 6.11

A hard, unattractive street

- 6.8 It is important that streets feel safe. Whatever size or function, routes should be safe and well over looked by active building fronts, particularly where pedestrian and cycle routes lie adjacent to site boundaries. The creation of active frontages will be vital to maintain a sense of safety, as well as creating visually and socially interesting streets.
- 6.9 It is also important that streets should be designed so as to achieve vehicle speeds that are appropriate to the local context. This will depend on the relative importance of place and movement for each street.



Image 6.12.

Long inactive frontage created by the high fences and no windows or doors fronting onto the street. Lack of street lighting and parked cars on pavements leaves street users feeling unsafe.

Principle 6.2

All developments should enhance existing streets or create new streets that:

- Are primarily designed as places for people to walk, cycle, socialise and play. In streets needing to carry high levels of vehicle movement particular attention will need to be given to designing for people;
- Create a legible hierarchy of streets based on street character and form. New street layouts dominated by cul-de-sac type layouts will be resisted;
- Make walking and cycling more attractive and convenient for short trips than using the private motor car. Distances by foot and cycle should be shorter and more direct than by car;
- Use focal points, enclosure, setbacks, pressure vacuums, deflections and other townscape features to create visually interesting streets. Streets will be expected to be visually rich and create a sense of excitement and drama for people using them;
- Design in spaces within the street to facilitate social interaction. This could include pause points, small amenity spaces, seating and squares;
- Use trees, vegetation, gardens and open spaces to create a strong soft, green character to streets. Development should not result in the loss of existing street trees and developers should look to include street trees wherever possible;
- Create animated and active streets by using fine grain development and designing strongly active frontages on the network of streets and other routes. Blank or poorly active frontages (including buildings that turn their side or backs onto the street) will be resisted;
- Do not contain overly engineered streets led by highway requirements. Street clutter should be avoided and street furniture placed with care to create attractive and vibrant spaces;
- Are safe places with the needs of vulnerable users considered by providing active frontages, good lighting, clear, obstacle free routes for pedestrians and designing in traffic calming measures to restrict vehicle speeds.

Open spaces

- 6.10 Together with the streets, open spaces form the structural framework on which the Royal Borough has been built. The borough has a diverse and high quality network of open spaces including natural and semi natural greenspaces, parks and gardens, playing fields, amenity green spaces, private gardens, rights of way, allotments, cemeteries and graveyards and areas for water management including SUDS, rivers, streams and ponds. This network of blue and green spaces and links is especially valued by local residents and visitors and is an integral part of the character of the borough.
- 6.11 These open spaces are vitally important to provide space for nature and for the health and well-being of people who are living working, playing and visiting the Royal Borough. Very often these spaces have multifunctional roles further enhancing their value to communities.



Image 6.13

A pond set in a landscaped open space will not only drain a development but may also provide habitat for wildlife, be a recreational asset for the local community, act as a visual focal point in the local townscape and provide a space to help with physical and mental health and wellbeing.

- 6.12 The benefits of open space are wide ranging including improved health benefits, opportunities for active lifestyles, visual amenity, recreational activities, waste water management and food production.
- 6.13 The health and wellbeing benefits of people having access to nature and natural elements within their living and working spaces is well documented. The Council is committed to ensure that nature is integrated into new development. This will be particularly important in expanding and intensifying urban areas.

- 6.14 The council intends to provide more detailed guidance on incorporating biodiversity and green and blue infrastructure into developments through a separate companion Green & Blue Infrastructure SPD. Further information on open space provision in the Borough is set out in the council's Open Space Study (2019).⁸



Image 6.14

High quality open spaces

⁸ Royal Borough of Windsor & Maidenhead - Open Space Study; 2019

Principle 6.3

1. Development proposals will be expected to provide high quality new open space at levels and types appropriate to their size and use type.
2. The role and function of public spaces must be clearly defined. Spaces should robustly connect with the existing network of streets and relate well to the wider context.
3. Public spaces should add to the existing blue and green infrastructure and include high levels of access to nature for people.
4. To be high quality, new public open spaces should:
 - Be based on existing local high quality landscape characteristics and appropriate in terms of character;
 - Contain generous amounts of green infrastructure, and where appropriate, blue infrastructure;
 - Be multifunctional and well connected;
 - Reduce environmental development impact;
 - Enhance biodiversity;
 - Be accessible and safe for all; and
 - Be functionally and visually attractive

Adoption and maintenance of streets and open spaces

- 6.15 Adoption or an alternative management regime is critical to ensure the successful delivery and long term maintenance of new streets and open spaces within the borough.
- 6.16 The adoption of trees and SUDS features within the public realm can be difficult. Where conflicts arise the council does not consider it acceptable to revert to a lower design standard and, for example to omit street trees. The landscape character is one of the principle characteristics of the borough and applicants will need to work with the council to identify suitable management strategies, such as the use of maintenance companies or community land trusts in order to ensure the desired quality.

- 6.17 For further detail applicants should refer to the Borough’s Highway Design Guide, which sets out further detail on adoption and highway design. The Open Space study also contains some information on the maintenance of open spaces. The matter will also be addressed in the Blue/Green Infrastructure SPD. In every case this would be secured as part of a planning application.

Blocks

- 6.18 Within the networks of streets and open spaces lie blocks of development. Well connected and distinct places rely on a clearly defined block structure. The size of blocks influences the degree of permeability. Larger blocks provide fewer opportunities for connections and often rely on internal courtyards or cul de sacs. Small block create a higher degree of connectivity. The shape and size of blocks are an important consideration for larger developments.

Principle 6.4

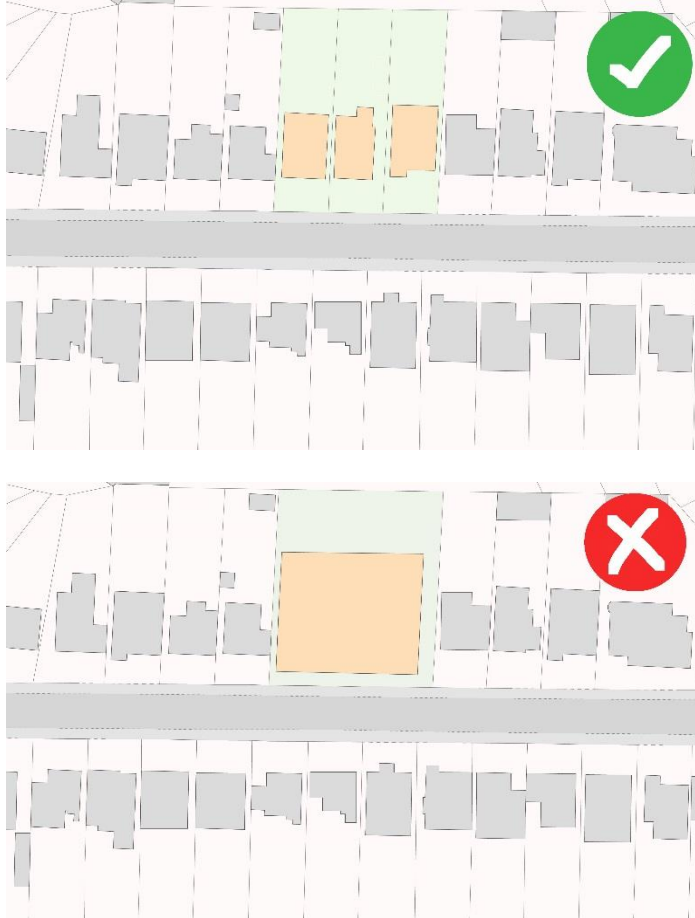
Large developments (see table 1.1) should incorporate blocks that:

- Create a clearly defined street network;
- Avoid deep blocks or overly large blocks that reduce connectivity and/or lead to the use of cul de sacs or rear courtyards;
- Reflect local characteristics;
- Consider micro-climate, such as prevailing wind direction and solar orientation.

Plots

- 6.19 Plots are important elements in the character of an area. Their sizes, especially the widths along a street frontage are key determinants of the rhythm of buildings and spaces along a street, how active it will be and the grain of development in an area.
- 6.20 Streets with regular, clearly defined plot rhythms that are fine grain create the most interesting and attractive street scenes. Development that disrupts the rhythm of existing plots can create unattractive, inactive streetscenes and reduce visual interest.(Fig 6.2). As a result, the council will generally resist plot amalgamation that results in the loss of historic plot rhythms and visual richness in the street scene.

Figure 6.2: Examples of acceptable and unacceptable plot rhythms



Principle 6.5

1. All residential development will be expected to respond to the size, shape and rhythm of surrounding plot layouts. Plot layouts that are out of context with the surrounding character, will be resisted. In particular, the creation of large plots that are out of character with surrounding smaller grain plot patterns will not be supported.
2. Fine grain plot divisions will be supported and encouraged, particularly in intensifying urban areas. Loss of fine grain or historic plots layouts will generally be strongly resisted.
3. All plot boundaries will be expected to be clearly and strongly defined, especially those to the front of the site. Proposals with weak or absent plot definition will be resisted.

Defining Public/private space

- 6.21 It is important that the boundaries between public and private space are clearly defined. Poorly defined spaces create confusion as to ownership and use. This can lead to both public and private spaces becoming neglected, avoided and unattractive. This not only damages the streetscene, but also fosters a sense that the place is not safe.



Image 6.15

Traditional streets where public and private space is very clearly defined by walls and hedges.



Image 6.16



Image 6.17

Poor quality developments in terms of private public space definition.

Principle 6.6

1. In all new developments the boundaries between public and private space need to be clearly defined by either planting, walls, railings or fencing. In residential environments the boundaries will be expected to be at least 1m in height and of good quality.
2. Developments that leave space with unclear ownership will be resisted.

Parking

6.22 Space to park cars places a significant burden on the design of development layouts. Balancing the expectations of residents, workers and visitors for adequate parking spaces near to properties with the need to ensure parking does not unduly impact on the street scene and safety and amenity of people is a key design consideration.

6.23 In order to create attractive and well functioning layouts it is important that the space to park vehicles is carefully considered at the early stages of the design process.

General standards

- 6.24 The Royal Borough is dominated by its countryside and tree assets and it will be expected that parking solutions will reflect this green nature with significant use of soft green landscaping. Parking solutions involving unrelieved and large areas of hard surfacing will be resisted.
- 6.25 It is also expected that the quality of parking solutions will be very high. Use of high quality hard and soft landscaping to provide appealing and functional parking spaces will be required. Developers will be expected to use porous surfacing for parking areas and encouraged to use different materials and colours to delineate parking bays and road carriageways.
- 6.26 Parking can be provided in a number of ways:
- On plot;
 - In communal mews/parking courts;
 - On street.
- 6.27 The Council accepts that different parking layouts are likely to be required in different locations and developments may need a mix of solutions. Low density schemes, for instance will find it easier to predominantly accommodate parking on-plot whilst higher intensity schemes in more urban locations may need to use solutions involving undercrofts or on street provision. Whatever solution is used, it is important that it is high quality and that the development layout is not visually and functionally dominated by parked cars.



Image 6.18

Generous green infrastructure, varied and quality materials, attractive lighting and street furniture create a high quality parking layout.



Image 6.19

On plot frontage parking that does not dominate the street scene and provides space for softening vegetation.

Principle 6.7

1. Parking layouts should be high quality and designed to:
 - Reflect the strong sylvan identity of the borough. All parking arrangements should be softened with generous soft landscaping and no design should group more than 3 parking spaces together without intervening landscaping;
 - Ensure developments are not functionally and visually dominated by cars;
 - Maintain activity in the street without adversely affecting the attractiveness of the streetscene;
 - Minimise impact on the amenity of residents;
 - Be safe, overlooked and convenient for users;
 - Be spaces that are visually and functionally attractive in the streetscene.

2. Where undercroft parking forms part of the parking strategy, the council will expect:
 - Blank ground floor facades to be avoided where they face the street or other routes;
 - Entrances to residential units on upper floors to be prominent and stand out in the frontage;
 - First floor windows and balconies to provide surveillance and a sense of overlooking through the provision of large and frequently spaced windows and balconies.
 - Visible cycle parking areas and other activities at ground floor level to provide animation.



Image 6.20

Domination of frontages by car parking leading to a loss of enclosure and green character.



Image 6.21

A poor on street parking solution that does not delineate bays, create safe spaces for pedestrians or provide good levels of softening green infrastructure.

Parking space standards

- 6.28 For details on the number and sizes of parking spaces in proposed schemes developers should consult the borough's current Parking Strategy SPD https://www3.rbwm.gov.uk/downloads/download/187/parking_strategy.

On-plot parking

- 6.29 On-plot parking can occur to the front, side or rear of dwellings. It may include integral or stand-alone garages and carports.
- 6.30 The council's preference is for parking to be to the side or rear where adverse impacts on the street scene and amenities can be more effectively managed. Where parking has to be provided to the front it is important that the visual impacts are mitigated as far as possible. Potential solutions include landscaping, staggered buildings, separation and use of boundary treatments. It is also important that buildings are set back far enough from the road to enable cars to be comfortably parked in front. Enclosure of front on-plot parking areas with vegetation will be strongly encouraged.
- 6.31 On-plot parking generally requires many crossovers onto the highway. In heavily treed landscapes the landscape screen along plot boundaries is a key element of local character. In such locations a single shared drive may be required from the street to serve dwellings with on plot parking.

Principle 6.8

1. On-plot parking should generally be provided to the side or rear of the property or underground. Underground parking will be encouraged, provided the site is not subject to flood risk.
2. Where front of plot parking is proposed this should be enclosed with soft landscaping. For large parking areas, parking bays should also be regularly interspersed by significant landscaping areas. Front of plot parking should not:
 - Dominate the appearance of the plot or the street scene with extensive hard surfacing or multiple or over wide vehicle cross overs; or
 - Result in vehicles overhanging the pavement or lying hard up against habitable rooms.

Parking courts

- 6.32 Communal parking courts are private car parking areas, typically positioned either to the front or rear of dwellings. Parking courts are used for flats and intense terraced housing.

6.33 Parking courts should be designed as attractive, busy, safe spaces in their own right.



Image 6.22

A parking court with a variety of surface treatments and with soft landscaping enclosing the court and interspersing between clusters of parking bays



Image 6.23

Hard and unattractive parking court with non-permeable surfaces and no green/blue infrastructure

Principle 6.9

1. Car parking courts should be safe and busy places that are overlooked and which accommodate a number of activities and uses.
2. Parking courts should be attractive places with high quality hard and soft landscaping.
3. Where parking courts are provided to the front of development they should not be dominant elements in the streetscene. The council will expect front parking courts on all types of development to be enclosed with strong soft landscape screens.
4. Where there are more than 5 parking bays on parking courts, the council will expect soft landscaping to intersperse every 3 bays on residential schemes and every 5 bays on all other types of development.
5. Dwellings with frontages onto streets should not have their main frontage to rear parking courts.

On-street parking

- 6.34 If well designed, on-street parking can add to the vibrancy and variety of a street scene. The council's preference is for visitor and non-allocated parking to be provided on-street where possible and appropriate to local character.
- 6.35 Where on-street parking is proposed, then the street must be purposefully designed to accommodate it. Parking bays may accommodate parallel, perpendicular or angled spaces.



Image 6.24

A lack of space for on-street parking, no marking of parking bays and lack of softening landscaping creates an unattractive, poor street environment that is unsafe for pedestrians



Image 6.25

Attractive on-street parking solutions in a landscaped setting

Principle 6.10

1. Where provided, on-street parking will be expected to be high quality in terms of layout and materials.
2. On-street parking should not dominate the street scene and must be integrated with other street features.
3. Positioning of on-street parking should not dominate adjoining plots and residential uses.
4. Street car parking will be expected to be placed in a landscaped street setting utilising hard and soft features of a very high quality. Where bays are provided, they should accommodate no more than a cluster of 3 cars.
5. Where the width of the road has been increased to accommodate on-street parking designers will be expected to employ features such as increasing building height, street trees or other planting to ensure that the street is well enclosed.

Backland development

- 6.36 New development that occurs at the back of plots and blocks can have a detrimental impact on character, amenity and functionality if not treated sensitively. Such development can result in the loss of trees and vegetation, affect the amenity of surrounding development and disrupt the rhythms and character of the street scene, particularly if access ways are wide.

Principle 6.11

All backland development should be subordinate and ensure that it:

- Does not harm the existing character of the local area;
- Relates positively to the existing layout and urban form;
- Maintains the quality of the environment and does not result in the loss of green or blue infrastructure;
- Creates or maintains satisfactory amenities for the occupiers of both the new and the existing surrounding properties.

7. Built form

Density

- 7.1 The Royal Borough has a limited supply of land for housing and thus it is important that this resource is used efficiently to deliver the new development that the borough needs. This will involve intensifying the urban fabric both in terms of the amount of built mass and amount of houses or bedrooms and commercial floorspace (density).
- 7.2 Building at higher density creates a more intense environment which can be visually and socially exciting. It can also allow for additional populations (residents, workers and visitors) to help maintain and support vital local facilities such as public transport systems, local shops and community centres.
- 7.3 Denser development at locations which are sustainably located will be encouraged, provided it is very high quality, protects amenity, enhances the streetscene, is supported by generous green and blue infrastructure and allows people access to external space and nature.
- 7.4 The presence of green infrastructure is vital in denser developments and developers will be expected to provide a mix of green infrastructure which could include pocket parks, roof gardens, green walls, community gardens and communal amenity space. The council will be preparing a blue/green infrastructure SPD to provide further detail on this matter.

Principle 7.1

1. Housing development should seek to achieve the highest density possible without:
 - Adversely impacting on the amenity of neighbours,
 - Creating unsatisfactory living conditions for future occupants of the new development; or
 - Compromising , the openness of the Green Belt (where relevant)local character, the environment or the appearance of an area.
2. Developments in higher intensity locations will be expected to be supported by generous green infrastructure provision.

Uses and mix

- 7.5 Mixed and balanced communities are seen as being important in delivering the sustainable, very high quality places for the Royal Borough. A mix of uses helps to ensure that places are well-used and occupied at all times. Places with a mix of densities, uses, types, sizes and tenures are vibrant, convenient and feel safe to use. Development with homogenous use classes, densities, tenures and sizes should be avoided.
- 7.6 Residential developments over 100 net new units will be encouraged to incorporate a range of non-residential uses such as shops, schools, community, leisure and health facilities, as well as employment uses. Homogenous business parks without ancillary uses and facilities for workers should be avoided
- 7.7 Designers are encouraged to discuss with the Borough at an early stage the specific nature of the mixes that a development site should look to deliver.

Principle 7.2

1. All small, medium and large development should contribute to the provision of balanced communities through the provision of a mix of uses, densities, forms, sizes and tenures.
2. Development which promotes very similar tenures and sizes across the development site will be resisted.
3. Larger development sites will also be expected to deliver a mix of uses.

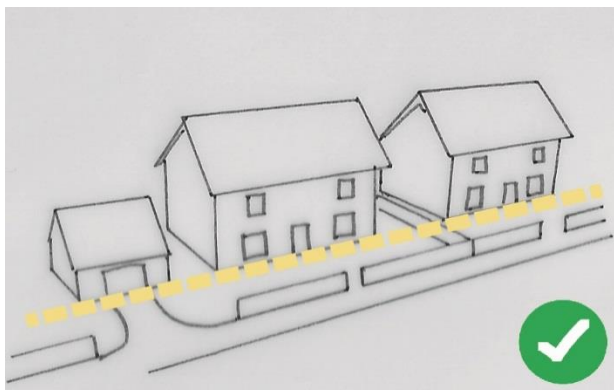
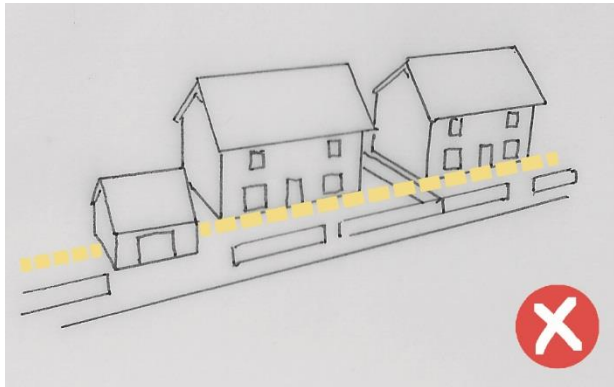
Building positioning

Building lines

- 7.8 Front building lines help to define the street and the degree of street enclosure (Figure 7.1). Rear building lines are important in protecting neighbour amenity, especially at 2 storey levels. Where dwellings are detached or semidetached, building lines along the side walls can help maintain visual gaps and protect the amenities of neighbours.

- 7.9 The council will expect new developments to give careful consideration to all forms of setbacks.
- 7.10 Occasional variation from a common front building line may provide opportunities to add visual interest to townscape. Developers may consider using this as a design feature where positive opportunities arise and no adverse impact on neighbour amenity would be likely to arise.

Figure 7.1: A common front building line



Principle 7.3

Building lines in new developments should complement the streetscene, avoid impacting on neighbour amenity and allow for suitable landscaping and open space. Setbacks that erode character, street enclosure and amenity of neighbours will be resisted.

Solar design and climate change

- 7.11 The council strongly encourages designers to design buildings to minimise energy consumption by taking advantage of the sun's energy. This opportunity should be considered at the early stages of the design process.
- 7.12 Passive solar design involves orientating buildings to maximise the entry of low winter sun for passive solar heating. (Fig 7.2). Facades with generous fenestration with no overshadowing need to be orientated within 30 degrees of due south to gain from solar heating. When employing passive solar design designers will also need to consider how to maximise solar collection during winter and minimise overheating during summer months.
- 7.13 Active solar gain uses building facades and roofs to collect solar energy for conversion into electricity or hot water. Any aspect within 30 degrees due south is ideal (Fig 7.3). The council is supportive of active solar micro renewable technologies where they do not have a detrimental impact on the appearance of the building and street scene.
- 7.14 Tree planting and ultimate tree heights and spreads will need to be taken into account to avoid future shading of solar panels. In some cases, this may mean solar panels will be inappropriate

Figure 7.2: Principles of passive solar design

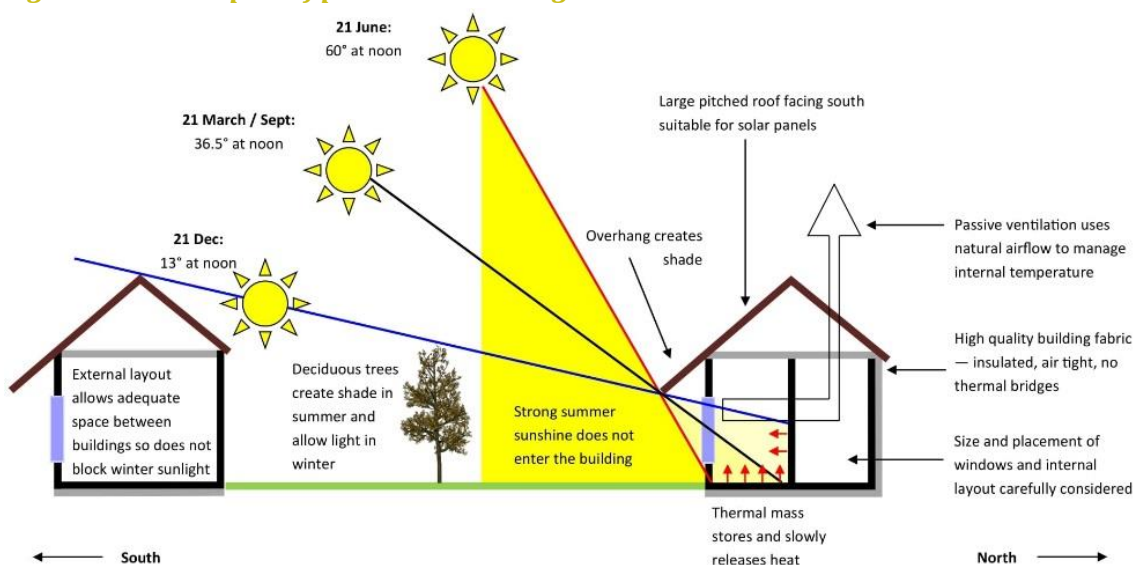
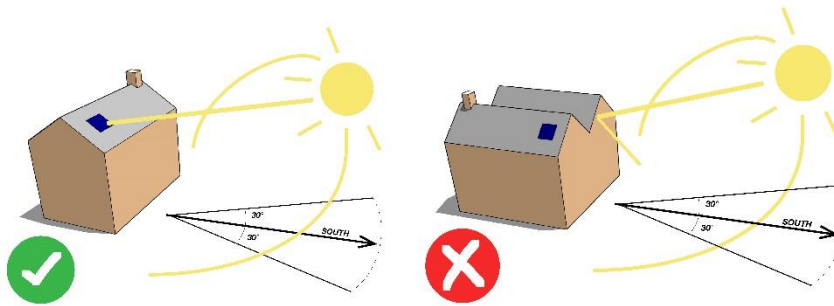


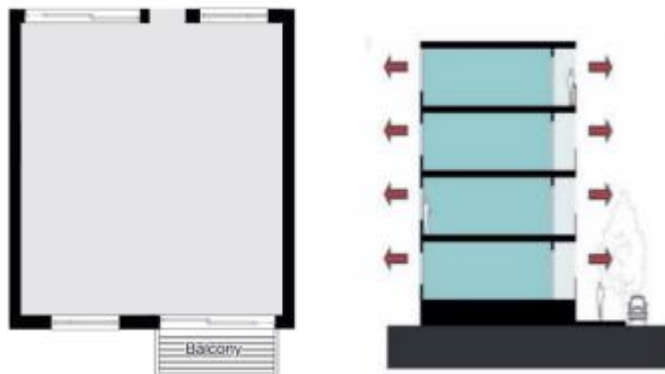
Figure 7.3: Active solar design principles



Building cooling

- 7.15 With hotter summers likely to become more prevalent, it is important that buildings are not only warm in winter, but can be kept cool in summer without the need to resort to resource hungry air conditioning. Provision of dual aspect accommodation enables occupants to have some measure of control over the cooling of their internal spaces by allowing through currents of air (Figure 7.4). Without this ability to produce a refreshing through air currents, buildings can become stiflingly hot and the council seeks to resist this type of single aspect accommodation.

Figure 7.4: Dual aspect accommodation enable occupants to keep internal spaces cooler by facilitating a through flow of air.



Principle 7.4

1. The Council will expect all new residential developments to make optimal use of natural light and warmth so as to minimise the use of energy for lighting and heating.
2. Proposals that fail to incorporate passive solar design will be resisted unless there is strong justification for not integrating it into a building or site.
3. Developments that overshadow existing light dependant micro-renewable technologies (e.g. photovoltaics, and solar hot water panels) on neighbouring properties will be resisted.
4. Dual aspect accommodation will be strongly encouraged for all types of development to facilitate cooling of internal spaces through natural airflows. Single aspect development that relies on air conditioning to keep internal spaces cool will be strongly resisted.

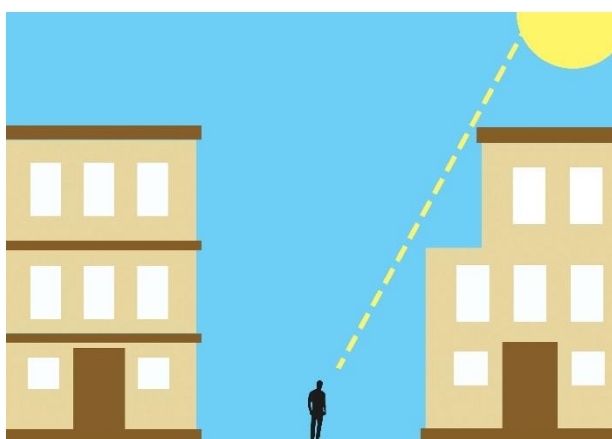
Building scale, massing and form

Height

- 7.16 The height of a building has an important impact on the character and enclosure of a streetscene. Buildings that are too low in relation to the width of a street provide low levels of enclosure and unsatisfying street scenes, whilst buildings that are too high in relation to the width of a street create dark, overwhelmed spaces that do not feel human scale.
- 7.17 Buildings that are out of context with their neighbours in terms of height may also create unsatisfactory visual and physical relationships. There is also a greater likelihood of an overly tall building having adverse impacts on the amenity of occupiers of adjoining buildings and reducing the quality of adjoining public spaces through the loss of light and sunlight.

- 7.18 In general, the more rural and suburban areas of the borough tend to have building heights of 2 storey⁹ with occasional 3 storey status or focal point buildings¹⁰. This low height is a strong defining element in the character of these lower density areas and the council will seek to maintain this.
- 7.19 In the town centres, development heights are more varied. Buildings of 3+ storeys will be supported, subject to impacts on street and residential amenities being satisfactorily resolved. Where there is concern that a buildings height could adversely impact on the street or neighbour amenities designers should consider setting the upper floor/s back from lower storeys (Fig 7.5).

Figure 7.5: Use of upper floor set back to maintain light to public and private realm.



- 7.20 Developers may need to supply details of the following to enable the Council to assess how a proposal's height may fit into the street scene and impact on neighbour amenities:
- Street widths to building height ratios;
 - Information on topography and the scale of neighbouring properties;
 - Shadow studies;
 - Impact on heritage assets;
 - Impact on townscape and landscape setting;
 - Daylight and sunlight studies for occupants of new development;
 - Daylight and sunlight impacts on surrounding public realm and neighbouring properties
- 7.21 The borough is experiencing an increasing number of proposals in Maidenhead town centre for developments at heights that break through the general prevailing height

⁹ With ridge heights of around 7.5 – 8m

¹⁰ Royal Borough of Windsor & Maidenhead Townscape Assessment; 2010

of 4 storeys. Such schemes have the potential to significantly alter the character of the Royal Borough town centre areas.

- 7.22 Tall buildings that reflect city scale development are likely to result in a significant increase in density. Unless designed carefully and of exemplar quality, such city scale developments can have significant adverse impacts on character, amenity and infrastructure provision. Developers should refer to the separate Tall Buildings Strategy SPD for further detailed design guidance on such tall building proposals.



Image 7.1

Two storey suburban residential accommodation in the Royal Borough



Image 7.2

Taller mixed use development in a tighter Royal Borough environment

Principle 7.5

The Council will expect building heights to help enclose the street without overwhelming it. In suburban and rural areas building heights will generally be expected to be 2 to 3 storeys with occasional taller buildings acting as local landmarks/ focal points (where appropriate).

Higher buildings (mid-storey) will generally be acceptable in tight urban locations such as local and town centre environments subject to impacts on street and residential amenities being satisfactorily resolved and where they are of excellent design.

Tall buildings (generally those above 10 storeys) will be resisted unless they are of exemplar design and conform with the detailed guidance set out in the borough's Tall Building Strategy.

Building heights should not result in adverse impacts on:

- The amenities of the occupiers of neighbouring properties; and
- Public realm environments

and will be expected to enable a building to integrate well into its surrounding context.

Scale & massing

7.23 The footprint that a building makes on the ground, along with its height, and the amount of space around it determines the mass of a building and the impact it has on the street scene.

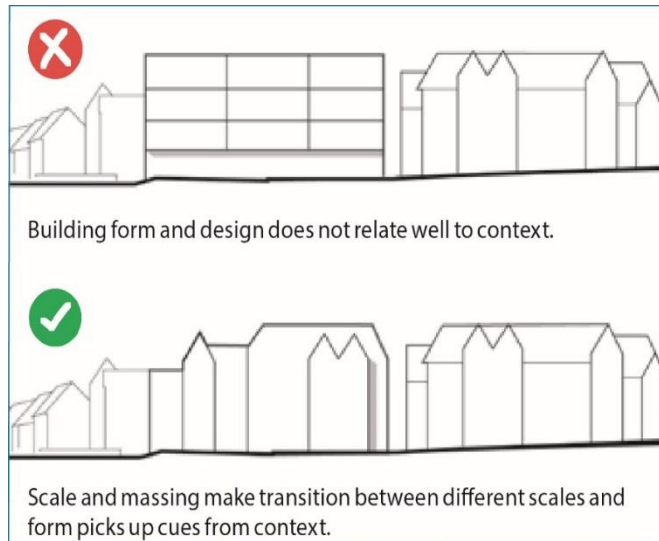
7.24 Most existing areas in the borough have discernible patterns of massing and it would be expected that new development would reflect this pattern. Many locations are historic and contain fine grained development. Insertion of large floorplates and bulky developments into such patterns (for example offices, care homes and large format retail stores) generally create strong juxtapositions in bulk and massing and are unlikely to be acceptable because of their damaging impact on neighbour amenity and the quality of the streetscene. The following approaches may allow buildings with large scale and mass to be integrated into fine grain environments in a sensitive and high quality manner:

- Articulating the form of the building as illustrated in Figure 7.6;

- Breaking down single use buildings by introducing a mix of uses and/or locating active and more public uses on the ground floor to create active frontages;
- Drawing on local characteristics in terms of rhythm of facades, plot width, materials, details and building articulation.

Figure 7.6: Integrating large bulky buildings.

Large bulky buildings can be broken down through either the massing or elevation treatment



- 7.25 Significant differences in height and/or bulk between neighbouring buildings are difficult to integrate sensitively and avoid issues of overlooking, overshadowing, loss of privacy and being overbearing. The form and mass of buildings can be manipulated to ease the change and moderate the perceived scale of buildings.

Principle 7.6

1. New development should reflect and integrate well with the spacing, heights, bulk massing and building footprints of existing buildings, especially when these are local historic patterns.
2. The council will resist proposals where the bulk, scale and mass adversely impacts on the streetscene, local character and neighbour amenities.

Roofscapes

- 7.26 Rooflines, roof shapes and chimneys can have an important influence on the character of a street scene. Designers should consider this aspect of their proposals

carefully and look to use the roofscapes they create to enhance buildings and townscapes. In higher intensity developments, developers will be expected to consider using roof spaces to provide green infrastructure.

- 7.27 In the Royal Borough traditional residential roof forms are based on pitches with hips and gables with various forms of dormers (Figure 7.7). More contemporary styles have explored flat and curved roof forms.
- 7.28 Buildings that are overly deep were historically bridged with a double pitched roof. More contemporary approaches have been to propose a large element of flat roof behind short pitched to span the depth, often leaving unattractive and contrived roof forms.

Figure 7.7: Historic double pitched form

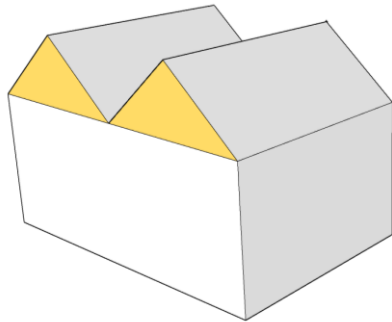


Image 7.3

Example of a good corner roofscape



Image 7.4

A richness in new townscape can also be achieved through the use of strong roof rhythms along with some variation to provide visual interest



Image 7.5

Example of poor roof design with unattractive bridging flat roof section, awkward angles and poor treatment to top of bay window.

Principle 7.7

1. Proposals to introduce roof forms on development that diverges from the prevailing character will be resisted unless it can be demonstrated that the proposals would make a positive contribution to the streetscape.
2. Where a building has been designed to reflect traditional pitched roof forms, flat roofs should not be used as a means of spanning overly deep buildings.
3. Developers should use the opportunities presented by corner plots to introduce variations in height to create visual interest.

Active frontages

7.29 There should be a strong relationship between the street and the buildings and places that frame it. Buildings should front onto the street and animate it with 'active' frontages to provide interest, life and vitality to public realm.

7.30 Active frontages mean:

- Frequent doors & windows, with few blank walls;
- Narrow frontage buildings, giving vertical rhythm to the streetscene;
- Articulation of facades, with projections such as bays and porches;
- Key habitable rooms fronting onto the street so that lively internal uses are visible from the public realm.



Image 7.6

Example of a place with frequent doors and windows onto a commercial street



Image 7.7

A quiet residential street with many doors and windows creating an active frontage.



Image 7.8

An inactive frontage with no openings at street level

Minimum internal space standards

- 7.31 In 2015 the Government produced national internal space standards covering dwelling sizes and storage requirements.¹¹ Developers will need to take these into account when designing new residential developments.

Principle 7.8

As a minimum, the council will expect all new housing development to comply with the national internal space standards.

Adaptable development

- 7.32 The council considers it important that development is flexible enough to adapt to the changing needs of occupants over time. Building regulations give practical advice and technical criteria for designing housing that can meet the needs of people throughout their lives. Lessons may also be learnt from historic housing forms such as Georgian, Victorian and Edwardian houses, which have proved very adaptable to evolving lifestyles and modern living.
- 7.33 Adaptability may include the ability to combine or to subdivide the space to allow it to be occupied in a different manner and by different uses. Buildings must also be adaptable to climate change threats such as flooding, and therefore vulnerable buildings or developments, especially those that contribute to flooding, will be resisted.
- 7.34 The council encourages applicants to consider applying the Lifetime Homes Standards to residential developments.¹² These standards look to create dwelling spaces that are accessible, adaptable and flexible. The council also encourages applicants to consider criteria for Building for Life¹³ in their development design schemes.

¹¹ DCLG; Technical housing standards – nationally described space standard; March 2015

¹² <http://www.lifetimehomes.org.uk/pages/lifetime-homes-principles.html>

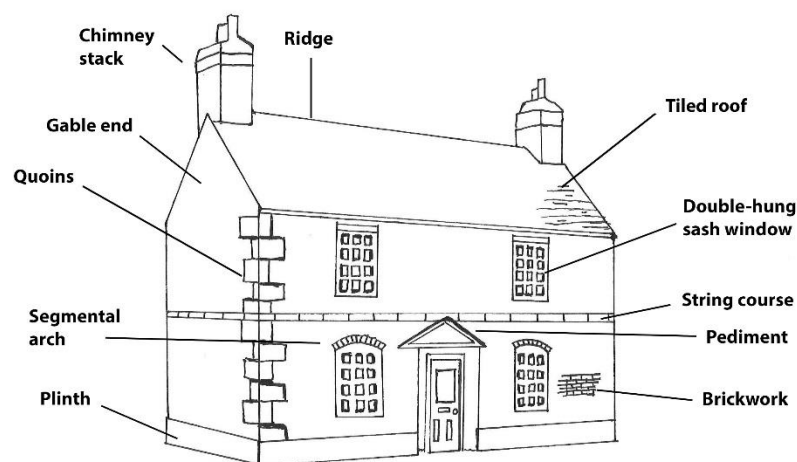
¹³

https://www.designcouncil.org.uk/sites/default/files/asset/document/Building%20for%20Life%2012_0.pdf

Architectural detailing

- 7.35 Architectural detailing has an important role to play in setting the quality of a development. It is also important in setting or re-inforcing the character of an area.
- 7.36 Architectural details include windows proportions and style, doors, chimneys, eave lines, cills, window to wall ratios, string courses, corners, fenestration, roof overhangs, colour, materials, gables & hips, pediments and brickwork styles (Figure 7.8).

Figure 7.8: Pictorial glossary of architectural features to consider when designing built form



- 7.37 The council will expect developments to exhibit high quality architecture which reinforces the design vision for the scheme. The design should be carefully considered to create a rational, coherent whole with a visually pleasing balance of proportions. The use of high quality materials will be an added important element in creating an architecturally satisfying development.
- 7.38 Developments can take a contemporary or traditional approach and can be designed with formal or informal styles. Attention to detail is vital to ensure that a development is successful. Buildings where the elements have been well put together will be pleasing to the eye, will last well and will complement the spaces they face, whatever the style of architecture.
- 7.39 Architectural honesty is expected. Pastiche designs that incorporate a mix of historic styles and detailing will generally be resisted as this typically creates a confused, poor quality visual appearance that does not specifically relate to any specific building style or age. If a traditional/vernacular language is being applied it is important that details (such as windows and doors) are convincing. Where designers seek to mix architectural styles to create a contemporary approach, the council will

look for attention to detail and high quality with strong architectural justification for the proposals.

- 7.40 Developers should consider incorporating features such as bat, swift or other bird boxes into building design to encourage biodiversity.
- 7.41 The quality of new development can be spoilt by poor attention to detail. Careful consideration should be given to the design of and positioning of items such as roofs, windows, doors, porches, flues, gutters, pipes and other rainwater details, ironmongery and other decorative details.



Image 7.9

Poor architectural detailing on contemporary dwelling



Image 7.10

Householder changes that have resulted in a loss of historic detailing on one half of the building

Principle 7.9

1. Designers should use architectural detailing to create attractive buildings that positively contribute to the character and quality of an area.
2. Buildings that employ architectural detailing that is unattractive, low quality or is not honest or legible will be resisted.
3. Developers will be encouraged to incorporate features into building design to encourage biodiversity.

Windows

- 7.42 Windows are particularly important detailed features on a building. Designers will be expected to pay particular attention to window proportions, positioning, symmetry, frame and glazing bar thicknesses, recessing/projection and surrounding decoration (e.g brickwork arches). If a traditional vernacular design language is being applied it is important that details are as convincing, rather than paying lip service to tradition.
- 7.43 Window to wall ratios will also need to be considered. Public facing elevations that have large areas of blank wall with limited amounts of glazing will be unacceptable.
- 7.44 Ground windows that are distinctly taller than fenestration on upper floors help to maintain balance and harmony and create pleasing compositions. Additionally recessing windows, or enabling them to project beyond a façade provides an elevation with articulation and visual richness.



Image 7.11

A good example of a building where taller ground floor windows make for a pleasing composition



Image 7.12

An example of good window design on modern development

Principle 7.10

1. Window design visible in the public realm should be high quality and create visually balanced and harmonious compositions. Poor quality window design will be resisted, especially where it will be visible in the street scene.
2. Large areas of blank wall with limited glazing should be avoided on elevations visible from the public realm.

Materials & colour

7.45 Materials and colour have a significant influence on people's perceptions of the quality of a building or place, as well as the durability of a building. They are also significant components in the local character of a place. The choice of colour and materials for a scheme should be derived from an analysis of local context, in order to ensure local distinctiveness is maintained or enhanced.

Principle 7.11

The choice of materials must be carefully considered and justified. Proposals must demonstrate the following design principles have been met:

- Materials that need little maintenance to retain their appearance are preferred, for example brick is more durable than timber cladding.
- Changes in material should have some other clearly identifiable role in the design and must not be random;
- Where materials and details are used to reflect traditional building forms or vernacular architecture, then they should be a genuine reflection of those traditions rather than 'stick-on' features. For instance, chimneys should relate to fireplaces, and weatherboarding should be timber.
- Using materials and colour to help distinguish special character areas within larger developments.
- Providing three dimensional detailing to add depth to the facade.

8. Amenity

- 8.1 Residential amenity, in the form of light, privacy, outlook and provision of outdoor amenity space, is a detailed but important design matter that has a very strong influence on the quality of people's living environments. Natural light and access to outdoor amenity space are also important design matters for places where people work.
- 8.2 New developments should provide future occupiers with high quality amenities and not undermine the amenities of occupiers of neighbouring properties, especially where these are residential properties.

Privacy

- 8.3 It is important that people are able to enjoy a degree of privacy which makes them feel comfortable inside their dwellings and also able to enjoy their private outdoor spaces without feeling overlooked or overheard. Areas of particular sensitivity are habitable rooms, the first 3m of private space behind a rear elevation and balconies or terraces which are the sole source of private outside space for a home.
- 8.4 Developers will be expected to use one or more of the following design solutions to maintain privacy in new development and with neighbouring properties:

- Distance

A minimum distance of 20m is this Council's generally accepted guideline for there to be no material loss of privacy between the rear of two storey buildings directly facing each other (i.e. a back to back relationship). For two storey rear to side relationships it may be possible to reduce the separation distance to 15m.

However, there are instances where this minimum separation distance to maintain privacy may not be appropriate. Extra separation may be needed where there are significant changes in level between buildings, or where new development is greater than 2 storeys in height.

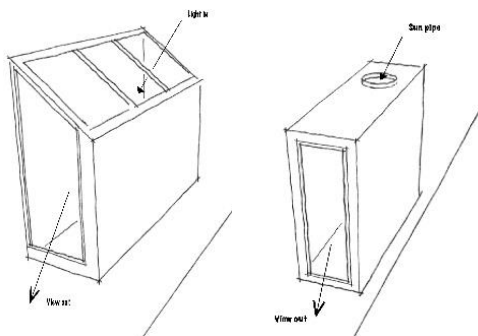
Equally, in more compact contexts (in centre of towns and villages and infill plots), or where the development is single storey, it may not be appropriate to provide the conventional separation distances. Alternative design solutions to maintain privacy will be needed in such instances.

Table 8.1: Rule of thumb separation distances for residential development

1 and 2 storeys:	Front to front across street: 10m
	Rear to rear of dwelling: 20m
	Flank wall to rear of dwelling: 12m
2 storeys and above:	Front to front across street: 15m
	Rear to rear of dwelling: 26m – this measurement increases to 30m where the relationship is between 2 storey houses and a block of flats above 2 storeys
	Flank wall to boundary: 2m
	Flank wall to rear of dwelling: 15m

- Oblique angles

Positioning of buildings and angled windows to create oblique views are useful tools to reduce overlooking (Fig 8.1). Where buildings are angled at more than 30 degrees from each other separation distances can often be reduced to 15m. Angled windows need to be designed to maintain adequate light levels to the rooms they serve.

Fig 8.1: Oblique window solutions

- Window design

Roof lights, slit windows, high level windows and smaller vertically proportioned windows can be used to maintain privacy as well as provide adequate internal light levels (Figure 8.2). However, it is important to ensure that the design and positioning of windows does not compromise the need for light.

- Obscure glazing

Obscure glazing will be appropriate for bathrooms and exceptionally can be considered for other rooms provided that there is clear glazing to another window in the room which does not overlook another property. Obscure glazing will not be appropriate to habitable rooms.

- Screening

Provided it does not create significant overshadowing small ground floor extensions, walls, fencing, hedges, trees and general landscaping can be used to provide screening to private spaces.

Figure 8.2: High level windows

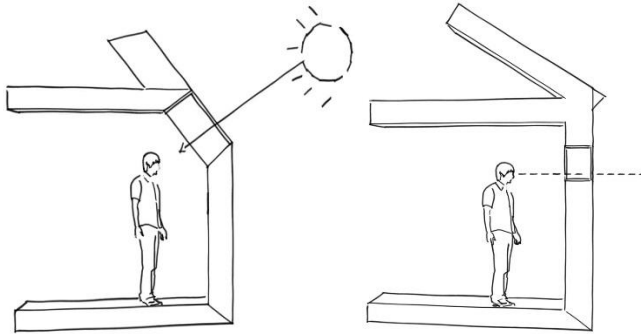
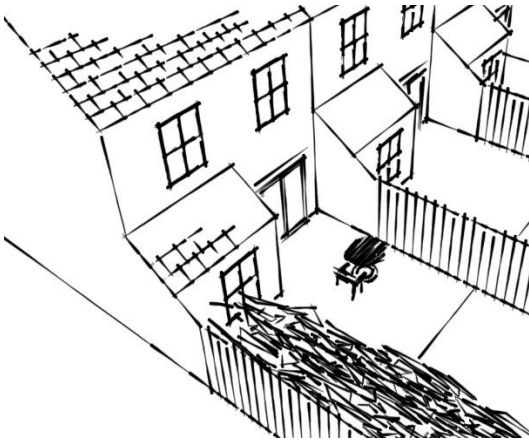


Image 8.1

Domestic kitchen lit by slit windows and rooflights

Fig 8.3: Screening provided by an extension and wall



- Gardens

Use of small front gardens can help maintain privacy for habitable rooms facing the street (Figure 8.3).

- Room layout

Designing the internal layout to concentrate habitable rooms away from adjacent properties where overlooking may be an issue.



Image 8.2

Small enclosed front gardens providing privacy to habitable rooms

Principle 8.1

1. All new development incorporating residential use should be provided with a reasonable degree of visual privacy to habitable rooms and sensitive outdoor amenity spaces using one or more of the following tools:
 - Distance separation;
 - Window design;
 - Obscure glazing;
 - Screening;
 - Front gardens;
 - Room layout.
2. Developments which provide a poor level of privacy for their occupants, or which have a significant adverse effect on the privacy of neighbouring properties will be resisted.

Outlook

- 8.5 Although there is no right to a view, residents should be able to enjoy good quality outlook to the external environment from habitable rooms, without adjacent buildings, walls, parked vehicles or storage materials being overbearing or visually intrusive. Outlook from the home to exterior spaces keep people in touch with their wider surroundings, the prevailing weather and the rhythm of the day and seasons. Contact with nature and the social life of the community people live in has been shown to be important in maintaining human health and mental wellbeing.
- 8.6 A poor outlook relationship is caused when the height and bulk of buildings, walls & fences or the proximity of parked vehicles, dense high vegetation or storage materials, significantly dominate the outlook of a habitable room or area. Topographical changes can also create overbearing relationships and poor outlooks.
- 8.7 Poor outlook is also created when rooms are only served by:
- obscurely glazed windows;
 - roof lights that only provide a small sky vista;
 - Small oblique windows.
- Such design solutions to provide outlook are considered inadequate and should be avoided.

Principle 8.2

1. All habitable rooms in new residential development should maintain at least one main window with an adequate outlook to external spaces where nearby man-made and natural features do not appear overbearing or visually intrusive.

Daylight and Sunlight

8.8 Access to warm, sunny places are important to people's health and wellbeing. Daylight and sunlight animate and enhance people's enjoyment of interior spaces. Good natural light reduces the energy needed to provide light for everyday activities, while controlled sun penetration can also help to meet part of the winter heating requirement. Public spaces that are well lit by natural light and sunny tend to be well used, encouraging people to spend time outdoors and enhancing community activity and interaction.

8.9 Conversely, spaces that are poorly lit by natural light and are not sunny discourage use and encourage higher levels of energy consumption. Where people have to reside in spaces with poor or no natural light or sun for long periods of time, this can be injurious to mental health and physical wellbeing.

Daylight access to dwellings

8.10 It is important that habitable rooms in people's homes are well lit by natural daylight to facilitate a range of daily activities. Building Regulation requirements will set the standards for internal illuminations in new dwellings but it is also important that designers consider lighting of outdoor spaces and the impact of the development on the amount of daylight reaching habitable rooms and external spaces of neighbouring dwellings.

8.11 Design solutions to achieve good quality internal lighting of new homes include:

- providing glazing areas in habitable rooms that is not less than 20% of internal floor area of room;
- dual aspect dwellings;
- Ensuring habitable rooms are served by glazing that has a vertical sky component of no less than 27%.

8.12 One or all of these solutions may be required to ensure people will have comfortable light levels in their habitable rooms.

8.13 Potential design solutions to prevent material loss of daylight to neighbouring windows and overshadowing of habitable external spaces include:

- Applying a 25 degree vertical angle from a point 2 m above the floor at the façade is not obstructed. (Fig 8.4). This typically results in separation distances of 10m;
- Avoiding obstruction to light by ensuring that the centre of an existing window serving a habitable room does not fall within 45 degrees of a line drawn from the edge of an extension or a new development (Fig 8.5).

The 45 degree rule is applicable to 2 storey extensions. A 60 degree rule is typically applied by this authority for single storey extensions. Designers should note that the 45/60 degree rule is only an indicator and the acceptability of a development proposal will also be dependent on ground levels on site and the orientation of buildings.

Fig 8.4: The 25 Degree Rule (Source: BRE Guide to Daylighting & Sunlighting)

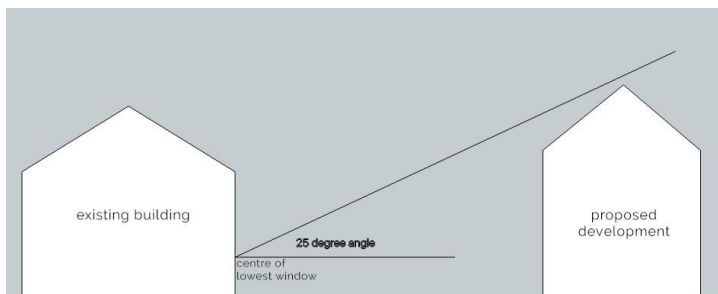
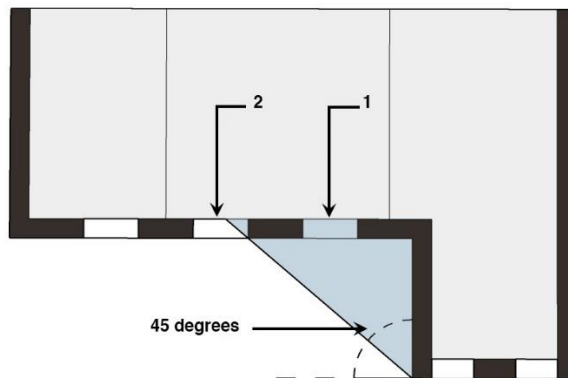
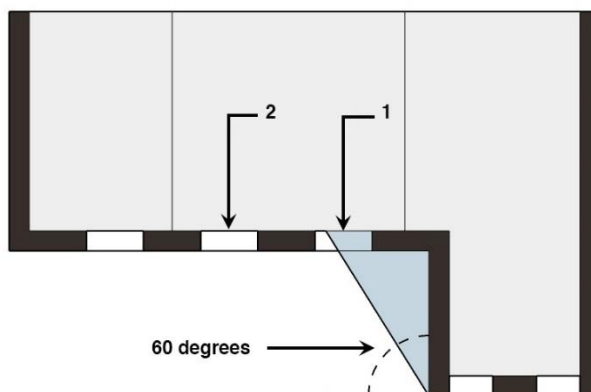


Fig 8.5: The 45 Degree Rule (Source: BRE Guide to Daylighting & Sunlighting)



Window 1 will be materially affected by light loss as the middle of the window is within the 45 degree line created by the proposed single storey extension.

As the 45 degree line does not pass through the centre of window 2 it would not be considered to be materially affected.



Window 1 will be materially affected by the light loss as the middle of the window is within the 60 degree line created by the proposed two storey extension.

As the 60 degree line does not pass through window 2 it will not be considered to be materially affected.

Daylight access for workplaces

- 8.14 Many people spend much of their daytime at work. Where these places have little or no natural light people are working during much of the day under artificial lights and are separated from natural light rhythms and conditions. Not only is this energy inefficient, the lack of natural light can cause negative health effects.

- 8.15 It is therefore important that designers consider the provision of natural light in workplaces and seek to maximise this as far as possible.



Image 8.3

An employment building with good natural light to internal spaces

Sunlight access

- 8.16 Provided it can be controlled, people love sunlight and likewise, its absence has a damaging effect. Neighbours will often be particularly distressed if new development threatens their existing private sunny spaces.
- 8.17 Accordingly, when drawing up their plans developers should consider the following sunlight needs:
- sun access for habitable indoor spaces of both new and existing neighbouring development. The needs for people who spend a large proportion of their day indoors, (including older people), will require particular consideration.
 - Sun access to habitable residential outdoor spaces of both new and existing neighbouring development;
 - Provision or maintenance of good sunlight to public realm social spaces and focal points such as squares, pause points, gardens and pocket parks.
- 8.18 Potential design solutions to provide good quality solar access include:
- Providing for direct sunlight to enter at least one habitable room for part of the day through-out the year. Dual aspect dwellings will assist with this.

- Providing private external spaces (patios, gardens, balconies, roof terraces) that receive direct sunlight for part of the day in the period between 1st April and 30th September.
- Providing public realm social focal point spaces with direct sunlight for a good part of the day in the period between 1st April and 30th September.

8.19 Sunlight has a significant impact on thermal comfort and energy consumption. In winter it can make an important contribution to heating, but excessive solar gain can cause discomfort in summer. Careful design can control sunlight to maximise the benefits of solar access whilst minimising overheating. Further information on passive and active solar design is contained in Chapter 7.

8.20 Where there is doubt about the quality of daylight or sunlight access to new dwellings and public realm focal point spaces, or the maintenance of light access to existing neighbouring development, developers may be required to produce plans illustrating sky components and shadow paths at the winter solstice and spring/autumn equinox.

Principle 8.3

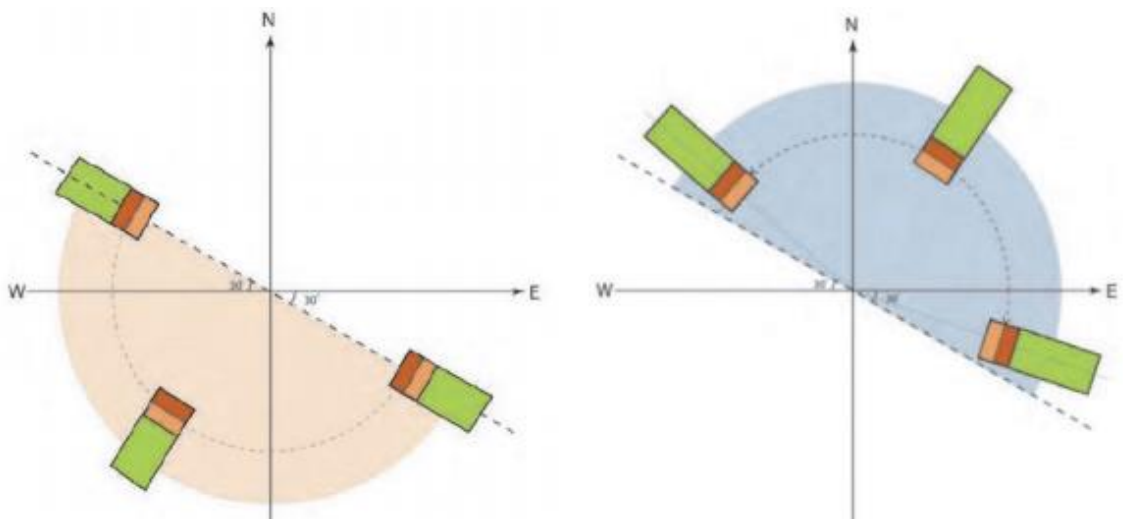
1. The occupants of new dwellings should be provided with good quality daylight and sun access levels to habitable internal rooms and external spaces.
2. Dual aspect dwellings are strongly encouraged. Where single aspect dwellings are proposed, developers should demonstrate how good levels of ventilation, daylight and sun access will be provided to habitable spaces. Single aspect residential units that are north facing should be avoided.
3. New public realm social focal point spaces should be provided with direct sunlight for a good part of the day in the period between 1st April and 30th September.
4. Developments should not result in occupants of neighbouring dwellings or nearby public realm social spaces suffering from a material loss of daylight and sun access.

Private outdoor amenity space

Residential uses

- 8.21 This council considers the provision of high quality, private open space to serve homes to be a necessity. This form of space serves a number of important household functions including allowing people contact with nature as part of their home life, clothes drying, growing food and pursuing domestic leisure activities. It is considered vitally important for people's physical and mental wellbeing.
- 8.22 In the context of increasing intensification of residential development and the specification of minimum internal space standards, it is important to ensure that this private outdoor amenity space is provided in adequate amounts and is of a high quality. Accordingly, the council has established minimum space standards for the provision of external private amenity space in all forms of property. Developers will be encouraged to exceed these standards where the site allows for this. Where developments are not able to meet the minimal outdoor amenity space standards the council may consider accepting lower standards provided this is robustly justified and it can satisfy itself that the outdoor amenity space provided will be of a very high quality.

Fig 8.6: Differing garden space requirements depending on orientation



- 8.23 The amount of garden space (including front, side and rear spaces) may vary widely but new houses must provide for a minimum amount of private amenity space in the form of gardens. The minimum amount will vary depending on the orientation of the house. Homes with private amenity spaces facing predominantly north will need to provide larger private gardens than those facing the sun with a predominantly southern orientation (Figure 8.6 & Table 8.2).

- 8.24 As a general rule, front gardens will not count towards private amenity space as they tend to be too small and do not provide the appropriate level of privacy. In lower density areas, where houses are set back within their plots and well screened, front gardens may contribute towards private amenity.
- 8.25 Gardens should be of sufficient size to include trees and other structural planting, which at maturity will not adversely affect the reasonable enjoyment of the property by future occupiers.

Principle 8.4

Table 8.2: Minimum outdoor amenity space size standards for houses (sqm)

House size	Minimum standard/unit for outdoor amenity spaces facing predominantly south (sqm)	Minimum standard/unit for outdoor amenity spaces facing predominantly north (sqm)
1 bed	40	50
2/3 beds	55	65
4+ beds	70	85

Private outdoor garden spaces should:

- Be roughly rectangular in shape;
- Screened by fences or walls to provide privacy;
- Receive direct sunlight;
- Able to accommodate bin and cycle storage;
- Not be heavily overshadowed by trees and tall hedges;
- Directly accessible from habitable rooms;
- Have level access from the home.

Garden spaces that are separated from the dwellings they serve will generally be resisted.

- 8.26 Provision of high quality outdoor amenity space on flatted developments is very important, especially in tight urban environments. The council expects flatted developments to provide both private and communal amenity space.
- 8.27 Private space can take the form of small contiguous gardens for ground floor flats and private balconies for flats above ground. Balcony spaces should be large enough to accommodate chairs, tables, planting areas and space for drying of clothes (Figure 8.7). To encourage use, private spaces should provide privacy for occupants, be large enough to accommodate outdoor activities and be located in sunny, quiet positions with a good outlook. Screens, recesses and orientation are potential design solutions to provide for privacy.

Fig 8.7: Minimal standards for private outdoor amenity space in flats



- 8.28 Residential care homes will be expected to provide private amenity space at the same level as flatted developments.

Principle 8.5

1. Flatted developments will be expected to provide high quality private outdoor amenity space for each unit.
2. All ground floor flats should have access to a well-defined private area of amenity space which:
 - a. Directly adjoins and is accessible from the flat;
 - b. Has a minimum depth of 3m;
 - c. Is as wide as the dwelling it serves;
 - d. Is clearly identified by boundary treatments, including railings, low wall or a hedge;
 - e. Has a privacy screen between dwellings.
3. Unless conservation, privacy or heritage issues negate against the use of balconies, all flats above ground floor should be provided with balconies which:
 - a. Are a minimum of 2m deep and are wider than their depth;
 - b. Provide a minimum floor area of 5 sqm metres for 1-2 person homes and an extra 1 sqm for each additional occupant;
 - c. Provide for privacy;
 - d. Are not overshadowed and have good access to sunlight;
 - e. Have a good outlook;
 - f. Are well related to internal accommodation;
 - g. Be well related to the architecture of the building on which they are placed.
4. Predominantly north facing balconies with no access to sunlight during the year, or balconies in close proximity to adjoining main roads which will be materially affected by noise and air pollution will not be considered to have fulfilled the obligation to provide high quality private outdoor amenity space for flat occupants.

- 8.29 Communal gardens provide the opportunity to provide adequate space for sustainable tree planting. Designers should provide attractive communal amenity space which serves all residents. All too often, communal amenity spaces in flatted developments become neglected, unused low quality spaces which serve flat occupants poorly and make little positive contribution to townscapes.

8.30 Communal space may include balconies, roof terraces, podiums and ground floor gardens. It is vital that such spaces benefit from good levels of sunshine and microclimate (including air quality) and are placed on the quiet side of the building wherever possible.

8.31 It is also important that all types of outdoor amenity space in flatted developments relate well to the architecture of the building, play a visually positive role in the street scene and allow for informal opportunities for play. Private and communal outdoor space should not compromise the privacy of adjoining dwellings.



Image 8.4

Roof top courtyard with community garden for food production



Image 8.5

A high density scheme with communal space at upper levels and balcony provision

Principle 8.6

1. A minimum of 10 sqm of communal outdoor amenity space per flat must be provided.
2. Communal outdoor amenity space will be expected to be:
 - a. Connected to the building;
 - b. Easily accessible to all residents;
 - c. Screened from public view;
 - d. Quiet and free of vehicles;
 - e. Located to receive sunlight for a substantial part of the day and to have a good microclimate;
 - f. Actively overlooked to provide surveillance and security;
 - g. Dominated by planting; and
 - h. Allow for sustainable tree planting.

Amenity space for employment uses

- 8.1 Provision of outdoor amenity space for workers to use at lunchtime is important, particularly where workplaces are on estates with limited or no access to public open space, water features and nature.



Image 8.6

Sunny outdoor amenity space for workers with green infrastructure and good facilities for sitting and eating outside

Principle 8.7

1. High quality outdoor amenity space should be provided on all new employment development over 1000 sqm.
2. Employment outdoor amenity space will be expected to be:
 - Purpose built and well designed;
 - Provide space for workers to sit and eat outside in a green infrastructure setting;
 - Quiet and free of vehicles;
 - Located to receive sunlight for a substantial part of the day and to have a good microclimate;
 - Well integrated into the design of the building and site;
 - Actively overlooked to provide surveillance and security; and
 - Be accessible to all.

9. Curtilage & utility development

Boundary treatments

- 9.1 Boundary treatments are important in helping to define defensible space, establishing the boundaries between public and private space and setting the character of a street.
- 9.2 Strongly defined boundaries help to convey entitlement, clear ownership and maintenance responsibility, privacy and home security. The absence of clearly defined boundaries, between public and private space can lead to confusion over ownership and responsibility leading to neglect and poor quality spaces between buildings and public realm.
- 9.3 The cumulative effect of boundary treatments in a street is a very significant component of street character and quality. Good quality boundary treatments define the pattern of plots and frontages along a street and create visual interest through the provision of rhythm and variety of materials and form.
- 9.4 Poor quality boundary treatments erode street character and quality and can create environments that feel unsafe. This can result from:
- A lack of strong front and side boundary treatments;
 - Absence, or very weakly present boundary treatments;
 - Partial removal of boundary treatment to accommodate parking;
 - Erosion of existing boundary treatments by the insertion of ill-considered new styles of treatments that are out of keeping;
 - Long unbroken stretches of high, blank walls or fences; and
 - Use of poor quality boundary treatments materials (e.g. close boarded fencing) fronting public realm areas.



Image 9.1

Boundary treatments helping to define the plots and create a strong unified character.



Image 9.2

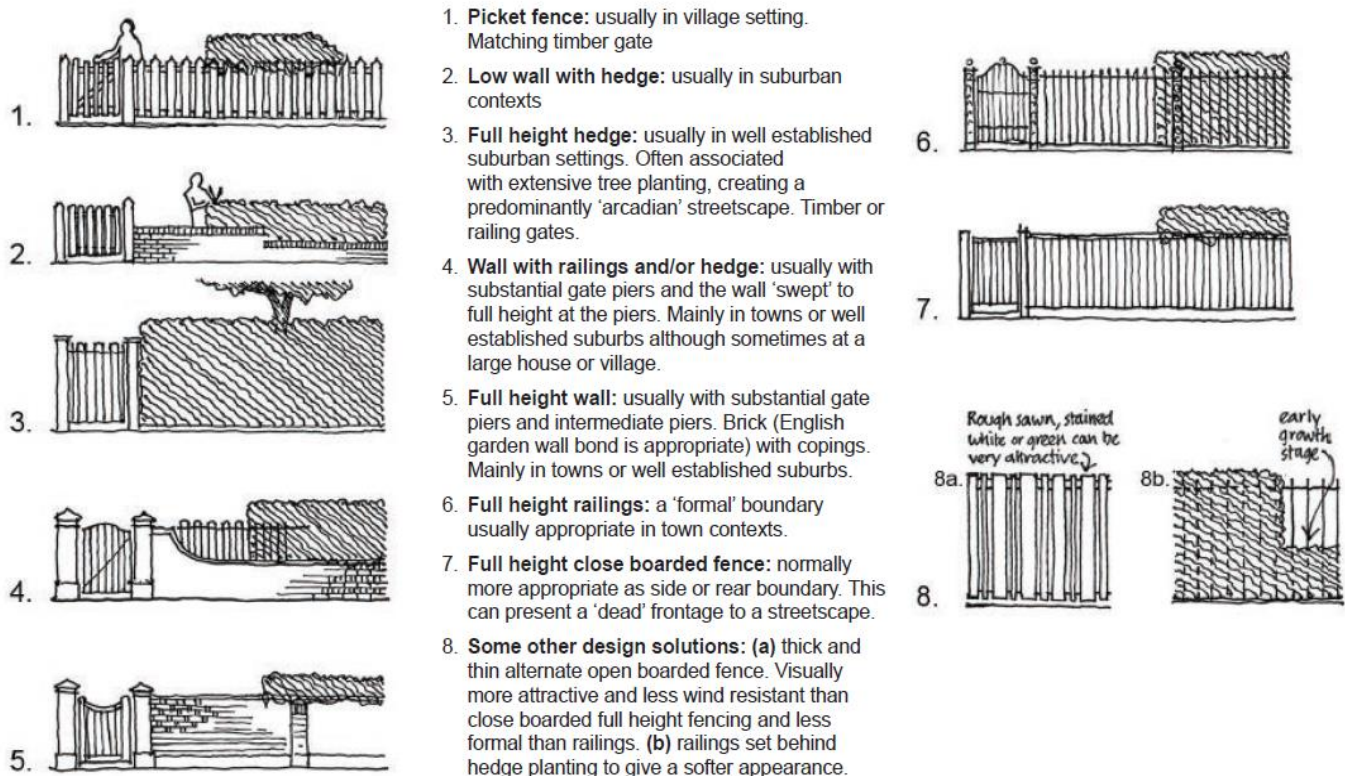
Inactive, unrelieved boundary treatment that deadens the street scene.

- 9.5 Given the importance of boundary treatments in setting the quality of a development and streetscene the council will expect developers to consider this aspect of their designs very carefully and provide a high quality design response. Particular consideration will need to be given to boundaries which are visible in the public realm. Figure 9.1 illustrates the typology of boundary treatments to public realm areas that the designers should draw upon when developing their schemes.
- 9.6 Where existing boundary treatments make a consistent and positive contribution to the character of the street, this design should be adhered to.

Principle 9.1

1. All boundary treatments in residential developments will be expected to be high quality and reflect the character of the development and the surrounding context.
2. Treatments to the public realm will be expected to be visually interesting and very high quality.
3. Long lengths of unrelieved hard boundary treatments will be resisted. Wooden shiplap or panel fencing will be discouraged when visible from the public realm.

Figure 9.1: Potentially acceptable forms of boundary treatments to public realm areas



Provision for cycles & bins

Waste and recycling storage

- 9.7 It is important that the design of bin storage is considered at an early stage in the design process and that a high quality response is achieved.
- 9.8 The Royal Borough currently has a weekly domestic waste collection service.
- 9.9 It is important that the waste storage requirements are handled in purpose built spaces that are sufficient in size, easily accessible both to residents and waste and recycling collection vehicles and which do not generate offensive smells or negatively impact on street scenes. The Borough's specific standards for waste facilities for all types of uses, including flats or care homes are set out in the council's current waste management advice.¹⁴
- 9.10 The council's strong preference is for refuse storage areas to be located to the rear or side of dwellings, including apartment buildings, where they are invisible in the public realm, but still easily accessible for refuse and recycling collection vehicles. Bin stores in front of dwellings or flats, even when well screened, have a poor negative visual impact on the street.
- 9.11 Early discussion with the LPA during pre-application discussions is recommended so that waste management is considered as an integral part of the design process.



Image 9.3

¹⁴ Currently set out in https://www3.rbwm.gov.uk/download/downloads/id/4272/waste_management_planning_advice.pdf

Poor quality waste storage provision that dominates the street scene and erodes its quality

Cycle storage

- 9.12 This council actively supports the development of cycling as a sustainable transport mode. Good quality space to accommodate the safe and secure storage of bikes is expected to be specifically designed in at an early stage for each dwelling. This can be external or internal space but it is important that cycle parking is additional to space used for other uses (e.g. balconies, lobbies and hallways). Cycle storage facilities on balconies or in hallways will not be acceptable.
- 9.13 Cycle storage facilities should be easily accessible to occupiers and wherever possible, be integral to the design of the residential development. Where external cycle facilities are provided they should be constructed of durable materials, relate to the design of the main residential building, be easily accessible and not have a detrimental impact on the street scene.
- 9.14 Within apartments or commercial buildings it is important that space for cycle parking is secure and room for cycle maintenance is considered. In commercial premises a shower should be provided to support those willing to cycle to work.



Image 9.4

High quality cycle storage solutions that reflect and blend in with the building design

Principle 9.2

1. All new development will be provided with on-plot space for bin and cycle storage in accordance with the council's current waste storage and cycle parking standards.
2. Space for bin and cycle storage must be very high quality and function well. The council will resist bin and cycle storage development that is:
 - Poorly integrated into the design of the development;
 - Not easily accessible or secure;
 - Unattractive and visually prominent;
 - Constructed in a manner that compromises the design of the main building in terms of colour, materials and form and erodes the visual amenities of the street scene.

Hard standing and vehicle cross-overs

- 9.15 If not carefully designed, driveways and hardstanding areas can create hard, unattractive environments that break down the rhythm of plot definitions and landscaping, increase flooding and reduce biodiversity. If inadequate space is available in front of a dwelling for parking, it can result in:
- Vehicles hanging over pavement areas, potentially causing problems for pedestrians, mobility scooters and buggies, and/or
 - Cars lying hard up against habitable rooms, affecting outlook.
- 9.16 Provision of new vehicle crossings can result in a loss of front boundary definitions and open up unsightly holes in the streetscene.
- 9.17 It is important for this council that new vehicle crossings and areas of hardstanding on residential properties do not contribute to a deterioration of the streetscene, a loss of biodiversity, reduced pedestrian safety or increased risk of flooding.
- 9.18 Potential solutions for minimising adverse impacts of hardstanding include:
- Using porous materials such as gravel or blocks;
 - Keeping driveways and parking areas only as large as necessary;

- Integrating areas into the overall landscaping schemes;
- Ensuring the spaces is enclosed as much as possible by soft planting, walls or other boundary treatments which are in keeping with the character of the area.



Image 9.5

Hardstanding area that dominates the front of the property and has resulted in the loss of soft landscaping and plot enclosure



Image 9.6

Enclosed green approaches to hardstanding that make positive contributions to the street scene and help to reduce the potential for flooding

Principle 9.3

1. New hardstanding areas will be expected to be constructed in porous materials and cover only the minimum space necessary. Hardstanding that is not designed as part of a soft landscaping scheme, or which results in a deterioration of the streetscene, will be resisted.

Utilities and other minimal development

Meter cabinets

- 9.19 It is recognised that utility companies prefer meter cabinets to be located on external elevations that are easily accessible from the street. However, it is also important that the meter cabinets do not undermine the attractiveness of buildings and the street scenes by virtue of their design and positioning.
- 9.20 Meter boxes need not be standard white units and the council would encourage a bespoke approach that fits in with the character of the building they are positioned on and the wider area. However, they should be designed to and positioned to ensure a balance between accessibility and unobtrusiveness.



Image 9.7:

Visually dominant meter cabinets that are unattractive features on the building and in the street scene

Other small development

- 9.21 Buildings and their curtilages can become cluttered and unsightly from small scale development such as aerials, satellite dishes, rainwater goods, telephone lines, electricity cabling, multiple drainage runs and manhole covers. It is important that these small but functionally important features are considered and designed into the whole development to create a visually pleasing appearance.

Principle 9.4

1. Utilities related development and other small infrastructure requirements should be well integrated into the design of the building and/or curtilage in conveniently accessible positions.
2. All such development should be designed in a high quality manner to function well and minimise visual prominence.

10. Further guidance for householder development

- 10.1 This section provides additional guidance for those looking to extend or alter their existing homes.
- 10.2 Although some householder development will benefit from permitted development rights and permission will not be required, designers and home owners are encouraged to follow the principles and guidance set out in this section and elsewhere in the Design Guide to achieve a development that functions well and looks good.

Extensions

General guidance on extensions

- 10.3 Extensions to houses, both individually and cumulatively can have a profound effect on the appearance of an area and on the amenities enjoyed by the occupiers of adjoining properties.
- 10.4 Inappropriately designed extensions can result in a loss of privacy, be overbearing and over shadow adjoining properties. Chapter 8 sets out a series of design solutions that designers of extensions can use to ensure that neighbour amenities are protected.
- 10.5 Extensions also have the potential to erode the amount and quality of existing amenity spaces on the property. Designers should ensure that even with the proposed extension, occupiers are left with good quality amenity space that is adequate in size and functions well.
- 10.6 Extensions can also erode garden spaces and gaps which contribute to visual amenity and character. Designers should pay careful attention to the character of the area and the nature of the gaps between buildings and plot boundaries to ensure that streetscenes and general character is not undermined.
- 10.7 Extensions also need to respect the main building they relate to in terms of style, form and detailing. They also need to be subordinate.
- 10.8 Design solutions to achieve subordination and consistency in extensions include:

- Using lower ridge heights, setbacks and extensions widths no more than half the width of the existing dwelling;
- Using the existing building as the main reference point for appearance, materials and details such as ridge, eave finishes, head and cills, rainwater goods, brick coursing, dressing and quoin work;
- Using a roof form & slope that reflects the main building. Flat roofed extensions will generally be resisted;
- Matching window style, form and positioning ;
- Matching brickwork of the existing house in terms of colour, type, size and brick bond and mortar joints;
- Matching roofing materials in terms of colour, type, size;
- Copying windows, joinery and doors detailing in terms of design, proportions, recessing and positioning.

Principle 10.1

1. Extensions will be expected to be subordinate and respond positively to the form, scale and architectural style & materials of the original building. Developments that are over-dominant or out of keeping will be resisted.
2. Extensions should not result in a material loss of amenity to neighbouring properties as a result of overshadowing, eroding privacy or being overbearing.
3. Extensions should not result in properties having inadequate or poor quality amenity space.
4. Extensions which erode garden spaces and gaps which contribute to visual amenity and the character of the street scene will be resisted.

10.9 The following sections provide detailed guidance for common forms of extensions to houses.

Front extensions

- 10.10 Although consideration needs to be given to amenity issues, the primary consideration for the design of front extensions (including porches) will be the impact on the streetscene and local character.
- 10.11 Generally front extensions will only be acceptable where the building is set well back from the street frontage in a large plot, or where the building is set back further from the street than the prevailing building line.

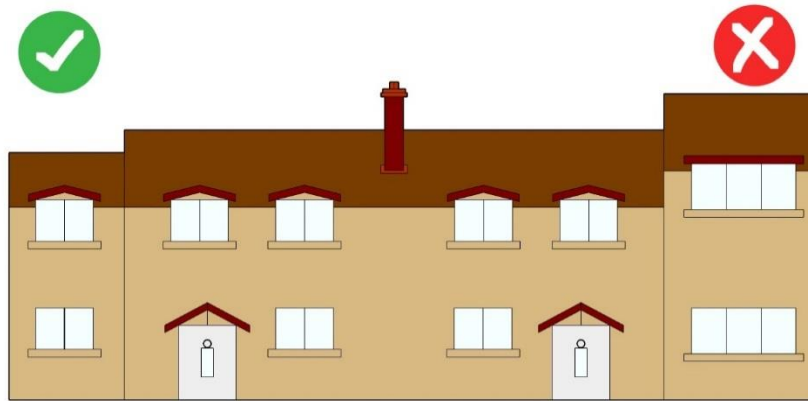
Principle 10.2

1. Front extensions should not protrude forward from the main building line, or be prominent in the street scene. Two storey front extensions will only be acceptable where the building is set back an adequate distance from the street and the scale of the extension would not appear harmful.

Side extensions

- 10.12 Amenity issues and impact on the street scene and local character are both important considerations for the design of side extensions.
- 10.13 Side extensions should remain subservient to the main building and maintain the design of the original main building (Fig 10.1).
- 10.14 In many areas of the Royal Borough gaps between buildings are important components of street scenes and the character of the area. Locality specific design documents for the borough should also be consulted when designing side extensions as they will often identify and detail the nature of important gaps in residential areas. Gaps between buildings are also important for amenity reasons. Typically, a gap of 1m from a building side to the boundary is needed to allow for adequate light, servicing and rear access.

Figure 10.1: Acceptable and unacceptable side extension designs



Principle 10.3

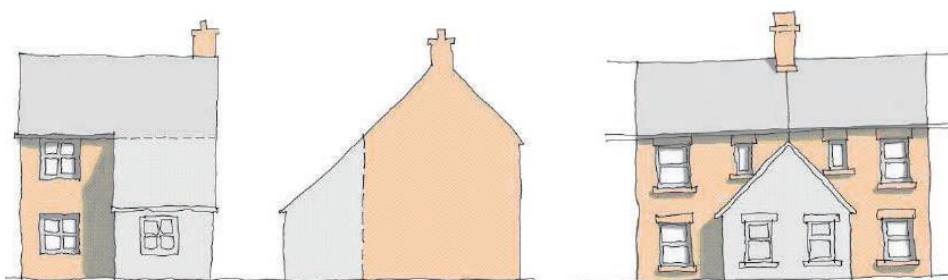
1. Side extensions should not erode neighbour amenities or the character of the street scene and local area. Proposals should remain sympathetic and subservient to the main building and not project beyond the building line on the street.
2. Important gaps between buildings should be maintained. A minimum gap of 1m between the building and the side boundary should normally be retained to provide for light, access and servicing.

Rear extensions

10.15 Amenity issues will be the primary considerations in the design of rear extensions.

10.16 Rear extensions should be sympathetic and subservient to the original design of the building (Fig 10.2). Particular regard needs to be given to potential overshadowing and loss of privacy, outlook and light of adjoining properties. This is especially important with 2 storey extensions which can create an unacceptable sense of enclosure or have an overbearing impact and are likely to adversely affect light and sunlight access to neighbouring properties.

10.17 Use of flat roofed rear extensions as balconies will not generally be acceptable.

Figure 10.2: Sympathetic single storey rear extensions**Principle 10.4**

1. Rear extensions should not materially erode neighbour amenities.
2. Proposals should be sympathetic and subservient to the design of the main building.
3. Eaves heights of single storey extensions should not exceed 3m within 2m of a side or rear boundary.

Roof alterations (including dormers)

10.18 Additional residential space in existing dwellings can sometimes be created by altering and increasing roof spaces through the use of dormers, roof lights and extension of gables and ridge and eave heights.

10.19 Changes to roofscapes can be particularly prominent in the streetscene and it is important that their design is well considered and high quality. In conservation areas, or locations where overlooking would be material, roof alterations may not be appropriate.

10.20 Acceptable design solutions for converting roof spaces include:

- Positioning dormer windows within the main roof, by being set back from eaves, hips and ridgelines (Fig 10.3);
- Ensuring dormers do not dominate the roof or existing building. They should be the same size or preferably smaller than the windows below and occupy no more than half the width or depth of the roof slope (Fig 10.4);
- Aligning dormers with windows below (Fig 10.5);
- Keeping dormer cheeks as narrow as possible and finished in lead, tiles, slates or other traditional materials;

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- Using gable end extensions where full gables are part of the existing street character;
- Raising roof and eave heights, but only where appropriate to local context;
- Using roof lights that are flush with the roof slope and located on rear roof slopes. Roof lights should not dominate roofscapes that are visible in the street scene.



A - A good quality response to dormers – proportionate, set back from the eaves, aligning with fenestration of the façade and reflecting historic vernacular



B - A poor quality response - dormer windows that are asymmetrical and misaligned



C – A poor quality response – This wrap over dormer is out of proportion, unattractive and out of keeping with the design of the dwelling.

Image 10.1

Figure 10.3: Dormers should be of an appropriate size and position

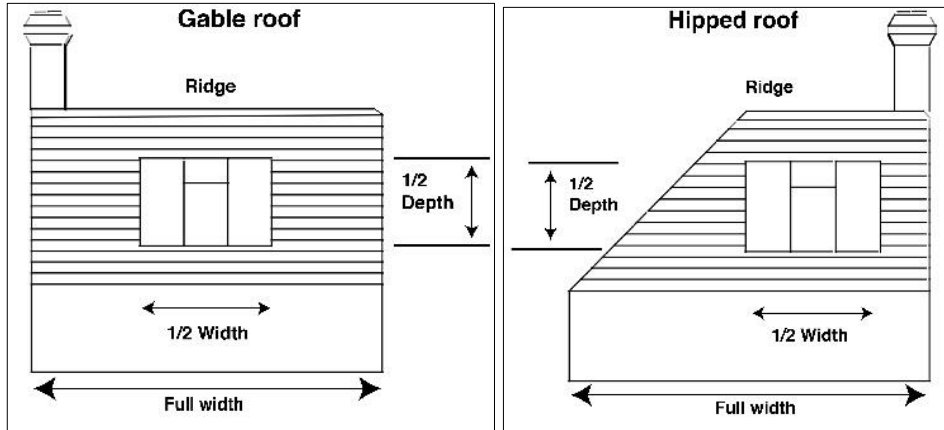


Figure 10.4: Relationship to existing roof design and bulk is important

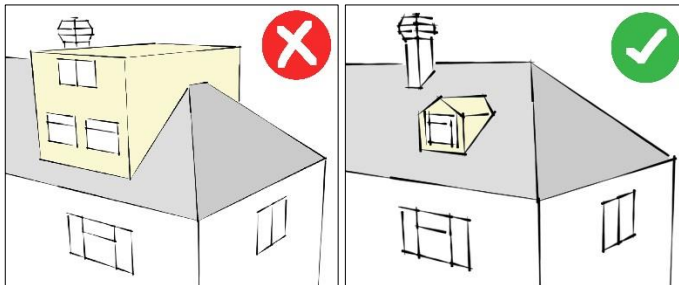
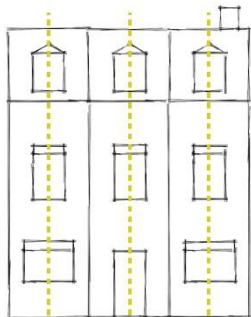


Figure 10.5: Dormer windows need to complement and align with the fenestration of the façade



Principle 10.5

1. Roof alterations should be sympathetic and subservient to the design of the main building and not undermine streetscene or local character.
2. Dormers must be set back from the sides and ridgeline of the roof and not occupy more than half the width and depth of the roof slope.

Conversion and subdivisions

10.21 Conversions and subdivisions of buildings can help to intensify development in an area, adding vibrancy and additional use to support activities and functioning of places. However, the increased use can also bring negative impacts, straining infrastructure and eroding character and amenity.

10.22 It is important that additional parking can be accommodated without a negative impact on the character and streetscene. The new use should be provided with adequate amenities, including outdoor space and it should not compromise the amenities of adjoining development. The newly created units will also need to comply with guidance on internal space standards as set out in Chapter 6.

Principle 10.6

1. Conversions and subdivisions to buildings should provide good quality amenities and space standards for future occupants of the new space. They should also not erode the amenity of neighbouring properties.
2. Conversions and subdivisions should not undermine the streetscene or local character.
3. Parking should be well integrated and meet the standards from Chapter 6

11. Further guidance for specific locations and for non-residential development

Design in flood risk areas

- 11.1 The River Thames, its tributaries and other watercourses create a beautiful setting for many existing homes and places in the Royal Borough. However, fluvial and other forms of flooding affect wide areas of the borough and place existing and new development at risk, especially more vulnerable uses such as housing.
- 11.2 The consideration of flood issues in the design of new development is relevant to all types and scales. Although it is vitally important for new development to be designed to be flood safe and flood resilient in flood risk areas, it is also important that this does not lead to design solutions that are unattractive, undermine existing positive characteristics or create inactive frontages. Consultation with both the Environmental Agency and the Local Planning Authority at the earliest point in the design process is strongly recommended to ensure proposals are developed with full knowledge of flood constraints¹⁵.
- 11.3 There is an increasing trend for new and existing houses to being raised in order to lift the living areas above flood levels. There are three standard approaches to this:
- building a higher foundation;
 - creating undercroft for storage, and/or car parking that can be submerged in a flood event; and
 - integrating less vulnerable uses on the ground floor, such as commercial, retail and office space.

Designers should consult with the Local Planning Authority and the Environment Agency as to which of these approaches would be the most appropriate. Whichever strategy is used, it is important that the design does not erode local character, visual appearance and the safe functioning of the area.

- 11.4 Development proposals in flood risk areas must avoid:
- Creating blank ground floor frontages and street scenes;
 - Ground floors dominated by undercroft parking and service areas;
 - Unsightly undercroft areas;

¹⁵ Developers should consult the council's Level 1 Strategic Flood Risk Assessment and the Environment Agency's published Flood Map for Planning (Rivers and Sea).

- Creating inactive frontages; and
- Blocky, unattractive upper floors on platforms above the flood plain.

11.5 Where blank walls and edges at ground floor level cannot be avoided these must be:

- Limited in length and height;
- Compensated with large windows, balconies and animation on first floor;
- Designed to reduce the impact of blank walls, by using a mix of attractive materials and landscape; and
- Avoid unsightly holes to allow water to pass through. These details must be as well designed as the remainder of the building.

11.6 Large development sites that adopt a strategic approach to flood mitigation must ensure that the sites integrates well with the surrounding area and avoids:

- Unsightly and arbitrary steps in ground levels; and
- Blank walls and façades – backs or fronts – onto adjacent streets and plots.

11.7 In recent years more innovative approaches to building in flood zones have been developed, such as floating houses that have the capability to float upwards in an event of flooding (Figure 11.1). The council welcomes innovative approaches that overcome flood constraints and allow designs to be attractive and in keeping with existing characteristics.

Figure 11.1 Innovative example of a floating house that floats itself upwards to escape flooding on the River Thames. Marlow, Buckinghamshire by Baca Architects.

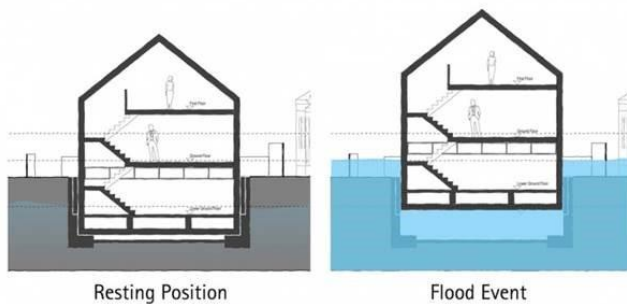




Image 11.1

A local and historic response to flood risk that provides for water compatible uses on the ground floor and more vulnerable residential accommodation above.



Image 11.2

A high quality design that has raised floor levels and provided void space in a visually pleasing and historically sensitive manner

Traditional boat houses – a design influence

Replacement buildings that adopt a historic / traditional architectural approach to flood risk should take on board design influences from the historic boat houses that can be found alongside the Thames: The design principles are:

- Clearly defined articulation of upper floors (living areas) and adoption of different architectural approach;
- Articulated transition between residential floors and flood zone, e.g. balconies and terraces; and
- ‘Lighter’ more open architecture on upper floors.

**Lifting buildings above flood levels**

11.8 The council is receiving an increased number of applications to improve flood resiliency of existing buildings by using replacement dwellings or raising the existing accommodation above predicted 1 in 100 year flood levels. Proposals for replacement houses or raising of existing dwellings must be carefully considered otherwise the lifting of the groundfloor can lead to massing that is not proportionate, bulky and does not relate positively to the character of the local area.

11.9 The existing areas that see the most development pressure for improving flood resilience fall within the following townscape character areas¹⁶:

- Leafy Residential suburbs;
- Villas in Woodland Setting; and
- Victorian/Edwardian and Riverside Villa suburbs.

These areas contain a large number of detached houses that lend themselves to be replaced on an individual basis to make them flood resilient.

¹⁶ Royal Borough of Windsor & Maidenhead Townscape Assessment 2010

11.10 For replacement homes in flood zones designers will be expected to:

- Assess, illustrate and justify any increase in height in regard to the existing character;
- Avoiding unsightly undercroft areas;
- Ensuring the whole house, its massing and proportion remains a well balanced and attractive building, whilst employing design solutions to flood risk;
- Reflect the varied built vernacular, particularly the roofscape character and detailing;
- Take account of spacious plot and block sizes in the new design;
- Provide internal flood resilience measures (e.g. sockets at higher levels);
- Conserve and use trees to retain the leafy characteristics, avoiding the loss of boundary planting, retain existing mature trees and allow space for planting to mature.

11.11 Sensitive contemporary design to address flooding concerns which responds to its immediate context will be appropriate, where it makes reference to existing building height, scale and massing and proportion, or stylistic references. Reference to existing materials and traditional boat house architecture may also be appropriate.



Image 11.3

Contemporary example with the ground floor raised above flood levels of the floodplain. This clearly distinguishes the living areas from the floodzone, by raising the house on stilts.

Principle 11.1

1. All development subject to flood risk must provide high quality architectural design, as well as appropriate mitigation measures in line with Environmental Agency guidance.
2. The Council will not accept poor design of buildings or a negative impact on the streetscene or character of the area as a result of flood mitigation measures.
3. Existing or replacement buildings raised out of flood plain areas should not:
 - Undermine the amenities of adjoining developments;
 - Create inactive frontages or unattractive void areas; or
 - create hard or unattractive street scene;
 - Undermine the character of the area, including its greenness and scale.
4. Where the design approach elevates buildings on stilts the architecture should be contemporary and include large openings rather than elevating a traditional brick building.

Rural and edge of settlement

11.12 The majority of the area within the Royal Borough is designated as Green Belt and is rural in nature. Therefore, the design of development in countryside areas and on the edges of settlement has a particular importance in the character of the borough. This section provides guidance on how to sensitively integrate development within the existing landscape character where development complies with policy requirements. This section does not define whether development is acceptable or not.

11.13 Development in rural areas and on the edge of settlements will be expected to:

- Respond to the unique character and setting, including a thorough understanding of the settlement pattern, its setting within the wider landscape and how this has developed over history; and
- Celebrate what is distinct and positive in terms of rural characteristics and topography in each locality.

11.14 Design solutions to achieve this include:

- Relating proposals to the defined landscape character areas set out in the Landscape Character Assessment¹⁷;
- Retaining, enhancing and incorporating characteristics of the existing settlement pattern – in particular where development is located in existing villages;
- Not harming the setting (where this is positive) of the village or existing building in the landscape;
- Carefully composing the design in relation to views in and out of the settlement edge as well as to key buildings such as church spires;
- Responding to typical buildings forms, materials, details and colours; and
- Retaining the landscape character by:
 - Maintaining gaps between buildings;
 - Retaining features that contribute to the landscape character;
 - Retaining characteristic soft vegetation, such as verges and hedgerows;
 - avoiding urbanisation through highway features, such as white lining, pavement and street lighting;
 - ensuring the relationship between private and public, including boundary treatments relate to the existing character; and
 - Not undermining the wider landscape character, in particular in woodland areas, by removing mature trees along plot boundaries and replacing them with immature and/or non-native species. Appropriate

¹⁷ Landscape Character Assessment for the Royal Borough of Windsor and Maidenhead; 2004

space must be provided to allow replacement and new trees to mature to their full height.

Principle 11.2

1. New development and associated landscaping should retain, incorporate and enhance features that contribute towards the landscape character and biodiversity of the area, including elements such as field patterns and lanes; landscape features (such as trees and hedgerows; wetlands and watercourses) typical species of vegetation and characteristic local habitats.
2. The site setting and design of new developments located on the edge of settlements must be carefully designed to create a soft, feathered edge to the built up area. The character should relate to the local pattern and soft landscaping with an emphasis on openness.
3. The form, or massing of replacement dwellings should relate well to its context and to local character. The relationship between the form of the building, the topography and landscape, will be of particular importance.

12. Guidance for non-residential development

- 12.1 Non-residential development includes a wide range of uses, including employment, retail, community, education, health and leisure. The design principles in other sections of this document apply to all non-residential uses but this section provides further guidance on detailed and common design considerations around non-residential uses, in particular mixed-use and employment developments.
- 12.2 Common design issues for non residential uses include ensuring being ‘good neighbours’ and integrating often large floorplate uses into the townscape or landscape positively.

Employment uses

- 12.3 Well-designed new employment development of a variety of types is a key strand in sustaining existing communities and to supporting the diversification of the economy.
- 12.4 High quality employment development will:
- ensure complementary facilities and services are easily accessible. People at work also need to be able to reach other facilities and services, for instance public transport, shops, cafés, sports and leisure facilities, child care and schools.
 - Encourage people to walk and cycle to and from work and from work to local amenities instead of driving. For example, by providing convenient and direct pedestrian & cycle routes to nearby facilities, showering facilities and places to safely store cycles (See also Chapter 9).
 - arrange developments so that it is easy for a visitor to find their way around and to create a positive impression on arrival;
 - Consider the needs of people arriving by all means of transport, not just the car;

- Integrate servicing and infrastructure sensitively into the design of the building i.e. storage, tanks, refuse and other servicing requirements should not dominate on arrival;
- Ensure buildings front onto the street so that it is well supervised by windows and entrances. Where buildings are set back from the street tree planting or other landscape will be required to enclose the street space – see Chapter 3;
- Consider building height, bulk and scale in relation to the existing context. The scale of business development is almost always greater than that of dwellings in terms of plot size, footprint and, in some cases, height – see also Chapter 3;
- Choose the material carefully in relation to views and use of the buildings;
- Position car parking unobtrusively, well designed and landscaped as well as connected to entrances via attractive pedestrian routes. In general, limited areas of car parking for the use of visitors should be positioned between the building and the street frontage. Where parking is provided on the street frontage, then high quality boundary treatments will be required to the street frontage (See also Chapter 6);
- Provide good natural internal lighting and ventilation; and
- Provide external and green amenity space for employees to use (See Chapter 8).

12.5 Health impact assessments will be encouraged for large new employment developments covering construction and operational phases. These will be expected to consider the impact of the schemes design on the health of surrounding occupiers.

Mixed-use developments

12.6 Mixed-use development will mostly be appropriate within centres where a greater mix of uses contributes to the vitality and viability of the centre. A variety of uses within a single building is likely and encouraged. To create a successful mixed-use building designers will be expected to:

- Carefully plan the building and surrounding environment for all occupants and appropriate for each use;
- Ensuring that services, such as mechanical ventilation, or lifts, are integrated into the scheme from the early stages, so that plant and ducting are well

considered and do not have any adverse impact (noise, vibration or visual) on the upper floor use, particularly where this is residential;

- Minimising the visual impact of service areas upon the public realm and private amenity for nearby residents should be minimised through locating them sensitively and screening;
- Making sure that the entrance to upper floor uses is safe, convenient, attractive and easy to find, preferably from a street frontage of the building; where the upper floors are residential providing private amenity space wherever possible, potentially in the form of roof terraces (where ground floor uses are deeper in floor plan) or alternatively balconies;
- Ensuring good levels of natural light and ventilation; and
- Ensuring that there is adequate noise insulation between different uses.

Integrating large floorplate uses

12.7 Large floor plates are common for retail uses, such as supermarkets and out of town shopping areas and industrial development. In particular supermarkets are challenging to integrate into what is often a context with a finer urban grain, such as town centres. A positive integration can be achieved by:

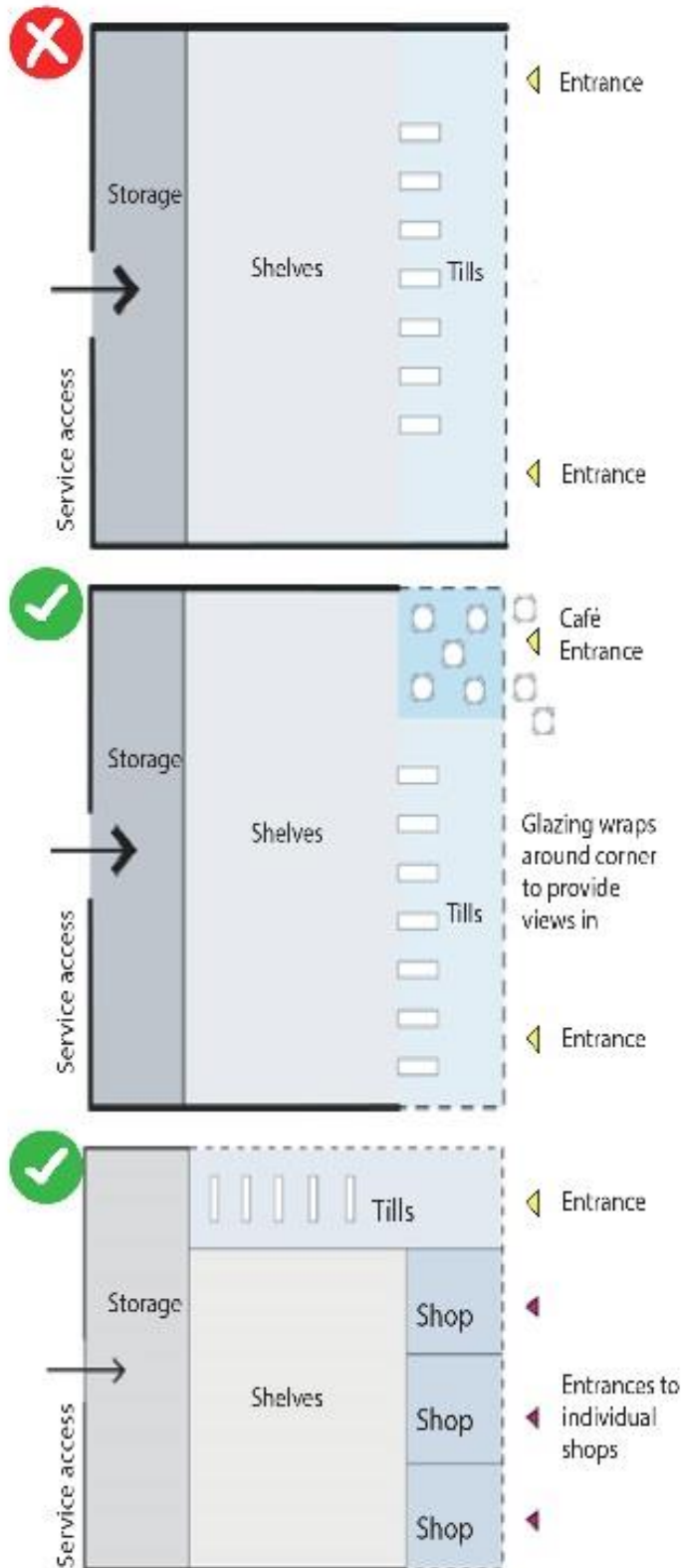
- Introducing a mix of uses, for example:
- Upper level use may introduce additional entrances and more supervision than would be possible for a single use development; or
- A mix of uses or unit types can be used to wrap the perimeter, so avoiding blank walls onto the street, or screening service areas;
- Locating active internal uses, such as a café or dining area to animate the street frontage;
- Reducing the visual impact of large elevations by the use of materials of colours to break down the scale and relate it to other buildings in the surrounding area;
- Providing internal natural lighting.

Principle 12.1

1. In addition to complying with the design principles set out in chapters 3 – 10 of this document, all non-residential development will be expected to:
 - Integrate other complimentary facilities and services, or have them easily accessible by public transport or direct walking or cycling routes;
 - Encourage walking, cycling and the use of public transport;
 - Integrate servicing and infrastructure sensitively into the building;
 - Provide good natural light and ventilation to internal spaces;
 - Minimise the impact of service areas on the public realm and private space; and
 - Ensure entrances to the building are easy to find, safe and attractively designed;

2. Large floorplate uses will be expected to be integrated into existing environments by:
 - Providing a mix of uses;
 - Reducing visual impact by using architectural detailing, articulation, materials and colour to break up large elevations;
 - Avoiding blank elevations and inactive frontages;
 - Providing internal natural lighting; and
 - Adding additional doors and entrances to service upper floors.

Figure 12. 1: A mix of uses helps to integrate this supermarket into its context, creating an urban scale of development and providing more activity and supervision of the public realm than a single use development



13. Design checklist

Check Number	Section	Description	YES	PARTIALLY - with design justification provided	NO - with design justification provided	NO - with no design justification provided	N/A
1	4	Are the strategic design themes met					
3	5	Is the proposal set clearly in the Design and Access Statement (DAS)					
4	5	Does the development connect and strengthen the existing network of streets and spaces					
5	5	Does the development propose site layouts with active frontage, clear legibility, and a good network of open space to encourage walking and cycling					
6	5	Do the streets provide good sense of enclosure and coherent character that fit the context of the area					
7	5	Have the streets and spaces been designed as places primarily for people with strong legibility					
8	6	Are shared spaces designed with all users in consideration, including people with disabilities					
9	6	Is the design high density without negatively impacting on local residents, future residents, amenities, character and environment					
10	6	For large developments - Is there mixed use development that is complementary incorporated to enrich the local area					

11	6	Does the residential development propose a variety of tenure types and sizes that are integrated well and where affordable housing should not be differentiated by lower quality					
12	6	For large developments - Do blocks create a defined street network that reflect local characteristics					
13	6	Do development plots contain positive character creation, strong plot rhythm, sensible orientation and accommodate all requirements necessary					
14	6	Does car parking contain convenient, attractive and safe design that contributes to a sense of place and not undermine the quality of the environment.					
15	7	Has the development established clear boundaries to define public and private spaces					
16	7	Is the building scale, height, shape and massing in cohesion with the surrounding context					
17	7	For residential development - is it in compliance with the national internal space standards					
18	7	Is the building designed for longevity, which can be easily adaptable					
19	7	Does the development take a proactive approach to climate change mitigation and adaption, by ensuring future resilience to climate change impacts such as flooding					
20	7	Architectural style reflects the local materials, colour and detailing					
21	8	Do habitable rooms provide reasonable levels of visual privacy					
22	8	Do habitable rooms contain at least one main window with an adequate outlook to the external environment					
23	8	Does the dwelling provide appropriate levels of daylight and sunlight making use of passive solar design					

24	8	Do residential dwellings and employment developments have easy access to usable and appropriately sized outdoor space					
25	9	Do boundary treatments contribute significantly to the borough's green character					
26	9	Has the service and infrastructure elements such as meter boxes and bin & cycle stores, been well integrated into the design of the building					
27	10	Do alterations and extensions respond well to the original building and local character, and also sensitive to neighbour amenities					
28	11	For flood risk areas - Does the development provide high quality architectural design that supports the character of the area, as well as appropriate flood risk mitigation in line with Environmental Agency guidance.					
29	11	For rural development - does it incorporate features that contribute toward landscape character and biodiversity?					
30	11	For non-residential development - Is it a good neighbour and has it been designed to provide good amenities for users					

Glossary

Active frontages	Frontages that provide an active visual engagement between those in the street and those on the ground floors of buildings. This quality is assisted where the front façade of buildings, including entrances and windows, open towards the street.
Building line	A limit beyond which a house must not extend towards a street. Building lines can exist along the front and rear of a line of buildings.
Bulk	The combined effect of the arrangement, volume and shape of a building or group of buildings. Can also be referred to as massing.
DAS	Design and Access Statement
Daylight	Volume of natural light which enters a dwelling to provide sufficient illumination of internal accommodation between dawn and dusk.
Density	The number of buildings or floorspace in relation to a given area of land. In this Guide, density is more than just the number of residential units/ha.
Design principle	An expression of one of the basic ideas guiding the design of a development.
D:SE	Design South East
Dual aspect building	A building that has been designed with openable windows on two or more walls, allowing for greater daylight provision and views in more than just one direction.

Focal point	A building, structure, tree or other element that stands out from its background by virtue of height, size or some other aspect of design.
Grain	The pattern of the arrangement and size of buildings and their plots in a settlement and the size of street blocks and junctions.
Habitable rooms & areas	Defined as living and dining rooms, conservatories, kitchen, bedrooms and those frequently used garden areas such as patios close to the house.
Householder development	Developments within the curtilage of a dwellinghouse which require an application for planning permission and are not a change of use.
Human scale	The practice of measuring and designing things to match the characteristics of humans. This includes ranges of time, speed, weight, temperature, force, energy, pressure, distance, attention span and perception that humans can comfortably or safely withstand.
L	Large scale development
Layout	The physical pattern of paths, buildings and open spaces.
Lifetime Homes	This refers to 16 design criteria that together create a flexible blueprint for accessible and adaptable housing in any setting. The standard is managed by Habinteg Housing Association and the criteria are set out in full on www.lifetimehomes.org.uk .
M	Medium scale development
NPPF	National Planning Policy Framework, 2018

Private realm	Privately owned space that is not usually open to the public.
Public realm	Those parts of a village, town or city (whether publicly or privately owned) available, for everyone to use. This includes streets, squares and parks.
S	Small scale development
Scale	The impression of a building when seen in relation to its surroundings, or the size of parts of a building or its details, particularly as experienced in relation to the size of a person.
SCI	Statement of Community Involvement
Sense of place	Either the intrinsic character of a place, or the meaning people give to it, but, more often, a mixture of both.
SPD	Supplementary Planning Document
Sunlight	Direct light from the sun
Vertical Sky Component	The Vertical Sky Component (VSC) is a measure of the amount of visible sky available from a point on a vertical plane. The reference point used for the calculation is usually the centre of the vertical face of the window.
XS	Extra small scale development

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Report Title:	Financial Update
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Saunders, Lead Member for Finance
Meeting and Date:	Cabinet – 28 February 2019
Responsible Officer(s):	Robert Stubbs, Deputy Director and Head of Finance.
Wards affected:	All

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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 £1,798,000, see Appendix A.
- 2 The council's base budget is £85,344,000. Aggregated usable reserves are in a healthy position at £8,161,000 (9.56% 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.

1. 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.**

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

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

3. KEY IMPLICATIONS

- 3.1 As previously reported a total of £7,599,000 pressures and £4,301,000 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 Reserves Achieved	<£5,900,000	£5,900,000 to £6,000,000	£6,000,001 to £6,900,000	> £6,900,000	31 May 2019

4. FINANCIAL DETAILS / VALUE FOR MONEY

Council outturn position

- 4.1 The expected outturn position for the council shows an overspend of £3,298,000 on service budgets of £79,112,000 and after a non-service budget adjustment for additional income from the Berkshire-wide business rate pilot this results in a council overspend of £1,798,000.

Table 2: Outturn position

Directorate	£000
Acting Managing Director	3,089
Executive Director – Communities	641
Executive Director – Place	(432)
Non service expenditure	(1,500)
Council overspend	1,798

Acting Managing Director's Directorate

- 4.2 The Acting Managing Director reports a projected outturn figure for 2018-19 of £74,266,000 against a net controllable budget of £71,177,000. This shows an overspend of £3,089,000 which is unchanged from the last reported position. The overspend is net of mitigations totalling £2,581,000 for the directorate.

Communities Directorate

- 4.3 Communities Directorate reports a projected outturn figure for 2018-19 of £5,039,000 against a net controllable budget of £4,398,000, an overspend of £641,000 which is an increase of £40,000 during this period. The additional pressure is within the Registrar's service and due to a central government decision to provide Nationality checking services and Nationality document return service (NDRS) through a private company, rather than local authorities. This pressure has been mitigated in the 2019-20 budget. The overspend is net of mitigations totalling £496,000 for the directorate.

Place Directorate

- 4.4 Place Directorate reports a projected outturn figure for 2018-19 of £3,105,000 against a net controllable budget of £3,537,000, an underspend of £432,000 which is a decrease of £37,000. The additional expenditure is within ICT services and is due to increases in network circuit costs, internet circuit costs, credit note write off and reduced re-charge income. This position includes mitigations and underspends totalling £469,000 for the directorate.

4.5 Revenue Budget

No changes reported during this period.

Cash balances projection

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

Capital programme

- 4.7 The approved 2018-19 capital estimate is £86,777,000, see table 3. The projected outturn for the financial year is £60,954,000, see table 4 for capital programme status, with further information in Appendices D - F.

Table 3: Capital outturn

	Exp.	Inc.	Net
Approved estimate	£86,777,000	(£21,141,000)	£65,636,000
Variances identified	(£1,861)	£296,000	(£1,565,000)
Slippage to 2019-20	(£23,962,000)	£1,666,000	(£22,296,000)
Projected Outturn 2018-19	£60,954,000	(£19,179,000)	£41,775,000

Table 4: Capital programme status

	January 2018
Number of schemes in programme	248
Yet to start	14%
In progress	55%
Completed	7%
Ongoing programmes e.g. Disabled Facilities Grant	24%
Devolved formula capital grant schemes budgets devolved to schools	0%

Business rates

- 4.8 Business rate income at the end of December 2018 was 83.14% against a target of 83.5%. The annual collection target for 2018-19 is 98.8%.
- 4.9 To date, business rate revaluation support to the value of £285,095 (86.6%) has been awarded from a total resource of £329,000.

5 LEGAL IMPLICATIONS

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

6 RISK MANAGEMENT

No changes reported during this period.

7 POTENTIAL IMPACTS

- 7.1 None.

8 CONSULTATION

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

9 TIMETABLE FOR IMPLEMENTATION

9.1 Implementation date if not called in: immediately.

10 APPENDICES

10.1 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

11 BACKGROUND DOCUMENTS

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

Budget Report to Council February 2018

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date issued for comment	Date returned with comments
Cllr Saunders	Lead Member for Finance	24/01/19	24/01/19
Russell O'Keefe	Acting Managing Director	21/01/19	24/01/19
Andy Jeffs	Executive Director	21/01/19	21/01/19
Rob Stubbs	Section 151 Officer	21/01/19	21/01/19
Nikki Craig	Head of HR and Corporate Projects	21/01/19	24/01/19
Louisa Dean	Communications	21/01/19	
Hilary Hall	Deputy Director Strategy and Commissioning	21/01/19	21/01/19

REPORT HISTORY

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

Revenue Monitoring Statement 2018/19 for February 2019 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	1,902	100
Commissioning & Support	3,872	3,809	(396)
Commissioning - Communities	8,182	7,934	1,563
AfC Contract - Children's Services	21,356	20,821	3,358
AfC Contract - Dedicated Schools Grant	12,196	11,466	359
Children's Services - Retained	(2,118)	(2,588)	587
Dedicated Schools Grant - Retained	50,385	51,220	(225)
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)	(11,577)	0
Better Care Fund	12,033	12,103	0
Public Health	4,780	4,782	0
Grant Income	(78,166)	(78,339)	(134)
Budget Extracted in Year	0	2,581	(2,581)
Total Acting Managing Director's Directorate	71,071	71,177	3,089
Executive Director of Communities	229	193	0
Revenues & Benefits	(109)	(95)	505
Communities, Enforcement & Partnerships	732	703	418
Library & Resident Services	3,019	3,101	214
Budget Extracted in Year	0	496	(496)
Total Communities Directorate	3,871	4,398	641
Executive Director of Place	298	279	0
Housing	1,370	1,262	0
Planning Service	1,344	1,380	(90)
Property Service	(2,577)	(2,660)	0
Finance	1,269	1,285	(68)
ICT	1,133	1,680	37
Budget Extracted in Year	0	311	(311)
Total Place Directorate	2,837	3,537	(432)
TOTAL EXPENDITURE	77,779	79,112	3,298

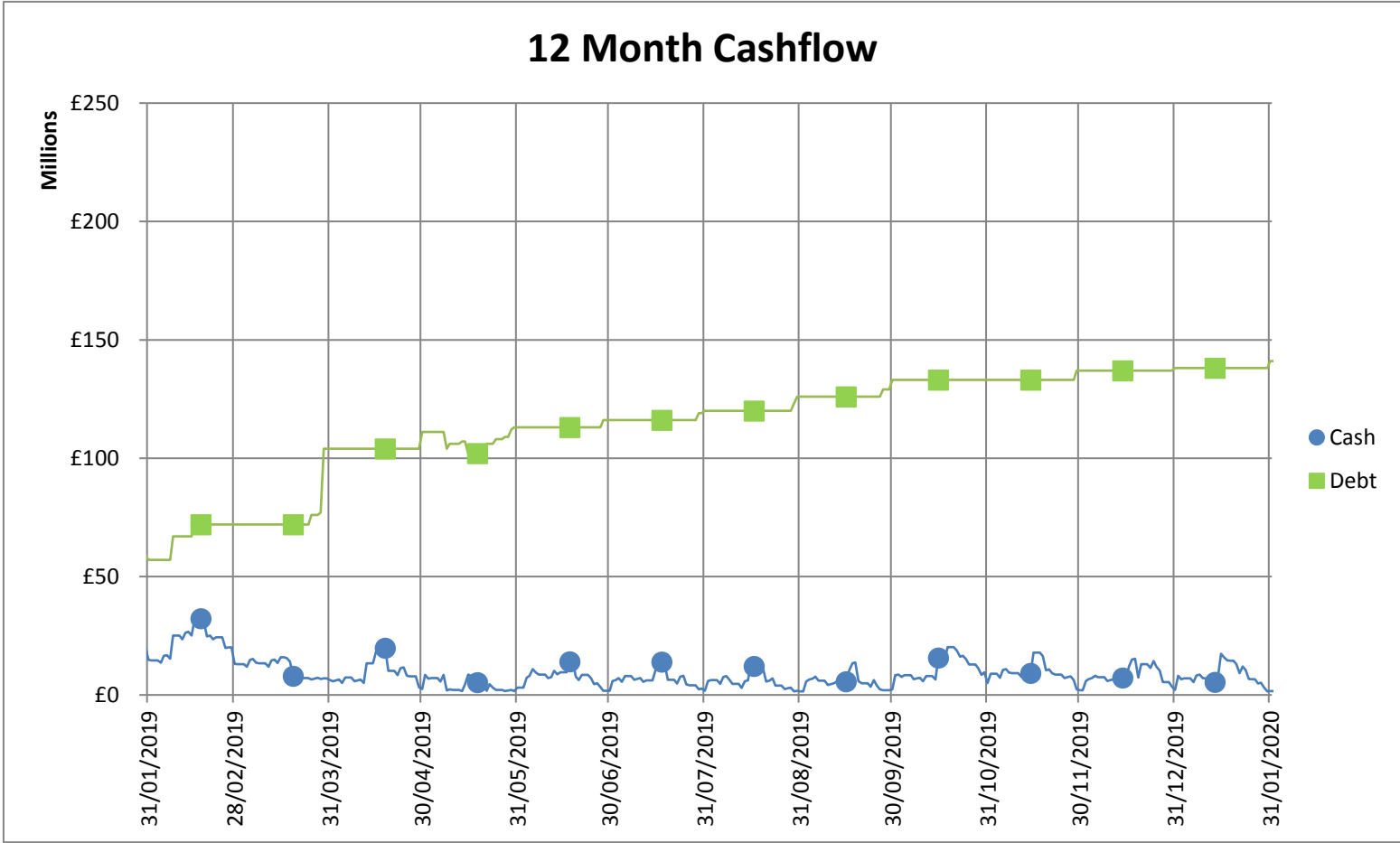
Revenue Monitoring Statement 2018/19 for February 2019 Cabinet

SUMMARY	2018/19		
	Budget	Approved Estimate	Projected Variance
	£000	£000	£000
Total Service Expenditure	77,779	79,112	3,298
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	(510)	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>
NET REQUIREMENTS	86,391	84,693	1,798
Less - Special Expenses	(1,047)	(1,047)	0
Transfer to / (from) balances	0	1,698	(1,798)
GROSS COUNCIL TAX REQUIREMENT	<u>85,344</u>	<u>85,344</u>	<u>0</u>
General Fund			
Opening Balance		8,925	10,623
Transfers to / (from) balances		<u>1,698</u>	<u>(1,798)</u>
		<u><u>10,623</u></u>	<u><u>8,825</u></u>
Estimated year end redundancy provision			(664)
Projected General Fund outturn			<u><u>8,161</u></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	
Original Budget				77,779	
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
11 Redundancy payments		41		41	January Cabinet
Changes Approved	262	510	561	1,333	
Approved Estimate February Cabinet				79,112	

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	2018/19 Original Budget			New Schemes – 2018/19 Approved Estimate			Schemes Approved in Prior Years			Projections – Gross Expenditure				
	Gross £000's	Income £000's	Net £000's	Gross £000's	Income £000's	Net £000's	Gross £000's	Income £000's	Net £000's	2018/19 Projected (£'000)	2018/19 SLIPPAGE Projected (£'000)	TOTAL Projected (£'000)	VARIANCE Projected (£'000)	VARIANCE Projected (%)
Communities Directorate														
Revenues & Benefits	0	0	0	0	0	0	69	0	69	69	0	69	0	
Communities, Enforcement & Partnerships	3,098	(635)	2,463	8,533	(720)	7,813	4,382	(1,597)	2,785	11,236	1,663	12,899	(16)	-1%
Library & Resident Services	435	0	435	733	(1)	732	917	(171)	746	1,516	160	1,676	26	6%
Total Communities Directorate	3,533	(635)	2,898	9,266	(721)	8,545	5,368	(1,768)	3,600	12,821	1,823	14,644	10	0
Place Directorate														
ICT	360	0	360	429	0	429	38	0	38	467	0	467	0	0%
Property	1,045	0	1,045	20,728	(244)	20,484	8,566	(282)	8,284	15,613	13,681	29,294	0	0%
Housing	0	0	0	0	0	0	881	(856)	25	881	0	881	0	0%
Planning	1,010	(50)	960	1,557	(597)	960	468	(185)	283	1,005	1,020	2,025	0	0%
Total Place Directorate	2,415	(50)	2,365	22,714	(841)	21,873	9,953	(1,323)	8,630	17,966	14,701	32,667	0	0
Managing Director														
Human Resources	0	0	0	0	0	0	64	0	64	34	15	49	(15)	
Adult Social Care	0	0	0	85	(85)	0	6	(6)	0	35	10	45	(46)	
Commissioning – Communities	7,006	(4,543)	2,463	8,981	(4,758)	4,223	3,936	(1,570)	2,366	11,534	1,383	12,917	0	0%
Law and Governance	0	0	0	63	0	63	26	0	26	89	0	89	0	
Green Spaces & Parks	333	(163)	170	345	(135)	210	211	(118)	93	556	0	556	0	0%
Non Schools	246	(46)	200	289	(69)	220	261	(146)	115	550	0	550	0	0%
Schools – Non Devolved	4,025	(875)	3,150	4,075	(925)	3,150	20,494	(8,034)	12,460	16,729	6,030	22,759	(1,810)	-45%
Schools – Devolved Capital	197	(197)	0	195	(197)	(2)	445	(445)	0	640	0	640	0	0%
Total Managing Director	11,807	(5,824)	5,983	14,033	(6,169)	7,864	25,443	(10,319)	15,124	30,167	7,438	37,605	(1,871)	(0)
Total Committed Schemes	17,755	(6,509)	11,246	46,013	(7,731)	38,282	40,764	(13,410)	27,354	60,954	23,962	84,916	(1,861)	0

Portfolio Total	(£'000)	17,755	(£'000)	86,777	(£'000)	60,954
External Funding						
Government Grants	(5,060)		(14,134)		(12,188)	
Developers' Contributions	(674)		(4,056)		(4,050)	
Other Contributions	(775)		(2,951)		(2,941)	
Total External Funding Sources	(6,509)		(21,141)		(19,179)	
Total Corporate Funding		11,246		65,636		41,775

Capital Monitoring Report - January 2018/19

At 31st January 2019, the approved estimate stood at £86.777m

	Exp	Inc	Net
	£'000	£'000	£'000
Approved Estimate	86,777	(21,141)	65,636
Variances identified	(1,861)	296	(1,565)
Slippage to 2019/20	(23,962)	1,666	(22,296)
Projected Outturn 2018/19	60,954	(19,179)	41,775

Overall Projected Expenditure and Slippage

Projected outturn for the financial year is £60.954m

Variances are reported as follows.

Communities, Enforcement & Partnerships				
CY09	Superfast Broadband in Berkshire	20	0	20 Contract Variations
CY13	Economic Development	(20)	0	(20) Contract Variations
Library & Resident Services				
CC37	Town Hall Reception Refurbishment	5	0	5 Unforeseen Costs
CP82	Maidenhead Library -Small Power Rewire Ground/1st Floors	8	0	8 Overspend due to retentions
Human Resources				
CK90	AfC Phones & Signage	(17)	0	(17) Revised Estimate
CN76	iTrent Development	2	0	2 Unforeseen Costs
Adult Social Care				
CT57	Care Homes Reconfiguration	(46)	60	14 Scheme discontinued - funding unavailable
Schools - Non Devolved				
CSFC	Ascot Primaries Feasibilities-2015-16	(237)	236	(1) Scheme complete
CSGR	Charters Expansion	(850)	0	(850) Scheme complete
CSGT	Windsor Boys Expansion	(140)	0	(140) Scheme complete
CSGV	Cox Green School Expansion Year 1 of 3	(500)	0	(500) Scheme complete
CSHP	Wraybury school - Staffroom Extension	(50)	0	(50) Scheme complete
CSHV	Lowbrook Expansion	(50)	0	(50) Revised Business Case
CSHA	Woodlands Park School Internal Remodelling	14	0	14 Revised Business Case
		(1,861)	296	(1,565)
Additional slippage this month is reported as follows.				
Slippage reported last month				
		(11,246)	1,326	(9,920)
Human Resources				
CK90	AfC Phones & Signage	(15)	0	(15) Budget to be utilised during 2019/20
Communities, Enforcement & Partnerships				
CY15	Bright Ideas Competition	(5)	0	(5) Budget to be utilised during 2019/20
Commissioning - Communities				
CC67	Replacement Payment Equipment for Car Parks	(540)	540	0 Delay in replacement parking machines. Majority of works to be carried out in the early part of 2019/20.
Library & Resident Services				
CLB2	Sunninghill Library Lease Repairs	(14)	0	(14) Budget to be utilised during 2019/20
CLB9	Windsor Riverside Esplanade Revival	(10)	0	(10) Budget to be utilised during 2019/20
CC22	Digitisation of Historic Registers	(30)	0	(30) Budget to be utilised during 2019/20
Communities, Enforcement & Partnerships				
CX29	Windsor Coach Park Bridge-Canopy, Resurfacing	(10)	0	(10) Reflects survey details received
CD85	Enforcement Services-Mobile Phone Replacement	(1)	0	(1) Revised working and business processes
CD56	Night Time Economy Enforcement Equipment	(1)	0	(1) Revised working and business processes
CZ00	Bath Island-Electrical works	20	0	20 Revised scheme to support events plans
Planning				
CI66	Infrastructure Delivery Prog-CIL & Grant Funding	50	0	50 Revised slippage
Schools - Non Devolved				
CSFC	Ascot Primaries Feasibilities	200	(200)	0 } Secondary School expansions earlier completion than planned.
CSGR	Charters Expansion	800	0	800 } Resulting underspend from schemes released into forecast for 2018/19.
CSGV	Cox Green School Expansion Year 1 of 3	400	0	400 } Previous expectation was project would slip into 2019/20 with any underspend being
CSGT	Windsor Boys Expansion	120	0	120 } released in that financial year.
Property				
CC78	Vicus Way Car Park	(3,000)	0	(3,000) Budget reprofiled to reflect latest scheme plans.
CC80	Temp Parking Provision-Maidenhead Regeneration	(1,200)	0	(1,200) Budget reprofiled to reflect latest scheme plans.
CI01	Acquisition of Land off Lower Cookham Rd, Mhead	(1,140)	0	(1,140) Scheme to complete in 19/20
CI14	Maidenhead Waterways Construction phase 1	(1,300)	0	(1,300) Works to continue into 19/20
CI29	Broadway Car Park & Central House Scheme	(400)	0	(400) Works to continue into 19/20
CX43	Affordable Housing-St Edmunds Hse Ray Mill Rd West	(4,475)	0	(4,475) Slippage to 19/20 to reflect development programme of scheme.
CX44	Affordable Housing-The Brocket, Boyn Hill Ave	(1,700)	0	(1,700) Slippage to 19/20 to reflect development programme of scheme.
CX45	Affordable Housing - 16 Ray Mill Ave East, MHead	(50)	0	(50) Scheme to complete in 19/20
CI62	Hines Meadow CP - Dilapidations	(40)	0	(40) Retentions
CM23	54-56 Queen Street, Maidenhead	(18)	0	(18) Redevelopment of Landing scheme to complete in 2019/20
CM53	Theatre Royal-Soffit/Roof Light Ventilation	(35)	0	(35) Scheme awaiting Theatre Royal approval
CM57	Theatre Royal-Auditorium / Maintenance Works	(35)	0	(35) Scheme awaiting Theatre Royal approval
CN63	Guildhall - Roof Repairs (Hoist/Pigeon Measures)	(114)	0	(114) Scheme out to tender. Scheme will commence once current bookings have been honoured.
CX22	St Mary's Hse-External replace/decor roof 2014-15	(24)	0	(24) Scheme to complete in 2019/20
CX40	Operational Estate Improvements	(100)	0	(100) Ongoing programme of works to complete in 2019/20
CX41	Commercial Investment Property Portfolio-Repairs	(50)	0	(50) Ongoing programme of works to complete in 2019/20
		(23,962)	1,666	(22,296)

Overall Programme Status

The project statistics show the following position:

Scheme progress	No.	%
Yet to Start	35	14%
In Progress	137	55%
Completed	17	7%
Ongoing Programmes e.g., Disabled Facilities Grant	58	23%
Devolved Formula Capital Grant schemes budgets devolved to schools	1	0%
Total Schemes	248	100%

Major Capital Scheme Progress		January 2019 @ 11/01/19																						
Project	CAPITAL SCHEME	TOTAL SCHEME VALUE	2018/19 APPROVED ESTIMATE			APPROVED SLIPPAGE FROM PRIOR YEARS			2018/19 TOTAL BUDGET			PROJECTIONS		PROJECT STATUS										
			Gross	Income	Estimate	Gross	Income	Estimate	Gross	Income	Estimate	2018/19 Projected Variance	2019/20 SLIPPAGE Projected	Yet To Start	Preliminary / Feasibility Work	Work On-site	Ongoing Annual Programme	Expected Completion						
			£'000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000										
Communities Directorate																								
Communities, Enforcement & Partnerships																								
CT52	Disabled Facilities Grant	600	600	(600)	0	0	0	0	600	(600)	0	0	0											
CZ18	Braywick Leisure Centre	33,756	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	1,850	(908)	942	1,850	(908)	942	0	750											
CC47	CCTV Replacement	1,302	1,300	0	1,300	2	0	2	1,302	0	1,302	0	150											
Place Directorate																								
Property																								
CI29	Broadway Car Park & Central House Scheme	35,313	0	0	0	2,230	(140)	2,090	2,230	(140)	2,090	0	400											
CI21	Windsor Office Accommodation	10,058	3,219	0	3,219	3,898	(142)	3,756	7,117	(142)	6,975	0	0											
CI62	Hines Meadow CP - Dilapidations	700	0	0	0	523	0	523	523	0	523	0	40											
CX40	Operational Estate Improvements	600	600	0	600	0	0	0	600	0	600	0	100											
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	(850)	0											
CSGV	Cox Green School Expansion Year 1 of 3	5,800	420	0	420	2,821	(455)	2,366	3,241	(455)	2,786	(500)	0											
CSGW	Furze Platt Senior expansion Year 1 of 3	8,000	750	0	750	6,571	(2,033)	4,538	7,321	(2,033)	5,288	0	3,000											
CSGX	Dedworth Middle School Expansion Year 1 of 3	4,700	420	0	420	3,490	(1,791)	1,699	3,910	(1,791)	2,119	0	270											
Commissioning - Communities																								
CC62	Maidenhead Missing Links (LEP Match Funded)	733	733	(633)	100	0	0	0	733	(633)	100	0	703											
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											

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Agenda Item 8

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