

NOTICE
OF
MEETING
WINDSOR TOWN FORUM

will meet on

WEDNESDAY, 24TH MARCH, 2021

At 6.15 pm

by

VIRTUAL MEETING - ONLINE ACCESS, ON [RBWM YOUTUBE](#)

TO: MEMBERS OF THE WINDSOR TOWN FORUM

COUNCILLORS JOHN BOWDEN (CHAIRMAN), SAMANTHA RAYNER (VICE-CHAIRMAN), CHRISTINE BATESON, DAVID CANNON, JON DAVEY, KAREN DAVIES, NEIL KNOWLES, HELEN PRICE, SHAMSUL SHELIM, AMY TISI AND DAVID HILTON

SUBSTITUTE MEMBERS

COUNCILLORS CAROLE DA COSTA, JULIAN SHARPE, WISDOM DA COSTA, MAUREEN HUNT, LYNNE JONES, SAYONARA LUXTON, LEO WALTERS, DEL CAMPO AND GURCH SINGH

Karen Shepherd – Head of Governance - Issued: 16.03.21

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 **If you have any questions about this meeting, including any opportunity for public participation, please contact Fatima Rehman (Phone: 01628 796251 fatima.rehman@rbwm.gov.uk)**

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AGENDA

PART I

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2.	<u>DECLARATIONS OF INTEREST</u> To declare any Declarations of Interest.	5 - 6
3.	<u>MINUTES</u> To approve the minutes of the previous meeting.	7 - 16
4.	<u>TOWN MANAGER UPDATE</u> To receive the above item.	To Follow
5.	<u>THAMES VALLEY POLICE UPDATE</u> To discuss the above item.	To Follow
6.	<u>COVID-19 UPDATE</u> To receive a presentation and update on the latest COVID-19 data and related activity.	Verbal Report
7.	<u>WINDSOR TOWN COUNCIL UPDATE</u> To receive the above item.	17 - 40
8.	<u>LIBRARY TRANSFORMATION STRATEGY</u> To receive a presentation. Library Consultation: https://www.rbwm.gov.uk/home/council-and-democracy/consultations/library-consultations	Verbal Report
9.	<u>HOUSING OF MULTIPLE OCCUPATIONS IMPACT</u> To receive the above item.	To Follow
10.	<u>WORK PROGRAMME</u> To consider the Forum's work programme.	41 - 42
11.	<u>DATES FOR FUTURE MEETINGS</u> All future meetings to be held on the following dates (at 6.15pm): <ul style="list-style-type: none">• 26 May 2021	

- 13 July 2021
- 2 September 2021

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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

WINDSOR TOWN FORUM

WEDNESDAY, 27 JANUARY 2021

PRESENT: Councillors John Bowden (Chairman), Samantha Rayner (Vice-Chairman), Christine Bateson, David Cannon, Jon Davey, Karen Davies, Neil Knowles, Helen Price, Shamsul Shelim, Amy Tisi and David Hilton

Also in attendance: Councillor Gurpreet Bhangra, Councillor Gerry Clark and Councillor John Baldwin

Officers: David Scott, Fatima Rehman, Adrien Waite and Neil Walter

APOLOGIES FOR ABSENCE

Apologies were received from Paul Roach, Windsor Town Manager.

DECLARATIONS OF INTEREST

Councillor Price declared a personal interest in the 'Windsor Neighbourhood Plan' item, as she was a member of the steering group for the organisation.

MINUTES

RESOLVED UNANIMOUSLY: That the minutes of the meeting held on 20 November 2020 be approved, subject to the following change in the former minutes:

- **“Councillor Davies said she was pleased that the concentration of NO2 was declining but noticed the numbers were adjusted to account the distance to the nearest residential property.”**

Councillor Davey asked for an opportunity to discuss the second tranche of group funding raised by Councillor Price in the last Forum meeting, due to its timeliness with the current Active Travel Measures consultation. The Chairman said it could be discussed later in the meeting.

The Chairman informed Members of progress on actions arising from the previous minutes:

ACTION FROM LAST MEETING	Update
David Scott agreed to ask colleagues who were involved to inform Councillor Davey of the grant size for home charging point for electric cars.	David Scott, Head of Communities, said Sue Fox, Principal Commissioning Officer, was to provide the details to Councillor Davey. As the information was not provided, David Scott would chase for the update. ACTION: Sue Fox to inform Councillor Davey of the grant size for home charging point for electric cars.
Danny Gomm to share details for the Girl's Policy Forum with Councillor Tisi.	Completed.

The comparison of response rates from other consultations open at the same time as the WTC consultation to be shared	The Borough does not have a central consultation officer; therefore, it would not be possible to provide a comparison.
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Councillor Price asked if timings would be placed on agenda items to progress the meeting, and the Chairman said this would be attempted. Councillor Price asked if the Chairman had contacted residents Claire Milne, John Bastow and Matthew Scott to facilitate the Forum, and the Chairman said he did not have any discussions.

ORDER OF BUSINESS

RESOLVED UNANIMOUSLY: That the order of business as detailed in the agenda be varied.

THAMES VALLEY POLICE UPDATE

Inspector Tracey Croucher, Thames Valley Police (TVP), introduced the item and said residential burglaries were down, except in Windsor West. This was due to the lockdown restrictions and residents being home.

Theft from motor vehicles was also down due to COVID-19, with cars safely in garages or driveways. It was requested to not leave valuables on display in cars. It was advised to double check cars were locked, to not leave a car turned on unattended and to defrost cars for greater visibility.

Business burglary had increased due to empty premises, and an increase of patrols were taking place around these premises.

Vaccine centres were patrolled daily. The number of COVID-19 related incidents in the borough that were attended (including gatherings, house parties, not wearing face masks) were:

- 81 between 6-12 January 2021
- 82 between 13-19 January 2021
- 61 between 20-26 January 2021

The number of Fixed Penalty Notices (FPNs) issued related to COVID-19 incidents were:

- 8 between 6-12 January 2021
- 24 between 13-19 January 2021
- 13 between 20-26 January 2021

Incidences had increased since Christmas 2020, which was taking up both officer time and resources. FPNs would only be issued if there was a breach of legislation and there were repeat offence locations such as the Long Walk. The Crown Estate and residents requested for more police patrol.

Inspector Tracey Croucher said she was leaving her post in March 2021, and Inspector Mike Darrah was returning.

The Vice Chairman asked if there was a breakdown of FPNs and incidents within Windsor and what the most common offence was, and the Forum was informed that

this Windsor breakdown would be circulated offline. The Forum was informed the most repeated offence was gatherings and not wearing face masks indoors.

ACTION: Inspector Tracey Croucher to share the number of FPNs and COVID-19 related incidents in Windsor offline.

Councillor Tisi asked if it was possible for the borough's Communications team to increase messaging on social media in hotspot areas for COVID-19 related incidents, and the Forum was informed the TVP was working with the team to spread the message.

Councillor Tisi said she noticed anti-vaccination stickers on bins and asked how residents should report this. Inspector Tracey Croucher said the TVP should be informed and David Scott said the precise location of the stickers could be reported on the borough's website to be removed.

Councillor Price said areas like the Long Walk that were advertised widely by the borough may attract non-residents and therefore should be reviewed. The Chairman specific posts of this nature could be referred to the Communications team. He said it was not just the borough's posts, but social media at large that and individual posts that advertised local places.

Councillor Price asked if assaulted victims of crime had access to victim support services, and the Forum was informed that they were referred to services, with their consent. Victims First was the service for adult victims and another service for under 18s.

Councillor Knowles suggested having a traffic flow system in the Long Park, to encourage social distancing and the Forum was informed this was suggested to the Crown Estate.

Jeffrey Pick, Thames Valley Police Community Engagement & Resilience Officer, said he received great response from residents regarding intelligence on suspicious activity. The Chairman thanked Jeffrey Pick for promoting the Forum.

The Panel noted the item.

ORDER OF BUSINESS

RESOLVED UNANIMOUSLY: That the order of business as detailed in the agenda be varied.

WINDSOR NEIGHBOURHOOD PLAN

Claire Milne, Windsor resident and Co-Chairperson of the Windsor Neighbourhood Plan (WNP), said the WNP draft plan was passed in January 2020 and went to Cabinet in December 2020. Under normal circumstances, after an examination, the decision notice would be issued within 6 weeks by the council; yet they were still awaiting the decision notice. Without a decision notice, planning decisions could be made without a reference to the WNP.

John Bastow, Windsor resident and Co-Chairperson of the Windsor Neighbourhood Plan (WNP), said there was uncertainty if the referendum on 6 May 2020 was still

taking place due to COVID-19 and asked for any confirmation. Claire Milne said the referendum was already delayed from May 2019 and there may be important planning applications to come that residents may want a say in through the WNP.

(Adriene Waite, Head of Planning, joined the meeting.)

David Scott said whilst the referendum was scheduled for 6 May 2020, there was a majority view to delay the elections until there was a greater rollout of vaccinations and a reduction in asymptomatic carriers. The decision was yet to be made. Adrien Waite was apologetic about the delay in the decision notice and said it would be issued imminently.

Councillor Price said Cabinet praised the WNP due to its community engagement and investigative work. Councillor Hilton said that the WNP would have no weight in the planning process until it was not adopted as a Neighbourhood Plan after the referendum, which was confirmed by Adrien Waite.

Councillor Hilton asked if the WNP would be available on the borough website once the decision notice was given and the Forum was informed this would take place. Claire Milne said special regulations were set for COVID-19, stating that even if Neighbourhood Plans did not go through a referendum, they would be given some weight in the planning process, therefore the decision notice was important.

The Panel noted the item.

ORDER OF BUSINESS

RESOLVED UNANIMOUSLY: That the order of business as detailed in the agenda be varied.

TOWN MANAGER UPDATE

The Chairman introduced the item and said the Small Business Saturday Campaign was launched and £4.6mn was delivered to small businesses via the business financial support. Car and coach parking and footfall were low due to the lack of tourists. There were vacant spaces in Windsor Yards, some shops had closed permanently, and the future was unknown. My Royal Borough and other campaigns had also been enrolled.

Councillors Tisi and Price said My Royal Borough focussed on town centre business and requested for businesses in wider Windsor to be addressed as well. Councillor Price recommended businesses from her ward before Christmas 2020 for My Royal Borough and requested to have this reflected in the report going forward. The Vice Chairman said she encouraged businesses and ward councillors to encourage local businesses to register on My Royal Borough to make it a stronger platform.

ACTION: My Royal Borough to focus on businesses outside of Windsor town centre.

The Panel noted the item.

ORDER OF BUSINESS

RESOLVED UNANIMOUSLY: That the order of business as detailed in the agenda be varied.

PARKING STRATEGY

Neil Walter, Parking Principal, introduced the item and said on 26 November 2020, the council adopted a 5-year strategic framework. Car travel remained the most prevalent form of transport in the borough and the strategy sought to minimise congestion, improve air quality, maximise the use of existing assets and support economic growth. The strategy was intended to be dynamic, with periodic reviews. In Windsor, the focus was on the upcoming removal of self-administered parking schemes, the removal of the majority of on-street pay and display parking machines, and the future review of residential schemes.

The Chairman said car parks had opened for resident parking due to lockdown restrictions. Councillor Cannon, Lead Member Public Protection and Parking, said any suggestions and observations were welcome.

John Webb, Windsor resident, said he wrote an email seeking clarity on what a minor amendment was, and Councillor Cannon said all ideas were welcome to be put forward. Matters could be raised in the Forum, brought forward by a ward Councillor, by the resident themselves or directly to Neil Walter. It would then be discussed if it was viable.

Councillor Knowles said parking charges were introduced by the government to control traffic and access to places, so prioritising revenue gain for charges was not good. He said the problem in Windsor was the high traffic flow and pollution on Arthur Road and suggested a park and ride scheme to control the visitor parking and access to town. It was also suggested that the Parking Strategy worked alongside the Transport Plan, and review how people travelled into Windsor. Councillor Price agreed that the Parking Strategy should be integrated with the public transport policy. Neil Walter said various plans had been considered for Arthur Road to help reduce congestion. The issue with park and ride was the lack of site available to execute.

Chris Holland, Windsor resident, asked for consideration to be given to making the York House car park available to the public from 5pm instead of the existing 7pm start time. He said the empty car park could be used in the critical time, in accordance with the strategy to maximise the use of assets. Neil Walter said York House car park was managed through a property company and the current lease did not permit the use of the car park before 7pm. He would liaise to Chris Pearse, Head of Capital Projects and Asset Management, to see if there was a potential to change the lease.

ACTION: Neil Walter to liaise with Chris Pearse on changing the public parking time at York House.

Councillor Tisi asked if the season ticket model could be provided to residents who used car parks regularly, which would benefit the council due to the upfront or monthly income. Neil Walter said administering the tickets would need to be reviewed and deciphering if the purchaser was a Windsor resident. The Council was currently considering RingGo, which did not collect the address of customers.

ACTION: Neil Walter to explore the resident season ticket potential and update the Forum through the Lead Member.

Councillor Tisi said the car share scheme link in the Parking Strategy did not work and asked how to access the scheme. Neil Walter said the scheme was now being managed by Chris Joyce, Head of Infrastructure, Sustainability and Economic Growth, and would collate answers from him. Councillor Tisi asked for 'Cycle Action Plan' to be changed to 'Cycling Action Plan'.

ACTION: Neil Walter to ask Chris Joyce to provide an update on the car share scheme.

Councillor Price said residents were not informed that they were able to make reasonable minor adjustments to the Parking Strategy and requested for the item to come forward to a future meeting for better involvement by residents. Councillor Cannon said residents were not limited to responding through the Forum and could make comments directly or through a ward councillor.

The Vice Chairman asked how the council could encourage fewer cars and encourage electric vehicle charging points. Neil Walter said reviews would take place for home and public electrical vehicle charging points, with significant work to be carried out in 2022.

Councillor Davies asked if it was possible for residents to purchase something similar to a book of tickets to park in car parks in central Windsor, and the Forum was informed the council was working on strategies to discourage outer Windsor residents to drive into the centre, in line with reducing congestion and pollution. Councillor Davies said less able residents would need some support.

Councillor Price said residents were concerned about the lack of enforcement of parking regulations outside of schools during peak times. There were not enough community wardens outside schools and lack of enforcement of the restrictions. Councillor Cannon said community wardens did not enforce parking, but rather a company that enforced parking under legislation, including double yellow lines, resident parking bays and school hazard lines. Concerns of an area not being effectively enforced could be raised on the borough's website, which would be dealt directly by the company.

Councillor Price said there were not enough people enforcing parking and Neil Walter said there was an increase number of restrictions and fewer people in the parking enforcement team. Alternative options were expensive, such as static or mobile cameras outside of schools, CCTV, and the technology to support these. Community wardens provided good education on enforcement, but some parents disregarded children's safety.

Councillor Davey said the plan to increase electric spaces would cost approximately £20 million, and if all vehicles were electric by 2030 in the UK, the UK would require 200% of the current production of the world's cobalt. The Chairman said there would be a need for extra power stations to produce electricity and said hydrogen cars may overtake Tesla, with the by-product of water.

Councillor Bateson said there were spaces on the outskirts of Windsor for park and ride facilities for workers and residents. Neil Walter said there was a park and ride service running in LEGOLAND®; however, the concern was the traffic flow from north

and east of Windsor. Councillor Bateson said the park and ride service was not advertised widely.

John Webb said it was some distance for West Windsor residents to travel to central Windsor without a car and with no other alternative at a similar timescale. The Chairman said it was difficult to accommodate every possibility and to cater to increased parking and reduce car use for the environment.

John Webb asked why west Windsor residents were being disadvantaged whilst central Windsor residents were considered for parking permits. The Chairman said there was no space for additional parking in Windsor town. John Webb suggested bus or shuttle services, cycling schemes, car share schemes and discounts for parking. The Chairman said there was a cost to public transport and John Webb said there was a cost to pollution and parking issues too. John Webb said a park and ride system could be created to solve these problems. Councillor Knowles said there used to be bus services available to central Windsor that were efficient and cheap but no longer ran.

The Panel noted the item.

COVID-19 UPDATE

David Scott introduced the COVID-19 epidemiology for RBWM report published by the Berkshire Public Health using data drawn from Public Health England. The report showed a comparison for the period between 14 to 20 January to the previous seven days. In the borough:

- 446 individuals were tested per 100,000, the mid-range in comparison to other neighbouring Berkshire boroughs. This was on a reducing trend.
- 12.8% individuals tested positive, which was a reducing trend.
- 334 cases per 100,000 of all ages, which continued to drop to 302 on the date of the Forum.
- 359 cases per 100,000 of over 60s cohort. The elder generation was the greatest strain on the NHS due to an increased risk with poorer outcomes and requiring longer term treatment.
- Cases of COVID-19 increased in December 2020 in RBWM but were below the Southeast and England figures until mid-December 2020. The figures rose above these levels just before Christmas 2020, but as of 1 January 2021, cases dropped below the England and Southeast average once again.
- Datchet, Horton and Wraysbury had the highest confirmed COVID-19 cases, and cases had increased in care homes and residential dwellings.
- There was a rise in mortality rates and patients admitted to hospital with COVID-19. If the current more recent trend of data continued, there was hope for a fall in the number of inpatients.
- Data from 21 January 2021 showed reduced figures, and Datchet, Horton and Wraysbury had also improved. Clewer East had a higher rate of COVID-19 due to an outbreak in a care home.

Berkshire authorities submitted a proposal to set up a Lateral Flow Device Testing Centres (LFDTC), which were centres for the national programme to be executed at a community level. The results from the lateral flow device tests would be given in half an hour rather than several days. Should the proposal be approved, Braywick and Windsor leisure centres would become the centres for those who could not work from home and had contact with the public. They would receive two tests per week and could book in advance but if unable to use digital route they could turn up, but this would take longer to obtain the test. The centres would be open 7 days a week between 6am and 8pm during the weekdays and 10am to 4pm during the weekends.

A third of all positive COVID-19 were asymptomatic. If a test was positive, the individual would self-isolate and the details would be passed to the national track and trace system. The Contact Tracing and Advisory Service (CTAS) would make the initial contact; however, if unsuccessful, the Local Contact Tracing Service (LCTS) would follow-up. Set up in November 2020, the LCTS was where all those who were unable to be reached by the NHS were followed up. The number of daily referrals had increased to 25-30 referrals daily. It was hoped that residents would respond to a local number and there had been up to 50% in engagement of those referred from the national service. Residents were taken through a questionnaire when infected and were given advice and support.

43% of all cases were caught from the community rather than at home. Staff training for those working at the LFDTC includes 11 modules that had to have a 100% pass rate to be part of the workforce and every member was tested for COVID-19 daily.

Councillor Price asked if there were any lessons from the Datchet, Horton and Wraysbury figures and how ward Councillors could help. David Scott said the lessons included following the rules, staying at home where possible, wearing a face mask, washing hands, and maintaining social distance. Councillors could promote the key message which are still essential for everyone.

Councillor Knowles said the figures were not always the same in each key so the data of maps may not be easily comparative. Councillor Davey asked if the cause of death for a COVID-19 positive individual was recorded as a COVID-19, even if there was unrelated to the virus. David Scott said this would be confirmed offline.

ACTION: David Scott to inform Councillor Davey of the record of death of a COVID-19 positive due to an unrelated cause offline.

Jeffrey Pick said there were scams on COVID-19 vaccinations and asked what the legitimate vaccination notification procedure was. David Scott said he would take this offline and briefly explained follow-up phone calls and text would be made until the vaccination was given, or the resident opted out from the service.

The Panel noted the item.

WINDSOR TOWN COUNCIL UPDATE

Councillor Cannon introduced the item and said the next meeting was the day after the Forum, in which Members would make a final decision that would be brought to Cabinet in February 2020, to then be approved by Council and then progressed for a consultation.

Councillor Price asked if the process was progressing as desired and the Forum was informed this was the case. Councillor Hilton said he recently joined the Group, the Members were working well together, and thanked Councillor Davies for her work.

The Panel noted the item.

WORK PROGRAMME

The Chairman gave Councillor Davey the opportunity to raise his points. Councillor Davey said the posters put up to reach residents who would be impacted by the low traffic neighbourhood consultation were remove, and it appeared the intention was for him to be fined by the District Environmental Crime Officers. The posters were paid for by the council and were council property and would be persecuted. The Chairman said to take this matter offline.

Councillors Price and Davey proposed to have the current consultations item in the next meeting agenda, to update the residents. Councillor Knowles proposed the discussion on the Royal Borough Development Management Panel to also be considered as part of the consultation items.

Councillor Price requested for the Electric Charging Points and Housing of Multiple Occupations (HMO) Impact items be considered for the Work Programme. Councillor Davey said the lead officer was working on the electric charging points; therefore, this could be postponed. The Chairman asked what the HMO item was regarding, and Councillor Price said the insufficient parking space for the volume of cars in an area had a knock-off effect on neighbours. The Chairman said the item would be put onto the next meeting's agenda.

Councillor Tisi asked for the Army Covenant Update item to be placed on the Programme. Councillor Knowles and the Vice Chairman said the guards were currently busy but would like to attend in future.

The Panel noted the item.

DATES FOR FUTURE MEETINGS

All future meetings to be held on the following dates (at 6.15pm):

- 24 March 2021
- 26 May 2021

The Chairman thank all officers, Panel Members and residents.

The meeting, which began at 6.15 pm, finished at 9.22 pm

CHAIRMAN.....

DATE.....

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Report Title:	Update: Community Governance Review – Windsor Town Council
Contains Confidential or Exempt Information	No - Part I
Lead Member:	Councillor Shelim, Chairman of the Community Governance Review Working Group
Meeting and Date:	Windsor Town Forum – 24 March 2021
Responsible Officer(s):	Suzanne Martin, Electoral & Information Governance Services Manager / Karen Shepherd, Head of Governance /
Wards affected:	Clewer & Dedworth East, Clewer & Dedworth West, Clewer East, Eton & Castle, Old Windsor

1. BACKGROUND

- 1.1 The Council can undertake a review of the parish governance arrangements in its local area at any time and has a duty to ensure effective and convenient governance arrangements are in place
- 1.2 In July 2020 full Council approved the Terms of Reference to formally commence a Community Governance Review (CGR) to consider the formation of a town council for Windsor.
- 1.3 The CGR Working Group established to manage the CGR process comprises 5 elected members: Councillors Shelim (Chairman), Cannon (Vice Chairman) Davies, Hilton and Knowles.
- 1.4 A first round of consultation was held between July and October 2020 to determine the appetite for a town council in the area. The Windsor Town Forum held a meeting to discuss the issue on 12 October 2020; the minutes of the meeting were submitted as a formal consultation response.
- 1.5 Supported by officers from across the council, the CGR Working Group has held ten meetings, initially to plan the first round of consultation, then to consider the responses to the first round of consultation and draft recommendations for a second round of consultation. The draft recommendations, detailed in Appendix A, were approved for consultation by full Council on 2 March 2021.
- 1.6 The draft recommendations propose that the council is minded to consider the creation of a Windsor Town Council, on the basis that the electorate and any other stakeholders remain supportive of the proposal in light of the additional detail provided regarding the potential financial impact and the possible transfer of powers and assets to a new town council.
- 1.7 All interested parties are encouraged to provide feedback to the second round of consultation to enable the CGR Working Group to develop final recommendations which will be presented to full Council in July 2021.

2. TIMETABLE

Table 1

Date	Details
2 March – 2 June 2021	Public consultation on the Draft Recommendations Further meetings of the CGR Working Group as required, including consideration of consultation responses and drafting of final recommendations.
20 July 2021	Consideration of the Final Recommendations by full Council
	<i>If Final Recommendations include approval of the creation of a Windsor Town Council:</i>
December 2021	Reorganisation Order made
4 May 2023	Elections to Windsor Town Council

3. APPENDICES

3.1 This report is supported by one appendix:

- Appendix A – Community Governance Review – Windsor Town Council – Draft Recommendations

4. BACKGROUND DOCUMENTS

4.1 This report is supported by four background documents:

- [Guidance on community governance reviews](#), published by the Local Government Boundary Commission for England and the Department for Communities and Local Government
- The [Terms of Reference](#) of the CGR
- [Responses](#) to the first round of the consultation
- [Minutes](#) of the CGR Working Group meetings
- [Minutes](#) of the Windsor Town Forum meeting held on 12 October 2020

ROYAL BOROUGH OF WINDSOR & MAIDENHEAD

COMMUNITY GOVERNANCE REVIEW WINDSOR TOWN COUNCIL

DRAFT RECOMMENDATIONS

**THESE DRAFT RECOMMENDATIONS HAVE BEEN PUBLISHED BY THE
ROYAL BOROUGH ON:**

3 March 2021

**REPRESENTATIONS AND COMMENTS ON THESE RECOMMENDATIONS
SHOULD BE MADE BY:**

2 June 2021

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1. Introduction

- 1.1 The Royal Borough of Windsor and Maidenhead is carrying out a community governance review pursuant to the provisions of the Local Government and Public Involvement in Health Act 2007.
- 1.2 The Royal Borough is required to have regard to the “[Guidance on Community Governance Reviews](#)” issued by the Secretary of State for Communities and Local Government published in 2008. In addition to this guidance, the Royal Borough will be mindful of the provisions set out in the Local Government Act 1972, the Local Government (Parishes and Parish Councils)(England) Regulations 2008 and the Local Government Finance (New Parishes) Regulations 2008 which regulate consequential matters arising from the review.
- 1.3 The Local Government and Public Involvement in Health Act 2007 transferred the powers for conducting community governance reviews to principal councils, which had previously been shared with the Electoral Commission’s Boundary Committee for England under the Local Government Act 1997. The Royal Borough of Windsor and Maidenhead is statutorily responsible for carrying out the review.
- 1.4 A community governance review is the process used to consider whether existing parish arrangements under the jurisdiction of the local authority should be changed in any way. Community governance reviews can address the following:
 - Altering the boundaries of existing boundaries
 - Changing the names of existing parishes
 - Creating or abolishing parish councils
 - The electoral arrangements for parish councils (including the number of councillors and arrangements for parish warding)
 - The grouping or de-grouping of parish councils (and consequential changes to their electoral arrangements)
 - The “style” of a parish (enabling an area to be known as a town, community, neighbourhood or village rather than a parish).

2. Background

- 2.1 At a meeting of Full Council on 28 July 2020, the Council approved the Terms of Reference for the review. The review area is limited to the currently unparished parts of Windsor located in and around the town centre and this specified area forms the scope of the review. The unparished parts of Windsor comprise twelve polling districts spanning the wards of Clewer & Dedworth East, Clewer & Dedworth West, Clewer East, Eton & Castle and Old Windsor.

- 2.2 The intention to consider the formation of a new town council for Windsor had arisen from interest raised by members of the local community. An [e-petition](#) calling for the local authority to undertake a community governance review was started in September 2019, led by a group of local residents. In order for the petition to be successful, 7.5% of the local government electorate for the review area (the unparished parts of Windsor) needed to support the proposal, which equalled 1,661 electors. As at February 2020, when the e-petition closed, the number of valid signatories on the open petition was 606 (36% of the required amount). To date, the e-petition has not been formally submitted to the council.
- 2.3 However, having approved the terms of reference at its meeting on 28 July 2020, the council took the view to commence a community governance review of its own accord, removing the requirement to do so had a valid petition been received. The council committed to undertake the review as it recognised that the possible formation of a new town council is a relevant and topical subject amongst the local community.

3. Existing Parish Governance Arrangements

- 3.1 The Royal Borough believes that parish councils play an important role in terms of community empowerment at a local level. Parish governance should continue to be robust and representative to meet the challenges that lie before it.
- 3.2 There are fifteen parishes (fourteen parish councils and one parish meeting) that operate within the Royal Borough's administrative area. Seven parishes are warded. Elections to the parish councils take place once every four years at the same time as elections to the principal council. The most recent changes to parish governance took effect in May 2019 where minor, consequential changes were made to the parishes of Bray and Sunninghill & Ascot by the Local Government Boundary Commission for England as a result of the borough-wide electoral review which took place in 2018/2019. The electoral boundaries for the internal wards of these two parishes were adjusted and the number of seats to each ward redistributed across each parish.
- 3.3 Unlike an electoral review which examines the electoral arrangements for a principal council, there is no provision in legislation that stipulates that each parish councillor should represent, as far as possible, the same number of electors. That said, the Royal Borough is committed to ensuring equitability amongst the parishes and its internal wards as far as possible, to ensure effective and convenient local government and that electors across the parished areas are treated fairly. Any recommendations made by the review which results in the formation of a new town council for Windsor must adhere

to the legal minimum number of parish councillors for any parish council, which is five. There is no legal maximum number of parish councillors.

- 3.4 Parish councils set their own precept on an annual basis and therefore have the power to spend a significant amount of council tax-payer money. A breakdown of the precepts for each current parish for 2019/2020 and 2020/2021 is shown in Appendix 2. A new town council would be able to set its own precept and allocate this funding to projects within its defined area.

4 Revised Timetable

- 4.1 Further to publication of the terms of reference in July 2020, the original timetable for the review has been slightly revised. The draft recommendations are therefore being published in March 2021, but this has no impact on the amount of time available for the second round of consultation.

- 4.2 The revised timetable for the review is set out below in Table 1:

Table 1: - Timetable for the review

Stage	Activity	Date	Duration
Stage 1	Publication of the Terms of Reference	28 July 2020	-
	Consultation 1 on Terms of Reference	28 July 2020 – 28 October 2020	3 months
	Initial meeting(s) of the CGRWG	July - October 2020	As required
	CGRWG consideration of representations received and meetings of the CGRWG	29 October 2020 – February 2021	4 months
Stage 2	Publication of the Draft Recommendations	3 March 2021	-
	Consultation 2 on Draft Recommendations	3 March 2021 – 2 June 2021	3 months
	CGRWG consideration of representations received	3 March 2021 – 30 June 2021	4 months
Conclusion	Publication of the Final Recommendations	July 2021	-

	Reorganisation Order made (<i>if applicable</i>)	By December 2021	-
	Elections to Windsor Town Council (<i>if applicable</i>)	4 May 2023	-

5 Stage 1 – Consultation on Terms of Reference

- 5.1 The cross-party Member-led Community Governance Review Working Group (CGRWG) appointed for the purposes of formulating the review’s Draft and Final Recommendations met ten times between August 2020 and February 2021. The Members of the Working Group are Councillors Shamsul Shelim (Chairman), David Cannon (Vice-Chairman), Neil Knowles, Karen Davies and John Story (replaced by David Hilton in December 2020.) Minutes of the meetings are available to view on the CGR [webpage](#).
- 5.2 The public consultation on the terms of reference ran from July to October 2020. The aim of the first consultation was to gauge how much public support there was for a new town council amongst people living in the review area and whether a new layer of governance would be the best way to deliver effective and convenient local government to residents. Any new governance arrangements would need to reflect the communities and identities of the people it was established to represent.
- 5.3 Section 93(3) of the Local Government and Public Involvement in Health Act requires the principal council to consult with local residents and any other third parties who might have an interest in proceedings. The primary task of the Working Group during the first stage of the review was to establish a comprehensive consultation database of stakeholders who could be consulted directly to make them aware of the process and how they could contribute their views during the consultation. With the assistance of the wider Member cohort and the relevant internal council departments, the Working Group approved a consultation stakeholder database comprising the following groups;
- Windsor primary and secondary schools across the local authority area – 30
 - Parish councils - 14 (and 1 parish meeting)
 - Local organisations / community groups / businesses / political groups – 250
- 5.4 The targeted consultation activity took place over August, September and October, where stakeholders were sent two emails from Electoral Services inviting them to take part in the consultation and pinpointing them to the webpages where the consultation resources could be accessed. As part of the

wider communications strategy for raising awareness about the review amongst the electorate, references to the review and consultations were highlighted in residents' newsletters and other corporate communications including social media channels.

- 5.5 To provide clarity on what areas of discussion consultees were requested to comment on as part of the first consultation, the following questions were formulated:
- *What is the appetite for creating a new town council for Windsor? Is a parish council needed or desired?*
 - *Is there a sense of community identity in the review area and should this community be represented by its own parish council?*
 - *How could a new parish council take shape?*
 - *Should a new parish council be warded to reflect the communities that exist in the review area? If so, how should these boundaries be drawn?*
- 5.6 69 responses were received during the consultation period, broken down into the following categories:
- Four representations from existing parish councils
 - Six responses from local organisations.
 - Three responses from political parties
 - Three responses from Borough councillors.
 - Fifty-three individual responses from residents.
- 5.7 The consultation responses were published on the [community governance review webpages](#) in November 2020, with all personal information of consultees redacted.
- 5.8 Respondents to the consultation expressed a range of views about whether a new town council for Windsor would be a favourable outcome. The majority of responses expressed support for the principle of creating a new town council, and that if it came into place, the area under review should be divided into electoral divisions, known as wards. There was an emphasis among consultees that the area of west Windsor should not be separated from central Windsor and that one town council, as opposed to multiple parish councils, would be preferable. The boundaries for wards within the town council area should not be drawn to simply match the current Borough ward boundaries; there was a strong sentiment that the ward boundaries which came into effect in 2019 following the Local Government Boundary Commission's review did not effectively reflect community identities in some areas. An example would be the separation of the area known as the Boltons, located in central Windsor, but belonging to the Old Windsor borough ward. It was felt that a fresh approach to drawing internal wards for the purposes of establishing a new parish governance tier was needed to correct the anomalies of the borough-wide electoral review.

5.9 It should be noted that a small number of responses questioned the benefits a new town council and an extra layer of government would bring. Some cited concerns that a new town council would simply add extra bureaucracy and costs for residents.

6. Draft Recommendations of the Working Group

6.1 When formulating the draft recommendations, the Working Group considered the representations received during the first consultation. The group took the decision that it was minded to support the formation of a Windsor Town Council on the basis that the electorate and any other stakeholders remained supportive of its formation once further information had been supplied about potential costs and the impact its creation would have on the local community.

6.2 The Working Group has considered Section 93 of the Local Government and Public Involvement in Health Act 2007 and its duty to ensure that community governance within the area under review will be:

- Reflective of the identities and interests of the community in the area and be
- Effective and convenient.

6.3 The Working Group has also taken into account a number of influential factors, including:

- The impact of community governance arrangements on community cohesion and
- The size, population and boundaries of a local community or parish.

6.4 In publishing its draft recommendations, the council is taking the approach of putting forward draft electoral arrangements (how the town council could be structured, e.g. number of councillors, year of first elections and warding patterns) and which powers and assets the principal council could potentially transfer to the new town council, if it were to come into being. Information regarding an illustrative precept, the powers that a town council could potentially execute and what this would mean for residents both financially and practically when receiving local services is set out as part of the draft recommendations. This information will help residents and other stakeholders to give an informed view as to whether they support the principle of a new town council as part of the second consultation process. A definitive list of powers and assets to be transferred to a new town council would be drawn up following the review process, should the outcome of the review be that a new town council is created.

Electoral Arrangements

- 6.5 The Working Group carefully considered the views of residents and other stakeholders provided during the first consultation in relation to what electoral arrangements could best support a well-functioning town council. The group propose that one town council should be formed covering the whole of the review area and that it should be warded.
- 6.6 The group considered how many councillors should be appointed to represent the 20,500 electors resident in the review area. In order to make this decision, the group considered how parish representation worked for the Royal Borough's existing parishes and guidance issued by the National Association of Local Councils (NALC) and Aston Business School about recommended levels of representation.
- 6.7 Guidance issued by Aston Business School and NALC recommends the following levels of parish representation:

Table 2 – Aston Business School (1992)

Electors	Councillors
<500	5 – 8
501 – 2,500	6 – 12
2,501 – 10,000	9 – 16
10,0001 – 20,000	13 – 27
>20,000	12 - 32

- 6.8 Similar comparisons can be made with guidance previously issued by NALC:

Table 3 – NALC (1988)

Electors	Councillors
900	7
1400	8
2000	9
2700	10
3500	11
4400	12
5400	13
6500	14
7700	15
9000	16
10400	17
11900	18
13500	19
15200	20
17000	21
18900	22
20900	23
23000	24

Over 23000	25
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- 6.9 Representation across the Royal Borough’s existing parishes is varied. Horton Parish Council represents the smallest electorate (857 electors at 1 December 2020) and Sunninghill & Ascot represents the largest number of electors (9050 at 1 December 2020). Half of the parishes are warded and half of them are not. The number of councillors sitting on each parish council is also varied and depends on the demography of the area. Where parishes are warded, there is no common pattern as to the distribution of seats. Broadly speaking, they should be distributed fairly according to the size of the electorate per ward. Sunninghill & Ascot has the highest number of parish councillors with 16 available seats and is divided into three wards. The average number of electors per parish councillor across all parishes is 313.
- 6.10 In order to determine an appropriate number of councillors for the review area, the Working Group considered the ward boundaries that would need to be drawn. The twelve polling districts in the review area are the smallest building blocks for creating wards. A ward at parish level could comprise more than one polling district or a single polling district but a boundary line cannot divide an existing polling district. It is not possible for part of a polling district to belong to one electoral division and another part of the same polling district to a different division. A polling district and polling places review would be required in this instance, to reshape the boundary of the polling district, if this was desired.
- 6.11 The Working Group propose wards for the town council that would be based on the current polling district divisions. Most of the current polling districts range in size between 1800 and 2500 electors. The principle that each single polling district would form its own ward and would be represented by two councillors was applied. It is proposed to amalgamate three of the smallest polling districts to form one ward and to assign three councillors to this ward. Another polling district is kept as a single ward but assigned only one councillor. **The final outcome is the proposal that ten wards be created returning a total of 21 councillors.**
- 6.12 The review area comprises circa 20,500 local government electors and 15,000 residential properties. Table 4 below shows the distribution of seats, proposed ward boundaries and ward names. A map showing the proposed ward boundaries can be found in Appendix 1.

Table 4: Warding Pattern

WARD	POLLING DISTRICT CODE	PARISH WARD NAME	LOCAL ELECTORS (DEC 20)	LOCAL ELECTORS (DEC 25)	COUNCILLORS	ELECTORS PER COUNCILLOR
CLEWER & DEDWORTH EAST	WCDE1	DEDWORTH MANOR	2,005	2,037	2	1003
	WCDE2	CLEWER HILL	2,150	2,184	2	1075
CLEWER & DEDWORTH WEST	WCDW1	DEDWORTH RIVERSIDE	2,257	2,293	2	1129
	WCDW3	DEDWORTH GREEN	2,044	2,077	2	1022
CLEWER EAST	WCE1	CLEWER NEW TOWN	1,805	1,834	2	903
	WCE2	SPITAL	2,056	2,089	2	1028
	WCE3	CLEWER VILLAGE	892	906	1	892
ETON & CASTLE	WEC1	TRINITY	2,881	2,927	3	960
	WEC2	CASTLE	2,047	2,080	2	1024
OLD WINDSOR & CLEWER & DEDWORTH EAST (PARTIAL)	WOW3	BOLTONS & ST LEONARD'S HILL	86	87	3	818
	WOW4		1,497	1,521		
	WCDE3		873	887		
			20,593	20,922	21	

- 6.13 The pattern proposed by the Working Group provides consistent representation across all ten polling districts, with an average of 981 electors per councillor. Whilst it is noted that the average number of electors per councillor is considerably higher than the average number of 313 electors per councillor for the Royal Borough's existing parishes, it should be borne in mind that no existing parish is of the same demographic or size of the proposed town council for Windsor. The area of the proposed Windsor town council is more than double the size of Sunninghill & Ascot Parish Council, the largest parish, and is more urban in nature.
- 6.14 The Working Group has considered when the first elections to the new town council should take place. A number of consultation participants had expressed a preference for the elections to take place as soon as possible and earlier than May 2023, the date which had been referenced in the review's Term of Reference. An alternative date of May 2021 had been suggested. It would not be possible to hold the first elections in May 2021 for logistical reasons as the review process would not conclude until the summer of 2021.
- 6.15 The Working Group considered whether elections in May 2022 would be a viable option but concluded that elections in May 2023 would be more

appropriate. Section 98(6) of the Local Government and Public Involvement in Health Act 2007 allows principal councils to modify or exclude the application of Sections 16(3) and 90 of the Local Government Act 1972 and the election rules in a reorganisation order so that the first election to a parish or town council is held in an earlier year. This might result in councillors serving either a shortened or lengthened first term, allowing the parish or town council's electoral cycle to then return to its regular cycle.

- 6.16 It is the proposal of the Working Group to recommend that the first set of elections should take place in May 2023, the next scheduled date for the combined parish and borough elections. The cost of delivering an election to a parish of the size of Windsor is estimated to be in the region of nearly £20,000. A number of costs associated with the delivery of the parish elections in 2023 will be shared, where possible, with the Borough, whereas standalone elections in 2022 would need to be met solely by the new town council. **It is proposed that the first elections to a new Windsor town council take place on 4 May 2023.**

Consequential Matters

Finance

- 6.17 Parish and town councils rely on income from a number of limited sources to finance their affairs. If a new town council were created for Windsor, the town council would be entitled to receive a portion of the Community Infrastructure Levy (CIL) currently collected by the Royal Borough for planning developments in the review area. The Royal Borough has collected £1.7 million in CIL in the unparished part of Windsor since September 2016. As the area is currently unparished, the Royal Borough retains 15% of the neighbourhood portion as a neighbourhood plan has not been adopted for the area. The amount of neighbourhood CIL that has been collected since 2016 is circa £250,000. If a neighbourhood plan is adopted, then the portion which can be retained increases to 25%. Any new town council would receive the future neighbourhood portion instead of the Royal Borough and would receive this on a six-monthly cycle dependent on when CIL monies from developments are received.
- 6.18 The local planning authority determines how Section 106 monies is to be spent. Parish and town councils are consulted as part of the process of determining the allocation of Section 106 monies when the Royal Borough negotiates funding with developers.
- 6.19 Residents who are represented by a parish or town council pay a percentage of their council tax bill to the parish for the delivery of services. The precept is the main source of income for parish councils. This amount is known as the precept. Residents are not able to opt out of paying the precept.

- 6.20 In unparished areas residents pay an additional precept for various services that would otherwise be provided by a parish council but are provided by the Royal Borough. Residents in the review area currently pay £34.31 (Band D equivalent) as their precept. This amount is included in the Royal Borough's Special Area Expenses (SAE) account. The amount of the SAE which can be apportioned to the currently unparished area of Windsor is £469,000. The services funded by the SAE account include allotments (1%), street and footway lighting (25%), and recreation grounds and open spaces (74%). If a new town council were established, the Borough would no longer receive funding of £469,000 currently collected through the SAE. However, it would continue to be responsible for, and incur the costs of, the services currently provided by the SAE.
- 6.21 If a new town council were established, the amount that residents would be required to pay could be considerably more than the current £34.31 paid to the Royal Borough. As parish councils do not receive money from central government as principal councils do, they are reliant on income raised through the precept. The precept for a new town council would not only reflect the delivery of services but would also need to reflect the running costs of the town council; overheads which are currently covered by the borough council. These costs are likely to include office accommodation costs (rates, rents, overheads), and administration (employment of a town clerk and other staff, HR and IT requirements).
- 6.22 The current precepted amounts for comparable parish (town) councils in Berkshire are set out in Table 5 for comparative purposes:

Table 5 – Parish (Town) council precepts in Berkshire

Parish	Precept (Band D equivalent)
Wokingham	£57
Sandhurst	£75
Earley	£81
Newbury	£86
Bracknell	£88
Woodley	£112

- 6.23 If the outcome of the review is that a new town council should be formed, the Royal Borough would be required to set the parish precept for the first year of the parish's existence, as at this point no town councillors would have been elected. **Whilst it is not possible to set an exact, prospective precept at this stage, it is anticipated that the precept could be similar to those in Table 5 but would be dependent on the scope of services included within its remit. This could mean that residents in the review area would be paying a greater amount than they currently pay, potentially even double.** It should be noted that should a town council be established,

residents will no longer be contributing towards the Royal Borough's SAE, but instead will be paying towards the new town council's precept.

- 6.24 The average precept of the fourteen parish councils within the Royal Borough is £51.96. The lowest is set at £31 and the highest at £99.74. (See Appendix 2 for further details)
- 6.25 The new town council would set its own precept in the subsequent years. It is important to note that parish councils are not currently subject to the capping rules that principal councils must adhere to; this means that potentially the precept could increase in later years.

Powers and Assets

- 6.26 Parish councils are potentially able to take on a wide range of powers that relate to local matters including looking after community buildings, maintaining allotments, play areas and open spaces and street lighting, as a few examples. The Royal Borough's existing parishes deliver a range of services which have been established over time.
- 6.27 The creation of new town and parish councils adds an additional tier of local government but does not rescind the powers of the principal council and its relationship with electors who are served by a parish or town council. In the event that a new town council for Windsor is created, the significant majority of services that residents receive will continue to be delivered directly by the Royal Borough. The new town council and the Royal Borough should work collaboratively to deliver services to residents.
- 6.28 The chairman of a new town council for Windsor may wish to call themselves the mayor or mayoress of the town, a practice which is common for other town councils such as Eton Town Council. It should be noted however, that the mayor of a Windsor Town Council would not replace the Mayor of the Royal Borough of Windsor and Maidenhead for residents in Windsor. The Royal Borough's Mayor would retain the civic and ceremonial duties they currently hold.
- 6.29 The role of parish or town councillor is one of considerable responsibility and is a serious undertaking. Those elected to the office of parish or town councillor have a statutory duty to represent the best interests of the electorate they serve during their term of office. Those elected to the 21 (proposed) available seats for a new Windsor town council could have responsibility for a budget of circa £1 million for each financial year. Town councillors will be bound by a code of conduct and will be accountable to the Borough's Monitoring Officer, providing a layer of independent scrutiny much in the same way as for Borough councillors.

- 6.30 As this community governance review concerns the creation of a brand-new town council where no parish governance currently exists, it is proposed that a limited number of powers are transferred for the council's first year of operation. It is anticipated that the costs associated with the delivery of the services the town council will assume in its first year are likely to be equivalent to the cost of services currently provided for in the SAE. Over time, once individuals have been elected to sit on the council and the town council has established itself the town council could undertake additional duties if the principal council agrees to discharge these functions. The system of negotiating the ongoing relationship between principal and parish councils and the delivery of local services is a well-established process and is standard practice in the creation of new town and parish councils. There is no requirement on either council to accept any further changes.
- 6.31 When establishing a new town council, it should be noted that the precept is based on the potential transfer of functions currently provided for in the Special Area Expenses account and any costs associated with staffing, accommodation and other overheads. If it were agreed that a town council was to be established, significant further work by the borough would be required to determine which services would be appropriate for transfer in the first year and these would not necessarily be those currently covered by the SAE. It should be noted that the majority of key services and those which are statutory functions would remain the responsibility of the principal council.
- 6.32 The delivery of waste services, highways, parking and street-cleansing, all within scope to be potentially delivered by a town council, are interlinked with other services delivered by the Royal Borough that collectively form the organisation's wider strategic vision such as the climate change and sustainability strategy. It would not be desirable for the Royal Borough to hand over the delivery of those services when they form an essential part of the corporate agenda.
- 6.33 The three paragraphs below provide further detail on the services currently delivered by the Borough under the SAE.
- 6.34 Regulation 9 of The Local Government (Parishes and Parish Councils)(England) Regulations 2008 provides that land held or vested in a principal council for purposes of the Allotments Acts 1908 to 1950 in an area constituted as a parish by a reorganisation order shall on the date of the order, transfer to and be vested in the parish council. There are eight allotments located in the vicinity of the review area. A voluntary group, Windsor Allotment and Home Gardens Associations currently operates allotments in the Windsor area on behalf of the Royal Borough. It may be appropriate to make amendments to the existing leases in place between the Royal Borough and the freeholder, should management and strategic oversight of allotments be transferred to the town council. It should be borne in mind that the costs of maintaining allotments would need to be met through money raised by the precept.

- 6.35 There are thirty-two parks in the review area, ranging in size, which collectively cost £582,519 for the Royal Borough to maintain through contract with the service provider Tivoli. In other areas of the Borough, parish councils might have responsibility for managing small parks and play areas. Should the new town council wish to assume responsibility for managing any of the parks in the review area, each asset would need to be considered on an individual basis. The maintenance costs for parks and open spaces would be met through money raised by the precept.
- 6.36 The number of streetlights in the Windsor and Eton area is 4,775. The cost of maintaining these assets which includes electrical testing and emergency call outs where needed is approximately £51,000. There is no precedent for existing parish councils in the Borough to take on the management of streetlighting. Further, it is important to note that the delivery of streetlighting is a service area integral to the wider climate change and sustainability strategy and it may therefore not be desirable for the Royal Borough to discharge responsibility of this function from the perspective of the Highway Authority.
- 6.37 In the event that a new town council came into being, the new body would be required to appoint a Proper Officer and a Responsible Financial Officer. In practice, the parish clerk often assumes both of these statutory positions but there is no legal requirement to do so. As a bare minimum, a salary for the parish clerk would need to be reflected in the calculation of the precept. A number of other officer posts may be considered as desirable to support the clerk, especially given the size of the town council area. The funding of all possible salaries and associated costs of the town council functioning as an employer (e.g. HR and IT costs) would need to be reflected in the calculation of the precept.
- 6.38 The costs of office accommodation also need to be factored into the calculation of a precept. Office space in Windsor currently costs between £30 and £38 per square foot and is dependent on the quality of the accommodation. As a minimum, the town council will require office space so that the clerk can carry out their duties but it should also be acknowledged that larger premises will be required for conducting council meetings.

7. Summary of Draft Recommendations

- 7.1 In summary, the council is minded to support the formation of a new town council for Windsor on the basis that the electorate and any other stakeholders remain supportive of the proposal in light of the additional detail provided regarding the potential financial impact and the possible transfer of powers and assets to a new town council, established as below:

Table 6: A Windsor Town council

Electoral arrangements	<ul style="list-style-type: none"> • 1 town council comprising the twelve polling districts as defined in the terms of reference's review area. • 21 elected representatives • 10 wards of the parish • First elections to the town council to be held on 4 May 2023
Powers	<p>The town council would be responsible for the delivery of the following services:</p> <ul style="list-style-type: none"> • Allotments • Others to be determined
Finance	<p>The following aspects would need to be funded through the precept:</p> <ul style="list-style-type: none"> • Maintenance of allotments • Appointment of staff and employer oncosts • Office and meeting room accommodation costs <p>The precept would be at least the current level that properties pay towards the special area account (£34.31) but could be more in the first year. The amount in following years could be increased and would be determined by the town council.</p>

8 Next Steps

8.1 The council would like to hear the views of residents and any other interested parties on its draft recommendations.

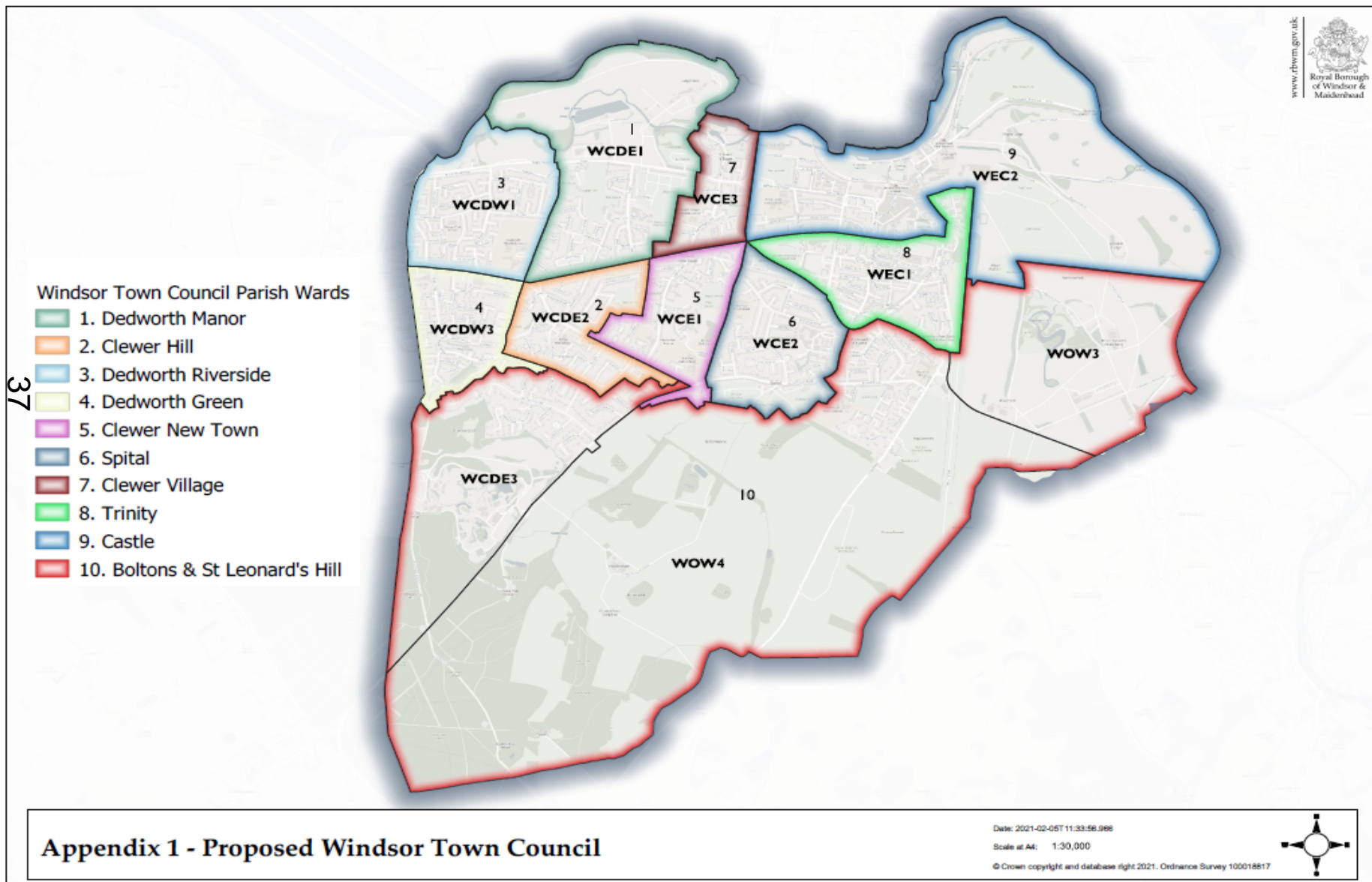
8.2 A period of public consultation will open from 2 March until 2 June 2021. Residents may submit their views to the council in a number of ways:

- Write to us at Electoral Services, Royal Borough of Windsor and Maidenhead, Town Hall, St Ives Road, Maidenhead, SL6 1RF.
- Email us at Electoral.Registration@rbwm.gov.uk
- Complete the [questionnaire](#)
- Drop-off hard copy responses to Windsor library for onward delivery to the Town Hall.

8.3 As for the first consultation, the council will be consulting directly with a number of community groups. In addition to the individuals and groups who form the consultee database used for the first consultation, the council will be consulting directly with everyone who submitted comments and representations during the first round of consultation in autumn 2020.

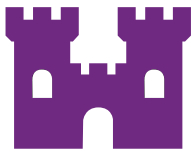
- 8.4 Every residential property in the review area will receive an information leaflet about the review. The leaflet will provide background to the review process, summarise the draft recommendations of the council and explain how residents can get involved and participate in the consultation. A copy of the leaflet is provided in Appendix 3.
- 8.5 An advert will be placed in a local newspaper at the start of the consultation period to raise awareness about the review and to encourage local people and any other interested parties to engage in the process.

Appendix 1 – Proposed Windsor Town Council



Appendix 2 – Parish Council Precepts

Parish	2019/20	2020/21	2020/21 Band D
	Precept (£)	Precept (£)	Charge (£)
Shottesbrooke	Nil	Nil	Nil
Sunninghill & Ascot	171,507	201,690	31.00
Waltham St Lawrence	24,500	24,500	36.07
Hurley	35,124	38,351	38.11
Bray	156,796	171,460	38.97
Wraysbury	81,700	84,800	39.65
Cookham	91,975	123,973	41.86
Bisham	25,702	31,139	42.07
Cox Green	146,909	150,341	49.33
Eton	78,168	94,647	52.02
Sunningdale	184,214	192,379	55.51
Datchet	142,818	142,818	63.70
Old Windsor	153,500	160,500	66.78
Horton	25,430	33,556	72.67
White Waltham	128,605	126,687	99.74



Have your say

We would like to hear your views on our draft recommendations.

Full details about the draft recommendations can be viewed on our webpages at: <https://rbwmtogether.rbwm.gov.uk/windsor-town-council-consultation>.

We would like to hear your views in respect of the following questions:

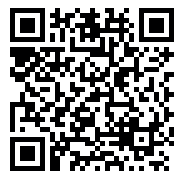
- Do you believe the creation of a Windsor Town Council as set out in our draft recommendations delivers effective and convenient local government for the residents of Windsor? Please explain why.
- Do you support the creation of a Windsor Town Council under the electoral arrangements set out in our draft recommendations? If not, what alternative electoral arrangements would you suggest?
- Do you support the creation of a Windsor Town Council as an additional layer of local government or do you believe the existing governance arrangements and representation for residents is sufficient? Please provide reasons to substantiate your view.

We would also welcome any other comments on the content of our draft recommendations.

How to respond

You can submit your views to the council in a number of ways. We will be accepting responses until **Wednesday 2 June 2021**.

- Write to us at Electoral Services, Royal Borough of Windsor & Maidenhead, Town Hall, St Ives Road, Maidenhead, SL6 1RF.
- Email us at electoral.registration@rbwm.gov.uk
- Visit <https://rbwmtogether.rbwm.gov.uk/windsor-town-council-consultation> to complete the online questionnaire or scan the QR code opposite.
- Drop-off hard copy responses to Windsor Library.



Consultation deadline is

Wednesday 2 June 2021



Your views matter

Have your say

www.rbwm.gov.uk



Public Consultation into the creation of a Windsor Town Council

We are running a community governance review to look at the issue of whether a new town council should be created to serve the people of Windsor. As a resident of Windsor, we would like to hear your views on the draft proposals before we make any final decision about whether or not a new town council for Windsor should be created.

What is a community governance review?

Community governance reviews consider whether existing parish arrangements under the jurisdiction of the local authority should be changed in any way. They might address the following:

- Altering the boundaries of existing parishes
- Changing the names of existing parishes
- Creating or abolishing parish or town councils
- The electoral arrangements for parish or town councils (such as the number of councillors and parish warding).

Why is a community governance review taking place?

The council has been asked to consider creating a new town council for Windsor because of interest from members of the local community. An e-petition calling for the local authority to undertake a community governance review was started in September 2019 and was led by a group of residents.

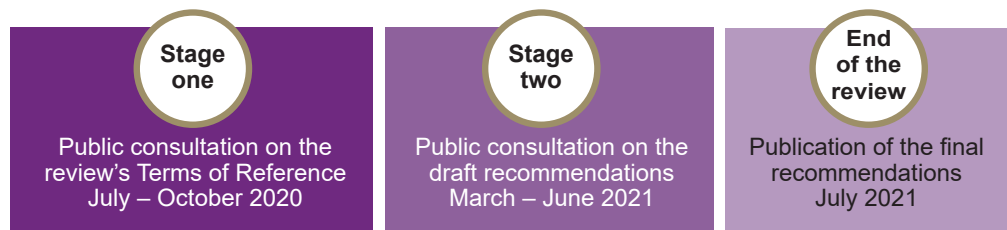
The e-petition was not formally submitted but the council committed to undertake a community governance review. The review formally started in July 2020, following publication of the Terms of Reference.

What is the aim of the community governance review?

The aim of the community governance review is to decide whether a new town council, to be called Windsor Town Council, should be created.

How is the review being run?

The community governance review takes place over the course of a year and is divided into distinct stages of activity. The decision on whether a new town council should be created rests with the Royal Borough. We have a duty to consult with residents and any other parties who might be interested in the review and to take their views into account when making the decision.



What is the difference between a town and parish council?

A town council has the same powers as a parish council – the title of town council tends to be used in urban areas. We already have one town council in the borough which is Eton Town Council. Elections to town and parish councils are held every four years.

What are the benefits of having a town council?

Town councils are an essential part of the structure of local democracy and have a vital role in acting on behalf of the communities they represent. They:

- Give views on behalf of the community, on planning applications and other proposals that affect the parish.
- Undertake projects and schemes that benefit residents.
- Work in partnership with other bodies to achieve benefits for the parish.
- Alert relevant authorities to problems that arise or work that needs to be undertaken.
- Help the other tiers of local government keep in touch with their local communities.

How would local government work in Windsor if it had a town council?

Until now, Windsor residents have not had a town or parish council(s) because they are represented by the Royal Borough of Windsor & Maidenhead and a Windsor Town Forum meeting takes place. However, some residents in Windsor have expressed a wish to have their own separate town council to operate at parish level.

A new town council would provide an additional tier of local government for the residents of Windsor; it would not replace the Royal Borough of Windsor & Maidenhead as a local authority. Most services would continue to be delivered by the Royal Borough.

At this stage it is not possible to specify exactly what local services the town council would manage or what level of council tax precept residents would be charged.

How would a town council for Windsor be funded?

Town councils rely on income from a number of limited sources to finance their affairs. The precept is the main source of income for town councils. Residents who are represented by a town council pay a percentage of their council tax bill to the parish for the delivery of

services. Residents are not able to opt out of paying the precept.

The precept for a new town council would reflect the delivery of services and the running costs of the town council - overheads which are currently covered by the Royal Borough. These costs are likely to include office accommodation costs (rates, rents, overheads etc.) and administration (employment of a town clerk and other staff, HR and IT requirements etc.). The precept for the town council would be set by the Royal Borough for its first year but in subsequent years it would be set by the town council.

What powers and duties would a town council undertake?

Town councils are potentially able to take on a wide range of powers that relate to local matters, including looking after community buildings, maintaining allotments, play areas and open spaces, and street lighting, as a few examples. The Royal Borough's existing parishes deliver a range of services which have been established over time. As this review concerns the creation of a brand-new town council where no parish governance currently exists, it is proposed that a limited number of powers are transferred for the council's first year of operation. It is anticipated that the costs associated with delivery of the services the town council will assume in its first year are likely to be equivalent to the cost of services currently provided for in the Royal Borough's special area expenses account. Over time, once individuals have been elected and the town council has established itself, it could take on additional duties if the Royal Borough agrees to discharge these functions.

What are our draft recommendations?

The table below shows our draft recommendations regarding the electoral and financial arrangements, and the transfer of powers and assets, of the new town council.

Draft recommendations for new Windsor town council	
Electoral arrangements	<ul style="list-style-type: none"> • One town council comprising the twelve polling districts as defined in the term of reference's review area. • 21 elected representatives • 10 wards of the parish • First elections to the town council to be held on 4 May 2023
Powers	<p>The town council would be responsible for the delivery of the following services:</p> <ul style="list-style-type: none"> • Allotments • Others to be determined
Finance	<p>The following aspects would need to be funded through the precept:</p> <ul style="list-style-type: none"> • Maintenance of allotments • Appointment of staff and employer oncosts • Office and meeting room accommodation costs <p>The precept would be at least the current level that properties pay towards the special area account (£34.31) but could be more in the first year. The amount in following years could be increased and would be determined by the town council.</p>

26 May 2021

ITEM	Responsible Officer/Organisation
Town Manager Update	Paul Roach, Windsor Town Manager
Thames Valley Police Update	Inspector Mike Darrah
COVID-19 Update	David Scott, Head of Communities
Plastic Free Windsor	Paul Hinton, Community Lead for PFW
Windsor Town Council Update	CGR Working Group
Work Programme	Clerk

ITEMS SUGGESTED BUT NOT YET PROGRAMMED

ITEM	Responsible Officer/Organisation
Windsor & Eton Town Partnership	Windsor Chamber of Commerce and Windsor & Eton Town Partnership representatives
Update from LEGOLAND and Royal Windsor Racecourse	LEGOLAND and Royal Windsor Racecourse representative
<i>Requested by Cllr Haseler at the Infrastructure O&S Panel:</i> CCTV System Review - Locations, operation, effectiveness & future proposals	Paul Roach, Windsor Town Manager David Scott, Head of Communities
Clewer and Dedworth Pilot/RBWM Community Asset Project/ Abri - Community Initiatives and Investment Zones	Abri representatives
Tourism and policing post COVID-19	
Electric Charging Points	Tim Golabek, Service Lead – Transport and Infrastructure
Thames Valley Police and Community Wardens Update	Inspector Mike Darrah and Community Warden representative
Cycle Action Group (CAG) Tranche Funding Update	CAG representatives
Community Wardens update	David Scott, Head of Communities
Army Covenant – Families Officers from Welsh & Coldstream Guards	Army Covenant representatives

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