

Public Document Pack

Head of Governance: Karen Shepherd: (01628) 796529

TO: EVERY MEMBER OF THE COUNCIL FOR THE ROYAL BOROUGH OF WINDSOR & MAIDENHEAD

YOU ARE HEREBY SUMMONED TO ATTEND the Meeting of the Council of the Royal Borough of Windsor & Maidenhead to be held in the **Grey Rooms, York House, Windsor** on **Tuesday, 17 December 2019 at 7.30 pm** for the purpose of transacting the business specified in the Agenda set out hereunder.

Dated this Monday, 9 December 2019



Duncan Sharkey
Managing Director

Rev Quick will say prayers for the meeting.

A G E N D A

PART I

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence

2. COUNCIL MINUTES

To receive the minutes of the meetings of the Council held on 24 September and 23 October 2019.
(Pages 9 - 78)

3. DECLARATIONS OF INTEREST

To receive any declarations of interest
(Pages 79 - 80)

4. MAYOR'S COMMUNICATIONS

To receive such communications as the Mayor may desire to place before the Council
(Pages 81 - 82)

5. PUBLIC QUESTIONS

a) Ed Wilson of Clewer and Dedworth West ward will ask the following

question of Councillor Carroll, Lead Member for Adult Social Care, Children's Services, Health and Mental Health:

Will the Lead Member advise if he has received any proposals from members that safeguard the future of the Dedworth Sensory Garden?

b) Ed Wilson of Clewer and Dedworth West ward will ask the following question of Councillor Johnson, Leader of the Council:

Will the Leader of the Council meet with me and Dedworth residents who would like to display large remembrance poppies along Dedworth Rd and Maidenhead Road in years to come?

(A Member responding to a question shall be allowed up to five minutes to reply to the initial question and up to two minutes to reply to a supplementary question. The questioner shall be allowed up to one minute to put the supplementary question)

6. PETITIONS

To receive any petitions presented by Members on behalf of residents.

(Any Member submitting a petition has up to 2 minutes to summarise its contents)

7. REFERRALS FROM OTHER BODIES

To consider referrals from other bodies (e.g. Cabinet for capital items)

None for this meeting

8. APPOINTMENT OF STATUTORY OFFICER

To consider the above report
(Pages 83 - 88)

9. OLD WINDSOR NEIGHBOURHOOD PLAN - FORMAL MAKING OF THE PLAN

To consider the above report
(Pages 89 - 156)

10. CONSTITUTION CHANGES - SCHOOL IMPROVEMENT FORUM TERMS OF REFERENCE

To consider the above report
(Pages 157 - 162)

11. IMPLEMENTING THE CARE ACT - PEOPLE IN RESIDENTIAL ACCOMMODATION

To consider the above report
(Pages 163 - 168)

12. TREASURY MANAGEMENT UPDATE 2019/20

To consider the above report
(Pages 169 - 184)

13. MEMBERS' QUESTIONS

a) Councillor Larcombe will ask the following question of Councillor Coppinger, Lead Member for Planning and Maidenhead:

Unauthorised construction of raised earth bunds on flood plain are a problem in my Datchet, Horton and Wraysbury Ward. These embankments inhibit overland flood flows, take up flood storage capacity and raise flood levels. The simultaneous neglect of the ancient land drainage infrastructure exacerbates flooding. As lead local flood authority what action is RBWM taking to remedy the issues?

b) Councillor Larcombe will ask the following question of Councillor Coppinger, Lead Member for Planning and Maidenhead:

What is the total cost of the Borough Local Plan to date please?

c) Councillor Price will ask the following question of Councillor Clark, Lead Member for Transport and Infrastructure:

Where there are broken/uneven pathways, lack of dropped kerbs/tactile paving, residents with disabilities, and indeed the elderly, are deterred from venturing out, thus increasing the incidence of loneliness, isolation, and physical inactivity. Will the Lead Member consider prioritising repairs/improvements where there are clusters of such residents in line with the RBWM Strategic Priority of Health, Skilled and Independent residents?

d) Councillor Davey will ask the following question of Councillor McWilliams, Lead Member for Housing, Communications and Youth Engagement:

What funding has cabinet allocated to support rough sleepers over the Christmas period and into the New Year around the Borough and how might we work better with community groups and voluntary organisations to raise awareness and sign post provision to maximise resources for all?

e) Councillor Davey will ask the following question of Councillor Johnson, Leader of the Council:

With RBWM in a very serious financial situation is it now time to make use of the skills of all councillors, across parties, rather than simply relying on the Conservative Administration trying to go it alone?

f) Councillor Davies will ask the following question of Councillor Carroll, Lead Member for Adult Social Care, Children's Services, Health and Mental Health:

Nationally 30,000 children - UK resident but EU nationals - may not receive

settled status, despite being entitled to it, due to “irregular family contexts”. Of these, 5,000 are children in care. Are there any children in our care whose settled status is uncertain for this reason? And if so, what practical and legal support are they receiving?

g) Councillor L. Jones will ask the following question of Councillor Hilton, Lead Member for Finance and Ascot:

The finance update is showing an estimated £3.61m forecast overspend at the end of the financial year. This is the ‘net figure’ after ‘saving mitigations’ have already been implemented. What assurances can the Lead Member give council that this figure can be mitigated and will not continue to rise?

h) Councillor Hill will ask the following question of Councillor Clark, Lead Member for Transport and Infrastructure:

Given the recent tragic deaths of 2 Oldfield Ward Residents when are we going to see the pedestrian crossing built on Braywick Road and safety upgrades to the 2 crossings near Oldfield School on Bray Road?

i) Councillor Hill will ask the following question of Councillor Clark, Lead Member for Transport and Infrastructure:

It was agreed after two petitions were raised to review pedestrian crossings on Stafferton Link Road that all crossing points on the road would be examined with a view to improve pedestrian safety. When will this be complete and improved safer crossings be installed?

(A Member responding to a question shall be allowed up to two minutes to reply to the initial question, and up to two minutes to reply to a supplementary question. The questioner shall be allowed up to one minute to put the supplementary question)

14. MOTIONS ON NOTICE

a) By Councillor Cannon

As a member of Royal Berkshire Fire Authority I bring this motion to the Council to demonstrate our commitment to the Royal Berkshire Fire and Rescue Service motion to ensure the safety of RBWM buildings and residents from the risks of fires.

This Council:

- i) Acknowledges that sprinklers and other Automatic Fire Suppression Systems (AFSS) save lives, protect property, reduce the impact of fire on the environment, reduce interruption to business and improve safety for individuals in the community in general and firefighters. In recognising these benefits support the National Fire Chief’s Council position on sprinklers by writing to Central Government to express support for the creation of a legal requirement to fit sprinklers or AFSS in buildings.

- ii) Commit to installation of sprinklers or other AFSS within its own building stock when planning for and constructing new buildings or as a retrofitted solution when undertaking major refurbishments of existing buildings.
- iii) Through the planning application or building control process, promote and support the installation of sprinklers or other AFSS for all new or refurbished buildings and particularly those that present the most significant risk to the public and firefighters.

b) By Councillor Taylor

Following the declaration of a climate emergency this year, along with the spells of record breaking hot weather, I ask the council to commit to addressing the responsibilities it has to residents during this extreme type of weather.

This Council:

- i) Ensures that correct and helpful information is provided via the council's communications channels and libraries to assist people during periods of hot weather.
- ii) Liaises with other support groups / charities to see what help can be offered to those who are most vulnerable in the Borough.
- iii) Establishes a Heat Mitigation Research Working Group to discuss what responsibilities the council may have moving forwards to tackle the inevitable changes to a wider range of issues including building regulations, responsibilities for existing housing stock and general heat relief.

c) By Councillor Davey

The Police tell me one of the main reasons young people start getting into trouble is limited parental support after school.

This Council:

- i) Recognises many 15-18 year olds could benefit from community support after school for approximately 3 hours a day.
- ii) Commits to working harder to find solutions to give our youth the best possible start in life.

d) By Councillor Del Campo

According to a recent freedom of information request (number 74334, November 2019), there are currently 766 empty homes in the Royal Borough. The same request shows that no Empty Dwelling Management Orders have been issued in the last five years. Bringing these empty homes back into use could avoid the need to build on several green-belt sites in the borough.

This Council resolves to:

- i) Promote the grants and support available to owners of empty residential properties to bring them back into use
- ii) Use all reasonable powers to bring empty residential properties back into use
- iii) Write to the inspector of the borough local plan requesting the urgent removal of green-belt sites with allocations totalling up to 766 empty homes.

e) By Councillor Baldwin

While fireworks bring much enjoyment to some people, they can cause significant problems and fear for other people and animals (including pet animals, farm livestock and wildlife). Animals affected not only suffer psychological distress but can also cause themselves injuries – sometimes very serious ones – as they attempt to run away or hide from the noise.

This Council resolves to:

- i) Actively promote a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people – including the precautions that can be taken to mitigate risks
- ii) Write to the UK Government urging them to introduce legislation to limit the maximum noise level of fireworks to 90dB for those sold to the public for private displays
- iii) Encourage local suppliers of fireworks to stock 'quieter' fireworks for public display.

f) By Councillor Hill

This Council agrees to review and evaluate all pedestrian crossings on safe walking routes to school and in the vicinity of schools, with particular emphasis given to crossings on main roads, and put in place measures to mitigate identified risks.

COUNCIL MOTIONS – PROCEDURE

- Motion proposed (mover of Motion to speak on Motion)
- Motion seconded (Secunder has right to reserve their speech until **later** in the debate)
- Begin debate

Should An Amendment Be Proposed: (only one amendment may be moved and discussed at any one time)

NB – Any proposed amendment to a Motion to be passed to the Mayor for consideration before it is proposed and seconded.

- Amendment to Motion proposed
- Amendment must be seconded BEFORE any debate can take place on it
(At this point, the mover and seconder of original Motion can indicate their acceptance of the amendment if they are happy with it)
- Amendment debated (if required). Members who have spoken on the original motion are able to speak again in relation to the amendment only
- Vote taken on Amendment
- If Agreed, the amended Motion becomes the substantive Motion and is then debated (any further amendments follow same procedure as above).
- If Amendment not agreed, original Motion is debated (any other amendments follow same procedure as above).

- The mover of the Motion has a right to reply at the end of the debate on the Motion, immediately before it is put to the vote.
- At the conclusion of the debate on the Motion, the Mayor shall call for a vote. Unless a named vote is requested, the Mayor will take the vote by a show of hands or if there is no dissent, by the affirmation of the meeting.
- If requested by any **5** Members the mode of voting shall be via a named vote. The clerk will record the names and votes of those Members present and voting or abstaining and include them in the Minutes of the meeting.
- Where any Member requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting

(All speeches maximum of 5 minutes, except for the Budget Meeting where the Member proposing the adoption of the budget and the Opposition Spokesperson shall each be allowed to speak for 10 minutes to respectively propose the budget and respond to it. The Member proposing the budget may speak for a further 5 minutes when exercising his/her right of reply.)

Closure Motions

a) A Member who has not previously spoken in the debate may move, without comment, any of the following Motions at the end of a speech of another Member:

- i) to proceed to the next business;
- ii) that the question be now put to the vote;
- iii) to adjourn a debate; or
- iv) to adjourn a meeting.

b) If a Motion to proceed to next business is seconded, the Mayor will give the mover of the original Motion a right of reply and then put the procedural Motion to the vote.

c) If a Motion that the question be now put to vote is seconded, the Mayor will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply before putting his/her motion to the vote.

d) If a Motion to adjourn the debate or to adjourn the meeting is seconded, the Mayor will put the procedural Motion to the vote without giving the mover of the original Motion the right of reply

Point of order

A Member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of the Council Rules of Procedure or the law. The Member must indicate the procedure rule or law and the way in which he/she considers it has been broken. The ruling of the Mayor on the matter will be final.

Personal explanation

A Member may make a personal explanation at any time with the permission of the Mayor. A personal explanation may only relate to some material part of an earlier speech by the Member which may appear to have been misunderstood in the present debate. The ruling of the Mayor on the requirement of a personal explanation will be final.

**AT A MEETING OF THE BOROUGH COUNCIL held in the Council Chamber -
Town Hall on Tuesday, 24th September, 2019**

PRESENT: The Mayor (Councillor Sayonara Luxton), The Deputy Mayor (Councillor Gary Muir) and Councillors Baldwin, Baskerville, Bateson, Bhangra, Bond, Bowden, Brar, Cannon, Carroll, Clark, C. Da Costa, W. Da Costa, Davey, Davies, Del Campo, Dudley, Haseler, Hill, Hilton, Hunt, Johnson, Knowles, Larcombe, McWilliams, Price, Rayner, Reynolds, Sharpe, Singh, Stimson, Story, Targowski, Taylor, Tisi, Walters and Werner

Officers: Duncan Sharkey, Andy Jeffs, Russell O'Keefe, Mary Severin, Karen Shepherd, Suzanne Martin and Maddie Pinkham

35. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Coppinger, Jones and Shelim.

36. COUNCIL MINUTES

RESOLVED UNANIMOUSLY: That the minutes of the meeting held on 23 July 2019 be approved.

37. DECLARATIONS OF INTEREST

Councillor Singh declared a personal interest in item 15h) as he owned a property in St Marks Road. He had been advised by the Monitoring Officer that as the item was a Member question rather than a formal decision, he was able to continue to take part.

Councillor Hill declared a personal interest in item 11 as he owned a property in the borough which would require the erection of scaffolding during 2020. He would not vote on the item.

38. MAYOR'S COMMUNICATIONS

The Mayor had submitted in writing details of engagements that the Mayor and Deputy Mayor had undertaken since the last meeting, which were noted by Council.

39. PUBLIC QUESTIONS

No questions had been received by the deadline.

40. PETITIONS

Councillor Tisi submitted a petition relating to the introduction of business rate relief for maintained nurseries in the borough. She explained that as there was a motion on the subject later in the agenda, she would speak on the issue then. However, she wanted to present the petition to show the strength of feeling from residents in her ward on the issue.

41. ELECTION OF LEADER

Members considered the election of Leader.

It was proposed by Councillor Clark, seconded by Councillor Carroll, and:

RESOLVED: That Full Council notes the report and elects Councillor Andrew Johnson as Leader of the Council.

(A named vote was taken as at least five councillors made such a request, as per Part 2 C17.3.3 of the constitution. 20 Councillors voted for the motion; 15 Councillors voted against the motion; 2 abstained)

Election of Leader (Motion)	
Councillor John Baldwin	Against
Councillor Clive Baskerville	Against
Councillor Christine Bateson	For
Councillor Gurpreet Bhangra	For
Councillor Simon Bond	Against
Councillor John Bowden	For
Councillor Mandy Brar	Against
Councillor Catherine del Campo	Against
Councillor David Cannon	For
Councillor Stuart Carroll	For
Councillor Gerry Clark	For
Councillor Carole Da Costa	Against
Councillor Wisdom Da Costa	Abstain
Councillor Jon Davey	Against
Councillor Karen Davies	Against
Councillor Phil Haseler	For
Councillor Geoffrey Hill	Against
Councillor David Hilton	For
Councillor Maureen Hunt	For
Councillor Andrew Johnson	For
Councillor Neil Knowles	Against
Councillor Ewan Larcombe	Abstain
Councillor Sayonara Luxton	For
Councillor Ross McWilliams	For
Councillor Gary Muir	For
Councillor Helen Price	Against
Councillor Samantha Rayner	For
Councillor Joshua Reynolds	Against
Councillor Julian Sharpe	For
Councillor Gurch Singh	For
Councillor Donna Stimson	For
Councillor John Story	For
Councillor Chris Targowski	For
Councillor Helen Taylor	Against
Councillor Amy Tisi	Against
Councillor Leo Walters	For
Councillor Simon Werner	Against
Carried	

Councillor Johnson stated that it was an honour and a privilege to be elected as Leader. Despite the fact that the Conservative administration had only recently been elected on a mandate, from the outset there would be some changes. He had a different style to his predecessor and changes would be seen in terms of the decision making process, a revised vision for taking the borough forward and how the council engaged with residents. He would lead an administration that was decisive and acted with clarity of purpose but would also listen, respond and employ creative ways to engage with residents. This was a united Conservative administration based on financial prudence, low taxes, tackling crime and anti-social behaviour and delivering opportunity. Full details of his administration would follow but he looked forward to delivering a Conservative manifesto in a collegiate and cohesive spirit.

Councillor Walters left the meeting.

42. COMMUNITY GOVERNANCE REVIEW PROCESS

Members received a [presentation](#) on the process for undertaking a Community Governance Review from Suzanne Martin, Electoral & Information Governance Services Manager.

Members noted that the figures provided in the background report detailing the number of signatories required for a valid petition to start a Community Governance Review had been updated due to a change in legislation. Members noted the required numbers as below:

Petition area	Required number of signatories
< 500 electors	37.5% of the electors
500 – 2,499 electors	At least 187 of the electors
> 2,500 electors	At least 7.5% of the electors

Members also noted that if a Community Governance Review was undertaken, either following receipt of a valid petition or following a decision by the council, a working group could be set up to undertake the review or alternatively an officer could be given delegated authority. The last review undertaken by the council relating to Bray Parish Council had been undertaken by the Returning Officer under delegated authority.

The Mayor thanked Suzanne Martin for the presentation and requested Members to direct any questions to Suzanne outside of the meeting.

43. CONSTITUTIONAL AMENDMENTS - TOWN FORUMS

Members considered amendments to the terms of reference for the two Town Forums.

Councillor Rayner explained that there were a number of major projects in both towns and increasing the number of town forum meetings would provide residents with the opportunity to come to meetings, listen, and ask questions of both Members and

officers. Recent agenda had been very lengthy therefore the proposals would help to address this issue.

Councillor Price explained that she had attended Windsor Town Forum meetings for over five years. She had regularly requested an increase in meetings so welcomed the proposals but regretted that the opportunity had not been taken earlier. She was however unable to agree to the increase in membership which she felt was a way of making the meetings political as there were only three Conservative ward councillors in the wards covering the Windsor Town Forum. She highlighted that the terms of reference required 'political balance wherever possible' and Members 'should' represent the ward areas. Councillor Price felt ward representation should take precedence as Members from outside Windsor would be unfamiliar with the issues.

Councillor Knowles commented that he echoed the sentiments of Councillor Price, although he had not attended as many town forum meetings as she had. The ward covering the area of the Boltons had been added to the Windsor Town Forum ward list in May and he therefore felt this area should be represented on the forum. He therefore welcomed the change in this respect. He felt that the meetings could end up being just as lengthy despite the increase in frequency; he hoped it would be an opportunity for more interaction and lively debate. He had planned to table an amendment in relation to political balance but had been advised it would not have legally been possible; this was the only reason he had not challenged the issue.

Councillor Hill asked whether a ward councillor could propose a motion to keep the membership the same. The Monitoring Officer advised that the point of increasing the membership to 11 was to allow the Boltons to be represented. Members could vote against the proposal but this would mean the Boltons would not be represented.

Councillor W. Da Costa commented that the problem was that the political balance was based on the whole of the borough; he felt it should be based on the political representation in Windsor. The Monitoring Officer explained that the law required political balance. An exemption was only possible if every Member voted to remove the requirement. Another option would be for the meetings to be designated as Area Committees. Alternative options would need to be properly assessed and were therefore best discussed outside of the Council meetings.

Councillor Hilton commented that in the past there had only been 15 Conservative councillors on the council and the political balance rule had been applied. The Leader had spoken of a new approach and the collective intent to take the council forward. Beyond the legal requirements, it would be important for the administration to add some colour to the town forums.

Councillor Davey asked whether the Conservative Group could give seats to other Members who were ward councillors in the relevant area. The Monitoring Officer confirmed this was not possible. Councillor Davey commented that if the council wanted to push residents towards requesting a town council in Windsor, the way to do it was to ignore the ward councillors.

Councillor Bowden explained that he had been the Chairman of the Windsor Town Forum for a number of years. The meetings had often been lengthy and had received criticism. He had then tried compacting the agenda but had again been criticised for doing so; he therefore welcomed the increase in meetings.

Councillor Tisi welcomed the increased opportunity for the public voice to be heard but she was uneasy that, particularly in Windsor, Members from outside the area would be on the Forum representing Windsorians. She welcomed the inclusion of the Boltons.

Councillor Singh, as Chairman of the Maidenhead Town Forum, commented that he welcomed the increase in meetings and membership. This would enable better engagement and discussion and would therefore empower residents.

Councillor Rayner commented that all Windsor Members were welcome to attend the meetings and sit at the table to join in discussions.

It was proposed by Councillor Rayner, seconded by Councillor Bowden, and:

RESOLVED: That full Council notes the report and:

- i) Agrees to increase the membership of both Maidenhead Town Forum and Windsor Town Forum to 11 Members.**
- ii) Agrees to increase the frequency of Windsor Town Forum and Maidenhead Town Forum meetings to six times per annum.**
- iii) Delegates authority to the Monitoring Officer to amend the constitution as detailed in Appendix A.**
- iv) Agrees the following meeting dates for the remainder of the 2019/20 municipal year:**
 - Maidenhead Town Forum: 4 November 2019, 20 January 2020, 25 March 2020, 12 May 2020.**
 - Windsor Town Forum: 27 November 2019, 13 January 2020, 19 March 2020, 18 May 2020**

(A named vote was taken as at least five councillors made such a request, as per Part 2 C17.3.3 of the constitution. 31 Councillors voted for the motion; 3 Councillors voted against the motion; 2 abstained)

Constitutional Amendments - Town Forums (Motion)	
Councillor John Baldwin	For
Councillor Clive Baskerville	For
Councillor Christine Bateson	For
Councillor Gurpreet Bhangra	For
Councillor Simon Bond	For
Councillor John Bowden	For
Councillor Mandy Brar	For
Councillor Catherine del Campo	For
Councillor David Cannon	For
Councillor Stuart Carroll	For
Councillor Gerry Clark	For
Councillor Carole Da Costa	For
Councillor Wisdom Da Costa	For
Councillor Jon Davey	Abstain
Councillor Karen Davies	For
Councillor Phil Haseler	For
Councillor Geoffrey Hill	Against
Councillor David Hilton	For

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Councillor Maureen Hunt	For
Councillor Andrew Johnson	For
Councillor Neil Knowles	For
Councillor Ewan Larcombe	Abstain
Councillor Sayonara Luxton	For
Councillor Ross McWilliams	For
Councillor Gary Muir	For
Councillor Helen Price	Against
Councillor Samantha Rayner	For
Councillor Joshua Reynolds	For
Councillor Julian Sharpe	For
Councillor Gurch Singh	For
Councillor Donna Stimson	For
Councillor John Story	For
Councillor Chris Targowski	For
Councillor Helen Taylor	For
Councillor Amy Tisi	Against
Councillor Leo Walters	No vote recorded
Councillor Simon Werner	For
Carried	

44. APPOINTMENT OF SCRUTINY OFFICER

Members considered appointment of the statutory Scrutiny Officer.

Councillor Rayner informed Members that David Cook, the proposed nominee, had been employed by the council since 2013. He was an excellent officer, highly regarded by all.

Members noted that the Scrutiny Officer performed a key role, including:

- Promoting the role of the council's Overview and Scrutiny Committees
- Providing support to the council's Overview and Scrutiny Committees and the members of those bodies
- Providing support and guidance to Members and Officers of the Council and the Executive on the functions of its Overview and Scrutiny Committees

The Overview and Scrutiny process was critical to openness and transparency and ensured the best decision making occurred for residents.

Councillor Hilton stated he was totally supportive of the proposed appointment. Councillor McWilliams echoed this comment. He highlighted that the way to do scrutiny was to listen and consult. This was the approach taken by the Task and Finish Groups that had been established. The support of the Scrutiny Officer was critical for both the Panel Chairmen and Members.

Councillor Werner commented that David Cook was an outstanding officer. He asked how long he would be covering the role and hoped that he would be able to work full time on scrutiny.

Councillor Hill stated that he supported the proposal. Given the finance report to Cabinet later in the week he wished there had been more rigorous scrutiny undertaken. Councillor W. Da Costa applauded the appointment of David Cook as he

was highly regarded by all. Councillor W. Da Costa believed that given the correct support he would do an excellent job. He asked what support and financial budget would be provided for training and what freedom would he be given to make decisions and recommendations free from the fear of political repercussions?

The Service Lead – Governance confirmed that the appointment of the statutory officer was required as a result of the departure of the Democratic Services Officer who had previously been designated in the role. The newly appointed Democratic Services Officer did not have sufficient experience to take the role on immediately, therefore would be undertaking a full training programme in the coming months. David Cook would continue in his role as Democratic Services Team Manager, whilst also co-ordinating the Scrutiny Officer role with support from the newly appointed Democratic Services Officer.

It was proposed by Councillor Rayner, seconded by Councillor Hilton and:

RESOLVED UNANIMOUSLY: That Full Council notes the report and appoints David Cook – Democratic Services Team Manager, as the council’s Statutory Scrutiny Officer.

45. HOARDING & SCAFFOLDING FEES & CHARGES - BUDGET

Members considered the amendment of approved fees and charges.

Councillor Johnson explained that the report proposed a reduction in the fees and charges for the erection of scaffolding and hoardings on the public highway. The proposals represented a clear commitment to sustainability as where a living or green wall (or similar) was created as an alternative to traditional hoarding, fees would be waived. There was significant regeneration in the borough and where the council was taking an active lead, it would look to deliver green or sustainable walls wherever possible.

Councillor W. Da Costa asked what effect the proposals would have on income levels. He suggested guidelines should be provided to facilitate the creation of green walls that actually enhanced biodiversity and reduced greenhouse gasses rather than just creating a ‘weedy wall’. He also asked what were the positive social and economic outcomes that would push contractors towards complying.

Councillor Davies welcomed the waving of fees but echoed the calls for the creation of standards to guide developers.

Councillor Stimson explained that it appeared the borough’s charges were higher than neighbouring authorities therefore the reduction was proposed. As Lead Member she would be looking at best practice for building green walls; it was likely that this would depend entirely on the situation of the wall. Green walls could have a variety of benefits including absorbing sound and cleaning air and therefore each wall may require something different.

Councillor Johnson concluded that the council was committed to the biodiversity agenda; this was just one small part.

It was proposed by Councillor Johnson, seconded by Councillor Stimson, and:

RESOLVED UNANIMOUSLY: That Council notes the report and:

i) Recommends that the approved fees and charges are amended to

Duration	Minor road less than 50m2	Minor road more than 50m2	Major road less than 50m2	Major road more than 50m2
0 to 2 months	£495	£2,430	£990	£4,865
3 to 4 months	£825	£2,655	£1,655	£5,310
5 to 6 months	£1,195	£3,020	£2,390	£6,040

Note: if a living / green wall (or similar) is created as an alternative to traditional hoarding fees will be waived.

46. TRANSPORT FOR THE SOUTH EAST - DRAFT PROPOSAL TO GOVERNMENT

Members considered support for a draft proposal to Government agreed by the Transport for the South East (TfSE) Shadow Partnership Board in March 2019, setting out the powers that TfSE wished to secure should it be offered statutory status.

Councillor Johnson explained that TfSE was a sub-national transport body that would take forward strategic, integrated and sustainable transport schemes for the south east.

Councillor Werner commented that it was good to see the council embracing regional government. He asked whether there were any powers the council would lose in moving to the proposed new body. He welcomed a more integrated approach for all forms of transport. He asked if the key measures would be whether it would save people time and money and what were the environmental impacts.

Councillor Johnson confirmed that the criteria were correct. The south east was one of the key economic powerhouses for the UK but also one of the most congested and with a generally unsustainable transport structure. No powers would be lost but it was an opportunity to work with LEP partners and other bodies in the region.

Councillor Hill welcomed the proposals but highlighted that the borough would not have a vote in the new body. Councillor Johnson explained that the borough technically did not get a vote on its own but did so through the Berkshire Strategic Transport Forum which worked on a cross-party, collegiate basis.

Councillor Knowles commented that it was common sense to get involved in the project however he was nervous of the delegation of authority to proceed at a later stage.

Councillor Cannon commented that strategic joined up thinking was the way forward. The proposals were modelled on structures in London and the north to benefit residents.

Councillor W. Da Costa highlighted that residents and businesses wanted simple, affordable transport that would get them to anywhere they wanted to in the region,

when they wanted to quickly and efficiently, boosting mobility and footfall, whilst also improving the environment, health and wellbeing. He could not see the inclusion of those objectives in the report. There was a need for the creation of a wide and extensive network of integrated, ecofriendly transport solutions including road, rail, cycle, walking and emerging solutions. It would be important to consider the role of a transport authority versus private ownership and the need to invest in technology to achieve the objectives. If Councillor Johnson agreed, he asked how could the council lead the way and push the authority to create the holistic solutions that businesses and residents needed.

Councillor Johnson explained that the principle role of the organisation was to support a regional framework for 'big ticket' transport infrastructure items. The role of transport authorities remained the same, to devise a localised transport solution. It would be important to be ambitious at the Berkshire level to secure funding for projects. He welcomed Member suggestions to be fed in via the Lead Member for Transport.

It was proposed by Councillor Johnson, seconded by Councillor Cannon, and:

RESOLVED UNANIMOUSLY: That Full Council notes the report and:

- ii) Agrees to support the consultation draft of the Proposal to Government (Appendix 1) including the powers and responsibilities requested by TfSE and the proposed governance arrangements; and**
- iii) Agrees to delegate any final changes to the TfSE proposal submitted to Government to the Interim Director of Adult Services and Deputy Director Strategy & Commissioning in conjunction with the Lead Member for Infrastructure, Transport Policy, Housing and Property**

47. MODERN WORKPLACE PROJECT

Members considered approval of capital funding for the Modern Workplace project.

Councillor Hilton commented that he was aware of the frustrations of officers when they had difficulties logging into the council network. The report proposed a replacement of the desktop environment to reduce those frustrations and improve efficiency. The original total estimated project cost to fully replace the current hardware and software had been £530,000 (pilot 2018/19 - £69,000, year 1 2019/20 - £321,000, year 2 2020/21 - £140,000).

Councillor Hilton explained that the pilot, approved by CLT earlier in the year, had led to a revised specification. The estimated cost of the project had increased by £405,000. This was due to a higher specification of device being required, a smaller number of suitable devices than estimated being re-useable, Optalis now being in scope, and an increase in device cost over recent months. In addition there was a requirement to bring forward £140,000 of the 2020/21 capital funding approved at Council in February to 2019/20. This would allow for the roll-out of all devices before 1 April 2020, when the Microsoft enterprise licence agreement was renewed; the mobile devices required a more cost effective license than the current thin clients. As well as improving system availability, replacing the current desktop infrastructure would realise significant benefits by enabling the council's workforce to carry out duties flexibly, use new functionality such as conference/video calling and instant

messaging, and provide efficiencies in terms of minimising pressure on support resources by implementing more robust and fully supported IT solutions.

Members noted that the costs included training, project management, application packages and conversion of packages. The change to the revenue budget in 2019/20 was one third of the £9000 figure in the report because by the time the project was underway there would only be four months of the financial year remaining. The depreciation period for hardware was 10 years; for software 7 years. Councillor Hilton would ask for a review period of hardware; if necessary this would require full Council approval. A rolling device replacement programme would be built into future capital budgets to ensure that the technology used by the council remained fit for purpose.

Councillor Bowden seconded the motion.

Councillor Reynolds commented that it was fair to say that the Council had fairly frequently overspent on projects, and the £405,000 was no exception to that. He had three issues with the Modern Workplace Project as it stood:

The council was proposing to borrow over ten years, which meant the equipment was expected to last for ten years. Anyone who owned a computer knew a computer did not last for ten years. The report also mentioned that current equipment had lasted for seven years and was already out of date.

The maximum warranty the council could take out on the computers was five years, which meant five years when the council would not be able to service its computers for the future so they would probably just be binned. He asked how would the council pay for it over the next five years when the equipment had been binned.

Councillor Reynolds believed that the issue came back to the philosophy of the IT department. Did the council want people to work from home? Did it want to outsource everything in the IT department, or did it want to fix things itself? The philosophy would impact on everything the council did and in speaking to the responsible officer he had not been able to get any idea of what the philosophy was. Docking stations would cost £85,000. They were lovely to have if you had the money if you had it, but the council did not have it. The council was looking at borrowing an extra £405,000 just to get the project over the line.

The report detailed that the computers would have 16GB of RAM which to a general user who was using Microsoft Word was totally excessive. Microsoft Word needed 1GB of RAM to run, not 16. It could be argued that the council was trying to future-proof its technology but this was not the case as Councillor Hilton had already said the proposal was to buy the software for seven years. New software would be needed with greater RAM or greater hard drives because the council was buying them over ten years. A better strategy for the council would be to spend less on the computers and buy them over a shorter period of time. The council would then have capital in the future to be able to reinvest in new computers and have greater flexibility when, in four or five years' time, the computers were finished with.

Councillor Reynolds concluded that overall he did not think the Modern Workplace Project was properly thought out; it did not provide an answer to what the council needed. It did not make sense and Members should not be voting to allow it to continue in the state that it was presented.

Councillor Hill commented that he had been Lead Member when the system had been put in in some years previously. Regrettably he equally endorsed what Councillor Reynolds had said; ten years was too long to ride off an IT system. The current system was a three year write off and obviously it had been stretched well to seven years. The software would need to be upgraded throughout the ten year period as software got bigger, it got slower and needed faster processors. The security requirement would only get more rigorous. The council needed to rethink the write off period to probably a maximum of four years. It would be possible to write a software licence or a software agreement for the long term but inevitably there would be upgrades that would be required. He would love to vote the report through because having spoken to some of the officers it took them a perilously long time to log in, particularly to the email system. The officers needed an upgrade desperately but he felt the ten year write off was wrong.

Councillor Davey commented that the doubling of the budget had come out of nowhere; it seemed crazy when the council was looking at its finances. He requested more information on the procurement process. People used software in different ways; He had been given an iPad but he had to send files to his personal PC to open them up. Microsoft offered different levels, for example in his own business he could pay £2 if he only wanted email; if he wanted the full licence with the Teams aspect this cost £40 a month. He suggested packages should be bespoke per officer for what would actually be used on a day to day basis.

Councillor Bowden commented that he needed a new home computer after seven years, which he thought was good value for money for the work he had done on it. Technology was moving so fast. He loved the suggestions but the council had to live in the world that was presented to it and give the staff the correct equipment to work with. Councillor Bowden highlighted the saving over the future as Microsoft licences were going to come out in the next year. He was quite happy to use an iPad as he could load documents on Word, Excel and PDF.

Councillor Hilton highlighted that the current system did not do the job. He explained that the council borrowed over ten years and was then obligated to pay interest on the loan. There was a charge to the revenue budget called minimum revenue provision, which he believed was 7% over ten years. The debt was not necessarily linked to the equipment being purchased. The device replacement programme would be built into future capital budgets to ensure the technology was up to date.

Councillor Johnson stated that having heard the debate and the issues raised by Members, he was very happy to look at both the write off period and the depreciation. He pointed out that the proposals should be considered as part of a broader digital strategy for which work was already underway in Adult Social Care and Children's services. To reinforce the commitment that he had given at the very start of the meeting that this was an administration that would seek to scrutinise every single penny of its spending going forward to ensure value for money and the most innovative and effective outputs, he proposed to defer the item to the next council meeting.

Councillor Hilton seconded the motion.

RESOLVED UNANIMOUSLY: That the item be deferred to the next meeting.

Members considered the Annual Treasury Management Outturn for 2018/19, in accordance with the council's treasury management practices.

Councillor Hilton explained that this was the first time the report had been presented in September, which is when it should be presented. Members noted that treasury management comprised managing the council's borrowing to ensure funding of the council's future capital programme was at optimal cost and investing surplus cash balances arising from the day-to-day operations of the council to obtain an optimal return while ensuring security of capital and liquidity. Councillor Hilton referred Members to the table in paragraph 2.1.2 of the report. He highlighted that the council had loaned £1.76m to the Property Company; so far £100,000 had been paid back. The council had also loaned Achieving for Children £4.81m on a rolling arrangement.

Councillor Werner commented that the report highlighted an increase in borrowing in 2018/19. This would continue in the current and following year, which felt a bit out of control. The CIPFA code required councils to have a plan to manage debt and pay it off over time. He asked if CIPFA was happy with the plans for dealing with the council debt going forward and when the CIPFA review of council finances would be published.

Councillor Hilton explained that some commitments may need borrowing. Any future projects would be robustly scrutinised. No project would go forward which could not be justified. He was putting controls back into the process. The CIPFA report had been requested by the Managing Director, who had received representations for it to be published. He was taking advice on what could be published and when. There was a Member question later in the agenda on the issue which he would answer as fully as he could.

Councillor W. Da Costa commented that as a Corporate Treasurer, he had concerns about the report and the lack of detail, back up and explanation. Treasury management of a large organization was a rolling programme which needed to show the medium term cash flow to be able to effectively decide where to place deposits and on what durations to place deposits and borrow money. The council needed to understand its treasury management policy with regard to counter-party risk, refinancing risks and exposure to interest rate changes. Councillor W. Da Costa felt there were many issues that are not covered including;

- What was the expected medium cash flow?
- How would cash balances evolve?
- What was the strategy for placing deposits?
- What terms was borrowing made on?
- What were the refinancing risks?
- What margins could be received with other funders?

Councillor W. Da Costa also felt there was a lack of information with regard to the table. He presumed that the cash balances were renewed on a daily basis otherwise, how could the council have placed on deposit and then had repaid to it a third of a billion pounds. In future Members needed enough information to make a decision cognizant of the key factors.

Councillor Hill stated that requests had been made to make the CIPFA report public as it was in the public interest. The council report detailed the borrowing but not how the council would pay off its debts. The Vicus Way project was not wanted and he was concerned that the Maidenhead golf course site was being disposed of cheaply to reduce debt.

Councillor Price commented that she had expected the report to explain the borrowing strategy in words and whether or not it was the right strategy.

Councillor Baldwin commented that Councillor Hilton had stated in the past controls had not existed. He therefore asked when this had started as Councillor Hilton had been in post since May. Councillor Hilton responded that he had said the new administration would have a different approach to validating its future investments. He would need to ensure all information was correct before being published; he requested Members patience in this respect and they would then see all the information. He confirmed that the figure of a third of a billion was a rolling figure.

Councillor Knowles referred to the treasury limits and prudential indicators in section 2.4. He was aware that in other paperwork the forecast borrowing for the next year was £1.85m yet the authorised limit for external debt was £2m and it would go up slightly with RPI adjustment in the New Year. This was worrying because if the financing costs went up, the figure would potentially break the authorised limit next year.

Councillor Hilton responded that the table related to 2018/19; for 2019/20 the authorised limit was higher. He was confident the limits were in excess of £180m therefore authority would be in place if needed.

Councillor Reynolds commented that Councillor Hilton had asked for patience. Members may be more willing to be patient if there was a brand new Lead Member for Finance, given Councillor Hilton had been in post since May 2019. He felt that nothing had been done since May to afford patience.

Councillor Hilton responded that he had been working diligently on the issues. In time further information would be imparted. The question relating to CIPFA would be answered as fully as possible later in the agenda.

Councillor Targowski commented that the report focused on the past, whereas the administration was focussed on the future.

It was proposed by Councillor Hilton, seconded by Councillor Targowski, and:

RESOLVED UNANIMOUSLY: That Council notes the annual treasury management strategy report and final outturn for 2018/19.

49. MEMBERS' QUESTIONS

a) Councillor Price asked the following question of Councillor Carroll, Lead Member for Adults, Children and Health:

At the June Council meeting Cllr Carroll responded to the Motion re parking the Brett Bus on Council land. Will he clarify that his response was a list of issues needed to be considered SHOULD the bus be parked on Council Land, and in no way implied that the current operation of the bus was deficient in any regard.

Councillor Carroll responded that he was pleased to provide clarification that the list of issues he had itemised in his response at the June Council meeting were those that would need to be considered should the bus be parked on council land. Councillor Johnson had also given information on the health and safety aspects. The Brett Fund was highly valued and he was pleased that cross party working was taking place.

By way of a supplementary question, Councillor Price asked if the Lead Member would confirm if the borough had been in discussion with the Brett Fund about the bus and its operation and how the borough could help find a permanent site for the bus, as the previous Leader has promised to do.

Councillor Carroll responded that Councillor Johnson had written to the Brett Fund. Officers in Adult Social Care had also made contact and had discussed how the council could assist on issues such as parking and safeguarding. He was very keen to meet with representatives along with the new Head of Housing who was due to start shortly. There was a need to challenge aspirations and ambitions.

b) Councillor Davey asked the following question of Councillor Shelim, Lead Member for HR, Legal and IT:

What strategies and policies are in place to improve transparency across council departments by increasing the use of the very excellent Neighbourhood Maps that can be used by residents to see what RBWM is planning next and what work has been done?

Councillor Rayner, on behalf of Councillor Shelim, responded that over time the council had invested in developing a number of excellent on-line maps that were widely used by council departments, residents, businesses and visitors. Although there was no documented strategy or policy in place regarding the ongoing development of the maps, she assured Councillor Davey that the council were planning to continue to develop them to provide both additional functionality, and different layers of information.

By way of a supplementary question, Councillor Davey explained that local residents had shared concerns on social media about trees being removed for 5G signals. He asked for applications for new telephone masts to be shown on maps. He also asked for a list of proposed maps and a schedule for production.

Councillor Rayner responded that she would raise these issues with officers.

c) Councillor Davey asked the following question of Councillor Johnson, Lead Member for Infrastructure, Transport Policy, Housing and Property:

Every week another concerned resident is asking questions about Maidenhead Road, in person and on social media. The LEP have made funding available for the A308 Corridor Review. When will the review take place and when will the results be ready for public consultation?

Councillor Johnson responded that the council had secured money from the planning delivery fund to undertake a study of the A308 corridor. This was being undertaken in partnership with the adjoining highway authorities Buckinghamshire and Surrey,

echoing the earlier discussion about a regional transport strategy. The scope had been agreed and a procurement process was underway to appoint a consultant to undertake the work. The nature of the study meant that it could not be undertaken over the summer, due to unrepresentative traffic conditions. The study would seek to identify all of the existing issues and work to address them. Councillor Johnson was happy to write to Councillor Davey with a more detailed response. This was a major strategic transport issue for the borough and one that needed action sooner rather than later.

By way of a supplementary question, Councillor Davey asked for further information on the procurement process including details of the ITT.

Councillor Johnson responded that he would ask the relevant officer to send a summary of the position.

d) Councillor Haseler asked the following question of Councillor Coppinger, Lead Member for Planning:

Given the refusal by the Maidenhead Area Development Management Panel of the 5 Claires Court & Berkeley Homes Planning applications for Cannon Lane, College Avenue and Ray Mill Road. Will the Royal Borough of Windsor & Maidenhead undertake to robustly defend this decision at any appeal by the applicants to the Planning Inspectorate or Secretary of State?

Councillor Rayner, on behalf of Councillor Coppinger, responded that the borough would robustly defend the decision.

Councillor Haseler confirmed he did not have a supplementary question.

e) Councillor Haseler asked the following question of Councillor Rayner, Lead Member for Culture, Communities and Windsor:

Many residents work extremely hard in their gardens each year and look forward to us judging their efforts in the Garden In Bloom Awards. This year has seen cutbacks by not issuing medals and certificates to the winners, this has caused disappointment. Will you please reconsider at least the awarding of certificates to the winners of Garden In Bloom Awards?

Councillor Rayner responded that the Garden in Bloom scheme was a fantastic community scheme and she had very much enjoyed taking part in the judging. With the council's biodiversity emphasis the contribution of residents' flowers and gardens to the wildlife environment was very much valued. She would certainly allow for certificates and medals for the winners.

Councillor Haseler confirmed that he had no supplementary question.

f) Councillor Larcombe asked the following question of Councillor Cannon, Lead Member for Public Protection:

The answer to my question about lack of water in Wraysbury Drain at our Council Meeting on 25th June revealed that £125,000 had been invested in maintenance and

that further works were required. The weir near Wraysbury Station was repaired in July. What is the present situation please?

Councillor Cannon responded that as Councillor Larcombe was aware, works had been undertaken over a number of years including ditch clearance and regrading at a number of locations, silt clearance and clearance of vegetation and debris. Since the question in June, he had arranged for the weir to be repaired at the top entry of the drain and subsequent community clearance events had been undertaken. The next steps were to evaluate the impact of the work that had been done and prioritise activity when it would be most beneficial. Input of the local community and landowners would progress in the next stage

By way of a supplementary question, Councillor Larcombe commented that he had tried for over a year to get water into the channel. The Wraysbury drain was incapable of serving its purpose because it had not been looked after. He asked which authority was responsible for ensuring the conveyance capacity was maintained to an acceptable standard.

Councillor Cannon responded that the drain was a man-made covered by the Enclosures Awards Act 1799. It was the borough's responsibility to maintain the drain however but because of changes in legislation, ownership and work done it was a very complex legal and historic problem. He had a series of further meetings with lawyers on the subject and when a conclusion had been reached it would be circulated to all parties.

g) Councillor Singh asked the following question of Councillor Coppinger, Acting Leader of the Council:

The Landing site is progressing well with the demolition and hoarding constructed along King Street. I am disappointed to see at least two large freshly planted planters now blocked in behind the hoarding along with several hanging baskets, could you let me know if there is a plan to rescue these and reposition elsewhere?

Councillor Stimson, on behalf of Councillor Coppinger, responded that the planters had been left because there were live services underneath therefore they could not be moved when the hoardings were put up. Now the developer was aware, if Councillor Singh wanted to advise them where the planters should be moved to they would oblige.

By way of a supplementary question, Councillor Singh suggested they be moved to the new temporary car park on the corner of King Street.

Councillor Stimson suggested Councillor Singh could advise the developer directly of his suggestion.

h) Councillor Singh asked the following question of Councillor Johnson, Leader Member for Infrastructure, Transport Policy, Housing and Property:

Regarding the St Marks Road DYL and permit parking scheme; my understanding is that the original scheme was not supported by residents and businesses at consultation however after stripping back business owners' comments from the

consultation it gained approval at 52%. Is this the case and if so why was the scheme implemented without taking business owners' comments into consideration?

Councillor Johnson responded that consultation responses relating to the introduction of parking restrictions in the area were broken down and analysed by individual roads and the votes for specific areas counted; a detailed copy of the analysis was available and he would be very happy to share the information.

The only responses which were identified and discounted were those from outside of the area, which included those made by business customers. Therefore, he believed that the consultation was thoroughly and fairly analysed in order to agree a scheme which reflected the support of local residents. In addition, he was very supportive of local business and valued them as part of the community. Once a new Lead Member for parking was in place, the issue could be explored in more detail to identify any tweaks to the implementation.

Councillor Singh confirmed he had no supplementary question.

i) Councillor Hill, on behalf of Councillor Jones, asked the following question of Councillor Hilton, Lead Member for Ascot and Finance:

Can the Lead Member confirm that Cipfa have been brought in to assess RBWM finances and also clarify to all members what their findings were.

Councillor Hilton responded that driven by a lack of clarity around issues prompted by a question to Council and after talking to me, with my total support the Managing Director commissioned a short piece of work by CIPFA. The brief was to establish the facts around one capital project and to comment upon financial governance. Councillor Jones had seen the report. The concerns that CIPFA raised fell into three categories: revenue budget, capital budget and strategies and policies that did not comply with the CIPFA code. The council was advised that the Treasury Management Strategy and Capital Strategy were non-compliant. The Treasury management report presented earlier in the meeting was compliant therefore immediate progress was being made.

CIPFA also advised that the Medium-Term Financial Planning (MTFP) process did not reflect the corporate plan as it should in order to reflect best practice. The 2019/20 budget reports did not include a statement on the robustness of estimates and level of reserves.

Councillor Hilton had asked for and received a number of examples of best practice and these issues should be quickly resolved. However, on the level of reserves, he shared the concern in the CIPFA report that the council should look to increase reserves and it was planning to do so.

With regard to the revenue budget Councillor Hilton shared the frustration that the finance update reports carried little detail. For example, the draft September finance report that was reviewed at Cabinet Briefing disclosed £512,000 of pressures.

RESOLVED: That Councillor Hilton be allowed to speak for more than 2 minutes in responding to the Member question as permitted under Part 2 C11.7 of the constitution, given the importance of the subject matter.

Councillor Hilton kept a spreadsheet of known pressures and therefore had advised Cabinet that there were known pressures of £951,000 and other very significant pressures in Adult Care Services, Children's Services and parking. It was essential that the administration had the financial information it needed to be able to make prudent in-year decisions and he assured Councillor Hill that the September monitoring report offered full disclosure. This was the second significant change in financial government that he had made in his term.

He found it extremely difficult, if not impossible, to track and monitor capital projects. CIPFA had highlighted that the capital programme monitoring needed to highlight scheme variances or slippages and offered no explanations; this needed to change. CIPFA also questioned the Capital Programme approval and monitoring process, advising that all schemes should go through a prioritisation process and have a robust business case, which Councillor Hilton wholeheartedly endorsed. To facilitate this, a lot of old projects with minimal outstanding funding were being closed down, which would make tracking easier. A revised reporting format was work in progress. Councillor Hilton concluded that he had told Members everything that was in the CIPFA report.

By way of a supplementary question, Councillor Hill commented that given the concerns consistently raised by Councillor Jones, could Councillor Hilton give his absolute assurance that in the last four years the Conservative administration had managed its finances, budgets and governance in a legal, transparent, professional, competent way with no circumvention of prudent policy.

Councillor Hilton responded, yes to the best of his knowledge.

j) Councillor Jones asked the following question of Councillor Coppinger, Acting Leader of the Council:

Will the change in Leader of the Council bring about a more collegiate attitude from the administration and result in having respect for the scrutiny role, due regard to transparency and working together for the benefit of the council and residents.

Councillor Johnson responded that, yes, absolutely this would be the case.

Councillor Hill confirmed he had no supplementary question.

k) Councillor Larcombe asked the following question of Councillor Coppinger, Lead Member for Planning:

What is the procedure used to decide whether or not Members of an Area Development Management Panel need to conduct a site visit prior to determining a planning application?

Councillor Cannon, on behalf of Councillor Coppinger, responded that in the case of very large scale and complex schemes the Head of Planning would identify that the Panel would benefit from a site visit and it would be organised in advance of the meeting with the Members of the Panel accompanied by officers as required by the Council constitution. The Members' Planning Code of Conduct covered the matter of a Panel resolving to conduct site visits and stated that "*A decision by a Panel to carry out a formal site visit normally only takes place where it is felt by the Panel that*

decisions cannot be taken without viewing the site and adjoining properties” and went on to say “The purpose of a site visit is for Members to use the visit for fact finding to gain further knowledge of the development proposal, the application site and its relationship to adjacent sites.”

As Cllr Larcombe was aware the presentation to Panel by the officer usually involved the display of photographs of a site and plans submitted with the application, the Panel should be clear that it is deferring a decision for a site visit in order to see something which it cannot see from the material presented.

By way of a supplementary question, Councillor Larcombe suggested that the call-in form be amended to include an additional question as to whether there was a need for a site visit.

Councillor Cannon responded that he would take this suggestion back to the Head of Planning.

l) Councillor W. Da Costa asked the following question of Councillor Johnson, Leader Member for Infrastructure, Transport Policy, Housing and Property:

Does the administration believe that the outsourcing of highways engineers has been a success and do the services provide good value for money?

Councillor Johnson responded.

The borough had recently shifted towards a commissioning model. This approach led to highway services being outsourced through a competitive process. He was broadly happy that the change had resulted in good value for money. A report to Cabinet in October would demonstrate that Volker Highways were hitting the majority of their key performance indicators and delivering services within budget. For highway maintenance the council was third out of 16 in the south-east and seventh out of 113 participating authorities nationally. There was always room for continued improvement and the council would continue to review the contract. He was convinced that it was the right decision to move to a commissioning model for highways.

By way of a supplementary question, Councillor W. Da Costa commented that there had been a number of complaints about road dressing that had deteriorated and broken down in just a few months and had yet to be resurfaced. Given the pattern across the borough, how could Councillor Johnson describe this as a success?

Councillor Johnson responded that one type of surface dressing that had been used in the last year had proved unsatisfactory. A new revised formula had been trialled recently in Moneyrow Green. The results were being analysed before other affected areas were also assessed and resurfaced where necessary. The council would not accept substandard work from its contractors.

m) Councillor Knowles asked the following question of Councillor Johnson, Leader Member for Infrastructure, Transport Policy, Housing and Property:

Can you confirm that the list of highway work has been arrived at by assigning priority of need, that is for the road surface balancing condition and time since last full repair; and that there has been no bias towards Conservative voting wards?

Councillor Johnson responded that the administration had been elected on a manifesto commitment of investing £50m in highways. The 24 hour pothole pledge had recently been introduced. The resurfacing programme underway for 2019/20 had been set by the previous Lead Member. There had been no bias to any ward. A robust technical assessment of all roads was undertaken; some were put on the reserve list based on deliverability. He would be happy to show Councillor Knowles the breakdown of spending by wards. He highlighted that his own ward had a relatively low level of investment.

By way of a supplementary question, Councillor Knowles said that he would be interested in seeing the breakdown; it would help allay the claims about bias. It would also be useful to publicise the decision making that determined priorities.

Councillor Johnson responded that that in terms of the capital programme 2020/21 that was currently been working on by officers, a report would go to Cabinet in October and therefore all Members would have an opportunity to hold Lead Members to account. Going forward all works would of course be undertaken on the basis of technical assessment. There was of course a limited budget and a large highways network. There would always be the aspiration to do more but Councillor Johnson highlighted to Members that there had been areas of significant investment which had resulted in marked improvement. He encouraged councillors to speak to relevant Lead Members if they had a suggestion for a capital scheme within their ward.

n) Councillor W. Da Costa asked the following question of Councillor Hilton, Lead Member for Ascot and Finance

Councillors recently granted planning permission for the £15m Oaks leisure centre against the recommendation of officers. Can the Lead Member advise us how this will be funded and what impact it will have on reserves?

Councillor Hilton responded that Councillor Da Costa would be aware that it was perfectly acceptable for Councillors to form a different view to planning officers when determining planning applications. There were still a number of technical issues that needed to be resolved before permission was granted including the fact that, as the proposed development was in the Green Belt, it would be referred to the Secretary of State for his consideration.

If the council borrowed, it paid interest on the debt and the Minimum Revenue Provision. The MRP was an amount which a Council must charge to its revenue budget each year, to set aside a provision for repaying external borrowing. If the council were to borrow £15 million this would mean a charge of around £540,000 a year to the revenue budget which, without an equivalent level of receipts or savings, would be a charge on reserves.

The council needed to model and profile the finance required and match this to cash flows before proceeding. Ascot was described as a growth area and the Oaks was exactly the infrastructure that was needed to support that growth. For Councillor Hilton

it was a priority but the strength of the council's finances was the highest priority so there was much work to do before the project could be approved.

By way of a supplementary question, Councillor W. Da commented that the proposals could potentially have a multi-million pound impact on reserves, which can only be replenished by increasing council tax or cutting services. CIPFA had already said the council reserves were too low.

Councillor Hilton responded that the council would not proceed with any project until it was sure of the financial position to do so.

o) Councillor C. Da Costa asked the following question of Councillor Carroll, Lead Member for Adults, Children and Health:

Could the Lead Member update us as to whether the change in operations with Optalis will affect our residents in the RBWM?

Councillor Carroll responded that he had sent an email to all Members one month ago, however he was very pleased to have the opportunity to assure Members and residents that the changes in Optalis due to decisions made by Wokingham Borough Council in no way affected residents in the borough.

By way of background, Wokingham Borough Council made the decision to bring an element of statutory services that was currently delivered by Optalis back into the council. It was important to state that Wokingham remained fully committed to Optalis, and to Optalis continuing to deliver the significant amount of Wokingham's adult social care services that remained in the company.

This decision had no impact on residents. The staff transferring back into Wokingham were not delivering any services to Royal Borough residents. The council remain committed to delivering the range of adult social care services through Optalis. The staff, from senior leaders to front line practitioners, were experienced, enthusiastic, dedicated and committed to delivering the best possible services for residents

Councillor C. Da Costa confirmed she had no supplementary question.

p) Councillor C. Da Costa asked the following question of Councillor Carroll, Lead Member for Adults, Children and Health:

Recent figures published on child poverty have shown a substantial rise in the Borough. Maidenhead's child poverty is at 22.1% and Windsor's at 20.7%. Can the Lead Member explain what measures have been put in place to support these families?

Councillor Carroll responded that the measures of poverty have risen across the country during the financial crisis and the borough was not immune. There were more families who despite their own hard work found that they fell into the definition of poverty. This often meant that they came to rely on the state for financial support which could include help with childcare, free school meals, help with home to school transport and pupil premium income for their schools. Services were in place to make sure families knew how to access these benefits. He was working with Children's Services to see how communications could be improved.

The council had proudly continued to provide Children's Centre services and youth services directly to residents and to support schools to make the most of pupil premium through the period of austerity. The council would continue to do this and he had already, since adding Children's Services to his portfolio, started two initiatives.

He had asked officers to sharpen the focus of the early years' services to maximise the life chances for vulnerable children through a more targeted "first 1,000 days" and youth service. He had also revised the role of the School Improvement Forum to have a critical focus on disadvantaged pupils. He would be looking to relaunch the vision at the next School Improvement Forum meeting. He invited colleagues to come along.

The council had a statutory duty to support children in need where their wellbeing was at risk. In line with the rest of England that demand continued to grow, with some elements connected to the pressures caused by poverty. The council would continue to support and invest in services for children.

By way of a supplementary question, Councillor C. Da Costa commented that she had talked to families accessing food banks and who received free school meals. Some families were not doing so because of the stigma attached to having their child separated as a result. She asked the Lead Member to look at ways that children could obtain free school meals in a way that was invisible to others, to improve take up.

Councillor Carroll responded that he would discuss the issue with the Director of Children's Services as the issue had been raised with him as well; he was aware of the impact of stigma. He would redouble efforts to ask officers to address the issue.

50. CONTINUATION OF MEETING

At this point in the meeting, and in accordance with Rule of Procedure Part 4A C25.1 of the council's constitution, the Chairman called for a vote in relation to whether or not the meeting should continue, as the time had exceeded 10.00pm.

Upon being put to the vote, those present voted in favour of the meeting continuing.

RESOLVED UNANIMOUSLY: that the meeting continue after 10.00pm to conclude the outstanding business on the agenda.

51. MOTIONS ON NOTICE

Motion a

Councillor Davey introduced his motion. He explained that he wished to amend the motion he had proposed as detailed in the agenda. Members noted the amended motion:

This Council:

- i) Should enhance its project management steps, ensuring a more efficient use of council time, officers and councillors alike.
- ii) Ensure appropriate training for all parties.
- ii) Agrees that the key decision makers should make their thoughts known within the first few weeks of a project's planning so that answers can be

found to address their concerns before energy is wasted on bringing a plan together.

Councillor Davey explained that his experiences with the CC52 funding question and removal of the Sutherland Grange Re-cycling had made him question how projects were managed. As a new Independent Councillor he was allowed to express how he felt without the risk of being ostracised which he accepted was far more difficult for those representing national parties.

He wished to make it very clear he did not wish to offend anyone by bringing the motion to council. He was not interested in blaming other Members or officers. He came into the new environment with a passion for helping his fellow man, as a Rotarian with the mantra of "Service above Self". He asked if he would be doing the best for his residents and his ward by not asking difficult, sometimes slightly embarrassing questions at council meetings.

His first question at council related to the CC52 Clewer & Dedworth Neighbourhood Improvements for £350,000 was treated with amusement. The minutes record that *'Councillor Hilton responded that this was the first time in his long experience that a Councillor has raised, as an issue, the spending of more money in their ward rather than less.'*

A letter dated 16 August 2019, almost two months after his question stated that *'There were irregularities in the approval of these projects, in that, the virement should not have taken place and the works on Spencer Denney and Parks, however valuable to the community, should not have been funded from CC52. I thank you again for your question which will lead to tighter control of the capital programme and in a few months, improved reporting.'*

Councillor Davey commented that he had therefore been right in his observations and therefore right to flag them to council. A supplementary to that letter would be how long had this type of thing gone unnoticed or unreported? He was interested in better governance all round. Recent experience had shown that key decision makers needed to be involved sooner rather than later.

Officers needed the correct training both in project management but also in assertiveness and standing their own ground. Councillors needed to know the boundaries and respect that once a strategy had been formed, they should leave the 'how' to officers who then were given the power to push back when necessary. This would take time to get used to for those who had been used to dictating but it needed to happen sooner rather than later.

Councillor Davey suggested that the first thing that should be handed over was tarmac, allowing highways to sort out the highways in the best way. Then councillors could be coming up with strategies for generating more money that could be spent on highways, for example how 5G might allow the council to charge each vehicle a penny toll for driving through the borough along the M4.

There had been a number of recent social media posts and tweets featuring highways with words from Councillor Johnson. Councillor Davey felt this smacked of electioneering and made him want to respond political. Councillor Davey felt that such

communications should be written by council officers with comments from other council officers.

By the same token, contractors needed to earn their money, not be looking for shortcuts to maximise profits. Profits should be agreed from the outset on a topic such as tarmac as part of procurement.

Councillor Davey reiterated that he was not looking to blame anyone, he was looking to improve the environment in which officers worked. He appreciated it was not in his job description but when he saw something that did not appear to be working properly, then surely he had to question it or he was not doing the best for his residents or his ward.

Council, in his opinion, was the place to raise questions about transparency, openness and accountability.

Councillor Knowles seconded the motion.

Councillor W. Da Costa explained that the last administration moved a civic amenity site from Tinkers Lane to Sutherland Grange, which was a nature reserve. Poor siting, overuse and fly-tipping were all issues. As a consequence pollution entered the Thames ecosystem and dangerous items were deposited at the site. CCTV would cost too much and the community Wardens could not enforce. Members worked with officers in the waste management team. Based on experiences in Ascot where a civic amenity site was removed for a short time, it was agreed there would be a trial to see if this reduced fly tipping or would be ineffective. Members spent hours going through all the details and options however then the Lead Member suddenly said no in what seemed to be a politically motivated decision.

Councillor Clark commented that Councillor W. Da Costa's questions were useful however there were a number of errors in his statement. As Lead Member he had been made aware of Sutherland Grange on 24 July 2019 but he understood that other Members had been in discussion with officers since June. At no stage had he tried to suppress the democratic process or discussion. He spent a month in dialogue with officers about the certainty a trial closure would deliver some benefits. A number of residents had expressed concern about a potential withdrawal of the community facility. He had made other Members and officers I was not minded to support the closure because of a lack of clarity on the benefits. A Freedom of Information request had been made so the information would be in the public domain. Local councillors were advised that he was not convinced that residents were in support of closure and officers were challenged to improve the site as a first option. He was aware of only three emails from people supporting closure. Councillor Clark believed that he had been totally transparent and fair. He commented that there was a lack of consultation by local councillors in Windsor. He did not see a lack of process or transparency in any of the communications he or officers had had with the local councillors.

Councillor W. Da Costa requested to make a personal explanation. He stated that he refuted the contention that local councillors had not been open and transparent; they had engaged with residents on many occasions in open discussion.

Councillor Clark stated that he was not aware of, or informed of how wide the consultation was.

Councillor C. Da Costa stated that she supported the motion. It was not clear at the site that everything that could be recycled at the site could now be done at the kerbside. Things that should not be left at the site were regularly left there. No enforcement was undertaken.

Councillor Davey commented that he did not wish to blame anyone about Sutherland Grange; the point was in general things were wrong. The finances were wrong; the figures he had been given were wrong. Project management needed to be managed better.

Councillor Hill referred Members to the issues that had arisen with the Stafferton Way link road project, which had gone over budget. The council had not been good at project management. The council needed to sharpen up skill so buy in support when this could save money. Officer training was needed, particularly in light of the regeneration projects in the town.

Councillor Knowles commented that Sutherland Grange was an example of a lack of communication causing issues. He suggested scoping requirements should be laid down. It was only right to equip officers with the skills needed through training.

Councillor McWilliams commented that the motion was too vague to mean very much. He suggested it be withdrawn and discussions be held with the relevant Overview and Scrutiny Panel Chairman to see if a Task and Finish Group could look into the issue. The motion as written would not achieve what was desired.

Councillor Price commented that as new councillors they were still feeling their way. If they felt something should change they could speak to officers of the relevant Lead Member as appropriate. In the end she asked, who was the decision maker, the officer or the Lead Member? She was unsure and it would be helpful to know so time was not wasted.

Councillor Davey concluded that the purpose of the motion was to bring the issue into the public domain.

Members voted by a show of hands. The motion fell.

Motion b

Councillor McWilliams introduced his motion. He explained that at a recent Maidenhead Town Forum, it had been suggested that when residents should be able to contribute to meetings using social media. Periscope streaming was useful but limited and more could be done. He suggested the council should invest in HD cameras and audio equipment.

Councillor Del Campo commented that all Members would get behind moves to improve accessibility for residents. However given the report on the financial situation she could not agree to recommendation ii because this effectively committed to spending without any scope or detail.

Councillor McWilliams agreed to amend recommendation ii) to read:

- ii) To invest in new cameras and more effective microphone equipment to better live stream important council meetings across social media and for subsequent use, subject to a detailed report to Cabinet.*

Councillor Clark stated that he had knowledge of AV equipment and this would not be a big project. However information would be needed from professional, including the budget. The quality of the equipment would be important.

The Managing Director confirmed that the correct decision making process would be Cabinet for operational decisions and, dependent on the cost, either Cabinet or Council for approval of the capital budget.

Councillor Price commented that basic things did not happen in relation to the Town Forums, for example, representatives of resident groups were not invited to come to meetings. She felt that each Chairman should make a list of relevant organisations and invite people to meetings; she also felt that a record of those present should be taken.

Councillor Davey explained that being Social Media Week's 'Social Media Personality of the Year 2012' he fully support Councillor McWilliams' vision of making the council more accessible. Meetings were available via an online streaming service but the council should be helping residents access this technology via care homes, community groups, schools, at home and around the borough. It took a couple of minutes for someone who knew what to do to log on and start enjoying a 'show' if they had all the elements joined up. If they did not it could take an hour to work it all out, and the meeting was over.

A simple way like a web page on the council website that people could tune into, ensuring the site has adequate bandwidth to prevent buffering and irritations to ensure residents log on again, had to be the goal. Interactive would be a bonus so people could vote on a discussion or ask a question via their phone or television screen.

He had previously mentioned to officers that the minutes may not perfectly match the actual meeting. That was normal but as sound recordings were available, how could one track to the right point in the meeting to hear what someone had actually said and the way that they said it without having those all-important time stamps? One potential solution was YouTube which could auto translate, not perfectly, but it could be tweaked after to line things up properly.

Councillor W. Da Costa requested details of the capital threshold that had been mentioned. The Managing Director agreed to send an email detailing the relevant thresholds.

Councillor Haseler commented that the streaming of council meetings demonstrated transparency and accountability and would provide real time information for residents. Many residents were unable to attend meetings and streaming allowed them to see the meeting wherever they were. He had received a lot of feedback from Cox Green residents following a recent Maidenhead Area Development Management Panel; the main concerns were the quality of picture and sound.

Councillor Singh supported the motion, particularly given the increase in town forum meetings. Live streaming that allowed residents to ask questions and get detailed answers from professional officers would be a real benefit.

Councillor Tisi commented that currently 8 people were watching the full Council meeting on Periscope; it would be good to increase the viewing figures. It would also be a good idea to have edited highlights.

Councillor Knowles suggested that the proposals needed to link in with the wider communications plan. He suggested an app could be developed for use during meetings.

Councillor Reynolds highlighted that a recent Maidenhead Area Development Management Panel meeting had used a HD camera with the footage viewable in a number of other meeting rooms.

It was proposed by Councillor McWilliams, seconded by Councillor Haseler, and:

RESOLVED UNANIMOUSLY: That this Council asks the Lead Member for Communications:

- i) To look at innovative ways to involve residents in council forums, such as Maidenhead/Windsor Town Forums, via social media.**
- ii) To invest in new cameras and more effective microphone equipment to better live stream important council meetings across social media and for subsequent use, subject to a detailed report to Cabinet.**

Motion c

Councillor Tisi introduced her motion. She explained that following legal advice, she had made some amendments to the second and third point of my motion, which now read:

That this Council:

- i) Recognises the higher costs faced by maintained nursery schools compared to other early years providers due to:
 - Higher staff qualification levels than private nurseries and childminder settings - Maintained nursery schools are required to employ qualified early years teachers and NNEB trained assistants.
 - Statutory requirements to employ a qualified Headteacher and Special Educational Needs and Disabilities Coordinator (SENDco)
 - Being subject to business rates (unlike charity registered preschools) and higher utilities than home-based childminders;
 - and that securing guaranteed funding beyond 2020 is necessary to avoid their closure.*
- ii) Supports the 'Save Our Nursery Schools' campaign and will write to the Secretary of State for Education, Gavin Williamson, urging him to guarantee funding beyond 2020 for state funded nursery schools and recognise that as they have at least the same statutory roles and staffing qualification requirements as*

maintained Primary and Secondary schools they are equal to other schools and should be enabled to benefit from the Designated Schools Grant for rate relief.

iii) Request officers to undertake an urgent review into the options available at a local level to support funding for maintained nursery schools.

Councillor Tisi stated that the maintained nursery schools in the borough needed help. The borough was very lucky to have three council-run nursery schools, in her ward, Clewer East and in Furze Platt and Cookham. Their plight was one that as a ward councillor, educator and a parent she could not ignore. After changes to their funding formula in 2017 and the lack of guaranteed supplemental funding beyond 2020, their future hung in the balance.

Council run nursery schools usually served the most deprived parts of a community, giving priority to disadvantaged children and children with special educational needs and disabilities. They had a positive impact on social mobility and reduced inequality later in the education system while providing excellent free childcare to working parents.

The charity Early Education had pointed out that in 2018, maintained nursery schools had the highest percentage of children who were 'at risk' of developing special needs. Yet many of the children identified as 'at risk' at age 3, had caught up with their peers by age 5. Ultimately there was a positive association between pre-school quality and children leaving the 'at risk' category. It was no coincidence that over 96% of nursery schools were graded good or outstanding by Ofsted, including the ones in the borough, an accolade that the Lawns in Windsor had maintained in all inspections for the past 13 years.

Excellence in early years' education came at a higher cost and maintained nursery schools had many of the same statutory requirements as any other maintained first, middle, primary or secondary schools. They employed head teachers and qualified early years' teachers on local authority pay scales. Their teaching assistants were qualified nursery nurses and they must also employ a special educational needs coordinator. Furthermore, they were required to enter into certain service level agreements with the council, increasing their costs. Unlike other schools, nursery schools also paid full business rates but they were not businesses, they did not make a profit and were community assets. They were treated differently to other local schools, which had their business rates reimbursed from the designated schools grant, a strange and unfair anomaly. Unlike private voluntary and charity registered nurseries, they were not entitled to claim any rate relief. To be clear; in 2018-19 The Lawns nursery school in Windsor paid just over £31,000 in business rates. This was equivalent to a full-time qualified teacher.

The borough nursery schools were no strangers to struggling to make ends meet and the Co-head teachers have had to be creative with budgets for years. In 2018 the nursery laid out to the council the self-help steps they had taken to increase their income: leading moderation of the early years' profile for all settings, becoming a teaching school to train teachers and delivering CPD to other local providers. This proved their determination to survive and the massive impact that their loss would have on the whole community.

Therefore, she proposed that the council take steps to protect the future of its maintained nursery schools, by supporting the Save our Nursery Schools

Campaign to secure funding beyond 2020 and by writing to the Secretary of State for Education, urging him to treat maintained nursery schools in the same way as other schools, allowing them to benefit from the Designated Schools Budget and refund their business rates. Finally the council must take an urgent review into maintained nursery school funding at a local level, exploring all possible options to ensure these jewels in the crown of the borough's early years' education were not lost for future generations of children in Windsor and Maidenhead.

Councillor Davey highlighted that parents could claim money from the council if they met various statistics. The nurseries received between £4.30 and £4.75 per hour per child. He questioned how many people could run a business looking after children for that rate of pay.

Councillor Carroll commented that he was pleased to see the original third recommendation had been withdrawn as it would not have been possible for the council to do what had been proposed. The three maintained nurseries in the borough were all rated as outstanding by Ofsted; they played a very important role. The funding issues were not new as changes had been made in 2010 and 2015, when the council decided to allow for transitional protection. Last year a one-off cost was covered by a grant following a decision by Cabinet. The issue of ineligibility for business rate relief was a historical one with the Department for Education policy. There was no local authority budget to provide support.

Councillor Carroll stated that he was happy with the motion as amended. He would continue to advocate and push the agenda. He would be happy to write to the Secretary of State and to see what would be possible and reasonable and could be costed from a local authority point of view.

Councillor Targowski cautioned that any review should not overtake something Children's Services already had in the pipeline. Councillor Carroll agreed that officers in Children's Services were very busy and he therefore appreciated the concerns.

Councillor Tisi thanked Councillor Carroll for his support.

It was proposed by Councillor Tisi, seconded by Councillor Davey, and:

RESOLVED UNANIMOUSLY: That this Council:

iv) Recognises the higher costs faced by maintained nursery schools compared to other early years providers due to:

- **Higher staff qualification levels than private nurseries and childminder settings - Maintained nursery schools are required to employ qualified early years teachers and NNEB trained assistants.**
- **Statutory requirements to employ a qualified Headteacher and Special Educational Needs and Disabilities Coordinator (SENDco)**
- **Being subject to business rates (unlike charity registered preschools) and higher utilities than home-based childminders;**
- **and that securing guaranteed funding beyond 2020 is necessary to avoid their closure.**

- v) **Supports the ‘Save Our Nursery Schools’ campaign and will write to the Secretary of State for Education, Gavin Williamson, urging him to guarantee funding beyond 2020 for state funded nursery schools and recognise that as they have at least the same statutory roles and staffing qualification requirements as maintained Primary and Secondary schools they are equal to other schools and should be enabled to benefit from the Designated Schools Grant for rate relief.**

- vi) **Request officers to undertake an urgent review into the options available at a local level to support funding for maintained nursery schools.**

MEETING

The meeting, which began at 7.30pm, finished at 11.15pm.

CHAIRMAN.....

DATE.....

AT AN EXTRAORDINARY MEETING OF THE BOROUGH COUNCIL held in the Desborough Suite - Town Hall on Wednesday, 23rd October, 2019

PRESENT: The Mayor (Councillor Sayonara Luxton), The Deputy Mayor (Councillor Gary Muir)

Councillors John Baldwin, Clive Baskerville, Christine Bateson, Gurpreet Bhangra, Simon Bond, John Bowden, Mandy Brar, Catherine Del Campo, David Cannon, Stuart Carroll, Gerry Clark, David Coppinger, Carole Da Costa, Wisdom Da Costa, Jon Davey, Karen Davies, Phil Haseler, Geoff Hill, David Hilton, Maureen Hunt, Andrew Johnson, Lynne Jones, Neil Knowles, Ewan Larcombe, Ross McWilliams, Samantha Rayner, Joshua Reynolds, Julian Sharpe, Shamsul Shelim, Gurch Singh, Donna Stimson, John Story, Chris Targowski, Helen Taylor, Amy Tisi, Leo Walters and Simon Werner

Officers: Duncan Sharkey, Elaine Browne, Louisa Dean, Andy Jeffs, Jenifer Jackson, John Maniscalco, Helen Murch, Ashley Smith, Robert Paddison, Ian Motuel, Pam Midgley, Terry Ann Cramp, Matthew Smith, Tomas Pugh-Cook, James Carpenter, Gordon Oliver, Chris Joyce, Russell O'Keefe and Karen Shepherd

52. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Price.

53. DECLARATIONS OF INTEREST

Councillor Rayner declared a Disclosable Pecuniary Interest on item 7 as her husband was a trustee of a trust that had submitted land in the original call for sites for the Borough Local Plan. She left the room for the duration of the discussion and voting on the item.

54. PUBLIC QUESTIONS

a) Tim Veale of Bisham and Cookham ward asked the following question of Councillor Coppinger, Lead Member for Planning and Maidenhead:

Why has Lower Mount Farm greenbelt been included in the plan and the farm itself not been considered instead as this is already used for industrial purposes?

A written response was provided:

The plan has to be based on evidence, this includes requirements to meet the Borough's need for housing, employment and other uses. The proposed allocation site (AL37) was assessed as making only a moderate contribution to green belt purposes. The farm itself provides important employment floor space.

By way of a supplementary question, Mr Veale asked what qualified as a modest contribution to the Green Belt and how this was assessed?

Councillor Coppinger agreed to respond in writing as this was a technical question.

Councillor Werner commented that Members needed to hear the answers to the supplementary questions. The Managing Director explained that the public questions did not form part of the report on the Borough Local Plan. It would be wrong to try to give a detailed answer to a supplementary questions that the council had not previously seen; this would be just as risky to do so in terms of decision-making. Members of the public would have the opportunity to provide feedback in the consultation, if the report were approved.

b) The Mayor, on behalf of Andrew Hill of Boyn Hill ward, asked the following question of Councillor Coppinger, Lead Member for Planning and Maidenhead

Paragraph 3.4.6 notes access to hospitals and GP's is often "...a cause for concern in public consultations". Yet the revised plan adds 100+ residences on King Edward & St Marks Hospital sites. With thousands of new residents planned for, and a move away from cars, why is RBWM promoting a plan that reduces the best accessible land for hospital expansion?

A written response was provided:

The PCT and CCG are responsible for planning for healthcare needs. The Council has worked closely with both organisations in the development of the BLP. The PCT/CCG has provided the following information in reply to your question:

For St Marks: 'The part disposal of site will allow the current Health & Social Care activity to be reconfigured and expanded, therefore creating additional jobs in line with the national increase of care.

It is planned to retain and expand the current Health & Care activity on a retained part of the site, serving the community, providing jobs and releasing space to reinvest in fit of purpose modern healthcare facilities.

For King Edward: 'The part disposal of site will allow the current Health & Social Care activity to be reconfigured and expanded, therefore creating additional jobs in line with the national increase of care. The service transformation plans should mean that health and social care services are considerably enhanced'

By way of a supplementary question, the Mayor asked the following question on behalf of Andrew Hill:

The same paragraph (3.4.6) also points out that there is no A&E service in the Borough. With such a large increase in population planned, why is there no pressure to add this vital infrastructure locally, and as we are encouraging residents to abandon their cars, why are the travel times to access the 4 hospitals outside the Borough only given as "by car"?

Councillor Carroll responded that A&E services were the responsibility of NHS England in coordination with the Clinical Commissioning Groups (CCGs). Plans were being developed as part of the NHS long term plan for an Integrated System of Care. A&E services would be under constant review in terms of locality and response times. He would be happy to discuss the issue again with the CCG but ultimately it would be a decision of NHS England.

c) Lisa Hughes of Furze Platt ward asked the following question of Councillor Coppinger, Lead Member for Planning and Maidenhead:

BLP Policy HO2(1c) suggests 5% of homes on larger developments should be Accessible and Adaptable. This only provides around 400 homes vs the forecast of 32,000 disabled residents, not nearly enough! What data sources and methodology were used to develop this policy and fulfil RBWM's duty to assess and plan for the housing needs of residents with disabilities?

A written response was provided:

We recognise the point, could I please encourage you to respond to the consultation with the evidence that you have so it can be considered. I agree that we want a flexible housing stock that will help meet the wide range of accommodation needs including being accessible, adaptable and age friendly supporting the changing needs of individuals and families at different stages of life.

The policy expects that a proportion of new housing should meet the higher accessibility standards of Requirement M4(2) of the Building Regulations on sites of over 20 units having regard to townscape, design and amenity. Provision to meet the higher wheelchair user standards M4(3) will be encouraged where it is practicable and viable to do so.

The balance is that development has to be viable otherwise it will not come forward. The viability work highlighted a risk to development if the policy seeks to achieve higher proportions.

By way of a supplementary question, Ms Hughes stated that the evidence the council encouraged people to submit was broadly similar as that which was submitted in the last consultation, therefore why would it make a difference this time?

Councillor Coppinger responded that time had passed and there was a greater understanding of the issues and concerns.

d) Edward Farish of Bisham and Cookham ward asked the following question of Councillor Coppinger, Lead Member for Planning and Maidenhead:

How does the council plan to accommodate 270 more vehicles, additional traffic, when entry to Cookham at Ferry Lane and Maidenhead Road, both have single one way give way roads under a railway bridge, over the Thames River? Presently, parking in Cookham High Road is almost impossible, due to weekday commuters parking in the village from Marlow and Bourne End.

A written response was provided:

A strategic transport assessment accompanies the BLP which considers a reasonable worst case of the potential transport impacts on the highway network across the borough as a result of the development in the local plan as well as development taking place in neighbouring authorities. The assessment shows for Cookham that whilst there will be some increase in traffic, the key junctions are expected to still operate within an acceptable level of service. The BLP encourages the use of sustainable modes of transport, such as walking, cycling and using public transport. Great Western Railway is at an advanced stage of developing a scheme to improve the points at Bourne End. When implemented, this will enable two trains per hour between Marlow

and Maidenhead without the need for Marlow passengers to change trains at Bourne End as they do now.

This will make the branch line service more attractive for commuters and will help to reduce pressure on parking in Cookham Rise. The scheme has already secured funding from the Buckinghamshire Local Enterprise Partnership and has provisionally secured additional funds from Thames Valley Berkshire LEP subject to production of a satisfactory business case.

Mr Farish conformed he did not wish to ask a supplementary question.

e) The Mayor, on behalf of Liz Kwantes of Bisham and Cookham ward, asked the following question of Councillor Coppinger, Lead Member for Planning and Maidenhead:

I understand that the Plan includes a plan to build houses close to the Strande in Cookham. I understood this area is in the flood plain, are you planning to build houses in the flood plain?

A written response was provided:

The plan includes an allocation for residential development east of Strande Park. Only a very small proportion of the site (6.4%) is affected by flooding and none of the site is in the functional floodplain. All 20 dwellings would need to be built in the areas of the site at lowest risk of flooding.

Ms Kwantes had not submitted a supplementary question.

f) Liz Kwantes of Bisham and Cookham ward asked the following question of Councillor Coppinger, Lead Member for Planning and Maidenhead:

The site of the old gas works off Whyteladyes Lane is also the site of an arboretum of 40 native British trees given to Cookham by British Gas. Is it planned to keep these trees? They are actually planted around the edge of the site. The arboretum was opened by Timmy Mallett along with executives of British Gas.

A written response was provided:

Thank you for bringing the presence of this important biodiversity asset to our attention. I would encourage you to respond to the consultation. The policy for this allocation (AL36) requires the developer to retain mature trees and hedgerows on the site where possible. It does not specifically require this arboretum to be retained

Ms Kwantes had not submitted a supplementary question.

g) Jan Stannard of St Mary's Ward asked the following question of Councillor Coppinger, Lead Member for Planning and Maidenhead:

Our Borough has lost species like water voles and turtle doves. Others like yellowhammers are at risk of local extinction. The lack of any Borough-wide approach to the support of species population growth is a serious oversight arising from the notable absence of a Biodiversity Action Plan. Can the Council explain how Borough-wide action will be taken to cover this?

A written response was provided:

The Council's firm intention is to address biodiversity as an urgent priority, although no decisions have yet been made on the precise mechanisms for achieving this. A Cross Party Climate Change Group has been established. This group will develop the corporate policy that will address climate change issues in the Borough. However this is progressed, we will be working closely with the relevant interest groups in order to benchmark what our biodiversity looks like now, and what we want it to look like in the future, water voles and turtle doves included

By way of a supplementary question, Ms Stannard thanked Councillor Coppinger for the answer that no decisions had yet been made on precise mechanisms but Wild Maidenhead observed that surrounding councils used biodiversity action plans as their mechanism so she asked why this was not the obvious answer to give?

Councillor Coppinger responded that the cross party working group was due to look at the issue and it may be that the suggestion was what the council decided to follow.

h) Deborah Mason of Riverside ward asked the following question of Councillor Coppinger, Lead Member for Planning and Maidenhead:

Mitigation for net biodiversity gain on individual development sites may produce an insufficient variety of habitats which would have an impact upon species, and this would only become apparent with strategic oversight. Where in the Plan is the Borough-wise monitoring of mitigation habitats?

A written response was provided:

The proposed revisions to the BLP include a greater emphasis on protecting and enhancing biodiversity. Development proposals will be required to avoid the loss of biodiversity and to identify where there are opportunities for biodiversity to be improved. The plan includes a monitoring framework, including amount of priority habitat lost and gained and also percentage of development with biodiversity net gain. The level of detail being requested is not proportionate for a high level land use plan.

By way of a supplementary question, Ms Mason asked whether the council would agree to put in borough-wide oversight to ensure sufficient habitat for a wide variety of species?

Councillor Coppinger responded that there would be a detailed biodiversity action plan which should pick up all the points raised.

i) Deborah Mason of Riverside ward asked the following question of Councillor Coppinger, Lead Member for Planning and Maidenhead:

Why, in modelling transport times to hospitals, are no figures given for sustainable transport options: bus, bike, walk? Given a move to sustainable transport is part of the overall plan strategy?"

A written response was provided:

The council has an adopted Local Transport Plan which has as one of its objectives to improve access to key local services through sustainable modes.

All the main hospitals in the area, including Heatherwood, St Marks, King Edward VII and Wexham Park, are well served by buses, but there are some particular journeys that do not have a direct service, such as Maidenhead to Heatherwood. We also have the People to Places service and several voluntary transport services that do hospital runs, and the South Central Ambulance Service provides non-emergency ambulance transport. Walking and cycling are less relevant for patient transport, but may be relevant to staff travel. The hospitals are all served by footways and have good crossings on main roads. Cycle networks are less well developed, but RBWM is committed to delivering the Cycling Action Plan, including a number of improvements that would improve access to hospitals.

By way of a supplementary question, Ms Mason commented that the plan identified that transport to hospitals was an important need and that there had been a deterioration. She asked what were the plans, not policies, to provide disabled transport to hospitals?

Councillor Coppinger responded that part of the work to be done was to look at transport for all needs. There was a lack of buses; this would be looked at in more detail as the plan period progressed.

j) Fiona Hewer of Bisham and Cookham ward asked the following question of Councillor Coppinger, Lead Member for Planning and Maidenhead:

This Plan proposes only piecemeal mitigation of harm to biodiversity for its approximately 300 hectares of new development on greenfield sites, and does not plan strategically for the cumulative impact on biodiversity. Will the Council agree to create a new nature reserve to fill this strategic gap in provision?

A written response was provided:

The Council's firm intention is to address biodiversity as an urgent priority, although no decisions have yet been made on the precise mechanisms for achieving this. A Cross Party Climate Change Group has been established. This group will develop the corporate policy that will address climate change issues in the Borough. As this work is at an early stage, it is too soon to commit to the provision of a nature reserve. There is about 200 hectares of new development proposed on greenfield sites in the proposed changes and a greater emphasis on protecting and enhancing biodiversity. Every site allocation, including the many that are not greenfield, will need to bring forward biodiversity improvements – Policy QP2. The Council is proposing 3 sites that are specifically being allocated for green infrastructure and managed for biodiversity enhancement, as well as other functions. Outside of the plan making process, and further demonstrating its commitment to biodiversity, the Council has recently introduced Battlemead Common into the public domain and it is to be managed for biodiversity, amongst other functions.

By way of a supplementary question, Ms Hewer commented that it was hugely disappointing to Wild Maidenhead that the Plan was not able to recommend a new nature reserve to compensate for losses due to housing development. The Plan did however recognise the importance of local wildlife sites and conservation of species. Many of the local wildlife sites were deteriorating due to lack of conservation management. She therefore asked what action the council would take to ensure local

wildlife sites had conservation management plans and that those plans were implemented?

Councillor Coppinger responded that this would be a main objective for the cross party working group. He pointed out the council had already done this for Battlemead Common, which was a step forward.

k) Maria Evans, on behalf of Sarah Bowden of Boyn Hill ward, asked the following question of Councillor Coppinger, Lead Member for Planning and Maidenhead:

To the best of my knowledge, the Sustainability Appraisal was made available to the public and Councillors late on Friday evening (18th of October), only three working days before this meeting. Could you please advise us if this report has, as recommended by the Local Government Association, been integral to the plan making process?

A written response was provided:

I can confirm that sustainability appraisal is an iterative process and the work has been integral to plan making. The accompanying SA report to the proposed changes could only be finalised once all of the other work is completed and the proposed changes also finalised: the report documenting the work was uploaded on Friday.

By way of a supplementary question, Ms Evans commented that she was pleased to hear the SA was integral to the development of the plan but the NPPF stated that the main purpose of planning was to contribute to the achievement of sustainable development. The SA said the plan would result in a 1% increase in emissions which would exacerbate the impact of climate change. It was a plan that did not offer adequate mitigation or address the climate emergency the council had already declared. This was a plan without a plan. Given that councillors had just received the SA with little time to consider it, how could they be certain the plan was sustainable and sound?

Councillor Coppinger responded that he acknowledged that the document was updated quite late. The cross party working group would be looking at the issues raised.

l) Harriet Fleming of Bisham and Cookham ward asked the following question of Councillor Stimson, Lead Member for Environmental Services Climate Change, Sustainability, Parks and Countryside:

The BLP states Climate Change is “inevitable”. It focuses on adaption leaving developers responsible for proposing piecemeal mitigation measures. The trend to 2033 each person will generate 86kg, equivalent to the average man’s weight, per week of CO₂ and with this plan you will not keep the climate change emergency commitment. The plan does not acknowledge nor address this, why?

A written response was provided:

The proposed changes to the BLP include a much greater emphasis on climate change mitigation and adaptation along with other corporate initiatives, the BLP as

amended will help to deliver the Council's climate change emergency declaration. A Cross Party Climate Change Group has been established. This group will develop the corporate policy that will address climate change issues in the Borough.

By way of a supplementary question, Ms Fleming commented that policy N47 of the SA stated that the Plan would lead to an increase in emissions of 22.5% and that planning policies and site allocations were not expected to mitigate the adverse effects on the climate. There were no plans for renewable energy development, no plans to transport shifts, no plans to do anything to address climate change yet the council believed its residents would instinctively choose to reduce environmental impacts. Ms Fleming asked if the council agreed that without targets and actions at the heart of the plan, the council was abdicating its emergency responsibilities and that the revised plan could not be approved?

Councillor Stimson responded that she had yet to lead a meeting of the cross party working group as she had just taken on her Lead Member role. She welcomed the questions and assured the public that she would do everything she could to get to the 2050 target of zero carbon emissions. The Plan increased emissions because it included new development, therefore mitigation was needed. The council would look at sustainability and biodiversity and identify everything it could to reduce the carbon footprint. The sooner the Plan was approved the sooner the work could start.

m) Rachel Cook of Boyn Hill ward asked the following question of Councillor Coppinger, Lead Member for Planning and Maidenhead:

Where does the Borough Local Plan ensure that developer mitigations are sustainable, e.g. that wildflower areas don't fail after a few years, trees die or ponds silt up?

A written response was provided:

The BLP as amended contains a more detailed and demanding set of requirements for development proposals, including the provision of green and blue infrastructure. At the planning application stage, conditions can be attached to ensure that these measures are maintained in the longer term.

By way of a supplementary question, Ms Cook commented that housing infrastructure could be greened for wildlife and there was a responsibility to ensure that there was not a loss of biodiversity. Conditions in planning were very important and she welcomed the response of the council. She asked who would monitor and enforce the obligations on developers after they had built the housing to ensure there was not a net loss of biodiversity?

Councillor Coppinger responded that residents were brilliant at telling the council when someone had not done what they should.

n) The Mayor, on behalf of Katherine Price of Bisham and Cookham, ward asked the following question of Councillor Coppinger, Lead Member for Planning and Maidenhead:

270 homes are planned for Cookham and 750 are planned for the Hedsor site Bourne End. What is the exact infrastructure plan for Cookham to support up to 2,000 extra

cars locally, specifically at The Pound, Cookham Bridge and Maidenhead Road railway bridge, which are all single lane or close to?

A written response was provided:

A strategic transport assessment accompanies the BLP which considers a reasonable worst case of the potential transport impacts on the highway network across the borough as a result of the development in the local plan as well as development taking place in neighbouring authorities. The assessment shows for Cookham that whilst there will be some increase in traffic, the key junctions are expected to still operate within an acceptable level of service. The BLP encourages the use of sustainable modes of transport, such as walking, cycling and using public transport.

Ms Price had not submitted a supplementary question.

o) The Mayor, on behalf of Katherine Price of Bisham and Cookham ward asked the following question of Councillor Coppinger, Lead Member for Planning and Maidenhead:

Our Cookham schools are all full, so what is the exact provision for primary school places within the Cookham Rise catchment where all the housing is planned for? In addition, how many extra school places are planned for Furze Platt Seniors?

A written response was provided:

Children's Services carried out an assessment of the likely impact of the Borough Local Plan on demand for school places. The housing planned for the Bisham and Cookham area could result in a maximum additional demand of 22 children at Reception. Whilst the three Cookham primary schools are currently full, many children attending the schools (about 36%) live outside the Cookham villages. There is, therefore, capacity within those schools to accommodate the additional demand through the normal operation of the school admissions rules. The Infrastructure Delivery Plan sets out proposed expansion plans that would accommodate additional demand across the whole Borough. In addition, the Council is currently carrying out more detailed feasibility work to identify the potential for expansion at all 60 (state) schools in the borough. The outcome of this will be reported to Cabinet in early 2020. Furze Platt Senior School has recently been expanded by 60 places per year group.

Ms Price had not submitted a supplementary question.

p) Holly Milburn of Bisham and Cookham ward asked the following question of Councillor Coppinger, Lead Member for Planning and Maidenhead:

Given the passage of time since the last consultation on the Plan, please confirm that the six week consultation period (2019) will allow/take into account representations from residents regarding the *entire* Plan for submission to the Inspector and not just the more recent proposed changes (letters dated 26 July and 7 October 2019 from Ms Jackson and Ms Phillips respectively)?

A written response was provided:

The forthcoming consultation, if approved by Council, will allow residents and others to comment on the proposed changes to the plan. Through the Examination process the Inspector will consider the BLP in its entirety and will take previous representations made into account.

By way of a supplementary question, Ms Milburn commented that she was aware the next consultation phase was in relation to the proposed changes only. However, having not got the Plan correct the first time around in terms of legality and in the interests of fairness with the significant changes now being discussed, she asked would the Council not consider it prudent to essentially re-run a Regulation 19 style consultation in order for representations to be made in the context of the entire revised proposed Plan to avoid legal challenge later on?

Councillor Coppinger responded that the Plan was currently in a period of examination. The Inspector had not requested a full re-run therefore the council had not considered one. The Inspector would look at everything if the plan was approved later in the meeting.

q) Holly Milburn of Bisham and Cookham ward asked the following question of Councillor Coppinger, Lead Member for Planning and Maidenhead:

We remain concerned about the Plan's lack of up to date information/evidence relating to delivery, viability (effectiveness) and consistency with national policy. Councils are encouraged in government guidance to conduct a self-assessment relating to "soundness". If one has been undertaken, will it be made publicly available; if one has not been completed, what is the justification for this?

A written response was provided:

At each stage of plan making a viability assessment has been completed and published on the Council website. New evidence has been prepared to inform the work requested by the Inspector. This is published on our website. Soundness of the plan, including consistency with national policy, is now a matter for the Inspector appointed to examine the plan and is the purpose of the examination stage.

By way of a supplementary question, Ms Milburn commented that whilst she appreciated the soundness was a matter for the Inspector, would the council now undertake a self-assessment prior to submission to the Inspector, as she understood this was separate to a viability assessment?

Councillor Coppinger responded that he would provide a written response to the question.

r) Adam Bermange of Boyn Hill ward asked the following question of Councillor Coppinger, Lead Member for Planning and Maidenhead:

The National Planning Policy Framework states; "The preparation and review of all policies should be underpinned by relevant and up-to-date evidence...." Could the Lead Member please explain, in the absence of a Biodiversity Action Plan, what evidence the Borough has used to form the basis of conserving and enhancing biodiversity in the Borough Local Plan incorporating current Proposed Changes?

A written response was provided:

The Council's firm intention is to address biodiversity as an urgent priority, although no decisions have yet been made on the precise mechanisms for achieving this. However this is progressed, we will be working closely with community and environmental groups in order to benchmark what our biodiversity looks like now, and what we want it to look like in the future.

In developing the policies on Nature Conservation, the council has used national guidance and planning practice, extensive information held on our GIS system and in-house expert advice, as well as consulting Natural England and the Environment Agency. The NPPF requires the production of an adequate and proportionate evidence base to underpin Local Plans. A Biodiversity Action Plan (BAP) is not an essential evidence document for the BLP.

By way of a supplementary question, Mr Bermange commented that he had been encouraged by the earlier answers about a biodiversity action plan and the cross party group. In relation to the SA that had been published the previous evening, he noticed that 30 out of 40 allocation sites had adverse impacts on biodiversity. He realised that policy NP2 was strongly positive about biodiversity but if there was a conflict between NP2 and allocated sites, he asked what was the balance to ensure biodiversity had a proper place in the planning process?

Councillor Coppinger responded that the council would be able to make that appraisal when detailed planning applications were received. He assured Mr Bermange it would be top of the list.

s) Adam Bermange of Boyn Hill ward asked the following question of Councillor Coppinger, Lead Member for Planning and Maidenhead:

Would the Lead Member please explain why Historic Environment Policy HE3 has been removed as part of the Proposed Changes and can he state whether the Council remains committed to bringing forward a Borough-wide Local List of Non-Designated Heritage Assets?

A written response was provided:

Policy HE3 is proposed to be deleted as HE1 has been amended to incorporate the requirement to conserve and enhance non designated as well as designated heritage assets. The Council does not have the capacity and resources to produce a Borough wide local list at this time. However, a borough wide Heritage Strategy using Government funding is to be prepared shortly. This will include wide engagement with many stakeholders.

By way of a supplementary question, Mr Bermange commented that he had seen the excellent work undertaken by the Windsor and Eton Society to create a list of non-designated heritage assets, however this would not cover the whole of the borough. Policy HE1 asked for protection of such assets; he asked how this could be done if there was not a local list?

Councillor Coppinger commented that the council did not currently have the resource to do so at the moment but it would have the resource in future.

t) Tim Veale, on behalf of Kate Veale of Bisham and Cookham ward, asked the following question of Councillor Coppinger, Lead Member for Planning and Maidenhead:

What infrastructure actions will be guaranteed for Cookham / Cookham Rise's future to cope with increased traffic?

A written response was provided:

A strategic transport assessment accompanies the BLP which considers a reasonable worst case of the potential transport impacts on the highway network across the borough as a result of the development in the local plan as well as development taking place in neighbouring authorities. The assessment shows for Cookham that whilst there will be some increase in traffic and delays, the key junctions are expected to still operate within an acceptable level of service. The BLP encourages the use of sustainable modes of transport, such as walking, cycling and using public transport. Detailed mitigation of the traffic impacts for the proposed allocations in Cookham will be dealt with at the planning application stage.

By way of a supplementary question, Mr Veale commented that he would like to understand the detail behind the response 'some increase in traffic and delays' at key pinch points. It could take up to 30 minutes at bad peak times to get from Cookham over to Bourne End. He asked if there was anything that was going to happen to help Cookham if development was going to take place in the area?

Councillor Coppinger explained that the modelling had taken account of the worst case scenario. It took no account of the moves the cross party working group would make for example in relation to sustainable transport and buses. When a planning application came in it would be measured against what had been achieved.

u) Paul Strzelecki of Bisham and Cookham ward asked the following question of Councillor Coppinger, Lead Member for Planning and Maidenhead:

Two years ago, I represented the BLP was 'unsound' regarding site allocations placing 260, now 270, 90% greenbelt homes in Cookham. Still not addressed, the BLPRV remains 'unsound' in justification let alone breaching related 'duty to cooperate' grounds. Will you agree and remove these allocations?

A written response was provided:

As I have explained the plan is evidence led: the site selection process which the Council has now undertaken in response to a request from the Inspector is a robust and independent process which properly considers flood risk and sequential selection of sites. The resulting proposed allocations are considered to represent a sound approach. The two Green Belt sites (AL37 and AL38) make a moderate and low contribution to Green Belt purposes respectively. Please note that 270 dwellings on sites in Cookham represents only 3% of the total number of dwellings allocated in the plan, which is in accordance with the Spatial Strategy. I suggest that your view is a matter which you might wish to raise through the consultation, if this is agreed by Council.

By way of a supplementary question, Mr Strzelecki commented that he did not believe the response answered his question or those in his submission 18 months previously. The Cookham proposals would be catastrophic in all aspects of sustainability including green belt, flood plan, grid lock and overloaded services, not to mention the proposals on the Wycombe side of the bridge. The proposals would affect the historic context of Cookham. Given that the Deputy Head of Planning at the council had conceded in writing a month previously that they had not used best practice in a planning decision he asked if the council agreed this was another example of not best planning practice?

Councillor Coppinger responded that the Plan was evidence-led; although he knew that Mr Strzelecki disagreed with the evidence. Changes would come through as a result of the cross-party working group and the situation could be reviewed in light of planning applications that came in down the line.

v) Paul Strzelecki of Bisham and Cookham ward asked the following question of Councillor Clark, Lead Member for Highways and Transport:

There is a 2175 dwelling (15%) over identification to target (16435v14260) not present in the original BLP, leading to unknown Borough spatial deployment results. Has a range of viable road and infrastructure scenarios been developed to validate various combinations of optional site developments and if so, why was that report not made available? If not, why not?

A written response was provided:

In the proposed plan we have undertaken to meet in full our identified housing need. There are also enhanced quality of place policies in the plan, it is a challenge to meet both requirements over the plan period. It is better to have a buffer rather than a shortfall in potential housing delivery. The sites selected meet the criteria set out in the site selection methodology. The impacts of this scale of development have been considered through a variety of evidence studies, including transport modelling, with detailed modelling of certain junctions which need modifying to cope with the increased traffic generated, water quality impacts, SA and SEA, sequential and where needed exception testing for flooding, impacts on a variety of infrastructure including schools. The viability report tests a series of typologies and different underlying assumptions.

By way of a supplementary question, Mr Strzelecki stated that the Plan had a plus 2000 dwelling over-identification target. Were there scenarios built in the transport plan so that a range of possibilities using the over-identification had been modelled to lead to the most sustainable plan possible?

Councillor Coppinger responded that the numbers quoted were 100% correct. The council had to have a 10% safety margin on top; the council had gone 5% on top of that.

Councillor Clark responded that the written answer clearly identified the transport modelling that had been undertaken used a worst case scenario. As planning applications came through, the utmost care would be taken to consider transport and sustainability issues.

w) Callista Gormally of Bisham and Cookham ward asked the following question of Councillor Coppinger, Lead Member for Planning and Maidenhead:

Are the 20 proposed residential units on Strande Lane going to be mobile homes or houses?

A written response was provided:

The Land east of Strande Park was a BLPSV allocation and, following the site review, has been confirmed again as a sound allocation site. The plan is concerned with proposed site allocations: any proposals would need to be the subject of a planning application in future – in terms of mobile homes or dwellings there is no distinction in the term ‘units’ ... this is a level of detail which is not a matter for plan making.

Ms Gormally confirmed she did not wish to ask a supplementary question.

x) Callista Gormally of Bisham and Cookham ward asked the following question of Councillor Coppinger, Lead Member for Planning and Maidenhead:

Development proposals for land on the east side of Strande Park have not been successful previously, why has it been this time?

A written response was provided:

Land to the east of Strande Park was a proposed allocation in the submission version of the plan which was approved by this Council in June 2017 for submission to the Secretary of State. Following the review of site allocations, there is no change to this part of the plan proposed at this stage: so it will be for the Inspector to consider it through the Examination Process.

Ms Gormally confirmed she did not wish to ask a supplementary question.

y) Ann Taylor of Clewer and Dedworth West ward asked the following question of Councillor Coppinger, Lead Member for Planning and Maidenhead:

Given the permanent state of gridlock on the A308 at peak times and other, how can the Borough justify conceding that a further 1000 vehicles or more could pour onto this road from a single location, i.e. HA11(L21, 22), Green Belt land on the edge of Windsor, with the resultant catastrophic effects, particularly on air quality from stationary traffic?

A written response was provided:

A strategic transport assessment accompanies the BLP which considers a reasonable worst case of the potential transport impacts on the highway network across the borough as well as development taking place in neighbouring authorities. This has identified some strategic interventions along the A308 to support the development associated with the local plan

By way of a supplementary question, Ms Taylor commented that there was a permanent state of gridlock on the A308 and the proposal was to add more than 1000

vehicles. The response referred to 'strategic interventions'; Ms Taylor wanted to know what these were. The policy section on environmental protection and air pollution said that appropriate mitigation must be in place for increases in air pollution. She asked how this would help people sitting in gridlock at peak time breathing in fumes?

Councillor Coppinger commented that this was reasonably theoretical at this stage. Details would be clearer when planning applications were received. Work was about to start on the A308 which would hopefully provide some of the answers Ms Taylor was looking for.

z) Ann Taylor of Clewer and Dedworth West ward asked the following question of Councillor Coppinger, Lead Member for Planning and Maidenhead:

The Borough has £90,000 to fund an A308 traffic study, which is fundamental in ensuring the soundness of decisions regarding site selection. When completed, will the results of this study be taken into account in this respect? West Windsor is already an Air Quality Management Area as is Holyport/M4 area?

A written response was provided:

The proposed A308 study will build on the work of the BLP and seek to identify a preferred package of measures to support a wide range of objectives that go beyond just mitigating the impacts of development. Through the study there will be wide engagement with key stakeholders and the outcomes are expected to be incorporated into the council's Infrastructure Delivery Plan. The A308 corridor study does not relate to site selection and that was not its purpose or intent.

By way of a supplementary question, Ms Taylor asked if Councillor Coppinger thought that simple measures would be effective; was the real solution not completely new infrastructure?

Councillor Coppinger responded that the Infrastructure Development Plan was a live document and would take into account if new roads were required. Everything was done on a worst case scenario at the moment.

aa) Julia Greens of Bisham and Cookham ward asked the following question of Councillor Coppinger, Lead Member for Planning and Maidenhead:

To allow the planned "Growth for Education", can the Council please detail their intentions of how this can be achieved without the additional use of further virgin or loss of School sports grounds. In particularly in Cookham, school expansion is most likely to have to result in expanding into and over Alfred Manor Recreation Ground?

A written response was provided:

Children's Services carried out an assessment of the likely impact of the Borough Local Plan on demand for school places. The housing planned for the Bisham and Cookham area could result in a maximum additional demand of 22 children at Reception.

The Infrastructure Delivery Plan sets out proposed expansion plans that would accommodate additional demand across the whole Borough. In addition, the Council is

currently carrying out more detailed feasibility work to identify the potential for expansion at all 60 (state) schools in the borough. The outcome of this will be reported to Cabinet in early 2020.

By way of a supplementary question, Ms Greens commented that 22 reception places was woefully underestimated because schools in Cookham took in children from Furze Platt, Riverside and elsewhere. In the past when there were expansion plans in Cookham, Holy Trinity had had to expand into the green fields. She could only see this happening again at Cookham Rise; would the Councillor agree?

Councillor Carroll responded the council was undertaking initial assessments to look at the future demand for places required. The council was liaising with the DfE about what would potentially be required if the Plan was passed. It was the responsibility for the DfE to ensure they supported the borough with funding if the number of places increased. Councillor Carroll stated that he would be happy to meet to go into detail if this was requested.

bb) Julia Greens of Bisham and Cookham ward asked the following question of Councillor Coppinger, Lead Member for Planning and Maidenhead:

With a clear directive insisting absolutely everything is done to use previously developed land and avoid the use of Greenbelt and virgin land how can the RBWM justify including land at Lower Mount Farm and Strand Park, both in a high flood risk areas with a natural spring above that once built on prevents future natural drainage through virgin soil?

A written response was provided:

In order to deliver the housing to meet the identified housing need the BLP seeks to provide the correct balance between limited Green Belt release and using previously developed land. Lower Mount Farm is completely in flood zone 1 (low risk) and only a very small proportion (2%) of the land east of Strand Park site is in a high risk flood zone.

By way of a supplementary question, Ms Greens commented that the Broxtowe letter said councils should do all they could to use previously developed land. Why in the revised Plan had brownfield sites been removed but Green Belt had been included?

Councillor Coppinger responded that Environment Agency flood rules meant some brownfield sites in flood Zones 2 and 3 had to be taken out.

cc) Katherine Else representing European Property Ventures asked the following question of the Lead Member for Planning and Maidenhead:

Why were the advantages of 'Site HA41 North of Churchmead School' not considered through the Exception Test given its ability to contribute to the School facilities, highly sustainable location and the provision of a link road that would avoid Datchet town centre congestion?

A written response was provided:

In accordance with the housing site selection methodology explained in the Housing Topic Paper, sites with less than 50% in flood zone 1 were rejected as being not

suitable for allocation. Nearly all of this site is within Flood Zone 2 (68%) or Flood Zone 3a (32%) with less than 1% in flood zone 1.

By way of a supplementary question, Ms Else commented that her client had been disappointed with the assessment because it had been based solely on residential development when it was a mixed use allocation therefore the percentages given in relation to flood zones were incorrect. She asked why the site had been assessed in that way and why had the adjacent site with an equivalent flood risk been retained?

Councillor Coppinger responded that agricultural land was class 1. He suggested the comments should be submitted in the consultation for the Inspector to consider.

dd) Katherine Else representing European Property Ventures asked the following question of the Lead Member for Planning and Maidenhead:

Why did the Council not consider engaging with us to remove higher risk Flood Zone areas from residential analysis of Site HA41, so areas affected by higher flood risk could be used for open space, employment given the mixed-use allocation?

A written response was provided:

The Environment Agency has expressed concerns in relation to flood risk on this site and informally indicated that it supports the removal of the site as an allocation. Under the terms of the Statement of Common Ground agreed with the Environment Agency in October 2018, the Council is using the latest published data for the BLP.

By way of a supplementary question, Ms Else asked why closed discussions were held with the EA when their opinion affected consideration of the site? Her company had been undertaking ongoing modelling and advising the council. She commented that this was surely not in the public interest?

Councillor Coppinger advised Ms Else to raise the issues of process with the Inspector; the council had followed due process.

55. APPOINTMENT OF PANEL CHAIRMAN

Members considered the appointment of Chairman to the Maidenhead Area Development Panel.

Councillor Johnson thanked the outgoing Chairman, Councillor Stimson, who would now be able to focus on her new lead member role. Councillor Carroll commented he had known Councillor Haseler for two years; he was a robust individual in terms of planning matters. Councillor McWilliams commented that he had worked with his Cox Green colleague for three years on local issues. Councillor Haseler had undertaken exemplary work as a community leader and he would ensure all planning applications would be put through their paces. Councillor Walters also endorsed the appointment.

It was proposed by Councillor Johnson, seconded by Councillor Carroll, and:

RESOLVED UNANIMOUSLY: That Councillor Haseler be appointed as Chairman of the Maidenhead Area Development Management Panel for the remainder of the municipal year.

56. APPOINTMENT OF STATUTORY OFFICER

Members considered the appointment of an Interim S151 Officer.

Councillor Hilton explained that Council was required to appoint a S151 office to ensure proper administration of its affairs. Following the departure of the former post-holder, council was being asked to appoint an interim S151 officer whilst a recruitment process to identify a permanent replacement was carried out. Members who attended the Corporate Overview and Scrutiny Panel the previous evening had met the proposed candidate, Terry Neaves. His responsibilities would include working with the finance team, officers and cabinet to develop an affordable revenue budget and capital programme. Another element would be to ensure the finance team were supported to understand the financial position and that there were realistic the expectations about what they could do to deliver sound council finances. He would ensure there was a plan to manage staff vacancies, and develop recruitment and retention plans to stabilise the team.

It was proposed by Councillor Hilton, seconded by Councillor Rayner, and:

RESOLVED UNANIMOUSLY: That Council notes the report and appoints:

- i) Terry Neaves as the Council's Section 151 Officer on an interim basis pending permanent recruitment.**

57. MODERN WORKPLACE PROJECT

Members considered the Modern Workplace Project proposals.

Councillor Rayner explained that this was the second time the item had come before full Council. A thorough debate had taken place at the September meeting and it had been agreed that further clarification was needed. She thanked the Executive Director for his work on the report since then. Councillor Rayner explained that the current desktop environment had been in place for seven years and was at the end of its useful life, with the impact on staff already clear. The proposals would allow a phased replacement by March 2020 with significant benefits as detailed in paragraph 2.3. Procurement would take place under a framework.

Members noted that approval had previously been given for funding of £530,000 including £69,000 for a pilot. The pilot had identified a number of requirements:

- 16GB of RAM
- Larger screens with high definition
- Docking stations at each desk to allow direct network access rather than via Wi-Fi
- More devices (originally it had been assumed that 100 devices could be re-used)
- The addition of 67 Optalis staff
- An increase in basic costs of 30%

The total funding requirements were therefore now £935,000.

Councillor Rayner referred to a number of points that had been raised at the September meeting. Comments about specification had been assessed but it was clear that the pilot had identified an appropriate, revised specification. The council had a policy of depreciation between 4-10 years. It was agreed that a four year period was more reflective for the replacement of IT equipment. The council ran over 300 applications, a number of which required high memory capacity.

Councillor Rayner explained that the current Microsoft Windows version was not supported after January 2020. All licences would be up for renewal in March 2020. If the council carried on under its current licences, this would cost £900,000 more over the next three years.

Councillor Reynolds commented that after his speech at the last meeting he was pleased that other councillors agreed improvements were needed and that some had been made. He believed a different situation could have occurred if a collegiate approach had been taken, however he was only contacted the day before by the Lead Member. Councillor Reynolds accepted that new equipment was needed but felt it could have been done in a better way. The changes did not address the issue of additional borrowing of £403,000. He felt that docking stations, at a cost of £79,560, were nice to have but not if you did not have the money. Monitors, with the same resolution as the current ones, would cost £65,520. The total extra costs could negate the cost savings put forward.

Councillor Reynolds proposed an amendment to the capital funding level in recommendation ii to read:

- ii) Approves additional capital funding of £259,920 in 2019/20.

Councillor Werner seconded the amendment. Members debated the proposed amendment.

Councillor Davey commented that the council was looking for 495 laptops and 72 desktops, which was 567 machines plus 97 for Optalis. The budget started at £250,000. An extra 100 machines were needed at a cost of £50,000 therefore the total was £300,000. There was a 30% increase in price, which meant the total was £390,000. The report therefore requested £603,000, therefore £213,000 or another third, was requested for a bit more RAM.

Finance had changed from a 10 year period to a four year period for depreciation. So instead of £9,072 a year, that was £24,497 a year, which was £7,000 more. The borough then needs to pay back £260,000 a year compared to £102,000 over ten years. Councillor Davey highlighted that CIPFA had been asked to come in and look at the accounts yet the council could now find £150,000 more over four years. He did not think things were being added up correctly and it needed to be looked at again. Personally he would be more confident if an opposition finance team were able to review all finance budgets before they came to full Council.

Councillor Rayner explained that she had spoken to Councillor Reynolds to ensure he knew the report was going to be considered at the Corporate Overview and Scrutiny Panel. The monitors needed to be replaced as the current screens were combined with thin clients and could not be used on their own. Docking stations allowed

computers to be connected into the network thereby not overloading the Wi-Fi network. The equipment had been recommended by others using mobile devices.

Councillor Werner commented that money had to be key to what the council was doing. Docking stations should not be necessary if a network cable was used instead therefore this was a very sensible saving to make.

Councillor Hilton explained that the minimum revenue position ensured the council recovered the costs of borrowing over the life of the product. When it had been ten years, which he believed was too long, it would have been 10% of the £935,000 per year. If it were four years, it would be 25% per year. Therefore it was exactly the same sum of money.

Councillor Hill stated that he was pleased the recommendations had changed. He accepted the advice from the technical experts that the Wi-Fi system would be overloaded if docking stations were not used as Wi-Fi was dependent on the signal available and this could waiver, however he would like to see the technical details. He also requested confirmation that the Wi-Fi network would be retained.

Councillor Jones welcomed the changes to the report. She was minded to approve on the basis that she was aware many officers struggled with the Wi-Fi and applications they had to use. She asked for Councillor Reynolds' comments to be taken on board and requested that technical evidence for screens and docking stations be provided as a written answer. She would be trusting the IT technicians to get it right.

Carole Da Costa commented that her initial thoughts were to make the saving but she had seen the struggles of officers to get the IT to work. Based on the feedback from Councillor Rayner she was minded to support the recommendations.

Councillor Johnson explained as the new Leader he had requested officers look again at the report and he was pleased that major changes had been made. The administration fully supported the report. He highlighted to Members that the bigger picture was the loss of productivity due to a poor digital infrastructure. He was a fiscal Conservative but there was a time for spending to save through enhanced productivity, and he was therefore pleased to support the report. He welcomed the positive comments from Opposition Members. The council was not in the grip of a financial crisis; work was ongoing to address a mid-year overspend.

Councillor Clark highlighted the need to get moving on the proposals due to the increase in software licence costs if the upgrade did not take place.

Councillor Reynolds commented that he had no issue with replacing equipment as officers were struggling but he did not want to buy equipment that was not needed. Ethernet cables could be bought for 40p, negating the need for docking stations.

Members voted on the amendment by a show of hands. The motion fell and Members returned to debating the recommendations in the report.

Councillor Davey stated that the issue was the way the finances were presented, which did not give a proper picture to enable Members to make an assessment. He would be keen to have Opposition Members involved in finance issues before they were presented to full Council.

Councillor Hilton explained that since the original report the Public Works Loan Board had increased interest rates to 2.6% which explained the difference in figures.

Councillor Hill commented that it was a classic commercial play for software licence costs to increase. The council was well placed to get equipment in place before the relevant date in 2020 and not pay the additional £900,000 costs that would be incurred. This additional cost, if incurred, would knock out the savings Councillor Reynolds had proposed within the first six months.

Councillor Shelim explained that the report in September had been brought in his name as the former Lead Member. The council had not spent any money on IT in the last seven years. The trial feedback had made it clear that a number of devices could not be re-used as had been first hoped. Device costs had also increased by 30%. When he had been elected in 2015 he had the opportunity over four years to spend £1000 through the Member ICT allowance. Following the 2019 elections all Members had been offered an iPad instead as an investment in the long term and beneficial to the environment and efficiency. Officers would be given the same level as a necessity.

Councillor Rayner commented that it was her duty to accept the professional advice of officers. She confirmed the Wi-Fi system would be retained. She would be happy to send a written response as Councillor Jones had requested. She highlighted that a breakdown of financing was included in Table 3 of the report; if Councillor Davey wanted further information he was welcome to let her know. Councillor Rayner thanked Councillor Shelim for his work on the original report.

It was proposed by Councillor Rayner, seconded by Councillor Shelim, and:

RESOLVED: That Council notes the report and:

- ii) Agrees to the bringing forward of £140,000 of capital funding from 2020/21 to 2019/20.**
- iii) Approves additional capital funding of £405,000 in 2019/20.**
- iv) Delegates to the Executive Director, in agreement with the Lead Member approval to award a contract for the supply of the new equipment.**

The meeting was adjourned at 9.00pm for a comfort break. The meeting resumed at 9.05pm.

Councillor Rayner left the meeting.

58. RBWM BOROUGH LOCAL PLAN SUBMISSION VERSION – PROPOSED CHANGES

Members considered proposed changes to the Borough Local Plan Submission Version (BLPSV).

Councillor Coppinger stated that he was delighted to put before full Council one of the most important and exciting papers he had ever presented. He explained that the planning system was plan led and making a development plan for a local authority

area was a statutory duty. The current plan dated back to 1999 and in many areas was obsolete.

In June 2019 the Secretary of State for Housing said “The Government wants to see every community covered by an up to date plan for sustainable development meaning that communities are in control of development and not exposed to speculative development.”

There was an enquiry being held this week in Maidenhead for such speculative development in Holyport, because there was not an up to date Plan. Without a current plan the borough was exposed to such attacks.

The submission version was approved by Council in June 2017, submitted in January 2018 and had been subject to examination by a planning inspector Mrs Louise Phillips. A plan had three distinct and sequential stages. The first was preparation, which was controlled by the Local Planning Authority and must include consultation under regulations 18 and 19 of the 2012 regulations. The second stage was examination. The purpose of the examination stage was to determine whether the plan was sound and legally compliant and also whether the Authority had complied with its duty to cooperate.

In this stage the inspector controlled the process, not the council, and she would decide how the examination would proceed. The examination stage ended when the Inspector delivered her final report. The council would expect the inspector to propose major modifications to make the plan sound and legal. The decision whether to adopt the changes would be made by the full Council.

After the stage one hearings in June 2018 the Inspector asked for certain work to be done which the council had been doing in the pause period. The council provided the Inspector with a comprehensive update on 2 July 2019. Proposals included convening an extraordinary Council meeting to secure Members’ endorsement to the proposed changes prior to consultation, which she agreed.

The key work that the Inspector asked the council to do was:

- A review of all site allocations including using the latest Environment Agency data for flooding
- A review of employment evidence
- To explore additional options for Suitable Alternative Natural Green Space (SANG)
- Review representations received in the earlier stages

The proposed changes would be subject to a further consultation for six weeks between 1 November and 15 December 2019, clearly avoiding the Christmas period which had upset people in the earlier consultation.

For the current stage representations must focus on whether the proposals were sound and legal.

Councillor Coppinger highlighted the changes that were proposed:

- The borough had many constraints; 83% was Green Belt and large areas were either subject to flooding or were protected Crown Land. In the original plan the council allocated every available brown belt site but still had to give up 1.7% of Green Belt. Now because more sites had become available it had been possible to reduce the amount of Green Belt loss to just over 1% across the plan period which extended to 2033.
- Changes to site allocations included new sites put forward
- Employment space had been significantly changed and increased
- HA11, also known as the triangle site, which was reserved for employment, had now been brought forward to provide a high standard gateway at the entry to Maidenhead from the M4.

Councillor Coppinger commented that it was however not just about sites. The plan was supported by an Infrastructure Development Plan which was a living document and would evolve as the plan progressed. The ambition was also to produce future infrastructure schedules linked to geographic areas of the borough.

Every proposed site had a list of specific requirements before a planning application was received that had to be met. For example the triangle site had 28 to protect the environment, provide sustainable routes and design.

Members agreed to extend Councillor Coppinger's speaking time by one minute given the important subject matter.

Councillor Coppinger continued to explain that specific plans had been produced for two key routes where it was known that traffic was a critical concern for all. Those were the A308 and the A329.

Councillor Coppinger concluded by setting out what has been achieved in the plan:

- It had been shown that the Governments' housing requirement could be met, which would stop speculative developers like the one in Holyport
- The land devoted to employment had increased
- Small employment sites such as Tectonic Place and Grove Park had been protected
- All the Inspector's questions had been answered
- Specific policies on a number of areas had been included
- The loss of Green Belt over the period of the plan had reduced from 1.7% loss to just over 1%

Councillor Coppinger thanked the Head of Planning and her team for the hours put in.

Councillor Walters congratulated officers on producing a professional and well considered version of the plan. It was an improvement on the original version which in part could be explained by the situation and atmosphere at the time of the first submission. Over the plan period instead of building 712 houses per annum, the plan proposed 816 per annum, far exceeding the building requirements. A six year supply had been identified. The borough had a historically high level of windfalls. He therefore hoped that the statistics would fend off the five year supply argument made by

developers. In his personal opinion he hoped that the consultation would give the opportunity to again look at the wisdom of meeting 100% of the objectively assessed need as there was nothing more to compel the council to do so. The borough probably had more constraints than any other in England. Councillor Walters commented that he was pleased to see affordable housing on larger scale sites. He hoped this would be reflected in practice. He had noted that tall buildings would be subject to a strategy which was good news. However he felt at the loss of the triangle site was particularly damaging. Provision of infrastructure was behind schedule, which must be taken seriously, for example the A308 was at capacity. Failure to carry out the consultation would leave the borough in limbo; it was sensible to now take into account public opinion.

Councillor Clark commented that the revised plan had been diligently produced based on an evidence base to allow the consultation to go ahead and enable residents to provide input. The issues of most concern to residents were infrastructure, education, open spaces, climate change, affordable housing and transport. Approving the report would allow these concerns to be properly considered.

Councillor Cannon highlighted that given the potential for flooding in the borough, the council had worked with the Environment Agency to identify all sites at risk and remove them from the plan. Ten had been removed purely based on flood risk.

Councillor Davies commented that, as Sarah Bowden had stated in her question, the first Sustainability Appraisal document was emailed to Members after 5pm the previous Friday. Like most people, she had made her best effort to read and understand it in the time available alongside reading all the other documentation. Then after 6pm Tuesday evening, two more volumes had arrived (the first 168 pages and the second 464 pages). This was the first time that the policy by policy, and allocation site by site analysis was made available to Members. She hoped Members would understand that if she had overlooked anything, this was the reason.

The cross-party working group on climate change had been mentioned numerous times in response to questions from the public as dealing with a diverse range of tasks. As a member of that group, she was slightly concerned as the group had only met twice in four months. If the group was to tackle all these very important tasks then it would need an adequate budget, expertise and resources.

The BLP had been amended to demonstrate commitment to biodiversity and ecological connectivity but that was not possible whilst developing over 176 hectares of previously undeveloped land without setting aside substantial areas for nature, and not amenity spaces such as parks, which were often green deserts. These also needed to be linked by habitat corridors for wildlife. As Fiona Hewer, Jan Stannard and Adam Bermange referred to in their questions, there was a need for a strategic plan for the cumulative impact on biodiversity and for a biodiversity action plan. The difficulty of trying to assess the environmental evidence without having completed a biodiversity action plan was commented on by Wild Maidenhead in their response to the BLP in January 2017, nearly three years previously.

According to the 'State of Nature' report (2019) nature was in severe decline and the UK was one of the most nature-depleted countries in the world with 39% of species having declined over the last ten years and 15% of species being at risk of extinction. Local authorities had a huge role to play. Biodiversity gain and ecological connectivity

were the way forward. Wild Maidenhead was ready, willing and able to help take this forward with the council.

Additionally, according to Nature 4 Climate, nature-based solutions had the potential to provide around a third of the solution to climate change. As the Committee on Climate Change noted, the cost of doing nothing would be far greater than the costs of taking action now. Whilst it was hard to imagine the future in global terms, it was easier to think about specific examples. Wild Maidenhead had identified 20 species for special focus in their Biodiversity Action Plan, including some very common species that were much loved by everyone. Councillor Davies wanted the children and grandchildren of the borough to grow up as earlier generations did, with house martins nesting under the house eaves, with hedgehogs visiting to eat slugs and house sparrows having dust baths in the garden. She wanted them to watch bumblebees buzzing round in the sunshine and bats swooping through the dusk.

Councillor Davies concluded that, given the limited time to consider the SA, and as she could not see the evidence that the current form of the BLP would promote sustainable development she regretfully could not support the Borough Local Plan in its current form.

Councillor Stimson commented that as the Chairman of one of the Area Development Panels she, along with other Members, had felt the frustration of not having an up to date plan as the borough was vulnerable to speculative poor quality development in the wrong places. An adopted plan was needed as soon as possible to get the high quality sustainable places and development needed for the next few years.

The plan took a holistic approach and the green place making focus would help with the regeneration programme and economic development the borough needed. Furthermore, the changes to the plan incorporated many aspects that residents and Members requested be changed. For example, officers had identified new areas of biodiversity and the provision of green and blue infrastructure would be given the highest priority. She was delighted to see that three new sites had been allocated (Deerswood, Land north of Lutman Lane and Braywick Park). The place-making focus would see the provision of large areas of new green space, including the green spine through South West Maidenhead. All of the areas would take an enormous amount of challenge. Coupled with trying to get to carbon neutral by 2050, it was going to be terribly hard work but it had to be started somewhere. The plan was a lot more sound and a lot more from the heart than the first version. The plan outlined how the council would increasingly reconnect residents with nature, recommending green and brown roofs, green walls, and exemplar quality green and blue infrastructure at both ground floor and upper levels. A green and blue infrastructure SPD would be produced as quickly as possible to give more guidance to developers. In the meantime, the government would be introducing new legislation which developers would need to comply with: for example, in 2020 it would be enshrined in law for developers to achieve a net biodiversity gain.

The council had trod a careful and very narrow path between making the enhancing changes to the plan, and creating a new plan. It had been a difficult and lengthy task but she felt a careful balance had been struck and the plan had been enhanced. As the plan was developed some time ago it could only be stretched so far before it broke therefore what could be done in terms of climate change and sustainability had been

done. When the plan was put to bed, the council would start on the new plan as plans were done very five years or so. In the meantime the council would start with the climate change programme. Councillor Stimson announced that by the middle of January the council would have at least three resources, with a fourth in time, who would be full time officers helping with the sustainability and climate change agenda. This was from not having any; the council was starting to have the resources to develop the changes that would be needed.

Councillor Stimson concluded that, as a number of the public questioners would know, she had been working with local groups and people in the council to start to make the changes. She thought the submission version was a super plan and she supported it.

Councillor Brar congratulated the public questioners from Cookham. She commented that when looking at the history and heritage of Cookham it was clearly a very special place. One famous resident, the artist Sir Stanley Spencer, once called Cookham 'a village in heaven' and he painted biblical scenes with the village as a backdrop. Another person who found inspiration in the unspoiled beauty surrounding the village was Kenneth Grahame, author of *Wind in the Willows* who spent his childhood living in Cookham Dean.

Councillor Brar stated that it was not possible to live in the past, it was important to look to the future and accept that some change was inevitable. However, at the centre of the planning system was the idea of sustainable development, ensuring that the plans made now met current needs without causing a burden for future generations. Looking at the Borough Local Plan, including the proposed changes Members were being asked to agree, she had to conclude that the three allocation sites for housing within Cookham, all crammed within Cookham Rise, would lead to unsustainable development.

This was not just her opinion but was a view shared by many of Cookham's residents. Formal objections were made in representations to the original BLP proposals in 2017 on the grounds of heritage, environment, water pollution, sewage issues and traffic gridlock. In the north of the borough Cookham Rise had been allocated 270 new dwellings whilst other villages were left untouched.

Councillor Brar questioned what would all the additional homes mean? Hundreds more children needing education in schools that were full both primary and secondary. Hundreds of additional people requiring a GP; there was only one surgery and already it was oversubscribed and very hard to get an appointment. Hundreds of additional cars on the roads. Cookham had narrow lanes such as Lower Road, Dean Lane and The Pound. Cannondown Road railway bridge was not wide enough to take the extra volume of traffic. There were already problems with sewage and surface water under the bridge.

On the issue of congestion she also believed there had been a failure to comply with the duty to cooperate with Wycombe Council leading to a serious risk to traffic flow on Cookham Bridge, due to the building of 600 new homes in Buckinghamshire. This would have a serious knock-on effect in Cookham.

Site AL37, the land at north of Lower Mount Farm, was a large Green Belt site, now proposed for 200 new homes. Releasing the site went far beyond limited infilling and

represented a major expansion. The proposal was the major driver of the issues she had already mentioned.

AL38, land east of Strand Park, was in the flood plan and liable to flood. She remembered in the last major flood vulnerable people were trapped with carers having to use dinghies to reach them. She believed the 2009 data used for measuring flood risk was out of date. There were also specific concerns for the biodiversity impact of developing on this site which was a grassland habitat for slowworms, toads and badgers.

AL36, the gas holder site on Whyteladyes Lane was a brown field site and Councillor Brar supported the idea of making good use of such sites. The site needed to be cleaned before it could be developed and she was concerned the cost of the clean-up would lead to developers claiming that providing affordable housing on the site was not economical. There were real concerns about sewage capacity as Thames Water had already objected to one application on such grounds. She noted also the proposed housing density had been increased by 25% without an explanation. The issues must be addressed in order to make the development sustainable.

Councillor Reynolds commented that for many years Maidenians had not felt the town was a place they could play, shop or eat; it had been more about making do. The latest plan version would see almost 2500 new homes in the town centre, which was already crowded, under resourced and had poor transport links other than into central London. There was only one train an hour north of Maidenhead, incredibly poor cycle routes and an inadequate bus service. The plan did not provide an answer for Maidenhead town centre. The tall building study had only been made available earlier that day. The summary said that buildings should not be higher than 19 storeys in Maidenhead Residents were rightly worried about tall buildings that were often overbearing and ugly. It was known that Maidenhead needed to get taller but there was a way of doing so. The town centre was not ready for buildings of 19 or more storeys. The town needed attractive buildings that built on the historic assets it already had.

Councillor Reynolds commented that 30% affordable housing was just a pipe dream. He referred to the last two big sites in the town centre that had come to Panel, where the developer had claimed affordable housing was not viable. A developer had told him recently that it was almost impossible to sell a flat in the town without parking yet, the council was saying town centre schemes needed no parking. It was not clear when Crossrail would come forward. The bus service was not reliable. Adequate parking for residents in the town centre was needed and it had to be one space per dwelling at minimum. The plan was not right for the town centre and was not fit.

Councillor W. Da Costa explained that he was going to use some information from the RBWM Climate Emergency Coalition.

The United Nations Intergovernmental Panel on Climate Change had stated that there were just 11 years left to prevent 1.5 degrees warming; warming beyond 1.5 degrees represented a threat to the future of humanity, and even warming limited to that level would wreak havoc upon the livelihoods of countless people across the world. Nature was declining globally at rates unprecedented in human history and the rate of species extinctions was accelerating, with grave impacts on people around the world now likely. The world was experiencing an emergency as defined in the Civil Contingencies Act 2004 as “an event or situation which threatens serious damage to human welfare... [and] ... serious damage to the environment ... in the United Kingdom”. An urgent and rapid response was now necessary.

There was a need to put the word emergency back into the council's approach to Climate Change, reducing carbon, reducing greenhouse gases and strengthening biodiversity and green infrastructure. The BLP was a key document to set the expectations for new developments and adjustments to existing developments for the next 10-15 years. The council should be including standards and targets that developers must adhere to but with the language in the plan, the council had put the ball into the developers' court, using language such as 'All developments will demonstrate how they have been designed to incorporate measures to adapt to and mitigate climate change' and objectives phrased as 'green energy' rather than setting targets that moved over time and promoting that carbon and greenhouse gas emission reductions must be demonstrated in all aspects of the design, build and operation of buildings. The document should be enforcing the law on Climate Change as demonstrated in NPPF Policies 8 and 148 – 154, but it did not.

Councillor W. Da Costa commented that the plan was a key document, probably the key document to ensure the council did its part to tackle climate change and reduce carbon emissions and greenhouse gases but, rather, the Sustainability Appraisal noted that the current BLP would in fact increase local carbon emissions by approximately 22.5%.

Strategic enhancements of biodiversity based on good science was a more difficult proposition as the understanding and methodologies and technologies were still in their infancy. Professors of Biodiversity at the University of Reading, with close connections to Defra, wanted to work with the council and resident groups to help create robust policies; those in the plan were not. They did not allow coherent movement towards a vision and targets and they contained no science-based targets.

As science and technology developed so the policies must, but the council's Climate Change and biodiversity policies did not allow for subsequent change.

Councillor W. Da Costa was glad to hear from Councillor Coppinger's answers to residents that the cross party working group would include in equal priority both reduction in greenhouse gases and strengthening biodiversity, not to mention improving resilience and facilitating residents groups. As Councillor Davies had said, the group was moving too slowly and it was good to hear that resources were coming, but it had wasted 6 months.

To its credit the policy on Green and Blue Infrastructure did refer to upgrading with a subsequent successor document. However, it was also a long way short of best practice such as that of Salford.

In short, notwithstanding his opposition to development on the precious Green Belt on the edge of Windsor, Oakley Green and Bray, Councillor W. Da Costa concluded that the document was lacking in sophistication, lacking in ambition and paid lip service to the emergency that was faced.

Councillor McWilliams referred to South Oxfordshire which had point blank refused to take forward the housing numbers set by government. Any authority that took that position would find that central government would come in and take away its power. The borough had a severe lack of affordable housing. It was important to get the plan in place so that targets in the SHMAA could be achieved. Councillor McWilliams announced he would be bringing forward a housing strategy to set a threshold, demonstrate how to encourage developers to deliver affordable housing, and how to deliver affordable rent through the property company and private landlords. The plan was an opportunity to correct an imbalance in society.

Councillor Johnson highlighted that without a proper plan in place the borough was at the mercy of the markets. The plan before Members was a result of the legal and regulatory framework in which the local authority operated. The plan was not perfect for the end of 2019 but that was why as soon as it was adopted, the council would seek to make further amendments in relation to biodiversity, sustainable development and technological innovation. In relation to climate change the council had declared an emergency. There was now a Cabinet member with responsibility for the issues. The plan would lead to opportunities in the long term for more jobs, economic growth, development to get people onto the property ladder, infrastructure, schools, and health provision. It would also create a set of sustainably linked places. Maidenhead remained a centre of vision and excellence and a place that attracted investment. The potential transformative effect of what could happen to the former Nicholson's centre was key. As one borough, the council was also looking to protect the historic aspects of Windsor and Eton whilst also unleashing the positive, sustainable elements of the good growth agenda. This was growth that delivered benefits to local communities and sustainable outcomes and addressed climate change whilst ensuring the area remained one of economic prosperity. Without economic prosperity the resources to deliver the ambitious agenda would not be available. The Conservative party was committed to addressing climate change including new legislation that would create a new Office for Environmental Protection, a body that would have the powers to enforce environmental legislation.

Councillor Johnson concluded that the plan was not perfect but no long term plan was without the ability to change. The plan was going in the right direction. He saw the borough becoming the Royal Borough of innovation and opportunity.

Councillor Del Campo explained that she usually tried to read the document pack three times over before a meeting, but she had only managed this one twice. Members had been given not nearly enough time to read the many documents, digest, understand, cross-reference and, most importantly, scrutinise them. Members were being asked to take a leap of faith and approve the plan because if it did not, something worse might happen. The problem was that for some of her residents, the plan already presented them with a worst-case scenario, one that had been causing stress and loss of sleep for the last seven years.

Councillor Del Campo explained that she was referring to Spencer's Farm, which should not even be under consideration because in 2012, councillors voted almost unanimously to 'protect the existing greenbelt in the forthcoming Borough Local Plan' and to 'carefully consider the responses received to consultations on the Borough Local Plan'. Councillor Del Campo felt that if either of the pledges had been honoured, that would have been the end of the matter. In September 2013, she understood the RBWM Highways team had ruled out the site over highways issues. That should also have been the end of it, yet it was still included and the same arguments as before, about access via the dangerous bend on the Cookham Road, were being made. She had been told that Highways were now happy with the site, but she was not allowed to know why as the document was not in the public domain. If the document was not in the public domain, it could not be scrutinised so it should not be able to influence the plan.

Councillor Del Campo explained that the site was also known to flood and to have surface water issues. She had been told to trust that the issues would be mitigated but the facts around flooding on Spencer's Farm were alarming. For example, proposed emergency access to the site was over a mixture of Flood Zone 2 and Flood Zone 3 land, and the sequential test document stated any land that was currently Flood Zone 2 could be presumed to become Flood Zone 3 over the next 100 years due to climate change. This change also meant that land to the north and the south of the site currently planned for housing and a school, would also become Flood Zone 3. There had been floods in 1990, 2000, 2003, 2012 and 2014.

She appreciated the offers made the previous day by the Lead Member to meet to discuss concerns and she invited him to come and talk to residents on the Aldebury estate and explain to them how the plan mitigated the concerns of both residents and the inspector over flooding.

Councillor Del Campo also wished to discuss whether appointing an empty homes officer and bringing the borough's 553 empty homes back into use could allow removal of Spencer's Farm in Furze Platt, and Lower Mount Farm and Strande Park in Cookham, a total of 550 homes. She appreciated it was not a simple numbers game, but there were very strong reasons for taking these particular sites out of the BLP.

Another matter her residents felt strongly about was that of housing for people with disabilities. She had received a well-researched email from a residents who had serious concerns about the BLP, and Councillor Bond would speak about this in more detail. The Disability and Inclusion Forum had worked hard to make their views heard, as had the Climate Emergency Coalition and a great number of other local groups, yet they felt that they were being ignored. The plan was already delayed by six years. Councillor Del Campo therefore felt that taking a little more time now to put residents and the environment front and centre of the process would pay dividends in years to come.

Councillor Baldwin stated that he was dissatisfied with the piecemeal release of the papers into the public domain given the Extraordinary meeting was agreed in August 2019. He felt this represented a cavalier approach to consultation with Members and therefore wondered how the public consultees would be treated such as those in attendance at the meeting including representatives of parish councils, neighbourhood forums, Wild Maidenhead and the Climate Emergency Coalition. It suggested such committed residents would be treated as necessary but resented window dressing to give legitimacy to the plan. Residents could take their revenge at the ballot box but this would not be until 2023 which would be too late for many communities. Until then it would be this plan, with all its acknowledged faults, backed up by Development Management Panels with an inbuilt Conservative majority and Overview and Scrutiny Panels rendered useless by overwork and partisan solidarity. Councillor Baldwin encourage the administration to give the full Council the time it needed to scrutinise the plan properly and engage with the Opposition so all could support it. If this did not happen it would stagger out of the door and the Inspector would inevitably reject it. He opposed the motion.

Councillor Werner proposed a motion to defer the item to a meeting at the earliest the week commencing 10 November 2019. The Leader had said it was not a perfect plan

and he wanted a more collegiate approach. Members had heard from the public the adverse effects of the plan on climate change, on the highways of north Maidenhead. Members had received a number of the reports late. The plan was clearly not ready to go to consultation.

Councillor Johnson requested to make a personal explanation. He explained that he did not say the plan was flawed but that it was imperfect in so far as being judged by the Inspector on a national planning framework which had slightly moved out of date. That was not the choice of the council; it was part of the process the council was locked into. It was not the council's plan to rewrite comprehensively. The Inspector had given a clear direction which had been followed in moving to a period of consultation he had faith in the residents that they would engage fully with the process and raise valid concerns which the Inspector would take into account.

Councillor Jones seconded the motion for deferral. Members therefore debated the motion.

Councillor Knowles commented that information had been coming in waves; this had affected all Members. He appreciated the borough needed an up to date plan but it needed to be fit for purpose on as many points as possible. Everyone needed to work together. Some issues may be insurmountable but they needed to be looked at. There was not a lot of trust in the consultation process, for example he was concerned people with cars would be discounted given the track record.

Councillor Reynolds stated that he supported the deferral. He did not believe a deferral would change the timetable. The opposition wanted to sit down and discuss a few key changes that all could agree to. Members had been given 3000 pages to read, some of them only hours before the meeting.

Councillor Hill stated that he supported the motion. The situation had become absurd; it had been difficult to keep up with all the documents being published. He would welcome the opportunity to discuss the issues in his ward.

Councillor W. Da Costa stated that the opposition wanted to work with the administration to benefit residents. It wanted to discuss key issues that were stopping all agreeing the plan. It needed to include clear and robust targets on climate change and biodiversity.

Councillor Davey commented that he expected 95% of the councillors in the room had not read the documents properly. If they then voted, he questioned whether they would be truly representing their residents.

Councillor Walters highlighted that previous speeches had over-exaggerated the council's powers. The power sat with central government who set the target for housing. If the council did not accept the demands of the Inspector, it would be out in the wilderness. Developers were waiting in the wings to see more delays. It was time to give the public the opportunity to say what they thought through the consultation.

Councillor Carole Da Costa commented that she really wanted to approve the plan but had not received the documents in time. There was a need to stop developers doing what they wanted but she requested additional time to read the papers.

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Councillor Jones referred to the last letter from the Inspector which clearly stated it was the borough's wish to consult on the changes to the plan before proceeding with the hearings. Therefore a Regulation 19 style consultation was reasonable. Although the council may like the Inspector to include the amendments, she may not do so. She understood the wish of the council to only go to consultation on a plan approved by Councillors but to do this councillors needed time to make evidenced decisions; documents including site allocations had not been available prior to the previous Tuesday. A briefing had been arranged at the last minute but had clashed with a Local Independents' meeting with the LGA. She had not approved the original submission for good reason as it was not based on evidence. New councillors needed to ensure they understood the original plan, and then the changes proposed.

Councillor Jones acknowledged some of the changes were an improvement, but she had concerns about allocation of hospital sites for housing. The A308 was another anomaly that needed to be addressed. She had not seen the fact that the King Edward VII Hospital site was included until the previous Tuesday. She was then expected to do all her research in a week whilst also working. She therefore questioned how she could approve the plan and represent her residents.

Councillor Werner concluded that a two week delay to get the plan right was not too much to ask. It would send a good message to the Inspector if the approval were unanimous.

Members voted on the motion to defer the debate to a meeting no earlier than the week commencing 10 November 2019.

A named vote was taken as at least five councillors made such a request, as per Part 2 C17.3.3 of the constitution. 17 Councillors voted for the motion; 21 Councillors voted against the motion. The motion therefore fell.

RBWM Borough local Plan Submission Version - Proposed Changes - motion to defer (Motion)	
Councillor John Baldwin	For
Councillor Clive Baskerville	For
Councillor Christine Bateson	Against
Councillor Gurpreet Bhangra	Against
Councillor Simon Bond	For
Councillor John Bowden	Against
Councillor Mandy Brar	For
Councillor Catherine del Campo	For
Councillor David Cannon	Against
Councillor Stuart Carroll	Against
Councillor Gerry Clark	Against
Councillor David Coppinger	Against
Councillor Carole Da Costa	For
Councillor Wisdom Da Costa	For
Councillor Jon Davey	For
Councillor Karen Davies	For
Councillor Phil Haseler	Against
Councillor Geoffrey Hill	For
Councillor David Hilton	Against
Councillor Maureen Hunt	Against
Councillor Andrew Johnson	Against
Councillor Lynne Jones	For

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Councillor Neil Knowles	For
Councillor Ewan Larcombe	For
Councillor Sayonara Luxton	Against
Councillor Ross McWilliams	Against
Councillor Gary Muir	Against
Councillor Samantha Rayner	Conflict Of Interests
Councillor Joshua Reynolds	For
Councillor Julian Sharpe	Against
Councillor Shamsul Shelim	Against
Councillor Gurch Singh	Against
Councillor Donna Stimson	Against
Councillor John Story	Against
Councillor Chris Targowski	Against
Councillor Helen Taylor	For
Councillor Amy Tisi	For
Councillor Leo Walters	Against
Councillor Simon Werner	For
Rejected	

Members returned to debating the motion in the agenda.

Councillor Carroll explained that planning was underway already in co-ordination with the Department for Education (DfE) for additional school places if needed. A number of schools were enthusiastic about the opportunity to expand. In terms of GP capacity, the issue was regularly discussed at the Health and Wellbeing Board and with the Clinical Commissioning Groups (CCG). It was a requirement under NHS England to ensure an adequate number of GPs and surgeries. The CCG was confident that it could cope with an increase in demand if needed. A Borough Local Plan was required to know what would be needed and to plan for growth. Councillor Carroll commented that he knew Salford well; it provided an example that addressing climate change was not mutually exclusive from regeneration. The council had an ambitious commitment to addressing climate change and would bring forward a number of policies. It was misleading to say the council was not doing anything.

Councillor Carroll highlighted that Key Workers were pivotal for Adult Social Care and Children's Services. The issue of affordable housing was always raised in terms of recruitment and retention. He commented that there had been confusion and misinformation about the hospital sites. He would be happy to forward a statement from the CCG to clarify there was no plan to reduce services.

Councillor Hilton commented that the plan being considered had been on a very long journey. Councillor Christine Bateson and he had started that journey as members of the Local Plan Working Group in late 2010; it would be good to bring the protracted process nearer to a close. The working group had reached the conclusion that against a backdrop of an aging population and housing shortage, in order to maintain an appropriate number of working age residents and economic vibrancy, more new homes affordable for younger people were needed. To achieve this, it became obvious that a modest release of Green Belt would be needed to achieve a balance between the economic, social and environmental priorities. The council could not just stop building the homes desperately need by residents.

In a rapidly changing world such was the process for plan making that it was inevitable that some new thinking was omitted, but rather than being fixed for all time, in today's world the plan would be more of a living document. There was a requirement to review it every five years but the council could add new policies at any time. In the same way as the main plan, the policies would need to go through consultation and examination in public.

Even if collectively Members could not agree on every point, he was sure that all wished to protect the Green Belt and biodiversity. An adopted plan was the only way this could be achieved. Without a plan there could be a flood of planning applications from developers, including those whose land holdings had been rejected for development and some of those would be successful. Members may not like some aspects of the plan but it was by far better than the incoherent sprawl that uncontrolled development could bring.

He highlighted that he was the Lead Member for Finance and Ascot. Ascot was included because it was classified as a growth area. Before boundary changes his ward included some 2000 homes. The pro-forma in the plan would deliver in excess of 700 homes to this area, much of it in the Green Belt. This was a 33% increase which he imagined was as much as any other ward in the borough. Across the whole of the south of the borough there would be 15% growth.

One of the reasons that he had stood in the 2019 elections was to ensure that the rejuvenation of Ascot was delivered such that, once complete, those who complained along the way would say 'well, this isn't so bad, in fact I quite like some of it'. From talking to developers and by using the Ascot Place Making paper, he knew that this was possible.

The provision of more than 14 Hectares of Suitable alternative Natural Green Space to support these developments would add to biodiversity.

Development across the Borough would create opportunities. In Ascot proposals would deliver a double-sided high street, new, smaller and affordable homes close to a community building, a piazza, new retail, cafés and restaurants. His ambition was to attract younger people to the area as a balance to the aging population and create a vibrant Ascot that reflected the international standing of Ascot Racecourse. If he were to achieve his ambition the plan needed to be adopted as soon as possible. Delay would only bring harm so he would be supporting the recommendation and suggested others should too.

Councillor Hill commented that the revised version was a missed opportunity. He felt that the existing plan should have been withdrawn and the areas lacking should have been completed, with the old plan at hand and a new plan re-submitted. There was no full Green Belt Review or Duty to Cooperate. On the upside the employment land allocations were much better and there had been a good re-evaluation of the flood plain. In relation to infrastructure, he questioned why Vicus Way was still listed as a car park when it was clearly employment land and good alternative proposals had been made.

Councillor Hill stated that there was no justification for the development of Maidenhead Golf Club to housing without a comprehensive Green Belt review.

Unless of course it was being used as a cash cow to pay off the £175m debt mountain building up.

Oldfield Ward was set to take circa 3000 addition homes on top of the circa 3500 existing homes. St. Mary's found itself in a similar pattern. With this almost doubling of dwellings in central Maidenhead and no real attention to infrastructure other than the fairly obtuse encouragement to walk or cycle forgetting that most would have to drive. central Maidenhead risked becoming a high rise heavily congested dormitory with associated health and community challenges.

Having read the emails from RBWM Climate Emergency Councillor Hill stated that he agreed entirely. The Borough Local Plan and suggested amendments was the biggest and most devastating failure in the borough for a generation. The most damning evidence of this was the environmental vandalism which was taking place on Maidenhead golf course and the Land South of Harvest Hill Road. This was the eradication of the last remaining green lung in Maidenhead resulting in a dramatic loss of green space, bio-diversity, traffic chaos, air quality degradation with associated pollution and potential ill-health of local residents.

Councillor Hill concluded by referring Members to a speech by the Leader of the Council outside the Royal Courts of Justice six days previously regarding Heathrow Expansion and the reasons to fight it. The speech referred to exposing 'the flawed process', the 'detrimental impact on bio-diversity', exposing 'the flaws surrounding air quality,' the 'huge massive blight of air pollution that not only will affect the Royal Borough'. Councillor Hill commented that these sounded like familiar problems and were very close to home with the Borough Local Plan. The Leader's speech had closed with 'We fight to win, the fight goes on. He therefore closed by asking the Leader to fight to: reduce the ridiculous Objectively Assessed Need for housing in the borough; throw out the flawed Borough Local Plan and re-start (keeping the existing good work of the old plan); and do the process right, fully representing the needs and views of residents and protecting the environment for future generations.

Councillor Targowski commented that there had been a lot of talk about representing residents. The Conservative manifesto in 2019 had committed to defend the Green Belt from speculative development and to build affordable homes. The report was vital to achieve these commitments.

Councillor Larcombe highlighted problems in Datchet, Horton and Wraysbury including air craft noise, traffic pollution, parking, floods and air pollution. If areas of land liable to flood were allocated for housing it should be expected that they would be thrown out. In his ward there were two motorways, three railway stations, three working gravel pits and a vast recycling site with a thousand lorry movements per day. He was pleased that two sites had been removed. However he criticised the stakeholder meetings that had been held, in particular the slides that had been presented. Councillor Larcombe had always lived within three miles of his current address therefore he knew the area well. He felt that his ward was 'out of sight, out of mind'. Unauthorised and tolerated development was carrying on at pace. He had no comment on the Traveller local plan. He would vote to put the plan out to consultation although he disagreed with the content and the timing of the consultation as it was important to get it into the public domain. He questioned how much had been spent on the plan to date. Panel members who voted without the emerging plan and were oblivious to the flood plan and Green Belt issues would have a lot to answer for. He

questioned whether the construction of earth bunds without planning permission, the blockages and the failure to maintain drainage were sustainable development. Wraysbury Parish Council had declared a motion of no confidence; he did not have the exact wording but it related to planning. The River Thames Scheme route was meant to be protected but only the previous month councillors had approved a scheme to cover a large piece of land with concrete. This had simply added value for the landowners.

Councillor Bhangra commented that he was glad to see that Boyn Valley Industrial Estate was not a site listed in the revised Borough Local Plan. Councillor Carroll and he had been working closely with the businesses of Boyn Valley Industrial Estate in Boyn Hill assisting them to ensure their livelihoods and businesses were secure for the future. Councillor Carroll had raised issues with the Lead Member for Planning over the last year, as the site was previously included in the Borough Local Plan. They had been working with the businesses of Boyn Valley Industrial Estate as part of their industrial plan. It was a very important and a valuable site for small factories and small businesses which were vital employers to the local area and these businesses were critical. The majority of the residents he had spoken to in Boyn Hill wanted the council to proceed with the Borough Local Plan, whilst being ambitious about the biodiversity plan also. Young people wanted the council to ensure affordable housing, social housing and key worker housing and to combine that with environmental imperatives. He thanked Councillor Coppinger for listening and for taking residents' and business owners' views into consideration in the revised Borough Local Plan.

Councillor Sharpe commented that he was delighted that the plan was about to move to consultation. The impact of recent planning decisions in the south of the borough made it clear that there was a need for greater protection for residents. He felt that the parking plan was not correct as more spaces were needed per property. An approved plan would be crucial in the planning process so all were on the same wavelength. The council should use the opportunity to build communities across the borough that residents wanted. The consultation would therefore be for the benefit of all.

Councillor Bateson commented that she had first been involved in the plan process eight years previously. When the government policy changed it had been a requirement to give up some Green Belt land. The Inspector had come back with a great number of modifications; she congratulated the Head of Planning and her team in dealing with these.

Councillor Davey commented that he was very disappointed. No-one was against the plan as it was a very important thing to have but a two week delay would make no difference. He felt the plan was getting waved through. Last month he had asked a question about the A308 corridor review; yet he had not had any feedback. His suspicion was that it would cause bad news for the 450 housing plan for the areas. He felt that he could not make a decision on the Borough Local Plan without reading, digesting, sharing, discussing, thinking, reflecting, evaluating and mulling it over for a while. He needed to consider what his residents thought, as surely what he thought had to mirror their thoughts?

Google said that a Place Plan was an opportunity for a community to come together and help to play a part in shaping the place that mattered to them. The report had taken over 10 years to take shape, but Members were being expected to digest it in less than seven days and then vote on moving it forward. CIPFA were currently

reviewing how the council operated and are not very impressed. The Inspector had already kicked the plan into the long grass once, he did not want to be there again.

Councillor Davey highlighted that in 2009 people were asked whether they agreed with the following statement:

“By 2026 the Royal Borough will be a place guided by the principles of sustainable communities where everyone can thrive in a safe and healthy environment, take active part in decisions and continue to learn throughout their lives. It will be a place where the unique character, history and setting is respected in providing a strong economy and meeting the needs and expectations of residents, visitors and those who work in the borough. Development will be carefully planned, maximising the re-use of suitable land within towns and villages”.

Councillor Davey highlighted sections of the statement and made the following comments:

- Was the council taking climate change seriously in?
- Food banks in 2019 were busier than ever
- Members were being urged to vote the new BLP through before they had had a chance to look at it properly, as they were being warned that the inspector may ‘pull the plug’
- There was a £4m hole in the budget
- Procurement was unable to tell him what the council was actually doing for local businesses
- In relation to the A308 Corridor Review, “They were too busy with other things” was comment reportedly made at Parish meeting.
- 8 million tourists visited the borough yet there was a proposal to close the Tourist Office and the Visitor Management Forum had been canned.

Councillor Davey stated that in in 2009 Legoland had said: ‘Would like to see greater reference to the economic benefits brought to the Borough by tourism. The Core Strategy should place a greater emphasis on the retention, enhancement and expansion of existing tourist facilities.’ Councillor Davey explained that the regional economic multiplier effect said that £1 that went to a local business would go to seven or eight more.

The Conservative administration had put forward the following Borough Local Plan with no real consultation with the Opposition.

Councillor Bond commented that it would be good to hear more information from Councillor Carroll on the hospital issue as St Marks was in his ward. He believed there was a covenant on the land that said it could only be used for a hospital. There was a need to ask searching questions. The issue of Children’s Centres was most concerning. When assets were converted into revenue it led to a weaker balance sheet. He was also concerned about often overlooked mental health services. He wondered where the saving came from if some services had to move off hospital sites and pay commercial rates for accommodation. There was an appetite for more detail on all hospital services. He was aware that there was a church with an active congregation in the grounds of St Marks. It was a one of six listed buildings on site.

Only one of the pro-forma stated the building would be preserved which was concerning. Councillor Bond highlighted that very little of the existing housing stock was fully accessible for those with mobility issues. The number of residents with such issues was due to rise from 26,000 to 32,000 yet the plan included a target of just 5%.

Councillor Haseler commented that the submission version was under inspection. The Head of Planning had been in close communication with the inspector and had a very good understanding of what the issues were with the current version. She and her team had been working very hard to address those issues and make proposed amendments. He urged Members to approve the report so that residents could begin to make their views known.

Councillor Jones commented that she had listed to Councillor Bhangra about how he and Councillor Carroll had been able to talk to Councillor Coppinger about the industrial area in their ward. She would have welcomed a similar opportunity to discuss King Edward VII Hospital which was in her ward. Residents had hoped for a minor injury unit as it was a 30 minute drive to Wexham Park. If such inputs were welcome all needed to be included well before seven days before a Council meeting. She had not had sufficient time to ask questions. She proposed a motion to amend recommendation ii) so that only 'minor' revisions could be made under delegation.

Councillor Werner seconded the proposal.

Councillor Coppinger stated that he did not accept the proposed amendment.

The Managing Director referred Members to paragraph 2.18 of the report.

A vote was taken on the amendment via a show of hands; the motion fell.

Councillor Coppinger concluded the debate. He explained that the council had already submitted a plan. The council was now responding to questions by the Inspector therefore it was essential that the public were given an opportunity to provide views. There was no such thing as a two week delay because Christmas was approaching. It was important to approve the report and begin the consultation as soon as possible. Once the plan was in place the work of the cross party working group would continue.

It was proposed by Councillor Coppinger, seconded by Councillor Walters, and:

RESOLVED: That Council notes the report and:

- i) Approves the Proposed Changes to the Borough Local Plan Submission Version (Appendix 1), together with the Sustainability Appraisal and Habitats Regulations Assessment updates, for public consultation.**

- ii) Delegates to the Executive Director, Place in consultation with the Lead Member for Planning, to make such revisions to the Proposed Changes to the Borough Local Plan Submission Version as are necessary and/or appropriate to address responses received to the Proposed Changes public consultation, before it is submitted to the Inspector to progress the Examination of the BLPSV with Proposed Changes.**

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(A named vote was taken as at least five councillors made such a request, as per Part 2 C17.3.3 of the constitution. 22 Councillors voted for the motion; 15 Councillors voted against the motion; 1 abstained)

RBWM Borough Local Plan Submission Version – Proposed Changes (Motion)	
Councillor John Baldwin	Against
Councillor Clive Baskerville	Against
Councillor Christine Bateson	For
Councillor Gurpreet Bhangra	For
Councillor Simon Bond	Against
Councillor John Bowden	For
Councillor Mandy Brar	Against
Councillor Catherine del Campo	Against
Councillor David Cannon	For
Councillor Stuart Carroll	For
Councillor Gerry Clark	For
Councillor David Coppinger	For
Councillor Carole Da Costa	Against
Councillor Wisdom Da Costa	Against
Councillor Jon Davey	Against
Councillor Karen Davies	Against
Councillor Phil Haseler	For
Councillor Geoffrey Hill	Against
Councillor David Hilton	For
Councillor Maureen Hunt	For
Councillor Andrew Johnson	For
Councillor Lynne Jones	Against
Councillor Neil Knowles	Against
Councillor Ewan Larcombe	For
Councillor Sayonara Luxton	For
Councillor Ross McWilliams	For
Councillor Gary Muir	For
Councillor Samantha Rayner	Conflict Of Interests
Councillor Joshua Reynolds	Against
Councillor Julian Sharpe	For
Councillor Shamsul Shelim	For
Councillor Gurch Singh	For
Councillor Donna Stimson	For
Councillor John Story	For
Councillor Chris Targowski	For
Councillor Helen Taylor	Abstain
Councillor Amy Tisi	Against
Councillor Leo Walters	For
Councillor Simon Werner	Against
Carried	

Members congratulated Councillor Targowski on the recent birth of his baby daughter.

The meeting, which started at 7.30pm, finished at 11.14pm.

Chairman.....

Addendum to minutes

Written responses to supplementary questions as promised at the meeting held on 23/10/19

a) *“...By way of a supplementary question, Mr Veale asked what qualified as a modest contribution to the Green Belt and how this was assessed?”*

Response:

The original question related to Lower Mount Farm (AL37). The Council's answer stated that “The proposed allocation site (AL37) was assessed as making only a moderate contribution to green belt purposes”.

The Edge of Settlement Part 1 Green Belt Purpose Assessment (July 2016) specifically considered how land currently designated Green Belt on the edge of settlements performed against the purposes of Green Belt as defined in the NPPF. The results of the assessment for each Green Belt purpose was categorised as:

- none or limited contribution
- lower contribution
- moderate contribution
- strong contribution or
- very strong contribution.

Lower Mount Farm lies within parcel C9. The parcel was considered to make a moderate contribution to preventing the unrestricted sprawl of a built up area, preventing settlements from merging and also safeguarding the countryside from encroachment, and does not contribute to preserving the setting or special qualities of a historic place. A fuller explanation is given on pages 169-172 of the [Edge of Settlement Part 1 study](#) (SD_018).

q) *“...By way of a supplementary question, Ms Milburn commented that whilst she appreciated the soundness was a matter for the Inspector, would the council now undertake a self-assessment prior to submission to the Inspector, as she understood this was separate to a viability assessment?”*

Response:

Whilst the Planning Inspectorate encourages councils to conduct a self-assessment using the Planning Advisory Service's soundness checklist, this is advisory and is not a regulatory requirement. The council is confident that the proposed changes that it has now made to the plan do address the Inspector's interim advice and issues raised in the Regulation 20 representations. However, as stated in the original answer, this is now a matter for the Inspector.

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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MAYOR'S COMMUNICATIONS

Since the last Council meeting the Deputy Mayor and I have carried out the engagements detailed below.

Meetings

- Twinning Committee meetings
- Extra-ordinary Council meeting
- Met the Town Mayor of Barrow in Furness, Cumbria
- Royal Albert Institute Trust
- Prince Philip Trust Fund

Schools/Clubs/Community

- Hosted Coffee Morning in aid of Macmillan Cancer Support
- Started Windsor Half Marathon
- Attend the Windsor 70th anniversary celebrations of the Republic of China
- Maidenhead Lions Prostate Awareness event
- Maidenhead Boundary Walk
- Brain Tumour Charity Twilight Walk
- Hosted reception for Goslar sports club
- Attended the ceremonial opening of Crown Court
- Rotary Windsor St George Annual Dinner
- Attended the official opening of the relocated Thames Hospice Homestore, Reform Road, Maidenhead
- Windsor Lions Swimathon
- 130th anniversary celebrations and blessing of new stained glass window at the Church of St Francis of Assisi, Ascot
- Hosted charity Afternoon Tea in aid of Thames Hospice
- Guest speaker at the Rotary Club of Windsor and Eton luncheon
- Citizenship ceremonies
- Visited Maidenhead Talking Newspaper recording by Holyport WI
- Unveiling of Armed Forces memorial bench in Datchet
- Windsor Fireworks Extravaganza
- Maidenhead Golf Club annual end of season dinner dance
- Visited Alexander Devine Children's Hospice
- Attended the official opening of the artificial grass pitch at Ascot United Football
- Led Remembrance Sunday civic services in Windsor and Maidenhead
- Attended the Private View of Windsor Contemporary Art Fair
- Opened Maidenhead Lions Combined Charities Fair
- Windsor and Maidenhead Community Forum Diversity Display and Dinner
- Observed the Armistice Day 2 minute silence in Windsor and Maidenhead
- Launch of Royal Holloway Uni/Guildhall Museum film
- The Rifles Biennial Awards Dinner
- Attended the Windsor Christmas Lights Switch On
- Opened the 3rd/final phase of the Chapel Arches development, Maidenhead

- Windsor Lions/Police Food Academy Banquet
- Led the annual Toy Run from Ascot Racecourse to Broom Farm Army Estate
- Recorded Christmas message for Maidenhead Talking Newspaper
- Maxis CIC 10th year anniversary
- Switched on Sunningdale Christmas lights
- Hosted “thank you” reception for volunteers
- Hosted Christmas charity wreath making workshop in aid of Thames Hospice
- Attended Horton Christmas tree event
- Norden Farm Lantern Parade
- Hosted Christmas meal in aid of Thames Hospice
- Maidenhead Thames Rotary Christmas lunch for senior citizens
- St Luke’s Christmas tree service and festival
- Visited Maidenhead Thames Rotary Club’s Christmas party for children from Manor Green School
- Attended the Youth Service’s Achievement Awards ceremony
- Windsor Town Centre Carol Service
- Visited the Maidenhead Stroke Club Christmas lunch
- Attended Windsor Churches Together “Carols on the Hill” service
- Opened Busy Buttons exhibition
- Christmas visit to Heatherwood Hospital, Ascot
- Attended the annual Christmas lunch and celebrations at King George VI Day Centre, Windsor
- Attended the Christmas party at Henry Tudor Ward, St Marks Hospital, Maidenhead

Concerts/Show

- Windsor Festival: Eton Boys concert
- Windsor Maidenhead Symphony Orchestra Young Musicians competition
- Shakespeare As You Like It
- Maidenhead Operatic Society “Evita”
- Windsor Boys School “Les Miserables”
- Riverside Players “Dick Whittington”
- Windsor and Maidenhead Symphony Orchestra concert
- National Rheumatoid Arthritis Society Christmas concert
- Maidenhead Drama Guild “Dick Whittington”

Report Title:	Appointment of Statutory Officer
Contains Confidential or Exempt Information?	No - Part I
Member reporting:	Councillor Hilton, Lead Member for Finance and Ascot.
Meeting and Date:	Council 17 December 2019
Responsible Officer(s):	Duncan Sharkey, Managing Director and Head of Paid Service
Wards affected:	All

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REPORT SUMMARY

The report requests approval for the statutory appointment of Section 151 Officer.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Council notes the report and appoints:

- i) **Adele Taylor as the Council's Section 151 Officer following her appointment to the role of Director of Resources.**

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

Options

Table 1: Options arising from this report

Option	Comments
To approve the statutory appointment of Section 151 Officer. This is the recommended option	Allows the Council to continue to meet its statutory requirements.
To not approve the statutory appointment of Section 151 Officer.	The Council would have to identify an alternative suitable person for this role.

- 2.1 The Council is required under Section 151 of the Local Government Act 1972 to appoint a suitability qualified officer responsible for the proper administration of its affairs to the statutory position of Section 151 Officer. Following the departure of the former Head of Finance and Section 151 Officer Council approved interim arrangements at its meeting on 23 October 2019. These were to remain in place pending external recruitment to the role of Director of Resources. The recruitment process has now been completed and Adele Taylor has been appointed to the role.

Role of Section 151 Officer

- 2.2 Section 151 of the Local Government Act 1972 requires that every local authority in England and Wales should 'make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs'.

- 2.3 The Section 151 Officer, which is also referred to in the Council's Constitution as the Chief Finance Officer works closely with the Council's Managing Director and Monitoring Officer to lead the promotion and delivery of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.
- 2.4 There are five functions of the Chief Finance Officer:
1. **Ensuring lawfulness and financial prudence of decision making:** After consulting with the Head of Paid Service and the Monitoring Officer, the Chief Finance Officer will report to the full Council, (s114 of the Local Government Finance Act 1988) or to the Cabinet in relation to an executive function, and the Council's external auditor if he/she considers that the authority:
 - a. has made or is about to make a decision which involves or would involve the authority incurring expenditure which is unlawful,
 - b. has taken or is about to take a course of action which, if pursued to its conclusion, would be unlawful and likely to cause a loss or deficiency on the part of the authority, or
 - c. is about to enter an item of account the entry of which is unlawful.Under the same act the Chief Finance Officer shall make a report under this section if it appears to him/her that the expenditure of the authority incurred (including expenditure it proposes to incur) in a financial year is likely to exceed the resources (including sums borrowed) available to it to meet that expenditure.
 2. **Administration of financial affairs:** The Chief Finance Officer will have responsibility for the administration of the financial affairs of the Council (section 151 of Local Government Act 1972) and will certify the robustness of the council's estimates of expenditure and the adequacy of the level of reserves in the proposed budget as required by Section 25 of the Local Government Act 2003.
 3. **Contributing to corporate management:** The Chief Finance Officer will contribute to the corporate management of the Council, in particular through the provision of professional financial advice.
 4. **Providing advice:** The Chief Finance Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all Councillors and will support and advise Councillors and Officers in their respective roles.
 5. **Give financial information:** The Chief Finance Officer will provide financial information to the media, members of the public and the community.
- 2.5 Adele Taylor is a qualified accountant and Fellow of CIPFA (Chartered Institute of Public Finance and Accountancy), a summary of her experience is contained in Appendix A. If approved she will formally take up the duties of Section 151 Officer from the date of her commencing employment with the Council, this is expected to be around the end of February 2020. Terry Neaves will continue as interim Section 151 Officer until that time.

3. KEY IMPLICATIONS

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Statutory officer appointed and commences duties.	Appointment not approved.	31 March 2020	N/A	N/A	31 March 2020

4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 There are no direct financial implications associated with this appointment as costs are contained within the salary for the substantive role of Director of Resources.

5. LEGAL IMPLICATIONS

- 5.1 Section 151 of the Local Government Act 1972 requires every local authority to appoint a suitably qualified officer responsible for the proper administration of its affairs. The Council must provide that officer with such staff and resources which, in that person's opinion, is necessary to allow them to carry out their duties.
- 5.2 Section 113 of the Local Government Finance Act 1998 requires the responsible officer under Section 151 of the 1972 Act to be a member of a specified accountancy body.

6. RISK MANAGEMENT

Table 3: Impact of risk and mitigation

Risks	Uncontrolled risk	Controls	Controlled risk
The council does not appoint a statutory Section 151 Officer	High - Council is not fulfilling its statutory responsibility.	An experienced individual is recommended for the position.	Low

7. POTENTIAL IMPACTS

- 7.1 Equalities.
None.
- 7.2 Climate change/sustainability.
None.

7.3 Data Protection/GDPR.
None.

8. CONSULTATION

8.1 None.

9. TIMETABLE FOR IMPLEMENTATION

Table 4: Implementation timetable

Date	Details
By 31 March 2020	Commencement of Section 151 Officer

10. APPENDICES

10.1 Appendix A – Summary of Experience.

11. BACKGROUND DOCUMENTS

11.1 N/A

12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Date returned
ClIr Hilton	Lead Member for Finance	06/12/19	06/12/19
Duncan Sharkey	Managing Director	04/12/19	04/12/19
Russell O'Keefe	Executive Director	06/12/19	
Terry Neaves	S151 Officer	06/12/19	
Elaine Browne	Head of Law	06/12/19	09/12/19
Mary Severin	Monitoring Officer	06/12/19	06/12/19
Louisa Dean	Communications	06/12/19	
Kevin McDaniel	Director of Children's Services	06/12/19	
Hilary Hall	Director Adults, Commissioning and Health	06/12/19	06/12/19
Karen Shepherd	Head of Governance	06/12/19	06/12/19

REPORT HISTORY

Decision type:	Urgency item?	To Follow item?
Non-key decision	No	No
Report Author: Nikki Craig, Head of HR, Corporate Projects and IT		

Appendix A

Adele Taylor – Summary of Experience

Fellow of the Chartered Institute of Public Finance & Accountancy.

Recent employment:

January 2019 – present

Interim Executive Director Finance (including s151), Cherwell District Council

April 2018 – December 2018

Interim Executive Director Finance and Governance, Cherwell and South Northants Councils

Included s151 Officer for both Councils

April 2016 – March 2018

Director (Strategic Projects), East Herts Council

November 2012 – April 2016

Director of Finance and Support Services (including s151), East Herts Council

January 2008 – November 2012

Director of Finance – Services (Deputy s151 Officer), London Borough of Ealing

May 2006 – December 2007

Head of Finance Adult Services, London Borough of Ealing.

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Report Title:	Old Windsor Neighbourhood Plan – Formal Making of the Plan
Contains Confidential or Exempt Information?	No - Part I
Member reporting:	Councillor Coppinger, Lead Member for Planning
Meeting and Date:	Council 17 December 2019
Responsible Officer(s):	Russell O'Keefe, Executive Director James Carpenter, Interim Head of Planning
Wards affected:	Old Windsor

www.rbwm.gov.uk



REPORT SUMMARY

1. This report asks Council to make the Old Windsor Neighbourhood Plan part of the Development Plan for the Royal Borough of Windsor and Maidenhead and for it to be used in decision making for relevant planning applications in the neighbourhood plan area.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Council notes the report and:

- i) That the Council make the Old Windsor Neighbourhood Plan part of the Development Plan for the Royal Borough of Windsor and Maidenhead; and
- ii) Delegates authority to the Executive Director, in consultation with the Lead Member for Planning, to make minor, non-material, amendments to the Neighbourhood Plan prior to its publication.

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

Options

Table 1: Options arising from this report

Option	Comments
1. Accept the result of the referendum and formally make the Old Windsor Neighbourhood Plan part of the Development Plan for the Royal Borough of Windsor and Maidenhead. This is the recommended option.	This is a further example in the Borough of adopting and embedding localism in planning, to enable our communities to shape their area. The Neighbourhood Plan will be used by the Council for determining planning applications in the Neighbourhood Plan area.
2. Do not accept the result of the referendum and do not use the neighbourhood plan for determining	This option not follow through on the referendum result to enable the Neighbourhood Plan to be used for

Option	Comments
<p>planning applications in the Neighbourhood Plan area.</p> <p>This option is not recommended.</p>	<p>determining planning applications in the area.</p> <p>There would also be a series of legal consequences to the decision, and processes to go through which have not been explored.</p>

- 2.1 The Royal Borough is encouraging neighbourhood planning. There are currently 10 neighbourhood plan areas in the Borough at different stages of production or with plans forming part of the development plan. Old Windsor is the fourth Neighbourhood Plan to reach this stage in the process.
- 2.2 The National Planning Policy Framework (NPPF) and the Localism Act (2011) give local communities direct power to develop their shared vision for their neighbourhood and deliver the sustainable development they need. Neighbourhood planning provides a set of tools for local people to get the right type of development for their community. The formal making of the plan is the final stage of the neighbourhood plan production process.
- 2.3 The group producing the plan has undertaken a series of consultations and developed evidence to support their policies. This process has generated a lot of interest in the local community.
- 2.4 Following publication, the neighbourhood plan was scrutinised by an independent examiner. The examiner was appointed by the Royal Borough, with the agreement of the Qualifying Body. This examination was carried out without a public examination, using the written representations process, and the examiner's report recommended that the plan proceeds to referendum, subject to modifications. These modifications were considered necessary by the independent examiner, to ensure the neighbourhood plan meets the Basic Conditions, as required by the Localism Act.
- 2.5 In July 2019 Cabinet approved the Neighbourhood Plan going to referendum with a single question (as set by the 'Neighbourhood Planning (Referendums) Regulations 2012') "Do you want the Royal Borough of Windsor and Maidenhead to use the Neighbourhood Plan for Old Windsor to help it decide planning applications in the neighbourhood area?"
- 2.6 The referendum took place on the 10th October 2019 in the parishes in the Neighbourhood Plan area where there were 2 polling stations; 763 ballot papers were issued and 709 people voted in favour of the above question. The turnout was only 19.4% from an electorate of 3,941. However, on the basis of those that voted, more than 50% answered "yes". For the plan to formally become part of the Development Plan for the Royal Borough it needs to be 'made' (adopted) by the Royal Borough. This 'making' of the neighbourhood plan the plan is the reason for this report to the Council.

3. KEY IMPLICATIONS

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
A made neighbourhood plan that delivers the wishes of the community.	From Referendum date to 2030	Neighbourhood Plan used in determining planning applications.	Neighbourhood Plan is used and is successfully defended at appeal.	Neighbourhood Plan used in determining planning applications and development is in accordance with the plan as the community expected.	Day of referendum
Development in accordance with policies of the neighbourhood plan.	Panel and appeal decisions do not comply with the plan policies.	Planning applications and appeals are determined in accordance with the neighbourhood plan.	Majority of applications submitted comply with the policies of the neighbourhood plan.	All applications submitted comply with the policies of the neighbourhood plan.	Ongoing

4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 The Council has received grant payments from the Ministry of Housing, Communities and Local Government (“MHCLG”) in association with the progress of this particular plan (grants have also been received in association with the progress of other plans).
- 4.2 A further grant payment of £20,000 has been applied to cover the cost of the examination and referendum.
- 4.3 The parishes in the Neighbourhood Plan area will now be entitled to receive 25% of Community Infrastructure Levy (“CIL”) receipts which now accrue from development within their parish. Currently a parish with no Neighbourhood Plan is entitled to receive 15% of CIL receipts in their area.

5. LEGAL IMPLICATIONS

- 5.1 The Localism Act (2011) and The Neighbourhood Planning (General) Regulations (2012) give power to Local Planning Authorities to approve a neighbourhood plan to proceed to referendum. Under the Neighbourhood Planning Act 2017 if the referendum results in a simple majority ‘Yes’ vote the Neighbourhood Development Plan will immediately form part of the Development Plan for the Royal Borough. Following this Act the Council should “have regard to a post-examination neighbourhood development plan when dealing with an application for planning permission, so far as that plan is material to the planning application.”
- 5.2 This recommended decision by Council is to confer the formal confirmation that the Old Windsor Neighbourhood Plan forms part of the Development Plan for the Royal Borough. The Council has authority to take that decision.

6. RISK MANAGEMENT

Table 3: Impact of risk and mitigation

Risks	Uncontrolled risk	Controls	Controlled risk
Community will not have an opportunity to guide development in their area.	Medium	Approve the neighbourhood plan to be made part of the Development Plan for the Royal Borough of Windsor and Maidenhead.	Low
Risk of legal challenge if examiner's recommendations not accepted.	High	Approve the neighbourhood plan to be made part of the Development Plan for the Royal Borough of Windsor and Maidenhead.	Low
If not approved, planning applications and issues in the neighbourhood area will not be dealt with in a way the communities intended	Medium	Approve the neighbourhood plan to be made part of the Development Plan for the Royal Borough of Windsor and Maidenhead.	Low
Development in neighbourhood area may continue to receive significant levels of objection from residents and not meet some local needs. (It should be noted that having a neighbourhood plan in place does not change the fact that National and Borough policies apply and a neighbourhood plan needs to maintain conformity with	Medium	Approve the neighbourhood plan to be made part of the Development Plan for the Royal Borough of Windsor and Maidenhead.	Medium

Risks	Uncontrolled risk	Controls	Controlled risk
that overarching framework. Nor does it take away the requirement to deliver housing or economic growth.)			

7. POTENTIAL IMPACTS

- 7.1 Equalities. There are not considered to be any equality impacts relating to the recommendations of this report. The independent examiner has confirmed that the neighbourhood plan meets the Basic Conditions. One of these conditions is that it must be compatible with human rights requirements. Officers agree that the plan, with modifications, meets the Basic Conditions.
- 7.2 Climate change/sustainability. Another of the Basic Conditions is to contribute to the achievement of sustainable development. The neighbourhood plan was supported by a Strategic Environmental Assessment that concluded that the plan would not trigger significant environmental effects. In addition to this, the Council has confirmed that it believes the plan meets the Basic Conditions, including in terms of sustainability.

8. CONSULTATION

- 8.1 During the production of the Neighbourhood Plan the Steering Group undertook several consultations and engagement events with Local Stakeholders in the Neighbourhood Plan Area. After the Draft Neighbourhood Plan was submitted to the Royal Borough a formal process of consultation was undertaken by planning officers and the results of this were forwarded to the independent examiner for their consideration during the examination process.
- 8.2 The consultation process has met the legal requirements. The referendum was the final form of local consultation and the result was to implement the Neighbourhood Plan.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 Implementation date if not called in: Immediately. The full implementation stages are set out in table 4.

Table 4: Implementation timetable

Date	Details
10 th October 2019	Successful Referendum vote in favour of the Neighbourhood Plan

Date	Details
17 th December 2019	Formal Making of the Neighbourhood Plan

10. APPENDICES

10.1 This report is supported by 2 appendices:

- Appendix A The Old Windsor Neighbourhood Plan....
- Appendix B DECLARATION OF RESULT OF POLL: Old Windsor Neighbourhood Plan Area

https://www3.rbwm.gov.uk/download/downloads/id/4605/results_old_windsor_neighbourhood_plan.pdf

11. BACKGROUND DOCUMENTS

11.1 This report is supported by 6 background documents:

- National Planning Policy Framework (NPPF) - <https://www.gov.uk/government/publications/national-planning-policy-framework--2>
- Localism Act (2011) <http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>
- Neighbourhood Planning (General) Regulations (2012) <http://www.legislation.gov.uk/uksi/2012/637/schedule/1/made>
- Neighbourhood Planning (Referendum) Regulations (2012) <http://www.legislation.gov.uk/ukdsi/2012/9780111525050/contents>
- Neighbourhood Planning Act 2017 <http://www.legislation.gov.uk/ukpga/2017/20/contents/enacted>
- Cabinet Report – Neighbourhood Planning Designations (March 2013)

12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Date returned
Cllr Coppinger	Lead Member for Planning	9/12/19	9/12/19
Duncan Sharkey	Managing Director		
Russell O'Keefe	Executive Director		
Andy Jeffs	Executive Director		
Ruth Watkins	Deputy S151 officer		
Elaine Browne	Head of Law		
Mary Severin	Monitoring Officer		
Nikki Craig	Head of HR, Corporate Projects and ICT		
Louisa Dean	Communications		
Kevin McDaniel	Director of Children's Services		
Hilary Hall	Director Adults, Commissioning and Health		
Karen Shepherd	Head of Governance		

REPORT HISTORY

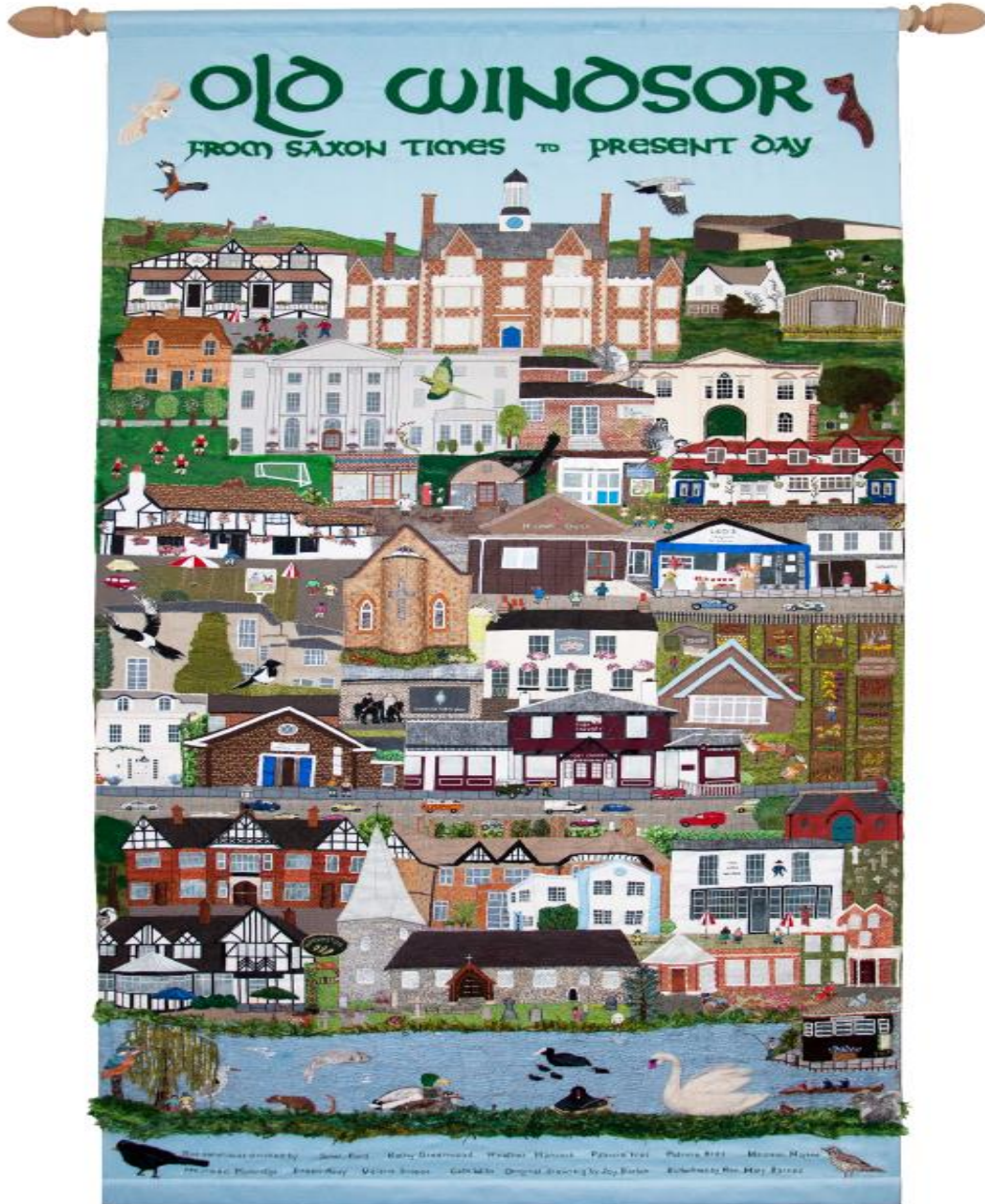
Decision type: Non-key decision	Urgency item? No	To Follow item? N/A
Report Author: Robert Paddison Principal Planning Policy Officer (Neighbourhood Plans) ext 6508		



Old Windsor Parish Council

Old Windsor

Neighbourhood Plan



Post-Examination Version

June 2019

(Cover picture is of a stitched fabric wall hanging created by the Sewing Group, Old Windsor)

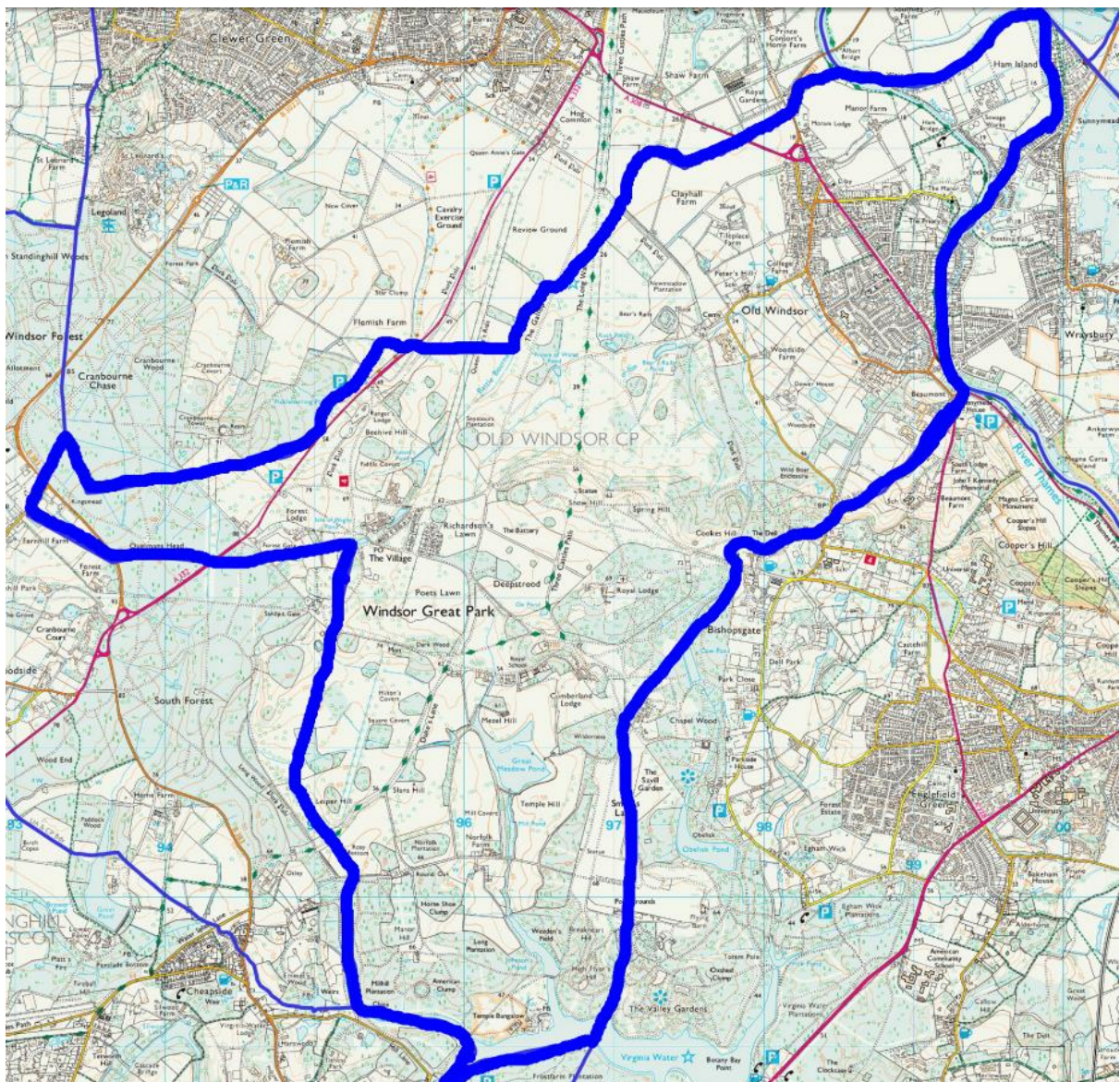
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1 INTRODUCTION

- 1.1 This document represents the Neighbourhood Plan for Old Windsor parish. It represents one part of the development plan for the parish over the period 2018 to 2033, the other part being the Royal Borough of Windsor and Maidenhead Local Plan.
- 1.2 The Royal Borough of Windsor and Maidenhead (RBWM), as the local planning authority, designated a Neighbourhood Area for the whole of the Old Windsor parish area in March 2013 to enable Old Windsor Parish Council to prepare the Neighbourhood Plan. The Plan has been prepared by the community through the Old Windsor Neighbourhood Plan (OWNP) Group.
- 1.3 The map below shows the boundary of the Neighbourhood Plan area, which is contiguous with the boundary of Old Windsor parish.



- 1.4 The OWP is being prepared in accordance with the Town & Country Planning Act 1990, the Planning & Compulsory Purchase Act 2004, the Localism Act 2011 and the Neighbourhood Planning Regulations 2015 (as amended). The OWP Group has prepared the plan to establish a vision for the future of the parish and to set out how that vision will be realised through planning and controlling land use and development change over the plan period 2018 to 2033.

- 1.5 The purpose of the Neighbourhood Plan is to guide development within the parish and provide guidance to any interested parties wishing to submit planning applications for development within the parish. The process of producing a plan has sought to involve the community as widely as possible and the different topic areas are reflective of matters that are of considerable importance to Old Windsor, its residents, businesses and community groups.
- 1.6 Each section of the plan covers a different topic. Under each heading there is the justification for the policies presented which provides the necessary understanding of the policy and what it is seeking to achieve. The policies themselves are presented in the blue boxes. It is these policies against which planning applications will be assessed. It is advisable that, in order to understand the full context for any individual policy, it is read in conjunction with the supporting text.

National policy

- 1.7 The National Planning Policy Framework (NPPF) states:
- “Neighbourhood planning gives communities the power to develop a shared vision for their area. Neighbourhood plans can shape, direct and help to deliver sustainable development, by influencing local planning decisions as part of the statutory development plan. Neighbourhood plans should not promote less development than set out in the strategic policies for the area, or undermine those strategic policies.” (NPPF para 29)
- “Once a neighbourhood plan has been brought into force, the policies it contains take precedence over existing non-strategic policies in a local plan covering the neighbourhood area, where they are in conflict; unless they are superseded by strategic or non-strategic policies that are adopted subsequently.” (NPPF para 30)
- 1.8 The relevant RBWM Local Plan was adopted in 2003 and therefore, under the guidance provided by the NPPF, is out of date. There is an emerging Local Plan (at Examination stage) covering the period to 2033 which is a material consideration and has provided much of the strategic context for the neighbourhood plan.

Engagement

- 1.9 The preparation of the OWNP has been undertaken based on an extensive programme of engagement with the local community. This has included:
- Targeted focus groups, including the Parent Teacher Association, Allotment Association, Guides, Old Windsor Football Club
 - A parish-wide questionnaire
 - A Local Plan/Neighbourhood Plan Information Day at the Day Centre
 - An information stall at the 2014 Carnival
 - A Village History Development Exhibition
 - An exhibition at the 2015 Carnival
- 1.10 In addition, the community has been kept informed of progress through regular newsletter updates and via the Parish Council website, <http://www.owpc.co.uk/>.



2 LOCAL CONTEXT

History

- 2.1 Old Windsor pre-dates the town of 'New' Windsor. Evidence of activity from 4100BC through to the present day has been found. The most historically significant being a large ninth century riverside Saxon settlement (built on the site of an earlier roman settlement), with a royal palace providing a seat of government, and hunting forays into the vast Windsor forest, which continued with the early Normans up to Edward the Confessor. Domesday Book shows that in 1086 the 'Vill' contained accommodation for nearly 100 families, indicating a population of perhaps 500. If this seems small, it must be remembered that in the whole of England in medieval times only a score of towns had more than 200-300 houses, with 1,000 to 2,000 people. The village almost disappeared after Henry I built Windsor Castle several miles upriver.

The Village today

- 2.2 The Parish of Old Windsor extends from the River Thames, over most of Windsor Great Park, up to Virginia Water. It includes the famous 'Copper Horse' statue of King George III which is Grade 1 listed, and the top half of the impressive Long Walk from Windsor Castle, 'The Village' a second, smaller settlement for the Crown Estate workers in the Great Park and Smiths Lawn, famous for its polo. The village of Old Windsor is set on the banks of the Thames and is also bordered by the beautiful Windsor Great Park and the meadows of Runnymede (location of the signing of the Magna Carta). The popular Thames Path National Trail runs from Runnymede, past the former 'Bells of Ouseley' public house (now part of the 'Harvester' chain) through to Old Windsor Lock and on to Albert Bridge.
- 2.3 The village is predominantly residential with some small retail outlets including convenience stores including a Co-op, a couple of takeaways, café, restaurant and three hairdressers/beauty parlours and various pubs. There are two brownfield sites identified for development in RBWM's draft Local Plan. One of which has been granted planning permission for a small development. The other site is currently being used by small businesses requiring workshop type premises.
- 2.4 The majority of properties are in Old Windsor itself, with approximately 140 in the Great Park which is also part of the Old Windsor parish. Many residents stay in Old Windsor all of their lives and this has resulted in Old Windsor having the largest percentage of elderly residents in the borough.
- 2.5 Due to its close proximity to Windsor Great Park and the River Thames, 93% of the parish is green belt and 7% floodplain. A large proportion of the parish is covered by the Grade 1 Registered Historic Park and Garden of Windsor Great Park. It is also close to both the M4 and the M25 which has contributed to Straight Road being classed as one of the busiest single carriageway of its type in the borough.
- 2.6 Of the large estates which still exist in some form, the oldest are the Manor (near the church), Woodside (at Crimp Hill to the south-west of the village), Beaumont (at the junction of Burfield Road and Priest Hill), and Runnymede House, to the east of Priest Hill.
- 2.7 The modern village grew up on a curving strip of waste land known as the Moor, which stretched more or less along the present line of Burfield Road and St. Luke's Road. The last unenclosed part of the Moor became Old Windsor Green, and this dwindled to the patch of grass in front of the Fox and Castle.
- 2.8 In 1930 there were only about 475 houses - a figure which had risen to some 675 by 1940, 775 by 1950, 1,600 by 1960 and nearly 1,900 by 1970.

- 2.9 In the early years of this century, the main concentration of dwellings was in the St. Luke's Road and Albany Road area. Between the wars a number of houses were built in Straight Road, Ouseley Road, The Friary and elsewhere, with council houses in Church Road, but the principal expansion has come since World War II.
- 2.10 The big private enterprise Ashbrook Road and Meadow Way estates, built by Taylor Woodrow, and a number of smaller developments, together with local authority housing at Kingsbury Drive, Queens Close, St. Peters Close and St. Andrews Close, with old people's dwellings at Pollard Close, have filled in much of the open land on both sides of Straight Road. Recent developments such as Hartley Copse, Newton Court, Bears Rails and Parker Gardens have utilised much of any remaining brownfield and large garden sites.
- 2.11 To meet the influx of population, new schools have been built, more shops have opened and other amenities have been provided, such as the Memorial Hall, opened in 1961 and the St. Lukes Road Shopping Precinct.

Local infrastructure

- 2.12 Transport and travel is a major issue in Old Windsor. There is heavy reliance on cars, with the local village roads regularly being used as 'rat runs' due to regular congestion on the A308. This situation is exacerbated by the lack of public transport links to Datchet train station, being the nearest station serving Old Windsor. Moreover, there is no direct public transport link to the Langley campus of the Further Education (FE) college.
- 2.13 Community infrastructure capacity is an issue. The local GP surgery is unable to expand, and whilst it is coping at the present time, it is expected that the ageing population will continue to put pressures on this service. For example, it is considered that the practice would be unable to cope with an additional care home in its catchment area.
- 2.14 There are serious concerns around the ability of the sewerage treatment works on Ham Island to be able to handle current levels of waste and wastewater regardless of the additional capacity that would be required to facilitate future development in its catchment area.
- 2.15 The community is generally considered to be well served by retail outlets, pubs and eateries.

Local Plan policy

- 2.16 The Royal Borough of Windsor & Maidenhead Local Plan 2003 has a series of 'saved policies' that are relevant to the OWNP. These relate to the Green Belt, the environment, leisure and community facilities, housing and archaeology. They help to inform the OWNP which must be in general conformity with these policies.
- 2.17 In due course, the Local Plan will be replaced by the Borough Local Plan which is at Examination stage. It is expected that this will be adopted in the second half of 2018 and therefore has been a significant consideration in the preparation of the OWNP.

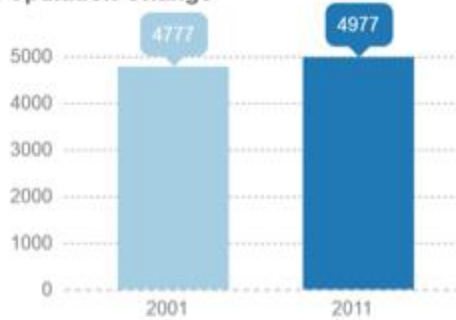
Profile of the Old Windsor community in 2011

People

Total Population

4977

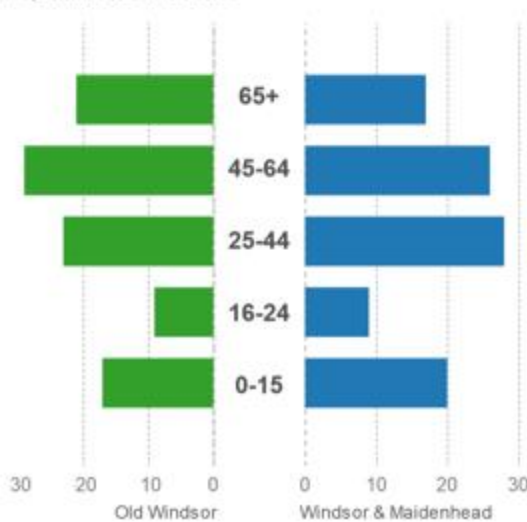
Population Change



Population Growth Rate (% , 2001-2011)



Population Structure



Housing

Housing Type



Bedrooms in Households



Housing Tenure



Change in Household Spaces (2001 - 2011)



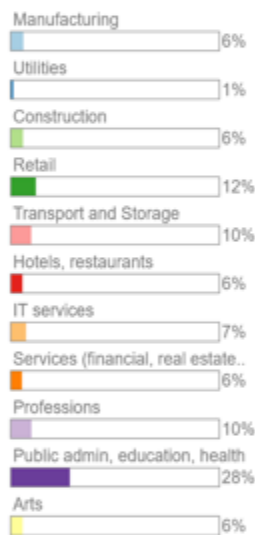
Employment

Economically Active Population

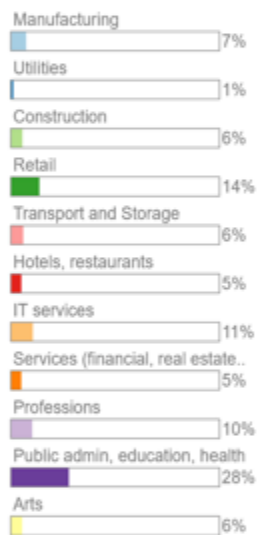


Employment Sector

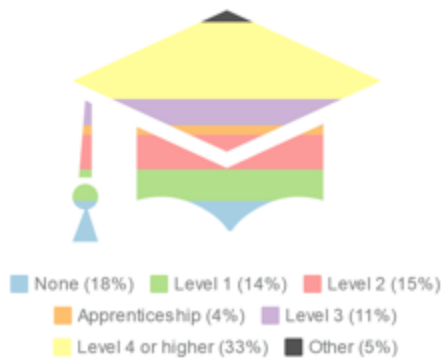
Old Windsor



Windsor & Maidenhead

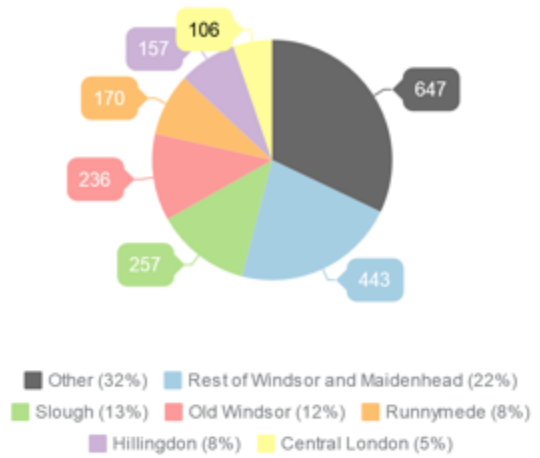


Qualifications

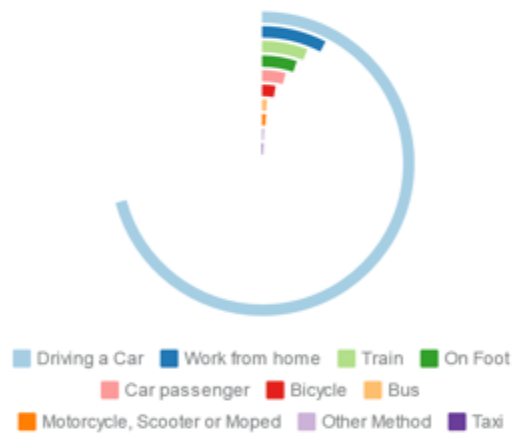


Travel to Work

Workplace Destination



Method of Travel to Work



Average Cars per Household



Source: Census 2011

2.18 A more detailed analysis is shown in Appendix A.

3 VISION AND OBJECTIVES

Challenges for Old Windsor

3.1 The Neighbourhood Plan seeks to address, as far as is possible, the challenges that face the community of Old Windsor parish. In summary these challenges are:

- Restrictions on development outside Old Windsor village due to the presence of the green belt, which in turn puts extra pressure on Old Windsor village to accommodate growth. There are only two potentially available brownfield sites in Old Windsor that are in a high risk flood zone for residential development and there are no greenfield sites.
- The proximity of the River Thames and the threat of surface water flooding and groundwater due to high water table. Related to this is the location of the local sewage treatment works on Ham Island, which is particularly at risk from flooding.
- The limited capacity of the sewage treatment works and the problems of increasing capacity because of the location of the Ham Island sewage treatment works. Related to this are problems with foul water drainage which are consistently being exacerbated by additional development.
- How to accommodate growth whilst maintaining and protecting the substantial archaeological sites and historic landscape of Old Windsor for future generations.
- There are significant cumulative social infrastructure pressures. These include the growing pressure on GP health services as a result of the ageing population (with no capacity at the existing GP practice to support any new care/nursing home development).
- High and increasing car ownership resulting in a lack of adequate residential and commercial parking. Related to this is a road system that struggles to cope with the regular levels of traffic, particularly at peak periods. This adds to general problems with pollution.
- Persistent new development of large, 4/5-bed houses which means that first-time buyers and older downsizers are increasingly unable to access smaller, cheaper properties.
- How to maintain the character and the vitality of Old Windsor as a village, whilst recognising growth and change within the village and in surrounding areas.
- To maintain, protect and enhance the areas of significant biodiversity that existing within Old Windsor and in particular the Windsor Forest and Great Park Special Area of Conservation.
- The lack of decent community facilities available to the community of Old Windsor.

Vision for Old Windsor

3.2 In consultation with the community, the established vision for Old Windsor is as follows:

'In 2033, Old Windsor continues to be a large rural village, a thriving community where a mix of generations live, work and enjoy access to the unique natural environment of the area.

New development has addressed the need to provide housing for the older generations to downsize and young families to stay in the community. This has been achieved by utilising brownfield sites within the village.

Facilities at the Recreation Ground have been enhanced. In particular the new Community Centre, which provides activity space with catering facilities, has helped to enhance community activities and bring the community together.

The historic environment of Old Windsor, including both designated (listed buildings, scheduled monuments, the conservation area and registered parks and gardens) and non-designated heritage assets has been conserved and enhanced.

Development has been sympathetic to the existing heritage of Old Windsor, particularly within the Conservation Area and around the numerous important ancient monument sites and their settings.

The biodiversity, wildlife and its habitat, trees and hedgerows of the area have continued to thrive.

The sewerage and drainage infrastructure issues affecting Old Windsor have been resolved by the sewerage provider. The strict enforcement of policies for flood risk relating to new development has served to not only prevent a worsening of flood risk in Old Windsor but has improved the situation.'

Neighbourhood Plan Objectives

3.3 The objectives of the Neighbourhood Plan as identified through engagement with the community are as follows:

1. To maintain the character and the vitality of Old Windsor village.
2. To provide future and existing generations with the opportunity to remain in the community.
3. To maintain, protect and enhance the areas of biodiversity within Old Windsor.
4. To encourage development that is sustainable and of a high quality design which respects amenity and is sympathetic to the local townscape, particularly in terms of density.
5. To protect, conserve and enhance the historic environment of Old Windsor, including both designated (listed buildings, scheduled monuments, the conservation area and registered historic parks and gardens) and non-designated heritage assets.
6. To ensure that new development is supported by adequate infrastructure.
7. To ensure that development comes with suitable off-street parking.
8. To reduce harm to the community by seeking to minimise pollution.
9. To enhance the facilities available to the community.

4 SETTLEMENT BOUNDARY AND COALESCENCE

Settlement boundary

- 4.1 In a parish such as Old Windsor with one principal settlement, it is important that development is directed to appropriate locations - principally Old Windsor village - and that sprawl is avoided. The purpose of a settlement boundary is to help to provide that direction.
- 4.2 The green belt entirely surrounds the settlement area of Old Windsor village. It has been successful in achieving the five main purposes of the green belt, as provided by the National Planning Policy Framework (NPPF):
- To check the unrestricted sprawl of large built-up areas;
 - To prevent neighbouring towns merging into one another;
 - To assist in safeguarding the countryside from encroachment;
 - To preserve the setting and special character of historic towns;
 - To assist in urban regeneration by encouraging the recycling of derelict and other urban land.
- 4.3 The NPPF makes clear that the Government attaches great importance to green belts and these should only be altered in exceptional circumstances as part of the review of a local plan.
- 4.4 Due to the restrictions of the green belt, development is going to come forward in the form of infill development within the settlement boundary on small windfall sites.
- 4.5 Outside of the settlement boundary in the open countryside, national and local policy relating to green belts shall apply.

POLICY OW1: SETTLEMENT BOUNDARY

The development of Old Windsor village shall be focused within the settlement boundary as identified on the Policies Map.

Development proposals will be supported within the settlement boundary subject to compliance with the other policies in the development plan.

Development proposals outside the settlement boundary will not be permitted unless:

- they represent land uses appropriate in the Green Belt; and
- they comply with national policy on development in the Green Belt.

Coalescence with Windsor

- 4.6 As shown in Figure 4.1, the built up area of Old Windsor is very close to that of Windsor. With Windsor being the largest and most sustainable settlement area within the RBWM area for accommodating growth, there will be further pressure to erode the gap between the settlements. It is important that development does not significantly reduce this gap, either through a single development or a number of developments together.

Figure 4.1: Map showing the proximity of Old Windsor village to Windsor



POLICY OW2: COALESCENCE WITH WINDSOR

Development proposals in the gap between Old Windsor and Windsor should ensure that the separation between the settlements is maintained.

5 HOUSING

- 5.1 Meeting housing needs, particularly for affordable housing, is a strategic priority of the Royal Borough of Windsor and Maidenhead. Key drivers for these policies are the demographic trends at in the borough, the evidence of need for affordable housing set out in the strategic housing market assessment, and the needs of individual communities for additional housing of a range of costs and tenures as part of their development as communities and more sustainable places.
- 5.2 For Old Windsor, these needs apply but must be balanced against the significant constraints that are imposed by the green belt designation and the sensitive nature of the Neighbourhood Plan area in respect of flooding, biodiversity and archaeology.
- 5.3 It is therefore considered that housing development within the Neighbourhood Plan area will be relatively limited. The focus of the Neighbourhood Plan is on ensuring that the right type of housing development is brought forward.

Housing mix

- 5.4 The housing mix in terms of dwelling size is an important issue in Old Windsor. As the earlier analysis has shown, Old Windsor parish has an ageing population, coupled with a relatively limited amount of smaller (1- and 2-bed properties). Whilst it is important to address the needs of the ageing population over the plan period, it is also important to seek to address the needs of first-time buyers that are unable to access small starter homes.
- 5.5 For many older people currently living in larger properties in Old Windsor, there is commonly a wish to downsize to a smaller, more manageable property. This then frees up larger family housing which will help to boost the proportion of the population aged between 25 and 45. Within the context of limited potential to deliver new housing, this is vital.
- 5.6 This is supported by evidence from local estate agents. The greatest demand is for 2- and 3-bed semi-detached properties with a garden and parking. There is also demand for flats, including 1-bed flats. The most common group that is seeking this type of housing is young families moving out of London.
- 5.7 This is not only relevant to the private housing market. Demand for larger affordable units by those on the Housing Register is very limited, with the predominant demand being for 1- and 2-bed units. As at May 2018, the Housing Register showed the following breakdown of applications:
- 1 bedroom - 307 applications
 - 2 bedrooms - 298 applications
 - 3 bedrooms - 91 applications
 - 4 bedrooms – 22 applications
- 5.8 This is supported by the Strategic Housing Market Assessment (SHMA)¹ which covers the East Berkshire and South Buckinghamshire Housing Market Area that includes Old Windsor. This recommends the following housing mix²:
- 1 bedroom – 15%

¹ GL Hearn (2016) *Berkshire (including South Bucks) Strategic Housing Market Assessment*, for the Berkshire Authorities and Thames Valley Berkshire Local Economic Partnership

² Table 141

- 2 bedroom – 30%
- 3 bedroom – 35%
- 4 bedroom – 20%

POLICY OW3: DWELLING MIX

Proposals for residential development will be expected to provide a mix of dwelling sizes which maximises the potential number of dwellings on the plot whilst ensuring a high quality of design and without having a detrimental impact on the amenity of neighbouring properties. Development proposals for both housing to be sold in the market and for affordable housing delivering one and two bedroom dwellings will be encouraged.

Residential infill and backland development

- 5.9 The green belt and the River Thames form strong boundaries to Old Windsor in terms of where development can be located. This places considerable pressure on backland and infill sites within the existing built up area to deliver development.
- 5.10 Backland development is defined as development on land behind the rear building line of existing housing or other development, and is usually land that has previously been used as gardens, or is partially enclosed by gardens.
- 5.11 Infill development involves the development of a small gap in an otherwise built up frontage. It usually consists of frontage plots only and often comprises side gardens of existing houses.
- 5.12 The pressure on these sites has resulted in development at densities much higher than the prevailing levels in the village – ‘we already have high density development as it is’, was a common theme of comments made at Neighbourhood Plan engagement events.
- 5.13 These pressures have led to ‘cramming’ of sites. A growing trend of concern to the community has been the development of ‘beds in sheds’. These are most commonly cases where planning permission has been sought for extensions and/or conversions of existing structures in gardens. This has resulted in the creation of subordinate dwellings which have then, over time, become separate stand alone dwellings for individual use. Most have no amenity space or parking.
- 5.14 The community of Old Windsor, in thinking about the impacts of poorly planned, high density development has identified the following adverse impacts in a number of recent developments:
- Loss of amenity, overshadowing, overlooking
 - Loss of sunlight/ daylight
 - Noise
 - Loss of green links/ trees /hedgerows/vegetation
 - Visual intrusion
 - Loss of space between buildings
 - Loss of parking
 - Difficulties with recycling and waste collections/bin storage
- 5.15 Paragraph 70 of the NPPF states that:

“Plans should consider the case for setting out policies to resist inappropriate development of residential gardens, for example where development would cause harm to the local area.”

- 5.16 It is considered important that infill development, whilst generally acceptable within the settlement area, must be designed so that it sits appropriately within its surroundings. It is acknowledged that, if development is of a different mix of housing, e.g. 2- and 3-bed dwellings in a predominantly 4- and 5-bed dwelling area, then densities may differ slightly. However, it is vital that the design of such developments does not have a negative impact on the amenity of existing residents in the neighbouring properties. In particular, it should be ensured that such properties have reasonably sized gardens, based on the size of the property.
- 5.17 The objectives of this policy are to ensure that:
- infill development respects and reflects the character of the area and the existing street scene;
 - safe and attractive residential layouts are promoted; and
 - local distinctiveness and identity are promoted.

POLICY OW4: RESIDENTIAL INFILL AND BACKLAND DEVELOPMENT

Within the settlement area boundary shown on the Policies Map, planning permission for residential development proposals on infill and backland sites will be supported subject to the following criteria:

- Density - proposals that would lead to over-development of a site or the appearance of cramming will be resisted. Development proposals should be of a similar density to properties in the immediate surrounding area
- Plot width – to ensure adequate amenity, development plots must be of sufficient width to allow proposed building(s) to be sited with adequate separation between dwellings. Where division of a residential plot is proposed as a consequence of development, the width of the remaining and the new plot(s) should be similar to that prevailing in the immediate area.
- Building line - where the prevailing depth of existing dwellings is a feature of the area new development should respect that building line.
- Visual separation - new dwellings must have similar spacing between buildings to that commonly found on the street frontage. Where houses are terraced in a locality, proposed contiguous development should normally be of a sympathetic terraced design.
- Building height - proposed buildings should reflect the height of existing buildings in the locality. Where existing buildings are of a uniform height, proposed development should respect that height.
- Daylight and sunlight - proposed development should not adversely affect the amenity of neighbouring properties by seriously reducing the amount of daylight and/or sunlight received by habitable rooms.
- Development must not unacceptably reduce the level of private amenity space for existing residential properties.
- Development should not adversely affect the significance of heritage assets, including the special interest, character and appearance of the Conservation Area.

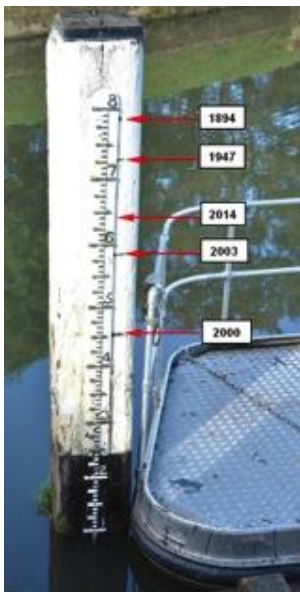
This policy also applies to applications for two or more properties on a site previously occupied by a single property.

6 FLOODING AND DRAINAGE

Flooding

- 6.1 The community of Old Windsor and the surrounding areas are highly susceptible to flooding. The majority of its 5,000 residents live in approximately 2,000 properties alongside the River Thames. The residential area is low lying with most of the area being defined by the Environment Agency as Fluvial Zone 2 (medium probability) and Zone 3 (high probability) flood zones.
- 6.2 Recent history has highlighted the extent of the flood threat that the community lives with. In February 2014, Old Windsor experienced widespread flooding which left a number homes and businesses damaged (see pictures below and Figure 6.1). More recently, ground and surface water flooding has continued to blight the lives of residents (see pictures at bottom of page).

Flooding in Old Windsor, February 2014



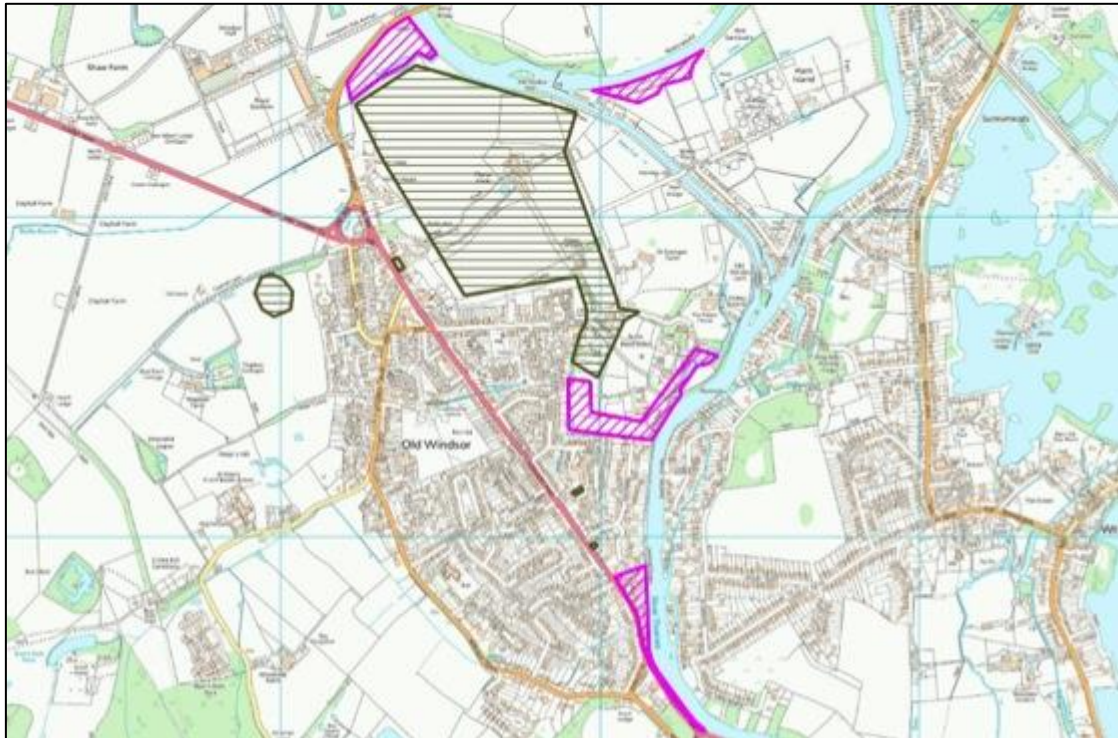
Surface water flooding



Ground water flooding



Figure 6.1: Extent of flooding from 2014 floods



Key: Green hatching = groundwater flooding; Pink hatching = surface water flooding

Source: Old Windsor Parish Council/Parish Online

- 6.3 As the photograph below shows from floods in 1993, this threat has not been properly addressed yet serious flood events are becoming increasingly prevalent.
- 6.4 The Battle Bourne Embankment (a flood alleviation scheme) only protects up to the 1-in-75-year flood event. In 2014, water levels over-topped this and demonstrated that the system was not able to deal with a 1-in-100-year flood event. Between 1847 and 2000, a total of three major (1-in-100-year) flood events were recorded. Since 2000, a further three major flood events have occurred. Such floods are clearly no longer 1-in-100-year events yet the existing infrastructure will not adequately mitigate the impact.

Flooding in Old Windsor in 1993



- 6.5 The threat of flood from the River Thames, coupled with the limited capacity of the sewerage and drainage systems to cope with extreme events is going to increase the likelihood of such events over the plan period.
- 6.6 This issue, more than any other, was put forward by the community of Old Windsor as being of significant concern. Alongside these major flood events, the community regularly experiences flooding across the whole of the built-up area, as evidenced by the number of incidents logged with RBWM.
- 6.7 Without appropriate mitigation strategies and robust design to ensure that new development uses all techniques available to minimise waste water that flows into the system, then every new building will increase the pressure on a system which is already unable to cope in extreme events. It is imperative that all new development does everything that is possible can to actively reduce flood risk in Old Windsor.
- 6.8 The NPPF states at paragraph 163 that, when determining planning applications, local planning authorities should,
- “...ensure flood risk is not increased elsewhere. Where appropriate, applications should be supported by a site-specific flood-risk assessment. Development should only be allowed in areas at risk of flooding where, in light of this assessment (and the sequential and exception tests, as applicable) it can be demonstrated that:
- within the site, the most vulnerable development is located in areas of lowest flood risk unless there are overriding reasons to prefer a different location;
 - the development is appropriately flood resistant and resilient;
 - it incorporates sustainable drainage systems, unless there is clear evidence that this would be inappropriate;
 - any residual risk can be safely managed; and
 - safe access and escape routes are included where appropriate, as part of an agreed emergency plan.”
- 6.9 The 2014 Royal Borough of Windsor and Maidenhead Strategic Flood Risk Assessment (SFRA)³ is a high-level report that covers the whole borough. It properly identifies the risks in general but does not separately identify the issues for Old Windsor parish. It states that, “A considerable proportion of the Royal Borough of Windsor and Maidenhead is at risk from flooding.” It then clarifies that:
- “The risk of flooding posed to properties within the Borough arises from a number of sources including river flooding, localised runoff, sewer and groundwater flooding.” (paragraph 37)
- 6.10 The SFRA does note the importance of taking a proactive approach to the reduction of flood risk and minimising localised flooding issues. It recommends that:

³ Royal Borough of Windsor & Maidenhead (2014) *Strategic Flood Risk Assessment (Level 1 SFRA)*

“Developers will be expected to demonstrate that their proposal will deliver a reduction in flood risk to the Borough, whether that be by reducing the frequency or severity of flooding (for example, through the introduction of SuDS), or by reducing the impact that flooding may have on the community (for example, through a reduction in the number of people within the site that may be at risk)” (Executive Summary, para. 35)

6.11 The SFRA recommends a series of risk reduction measures including:

- The integration of Sustainable Drainage Systems (SUDS) to reduce the runoff volume and rate from the site;
- A change in land use to reduce the vulnerability of the proposed development;
- A reduction in the building platform area and intensity of use. This is to prevent intensification through the addition of storeys (or other conversion) within the same footprint;
- Incorporating flood resilience / resistance into building design, for example, the raising of internal floor levels and flood proofing (within existing buildings) to reduce potential flood damage;

Flooding in Old Windsor, February 2014



6.12 The SFRA was published prior to the storm events of February 2014 which highlights the importance of action.

6.13 The 2014 RBWM Local Flood Risk Management Strategy⁴ considers the various causes of flooding, prevention strategies and RBWM’s statutory responsibility as Lead Local Flood Authority, to cooperate and work with a range of other bodies, including parish councils, to prevent and manage flooding. It outlines a series of objectives that include the reduction of existing flood risk and ensuring that land use planning avoids, minimises and prevents an increase in flood risk. In addition, as noted by Thames Water in its Regulation 16 response to the submission version of the Neighbourhood Plan, it is likely that need will arise for additional water and/or sewerage infrastructure over the life of in-flood risk areas.

6.14 The SFRA notes at paragraph 39:

“A planning solution to flood risk management should be sought wherever possible, steering vulnerable development away from areas affected by flooding in accordance with the NPPF Sequential Test.”

⁴ Royal Borough of Windsor & Maidenhead (2014) *Local Flood Risk Management Strategy*

- 6.15 As part of the preparation of the Neighbourhood Plan, extensive engagement has been undertaken with the Environment Agency to identify specific problems and locations where, if needed, flood barriers could be installed. Such schemes need to provide a permanent solution.
- 6.16 It is therefore considered important that any new built development properly addresses the threat of flood risk and ensures, through good design, that it is capable of contributing towards the reduction of overall flood risk and can adapt the challenges posed by climate change. This can be done in a variety of ways, including the use of SUDS but also measures to retain water on site (both rain and grey water) to allow its reuse or subsequent release when peak flows diminish. Good design should incorporate such systems into new development.
- 6.17 The SFRA notes that the appropriate application of a SUDS scheme to a specific development is heavily dependent upon the topography and geology of the site (and its surrounds). Careful consideration of the site characteristics must therefore be given to ensure the future sustainability of the adopted drainage system. Thames Water notes that it is the responsibility of a developer to make proper provision for surface water drainage to groundwater courses or surface water sewers. It must not be allowed to drain to the foul sewer, as this is the major contributor to sewer flooding.
- 6.18 In addition, it is important that the success of individual measures is monitored in order that optimum solutions can be incorporated into developments. There are examples from areas with similar geologies to Old Windsor (clay soils with a high water table) where SUDS has not been particularly successful.
- 6.19 For residential extensions requiring planning permission, this requirement will only be expected where additional bedrooms or bathrooms are being built on an existing property, i.e. it will not be required for extensions which are simply providing additional living space (kitchens, living rooms, etc).

POLICY OW5: FLOODING AND DRAINAGE

New development should be designed to take full account of any existing flood risk, irrespective of the source of flooding. Where a site or its immediate surroundings have been identified to be at flood risk, all opportunities to reduce the identified risk should be investigated at the master planning stage of design and subsequently incorporated at the detailed design stage.

It is essential that the drainage scheme proposed to support new development:

- protects people and property on the development site from flooding; and
- does not create any additional flood risk outside of the development in any part of the catchment, either upstream or downstream.

Planning permission should only be granted for new development subject to a condition that:

- no development shall commence until full details of the proposed drainage schemes for surface and foul water (including details of their routing, design, and subsequent management and maintenance) have been submitted to and approved by the planning authority; and
- no building shall be occupied until the drainage schemes have been implemented in accordance with the approved details.

This shall apply to all built development for active use with the exception of residential extensions which do not propose additional bedrooms and/or bathrooms.

POLICY OW6: SUDS DESIGN AND MANAGEMENT

In line with NPPF paragraph 163, surface water drainage on any development must not add to the existing site run off or cause any adverse impact to neighbouring properties or the surrounding environment/wildlife habitat.

Development proposals creating new drainage requirements must demonstrate that Sustainable Drainage Systems (SUDS) will be effective and incorporated in any proposed developments. This should allow for above surface water management on site taking account of the underlying geology and seasonally high ground water table affecting parts of Old Windsor.

Any drainage scheme must manage all sources of surface water, including exceedance flows and surface flows from offsite, provide for emergency ingress and egress and ensure adequate connectivity.

Development proposals should be supported by a drainage scheme maintenance plan which demonstrates a schedule of activities, access points, outfalls and any biodiversity considerations. The maintenance plan should also include an indication of the adopting or maintaining authority or organisation and may require inclusion within a register of drainage features.

Sewerage and waste water

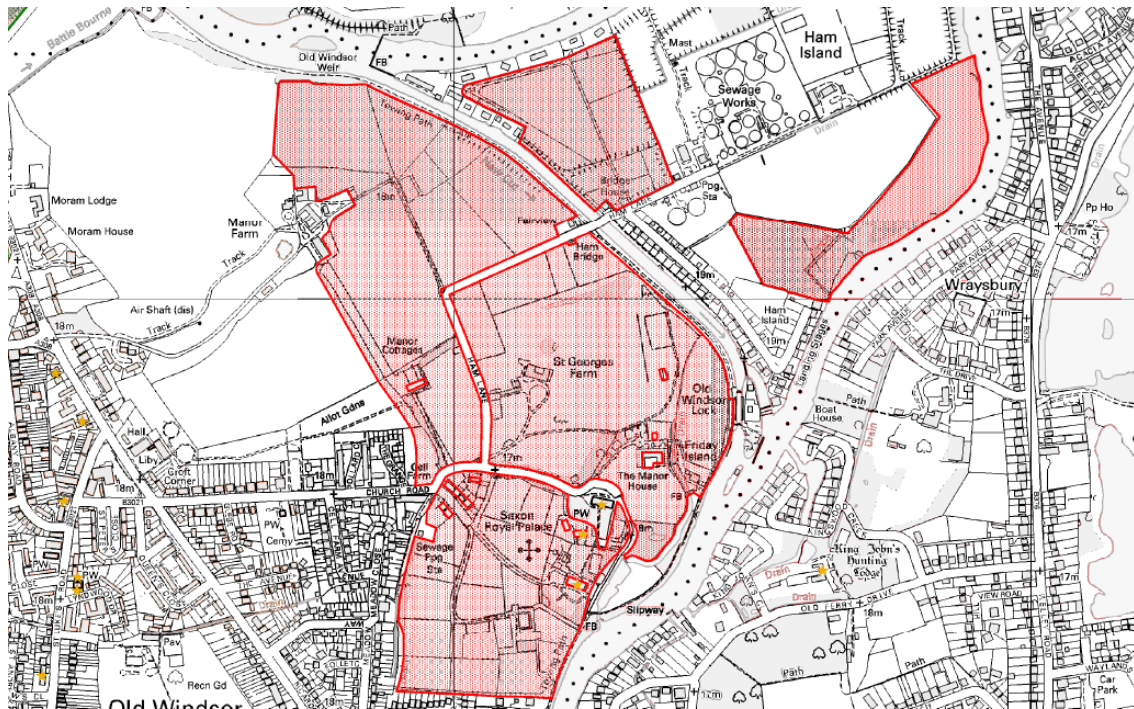
- 6.20 The community of Old Windsor is acutely aware through experience that there are issues relating to waste water capacity and how that is managed during storm events.
- 6.21 The flooding events of February 2014 did not only cause problems for residential and commercial properties, they also appear to have affected the Windsor Sewage Treatment Works (STW), located on Ham Island. It is believed that the land treatment area (locally known as the storm lagoons) were in operation and may have been full during this period. Some weeks after river levels had fallen, the storm lagoons still appeared to be full and were holding water for extended periods of time. This resulted in a strong odour being released for a long period of time into the summer of 2014.
- 6.22 Unfortunately, due to equipment failure, Thames Water (the sewerage provider/authority) was unable to collect data on the number of times that storm flow exceeded capacity of both the STW and the storm lagoons and the volumes of untreated sewage that were discharged into the river. Data was made available however from July 2014 to July 2015.
- 6.23 Old Windsor Parish Council commissioned a technical study⁵ to review this data, to better understand these issues and to inform the Neighbourhood Plan. This study concluded that there is an issue with capacity at the Windsor STW and that development should be restricted in Old Windsor until such time as this is resolved. In its supporting letter to the study, the authors identified that Thames Water can introduce measures to increase capacity, including increasing

⁵ Stillwell Partnership (2015) *Neighbourhood Plan: Drainage Issues within the Parish*, for Old Windsor Parish Council

storm tank capacity on site, and also increase the processing capacity of the plant as there is some headroom available in the discharge consent.

- 6.24 This demonstrates that the Windsor STW is operating at capacity. Additional development will put further pressure on this and, over the plan period, it is considered necessary that the STW will require expansion. There is capacity at Ham Island for expansion of the Windsor STW and any development needs to be in line with the Thames Water Process Capacity Plans through to 2036. One issue that will need to be resolved is the capacity of the Ham Island Bridge to accommodate heavy goods vehicular traffic. This is addressed in Non-Policy Action 2.
- 6.25 This work has enabled an ongoing and positive dialogue to be opened up and sharing of further data to occur between the Parish Council and Thames Water. This dialogue and data sharing has confirmed that that, if further development is to be enabled in Old Windsor then:
- sewage treatment catchment areas as they relate to the flows to the Windsor STW need to be reviewed;
 - processing capacity is likely to need expansion; and
 - the installation of further storm tanks is likely.
- 6.26 Thames Water continues to encourage developers to consider water and wastewater holistically through the preparation of integrated water and wastewater strategies early on in the planning process. These strategies provide a focus for designing sustainable water and wastewater infrastructure at a strategic, communal and individual project level.
- 6.27 It is considered important and necessary that such an approach is supported with appropriate planning policy. Where appropriate, planning permission for development resulting in the need for off-site upgrades, may be subject to a planning condition to ensure that first occupation is prohibited prior to the completion of necessary infrastructure upgrades.
- 6.28 Developers are encouraged to contact the water/waste water management organisation as early as possible to discuss their development proposals and intended delivery programme to assist with identifying any potential water and wastewater network reinforcement requirements. Where there is a capacity constraint planning permission may be subject to a phasing condition requiring completion of necessary infrastructure upgrades prior to first occupation of the relevant phase of development.
- 6.29 A further issue of relevance is that two large areas of Ham Island are covered by a Scheduled Monument, this being the early medieval and medieval palace of Kingsbury, a site of national importance. This is shown on Figure 6.2.

Figure 6.2: Extent of the Kingsbury Scheduled Monument



Source: Berkshire Archaeology

- 6.30 In addition, work by archaeology consultants to inform the Neighbourhood Plan⁶ has established that there is a high potential for prehistoric archaeology on Ham Island. This was evidenced by excavations at the STW itself.
- 6.31 The NPPF states at paragraph 193 that:
- “When considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset’s conservation (and the more important the asset, the greater the weight should be)”
- 6.32 As a scheduled monument, it is of the highest significance and any harm or loss should require clear and convincing justification, with substantial harm or loss being wholly exceptional.

POLICY OW7: SEWERAGE DISPOSAL AND WINDSOR SEWAGE TREATMENT WORKS

Development will be supported if the sewer network can accommodate the additional demand for sewerage disposal, both from the development itself and from permitted developments in the area where this can be accommodated within the sewer network, either in its existing form or through planned improvements to the system, in advance of the construction or occupation of the development.

Developers should be encouraged to engage with the appropriate water resources management organisation at the earliest opportunity, as indicated in paragraph 26 of the NPPF (February 2019), (or subsequent updates) to evaluate:

⁶ Berkshire Archaeology (2015) *Archaeology in Old Windsor – a brief appraisal*, for Old Windsor Parish Council

- the development's demand for sewage/waste water treatment and network infrastructure both on and off site can be met;
- the surface water drainage requirements and flood risk of the development both on and off site; and
- the development's demand for water supply and network infrastructure both on and off site.

The expansion of Windsor Sewage Treatment Works will be supported if the development does not cause harm to the significance of the Kingsbury Scheduled Monument or other archaeological remains (which might be either directly or by being within their setting) unless such harm is shown to be unavoidable, has been minimised or mitigated, and is justified by being outweighed by the public benefits of the development.

- 6.33 Whilst the STW is operating at capacity, it is important that appropriate conditions are placed upon any new development in respect of the volume of additional sewage that is discharged to the STW.
- 6.34 Developers should be required to demonstrate in their planning application submission that there is adequate infrastructure capacity both on and off the site to serve the development and that it would not lead to adverse amenity impacts for existing or future users. Developers are strongly advised to liaise with Thames Water ahead of submission of any planning application.
- 6.35 However, the Water Industries Act 1991 effectively makes it impossible for Thames Water to object or for RBWM to refuse to grant planning permission for development on the grounds that no improvement works are planned for a particular area. The Act specifically requires Thames Water to accommodate the development whatever the circumstances.
- 6.36 It is therefore necessary for RBWM to make any planning permission conditional upon the sewerage authority first taking any steps necessary to ensure that the public sewer will be able to cope with the increased load. This is secured through the use of 'Grampian' style planning conditions. RBWM will then determine any details submitted pursuant to such conditions in accordance with any views expressed by Thames Water. Such conditions would commonly be worded broadly as follows:
- 'No dwelling hereby permitted shall be occupied until works to improve the existing public foul sewerage network so that it is able to cope with the flows from the proposed development have been completed.'*
- 6.37 The use of Grampian-style planning conditions are considered to be vital in Old Windsor, given the limited capacity of the Windsor STW. Their use by RBWM is therefore welcomed. In order to inform the justification and application of such conditions, Old Windsor Parish Council will continue to work with Thames Water and RBWM to review the capacity of the STW and assess whether applications, on an individual basis, require such a condition. This is not a policy matter but a non-policy action.

NON-POLICY ACTION 1: USE OF GRAMPIAN-STYLE CONDITIONS

Old Windsor Parish Council will work with Thames Water and RBWM to understand the capacity of the Windsor STW and the need to use Grampian-style planning conditions in respect of any planning application for built development.

- 6.38 A separate but related matter is the accessway to Windsor STW. Currently the only access to the STW is across the Ham Island Bridge which is under the control of Thames Water. This bridge has

a weight limit on it of 7.5 tonnes for most traffic. A recent study undertaken on behalf of Thames Water has assessed that the bridge is capable of sustaining 7.5-tonne general highway vehicles and specific authorised vehicles (which access the bridge less frequently) of up to 13 tonnes. The study also recommended that the bridge is strengthened/refurbished in order that the weight limits can be increased and Thames Water can access its facility with no restriction on its operational vehicles as well as providing unrestricted access for the public.

Ham Island Bridge



- 6.39 This work has been undertaken in late-2016 and the bridge is now able to accommodate the necessary traffic that will use the Windsor STW or be used to construct any development pertaining to its expansion.
- 6.40 In addition, the roadway leading to Ham Island (Ham Lane), used by both Thames Water and residents alike, is unadopted so is a shared accessway. HGV traffic which most commonly is using this roadway to access the STW on behalf of Thames Water, is causing damage to this road yet there is no responsibility on any party to maintain this. There is concern that the roadway could become unsafe for all users. Its upgrade is therefore supported. This roadway is bounded on both sides to the west of New Cut by the Kingsbury Scheduled Ancient Monument therefore it is likely that the archaeological interest extends under the roadway. Accordingly any proposals for its upgrading would need to be assessed for their likely effect on the Scheduled Ancient Monument, as would any proposals for landscaping, including tree planting either side of the bridge.

NON-POLICY ACTION 2: VEHICULAR ACCESS TO WINDSOR SEWAGE TREATMENT WORKS VIA HAM ALNE

Recognising the increase in development activity within the catchment area of the Windsor STW, Old Windsor Parish Council will monitor the levels of vehicular access and quality of the road surface along Ham Lane. If necessary, the Parish Council will then lobby RBWM to maintain the roadway to ensure that the needs of the increased volume and weight of traffic can be supported by the roadway.

- 6.41 The community, particularly those living on Ham Island, have identified a series of actions that it believes will help to improve the operation of the sewage treatment works whilst at the same time protecting the amenity of the existing residents and preserving the integrity of Ham Island as an historical landscape. These are:

- The two existing storm tanks adjacent to house numbers 1 and 2 to be relocated further into the site and no works expansion within 300 metres of any housing.
- Bunds to be reinstated around the perimeter of the works to alleviate flooding. These need to be of solid construction (e.g. cam shedded and wired) prior to planting and grassed. The reason for this is that the current piles of earth acting as bunds were only assembled in 2014 but by late-2015 have already been severely degraded by burrowing animals and people walking over them.
- The whole of the operational facility should be fully resilient to fluvial inundation so that, in the event of any future flooding, the system can still operate.
- Landscape the area either side of the bridge in sympathy with the environment. Plant trees in the areas immediately surrounding the works alongside the secondary security fencing but not immediately backing onto residents' gardens. Appropriate planting within the works would help to alleviate any groundwater issues.

7 CHARACTER, DESIGN AND HERITAGE

Townscape

- 7.1 The townscape and heritage of Old Windsor is important to the community. It is one of the things that defines 'Old' Windsor as a distinct village, setting it apart from Windsor, its larger neighbour.



- 7.2 The RBWM Townscape Assessment⁷ recognises its significant history and how that has come to shape the settlement today, particularly its rapid expansion since World War II. It has a number of features that define the townscape of Old Windsor:
- an historic gateway from the south, marked by the Runnymede Gatehouses which signify 'arrival' at Old Windsor;
 - the Tapestries at Straight Road form a landmark due to their ornate skyline and prominent clock tower;
 - the church east of the Royal Palace, along Church Road, is seen as a key landmark;
 - there are historic nodes at the Church Road/Straight Road junction (linking to the historic site of Kingsbury) and the village green in front of the Fox and Castle pub, along Burfield Road;
 - there are key views along Straight Road to the Royal Gardens Lodge, south-westerly views along Ouseley Road towards Beaumont College and elevated views over Home Park to Windsor Castle from Pelling Hill.
- 7.3 The classification in the Townscape Assessment differentiates between the different areas, and this is shown in Appendix B. It is vital that new development observes the important elements that make up the townscape of these respective areas and seeks, as far as possible, to observe those through high quality design.
- 7.4 Whilst Old Windsor has a rich history which has defined much of its development, there is a distinction between its heritage – and the importance of protecting this – and the contemporary townscape in the built-up area of Old Windsor. Opportunities for enhancement of the townscape through high quality design which reinforces the local distinctiveness of Old Windsor should be encouraged.

⁷ Land Use Consultants (2010) *RBWM Townscape Assessment, Volume 2*, for RBWM



- 7.5 Considering the townscape does not only relate to the built form of development. Satisfactory arrangements will be required for parking and access. Generally parking areas to the front of the property using the front garden will not be acceptable unless this is the predominant pattern of parking in the locality.
- 7.6 Also, boundary treatment along any frontage should reflect that prevailing in the area. Proposals for open frontages or the use of the frontage for parking will not be acceptable in areas where enclosed front boundaries prevail.



- 7.7 This is also relevant to development which may affect the setting of the Old Windsor Conservation Area. This was designated in December 1981. It has not been reviewed by RBWM since that date, nor has an appraisal been undertaken with a view to reviewing it. Therefore any proposed development within or in close proximity to the Conservation Area should articulate how it would not impact detrimentally on the features of the Conservation Area.

POLICY OW8: TOWNSCAPE

Development proposals should reflect the character of the surrounding area and protect the amenity of neighbours. Development proposals must demonstrate how they are in keeping with and contribute positively to the respective townscape classification area, as defined by the RBWM Townscape Assessment, or any successor document.

Opportunities for enhancement of the townscape through high quality design which reinforces the local distinctiveness of Old Windsor is encouraged.

In particular, development proposals shall:

1. where possible, seek to retain listed buildings and Buildings or Structures of Character (listed in Appendix C) that contribute to the distinctive character and historic and architectural interest of Old Windsor village; and
2. ensure they do not detrimentally impact on the setting of buildings in the Old Windsor Conservation Area; and
3. have a similar form of development to properties in the immediate surrounding area; (this is particularly the case for applications for two or more dwellings on a site currently or previously occupied by a single property); and
4. provide appropriate parking and access arrangements, both for the new development and existing properties where they would be affected; and
5. reflect the boundary treatments prevailing in the surrounding area.

Heritage and archaeology

Heritage assets

- 7.8 The NPPF identifies all elements within the historic environment that are worthy of consideration in planning matters as 'heritage assets'. A heritage asset is identified as an environmental component that holds meaning for society over and above its functionality. This term includes buildings, parks and gardens, standing, buried and submerged remains, areas, sites and landscapes, whether designated or not and whether or not capable of designation.
- 7.9 Old Windsor has a network of significant heritage assets. There are 31 listing entries (including one grade 1 and four grade II), four scheduled monuments and six entries for Registered Historic Parks and Gardens for the parish on the National Heritage List for England. It is important that development properly considers the significance of these assets and therefore the weight that should be given to their conservation.



- 7.10 The majority of the Neighbourhood Plan area consists of the designated heritage asset of the Grade I Registered Park and Garden of Windsor Great Park. This contains a number of important monuments and earthworks, some of which are Scheduled Monuments and listed buildings. Also designated are areas to the north and east of the village, including much of Ham Island, St. George's Farm and Manor Farm. These areas have a degree of, in principle, protection from development, along with their wider setting.

- 7.11 National policy contained in the NPPF requires that development must conserve and enhance the heritage assets of the parish and their setting.
- 7.12 In addition to the nationally listed buildings and the Old Windsor Conservation Area, a number of buildings and sites are considered to be of architectural significance, local distinctiveness, character or importance. These 'Buildings or Structures of Character' are identified in Policy OW9 and more detail on each is contained in Appendix C. Where relevant, these buildings or structures of character will be submitted for inclusion on the RBWM local register of heritage assets at risk.
- 7.13 There will be a strong presumption against the loss of these buildings and developments, and also to inappropriate extensions or revisions.

POLICY OW9: HERITAGE ASSETS

Development proposals within the designated areas shown on the Policies Map must demonstrate that they have fully considered the significance of the heritage assets within the designated area and have included appropriate measures to conserve those assets, based on their significance.

Proposals within the setting of heritage assets as shown on the Policies Map must demonstrate that they will not affect the setting of the heritage assets, based on their significance.

Planning permission will not be supported for development that would result in the loss of either listed buildings, or the following Buildings or Structures of Character:

- Penny Royal Almshouses
- Fox and Punchbowl building
- Newtonside
- Manor Lodge Cottage (Glassworks)
- The Tapestries
- The Bells of Ouseley
- The Jolly Gardeners
- The Oxford Blue

Archaeological assets

- 7.14 Outside of Windsor Great Park, the archaeology of the parish is dominated by the Scheduled Monument of the early medieval and medieval palace of Kingsbury, a site of national importance. This covers most of the land to the north of the village and includes two large areas on Ham Island. While the importance of the scheduled area is specific to its Roman and early medieval archaeology, all of the areas north of Old Windsor, including Ham Island have a high potential for prehistoric archaeology.
- 7.15 In recognition of the considerable archaeological heritage of the parish, Old Windsor Parish Council commissioned a heritage survey⁸ to inform the Neighbourhood Plan. This looked at the heritage potential of the parish broken down into the three main cultural heritage elements: archaeology, historic buildings and historic landscape. The report used this information to identify areas where

⁸ Oxford Archaeology (2015) *Old Windsor Parish Heritage Survey*, for Old Windsor Parish Council

heritage sensitivities may affect development proposals and areas where these constraints may be less significant.

- 7.16 The Heritage Survey concluded that Old Windsor is one of the most important sites in Berkshire and the potential for discovering significant archaeology dating from all periods, especially on the floodplain is high. Whilst the existing settlement itself is not particularly significant and only contains a few historic houses, the historic integrity of its surroundings is in some areas high.
- 7.17 National and Local Plan policy requires the preservation and enhancement of the historic environment. The Neighbourhood Plan encourages a proactive approach by development to ensure that this can be achieved. This approach reflects the recommendations of the Heritage Survey.
- 7.18 On land outside of the designated areas, especially on the floodplain and associated with Tileplace Farm, there is still considered to be a significant possibility of archaeological remains being found. This is particularly the case in any area where the ground is relatively undisturbed. In such circumstances, it would be appropriate to undertake a programme of archaeological work as part of assembling any development proposals. To ensure that this programme is sufficiently robust, it should ideally reference the Historic Environmental Record (HER) and be agreed in advance by RBWM's archaeological advisor.
- 7.19 OWNP aims to continue to support the on-going preservation and enhancement of the Great Park and appreciate its unique significance as a National Heritage Asset with the plan boundary.

POLICY OW10: ARCHAEOLOGICAL ASSETS

Due to the potential impact on assets of archaeological interest and the need to preserve or enhance the historic environment, development proposals within the designated areas shown on the Policies Map must be informed by a programme of archaeological investigation completed in accordance with a written scheme of investigation agreed in writing with the Council's archaeological advisors.

Elsewhere within the plan area, proposals should be informed by early consultation with the Council's archaeological advisor, which should determine whether archaeological investigation to inform development proposals will be required and, where they deem it necessary, such investigation should be completed before an application for consent is submitted.

Where archaeological investigation demonstrates that remains of archaeological interest are present or likely to be present within the development site, development should be designed to preserve remains in situ, giving the highest priority to preserving archaeological remains of national importance. Significant loss of remains of archaeological interest within the designated areas is unlikely to be justified, unless it is to ensure the conservation and increased appreciation of the wider area of archaeological interest.

Elsewhere in the neighbourhood plan area, any loss of archaeological remains would have to be robustly justified on the basis of delivering public benefits that could not otherwise be provided. Where the significance of remains does not merit their preservation, an appropriate record should be made of any remains that will be lost and deposited with the Historic Environmental Record.

8 PARKING AND TRANSPORT

Commercial parking

- 8.1 All new commercial and service activities, whether retail/service businesses or more traditional light manufacturing/office businesses do have the potential to create additional parking needs for its workers. For many of these workers, they will need to park close to their workplace for the whole working day, which can create congestion and safety issues for pedestrians.



- 8.2 Any proposed commercial and service development must ensure that the expected levels of parking that will be created by its workforce can adequately be accommodated off-street. In this regard, it is expected to meet the requirements of the RBWM Parking Strategy⁹.
- 8.3 All new commercial and service activities are encouraged to put in place a Travel Plan to introduce opportunities for the use of sustainable transport modes to maximise the potential for staff to travel to work other than by private car.

POLICY OW11: COMMERCIAL PARKING AND TRAVEL PLANNING

Proposals for new commercial development (A- or B-use class) should provide off-street parking for their workforce which meets the requirements of the Royal Borough of Windsor and Maidenhead Parking Strategy or any successor document.

Subject to demonstrating that they will not have an unacceptable detrimental impact on the highway network, neighbouring residential properties or existing businesses, proposals for new commercial activity that include for the provision of a Travel Plan, including the introduction of appropriate improvements to deliver sustainable travel, will be supported.

Highways

- 8.4 The Census 2011 states that Old Windsor parish has one of the highest levels of car ownership in the South East. The A308 connects the M25 and the M4 and is regularly congested. In all of the consultations with residents the issue of traffic has had a high level of concern.

⁹ Royal Borough of Windsor & Maidenhead (2004) *Parking Strategy*, pp.31-32

- 8.5 Many members of the community have raised concerns about the impact of growth in terms of congestion at key road junctions in Old Windsor village. Straight Road is classed as one of the busiest single carriageway of its type in the whole borough. A 2015 traffic survey undertaken by Peter Brett Associates showed a 50% increase in traffic volumes along Straight Road in five years.



- 8.6 Three particular junctions have been identified which could see unacceptable impacts arising from growth:
- Straight Road junction (with Church Road and St Lukes Road/St Peter's Road)
 - Crimp Hill junction (with St Lukes Road/Burfield Road)
 - Old Windsor roundabout (junction of Albert Road/Straight Road/Datchet Road/Albany Road)
- 8.7 These junctions are shown on the map in Appendix D.
- 8.8 When development proposals come forward, it will be particularly important that they are able to demonstrate that they will not have a severe detrimental impact on any of these junctions, individually or cumulatively.
- 8.9 Assessment of individual and cumulative impacts on other junctions is also expected to be required and should be discussed with the Highway Authority as part of pre-application discussions. Development should actively seek to address any such impacts.

POLICY OW12: HIGHWAY CAPACITY

Where development proposals are likely to give rise to adverse individual and/or cumulative transport impacts on relevant road junctions in Old Windsor, proposals which include appropriate mitigation to overcome identified adverse highway impact, and subject to other relevant planning considerations, will be supported.

Walking routes

- 8.10 With the high levels of car ownership and road congestion, it is important that people are encouraged to use alternative modes of transport where possible. One of these is walking, which has wider health and wellbeing benefits.
- 8.11 New development should seek to ensure that access to good pedestrian routes is provided.

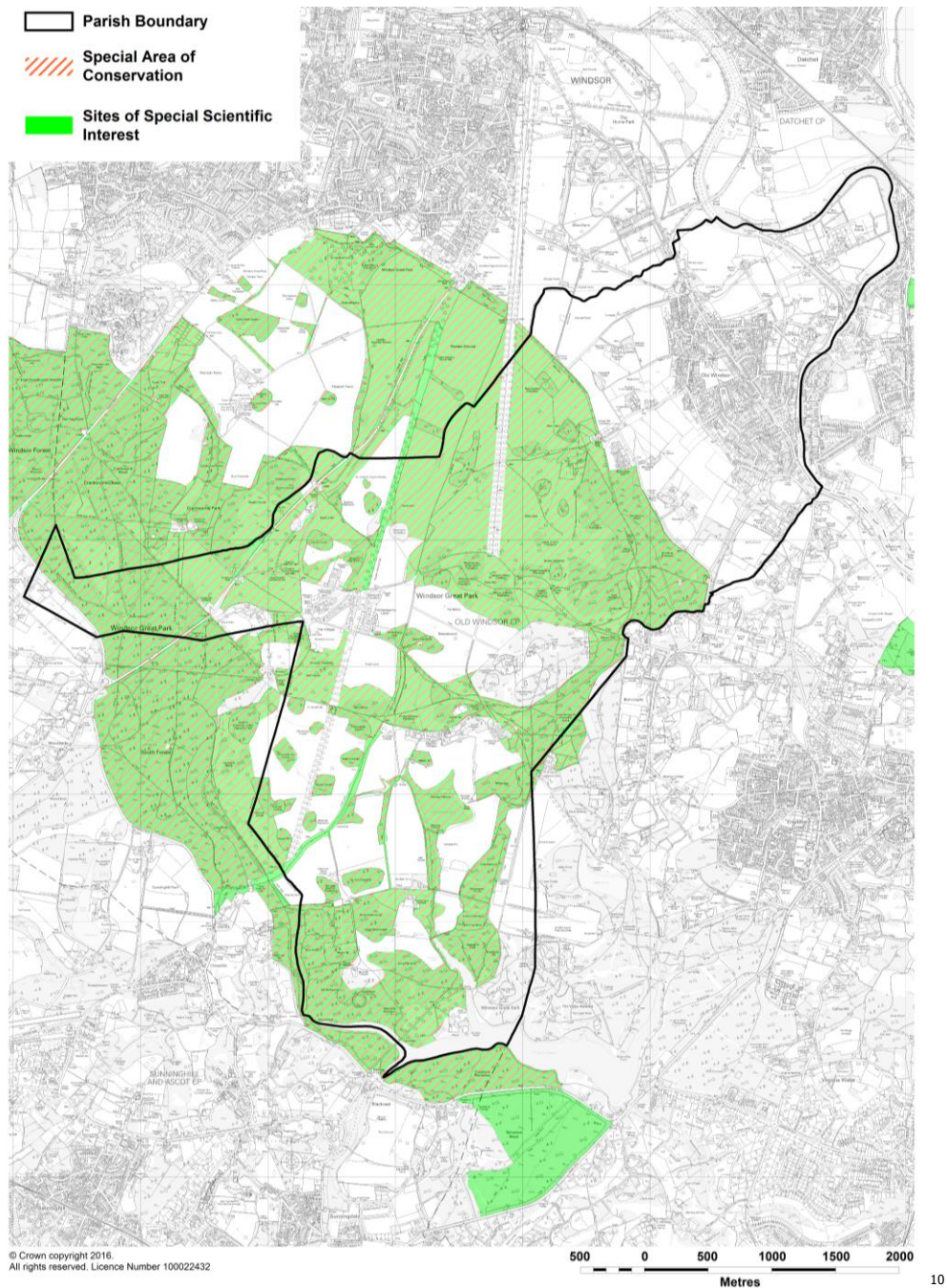
POLICY OW13: PEDESTRIAN ROUTES

New development which provides good access to pedestrian routes, preferably from more than one access point, and site layouts designed to provide safe routes to schools and other local amenities where appropriate, will be supported.

9 ENVIRONMENT

9.1 Old Windsor parish sits within a highly sensitive environmental area. It contains Windsor Great Park which is a designated Special Area of Conservation (SAC), Site of Special Scientific Interest (SSSI)¹⁰ and includes areas of ancient woodland, and Wraysbury Gravel Pits SSSI and Langham Pond SSSI. Because of the proximity of several wildlife corridors, species migration and **therefore** unidentified species locations are highly probable

Figure 9.1: Location of the Special Areas of Conservation and Sites of Special Scientific Interest



¹⁰ The Great Park is also a Local Wildlife Site, SSI and contains ancient woodland

Protection of natural habitats, landscape and ecology

- 9.2 Engagement events held with the community to inform the Neighbourhood Plan highlighted that a particular concern of many is the perception of wildlife habitats being lost or put at risk from inappropriate development. Also residents expressed a wish to enhance and preserve the different species of wildlife seen in the village, giving examples of many that had been sited over time.
- 9.3 On this basis, the OOWNP reviewed publicly available information to see if any biodiversity work had been undertaken. This made it evident that, despite a wealth of recorded sightings of many different species including some protected under European and national legislation, there was no body coordinating this information. As a result, OWPC commissioned an ecological consultancy to bring all the information together and provide interpretation of it through a Phase I Habitat Survey and ecological study¹¹.



- 9.4 The study showed that a number of species such as bats, otters, water voles protected by the Wildlife and Countryside Act 1981 (as amended) and the Conservation of Habitats and Species Regulations 2017; were identified during the Phase 1 Habitat Survey. This was along with the following Species of Principle Importance under the Natural Environment and Rural Communities (NERC) Act 2006:
- Common toad
 - Starling
 - House sparrow
 - Linnet
 - Yellowhammer

¹¹ Acorn Ecology Ltd (2015) *Biodiversity Resource Report*, for Old Windsor Parish Council

- 9.5 In addition, the following species of principal importance under the NERC Act are on the Thames Valley Environmental Records Centre (TVERC) sitings register:
- Grey dagger moth
 - Stag beetle
 - Hedgehog
 - Noctule bat (also a European protected species)
- 9.6 The Phase 1 Study shows that many of these species are supported by the habitats within the Old Windsor Neighbourhood Plan area.
- 9.7 Despite this protection in law, it is vital that the requirements of the NPPF are met in respect of biodiversity, in terms of practically minimising impacts and providing net gains where possible. In order to achieve this, it is considered necessary to provide planning policy guidance in addition to that in the NPPF and the Windsor and Maidenhead Local Plan. This is due to the unique positioning of Old Windsor in respect of these SACs, SSSIs and LWSs. The Phase I Habitat Survey demonstrates that there are a significant number of local species that require adequate protection in order to comply with the NERC Act and the NPPF. OWPC considers its statutory duties under section 40 of the NERC Act to be a high priority that the national and local planning policy framework does not necessarily adequately support, so requiring locally-specific policy support in the Neighbourhood Plan.
- 9.8 It is imperative that any potential harm arising from proposed development, is where possible avoided, mitigated or compensated in accordance with relevant good practice such as Biodiversity Net Gain: Good practice principles for development ¹².
- 9.9 Well-designed developments should be able to properly establish the location of habitats and the movement patterns of animals and wildlife such that development does not impact on these. The relocation of any habitat should only be undertaken as a last resort when it is proven that a scheme cannot be designed to accommodate them in their existing location (including consideration of whether a reduced quantum of development would provide a solution). In order to reduce the impact of any such relocation, this should be as close as possible to the current location and alternative locations should be identified in partnership with any appropriate wildlife body operating in the area. These measures will help to deliver the strategy of the Berkshire Local Nature Partnership¹³ and national strategies such as the National Pollinator Strategy referred to in the strategy.
- 9.10 Old Windsor has two areas adjacent to the existing settlement area that have historic landscape integrity. They are:
- The area to the west of St Lukes Road and south of Clayhall Lane. Any development on the slopes and ridge would be very visible from the surrounding area and potentially from the listed buildings along Burfield Road.
 - The area surrounding and to the west of Tileplace Farm, although development in this area would also be restricted anyway due to its proximity to the scheduled monument and Registered Park and Garden.

¹² Biodiversity Net Gain: Good practice principles for development. CIEEM, CIRIA, IEMA, 2016

¹³ Berkshire Local Nature Partnership (2014) *The Natural Environment in Berkshire: Biodiversity Strategy 2014-2020*

- 9.11 Across the Neighbourhood Plan area there are other examples of small-scale features that are particularly distinct within this landscape. These include mature trees, hedgerows, woodlands, field margins and ponds. Such features should be retained as part of any development.

POLICY OW14: PROTECTION OF NATURAL HABITATS, LANDSCAPE AND ECOLOGY

Development will not be supported which is likely to:

- a. Harm any site designated under the Habitats Regulations, or Wildlife and Countryside Act, or species protected by European or National legislation.
- b. Result in the loss of, or cause unacceptable harm to a habitat or species of principal importance within the meaning of the Natural Environment and Rural Communities Act 2006 unless the principles of avoidance, mitigation or compensation within the plan area are applied including the conservation and provision of a net gain in biodiversity and necessary compensatory measures to protect relevant habitats and species are secured in advance of implementation.
- c. Cause significant harm to well-established features of the landscape, including mature trees, species-rich hedgerows and ponds particularly in areas of historic landscape integrity.

Where following development a significant loss of trees and/or shrubs occurs, proposals which include appropriate mitigation through re-provision in situ, or elsewhere on the site as appropriate, will be supported, including planting of native tree species with local provenance where such loss is of mature trees.

10 COMMUNITY FACILITIES

Provision of community recreation facilities

- 10.1 The main location for formal and informal recreation in the Neighbourhood Plan area is the recreation ground. This is currently supported by a community building that provides hall space for ad hoc lettings and the Youth Club. This facility is currently not fit for purpose, having originally been designed and used as a dustcart shed. It is in need of modernisation and expansion to provide for the growing needs of the community. The next nearest indoor sports and leisure facilities serving the local community are in Windsor (Windsor Leisure Centre is 2½ miles away).
- 10.2 A modern facility would be able to provide for the activities of Old Windsor Football Club Youth Teams, netball, badminton, martial arts and enhancing the current tennis provision. The Youth Club would also be able to continue to have a space.

Current community building



- 10.3 Contributions from development could be used to support the funding of these improvements, along with grant funding from sources such as the Heritage Lottery Fund, RBWM and Sport England. RBWM intends to put in place a Community Infrastructure Levy (CIL) charge which will ensure that 25% of all contributions from development from within the neighbourhood area will go directly to Old Windsor Parish Council to spend on such improvements. Decisions on the spending of these funds will therefore rest with the Parish Council.

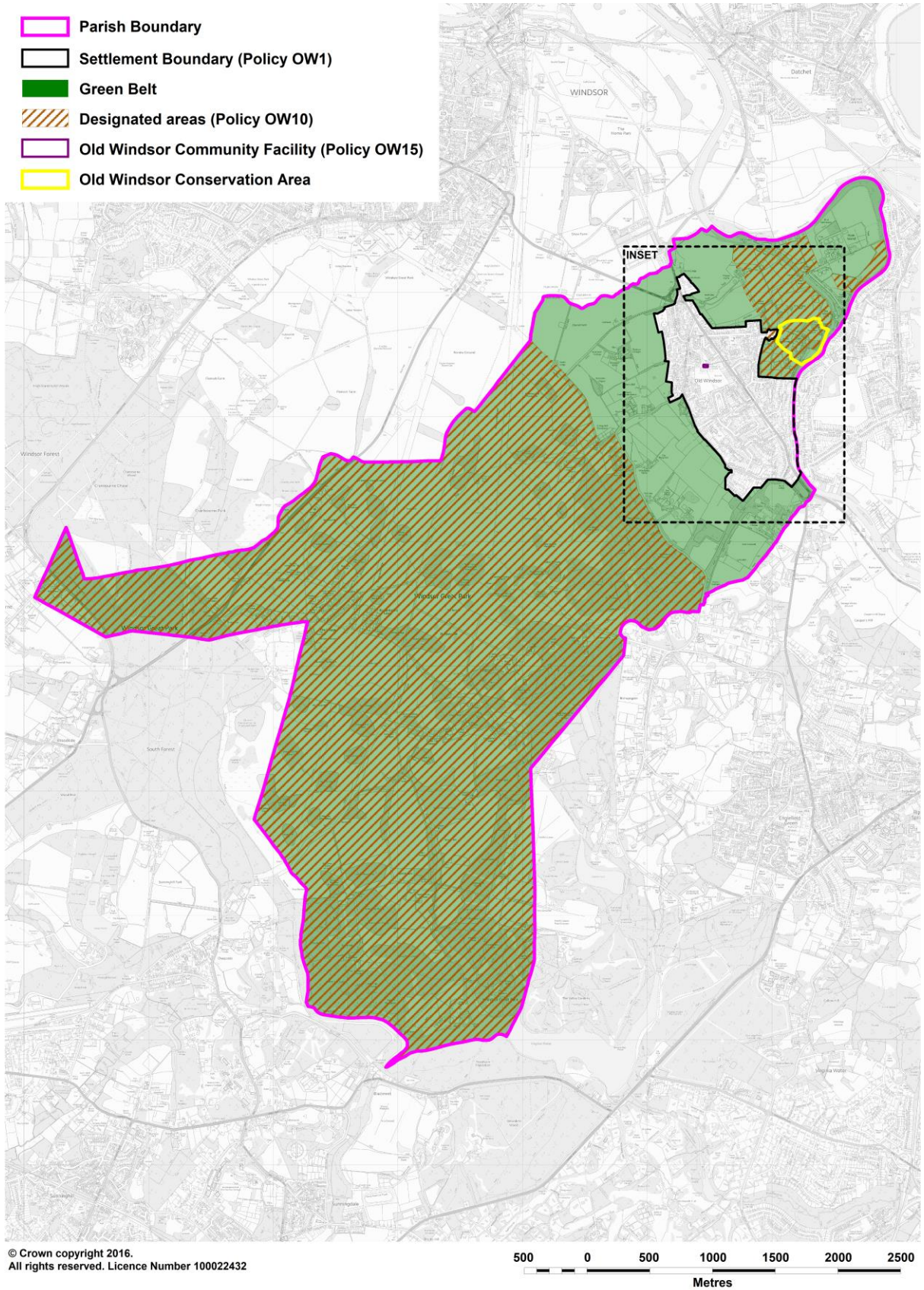
POLICY OW15: PROVISION OF COMMUNITY FACILITIES ADJACENT TO OLD WINDSOR RECREATION GROUND

Proposals for the demolition and re-provision of improved community facilities on the site of the existing Old Windsor community building including:

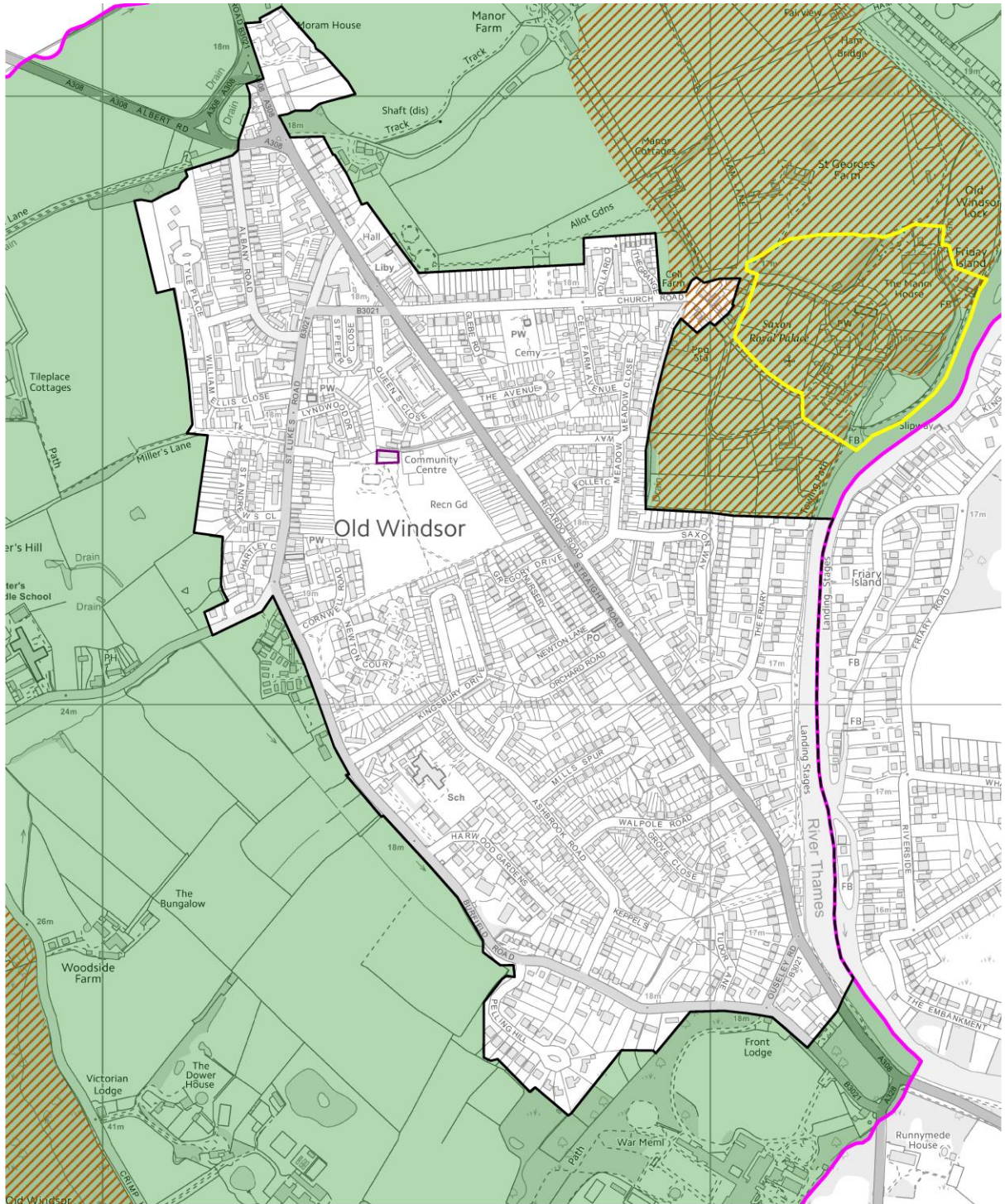
- a multifunctional activity hall;
- kitchen facilities;
- changing rooms

will be supported.

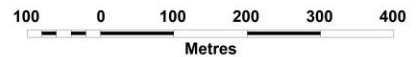
11 POLICIES MAPS



INSET MAP



- Parish Boundary
- Settlement Boundary (Policy OW1)
- Green Belt
- Designated areas (Policy OW10)
- Old Windsor Community Facility (Policy OW15)
- Old Windsor Conservation Area



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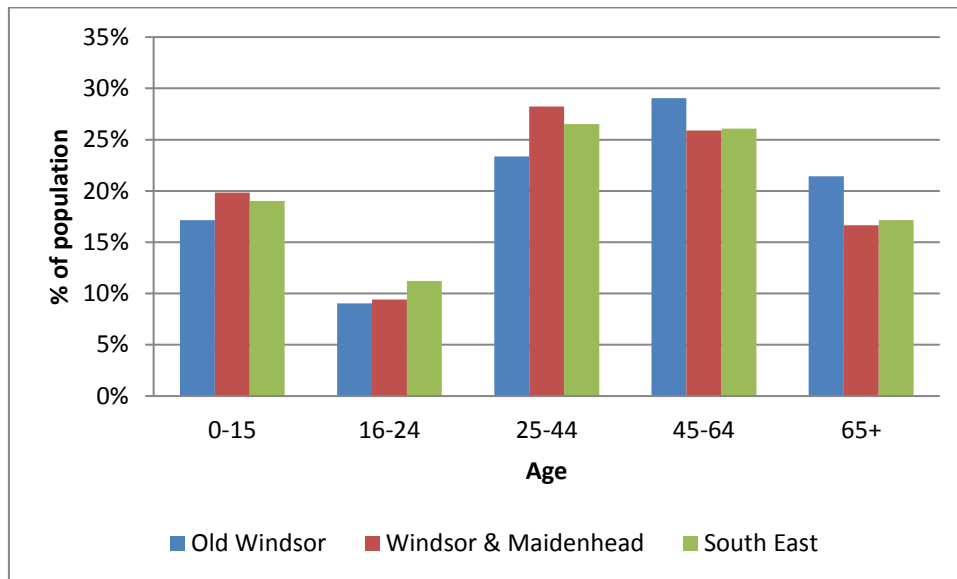
Appendix A Socio-economic profile

1. Unless stated otherwise, the profile of the community has come from the 2011 Census.

Population

2. In 2011, the population of the parish was 4,977. Compared to Windsor and Maidenhead Borough, it has a low proportion of both children of under 15 years of age and younger adults between 25 and 44 years of age. This suggests a comparatively low proportion of young families. By contrast, it has a high proportion of adults aged 45 to 64, suggesting that a good number of people will be approaching retirement age over the plan period. This is supported by the high proportion of people that have already reached retirement age.

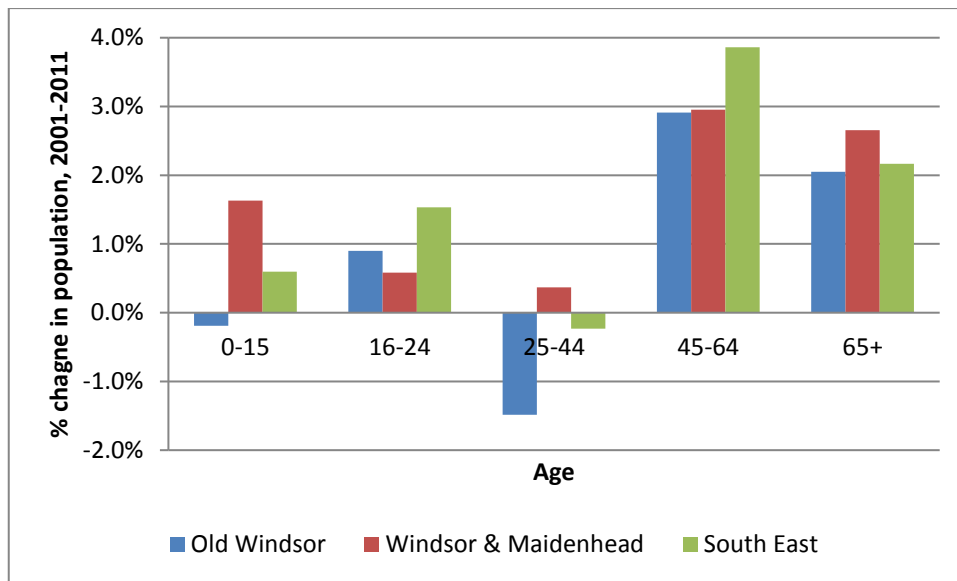
Figure A1: Population profile, 2011



Source: 2011 Census

3. Since 2001, the population has grown by 200 people, a 4.2% change compared to 8.2% growth in the Borough as a whole. This is reflective of the restrictions on growth in Old Windsor due to the presence of the green belt. What is particularly interesting is the change in population by age group.
4. Figure A2 shows that almost all of the growth in population came from those aged 45 and over. By contrast, the number of people that typically make up young families (both children up to the age of 15 and adults of between 25 and 44) fell considerably. So not only is this profile of a comparatively low proportion of young families evident in Old Windsor, the position is worsening.

Figure 2.2: Change in population, 2001-2011

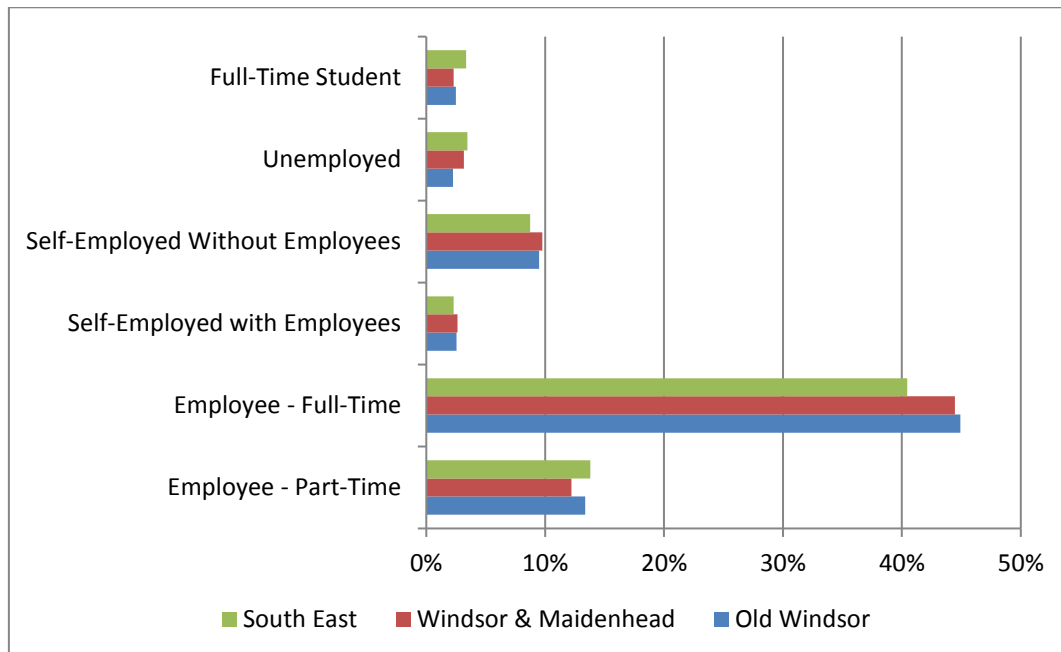


Source: 2011 and 2001 Census

Work

- Three-quarters of the population of working age in Old Windsor parish is economically active, which is slightly higher than the Borough and regional average. Unemployment is low and the proportion in full-time employment is high. The picture overall is very similar to the profile of Windsor and Maidenhead Borough.

Figure A3: Economic activity, 2011

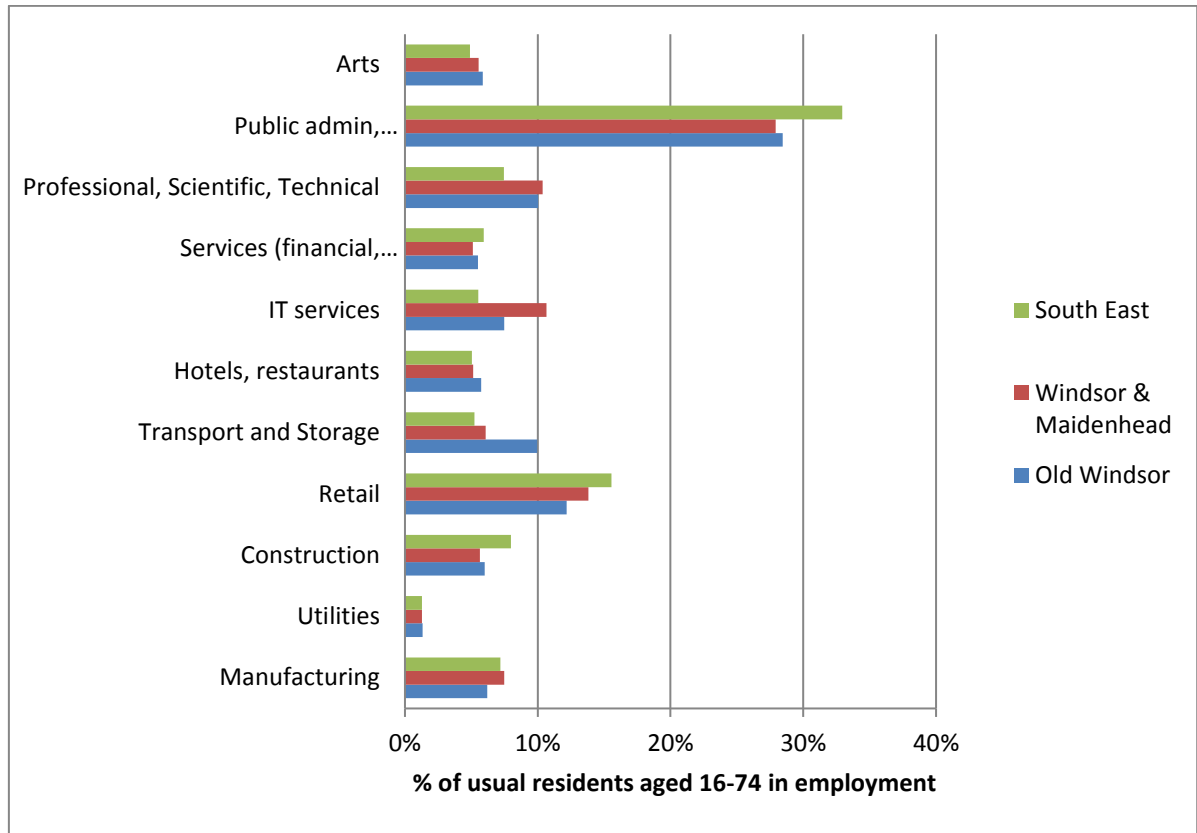


Source: 2011 Census

- The sectoral profile of the workforce of Old Windsor does show some particular features. The proportion employed in public administration, education and health – traditionally a well

represented sector – is low. Equally, the number employed in transport and storage is comparatively high due to the proximity of Heathrow Airport.

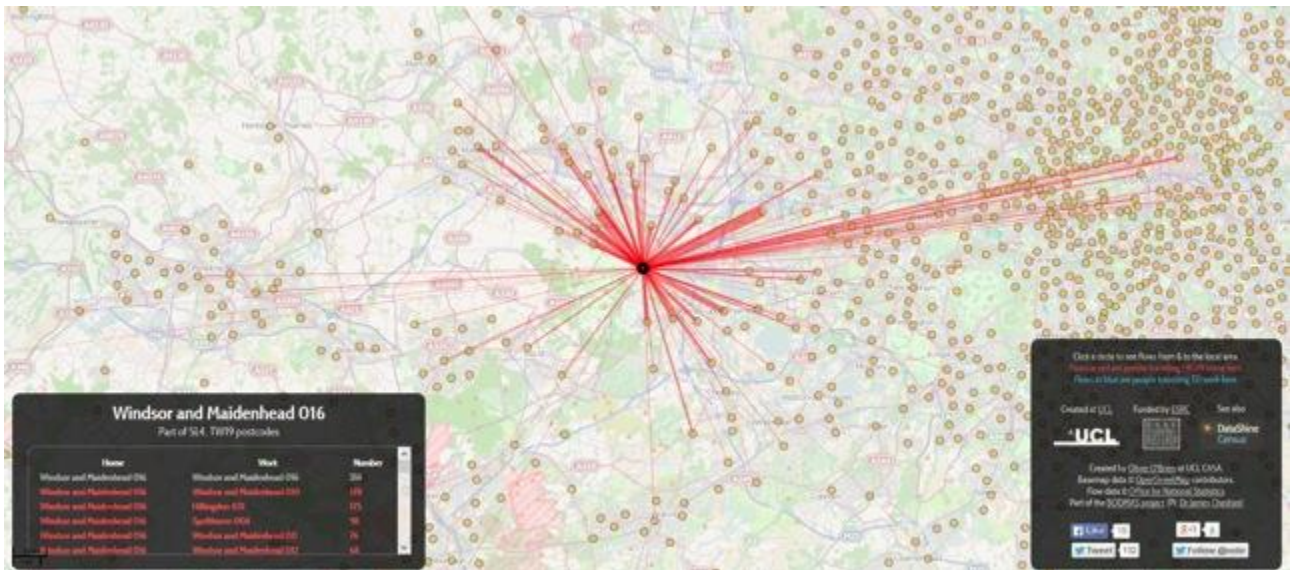
Figure A4: Type of industry, 2011



Source: 2011 Census

- When looking at where people work, it is clear that the significant majority of workers leave the parish to access work. Figure A5 shows that a significant flow is in to Central London which is not surprising. Other flows are more local to centres of employment such as Heathrow, Staines and Slough.

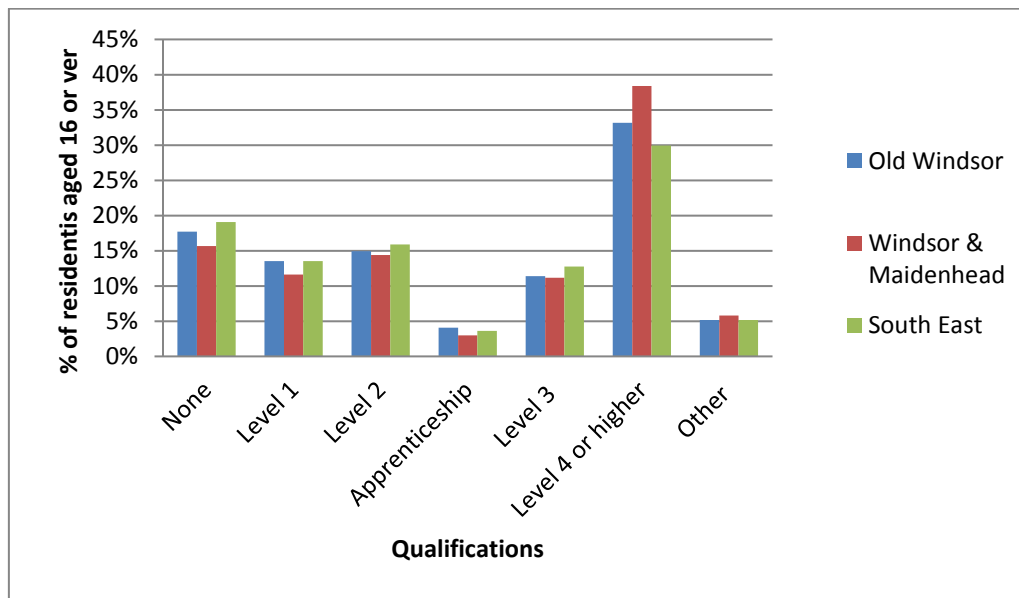
Figure A5: Flow of workers from Old Windsor



Source: Datashine, University College London

- Figure A6 shows that there are significant numbers of people with lower levels of qualification, i.e. up to Level 2. The nature of local job opportunities means that many of these people will be accessing jobs in the transport and storage sector at, in particular, Heathrow Airport. By contrast, the proportion of people that are educated to Level 4 or higher is lower than the Borough average.

Figure A6: Qualifications of residents aged 16 and over



Source: 2011 Census

- The large majority of those in work travel to work by car, and do so as the driver of that car. Moreover, this is well above the Borough average. The numbers of people that use the train and buses is very low which highlights that public transport links from Old Windsor are not as good as many other parts of the Borough and explains in turn the high car usage.

10. This is further supported by Census figures on access to a car within households. On average, each Old Windsor household has access to 1.63 cars. This compares to 1.50 cars per household in Windsor and Maidenhead Borough and 1.35 cars per household across the South East. This represents high levels of car ownership.

Figure A7: Mode of transport to work

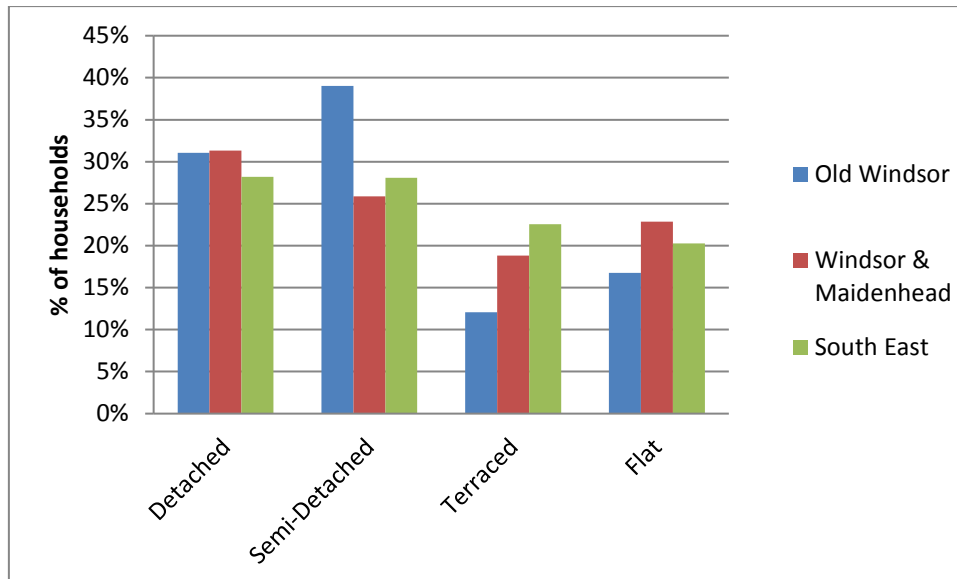


Source: 2011 Census

Housing

11. Old Windsor is dominated by semi-detached housing, representing nearly 40% of its housing stock. However, there is also a significant proportion (over 30%) of detached housing. By contrast, the proportion of terraced housing and flatted development is very low.

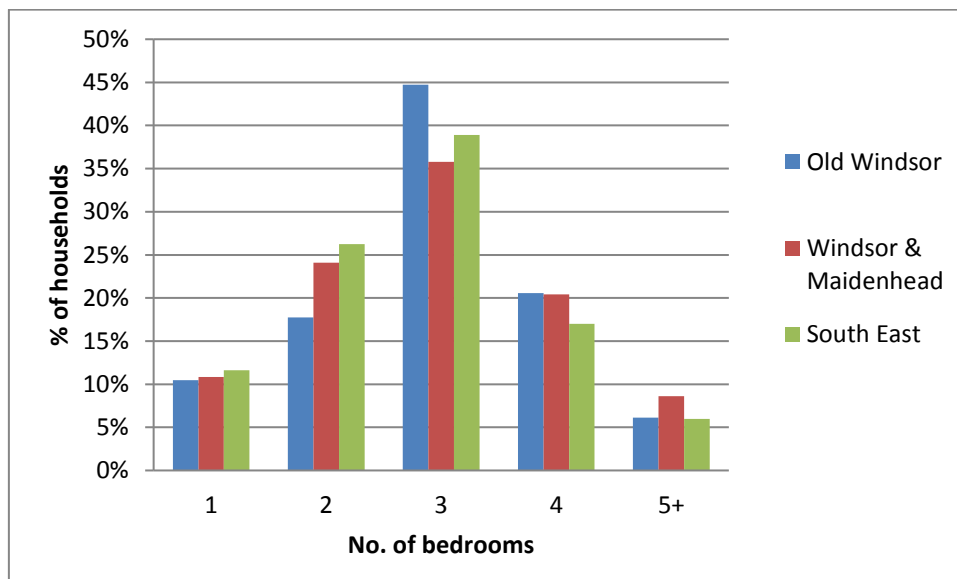
Figure A8: Type of dwelling



Source: 2011 Census

12. This is reinforced when looking at the number of bedrooms that properties in Old Windsor have. Figure A9 shows that it has a very high proportion of 3-bed properties when compared to the Borough or the South East as a whole. By contrast, the proportion of 1- and particularly 2-bed properties is much lower.

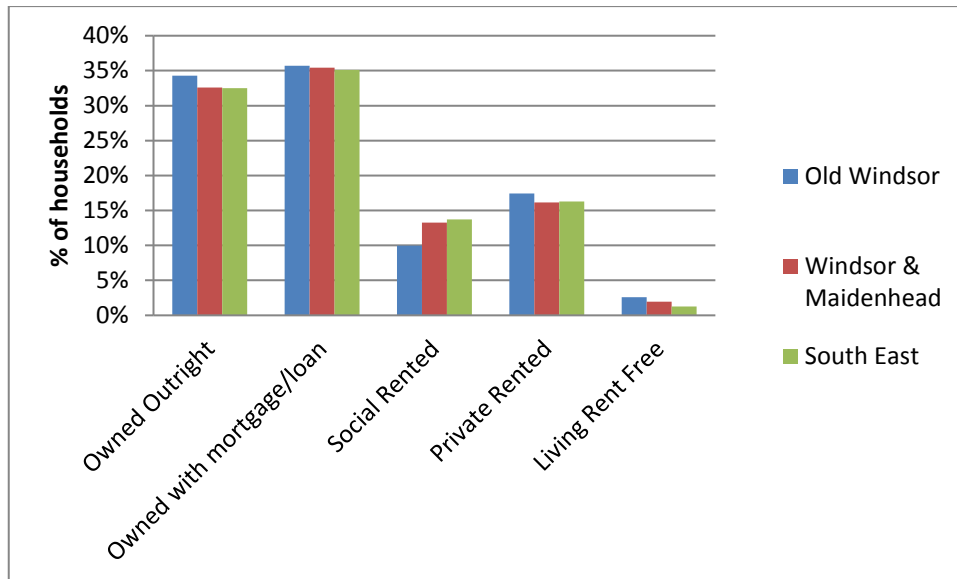
Figure A9: Number of bedrooms



Source: 2011 Census

13. The ownership profile of these dwellings shows that approximately 70% of people own their property which is broadly in line with the Borough average. By contrast, the proportion that are social rented properties is low, at just 10%. This potentially creates issues for people unable to access housing on the open market, either to buy or to rent.

Figure A10: Ownership profile



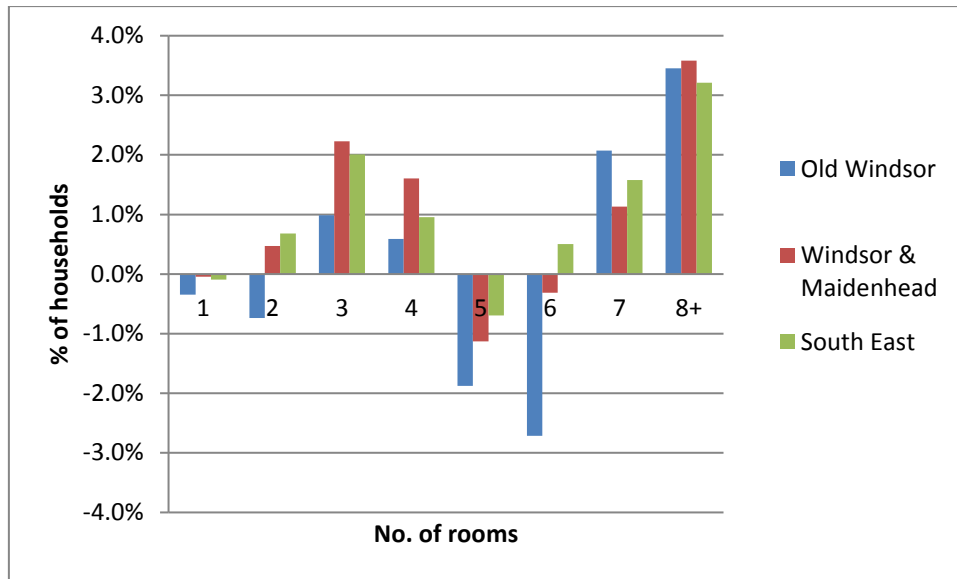
Source: 2011 Census

14. The Windsor and Maidenhead Strategic Housing Market Assessment (SHMA)¹⁴ was published in 2014. This highlighted that affordability is a significant issue. The Borough has significantly higher affordability ratios than the rest of the wider housing market area and the region, i.e. it is harder for the lowest earning local residents to afford to buy a property. The average house price in the Borough was £440,000, compared to an average of £330,000 across the housing market area. The SHMA summarises that it is more difficult to get on the property ladder in Windsor and Maidenhead Borough than it is to move up it.
15. The SHMA proposes that, based on the evidence, 57% of new dwellings by 2029 should be one-bedroom, with a further 22% as two-bedroom dwellings¹⁵. This reflects a significant change in provision compared to the existing stock of properties.
16. This situation for the whole of the Borough certainly applies to Old Windsor. Figure 2.8 showed that Old Windsor has a low proportion of smaller properties. Figure A11 shows that, since 2001, the predominant type of dwelling that has been built is of the largest size – with 7 or more rooms.

¹⁴ GVA (2014) *Royal Borough of Windsor and Maidenhead Strategic Housing Market Assessment*, for Royal Borough of Windsor and Maidenhead

¹⁵ Source: SHMA, Figure 113

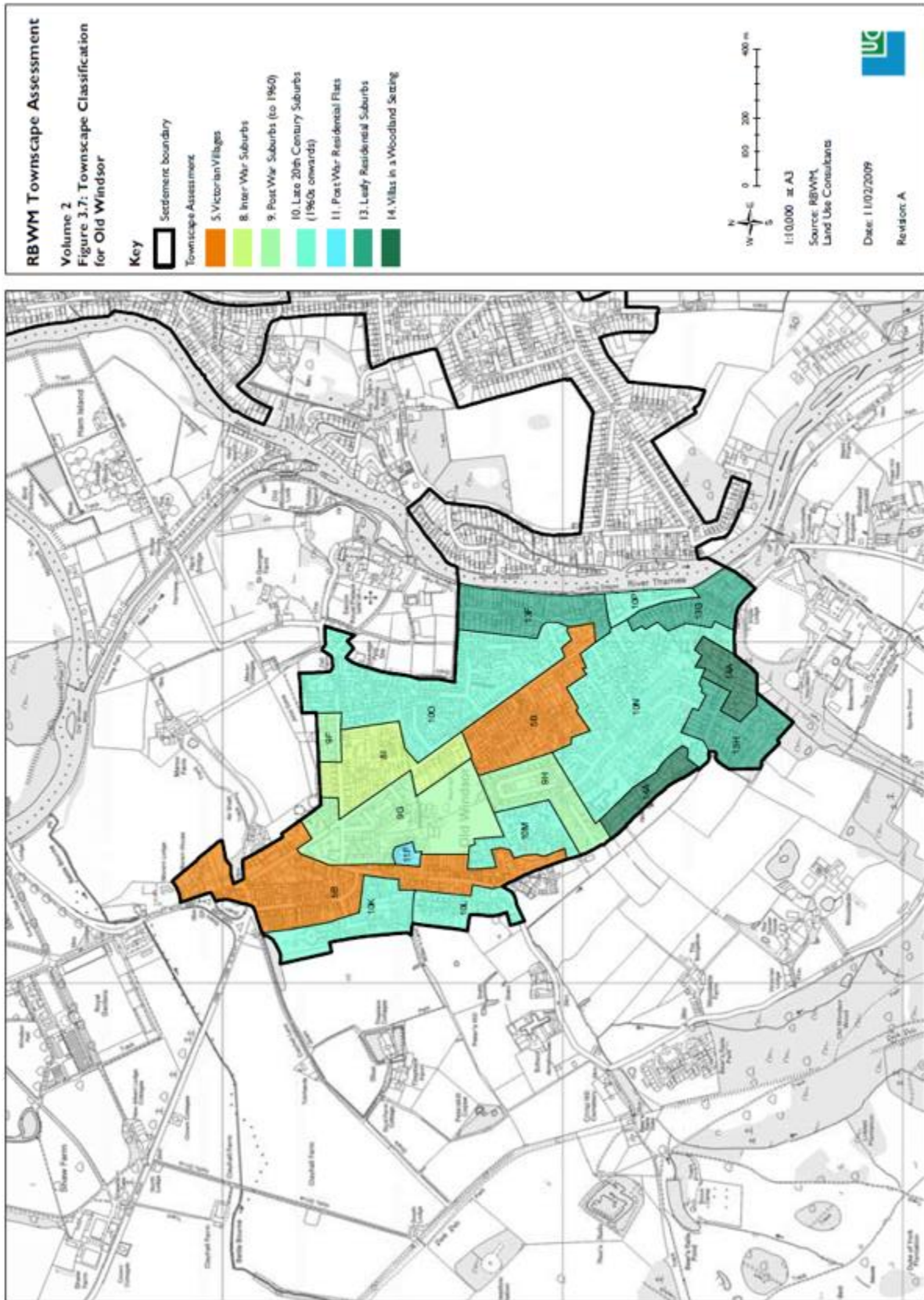
Figure A11: Change in dwelling stock by number of rooms, 2001-2011



Source: 2001 and 2011 Census

17. By contrast, there have been large falls in the number of the very smallest dwellings (1 and 2 rooms) and also of medium-sized properties (5 and 6 rooms). The latter trend, coupled with the relatively limited growth in the overall number of dwellings, suggests that much of the growth in these larger properties is coming from extensions of smaller properties.
18. There is a clear need for new properties that are built in Old Windsor to be smaller dwellings.

Appendix B Townscape Classification



Appendix C Buildings or Structures of Character

1. Penny Royal Almshouses – Crimp Hill



In 1594 Alexander Morley left £20 per year for ever to 'the poore and needy people of Old Windsor'. This money invested in land and other securities and was spent in 1797 on the building of the original almshouses. Throughout their life the almshouses have been regularly maintained to standards suitable at the time. In 1976, six additional almshouses were built and in 1990 the original six were practically rebuilt, retaining the original facades but updating the interior.

2. Fox & Punchbowl - Burfield Road



The first mention of The Fox and Punchbowl is in 1846 when the landlord and the pub also served as the Village Post Office with part of the premises serving as a shop. It appears to have continued as a Public House until the 1960's when it was divided into two private dwellings.

3. Newtonside – Burfield Road



The 'Ramping Cat Cottages' are all that remain of the Ramping Cat Public House that ceased trading around the 1820's. In 1882 the cottages came into the possession of Sir Charles and Lady Murray owners of Newton Court, opposite. In 1882 Lady Murray established the Murray Convalescent Home, taking patients from London Hospitals. At first children, then the elderly and then during the 1st world war it was used for convalescent soldiers. It survived until 1828 and is now private dwellings.

4. Manor Lodge Cottage – Royal Windsor Stained Glass Manufactory – Straight Road



Established shortly after the Tapestry Works in 1878 by Prince Leopold the glass works produced a number of significant pieces of work. Among them a large rose window in the Beaumont Chapel, windows for the Royal Chapel in Windsor, St Edwards Roman Catholic Church, Windsor and in St. Agnes Church in Spital.

When the Tapestry Works closed in 1890 the Stained Glass works was sold and moved to Windsor. The building remained and is now a private dwelling.

5. The Tapestries – The Old Windsor Tapestry Manufactory – Straight Road



The Tapestry was established in 1876 as a local response to the 'Art & Craft' movement popular at the time. Prince Leopold was President of the Committee of Guarantors and weaver were brought to Old Windsor from Aubusson in France.

The central part of the building was the Hall where the weaving took place and the remainder of the building provided homes for the weavers. The works closed in 1890 and the building was used as residential accommodation. The Hall continued to be used as the Village Hall until 1961. In 1970 The Hall was converted into additional flats. The buildings are presently owned by The National Benevolent Charity.

6. The Bells of Ouseley – Straight Road



There has been an Inn on this site for many years. The Bells has featured regularly in both literature and art with references in 'A Voyage up the Thames' published in 1738 and Jerome K Jerome's 'Three Men in a Boat' published in 1889 to name but a couple. The Bells is currently owned by Mitchell & Butlers and is part of their Harvester chain.

7. The Jolly Gardeners – St Lukes Road



In 1830 an Act of Parliament was passed to attempt to control the availability of spirits by permitting the establishment of Beer Houses, they were not allowed to sell spirits. The 'Gardeners' was one of the 3 public houses in the village that was originally a beer house and first traded in 1854 as a 'beer retailer and grocer'.

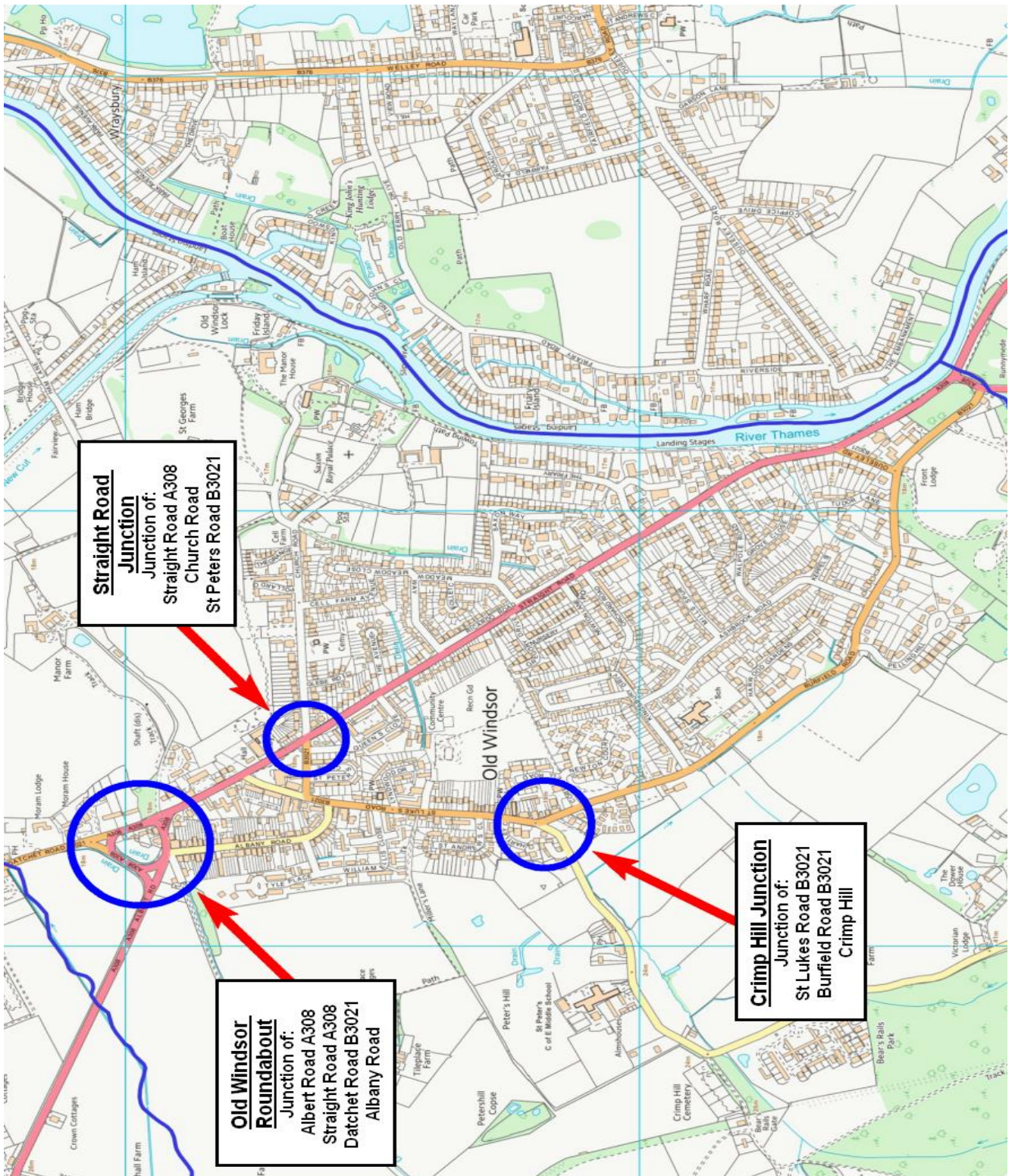
8. The Oxford Blue – Crimp Hill



Thomas Evans joined the Royal Regiment of Horse Guards in 1800, aged 19. He served under Wellington in 1813 and later in 1815 at Waterloo. In 1829 he retired from the army and started the 'Oxford Blue'. The name is derived from the name of his troop, and the gamekeepers' cottages, acquired from the nearby Woodside estate, were converted into an Inn. The licence was transferred from an older pub in the village called The Ramping Cat.

(Source for text: Margaret Gilson – 'Buildings of Old Windsor')

Appendix D Key congested road junctions in Old Windsor



Report Title:	Constitutional Changes – School Improvement Forum - Terms of Reference
Contains Confidential or Exempt Information?	No - Part I
Member reporting:	Councillor Carroll - Deputy Chairman of Cabinet, Adult Social Care, Children’s Services, Health and Mental Health
Meeting and Date:	Council 17 th December 2019
Responsible Officer(s):	Kevin McDaniel, Director of Children’s Services
Wards affected:	All

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REPORT SUMMARY

1. This report proposes a significant change in the terms of reference of the School Improvement Forum as a result of the continuous improvement in the quality of schools in the Borough in recent years.
2. Currently 94% of schools are judged Good or Outstanding by Ofsted, with none considered inadequate. There is no longer value in the Forum having a broad remit to reflect on inspection outcomes.
3. However the results consistently show that young people living with financial disadvantage do significantly less well than their classmates and less well than many disadvantaged children across England. This is a high priority for the Council and the terms of reference are proposed to focus energy and public scrutiny on this important area through collaborative approaches with schools and other interested parties.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That full Council notes the report and:

- i) **Agrees the terms of reference for the School Improvement Forum as detailed in Appendix B.**

2. REASON(S) FOR RECOMMENDATION AND OPTIONS CONSIDERED

- 2.1 The terms of reference for the School Improvement Forum have been set in the Constitution for an extended period and are set out Appendix A. Those terms of reference were designed to support the development of Good and Outstanding schools through the collaborative sharing of inspection results and other elements of good practice. This has contributed to the continual improvement of schools as judged by Ofsted. At 25th November 94% of all schools in the Borough are judged to be Good or Outstanding with none judged inadequate. This compares to 89% nationally at the start of Academic year 2019/20.

- 2.2 As indicated in the last two annual education reports, there continues to be a significant attainment gap for pupils living with financial disadvantage. While this narrows as young people get older, it is still true that those young people achieve less well than both their classmates and other young people facing similar circumstances across England. There is extensive work going on within all schools to support their vulnerable pupils, however the net result across the Borough needs to improve.
- 2.3 The School Improvement Forum is a public forum where the community of schools and the local authority can come together to drive increased collaboration to tackle this issue. The proposed terms of reference in Appendix B set out a clear focus on this issue.
- 2.4 The following options can be considered:

Table 1: Options arising from this report

Option	Comments
Approve the terms of reference detailed in Appendix B Recommended option	This will allow the forum to focus on issues of disadvantaged pupils in line with the Council's key priorities.
Do not approve the terms of reference detailed in Appendix B Not recommended	The Forum will repeat the existing sharing of good practice and school support currently delivered by the school leadership service and the schools community.

3. KEY IMPLICATIONS

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Approve terms of reference in the constitution	Not approved	Approved	n/a	n/a	18 th December 2019

4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 There are no financial impacts as a result of the recommendation.

5. LEGAL IMPLICATIONS

- 5.1 There are no legal implications as a result of the recommendation.

6. RISK MANAGEMENT

- 6.1 The updated terms of reference will provide additional focus on issues of disadvantage.

7. POTENTIAL IMPACTS

- 7.1 Equalities – This change specifically focussed on the needs of young people living with poverty. While not a protected characteristic, the data indicates young people in this group often have a complex set of needs which will be explored through the work of this group.
- 7.2 Climate change/sustainability – None.
- 7.3 Data Protection - None

8. CONSULTATION

- 8.1 The Lead Member for Adult Social Care, Children’s Services, Health and Mental Health (Chairman of the Forum) has been involved in drafting the proposals and piloted the focus during the October 2019 meeting before bringing forward this constitution update.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 Implementation date: Immediately.

10. APPENDICES

- 10.1 This report is supported by one appendix:

- Appendix A: Current terms of reference for School Improvement Forum
- Appendix B: Proposed terms of reference for School Improvement Forum

11. BACKGROUND DOCUMENTS

- This report is supported by one background document: The council constitution.

12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Date returned
Cllr Carroll	Deputy Chairman of Cabinet, Adult Social Care, Children’s Services, Health and Mental Health		9/12/19
Duncan Sharkey	Managing Director	27/11/19	
Mary Severin	Monitoring Officer	27/11/19	29/11/19
Russell O’Keefe	Executive Director	27/11/19	
Andy Jeffs	Executive Director	27/11/19	
Terry Neaves	Interim Section 151 Officer	27/11/19	
Elaine Browne	Head of Law	27/11/19	
Hilary Hall	Director of Adults, Health and Commissioning	27/11/19	27/11/19

Name of consultee	Post held	Date sent	Date returned
Nikki Craig	Head of HR, Corporate Projects and IT	27/11/19	29/11/19
Louisa Dean	Communications and Marketing Manager	27/11/19	29/11/19
Karen Shepherd	Head of Governance	27/11/19	27/11/19

REPORT HISTORY

Decision type:	Urgency item?	To Follow item?
N/A	No	No
Report Author: Clive Haines, Service Manager – School Leadership		

Appendix A: Current Terms of Reference for School Improvement Forum

D7 School Improvement Forum

Purpose:

Objective

To celebrate the success of our schools and support points for action identified in inspections carried out by independent teams under contract to OFSTED and to keep Members regularly informed with regard to the quality of education provided by schools in the Royal Borough which have had additional support from the Authority.

Terms of Reference

- To facilitate a full discussion on all aspects of a school's OFSTED report including points for action
- To monitor, review and evaluate:
 - The effect of the work of the Education Directorate in schools
 - The quality of the education being provided in schools and other educational establishments
 - The outcomes of the internal evaluating and advising in schools by the local authority in respect of subjects, phases and specific surveys
 - The outcomes of schools own plans, developments and self reviews
- To receive updates on specific educational initiatives of the Royal Borough, for example the extra resources for gifted and talented pupils.
- To monitor the progress of schools causing concern, where additional support has been provided.

Membership

- Cabinet Lead Member for Children's Services, Opposition Spokesperson for Children's Services and one other Member from the ruling group.
- When schools are invited to discuss their OFSTED reports and plans for action the Ward Members for the school concerned will also be invited to attend.
- The Headteacher, together with the Chair of Governors, or governor representative will be invited to attend in order to present OFSTED reports and discuss issues.

Quorum

2 Members

Frequency

- Frequency of meetings will be determined by the production of OFSTED reports on schools in the Borough and the need to inform Members.

Appendix B: Proposed Terms of Reference for School Improvement Forum

School Improvement Forum

Purpose

Objectives

To ensure that pupils faced with disadvantages achieve well across the Borough through collaborative approaches which seek to support those with barriers to learning.

To celebrate the success of our schools in providing high quality education across the borough and to ensure that all pupils achieve well.

Terms of Reference

- To shape the programme of collaborative work to support pupil premium children across the borough
- To monitor, review and evaluate:
 - The effectiveness of the projects to support pupils in receipt of additional funding as a result of low income.
 - The progress and learnings from the rollout of the Inclusion Charter Mark across the borough to establish a clear view of the range of inclusive education on offer across the borough
- To consider the annual results and recommend key borough-wide priorities for the next academic year.

Membership

Cabinet Lead Member for Children's Services, Opposition Spokesperson for Children's Services and one other Member from the ruling group.

The three primary cluster chairs and the chair of the secondary heads association will be invited to attend the meeting along with the officers and school leaders working with the projects.

Quorum

2 Members

Frequency

Frequency of meetings will be one per Academic term, timed to fit into the school cluster meeting timetable .

Report Title:	Implementing the Care Act – people in residential accommodation
Contains Confidential or Exempt Information?	No - Part I
Member reporting:	Councillor Carroll, Lead Member for Adult Social Care, Children’s Services, Health and Mental Health
Meeting and Date:	Council – 17 December 2019
Responsible Officer(s):	Hilary Hall, Director of Adults, Health and Commissioning
Wards affected:	All

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REPORT SUMMARY

1. The Royal Borough has a statutory duty, under the Care Act 2014, to meet the eligible support needs of adults in the borough. This includes becoming responsible for funding people who have moved into a registered care home in the borough and who subsequently run out of money, and people who have been assessed as no longer eligible for NHS Continuing Health Care.
2. In the majority of instances, the costs that individuals or the NHS pay for care costs is more than the Royal Borough would usually pay for similar support needs. Whilst the council will always try to negotiate with the current care home to reduce the costs, in the majority of cases, the council exercises its discretion and allows the person to stay in the care home, paying a higher rate than it would for people who have care originally commissioned by the council.
3. The proposed approach, consistent with practice in other local authorities, is to set a personal budget equal to the cost of the council meeting the person’s needs in a care home with a suitable place available. The council would then negotiate with the current provider based on the amount of the personal budget with a view to only funding the person in a care home at that level, or lower.
4. In all cases, the “wellbeing” principle of the Care Act will apply, eg if there is sufficient medical evidence to suggest that moving a person would be significantly detrimental to their wellbeing, then the council will allow the person to stay in their current care home and pay a higher rate.
5. The approach is in line with the Care Act 2014 and will ensure that all people are treated equitably and there is sufficient funding available to meet assessed social care needs for all eligible residents.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Council notes the report and:

- i) **Approves the policy to apply the provisions of the Care Act around costs where the Royal Borough becomes responsible for funding people in care homes who have previously funded their own care costs or had them paid by the NHS.**

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

Options

Table 1: Options arising from this report

Option	Comments
Approve the policy to apply the Care Act where the council becomes responsible for funding people in care homes who have previously funded their own support. This is the recommended option	This is in line with the provisions of the Care Act 2014 and will provide equity for all residents.
Continue to allow people to stay in the care home of their choice regardless of cost.	This does not provide equity for all residents.

Background

- 2.1 The Royal Borough has a statutory duty, under the Care Act 2014, to meet the eligible support needs of adults in the borough. This includes becoming responsible for funding people who have moved into a registered care home in the borough who subsequently run out of money and people who have been assessed as no longer eligible for NHS Continuing Health Care. This applies to people who were funding their own care regardless of whether they lived in the Royal Borough before they moved into the care home or not.
- 2.2 In the majority of instances, the costs that individuals or the NHS pay for care costs is more than the council would usually pay for similar support needs. In the case of people who were funding their own support, this is either because the individual does not have the same buying power as the council or because they have chosen a care home with rates higher than the council would usually commission. In the case of people who were funded by the NHS, it is generally because the person had very high support needs when they moved into the home.
- 2.3 It should be noted that the Royal Borough has a large number of care homes with 1,329 care home beds available for older people. This compares to 391 beds in Slough and 448 in Bracknell Forest whilst serving relatively similar populations. This has the effect of people who are self-funding moving into the borough from other areas due to the supply of beds locally who then become the responsibility of the Royal Borough when they no longer have the funds to pay for their own care.

Current approach

- 2.4 The approach currently taken by the council is to assess the person to determine the support that will meet their needs. If the current care home cannot meet their needs, then the person is moved to a home that is suitable. If the current care home can meet their needs then the council will negotiate a revised rate with the home where possible. The results of negotiations are mixed with some providers reducing their rates and others refusing to negotiate. In the majority of cases, the council exercises its discretion and allows the person to stay in the care home, paying a higher rate than it would for people who have care originally commissioned by the council.

- 2.5 Where the council has taken responsibility for people who were previously funded by their own means or the NHS, the costs are higher than placements that are commissioned by the council from the outset. For example, the average weekly nursing care rates currently paid for people who previously funded their own support is £1,064. The current average weekly nursing care rates for council commissioned placements is £965. Between April and November 2019, the council became responsible for paying for an additional 15 people who previously funded their own support at a cost to the council of £500,000.
- 2.6 According to the Care Act, where a local authority is responsible for meeting a person's care and support needs and their needs have been assessed as requiring a particular type of accommodation in order to ensure that they are met, the person must have the right to choose between different providers of that type of accommodation provided that:
- The accommodation is suitable in relation to the person's assessed needs.
 - To do so would not cost the local authority more than the amount specified in the adult's personal budget for accommodation of that type.
 - The accommodation is available.
 - The provider of the accommodation is willing to enter into a contract with the local authority to provide the care at the rate identified in the person's personal budget on the local authority's terms and conditions.

Proposed approach

- 2.7 The proposed approach, consistent with practice in other local authorities, is to:
- Assess the person to determine the support to meet their needs.
 - Set a personal budget (an amount of money) equal to the cost of the Royal Borough meeting the person's needs in a care home with a suitable place available.
 - Negotiate with the current provider of the care home based on the amount of the personal budget set.
 - If the provider is not willing to meet a rate equal to the personal budget then a third party top up will be sought e.g. from a family member.
 - If a third party top up cannot be agreed then the council will only fund the person in a care home that is equal or lower than the personal budget.
 - In all decisions the "wellbeing" principle of the Care Act will apply e.g. if there is sufficient medical evidence to suggest that moving a person would be significantly detrimental to a person's wellbeing then the council must allow the person to stay in their current care home and pay a higher rate.
- 2.8 The above approach is in line with the Care Act 2014 and removes the discretion to pay higher amounts for people who previously funded their own support. This is to ensure that all people are treated equitably and there is sufficient funding available to meet assessed social care needs.

3. KEY IMPLICATIONS

- 3.1 The key implications are set out in table 2.

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Reduction in the number of spot placements exceeding the council's commissioned rates	More than 2	0-2	0	N/A	31 March 2021

4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 There are no direct financial implications arising from the recommendations in this report. Overall, it should result in a decrease in the number of spot placements made which cost more than the council's commissioned rates which will have a positive impact on the adult social care budget. In addition, it will ensure that all people are treated equitably and there is sufficient funding available to meet assessed social care needs.

5. LEGAL IMPLICATIONS

- 5.1 The Royal Borough has the power to implement this policy which is fully in line with the provisions of the Care Act 2014.

6. RISK MANAGEMENT

- 6.1 The risks and mitigations of implementing the recommendation of this report are set out in table 3.

Table 3: Impact of risk and mitigation

Risks	Uncontrolled risk	Controls	Controlled risk
Lack of understanding of the new approach	MEDIUM	Robust communications strategy. Development of clear letters and FAQs to support residents and their families.	LOW

7. POTENTIAL IMPACTS

- 7.1 Equalities. An Equality Impact Assessment has been completed and is available on the website.
- 7.2 Climate change/sustainability. There are no impacts of the recommendations in relation to climate change / sustainability.
- 7.3 Data Protection/GDPR. There are no data protection/GDPR implications arising from the recommendations of this report.

8. CONSULTATION

- 8.1 Consultation has taken place with the Lead Member for Adult Social Care, Children's Services, Health and Mental Health.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 The full implementation stages are set out in table 4.

Table 4: Implementation timetable

Date	Details
January 2020 onwards	Communication with residents and partners on the new approach. Development of letters and FAQs to support residents and families.

10. APPENDICES

- 10.1 There are no appendices:

11. BACKGROUND DOCUMENTS

- 11.1 This report is supported by one background document:
- Equality Impact Assessment

12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Date returned
Cllr Carroll	Lead Member for Adult Social Care, Children Services, Health and Mental Health	04/12/19	09/12/19
Duncan Sharkey	Managing Director	04/12/19	05/12/19
Russell O'Keefe	Executive Director	04/12/19	
Ruth Watkins	Deputy S151 Officer	04/12/19	05/12/19
Elaine Browne	Head of Law	04/12/19	
Mary Severin	Monitoring Officer	04/12/19	05/12/19
Nikki Craig	Head of HR, Corporate Projects and ICT	04/12/19	
Louisa Dean	Communications	04/12/19	
Kevin McDaniel	Director of Children's Services	04/12/19	
Hilary Hall	Director Adults, Commissioning and Health	04/12/19	04/12/19
Karen Shepherd	Head of Governance	04/12/19	05/12/19

REPORT HISTORY

Decision type:	Urgency item?	To Follow item?
Council decision	No	No

Report Title:	Treasury Management Update 2019/20
Contains Confidential or Exempt Information?	No - Part I
Member reporting:	Councillor Hilton, Lead Member for Finance and Ascot
Meeting and Date:	Full Council – 17 December 2019
Responsible Officer(s):	Terry Neaves, Interim s151 Officer
Wards affected:	All

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REPORT SUMMARY

1. The purpose of this report is to:
 - a) Update Members on the delivery of the Treasury Management Strategy approved by Council on 26th February 2019 at the mid-year point, 30th September 2019 and allows for any changes to be made depending on market conditions;
 - b) This report forms part of the monitoring of the treasury management function as recommended in the Chartered Institute of Public Finance and Accountancy's (CIPFA) Treasury Management Code of Practice which requires that the Council receives a report on its treasury management activity at least twice a year;
 - c) Sets out the Council's projected level of borrowing up to the end of the financial year together with a revised strategy for additional borrowing in the current financial climate; and
 - d) Set out a proposed revision to the council's MRP policy and associated accounting policies for debt repayment.

2. Members are asked to consider a number of changes to the Treasury Management Strategy to accommodate proposed borrowing levels.
 Specifically this report includes:
 - a) a review of the Council's financial investment portfolio for 2019/20 as at 30 September 2019;
 - b) a review of the Council's borrowing strategy for 2019/20;
 - c) a review of compliance with the Council's Treasury and Prudential limits for the first six month of 2018/19; and
 - d) an economic update for the first part of the financial year.

3. The Council has complied with all elements of its Treasury Management Strategy Statement (TMSS) as agreed by Council in February 2019.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That full Council notes the report and approves the following:

i) Lower the Counter Party limits for investments with external bodies from the current limit of £10m to £5m and only lend to institutions with a Fitch rating of A- and above to reduce risk.

ii) Lower the Counter Party limit with the Council's bankers, Lloyds from £12.5m to £7.5m to reduce risk.

iii) Having regard to current Guidance on MRP issued by MHCLG and the "options" outlined in that Guidance and to even out the financing costs of assets over their anticipated life, the Council is recommended to approve the following MRP Statement to take effect from 1 April 2019:

- for all capital expenditure, MRP will be based on expected useful asset lives (Option 3 – asset life), calculated using the annuity method;**
- asset lives will be arrived at after discussion with valuers, but on a basis consistent with depreciation policies set out in the Council's annual Statement of Accounts, and will be kept under regular review;**
- MRP for finance leases and service concession contracts shall be charged over the primary period of the lease, in line with the Guidance;**
- For expenditure capitalised by virtue of a capitalisation direction under section 16(2)(b) of the Local Government Act 2003 or Regulation 25(1) of the 2003 regulations, the 'asset' life should equate to the value specified in the statutory Guidance.**

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

- 2.1** The Authority has adopted the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice (the CIPFA Code) which requires the Authority to approve treasury management mid-year and annual reports.
- 2.2** The Authority's treasury management strategy for 2019/20 was approved at the Council meeting on 26th February 2019. The Authority has borrowed and invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk remains central to the Authority's treasury management strategy.
- 2.3** Regulation 27 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 ('the 2003 Regulations') requires local authorities to 'charge to a revenue account a minimum revenue provision (MRP) for that year'. The minimum revenue provision is an annual amount set aside from the General Fund to meet the cost of capital expenditure that has not been

financed from available resources, namely: grants, developer contributions (e.g. s.106 and community infrastructure levy) revenue contributions, earmarked reserves or capital receipts.

3. KEY IMPLICATIONS

- 3.1 A successful treasury management approach will ensure the security of the Council's assets whilst meeting the liquidity requirements of the Council and ensuring an investment return that meets the target set in the table below.

Table 1: Investment return target

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
A return that exceeds benchmark (Bank of England base rate plus 0.25%)	<0%	>0%	>0.1%	>0.2%	31 March 2020

4. FINANCIAL DETAILS / VALUE FOR MONEY

Half-yearly Review of Treasury Management Activity

- 4.1.1 This report reviews the period from the 1st April 2019 to the 30th September 2019.
- 4.1.2 The Council receives payments in the form of government grants, council tax and business rates. These funds are invested in either fixed rate loans, cash deposits or money market funds with Council approved counterparties. The list of approved counterparties is known as the "Lending List". A copy of the Lending List following this approval is attached to this report as Appendix A.
- 4.1.3 As the Council is not planning to lend funds above cash-flow amounts that vary due to day to day activity it has recommended reducing the counter party limit for individual lenders so that any risk, no matter how small is spread.
- 4.1.4 Whilst total funds under management varied throughout the period, total funds under management at the 30th September 2019 were £22,293,000 (£22,048,000 at 31st March 2019).
- 4.1.5 Appendix B shows the allocation of funds under management by counterparty type at 30th September 2019.
- 4.1.6 The investment return benchmark is 0.25% above Bank of England base rate. The Bank of England base rate is currently 0.75%.
- 4.1.7 The investment return for the 6 months to 30th September 2019 was 1.11% compared to the benchmark of 1.00%.

- 4.1.8 The return on the prepayment of Pension Fund contributions for 2019/20 will be £256,987. This amount is not included in the investment return reported above but it contributes towards budget targets.
- 4.1.9 The Council has not increased its level of long term external debt during the period. As at 30th September 2019 the Authority's total long term external borrowing was £57,049,400, with an average interest rate of 4.97% for the Public Works Loan Board (PWLB) loans and 4.19% for the Lender Option Borrower Option (LOBO) loans borrowed from Barclays and Dexia. Appendix C shows the Authority's external long term borrowing as at 31st March 2019. During the course 2019/20 a total of £2,700,000 will be repaid on existing long term loans in the form of interest payments.
- 4.1.10 The balance of short term loans as at the 30th September 2019 was £33,500,000.
- 4.1.11 An economic assessment at 30th September 2019 by the Council's Treasury Management advisors, Arlingclose is attached as appendix D.

4.2 Borrowing Requirement & Borrowing Strategy

- 4.2.1 The table below shows how the level of long and short term borrowing is projected to change during 2019/20.

Borrowing Type	Actual 31/03/2019	Actual 17/10/2019	Projected 31/03/2020
	£000	£000	£000
Long Term	57,049	57,049	57,049
Short Term – Local Authority	43,835	37,500	99,000
Short Term – LEP	48,501	58,467	19,450
Investments	(20,384)	(30,057)	(16,773)
Net Borrowing	129,001	122,959	158,725

- 4.2.2. The above table projects that the council will need to borrow an additional £61.5m from Local Authorities by 31st March 2020 to finance its capital investment.

- 4.2.3. This is based on the following assumptions:

- (i) The capital programme will be implemented in line with current assumptions – if there is any further slippage within the programme then the short-term borrowing requirement will be lower.
- (ii) Short Term borrowing from the LEP that the Council is the Accountable body for will reduce by some £39m – this represents the payment of grants by the LEP, if this amount changes this could impact on the level of borrowing required.
- (iii) Investments will reduce by some £13.3m – this relates to the LEP balances and could change to some extent.

- 4.2.4. On the basis of the above, £61.5m is probably the maximum level of borrowing that the Council may need but the figures could be lower depending on the assumptions above, especially the implementation of the capital programme.
- 4.2.5. The borrowing requirement set out above has significant financial implications for the Council. Accordingly, the Council has engaged Treasury Management Advisors, Arlingclose to advise on its Borrowing and Treasury Management Strategy.
- 4.2.6. Current market conditions are as follows:-
- (a) there is currently considerable uncertainty within the market, which has had an impact on long term rates
 - (b) The PWLB has increased its rates to 1.5%, which again reduces the option of relatively affordable long term loans.
 - (c) Short term loans are at a significantly lower rate than long term loans currently.
- 4.2.7. On the basis of the above, the short term plan is to take out short term loans of under a year to meet the additional £60m borrowing requirement during 2019/20.
- 4.2.8. Our advisors also advise that it would be sensible to take this money in 3-4 tranches before the end of February 2020 to avoid the risk of higher short term rates in March 2020, when there can be a high demand for short term money.
- 4.2.9. This option exposes the council to the risk that rates could rise. A 1% increase in interest rates for the estimated level of short-term loans could be in the region of £1m.
- 4.2.10. Officers will therefore keep under review options to fix up to 50% of the new borrowing for a longer period during 2020/21. This is on the basis that the uncertainty within financial markets should have reduced by that time and that level of uncertainty will not be costed into interest rates.

4.3 Treasury Management Strategy

- 4.3.1 The Treasury Management Strategy sets out parameters that are designed to govern the level of council borrowing. These are agreed by the Council when it sets its budget.
- (i) **The operational boundary** – sets the maximum level of long term borrowing that the council will incur based on its estimated need to finance its capital investment. It is recognised that the council may borrow in excess of this amount for cash flow purposes i.e. while it waits to receive government grants or other significant income. The limit for 2019/20 is £159m

- (ii) **The authorised limit** – is an absolute limit and sets the absolute maximum level of borrowing that the council can undertake and cannot be exceeded in the short term. The limit for 2019/20 is £181m

4.3.2 On the basis of current projections it is projected the Council will remain within these borrowing limits

4.3.3 The current Treasury Management Strategy also sets out the level of exposure to fixed and variable interest rates as follows:

	19/20 Estimate	20/21 Projection
Fixed interest rate exposure	70%-90%	70%-90%
Variable interest rate exposure	10%-30%	10%-30%

4.3.4 The borrowing strategy outlined above means the Council has fixed its borrowing for the year either with long-term borrowing or short-term borrowing from Local Authorities from between three and six months.

	19/20 Estimate	20/21 Projection
Fixed interest rate exposure	70%-90%	70%-90%
Variable interest rate exposure	10%-30%	10%-30%

4.3.5 The reason more term borrowing was not taken is due to the current uncertainty and movement in Long-term interest rates based on the advice from our Treasury Management advisors Arlingclose.

4.3.6 This will be reviewed further as part of the Treasury Management Strategy that the Council considers in February 2020, when it sets the annual budget and capital programme.

4.3.7 Finally it is recommended that the Council also sets a limit of £5m (£7.5m with its own bankers) for placing money with any financial institution of council, this will again help to reduce investment risk.

4.4 Minimum Revenue Provision (MRP) Policy

4.4.1 Regulation 27 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 ('the 2003 Regulations') requires local authorities to 'charge to a revenue account a minimum revenue provision (MRP) for that year'. The minimum revenue provision is an annual amount set aside from the General Fund to meet the cost of capital expenditure that has not been financed from available resources, namely: grants, developer contributions (e.g. s.106 and community infrastructure levy) revenue contributions, earmarked reserves or capital receipts.

- 4.4.2 Setting aside MRP is sometimes referred to as setting aside monies for borrowing, implying that this is setting aside money for repaying external borrowing. In fact the requirement for MRP set aside applies even if the capital expenditure is being financed from the Council's own cash resources and no external borrowing or new credit arrangement has been entered into.
- 4.4.3 Regulation 28 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003, as amended (Statutory Instrument 3146/2003) requires full Council to approve a Minimum Revenue Provision (MRP) Statement setting out the policy for making MRP and the amount of MRP to be calculated which the Council considers to be prudent. This statement is designed to meet that requirement.
- 4.4.4 In setting a prudent level of MRP local authorities are required to "have regard" to guidance issued from time to time by the Secretary of State for Housing, Communities and Local Government. The latest version of this guidance (version four) was issued by Ministry of Housing, Communities and Local Government (MHCLG) in February 2018.
- 4.4.5 In setting a level which the Council considers to be prudent, the Guidance states that the broad aim is to ensure that debt is repaid over a period reasonably commensurate with that over which the capital expenditure provides benefits to the Council.
- 4.4.6 The Guidance sets out four "possible" options for calculating MRP, as set out below:

Option	Calculation method	Applies to
1: Regulatory method	Formulae set out in 2003 Regulations (later revoked)	Expenditure incurred before 1 April 2008
2: CFR method	4% of Capital Financing Requirement	Expenditure incurred before 1 April 2008
3: Asset life method	Amortises MRP over the expected life of the asset	Expenditure incurred after 1 April 2008
4: Depreciation method	Charge MRP on the same basis as depreciation	Expenditure incurred after 1 April 2008

- 4.4.7 Two main variants of Option 3 are set out in the Guidance (i) the equal instalment method and (ii) the annuity method. The annuity method weights the MRP charge towards the later part of the asset's expected useful life and is increasingly becoming the most common MRP method for local authorities.
- 4.4.8 The Guidance also includes specific recommendations for setting MRP in respect of finance lease, investment properties and revenue expenditure which

is statutorily defined as capital expenditure under the 2003 Regulations (also referred to as revenue expenditure funded from capital under statute or REFCUS). Examples of REFCUS include: capitalised redundancy costs, loans or grants to third parties for capital purposes, and the purchase of shares in limited companies.

4.4.9 Other approaches are not ruled out however they must meet the statutory duty to make prudent provision each financial year.

4.4.10 In February 2019, the Council approved a policy to calculate MRP:

- as a percentage of the adjusted capital financing requirement based on the estimated life of the assets(s) concerned.

4.4.11 The policy as written does not meet current requirements because use of the adjusted capital financing requirement for setting MRP only relates to capital expenditure incurred before 31 March 2004 and is now obsolete.

4.4.12 Furthermore the policy adopted since 2015/16 has been to apply the asset life method for MRP to all capital expenditure because:

- capital expenditure had ceased to be supported capital expenditure i.e. capital expenditure supported by revenue support grant or equivalent; and
- the asset life method was deemed to be more prudent than the previous CFR method, because the asset life method fully redeems the unfinanced expenditure whereas the CFR does not as it uses a reducing balance approach.

Revised Minimum Revenue Provision (MRP) Policy for 2019/20

4.4.13 Having regard to current Guidance on MRP issued by MHCLG and the “options” outlined in that Guidance and to even out the financing costs of assets over their anticipated life, the Council is recommended to approve the following MRP Statement to take effect from 1 April 2019:

- for all capital expenditure, MRP will be based on expected useful asset lives (Option 3 – asset life), calculated using the annuity method;
- asset lives will be arrived at after discussion with valuers’, but on a basis consistent with depreciation policies set out in the Council’s annual Statement of Accounts, and will be kept under regular review;

4.4.14 The annuity method is a similar approach to a repayment mortgage where the principal repayments increase through the life of the asset in comparison to a straight line method which repays the same amount of principal each year. This will result in the Council paying less for its capital financing costs over the medium term than it otherwise would have under the old methodology, although principal repayments will increase as interest rate payments reduce over the life

of the asset. An approach now being taken by most large authorities as more accurately reflecting the value of the asset.

4.4.15 MRP for finance leases and service concession contracts shall be charged over the primary period of the lease, in line with the Guidance,

4.4.16 For expenditure capitalised by virtue of a capitalisation direction under section 16(2)(b) of the Local Government Act 2003 or Regulation 25(1) of the 2003 regulations, the 'asset' life should equate to the value specified in the statutory Guidance.

In applying 'Option 3':

- MRP should normally begin in the financial year following the one in which the expenditure was incurred. However, in accordance with the statutory guidance, commencement of MRP may be deferred until the financial year following the one in which the asset becomes operational;
- the estimated useful lives of assets used to calculate MRP should not exceed a maximum of 50 years except as otherwise permitted by the guidance (and supported by valuer's advice);
- if no life can reasonably be attributed to an asset, such as freehold land, the estimated useful life should be taken to be a maximum of 50 years;

5. LEGAL IMPLICATIONS

5.1 In producing and reviewing this report the Council is meeting legal obligations to manage its funds properly.

6. RISK MANAGEMENT

Risks	Uncontrolled Risk	Controls	Controlled Risk
That a counterparty defaults on repayment of a loan resulting in a loss of capital for the Council	MEDIUM	Loans are only made to counterparties on the approved lending list. The credit ratings of counterparties on the lending list are monitored regularly	LOW
That funds are invested in fixed term deposits and are not available to meet the Council's commitment to	MEDIUM	A cashflow forecast is maintained and referred to when investment decisions are made to ensure	LOW

Risks	Uncontrolled Risk	Controls	Controlled Risk
pay suppliers and payroll.		that funds are available to meet the Council's commitment to pay suppliers and payroll.	

7. POTENTIAL IMPACTS

- 7.1 Equalities. None identified, it's a change in accounting policy.
- 7.2 Climate change/sustainability. None identified, it's a change in accounting policy.
- 7.3 Data Protection/GDPR. None identified, it's a change in accounting policy.

8. CONSULTATION

8.1 Not applicable

9. TIMETABLE FOR IMPLEMENTATION

9.1 This section is not applicable.

10. APPENDICES

- 10.1 This report is supported by four appendices:
- Appendix A – Approved Lending List
 - Appendix B – Summary of Funds Invested
 - Appendix C – External Long Term Borrowing at 30th September 2019
 - Appendix D – Economic Assessment at 30th September 2019

11. BACKGROUND DOCUMENTS

- 11.1 This report is supported by two background documents:
- Budget Report to Council 26 February 2019
 - Treasury Management Strategy to Council 26 February 2019

12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Date returned
Cllr Hilton	Lead Member for Finance	3/12/19	9/12/19
Duncan Sharkey	Managing Director	3/12/19	3/12/19
Russell O'Keefe	Director of Place	3/12/19	
Terry Neaves	Interim Section 151 Officer	3/12/19	3/12/19

Name of consultee	Post held	Date sent	Date returned
Elaine Browne	Head of Law	3/12/19	4/12/19
Nikki Craig	Head of HR, Corporate Projects & ICT	3/12/19	
Louisa Dean	Communications	3/12/19	
Kevin McDaniel	Director of Children's Services	3/12/19	
Hilary Hall	Director of Adults, Commissioning & Health	3/12/19	6/12/19
Karen Shepherd	Head of Governance	3/12/19	3/12/19
Aron Kleiman	External Auditors, Deloitte	3/12/19	6/12/19

REPORT HISTORY

Decision type: Council decision	Urgency item? No	To Follow item? No
Report Author: Terry Neaves, Interim s151 Officer		

APPENDIX A

**Royal Borough of Windsor & Maidenhead Approved Counterparty List @ 03/10/17
(Approved by Cabinet on 28/09/17 following addition of AFC)**

Fitch Ratings	FITCH ShortTerm Rating	FITCH Long Term Rating	FITCH Outlook	Current Max. Sum To Be Lent £m	Proposed 18.12.19 Max. Sum To Be Lent £m
UK					
Government					
Debt Management Office	F1+	AA	Negative (watch)	no limit	no limit
Banks					
Abbey National Treasury	F1	A	Negative (watch)	15.0	5.0
Australia and New Zealand Bank	F1+	AA-	Negative	5.0	5.0
Barclays Bank	F1	A+	Negative (watch)	15.0	5.0
Clydesdale Bank	F2	A-	Negative (watch)	15.0	5.0
HSBC	F1+	AA-	Negative (watch)	15.0	5.0
Lloyds Banking Group	F1	A+	Negative (watch)	15.0	7.5
National Australia Bank Ltd	F1+	AA-	Negative	5.0	5.0
Royal Bank of Canada	F1+	AA	Stable	5.0	5.0
Royal Bank of Scotland	F1	A	Negative (watch)	15.0	5.0
Santander UK	F1	A+	Negative (watch)	15.0	5.0
Standard Chartered	F1	A	Stable	15.0	5.0
Ulster Bank	F1	A+	Negative (watch)	5.0	5.0
Building Societies (max £3m per loan)					
All Building Societies with total group assets greater than £6 billion and FITCH Long term rating of BBB or better					
Coventry	F1	A-	Negative (watch)	5.0	5.0
Nationwide	F1	A	Negative (watch)	5.0	5.0
Yorkshire	F1	A-	Negative (watch)	5.0	5.0
Leeds	F1	A-	Negative (watch)	5.0	5.0
Skipton	F1	A-	Negative (watch)	5.0	5.0
Local Authorities					
All UK Local Authorities, with the exception of those with reported financial irregularities.				10.0	5.0
Money Market Funds					
All money market funds with a Fitch AAA long term credit rating, including:					
Federated Short Term Sterling Prime Fund		AAA		10.0	5.0
Invesco Sterling Liquidity Fund		AAA		10.0	5.0
Aberdeen Sterling Liquidity Fund		AAA		10.0	5.0
Insight GBP Liquidity Fund		AAA		10.0	5.0
LGIM Sterling Liquidity Fund		AAA		10.0	5.0
Revolving Credit Facility					
Achieving for Children - Contracted Cashflow facility				11.7	11.7
Financial Services Companies					
Kames Capital				1.0	1.0
Legal & General				1.5	1.5
RBWM associated companies					
Flexible Home Improvement Loans Ltd				0.5	0.5
RBWM Property Company Ltd				1.5	1.5

SHORT TERM RATING

Expectation of timely repayment of financial commitments.

F1+ is most likely to repay on time, F1 Highest Credit, F2 Good, F3 Fair, B Speculative, C High Default Risk

LONG TERM RATING

Expectation of credit risk. AAA is the least risky, ie little credit risk. AA Very High Credit, A High, BBB Good.

Below BBB indicates non-investment grade

Investments**Appendix B**

	Balance at	Balance at
	31/03/19	30/09/19
	£'000	£'000
Fixed Term Deposits		
RBWM Trading Companies	1,664	1,458
Revolving Credit Facility		
Achieving For Children	6,084	4,654
Cash equivalents		
Money Market Funds	14,300	16,000
Cash deposit accounts	-	
Total Investments	22,048	22,112

External Long Term Borrowing at 30th September 2019

Fixed Term Borrowing - PWLB		
Duration in years	Repayment Date	Loan Value £000s
25	25/09/21	785
25	08/06/29	7,500
26	25/09/29	2,500
26	23/09/30	10,000
25	08/12/30	5,000
30	25/09/33	5,000
45	08/12/50	5,000
45	08/12/50	5,000
60	25/03/55	1,600
60	25/09/55	1,000
60	25/03/56	400
60	25/09/56	265
Total Fixed Term Borrowing		44,049

Maturity Analysis at 30.9.19		
Maturing Within	Amount £000s	Average Rate
1 Year	0	0.00%
1 to 2 Years	0	0.00%
2 to 5 Years	785	8.00%
5 to 10 Years	0	0.00%
10 to 15 Years	30,000	4.79%
15 to 20 Years	0	4.80%
20 to 25 Years	0	0.00%
25 to 30 Years	0	0.00%
30 to 35 Years	10,000	4.20%
35 to 40 Years	3,265	8.18%
40 to 45 Years	0	0.00%
TOTAL	44,049	4.97%

LOBO Loans at 30th September 2019

Fixed Term Borrowing			
	Duration/ Type	Repayment Date	Loan Value £000s
Lenders Option Borrowers Option (LOBO)			
Barclays	60yrs/15yrs fixed, 6mth LOBO	19/07/66	5,000
Dexia	35yrs/5yrs fixed, 5yr LOBO	26/01/43	8,000
Total Fixed Term Borrowing			13,000

Maturity Analysis at 30.09.19		
Maturing Within	Amount £000s	Average Rate
5 to 30 Years	8,000	4.19%
30 to 55 Years	5,000	4.19%
TOTAL	13,000	4.19%

Economic Assessment Provided by Treasury Management Advisors Arlingclose

Economic background: UK Consumer Price Inflation (CPIH) fell to 1.7% year/year in August 2019 from 2.0% in July, weaker than the consensus forecast of 1.9% and below the Bank of England's target. The most recent labour market data for the three months to July 2019 showed the unemployment rate edged back down to 3.8% while the employment rate remained at 76.1%, the joint highest since records began in 1971. Nominal annual wage growth measured by the 3-month average excluding bonuses was 3.8% and 4.0% including bonuses. Adjusting for inflation, real wages were up 1.9% excluding bonuses and 2.1% including.

The Quarterly National Accounts for Q2 GDP confirmed the UK economy contracted by 0.2% following the 0.5% gain in Q1 which was distorted by stockpiling ahead of Brexit. Only the services sector registered an increase in growth, a very modest 0.1%, with both production and construction falling and the former registering its largest drop since Q4 2012. Business investment fell by 0.4% (revised from -0.5% in the first estimate) as Brexit uncertainties impacted on business planning and decision-making.

Tensions continued between the US and China with no trade agreement in sight and both countries imposing further tariffs on each other's goods. The US Federal Reserve cut its target Federal Funds rates by 0.25% in September to a range of 1.75% - 2%, a pre-emptive move to maintain economic growth amid escalating concerns over the trade war and a weaker economic environment leading to more pronounced global slowdown. The euro area Purchasing Manager Indices (PMIs) pointed to a deepening slowdown in the Eurozone. These elevated concerns have caused key government yield curves to invert, something seen by many commentators as a predictor of a global recession. Market expectations are for further interest rate cuts from the Fed and in September the European Central Bank reduced its deposit rate to -0.5% and announced the recommencement of quantitative easing from 1st November.

The Bank of England maintained Bank Rate at 0.75% and in its August Inflation Report noted the deterioration in global activity and sentiment and confirmed that monetary policy decisions related to Brexit could be in either direction depending on whether or not a deal is ultimately reached.

Financial markets: After rallying early in 2019, financial markets have been adopting a more risk-off approach in the following period as equities saw greater volatility and bonds rallied (prices up, yields down) in a flight to quality and anticipation of more monetary stimulus from central banks. The Dow Jones, FTSE 100 and FTSE 250 are broadly back at the same levels seen in March/April.

Gilt yields remained volatile over the period on the back of ongoing economic and political uncertainty. From a yield of 0.63% at the end of June, the 5-year benchmark gilt yield fell to 0.32% by the end of September. There were falls in the 10-year and 20-year gilts over the same period, with the former dropping from 0.83% to 0.55% and

the latter falling from 1.35% to 0.88%. 1-month, 3-month and 12-month LIBID (London Interbank Bid) rates averaged 0.65%, 0.75% and 1.00% respectively over the period.

Recent activity in the bond markets and PWLB interest rates highlight that weaker economic growth remains a global risk. The US yield curve remains inverted with 10-year Treasury yields lower than US 3-month bills. History has shown that a recession hasn't been far behind a yield curve inversion. Following the sale of 10-year Bunds at -0.24% in June, yields on German government securities continue to remain negative in the secondary market with 2 and 5-year securities currently both trading around -0.77%.

Credit background: Credit Default Swap (CDS) spreads rose and then fell again during the quarter, continuing to remain low in historical terms. After rising to almost 120bps in May, the spread on non-ringfenced bank NatWest Markets plc fell back to around 80bps by the end of September, while for the ringfenced entity, National Westminster Bank plc, the spread remained around 40bps. The other main UK banks, as yet not separated into ringfenced and non-ringfenced from a CDS perspective, traded between 34 and 76bps at the end of the period.

There were minimal credit rating changes during the period. Moody's upgraded The Co-operative Bank's long-term rating to B3 and Fitch upgraded Clydesdale Bank and Virgin Money to A-.