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NOTICE OF MEETING

CABINET

will meet on

THURSDAY, 30TH JANUARY, 2020

At 7.00 pm

in the

COUNCIL CHAMBER - TOWN HALL, MAIDENHEAD

TO: MEMBERS OF CABINET

Councillor Johnson, Leader of the Council and Chairman of Cabinet, Business, Economic Development and Property

Councillor Rayner, Deputy Leader of the Council, Resident & Leisure Services, HR, IT, Legal, Performance Management & Windsor

Councillor Carroll, Deputy Chairman of Cabinet, Adult Social Care, Children's Services, Health and Mental Health

Councillor Cannon, Public Protection and Parking

Councillor Clark, Transport and Infrastructure

Councillor Coppinger, Planning and Maidenhead

Councillor Hilton, Finance and Ascot

Councillor McWilliams, Housing, Communications and Youth Engagement

Councillor Stimson, Environmental Services, Climate Change, Sustainability, Parks and Countryside

Karen Shepherd – Head of Governance - Issued: Wednesday, 22 January 2020

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

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AGENDA

PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
1.	<u>APOLOGIES FOR ABSENCE</u> To receive any apologies for absence	-
2.	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest	7 - 8
3.	<u>MINUTES</u> To consider the Part I minutes of the meeting held on 19 December 2019.	9 - 14
4.	<u>APPOINTMENTS</u>	-
5.	<u>FORWARD PLAN</u> To consider the Forward Plan for the period February 2020 to May 2020	15 - 22
6.	<u>CABINET MEMBERS' REPORTS</u> Planning and Maidenhead i. JCEB Minerals & Waste Plan - Additional Regulation 18 Consultation Finance and Ascot ii. Council Tax Base 2020-21	- 23 - 32 33 - 42
7.	<u>LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC</u> To consider passing the following resolution:- "That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on items 8-9 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act"	

PART II

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
8.	<p><u>MINUTES</u> To consider the Part II minutes of the meeting of Cabinet held on 19 December 2019.</p> <p><i>(Not for publication by virtue of Paragraph 1, 2, 3, 4, 5, 6, 7 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></p>	43 - 44
9.	<p><u>CABINET MEMBERS' REPORTS</u></p> <p>Leader of the Council and Chairman of Cabinet, Business, Economic Development and Property</p> <p>i. St Cloud Way, Maidenhead - Site Proposal</p> <p><i>(Not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></p> <p>Finance and Ascot</p> <p>ii. Renewal of the Council's Insurance Policies</p> <p><i>(Not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></p> <p>Leader of the Council and Chairman of Cabinet, Business, Economic Development and Property</p> <p>iii. Business Rates Write off Request</p> <p><i>(Not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></p> <p>Leader of the Council and Chairman of Cabinet, Business, Economic Development and Property</p> <p>iv. Freehold Sale of Brocket, Boyn Hill, Maidenhead</p> <p><i>(Not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></p>	<p>-</p> <p>45 - 54</p> <p>55 - 120</p> <p>121 - 124</p> <p>125 - 130</p>

Leader of the Council and Chairman of Cabinet, Business, Economic Development and Property

v. Extension of Commercial Lease

131 - 136

(Not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)

Details of representations received on reports listed above for discussion in the Private Meeting:

None received

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MEMBERS' GUIDE TO DECLARING INTERESTS IN MEETINGS

Disclosure at Meetings

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

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

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

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

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

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

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

Prejudicial Interests

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

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

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

Personal interests

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

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

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Agenda Item 3

CABINET

THURSDAY, 19 DECEMBER 2019

PRESENT: Councillors David Cannon, Andrew Johnson (Chairman), David Coppinger, Samantha Rayner, Stuart Carroll (Vice-Chairman), David Hilton, Gerry Clark, Donna Stimson and Ross McWilliams

Also in attendance: Cllr Bateson, Cllr Sharpe, Cllr Price and Cllr Jones.

Officers: Duncan Sharkey, Russell O'Keefe, Kevin McDaniel, Louisa Dean, Peter Robinson, Nikki Craig, Hilary Hall and David Cook.

Prior to the start of the agenda the Chairman expressed Cabinets condolences to the Tivoli employee who recently died in a tragic event whilst working. The Chairman expressed deepest sympathies to the family, friends and colleagues of the individual.

APOLOGIES FOR ABSENCE

There were no apologies received.

DECLARATIONS OF INTEREST

None received.

MINUTES

RESOLVED UNANIMOUSLY: That the Part I minutes of the meeting held on 28 November 2019 were approved.

APPOINTMENTS

None

FORWARD PLAN

Cabinet considered the contents of the Forward Plan for the next four months and noted the changes made since last published including the following additional items:

- Alexander Gardens – Windsor to be added to January 2020 Cabinet.
- Microsoft Licensing Renewal to be added to February 2020 Cabinet.

CABINET MEMBERS' REPORTS

A) MUFC - REQUEST FOR RELOCATION

The Leader of the Council and Chairman of Cabinet, Business, Economic Development and Property introduced the report regarding the request from MUFC for assistance with the relocation of the existing football stadium and associated buildings.

Cabinet were informed that they had been approached by the football club to see if the council could help them to relocate to another location to assist in their plans to expand and move up the leagues and provide additional sports facilities.

The RBWM Property Company had identified a site at Braywick Park that would be suitable depending on planning consent and the club demonstrating its economic viability of any move.

Cllr Price questioned that there was no additional information regarding the three existing tenancies that may be impacted by the plans, especially SportsAble. She was informed that this related to the Part II appendices.

The Deputy Leader of the Council, Resident and Leisure Services, HR, IT, Legal, Performance Management and Windsor said this was an excellent opportunity to bring a range of sporting activities on one site including the new leisure centre.

Resolved unanimously that: Cabinet notes the report and:

- i) **Approves the release of land identified at appendix D, for nil consideration, to enable the relocation of MUFC.**
- ii) **Delegate's authority to Executive Director of Place, to negotiate draft legal agreements for the release of the land, subject to s.123 report, to be brought back to Cabinet for approval.**

B) BOROUGH-WIDE SEASONAL PLANTING - AWARD OF NEW CONTRACT

The Lead Member for Environmental Services, Climate Change, Sustainability, Parks and Countryside introduced the report that sought a delegation to award a new contract for three years with the option to extend up to a further 2 years, for the borough wider seasonal planters, which includes Barriers, Hanging Baskets, Flower Towers and planting troughs.

Cabinet were informed that the contract was currently renewed every three years and that it was proposed to amend the current offer. The planting mix was being updated to increase the number and type of plants that will support greater biodiversity and sustainability by 30% with the inclusion of for example 'hairy plants' that could attract and absorb traffic based pollutants. The traditional planting mix would provide the remaining 70% of the contract as these were appreciated by our residents.

The Deputy Leader of the Council, Resident and Leisure Services, HR, IT, Legal, Performance Management and Windsor welcomed the report and was pleased to see traditional planting also being retained especially in our tourist areas.

Resolved unanimously that: Cabinet notes the report and:

- i) **Delegate authority to the Head of Communities, in consultation with the Lead Member for Environmental Services, Climate Change, Sustainability and Culture, and the Director of Place to award a contract for three years with an option to extend up to a further two years, providing it is within the current base budget for this activity.**
- ii) **And delegate authority to agree the final details of the precise planting mix and specification, based upon the tender proposal returns received.**

C) ASCOT DISTRICT DAY CENTRE- SURRENDER AND RENEWAL OF LEASE

The Leader of the Council and Chairman of Cabinet, Business, Economic Development and Property introduced the report that requested the surrender of an existing lease and renewal of a new lease to maintain service provision, and allow the Trust to continue to invest in the day centre.

Cabinet were informed that it was proposed to release the existing lease in place of one for 117 years so that the trust could continue to provide services to the local older population for

the future and enable the trustees to further invest in the fabric and apparatus of the operational running of the day centre.

Cabinet were addressed by Mr John Upperton, representing the day centre. Mr Upperton provided Cabinet with the history of the centre informing that during the 1970's a local doctor, Dr Geoffrey Chandler, had recognised that there was a strong need to establish a centre for the elderly within the Ascot District.

It was proposed to open a day centre that would offer support, to enable the elderly to continue living in their own homes for as long as possible by offering a friendly and pleasant environment during the day.

In 1975, with the support of other like minded people within the community, including current trustees, a luncheon club was established. In 1978, a site was obtained from the Royal Borough and funds raised to enable premises to be built. The centre was opened by Lord Lieutenant of Berkshire. In 1985 the temporary building was replaced by the permanent brick building that stands today and continues to be supported by local community and organisations.

Cllr Bateson addressed Cabinet in support of the proposals and informed that the centre also provided meals on wheels that were cooked at the centre and the were open 6 days per week. The centre also ran two holiday trips per year, provided hairdressing and entertainment. There was also a bus service to help get residents to the centre.

The Lead Member for Finance and Ascot reiterated the support for this excellent centre that was self-funded.

Cllr Price questioned if it was prudent to give an additional 99 year lease and asked what the rational behind the decision. She was informed that it provided security to the centre so they could continue to invest and that the parcel of land of not one the council would look to develop on.

Resolved unanimously: that Cabinet notes the report and:

i) Approves the Surrender and Renewal of the Lease for Ascot Day Centre for to The Ascot Day Centre Trust Ltd a term of 117 years at a peppercorn rent ("the Lease"); and

ii) Delegates authority to Executive Director of Place to agree the final details of the Lease.

D) COUNCIL TAX BASE 2020-21

The Lead Member for Finance and Ascot introduced the report that dealt with the statutory requirement to set the Council's tax base for Council Tax for 2020/21.

Cabinet were informed that the tax base was used by Thames Valley Police, Berkshire Fire and Rescue Authority, local Parish Councils as well as the Royal Borough for setting precepts and Council Tax.

464 additional properties had been added to the tax base, which was lower than expected given the level of planning approvals, but these take time to come through the system.

The current collection rate was 99.5% and appendix A showed the number of properties receiving a discount such as 25% fr single occupancy and that after two years empty properties had their discount revoked to encourage bringing properties back in use.

Resolved unanimously: that Cabinet notes the report and:

- i) **Approves the Council Tax base for the whole of the Borough area, for 2020/21 at 68,817 as detailed in this report and appendices. This is an increase of 464 over the 2019/20 base, a 0.7% increase.**
- ii) **Note a Council Tax collection rate of 99.5% for 2020/21.**
- iii) **Note an estimated deficit on the Council Tax Collection Fund in 2019/20 of £142k of which the Council's share is £113k.**

E) COMMISSIONING STRATEGY 2019-2024

The Leader of the Council and Chairman of Cabinet, Business, Economic Development and Property introduced the report to approve a new Commissioning Strategy for the council.

Cabinet were informed that during the last three years, the Royal Borough of Windsor and Maidenhead had significantly changed the way in which it commissions and delivered services. Whilst it had a long history of delivering services through shared arrangements with other authorities and has a number of outsourced arrangements with private sector providers in place, 2016 saw a significant shift in its approach.

The commissioning process provided a systematic approach to determining the best way of optimising cost and outcomes. It did not automatically assume that the outcome of commissioning is outsourcing or alternative delivery models and thus services could be brought back in house if this was the best option.

Resolved unanimously: that Cabinet notes the report and:

- iii) **Approves the Commissioning Strategy 2019-2024.**

F) SCHOOLS CONDITION ALLOCATION 2020-21

The Deputy Chairman of Cabinet, Adult Social Care, Children's Services, Health and Mental Health introduced the report regarding the 2020-21 Schools Condition Allocation and the projects to be funded by it.

Cabinet were informed that although it was a technical report it was still very important. Section 2.9 of the report gave examples of what the fund could be used for to maintain schools of the highest standards.

Approval was being sought now so that works could be scheduled during the summer holidays. The proposed schemes were detailed at appendix A.

The Deputy Leader of the Council, Resident and Leisure Services, HR, IT, Legal, Performance Management and Windsor asked what happens if the grant was below the level of works in the appendix. She was informed that the announcement of the level of funding was expected in January 2020, this had been delayed due to the national elections. It was expected that the amount would be less than the cost of works listed in appendix A and thus they would be prioritised.

Resolved unanimously: that Cabinet notes the report and:

- i) **approves the Children's Services 2020/21 capital bids for schemes to be funded by the School Condition Allocation, and includes them in the overall 2020/21 capital programme. This is subject to any changes that may be required to the list of schemes set out in Appendix A following confirmation of the level of grant and consideration of the overall capital programme by Council.**

ii) approves the listed schemes being put out to tender.

iii) delegates any variation of the list of schemes set out at Appendix A to the Lead Member for Adult Social Care, Children's Services, Health and Mental Health and Director of Children's Services.

G) FINANCIAL UPDATE

The Lead Member for Finance and Ascot introduced the latest financial update report and informed that he would not be producing a report for January 2020 Cabinet as officers would be focusing on the budget build, he would however monitor any movement.

The Lead Member drew to Cabinets attention the last three recommendations that requested approval for:

- The change in scope to the capital scheme for the Revenues & Benefits Document Management System to include HR modules.
- Additional capital budget of £194,000 from the Education and Skills Funding Agency for further enabling works for Forest Bridge School.
- An additional fully funded capital budget of £289,398 for the provision of squash courts funded from S106.

The Lead Member also highlighted paragraph 4.31.that showed one-off income and pressures for 2019-20 only that were not shown in Appendix A. He also highlighted agenda pack page 106 that showed an increase to £16.6m in borrowing by September 2020.

There was an in-year overspend of £3,742,000 being projected, an increased underspend of £132,000 compared to the projection based on spending to the end of September 2019.

Cllr Jones mentioned that point three of the report summary mentioned that if the overspend was not reduced in would impact on the general reserves. She asked if the overspend would be reduced and if not how much would be carried forward into the base budget. The Lead Member responded that he did not believe the overspend would come down and that pressures in children's and adults services would continue into next year as well as some of the revenue and benefits.

Cllr Jones said it would be useful to know ow much of the pressures were demand led and how much was not. It was agreed to discuss this with her outside the meeting. Cllr Carrol also responded that a significant proportion would be demand led.

Resolved unanimously: that Cabinet notes the report and endorses the actions proposed:

- i)The council's projected outturn position for 2019/20 and the mitigations proposed;**
- ii) The budget movements since the previous month;**
- iii) The projected spend on the capital programme; and**
- iv) The projected borrowing for the remainder of the financial year.**
- v) Approves Capital programme slippage and variances as detailed in Appendix E.**
- vi) Approves the change in scope to the capital scheme for the Revenues & Benefits Document Management System to include HR modules.**
- vii) Approves additional capital budget of £194,000 from the Education and Skills Funding Agency for further enabling works for Forest Bridge School.**

- viii) Approves an additional fully funded capital budget of £289,398 for the provision of squash courts.

LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

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

A) MUFC - REQUEST FOR RELOCATION - PART II APPENDICES

The meeting, which began at 7.00 pm, finished at 7.45 pm

CHAIRMAN.....

DATE.....

CABINET

FORWARD PLAN - CHANGES MADE SINCE LAST PUBLISHED:

ITEM	ORIGINAL CABINET DATE	NEW CABINET DATE	REASON FOR CHANGE
Award of Arboricultural Services Contract	30/01/2020	27/02/2020	Further work required
Culture and Community Options	30/01/2020	27/02/2020	Further work required
Nicholson's Walk Shopping Centre and Central House Maidenhead	30/01/2020	27/02/2020	Further work required
Alexandra Gardens Windsor	30/01/2020	27/02/2020	Further work required
New Provision for children and young people with special education needs	30/01/2020	27/02/2020	Ongoing negotiations with potential partners are taking longer than expected
Microsoft Licensing Renewal	n/a	27/02/2020	New item

FORWARD PLAN OF CABINET DECISIONS

NB: The Cabinet is comprised of the following Members: Councillor Johnson, Leader of the Council and Chairman of Cabinet, Business, Economic Development and Property, Councillor Rayner, Deputy Leader of the Council, Resident and Leisure Services, HR, IT, Legal, Performance Management and Windsor, Councillor Carroll, Deputy Chairman of Cabinet, Adult Social Care, Children's Services, Health and Mental Health, Councillor Cannon, Public Protection and Parking, Councillor Clark, Transport and Infrastructure, Councillor Coppinger, Planning and Maidenhead, Councillor Hilton, Finance and Ascot, Councillor McWilliams, Housing, Communications and Youth Engagement, Councillor Stimson, Environmental Services, Climate Change, Sustainability, Parks and Countryside

The Council is comprised of all the elected Members

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

FORWARD PLAN

ITEM	Private Meeting - contains exempt/confidential information? See categories below.	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings	Date and name of meeting	Date of Council decision (if required)
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Revenue Budget Report 2020/21	Open -	The report sets out Council Spending Plans for 2020/21 and indicative spending plans for 2021/22 - 2024/25.	Yes	Lead Member for Finance and Ascot (Councillor David Hilton)	Terry Neaves	Internal process	Cabinet 6 Feb 2020	Council 25 Feb 2020
Treasury Management Strategy 2020/21	Open -	The report sets the parameters for the Council's planned Treasury activity during 2020/21 that reflects the Capital Programme 2020/21-2022/23.	Yes	Lead Member for Finance and Ascot (Councillor David Hilton)	Terry Neaves	Internal process	Cabinet 6 Feb 2020	Council 25 Feb 2020

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

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date and name of meeting	Date of Council decision (if required)
Fees and Charges 2020/21	Open -	The report sets out the Council's proposed Fees and Charges for 2020/21	Yes	Lead Member for Finance and Ascot (Councillor David Hilton)	Terry Neaves	Internal process	Cabinet 6 Feb 2020	Council 25 Feb 2020
Capital Programme 2020/21 – 2022/23	Open -	The report sets out the Council's proposed Capital Programme for 2020/21 – 2022/23 and Capital Strategy 2020/21 – 2024/25.	Yes	Lead Member for Finance and Ascot (Councillor David Hilton)	Terry Neaves	Internal process	Cabinet 6 Feb 2020	Council 25 Feb 2020
Council Funding for Local Organisations	Fully exempt - 3	To consider the award of grants to voluntary organisations	Yes	Leader of the Council and Chairman of Cabinet, Business, Economic Development and Property (Councillor Andrew Johnson)	Karen Shepherd	Grants Panel	Cabinet 6 Feb 2020	
Award of Arboricultural Services Contract	Open -	A Report to seek authority to tender a contract and to delegate the award of the subsequent contract for the borough-wide Arboricultural Services provider with effect from spring 2020.	Yes	Lead Member for Environmental Services, Climate Change, Sustainability, Parks and Country side (Councillor Donna Stimson)	David Scott	Internal Process	Cabinet 27 Feb 2020	

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

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date and name of meeting	Date of Council decision (if required)
Nicholson's Walk Shopping Centre and Central House, Maidenhead	Fully exempt - 3	Sale of Freehold Interest to the long leaseholder	Yes	Leader of the Council and Chairman of Cabinet, Business, Economic Development and Property (Councillor Andrew Johnson)	Russell O'Keefe	Internal process	Cabinet 27 Feb 2020	
Cultural & Community Options	Fully exempt - 3	Options for the relocation and investment in key cultural & community facilities within the regeneration area of Maidenhead.	Yes	Leader of the Council and Chairman of Cabinet, Business, Economic Development and Property (Councillor Andrew Johnson)	Russell O'Keefe	Internal process	Cabinet 27 Feb 2020	
New provision for children and young people with Special Educational Needs	Open -	Permission to consult on options for new facilities in the borough for children and young people with special educational needs	Yes	Deputy Chairman of Cabinet, Adult Social Care, Children's Services, Health and Mental Health (Councillor Stuart Carroll)	Kevin McDaniel	Internal Process	Cabinet 27 Feb 2020	

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

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date and name of meeting	Date of Council decision (if required)
Contract for Nursing Care Home Placements	Open -	Contract Award of a five year contract for 20 nursing care home beds for borough funded residents.	Yes	Deputy Chairman of Cabinet, Adult Social Care, Children's Services, Health and Mental Health (Councillor Stuart Carroll)	Lynne Lidster	Internal process	Cabinet 27 Feb 2020	
Financial Update	Open -	Latest financial update	No	Lead Member for Finance and Ascot (Councillor David Hilton)	Terry Neaves	Internal process	Cabinet 27 Feb 2020	
Windsor Neighbourhood Plan for Business renewal of agreement to their constitution and designation of the Forum	Open -	The Windsor Neighbourhood Plan for Business wish to carry on with producing a Neighbourhood Plan, and need to have the Forum and it's Constitution renewed as they only have a life of 5 years.	No	Planning and Maidenhead (Councillor David Coppinger)	Russell O'Keefe	Internal process for report, public consultation for the process.	Cabinet 27 Feb 2020	

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ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date and name of meeting	Date of Council decision (if required)
Alexandra Gardens Windsor	Fully exempt - 3	Scope & Brief to review the site and its future potential.	No	Leader of the Council and Chairman of Cabinet, Business, Economic Development and Property (Councillor Andrew Johnson)	Russell O'Keefe	Internal process	Cabinet 27 Feb 2020	
Microsoft Licensing Renewal	Part exempt - 3	This report is to seek approval to award a new three year contract for Microsoft Licencing.	yes	Cllr S Rayner, Lead HR, Legal, IT, Resident and Leisure Services and Performance Management	Nikki Craig	Internal process	Cabinet 27 Feb 2020	
Water Contract Procurement	Open -	Water is currently supplied to the Council by Castle Water however there is no formal contract in place. A procurement exercise has been completed through Crown Commercial Services to procure a water supplier and due to the value of the contract, Cabinet sign off is required.	no	Lead Member for Environmental Services, Climate Change, Sustainability, Parks and Country side (Councillor Donna Stimson)	James Thorpe	Internal process	Cabinet 27 Feb 2020	

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ITEM	Private Meeting - contains exempt/ confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date and name of meeting	Date of Council decision (if required)
Standards and Quality of Education in Royal Borough Schools - A review of the Academic Year	Open -	The report outlines the achievements of schools and identifies areas where further development is required.	No	Deputy Chairman of Cabinet, Adult Social Care, Children's Services, Health and Mental Health (Councillor Stuart Carroll)	Kevin McDaniel	Internal process	Cabinet 26 Mar 2020	
Financial Update	Open -	Latest financial update	No	Lead Member for Finance and Ascot (Councillor David Hilton)	Terry Neaves	Internal process	Cabinet 26 Mar 2020	
Home to School and Post 16 Transport Policy	Open	To approve the home to school transport policy.	yes	Deputy Chairman of Cabinet, Adult Social Care, Children's Services, Health and Mental Health (Councillor Stuart Carroll)	Kevin McDaniel	Internal process	Cabinet 30 April 2020	
Financial Update	Open -	Latest financial update	No	Lead Member for Finance and Ascot (Councillor David Hilton)	Terry Neaves	Internal process	Cabinet 30 April 2020	
Financial Update	Open -	To report the outturn position	No	Lead Member for Finance and Ascot (Councillor David Hilton)	Terry Neaves	internal process	Cabinet 28 May 2020	

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

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

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

Report Title:	JCEB Minerals & Waste Plan – Additional Regulation 18 Consultation
Contains Confidential or Exempt Information?	No - Part I
Member reporting:	Councillor Coppinger, Lead Member for Planning
Meeting and Date:	Cabinet - 30 January 2020
Responsible Officer(s):	Russell O’Keefe, Executive Director & James Carpenter, Interim Head of Planning
Wards affected:	All

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REPORT SUMMARY

1. The borough is working with Bracknell Forest, Reading and Wokingham Borough councils to produce a Joint Central and Eastern Berkshire (JCEB) Minerals and Waste Plan. The councils are using Hampshire Services as a consultant to undertake this work.
2. The draft JCEB Minerals and Waste Plan was published in August 2018 for consultation under Regulation 18. Since this consultation, there have been two further call for sites exercises and a Regulation 18 consultation (in July/August 2019) on whether an additional site (Bray Quarry Extension) should be included in the Proposed Submission version of the plan.
3. It is now proposed to hold a further Regulation 18 consultation on a number of issues, including an ‘Areas of Search’ approach (for sand and gravel extraction) and two further sites proposed for allocation. It is also proposed to include a policy that would enable the past performance of the operator to be taken into account at the planning application stage.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

- i) Approves a consultation, under Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012, on several issues related to the emerging Joint Central and Eastern Berkshire (JCEB) Minerals & Waste Plan, including the proposed area of search approach and two new allocations;
- ii) Approves the publication of consultation documents related to the above Regulation 18 consultation for the JCEB Minerals and Waste Plan; and
- iii) Authorises the Head of Planning, in consultation with the Portfolio Holder, to make any minor amendments necessary to the consultation documents prior to community involvement.

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

Background

- 2.1 The unitary authorities in Berkshire have responsibility for planning for the future production of minerals and for the management of waste disposal within the Berkshire area. Minerals and Waste is an area of planning which is strategic in nature and as such is better planned for on a larger geography than an individual unitary authority.
- 2.2 The Royal Borough of Windsor and Maidenhead is working with Bracknell Forest, Reading and Wokingham Borough councils to produce a Joint Central and Eastern Berkshire (JCEB) Minerals and Waste Plan which will guide minerals and waste decision-making in the Plan area for the period up to 2036. The councils are using Hampshire Services as a consultant to undertake this work.
- 2.3 A draft version of the Minerals and Waste Plan was published from August to October 2018 for consultation under Regulation 18 of the Town and Country Planning (Local Planning) Regulations 2012. Since then, there have been two 'call for sites' exercises and also a further site specific Regulation 18 consultation on whether Bray Quarry Extension should be included in the submission version of the Minerals and Waste Plan as an additional allocation for sand and gravel extraction. 41 responses were received, including from Highways England, Historic England and Environment Agency who all raised concerns. It is not yet clear if any of these are 'showstoppers' but there is uncertainty over whether the site is suitable for allocation.
- 2.4 Following the consultation on Bray Quarry Extension, a planning application at Bridge Farm, Arborfield (one of the proposed allocations in the Draft Plan) for mineral extraction was refused by Wokingham Borough Council. The landowner has shelved any plans for extraction and so the site cannot be allocated in the Plan. Another site in the Draft Plan at Ham Island has also been ruled out.
- 2.5 It is therefore clear that there is a significant shortfall in mineral capacity in terms of site allocations to meet the identified future needs in the JCEB area. If the plan were to be submitted for examination now, it is considered that there would be a significant risk that it would be found unsound due to the shortfall in capacity. Therefore it has been necessary to undertake additional work to reduce this risk.
- 2.6 Two potentially suitable new sites were put forward in the most recent call for sites, and it is necessary to consult on these. Hampshire Services have also proposed other changes to address the mineral supply shortfall, including a sand and gravel 'area of search' and a new policy which seeks to ensure the past performance of minerals and waste operators can be taken into account in decision-making. It is proposed to hold an additional Regulation 18 consultation on these proposed changes to the plan. These changes will be examined in more detail below.

Area of Search approach

- 2.7 National planning practice guidance states that mineral planning authorities should plan for the steady and adequate supply of minerals in one or more of the following ways (in order of priority):
1. Designating Specific Sites;
 2. Designating Preferred Areas (areas of known resources where planning permission might reasonably be anticipated) and/or
 3. Designating Areas of Search (areas where knowledge of mineral resources may be less certain but within which planning permission may be granted, particularly if there is a potential shortfall in supply).'
- 2.8 In preparing the Joint Minerals and Waste Plan, the intended approach was to designate specific sites for minerals development as this provides the most certainty to developers and local residents. Despite numerous 'call for sites', insufficient minerals sites have been identified. Therefore, the Central & Eastern Berkshire Authorities are proposing to demonstrate the potential for provision within the Plan area by outlining a sand and gravel 'Area of Search'. It is important to note that a proposal identified within an Area of Search is not guaranteed planning permission. A planning application will still be required and development will only be permitted if it is in accordance with all relevant policies within the Plan.
- 2.9 There is no formal guidance on defining areas of search. The presence of mineral is the basis for defining any area but the inclusion of other criteria to be applied can vary. The National Planning Policy Framework (NPPF) sets out a clear policy approach on where development should be avoided in order for it to be sustainable. These designations include:
- Special Protection Areas, Special Areas of Conservation and Ramsar sites;
 - Sites of Special Scientific Interest;
 - Ancient Woodland;
 - Listed Buildings and Conservation Areas;
 - Scheduled Ancient Monuments;
 - Historic Registered Parks and Gardens; and
 - Registered Battlefields.
- 2.10 In addition to the above designations, built up areas have been excluded from the Area of Search. Lastly, to encourage viable proposals, areas smaller than 3ha have not been included in the Area of Search as this is not viable for extraction. The resulting 'NPPF compliant' Area of Search is outlined in Appendix A. It is proposed that Policy M4 (locations for sand and gravel extraction) in the Draft Plan will be amended to include the Area of Search.

Proposed Additional Allocations

- 2.11 Two new sand and gravel extraction allocations are proposed, one at land west of Basingstoke Road, Spencers Wood (in Wokingham) and one between Horton Brook and Poyle Quarry in the Royal Borough. Both sites were proposed in the Call for Sites exercise held in October/November 2019. The former is about 25

hectares in size and consists of agricultural land. There is currently limited information on the quantity and quality of sand and gravel on this site.

- 2.12 The latter site is a narrow strip of land with an area of 3.75 hectares between two existing mineral extraction sites, one being worked now (Horton Brook Quarry) and another with planning permission (Poyle Quarry). This is shown in Appendix B. The site has been promoted jointly by the two operators (Summerleaze and Jayflex) and could deliver about 250,000 tonnes of sand and gravel. It would be accessed from the east (Poyle Quarry). However, there is an existing bridleway (public right of way) running through this site and this would need to be diverted during the works and reinstated afterwards. The bridleway suffers from environmental problems at present, including a waste transfer station at its southern end. Lorries using the route to access the waste transfer site can cause conflict with users of the bridleway. This, and the fences either side of the bridleway, mean that users experience a poor quality environment. The proposal therefore has the potential to facilitate significant improvements to this bridleway when it is reinstated. This could help to deliver the aspirations of the Colne Valley Regional Park in terms of improving community access and countryside recreation.

Operator Performance Policy

- 2.13 During the consultation on the 'Draft Plan' in autumn 2018, a number of responses from local residents raised concerns regarding the operation of existing sites. A variety of operational, environmental and amenity issues were raised and the suitability of safeguarding or allocating sites with ongoing or extensive historic issues was questioned.
- 2.14 In 2019, Planning Practice Guidance¹ was amended to say that the planning history of a site may be a relevant consideration in the determination of an application. Building on recent guidance and to address the issues raised, a new development management policy (DM15) is proposed allowing the planning authority to take past operator performance into account in decision-making on minerals or waste applications submitted by the same applicant or operator.

Next Steps

- 2.15 The proposals set out above will be subject to 6 weeks' public consultation, in accordance with the council's Statement of Community Involvement. It is currently anticipated that this will take place in February and March 2020. The main consultation document, along with the response form, will be available to view and download from the Joint Minerals & Waste Plan consultation website www.hants.gov.uk/berksconsult. Draft versions of these documents are available to Councillors on request. Finalised versions will be made available via the Council's website as part of the consultation.
- 2.16 Consultation will be undertaken with a wide range of parties, including those on the Royal Borough's Local Plan consultation database. It is also proposed to

¹ Planning Practice Guidance (Paragraph: 010 Reference ID: 21b-010-20190315, 15/03/2019 revision) - <https://www.gov.uk/guidance/determining-a-planning-application#how-decisions-on-applications>

hold a local engagement event in the Horton area. The date and venue for this event has yet to be confirmed.

Options

Table 1: Options arising from this report

Option	Comments
<p>Hold a public consultation in February/March 2020 on a number of issues in relation to the emerging Joint Central and Eastern Berkshire Minerals & Waste Plan, including an 'Areas of Search' approach (for sand and gravel extraction), two further sites proposed for allocation and a policy that would enable the past performance of the operator to be taken into account at the planning application stage.</p> <p>This is the recommended option</p>	<p>There is a significant shortfall in mineral capacity in terms of site allocations to meet the identified future needs in the JCEB area. If the plan were to be submitted for examination now, it is considered that there would be a significant risk that it would be found unsound. Consulting on these possible changes will ensure that the Minerals & Waste Plan has the maximum chance of being found sound at examination, so that the councils retain control over where future sites will be located.</p>
<p>Delay a public consultation on these issues (an 'Areas of Search' approach for sand and gravel extraction, two further allocation sites and a past operator performance policy) for the Joint Central and Eastern Berkshire Minerals & Waste Plan until later in 2020.</p> <p>This is not the recommended option.</p>	<p>Officers do not consider this would be the right approach as this is likely to delay the adoption of the Minerals & Waste Plan. This would leave the councils with no control over where sites come forward for a longer period of time. The councils would be vulnerable to sites being imposed through the planning appeal process.</p>
<p>Not hold a public consultation on the issues (an 'Areas of Search' approach for sand and gravel extraction, two further allocation sites and a past operator performance policy) for the Joint Central and Eastern Berkshire Minerals & Waste Plan.</p> <p>This is not the recommended option.</p>	<p>Officers do not consider this would be the right approach as this is likely to significantly increase the possibility that the emerging Minerals & Waste Plan would be found unsound at Examination. This would leave the councils with no control over where sites come forward. The councils would be vulnerable to unsustainable sites being imposed through the planning appeal process.</p>

3. KEY IMPLICATIONS

- 3.1 The aim is to publish the 'Joint Minerals & Waste Plan – Focussed Regulation 18 Consultation: Sand & Gravel Provision and Operator Performance'

document for public consultation shortly after a Cabinet decision is made, in order to ensure that the longer term progress with the plan is not unduly affected.

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Publication of the Joint Minerals & Waste Plan – Sand & Gravel Provision & Operator Performance document for Reg. 18 consultation	Consultation commences after 15 February 2020	Consultation commences by 15 February 2020	Consultation commences before 15 February 2020.	N/A	February to March 2020

- 3.2 Following the consultation period, all responses will be considered carefully before a decision is made on whether these proposed changes should be included in the Proposed Submission version of the plan. This version would, subject to Member approval, be published for representations to be made under Regulation 19 of the Town and Country Planning (Local Planning) Regulation 2012. It is currently anticipated that Regulation 19 consultation will take place in Summer/Autumn 2020, with submission in Winter 2020/21.

4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 The consultation will give rise to costs in the form of printing and advertisements. However, this is already accounted for in the Minerals and Waste budget and as such there are no financial implications arising from this report.

5. LEGAL IMPLICATIONS

- 5.1 The preparation of the Joint Minerals & Waste Plan will need to accord with current planning policy and guidance on minerals and waste, as well as the procedures set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).
- 5.2 The Council has already indicated its intention to prepare a Joint Minerals & Waste Local Plan as set out in the previously published Local Development Scheme (LDS). The dates above for future stages are consistent with the most recent LDS updated in October 2019. The LDS will be updated under delegated authority as necessary.

6. RISK MANAGEMENT

Table 4: Impact of risk and mitigation

Risks	Uncontrolled risk	Controls	Controlled risk
The Council decides not to consult on the issues covered in this report and is subsequently found unsound at examination by the Inspector.	HIGH	Publish consultation document and invite comments on it from residents and other stakeholders.	LOW
That the Council delays the consultation, resulting in the LDS being out of date.	MEDIUM	Proceed with consultation 'JCEB Minerals & Waste Plan – Sand & Gravel Provision & Operator Performance' document for Reg. 18 consultation as soon as practicable.	LOW

7. POTENTIAL IMPACTS

- 7.1 **Equalities:** An Equalities Impact Assessment (EqIA) will be produced for the Minerals and Waste Plan.
- 7.2 **Climate change/sustainability:** The Minerals and Waste Plan will be subject to Sustainability Appraisal and Habitats Regulation Assessment during its preparation. The Plan will include a policy on climate change – mitigation and adaptation.
- 7.3 **Data protection/GDPR:** Any personal data received by the Council and their consultants Hampshire Services will be processed in accordance with the requirements of the Data Protection Act 2018.

8. CONSULTATION

- 8.1 The Council will, if agreed by Cabinet, consult on the 'Joint Minerals & Waste Plan – Focussed Regulation 18 Consultation: Sand & Gravel Provision and Operator Performance' consultation document for 6 weeks in February and March 2020 under Regulation 18 of The Town and Country Planning (Local Planning) (England) Regulations 2012. The Council's Statement of Community Involvement includes requirements for public consultation on draft Development Plan Documents and it will be necessary to ensure that the consultation complies with this.

9. TIMETABLE FOR IMPLEMENTATION

Table 5: Implementation timetable

Date	Details
Mid-February 2020	Publication of the 'JCEB Minerals & Waste Plan – Sand & Gravel Provision and Operator Performance' document and associated evidence base documents for 6 weeks' public consultation.

10. APPENDICES

10.1 This report is supported by 2 appendices:

- Appendix A - Proposed Area of Search for sand and gravel
- Appendix B - Proposed new site allocation between Horton Brook and Poyle Quarry

11. BACKGROUND DOCUMENTS

11.1 The LDS is on the Council website: <http://consult.rbwm.gov.uk/file/4979935>.

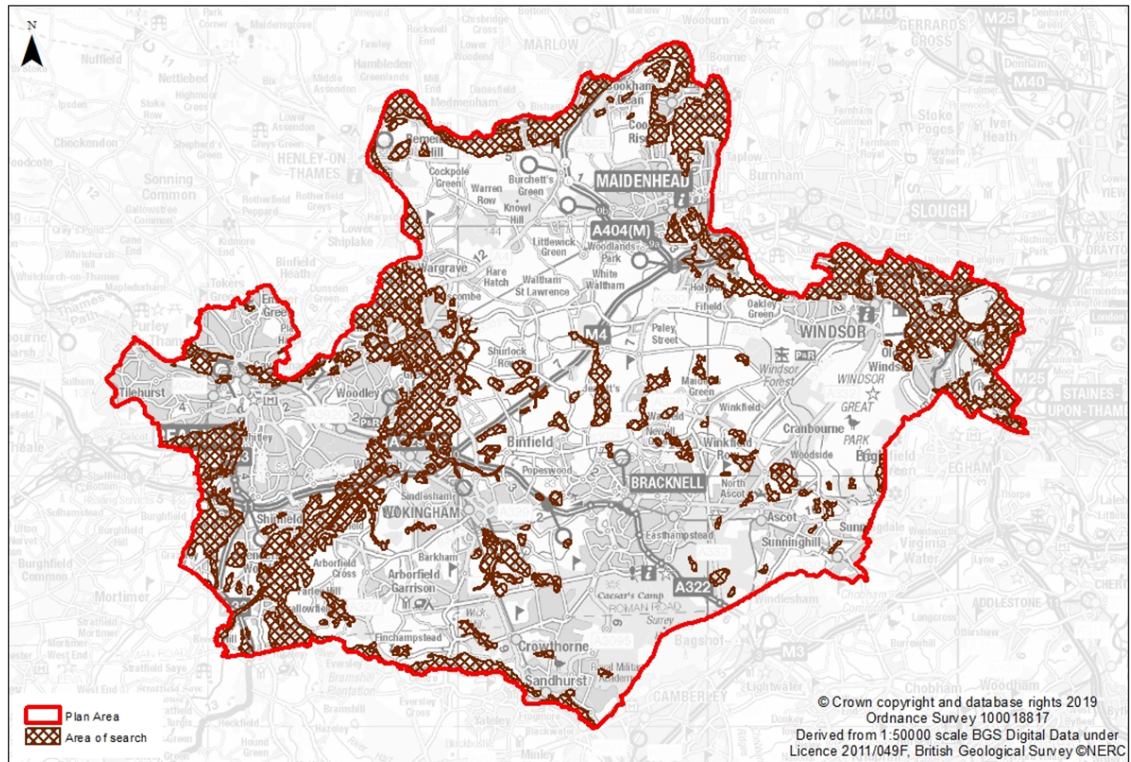
12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Date returned
Cllr Coppinger	Lead Member for Planning	19.12.2019	6.1.2020
Duncan Sharkey	Managing Director	6.1.2020	9.1.2020
Russell O'Keefe	Executive Director	6.1.2020	7.1.2020
Ruth Watkins	Deputy S151 Officer	6.1.2020	
Elaine Browne	Head of Law	6.1.2020	15.1.2020
Louisa Dean	Communications	6.1.2020	

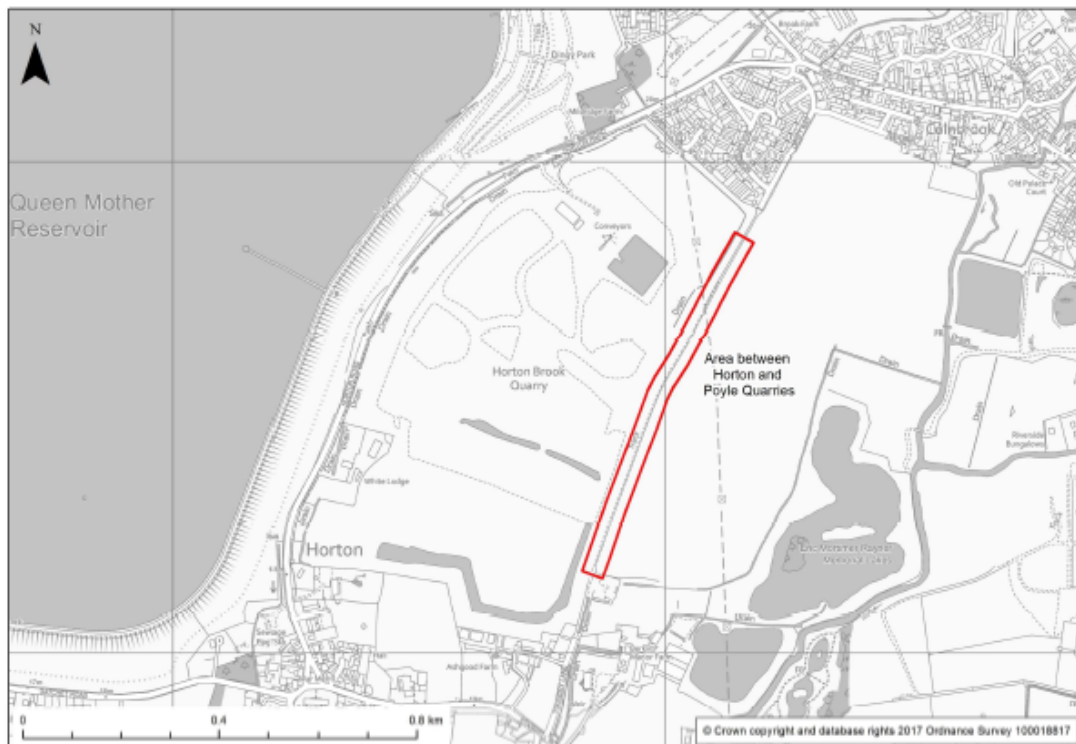
REPORT HISTORY

Decision type:	Urgency item?	To Follow item?
Key decision	No	
Report Author: Ian Motuel, Principal Policy Planner, 01628 796429		

Appendix A – Proposed Area of Search



Appendix B – Land between Horton Brook and Poyle Quarries



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Report Title:	Council Tax Base 2020-21
Contains Confidential or Exempt Information?	No - Part I
Member reporting:	Lead Member for Finance and Ascot
Meeting and Date:	Cabinet – 30 January 2020
Responsible Officer(s):	Terry Neaves, Interim S151 Officer
Wards affected:	All

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REPORT SUMMARY

1. Cabinet originally approved the tax base of 68,817 in December 2019. It has subsequently come to light that the MOD properties in the calculation in Bray and White Waltham were being treated incorrectly. Also following contact with Bray Parish Council some houses in 'The Fisheries', which moved from Maidenhead to Bray Parish as part of the boundary change in May 2019 had not been included in their tax base. This was due to a timing issue. Both issues have now been corrected; this has resulted in the overall tax-base being reduced by 126 band D equivalent properties compared to the level approved in December 2019.
2. This report deals with the statutory requirement to set the council's tax base for 2020/21 by 31st January 2020. The tax base is used by Thames Valley Police, Berkshire Fire and Rescue Authority, local Parish Councils as well as the Royal Borough for setting precepts and Council Tax next year.
3. The tax base is in line with the level anticipated in the council's Medium Term Financial Plan and has increased since last year for two main reasons:
 - The number of properties being built.
 - Reduced number of households claiming Local Council Tax Support Discount.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

- i) Approves the Council Tax base for the whole of the Borough area, for 2020/21 at 68,691 as detailed in this report and appendices. This is an increase of 338 over the 2019/20 base, a 0.49% increase.
- ii) Note a Council Tax collection rate of 99.5% for 2020/21
- iii) Note an estimated deficit on the Council Tax Collection Fund in 2019/20 of £142k of which the council's share is £113k.

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

Section 31B of the Local Government Finance Act 1992 and the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 requires the council as the Billing Authority to calculate a Council Tax Base for its area by 31 January each year.

Under Government regulations it is necessary for the council to review its Collection Fund and decide the following:

- The Council Tax Base to be used for setting its 2020/21 Council Tax;
- The Council Tax Collection Rate for 2020/21; and
- The estimated Council Tax surplus or deficit for 2019/20.

Options

Table 1: Options arising from this report

Option	Comments
Accept the recommendations	Council Tax is likely to achieve planned levels.
Reduce the non-payment percentage	There is no guarantee the council would recover the increased Council Tax arising from this action.

3. KEY IMPLICATIONS

- 3.1. **New Properties.** Provision needs to be made in the 2020/21 tax base for new properties that are likely to be occupied before the end of the next financial year. This provision is calculated by officers in the revenues team following conversations with planners, building control and local builders. The growth in local housing continues at a high level and the part year effect of 691 additional properties will be included in the provision for 2020/21.
- 3.2. Appendix C sets out the Band D equivalent properties at the end of September 2019 that were included in the CTB1 return to MHCLG, 68,585. Added to this is the estimated full year impact of additional properties and revaluations, 655, less an allowance for non-collection of 345 to give the tax base of 68,691
- 3.3. **Collection Rate.** A review of eventual collection rates has been carried out which revealed that assumptions used to calculate the 2020/21 tax base (99.5%) are adequate and no changes are proposed.
- 3.4. **Business Rates.** Under the localisation of Business Rates initiative, also enabled in the Local Government Finance Bill, the borough now has a greater financial interest in the local business rate tax base as the borough now shares in the risks and rewards associated with growth in the local economy. Whilst the Business Rate tax base can be estimated using last year's returns the actual Business Rate tax base cannot be calculated until MHCLG publishes the NNDR1 return later in January. Information on the Business Rate tax base will, therefore, be included in the Budget report to February

Cabinet along with other assumptions that have been made about the income that is likely to accrue.

4. FINANCIAL DETAILS / VALUE FOR MONEY

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

Table 2: Local Tax Base 2020/21 by Parish

PARISH	Local Tax Base 2020/21 (band D equivalent properties)
Bisham	740.12
Bray	4,400.09
Cookham	2,961.79
Cox Green	3,047.57
Datchet	2,242.14
Eton	1,819.55
Horton	461.73
Hurley	1,006.31
Old Windsor	2,403.26
Shottesbrooke	80.97
Sunningdale	3,465.80
Sunninghill & Ascot	6,506.19
Waltham St Lawrence	679.24
White Waltham	1,270.21
Wraysbury	2,138.78
UNPARISHED	
Maidenhead	21,792.39
Windsor	13,674.82
TOTAL	68,690.96

- 4.2. The council's budget requirement divided by the tax base (above) equals the Band D Council Tax that is set by the Council in February 2020.

- 4.3. The tax base has increased by 338.14 band D equivalent properties since 2019/20 which is an increase of 0.49%

- 4.4. Band D equivalent properties are the number of band D properties in the area which would raise the same council tax as the actual number of properties in all bands. For example, one band H property is equivalent to two band D properties, because the taxpayer in a Band H property pays twice as much council tax.

5. LEGAL IMPLICATIONS

- 5.1 This report is part of the process required for the council to meet its legal obligations to set its council tax base that it notifies to Parish Councils, Police and Fire.

6. RISK MANAGEMENT

Table 3: Impact of risk and mitigation

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

7. POTENTIAL IMPACTS

- 7.1 Equalities. The Equality Act 2010 places a statutory duty on the council to ensure that when considering any new or reviewed strategy, policy, plan, project, service or procedure the impacts on particular groups, including those within the workforce and customer/public groups, have been considered. Please complete the EQIA screening form and send it to transparency@rbwm.gov.uk once it has been signed off by the relevant Head of Service. If, following the initial screening, a full EQIA is required it should be available as a background paper (and listed in section 11 below).

NONE

- 7.2 Climate change/sustainability. In light of the Council motion to declare a climate emergency, all reports are now required to include commentary on the potential impact of the recommendations in relation to climate change / sustainability.

NONE

- 7.2.1 Data Protection/GDPR. If *personal data* is being processed the decision maker must have due regard to the requirements of the Data Protection Act 2018 and the General Data Protection Regulation before making a decision. You should therefore indicate whether a Data Protection Impact Assessment (DPIA) has been completed and summarise the issues raised DPIA's are a lawful requirement under certain conditions. If you are unsure if a DPIA is required, please consult the Data Protection Officer for guidance. If a DPIA has been carried out it should be available as a background paper (and listed in Section 11 below)

NONE

8. CONSULTATION

9. TIMETABLE FOR IMPLEMENTATION

9.1 The budget for 2020/21 will be finalised in February 2020 with full details going to Cabinet on 6 February and Council on 25 February 2020. Residents will be advised of their Council Tax in March 2020.

10. APPENDICES

10.1 This report is supported by 3 appendices:

- Appendix A Analysis of properties.
- Appendix B Tax base by parish by band.
- Appendix C 2020/21 tax base compared with 2019/20

11. BACKGROUND DOCUMENTS

11.1 None

12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Date returned
Cllr Hilton	Lead Member for Finance and Ascot	20/01/20	21/01/20
Cllr Johnson	Leader of the Council	20/01/20	21/01/20
Duncan Sharkey	Managing Director	20/01/20	
Russell O'Keefe	Director of Place	20/01/20	
Terry Neaves	Interim Section 151 Officer	20/01/20	
Elaine Browne	Head of Law	20/01/20	21/01/20
Nikki Craig	Head of HR, Corporate Projects & ICT	20/01/20	21/01/20
Louisa Dean	Communications	20/01/20	21/01/20
Kevin McDaniel	Director of Children's Services	20/01/20	
Hilary Hall	Director of Adults, Commissioning & Health	20/01/20	
Karen Shepherd	Head of Governance	21/1/20	21/1/20
	Other		

13.

REPORT HISTORY

Decision type: Cabinet decision	Urgency item? No	To Follow item? No
Report Author: Terry Neaves, Interim S151 Officer, 01628 796851		

Tax Base 2020/21 - Analysis of Properties

BAND		A (Entitled to Disabled Relief Reduction)	A	B	C	D	E	F	G	H	TOTAL
Number Of Properties											
	Full Charge	1	824	1,168	5,132	10,778	9,468	6,243	7,691	1,544	42,849
	25%Discount	25.00%	0	907	2,208	4,078	4,835	3,379	1,740	1,504	18,813
	Empty Property Zero Discount <2Y	0.00%	0	42	84	196	211	153	93	99	908
	Empty Property 100% Discount	100.00%	0	0	0	0	0	0	0	0	0
	Second Homes	0.00%	0	111	53	110	167	161	73	106	844
	Empty Property Premium >2Y	100.00%	0	42	57	24	36	56	20	24	270
	Statutory 50% Discounts	50.00%	0	2	0	6	8	7	13	35	84
	Exemptions		0	168	279	237	293	136	95	124	1,356
	Equivalent property reductions resulting from discounts to Council Tax Support claimants		0	-225	-798	-1,078	-926	-259	-104	-41	-3,432
	MOD Properties		0	0	158	108	109	12	11	48	444
Total No. of Properties		1	1,871	3,208	8,813	15,511	13,113	8,184	9,589	1,846	62,136
Total Equiv No.		1.00	1,517.48	2,434.11	7,577.10	14,041.15	12,184.97	7,667.17	9,095.97	1,785.87	56,304.82
Ratio to Band D		5/9	6/9	7/9	8/9	1	11/9	13/9	15/9	2	
BAND D EQUIVALENT		0.56	1,011.66	1,893.20	6,735.20	14,041.15	14,892.74	11,074.81	15,159.95	3,571.74	68,381.01

Tax Base 2020/21 - Band D Equivalents

BAND	A (Entitled to Disabled Relief Reduction)	A	B	C	D	E	F	G	H	TOTAL
Parish										
Bisham	0.00	3.83	3.89	2.66	31.26	107.48	128.27	373.75	89.00	740.14
Bray	0.00	159.11	172.71	187.24	506.84	1,036.86	759.00	1,371.08	223.50	4,416.34
Cookham	0.00	62.01	24.10	145.99	324.58	809.86	467.84	894.73	240.00	2,969.11
Cox Green	0.00	4.06	55.55	176.43	770.36	1,140.15	688.94	217.05	8.00	3,060.54
Datchet	0.00	24.67	50.76	327.74	366.72	461.57	388.08	588.43	32.00	2,239.97
Eton	0.00	11.28	55.37	185.04	575.42	507.49	193.35	229.85	69.00	1,826.80
Horton	0.00	18.75	10.69	55.72	77.88	108.96	108.87	73.68	9.50	464.05
Hurley	0.00	39.41	16.33	51.08	149.67	176.16	110.23	354.82	112.00	1,009.70
Old Windsor	0.00	26.61	45.32	144.32	391.30	804.81	408.66	522.87	69.00	2,412.89
Shottesbrooke	0.00	2.50	0.78	1.56	7.01	18.94	8.31	20.83	14.00	73.93
Sunningdale	0.00	28.50	33.74	103.31	413.75	526.31	492.71	896.90	968.00	3,463.22
Sunninghill & Ascot	0.00	136.35	93.22	334.51	887.28	864.76	1,147.47	2,063.35	979.50	6,506.44
Waltham St Lawrence	0.00	13.65	4.51	16.26	59.27	121.51	88.56	284.90	84.50	673.16
White Waltham	0.00	34.12	60.43	91.45	298.61	287.32	127.10	313.78	55.50	1,268.31
Wraysbury	0.00	35.65	35.86	46.41	219.20	265.49	471.09	951.72	120.50	2,145.92
UNPARISHED										
Maidenhead	0.56	179.09	756.10	3,555.92	4,855.89	4,166.34	3,592.43	4,083.08	283.72	21,473.13
Windsor	0.00	232.07	473.85	1,309.57	4,106.11	3,488.72	1,893.90	1,919.12	214.02	13,637.36
	0.56	1,011.66	1,893.21	6,735.21	14,041.15	14,892.73	11,074.81	15,159.94	3,571.74	68,381.01
New build & valuation changes in year 2020/21		5.35	124.39	379.34	54.50	14.66	24.31	40.58	12.00	655.13
	0.56	1,017.01	2,017.60	7,114.55	14,095.65	14,907.39	11,099.12	15,200.52	3,583.74	69,036.14
Deduct Non-Collection Rate of .50%	0.00	5.08	10.08	35.59	70.48	74.53	55.49	75.99	17.94	345.18
COUNCIL TAX BASE	0.56	1,011.93	2,007.52	7,078.96	14,025.17	14,832.86	11,043.63	15,124.53	3,565.80	68,690.96

Local Tax Base 2020/21						
PARISH	Band D Equivalents	ADD New build & valuation changes in 2020/21	LESS Non Collection Allowance	Local Tax Base 2020/21	Local tax Base 2019/20	Change
Bisham	740.14	3.70	-3.72	740.12	743.03	- 2.91
Bray	4,416.34	5.86	-22.11	4,400.09	4,215.39	184.70
Cookham	2,969.11	7.56	-14.88	2,961.79	2,949.74	12.05
Cox Green	3,060.54	2.34	-15.31	3,047.57	3,091.23	- 43.66
Datchet	2,239.97	13.44	-11.27	2,242.14	2,233.96	8.18
Eton	1,826.80	1.89	-9.14	1,819.55	1,815.81	3.74
Horton	464.05	-	-2.32	461.73	465.87	- 4.14
Hurley	1,009.70	1.67	-5.06	1,006.31	1,011.06	- 4.75
Old Windsor	2,412.89	2.45	-12.08	2,403.26	2,412.96	- 9.70
Shottesbrooke	73.93	7.45	-0.41	80.97	73.73	7.24
Sunningdale	3,463.22	20.00	-17.42	3,465.80	3,451.10	14.70
Sunninghill & Ascot	6,506.44	32.44	-32.69	6,506.19	6,528.63	- 22.44
Waltham St Lawrence	673.16	9.49	-3.41	679.24	668.39	10.85
White Waltham	1,268.31	8.28	-6.38	1,270.21	1,264.64	5.57
Wraysbury	2,145.92	3.61	-10.75	2,138.78	2,147.06	- 8.28
UNPARISHED	-	-	-	-	-	-
Maidenhead	21,473.13	428.77	-109.51	21,792.39	21,633.37	159.02
Windsor	13,637.36	106.18	-68.72	13,674.82	13,646.85	27.97
TOTALS	68,381.01	655.13	-345.18	68,690.96	68,352.82	338.14

Amended Tax Base Report 2020/21

PARISH	Local Tax Base 2020/21	Local Tax Base 2019/20	Year on Year change
Bisham	740.12	743.03	- 2.91
Bray	4,400.09	4,215.39	184.70
Cookham	2,961.79	2,949.74	12.05
Cox Green	3,047.57	3,091.23	- 43.66
Datchet	2,242.14	2,233.96	8.18
Eton	1,819.55	1,815.81	3.74
Horton	461.73	465.87	- 4.14
Hurley	1,006.31	1,011.06	- 4.75
Old Windsor	2,403.26	2,412.96	- 9.70
Shottesbrooke	80.97	73.73	7.24
Sunningdale	3,465.80	3,451.10	14.70
Sunninghill & Ascot	6,506.19	6,528.63	- 22.44
Waltham St Lawrence	679.24	668.39	10.85
White Waltham	1,270.21	1,264.64	5.57
Wraysbury	2,138.78	2,147.06	- 8.28
UNPARISHED			
Maidenhead	21,792.39	21,633.37	159.02
Windsor	13,674.82	13,646.85	27.97
TOTALS	68,690.96	68,352.82	338.14

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