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NOTICE OF MEETING

CABINET

will meet on

THURSDAY, 25TH FEBRUARY, 2021

At 6.15 pm

in the

VIRTUAL MEETING - ONLINE ACCESS, RBWM YOUTUBE

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, Environmental Services and Maidenhead

Councillor Hilton, Finance and Ascot

Councillor McWilliams, Housing, Communications and Youth Engagement

Councillor Stimson, Climate Change, Sustainability, Parks and Countryside

Karen Shepherd – Head of Governance - Issued: Wednesday, 17 February 2021

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

The Part I (public) section of this virtual meeting will be streamed live and recorded via Zoom. By participating in the meeting by audio and/or video you are giving consent to being recorded and acknowledge that the recording will be in the public domain.

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AGENDA

PART I

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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, 4 FEBRUARY 2021

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: Councillors Bateson, Larcombe, Tisi, C Da Costa, W Da Costa, Bhangra, L Jones, Haseler, Shelim, Baldwin, Price, Hunt, Werner, Del Campo, Davey, Singh and Barbara Richardson (RBWM Property Company)

Officers: Duncan Sharkey, Kevin McDaniel, Hilary Hall, Adele Taylor, Andrew Valance, Nikki Craig, Emma Duncan, Louisa Dean, Shilpa Manek and David Cook.

APOLOGIES FOR ABSENCE

There were no apologies received.

DECLARATIONS OF INTEREST

There were no declarations of interest received.

MINUTES

RESOLVED UNANIMOUSLY: That the minutes of the meeting held on 28 January 2021 were approved.

APPOINTMENTS

None

CABINET MEMBERS' REPORTS

A) 2021/22 BUDGET

Cabinet considered the budget report that set out the financial plans for the Royal Borough of Windsor and Maidenhead (RBWM) and its Net Budget Requirement and associated Council Tax level for 2021/22.

The Chairman informed Cabinet, when giving his introduction to this meeting, that there had been a closed E-petition regarding speed limits on the A308. The lead petitioner had declined the opportunity to address Cabinet on the petition as subject matter was already planned to be undertaken, his statement had been circulated to Cabinet as requested.

The Lead Member for Finance and Ascot informed Cabinet that this was a balanced budget that many said could not be achieved. The foundation for this was laid in the current year's budget which was subject to greater scrutiny and challenge than in the past and included, for the first-time, contingency that has been used to manage some of the burden of savings that were prevented by COVID-19. Through careful management of the current budget, we are able to set aside a COVID-19 reserve of £3million that will be used next year as one-off funding to help manage the impact of £9.2million of ongoing COVID-19 costs. As Cabinet we do not doubt the challenge that we face in 2021/22 but the budget we propose provides a balance between the financial imperative and meeting the key priorities of our residents.

At last year's budget setting Council, we voted on five separate papers that collectively made up the budget. This took time and gained nothing. This year there will be just one vote that encompasses every budget element.

Today's papers follow that format and Cabinet will be asked to recommend the following appendices to Council.

These include;

- The revenue budget
- Fees and charges
- Capital budget
- Treasury management including strategy
- The Pay policy statement
- Proposed pay award
- Feedback from consultations.

The Revenue budget, fees and charges and capital budget have all been reviewed by O&S. I am sure Cabinet will wish to focus on the revenue budget but for information Fees and charges have been increase generally in line with inflation at 1.6%.

New capital projects are restricted to fully-funded schemes, where scheme costs are fully or largely met by external funding. Income generating schemes with a strong business case, unavoidable capital investment predominantly relating to immediate requirements to replace or enhance essential fixed assets for service delivery. There is no discretionary spending

Council will also need to approve the treasury management strategy, the approved list of counterparties with whom we invest cash balances. Table 2 on page 171, the prudential indicators on page 187 and the Minimum Revenue Provision policy. There is a requirement to set MRP aside for all capital expenditure we use the annuity method to calculate MRP

The Lead Member also informed that £895K has been set aside in the budget contingency to cover a pay award for RBWM, Optalis and AfC staff. The proposed RBWM pay award increases the minimum hourly rate to £10 an hour which matches a union request and an across the board increase of 2% which in my opinion is greatly deserved by our staff.

The Chairman said he wished to thank all those who had participated in the consultation which was the first meaningful consultation undertaken on the budget in recent times. There had been an excellent response rate but the administration would also look at lessons learnt to improve the process for future years. Cabinet had considered the responses and the appendix would be updated for the final Cabinet report.

The Lead Member for Housing, Communications and Youth Engagement said that this was the first meaningful budget consultation for some time and there had been excellent response rates especially when compared to our neighbouring authorities. There had been over 800 response and he thanked those that had participated. For future consultations we will look to increase the participation and be even more engaged so residents can help shape the budget. There were many interesting comments but he wished to highlight two themes that stood out these were weekly black bin collections and rural car parking charges. He asked if the relevant lead members could provide further information on these.

The Lead Member for Planning, Environmental Services and Maidenhead informed that he should have introduced fortnightly black bin collection as soon as the Council declared a climate emergency. Those councillors who wanted to achieve carbon neutrality by 2030 should have demanding a change in the frequency of waste collection. It was now proposed to collect black bins fortnightly but everything else would remain the same. This would encourage greater recycling and the use of food waste bins. There would also be a positive impact on our carbon reduction. Residents were good at using the blue bins but we were over using the black bins. Properties with communal bins, such as flats, would retain a weekly

collection so will those properties that had to use bin bag collections. There was no health risk with fortnightly collection and clinical waste collection would remain as is. Some had said that this change was breaking our election promises but they were made before the climate change emergency was made.

The Deputy Chairman of Cabinet, Adult Social Care, Children's Services, Health and Mental Health mentioned that with regards to fortnightly collection mentioned that he had been approached by young people and whilst visiting centres that the vast majority raised the importance of climate change and the need for us all to do something. He also reiterated the need to retain current collection for flats and clinical waste.

The Lead Member for Climate Change, Sustainability, Parks and Countryside said that many areas of the council had worked together on climate change and improving recycling and reducing household waste was a priority along with plastic free. There would also be a reduction in emissions with fewer collections.

The Lead Member for Public Protection and Parking addressed Cabinet on the concerns raised by the proposed rural car parking charges. He said that the proposal had been put forward for a number of reasons with the best management of our assets being one of them. It would also encourage people to use alternative forms of transport and thus reduce car movements. The proposal was also part of the standardisation of charges across the borough. He had spoken to stockholders, users of the car parks and residents. He welcomed Cabinet's views. He also mentioned that it as proposed to use the ringo system rather than parking metres. After listening to the feedback there was an opportunity to change some of the proposals such as having free half hour and no charges for the school run.

The Chairman asked Cabinet for their views on the proposed parking charges and it became clear that Cabinet felt this should be re considered. Cllr Clark raised concern about the one size fits all approach as although some would benefit from charges others would not. Cllr Hilton agreed that the proposals had not been popular and that reviewing individual car parks may be beneficial, he supported the idea of free half hour for school drop off / pick up. Cllr Carroll said he was concerned about the impact this could have on peoples physical and mental health if it discouraged them using public spaces especially during the pandemic. Cllr Stimson also said that there had been a lot of push back from residents. Cllr Rayner said she had been contacted by village associations, the scouts and volunteer that help in her ward that had raised concern that the charges could have a negative impact on their work.

The Lead Member said that given the views of Cabinet and the views of residents then he proposed that this item is not brought forward, subject to finances, and a review be undertaken looking at each individual car park. The Chairman agreed with the proposals to remove this budget line and the Lead Member for Finance said he could discuss using the C-19 reserves to cover the impact. Cabinet resolved unanimously to remove this budget line from next years budget proposals.

The Deputy Chairman of Cabinet, Adult Social Care, Children's Services, Health and Mental Health thanked everyone who had engaged in the consultation process. For his area he had followed five principles;

- Protecting vulnerable people and furthering service excellence.
- Opportunity and innovation to maximise life chances.
- Transformation, looking at different ways of doing things which has been vital during the pandemic. Better enhanced life chances and outcomes.
- Consultation, as seen it's a core principle when changing services.
- Ensure services are future proof financially and being responsible for taxpayers money.

There was a small increase in the adult social care budget and a reasonable increase in the children's services budget. He mentioned he continued to lobby the Government over funding for adult social care.

The Deputy Leader of the Council, Resident and Leisure Services, HR, IT, Legal, Performance Management and Windsor informed Cabinet that she also wished to thank those who took part in the consultation on the comments from overview and scrutiny panels. She mentioned that she had engaged with SMILE and would meet with them again when the new director was in place. With regards to libraries the transformation strategy had recently been approved to go out for consultation. The biggest impact on the budget had been leisure services which had been severely impacted by the pandemic and had resulted in the need to appoint a new provider. With regards to cultural services they were working with partners to become sustainable. There had been a slight adjustment in the budget when first published to six months of funding where it was originally for one quarter. With regards to museum and tourism in order to protect the services it was proposed to bring them together in one location. HR and ICT had done an excellent job during the pandemic to support our staff and allowing service provision to continue. She mentioned a huge thank you to staff who had maintained excellent services.

The Lead Member for Public Protection and Parking said he would not go over parking again as this had already been discussed. Apart from removing the rural parking charges he also mentioned that it was planned to remove some one street parking metres. Community wardens were being restructured but community engagement would continue, this had been consulted with the police. There had been an increased pressures on licencing due to the pandemic.

The Lead Member Transport and Infrastructure said that the relevant proposals had been discussed at scrutiny. It was proposed to reduce the pool cars which given current usage was sensible. Further down the road we would look into more sustainable transport. There were plans for a revised street cleaning schedule that was based on need rather than frequency. The Heathrow challenge line was to be removed due to the latest announcements and the pandemic. Three were plans to trial increased resources for enforcement on street works, this was expected to become net natural.

The Lead Member for Housing, Communications and Youth Engagement informed Cabinet that there had been an increase in pressures due to temporary accommodation requirements and due to the pandemic an increase in the number of people requiring housing support. He mentioned that the service had responded remarkably well during this difficult time. There was excellent support from our partner organisations and the government had continued with its policy of ensuring all vulnerable people were housed during the pandemic. With the pressures on the economy the borough will continue to need temporary accommodation and more affordable rent. He gave a firm commitment to driving up the numbers of social rented units. He also mentioned that with regards to the advantage card they were working with Windsor Castle to ensure the discounted access for residents would continue. He also highlighted the success of the digital message to residents and how this would be developed.

The Lead Member for Finance and Ascot informed that the Corporate Overview and Scrutiny Panel requested that face to face meetings for advice from the Revenue and Benefit specialist in complex cases should continue to be available in Windsor. He would be talking to the Head of Revenue, Benefits, Libraries and Resident Services to see how this request may be met.

He had attended all four overview and scrutiny panel meetings where growth bids, savings, fees and charges and capital were debated and was surprised at the Corporate O&S panel meeting that an attack on the Council was made by Cllr Werner and he wished to comment on this.

The Lead Member said that Cllr Werner had said there was evidence to show that insourcing provided better services at lower cost and complained we had not looked at insourcing

options, arguing had we done so an analysis would have been produced and would be available.

Cllr Werner may be ideologically attracted to Insourcing but in reviewing contracts this administration would consider all options such as working to gain enhanced performance from existing contractors, changing contractors, shared services with other Councils as well as bringing services in house.

As a small unitary authority there are advantages in outsourcing not least that one works with a much larger organisation that can afford expensive capital equipment, has greater expertise in depth as well as industry contacts and access to the latest thinking and technology in the area of concern.

Cabinet would also recall that as we entered lockdown, we were asked by Government to continue to support our contractors. With businesses focussed on survival and many of our staff working to support our residents through the pandemic the past year has not been the time for a string of formal contract reviews.

However, in early 2020 before the lockdown CIPFA was commissioned to provide an independent review of delivery options for both AfC and Optalis. We part own these companies and they deliver children's and Adult service, representing over 60% of the Council's spend. Seemingly this was of little interest to Cllr Werner.

These reviews were published in June, discussed at Cabinet and reviewed by O&S. Strangely this important piece of work did not register with Cllr. Werner. But with some suggested actions, the reviews recommended retaining these contractual arrangements. This good advice is supported by the fact that Children's Services are rated good by Ofsted and more recently the YOT were too. But it gets better still, the AfC MTFs shows the cost of children's care in 2018/19, the most up to date information available, was the 7th lowest of roughly 60 unitary authorities. In my opinion if there were an inspection regime for Adult Services, I am sure that Optalis would be rated good alongside AfC.

He also said that Cllr Werner accused Cllr Johnson of not charging CIL on the Nicholson Centre and throwing good money away. The process to create a CIL charging schedule goes back to early 2015 when, following a viability study that covered the whole of the Borough a Preliminary Draft charging schedule was published in April 2015. Establishing a CIL policy required the generation of viability information, a series of consultations with the development Industry on that information and examination of the proposed policy by an examiner from the planning inspectorate. The Inspectorate require a strong evidence base to support the charging schedule and having been given a green light the Council adopted the CIL charging policy in August 2016.

Cllr Werner said we are not charging in Maidenhead. Within the Maidenhead Area Action Plan Area which is a tight area in central Maidenhead he is correct. This reflects the requirement to drive forward the Maidenhead Regeneration project taking into account the impacts on viability of additional development costs such as demolition and remediation so that developers would be able to deliver both market and affordable housing. My understanding is that the CIL charges would be reviewed once the BLP is adopted.

The Chairman invited the three registered public speakers to address Cabinet starting with Lisa Hughes.

Lisa Hughes said that with regards to the consultation the Disability and Inclusion Forum, which she was the vice-chairman, had contact with a number groups around the borough. One of these groups had been contacted as a stakeholder as part of the consultation. It was not until January that the Forum found out about the consultation and had to rush to get information from the groups we were in contact with. She had raised concern that Cabinet were reviewing interim consultation results that were not complete. Her other area of concern was regarding a couple of budget cuts were the impact had been acknowledged in the report

but down played in the equality impact assessment forms. One concern was the increased use of digital services as a high proportion of adults with disabilities and the over 75's were not internet users or had mobile phones let alone smart phones. The proposals could result in people having to travel further to access council services or make payments. She also raised concern about proposed budget cuts around adults with learning disabilities as they were amongst some of the most vulnerable in society. Last year there were cuts to the employment support budget and this year there were proposed cuts of £900,000. The equality impact assessment forms did not so the affects of the cuts.

The Chairman responded that the full consultation results would be part of the Council papers. He asked the Lead Member responsible for adult social care to respond. Cllr Carroll said that a significant proportion of the service had been brought in house into Optalis and that was why there was a difference in expenditure, the policy decision had been heavily scrutinised at the time. The responsible Director informed that they were reviewing all the feedback that had been received and would be reviewing the equality impact assessments as well as the other comments.

Andrew Hill addressed Cabinet and informed that at Cabinet on 17th December it was minuted that Cllr Price asked if the voluntary section would be consulted and she was told that they would be. However the paper tonight only features response from the Smile charity who stated the benefits of keeping people in their own homes. Cllr Price had also mentioned that post Covid the 3rd sector would be a shadow of themselves and a month later we see SportsAble holding an emergency campaign for £46,000, he asked if they had been part of the consultation. He mentioned that the report said £500,000 could be saved by quoting correctly what residents had to pay towards their care, is this not a fault of the providers. Was there any evidence that the review would find any overspend. He was concerned about the impact on residents with learning disabilities and asked if a buffer could be used for this area as it had for parking. He felt the paper lacked robust evidence from voluntary groups and recommended the paper be withdrawn.

The Chairman thanked Mr Hill but said the paper would not be removed and there was a timetable to keep to. The Director responsible for adults health said that they had undertaken analysis work around care packages and it was believed the savings were achievable and a robust process will be in place. With regards to Smile and SportsAble the Lead Member said that officers and herself had engaged with them. Smile was an independent charity that delivered a number of different activities, however some of their work had been impacted by Covid restrictions. She would be meeting with them to discuss work after Covid and the possibility of working with public health. They had also met with SprotsAble and would be meeting with the new trustees.

Mr Ed Wilson addressed Cabinet and informed that the he felt it was a great move having the community football pitch in Deadworth coming under the control of Leisure Focus and hoped it could be a catalyst for a sports centre. Local residents need more facilities and not just more houses. He mentioned that he had given the budget papers to three chartered accountants and asked them about the Covid costs, they came back with five different answers. He asked how much had Covid cost the borough, how much was recovered from government and how much would it cost next year. He noted the £2.8 million contingency in the budget but questioned why this had not been challenged by councillors when the borough could no longer afford the garden in bloom competition or a few planters around the borough.

In response to the comments about leisure services the Led Member said that they had been hit hard by the pandemic and had resulted in Leisure Focus had taken over the contract from Parkwood Leisure, however this did offer more flexibility. She was very excited about the suite of facilities at Deadworth School. The Lead Member for Finance said that with regards to Covid costs these were contained with the Finance Update report that went to January Cabinet and as said earlier were cost natural although there had been an impact on other areas. The Director of Resources and S151 officer said that we were in a cost neutral position

with Covid. It was expected that further funding would come from government for the first quarter of next year. There was an underspend this year that had been rolled forward as a one off reserve to cover Covid costs. The Council paper would have an additional section from her as the S151 officer saying that there were a suitable level of reserves.

The Chairman thanked the members of the public for their questions and said he would now take questions from non Cabinet Members but these would be limited as the report was due to be considered at Council.

Cllr Bhangra said that he was pleased to see the support package for Norden's Farm as it was a fantastic community asset. He said he would continue to lobby government for contingency funding for the arts and culture. He was pleased to see that the rural parking charges would be reviewed.

Cllr Jones asked Cabinet that if there had been additional funding from government what would have been their priorities for allocation given the number of proposed cuts. How would you balance public services with the need to support the back office. She also mentioned that we continued to have low levels of reserves that would not cover shortfalls and asked when we would see the impact of the transformation strategy rather than service cuts.

The Lead Member replied that Cllr Jones was right as the issue of reserves remained one of the objectives to build them up. The difficult decisions taken over the last 12 months has resulted that we were in a position to put back into reserves. If additional funds were available they would be put into reserves to protect services. With regards to transformation this was already happening and had helped during the pandemic with future benefits coming through the pipeline.

Cllr Del Campo said she was delighted to see extra funding had been found to support the arts, although this was more of a stay of execution. There had been a mistake in the consultation that meant residents were not asked if they supported the arts. She was pleased Cabinet had listened to residents regarding rural parking. She mentioned a local campaigner in Boyne Hill who had worked on a petition against the parking proposals. She also mentioned concern about equalities issues as there had not been sufficient consultation with stakeholders as previously raised during the meeting.

The Chairman mentioned that he felt a 'stay of execution' was a bit doom and gloom and mentioned that although he was aware of the local campaigner he was not aware that he had made any submission as part of the consultation.

Cllr Baldwin said that he was surprised by Cllr Hilton's comments regarding CIL and Maidenhead Town Centre as he seemed to be the only Lead Member for Finance who did not want to charge a lawful tax and that he was not putting pressure on Cabinet to review it. The Lead Member for Finance reiterated that the right time to review CIL was when the Borough Local Plan was in place. It was important to keep the town centre projects viable especially affordable housing provision.

Cllr Werner said that he was pleased to see the Lead Member back down over parking, he also congratulated the residents who had signed the aforementioned campaigners petition. He raised concern that we were still losing community wardens, the council was consulting on the closure libraries such as Boyn Grove. The grant to Norden's Farm was being reduced, he was glad that there had been an extension of funding to try and get it through Covid. It was even proposed to cut funding to Smile. Remember the cuts were for life not just Covid. If we keep on slicing soon there would be nothing left. He proposed insourcing, making better use of assets and invest to earn. He said he had not seen such a catalogue of disaster in 25 years that was changing the nature of the council. He asked if the Leader was concerned about the council becoming separated from its residents and as money had been found for the change in car parking why can't the same happen for libraries.

The Chairman and Cabinet members raised concern about the negativity in Cllr Werner's comments rather than engaging in the budget consultation and offering alternative suggestions. The budget had been set in the backdrop of the pandemic and residents accepted that there were difficult decisions to be made. He still had until council to put forward viable amendments.

Cllr Baldwin raised concern that during the discussion there had been a number of references to a local campaigner yet he was not at the meeting to respond, re made reference to a previous Cabinet meeting where he had been told he could not talk about an individual in a public meeting. The Managing director said that it was never preferable to name an individual at Cabinet or other council meetings when they do not have the right to reply.

Cllr Price addressed Cabinet and informed that she was concerned that by approving this budget the council's long term objectives could be harmed, as laid out in the Transformation Strategy, especially areas such as working with our stakeholders. We have had two residents raising concern about the consultation with charitable organisations. There was insufficient responses from stakeholders to make a decision on a budget that was supposed to be at the heart of the community. The only feedback received from voluntary organisations, as shown at this meeting, was from Smile. She mentioned that digital technology was central to future service delivery but there was no capital investment. It was important that with the digital revolution and plans such as reducing library provision that no one was left behind. Will this budget deliver the long term vision of the authority.

The Chairman said that this was Cabinet's recommended budget to Council, further amendments would be made to reflect this meeting and the final consultation results. The Lead Member for Finance said that a balanced budget had to be presented and as mentioned there was a lot about supporting the vulnerable members of our society.

Resolved unanimously: that Cabinet considers the report and:

Appendix 1 – Revenue Budget

That Cabinet considers and recommends that Council approves:

- i) The 2021/22 Net Budget of £105.625m, consisting of:**
 - a. The proposed new growth in service budgets of £3.124m as set out in Annex D to Appendix 1;**
 - b. The proposed Covid-19 growth in service budgets of £9.251m as set out in Annex E to Appendix 1;**
 - c. The proposed new opportunities and savings of £5.730m as set out in Annex F to Appendix 1 except for one saving in relation to charging for rural car parks which subject to a review of funding will be removed from the proposals prior to publication of the Full Council papers;**
 - d. The associated contribution from Earmarked Reserves of £3m as set out in paragraph 5.5.1, and the level of contingency as £2.812m as set out in paragraph 5.8.4;**
- i) Council Tax:**
 - a. A Council Tax Requirement of £79.540m.**
 - b. A Band D charge of £1,131.97 for the Royal Borough of Windsor and Maidenhead in 2021/22, reflecting an overall increase of 4.99%, based on:**
 - i. A 1.99% increase in base Council Tax taking the charge to £1,004.19 for 2021/22;**
 - ii. An additional 3% to reflect an increase in the Adult Social Care Precept which is proposed as £127.78;**

- c. The Special Expenses Precept frozen at £34.31 for 2021/22 for the unparished areas of Windsor and Maidenhead in accordance with Section 35 of the Local Government Finance Act 1992, as set out in Annex G to Appendix 1;
- ii) Schools Budget
 - a. The allocation of the £133.918m Dedicated Schools Grant as set out in Annex H to Appendix 1, and delegated authority be given to the Director of Children's Services and S151 officer in consultation with the Lead Members for Finance and Adult Social Care, Children's and Health Services to amend the total schools' budget to reflect the actual Dedicated Schools Grant levels once received;

Appendix 2 – Fees and Charges

That Cabinet considers and recommends that Council approves:

- i) The Fees and Charges for 2021/22 as set out in Annex A to Appendix 2.
Delegated authority is extended to the Director for Adults, Health and Commissioning, in liason with the Lead Member for Adult Social Care, Children's and Health Services, to set the Direct Payments Standard Rate (p20 of Annex A to Appendix 2).

Appendix 3 – Capital

That Cabinet considers and recommends that Council approves:

- i) The Capital Strategy 2021/22 – 2023/24 as set out in Annex A to Appendix 3 of this report.
- i) The draft consolidated Capital Programme for 2020/21 – 2022/23 in Annex B1-3 to Appendix 3 of this report, including previously approved schemes and proposed new schemes as set out in Annexes C & D to Appendix 3 of this report.
- ii) Capital programme slippage to date from 2020/21 to 2021/22 as detailed in Annex E to Appendix 3.

Appendix 4 – Treasury Management

That Cabinet considers and recommends that Council approves:

- i) The Council's Treasury Management Strategy for 2021/22 as set out in Appendix 4 of this report, including
 - a. The proposed Lending Counterparty Criteria;
 - b. the continuation of the current Minimum Revenue Provision Policy for 2021/22.

The Council's Treasury Management Policies as set out in Annex A to Appendix 4 of this report;

The Council's Prudential Indicators as set out in Annex B to Appendix 4 of this report

Appendix 5 – Pay Policy Statement

That Cabinet considers and recommends that Council approves:

- i) The Council's updated Pay Policy Statement Strategy for 2021/22 as set out in Appendix 5 of this report, noting that Sections 2.9, 3.3, 3.4, 4.2, 4.3 and 4.5 of that appendix will be updated following Council's decision regarding the 2021 staff pay award.

Appendix 6 – Proposed Pay Award

That Cabinet considers and recommends that Council approves:

- ii) The Council's proposed Pay Award for 2021/22 as set out in Appendix 6 of this report.
- iii) A revision to the Council's pay structure, with a new minimum pay point of Grade 2, point 20 at a rate of £10 per hour at a cost of £18,382. This would equate to a minimum increase of 2.14% for those paid less than £10 per hour.
- iv) A pay award of 2% to those not impacted by the £10 per hour increase, with effect from 1 April 2021 at an estimated cost of £431,426.
- v) The increase in the apprentice rates from April 2021, retaining the current differentials between employees who are under 18 and aged 20.

Appendix 7 – Interim Feedback from Overview and Scrutiny Panels / Public Consultation

That Cabinet considers and has due regard to the contents of Appendix 7 and recommends that Council also gives it due regard.

LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

Item not required.

The meeting, which began at 6.15 pm, finished at 9.20 pm

CHAIRMAN.....

DATE.....

Agenda Item 5

CABINET

FORWARD PLAN - CHANGES MADE SINCE LAST PUBLISHED:

ITEM	SCHEDULED CABINET DATE	NEW CABINET DATE	REASON FOR CHANGE
Home to School Transport Policy	February 2021	April 2021	Further work required.

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, Environmental Services and Maidenhead, Councillor Hilton, Finance and Ascot, Councillor McWilliams, Housing, Communications and Youth Engagement, Councillor Stimson, 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

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)
18 Standards and Quality of Education – A Review of the Academic Year 2018-19	Open -	Annual report on progress against the outcomes set by cabinet that highlights overall performance of all pupils in academic year 2018-19 including the attainment of disadvantage pupils. The report we reflect the current position of Ofsted judgements of schools in the	No	Deputy Chairman of Cabinet, Adult Social Care, Children's Services, Health and Mental Health (Councillor Stuart Carroll)	Kevin McDaniel	Internal process	Cabinet 25 Mar 2021	

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)
		Royal Borough and our progress in tracking the participation of 16 and 17 year old students.						
Housing Strategy	Open -	To approve the strategy.	Yes	Lead Member for Housing, Communications and Youth Engagement (Councillor Ross McWilliams)	Tracey Hendren	Internal process	Cabinet 25 Mar 2021	
1 Compulsory Purchase Order – Nicholsons Walk Shopping Centre, Maidenhead	Fully exempt - 3	Land assembly for site known as Nicholsons Walk Shopping Centre, Maidenhead.	Yes	Leader of the Council and Chairman of Cabinet, Business, Economic Development and Property (Councillor Andrew Johnson)	Duncan Sharkey	Internal process	Cabinet 25 Mar 2021	
Financial Update	Open -	Latest financial update	No	Lead Member for Finance and Ascot (Councillor David Hilton)	Adele Taylor	Internal process	Cabinet 25 Mar 2021	
Provision for and Arrangement of Legal Services to the Council	Open -	To consider the options for the provision of corporate legal services to the Council	Yes	Deputy Leader of the Council, Resident and Leisure Services, HR, IT, Legal, Performance Management and Windsor (Councillor Samantha Rayner)	Duncan Sharkey	Internal consultation	Cabinet 25 Mar 2021	

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)
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.	Yes	Lead Member for Climate Change, Sustainability, Parks and Countryside (Councillor Donna Stimson)	David Scott	Internal Process	Cabinet 25 Mar 2021	
20 AfC Reserved Matter Decisions	Open -	The Council jointly owns Achieving for Children (AfC), a community interest company, set up to provide children's services. In its role as joint owner of AfC the Council is required to make a number of strategic decisions in relation to the organisation and children's services activities each year. This report asks the Committee to consider approval of the organisation's strategic direction via the Business Plan, approval of	No	Deputy Chairman of Cabinet, Adult Social Care, Children's Services, Health and Mental Health (Councillor Stuart Carroll)	Kevin McDaniel	Internal process	Cabinet 25 Mar 2021	

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)
21		the 2021/22 budget, approval of the annual Treasury Plan and the delegation to the Chief Executive in consultation with the Leader to appoint Non Executive Independent Directors to the AfC Board						
Highways Maintenance and Management Contract – Options and future recommendations	Open -	The Highways maintenance management contract, which is currently awarded to Volker Highways is in the 4th year of a 5 year + 2-year contract. The report outlines options and recommendations for the future of this contract.	Yes	Lead Member for Transport and Infrastructure (Councillor Gerry Clark)	Hilary Hall	Internal process	Cabinet 29 Apr 2021	
Home to School Transport Policy	Open -	To seek approval for consultation on the policy.	No	Deputy Chairman of Cabinet, Adult Social Care, Children’s Services, Health and Mental Health (Councillor Stuart Carroll)	Kevin McDaniel	External	Cabinet 29 Apr 2021	

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)
22 Library Transformation Strategy and Reductions	Open -	A library strategy is required in order to help release the power and assets within communities to meet local need The strategy outlines how the library service will adapt to changing circumstances, opportunities and demands, and will assist councillors, senior officers, library professionals, stakeholders, communities and customers to understand the role that library services can play in delivering other priorities and shared objectives. The report will include reductions in the library estate in order to make essential savings and related mitigations.	Yes	Deputy Leader of the Council, Resident and Leisure Services, HR, IT, Legal, Performance Management and Windsor (Councillor Samantha Rayner)	Adele Taylor	Internal and External	Cabinet 27 May 2021	

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)
Appointments to Outside Bodies	Open -	To make appointments of council representatives on outside and associated bodies.	No	Leader of the Council and Chairman of Cabinet, Business, Economic Development and Property (Councillor Andrew Johnson)	Emma Duncan	Internal	Cabinet June 2021	

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 24	<p>Information which reveals that the authority proposes</p> <p>(a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or</p> <p>(b) to make an order or direction under any enactment.</p>
7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

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Report Title:	Datchet Design Guide Supplementary Planning Document – Regulation 14 Adoption
Contains Confidential or Exempt Information?	NO – Part I
Lead Member:	Councillor Coppinger, Lead Member for Planning, Environmental Services and Maidenhead
Meeting and Date:	Cabinet - 25 th Feb 2021
Responsible Officer(s):	Adrien Waite, Head of Planning
Ward affected:	Datchet, Horton and Wraysbury

www.rbwm.gov.uk



REPORT SUMMARY

1. The National Planning Policy Framework (NPPF) 2019 identifies the creation of high quality buildings and places as being a fundamental part of what the planning and development process should achieve.
2. The Datchet Design Guide (DDG) Supplementary Planning Document has been prepared in collaboration with the Datchet Neighbourhood Planning Group (constituted by the Parish Council), to provide specific design guidance to support decision making on development applications within the Datchet area.
3. Publication of a draft version of the DDG SPD for consultation took place in 2020. The responses received have been reviewed and a number of small changes are recommended to be made to the SPD as a result.
4. This report seeks approval for the adoption of the Datchet Design Guide, incorporating the recommended changes.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

- (i) **Approves the adoption of the final Datchet Design Guide Supplementary Planning Document with recommended changes.**

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

- 2.1 The NPPF states at para 124 that “The creation of high quality buildings and places is fundamental to what the planning and development process should achieve. Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities. Being clear about design expectations, and how these will be tested, is essential for achieving this.”

- 2.2 Para 125 states that “ Plans should, at the most appropriate level, set out a clear design vision and expectations, so that applicants have as much certainty as possible about what is likely to be acceptable. Design policies should be developed with local communities so they reflect local aspirations, and are grounded in an understanding and evaluation of each area’s defining characteristics. Neighbourhood plans can play an important role in identifying the special qualities of each area and explaining how this should be reflected in development.”
- 2.3 The NPPF, in seeking to provide maximum clarity about design expectations at an early stage, states at Para 126 that Design Guides “provide a framework for creating distinctive places, with a consistent and high quality standard of design. However their level of detail and degree of prescription should be tailored to the circumstances in each place, and should allow a suitable degree of variety where this would be justified.”
- 2.4 The ambitions for the achievement of high quality development are also reflected in the design policies set out in the Council’s adopted, and emerging development plans. These policies set out broad or generalised direction of what high quality design means for this Borough. However, they do not provide locally specific guidance.
- 2.5 The production of this area specific Design Guide will provide clear, detailed and specific design guidance to support Council decision making on planning applications for development in Datchet.
- 2.6 The Design Guide has been prepared by Consultants working with The Council and Datchet’s Neighbourhood Planning Group. The document’s purpose is to secure high quality development in Datchet. It is not a mechanism or vehicle for restricting or limiting growth at Datchet.
- 2.7 It is important to note that the Datchet Neighbourhood Plan is still in its early stages of development.
- 2.8 The first stage in the preparation of the Datchet Design Guide Supplementary Planning Document was the publication of the draft Design Guide (under Regulation 13 of The Town and Country Planning (Local Planning) (England) Regulations 2012, as amended) for consultation purposes in Feb 2020. This stage facilitated development of the Design Guidance with local communities, ultimately encouraging ownership of the document across Datchet. The consultation draft Datchet Design Guide can be seen at:
<http://consult.rbwm.gov.uk/portal/spd/ddg/ddg?pointId=158254699533>
- 2.9 The draft Datchet Design Guide was generally well received and representations were made on many aspects of it. A range of groups made comments including statutory stakeholders, Datchet Parish Council, developers, agents and landowners, special interest groups and individuals. In total 30 consultation responses were received from 17 interested persons and bodies. The key themes emerging from the representations were:

- a) General support for the production of the guide and for its scope, quality and content
- b) Concern that the document is too specific
- c) Concern that it didn't cover flooding, highway issues and housing site allocation.
- d) Concern for lack of biodiversity enhancement
- e) Concern that the guide does not go far enough in relation to non-residential design

The statement on the consultation, which includes details of the consultation points raised, is contained in Appendix A.

2.10 Following a detailed review of the consultation responses a number of changes have been proposed to the Datchet Design Guide to enable it to be adopted. None of the changes are considered substantial with most being along the lines of clarifications, small additions and corrections to layout. The recommended changes are set out in Appendix B. These changes have been incorporated into the final version of the DDG.

Table 1: Options considered

Option	Comments
<p>Not adopt the Datchet Design Guide with the recommended changes.</p> <p>This is not the recommended option.</p>	<p>Officers do not consider this would be the right approach. It would leave the Council without the detailed guidance on what constitutes high quality design in Datchet and undermine the Council's ability to secure design excellence in new development and to resist poor quality development.</p>
<p>Adopt the Datchet Design Guide, but without including the recommended changes.</p> <p>This is not the recommended option.</p>	<p>Officers do not consider this would be the right approach to this important matter. This would result in the adoption of a document that ignored the valuable input of statutory stakeholders, development industry and the local community. This would minimise support for the adopted document.</p>
<p>Delay adoption of the Datchet Design Guide.</p> <p>This is not the recommended option.</p>	<p>Officers do not consider this would be the right approach to this important matter. This option would leave the Council with no detailed guidance to inform the development industry and local residents of the nature of the high quality development that it seeks in Datchet. This would make it more difficult to encourage high quality design and resist poor quality development during this time.</p>

Option	Comments
Adopt the Datchet Design with recommended changes. This is the recommended option.	National planning policy requires the Council to provide maximum clarity at an early stage about their design expectations. Adoption of the Datchet Design Guide will ensure that this local design clarity is provided for the council, developers and the local community and enable the Council to achieve high quality design.

3. KEY IMPLICATIONS

Table 2: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Adoption of the Datchet Design Guide	After 25 Feb 2021	By 25 Feb 2021	Before 25 Feb 2021	Before 25 Feb 2021	Feb 2021

4. FINANCIAL DETAILS / VALUE FOR MONEY

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

5. LEGAL IMPLICATIONS

- 5.1 There are no legal implications to this paper. The NPPF (Paragraph 126) expects Councils to use tools such as design guides to provide maximum clarity about its design expectations.

6. RISK MANAGEMENT

Table 3: Impact of risk and mitigation

Risks	Uncontrolled Risk	Controls	Controlled Risk
The Council is unable to resist poor quality new development in Datchet as it	HIGH	Adopt the Datchet Design Guide in Feb 2021.	LOW

Risks	Uncontrolled Risk	Controls	Controlled Risk
does not have detailed, locally specific guidance as to what constitutes high quality design.			

7. POTENTIAL IMPACTS

- 7.1 Adoption of the DDG-SPD will improve the ability of the Planning Department to negotiate for high quality design that is distinctive to Datchet.
- 7.2 As the Design Guide will only provide further detail and guidance on the adopted and emerging policies, rather than create new policy, it is not considered necessary to undertake an Equalities Impact Assessment (EQIA) specifically for the Design Guide.
- 7.3 The Equality Act 2010 - no implications
- 7.4 Climate change/sustainability - no implications
- 7.5 Data Protection/GDPR. - no implications

8. CONSULTATION

- 8.1 The Datchet Design Guide Supplementary Planning Document has been through both internal and external consultation including a 6 week consultation period in February 2020 under Regulation 13 of The Town and Country Planning (Local Planning) (England) Regulations 2012, as amended.

9. TIMETABLE FOR IMPLEMENTATION

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

Table 4: Implementation timetable

Date	Details
Feb 2021	Adoption of the final Datchet Design Guide
March 2021	Publication of the Datchet Design Guide

10. APPENDICES

- 10.1 The Consultation Statement on the draft Datchet Design Guide Regulation 13 consultation forms Appendix A. The table of recommended changes to the DDG are contained in Appendix B.

11. BACKGROUND DOCUMENTS

11.1 This report is supported by the following background documents:

- The National Planning Policy Framework 2019, available at:
<https://www.gov.uk/government/publications/national-planning-policy-framework--2>
- The Council's adopted and 'Made' Development Plan Documents, available at:
<https://www.rbwm.gov.uk/home/planning/planning-policy/development-plan>
- The Council's emerging Borough Local Plan, available at:
<https://www.rbwm.gov.uk/home/planning/planning-policy/emerging-plans-and-policies/draft-borough-local-plan>
- The Council's adopted Borough Wide Design Guide available at:
<https://www.rbwm.gov.uk/home/planning/planning-policy/planning-guidance/adopted-supplementary-planning-documents-spds/borough-wide-design-guide-spd>
- The Draft Datchet Design Guide Supplementary Planning Document available at:
<http://consult.rbwm.gov.uk/portal/spd/ddg/ddg>

12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Date returned
Cllr Coppinger	Lead Member for Planning	2 nd Feb 2021	2 nd Feb 2021
Duncan Sharkey	Managing Director	2 nd Feb 2021	-
Adele Taylor	Director of Resources/ S151 Officer	2 nd Feb 2021	17 th Feb 2021
Emma Duncan	Monitoring Officer	2 nd Feb 2021	-
Elaine Browne	Head of Law	2 nd Feb 2021	17 th Feb 2021
Nikki Craig	Head of HR, Corporate Projects and IT	2 nd Feb 2021	3 rd Feb 2021

Name of consultee	Post held	Date sent	Date returned
Louisa Dean	Communications	2 nd Feb 2021	-
Kevin McDaniel	Director of Children's Services	2 nd Feb 2021	-
Hilary Hall	Director of Adults, Health and Commissioning	2 nd Feb 2021	3 rd Feb 2021
Karen Shepherd	Head of Governance	2 nd Feb 2021	4 th Feb 2021

REPORT HISTORY

Decision type:	Urgency item?	To Follow item?
Key decision	No.	
Report Author: Victoria Gibson Team Manager Development Management		



Datchet Design Guide Supplementary Planning Document

Consultation Statement 2020

November 2020

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1. Introduction

- 1.1 In 2019 the Royal Borough of Windsor & Maidenhead (RBWM) in collaboration with the Datchet Neighbourhood Plan Group prepared a draft design guide covering types of design that were important to maintaining the character of Datchet. The purpose of the guide is to help deliver design excellence distinctive to Datchet by supporting Local Plan policies.
- 1.2 The draft Datchet Design Guide (hereafter referred to as the DDG) was consulted on in early spring 2020. This document is a Statement of Consultation for the DDG. Its purpose is to explain how the Council has complied with its Statement of Community Involvement and Regulation 12 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 1.3 This statement sets out the methods RBWM used to engage with both statutory consultees, stakeholders and the community in the preparation of the DDG, including the following:
- Which bodies and persons were invited to make representations;
 - How those bodies and persons were invited to make representations;
 - How information was made available to be viewed;
 - A summary of the key issues raised through representations;
 - How those issues have been addressed in the document.
- 1.4 This statement should be read in conjunction with the Council's adopted Statement of Community Involvement 2020 ("SCI").

2. Regulation 12 Consultation

- 2.1 The Council published the Regulation 13 draft of the DDG for public consultation from 25TH February 2020 until 6pm on Tuesday 7 April 2020.
- 2.2 The purpose of the consultation was to invite feedback on the proposed approach set out in the guide.

Consultation Methodology

- 2.3 A range of methods were used to engage with all potentially interested parties during this period, in order to ensure the opportunity to make a representation. This included email, letters, website, newspaper ads, social media and provision of hard copies in Datchet Library, Datchet Parish Council and the Bridge Cafe
- 2.4 The following table provides details about each method used to distribute information about the consultation:

Table 2.1. Consultation methods

Method	Information distributed
Email Sent to all relevant organisations, groups and individuals on the Planning Policy consultation database.	Notification of consultation
Letter Sent to all relevant organisations, groups and individuals on the Planning Policy consultation database where no email address is known.	Notification of consultation (9 letters sent out)
Newspaper	The consultation was advertised in: <ul style="list-style-type: none"> Windsor Observer and Express Friday 6th March 2021
Quarterly Parish Magazine “ The Link”	Article included in March 2020 addition.
Leaflet produced by Neighbourhood Plan Steering Group	Placed in local shops, Bridge café, doctors, pubs, and local library.

Method	Information distributed
RBWM Council website	The website had banners notifying users and pointing them to the consultation documents via links.
Neighbourhood Plan Steering Group web site	The website alerted residents to the consultation on their landing page and provided the necessary links.
Social Media	Datchet Neighbourhood Plan Facebook page, Datchet Eye Facebook.
Hard copies	Hard copies were made available at Datchet Library, Datchet Parish Council offices and the Bridge café.
Drop In Event held Wednesday 11 th March between 3pm to 8pm at Datchet Village Hall.	Hard copies and officer available to answer questions and receive feedback.

2.5 The council has an extensive consultation database for planning policy work. The list includes individual residents, developers, businesses, Parish Councils, neighbourhood plan groups, community and voluntary groups, infrastructure providers, industry contacts, neighbouring authorities, government agencies and elected members. For the DDG a total of 3,841 people and organisations were contacted via the consultation database. Appendix 1 sets out the specific statutory stakeholders and community and business groups that were approached.

Material consulted on

2.6 The following documentation was consulted on during the consultation period:

- Reg 13 draft Datchet Design Guide;
- The Environment Agency, Natural England and Historic England were consulted on SEA Screening Statement.

2.7 The above documentation was made available via:

- The online consultation portal - <http://consult.rbwm.gov.uk/portal/spd/ddg/ddg?pointId=158254699533>

- Hard copies at the Datchet Library, Datchet Parish Office and the Bridge café.

Responding to the consultation

- 2.8 Interested persons and bodies were able to submit representations via a number of means including:
- Online via the consultation portal;
 - Emailing; and
 - Post
- 2.9 Respondents were encouraged to use a standardised representation form, or to utilise the consultation portal.
- 2.10 No comments were received on social media platforms Facebook.

3. The consultation response

Number of Representors

- 3.1 A total of 17 interested persons and bodies made Regulation 16 representations. The breakdown of the representors is as follows:

Representor group	No.
Consultees	7
Parish and Town Councils	1
Neighbourhood Plan Groups	0
Special interest groups	1
Developers, agents or land owners	1
Individuals (including hand written)	7

A full list of respondents is contained in Appendix 4.

Number of Representations & Representation Points

- 3.2 A number of the representors made more than one representation. In total 30 representations were received.

4. Summary of main issues raised in response to the consultation

- 4.1 Representations made on the DDG are summarised in Appendix 5 on a topic basis following the same format as the Design Guide. The summary contains details of the numbers of representors making the points, as well as the council's response.
- 4.2 The key themes emerging from the representations were:
- General support for the production of the guide and for its scope, quality and content
 - Concern that the document is too specific
 - Concern that it didn't cover flooding, highway issues and housing site allocation.
 - Concern for lack of biodiversity enhancement
 - Concern that guide does not go far enough in relation to non-residential design
- 4.3 Details of the consultation points raised, and the council's response to them, are contained in Appendix 5.

Appendix 1:

List of Statutory Consultees consulted:

Thames Valley Police	National Grid
Sport England	Network Rail
Natural England	Bracknell Town Council
Historic England	Spelthorne Borough Council
Runnymede Borough Council	Highways England
Greater London Authority	Reading Borough Council
MOD	The Crown Estate
Slough Borough Council	Wycombe District Council
Environment Agency	West Berkshire Council
Wokingham Borough Council	Home Office
Cabinet Office	MHCLG
Dacorum Borough Council	Office for Nuclear Regulation
Bucks County Council	Thames Water
South East Water	London Borough of Hillingdon

List of Parish Councils consulted:

Marlow Bottom Parish Council	Bray Parish Council
Cox Green Parish Council	Datchet Parish Council
Hurley Parish Council	Old Windsor Parish Council
Windlesham Parish Council	White Waltham Parish Council
Colnbrook & Poyle Parish Council	Warfield Parish Council
Winkfield Parish Council	Wraysbury Parish Council

Horton Parish Council

Chobham Parish Council

Taplow Parish Council

Sunningdale Parish Council

Eton Town Council

Sunninghill & Ascot Parish Council

Binfield Parish Council

Dorney Parish Council

Waltham St Lawrence Parish Council

Bisham Parish Council

Shottesbrooke Parish Meeting

Appendix 2: Media adverts and Poster

**THE ROYAL BOROUGH OF
WINDSOR & MAIDENHEAD**

**PLANNING AND COMPULSORY PURCHASE ACT 2004
TOWN AND COUNTRY PLANNING (LOCAL PLANNING)
(ENGLAND) REGULATIONS 2012 (AS AMENDED)
DATCHET DESIGN GUIDE SUPPLEMENTARY PLANNING
DOCUMENT (REG 13)
DRAFT FOR PUBLIC CONSULTATION FEBRUARY 2020**

The Royal Borough of Windsor & Maidenhead in collaboration with the Datchet Neighbourhood Plan Steering Group is preparing a Datchet Design Guide which supports Local Plan policies by setting out in detail what the Council considers to be design excellence. The Design Guide will help guide and improve the quality of new development in Datchet and provide guidance to council members, officers, developers and local communities on how to ensure future development has the required high quality and inclusive design.

The consultation will run from **Tuesday 25 February** until **6pm on Tuesday 7 April 2020**.

Residents, businesses and stakeholders are also invited to attend a drop-in session on **Wednesday 11 March between 3pm and 8pm** where an officer will be available to answer any questions. This session will take place in Datchet Village Hall, 3, Allen Way, Datchet, Berkshire SL3 9HR.

Documents and response forms can be viewed in the following locations:

- On the Royal Borough of Windsor & Maidenhead website at: https://www3.rbwm.gov.uk/info/201027/planning_guidance/1441/emerging_supplementary_planning_documents_spd
- In paper form at Datchet Library, Datchet Parish Council Office and at The Bridge, 24 The Green, Datchet, Berkshire SL3 9EH

Comments can be made in the following ways:

- Online via our consultation portal - <http://consult.rbwm.gov.uk/portal/spd/ddg/ddg>
- Or by completing a response form and sending it by email to planning.policy@rbwm.gov.uk or by post to Planning Policy, The Royal Borough of Windsor & Maidenhead, Town Hall, St Ives Road, Maidenhead, Berkshire SL6 1RF

Comments must be received no later than 6pm on Tuesday 7 April 2020.

If you have any further enquiries, please contact Planning Policy at planning.policy@rbwm.gov.uk or by telephone on 01628 796357.

**DATCHET DESIGN GUIDE
CONSULTATION**



The Royal Borough of Windsor & Maidenhead in collaboration with the Datchet Neighbourhood Plan Steering Group is preparing a Datchet Design Guide. The Design Guide will help guide and improve the quality of new development in Datchet.

Residents, businesses and stakeholders are invited to attend a drop-in session on **Wednesday 11 March between 3pm-8pm** where an officer will be available to answer any questions. This session will take place at Datchet Village Hall, 3 Allen Way, Datchet, SL3 9HR.

**Drop-In Session at Datchet Village Hall
Wednesday 11 March 3pm-8pm**

Additional drop-in sessions will be held by the Datchet Neighbourhood Plan Steering Group on **Saturday 21 March**. For details, visit www.datchetneighbourhoodplan.org

**The consultation will run from Tuesday
25 February to 6pm Tuesday 7 April 2020**

Documents and details of how to respond can be viewed on the council website: <http://bit.ly/2wYGLN>

If you have any further enquiries, please contact the Planning Policy team by email at planning.policy@rbwm.gov.uk or by telephone at 01628 796357

Appendix 3 – Landing Page

Datchet Design Guide Supplementary Planning Document

The Royal Borough of Windsor & Maidenhead in collaboration with the Datchet Neighbourhood Plan Steering Group is preparing a Datchet Design Guide which supports Local Plan policies by setting out in detail what the Council considers to be design excellence. The Design Guide will help guide and improve the quality of new development in Datchet and provide guidance to council members, officers, developers and local communities on how to ensure future development has the required high quality and inclusive design.

The Design Guide is now subject to consultation. The consultation commences on Tuesday 25th February and will run until 6pm on Tuesday 7th April 2020.

Residents, businesses and stakeholders are also invited to attend a drop-in session on Wednesday 11th March between 3.00pm and 8.00pm where an officer will be available to answer any questions. This session will take place in Datchet Village Hall, 3, Allen Way, Datchet, Berkshire SL3 9HR.

Drop-In Session Wednesday 11th March 2020

3.00pm to 8.00pm Datchet Village Hall, 3, Allen Way, Datchet

All comments received will be considered as part of the process for preparing the final document. We will be publishing a summary of all comments received on our website in due course as part of the consultation statement.

Viewing the document:

To view the Design Guide:

- click on the document entitled 'Datchet Design Guide_R13 Consultation Draft' under the 'Supporting Documents' tab below; or
- click on the 'View and Comment' button below which will open a form from where you can download the Design Guide.

Making comments:

Click on the 'Login/Register' at the top of this page. Once logged in clicking on the 'View and Comment' button will open up a form to complete and submit online.

Alternatively, complete the representation form (available in the Supporting Documents tab below) then return it to us either

- By email to planning.policy@rbwm.gov.uk or
- By post to Planning Policy, Royal Borough of Windsor & Maidenhead, Town Hall, St Ives Road, Maidenhead, SL6 1RF

All comments must be received by the council by 6pm on Tuesday 7th April 2020.

Appendix 4: People and groups responding

Consultation Body Type	Name of responding individual or organisation
Neighbouring Authorities	Nil
Consultees	Highways England Transport for London Sport England Historic England Natural England Environment Agency RBWM Conservation Officer
Parish and Town Councils	Datchet Parish Council
Developers and landowners	Claremont Planning Eurpreon Property Ventures
Resident and Interest Groups	Berkshire Gardens Trust
Individuals	7 individuals including handwritten made representations

Appendix 5: Main issues raised by respondents to Regulation 19 DDG publication – by topic

This appendix is extensive and has been produced as a stand-alone document.

Appendix 5 Datchet Design Guide Consultation Statement

Section 1 Why Design in Datchet			
Reference	Summary of comments	Number	Response
1.2 Strategic Design Themes	The Environment Agency requested that flooding is highlighted as an issue for the whole area and that development should be designed to reduce flood risk to occupants and prevent increases in flood risk in the wider area.		Noted. The Datchet Design Guide covers design guidance which is specific to Datchet. Reference will be made to guidance provided in this regard by the Borough Wide Design Guide, Borough Local Plan, National Design Guide and National Planning Policy Framework (NPPF).
1.2 Strategic Design Themes	<p>European Property Ventures asked that RBWM Strategic Design Themes be applied consistently. Site HA41 is a feasible development site with potential to provide an alternative road around high-risk flood areas and mitigate congestion.</p> <p>The Design Guide should be used to promote sustainable travel through use of the local bus and railway.</p> <p>HA41 is suitable to accommodate employment and commercial uses. The design guide provides no formal advice upon the delivery of new employment premises.</p> <p>Recommended changes</p> <ol style="list-style-type: none"> i. Include consideration of mixed use schemes, alongside the provision of public spaces, facilities and new linkages. ii. Amend RBWM strategic theme. Delete ‘vehicular access’ and replace with ‘dominating highway design’. iii. Include guidance on flood resilience in existing and new development. Flood modelling data shows large areas of HA41 defended from flooding. Alternative route through HA41 could be part of flood resilience strategy and would reduce congestion. iv. The possibility of mixed use development should be advanced. Developments of new employment/ commercial units should be appropriately advised through the design guide and not restricted in their design. (Relevant when considering acoustic mitigation, flood risk, and sustainable building/insulation standards that incorporate green technologies.) 		<p>Development Plan policies and National Planning Guidance promotes sustainable travel this was not a topic for this Design Guide.</p> <p>Generic good design for employment premises is covered in the Borough Design Guide</p> <p>The Datchet design guide cannot promote mixed use sites.</p> <p>Flooding is covered in the Councils SPD “Interpretation of Local Plan Policy F1 – Flooding” This SPD specifically relates to flooding and is due to be updated.</p>

1.4 Designated Heritage Assets	Conservation Officer requested that applications for, or within the setting of, a designated heritage asset should be advised to consult the Conservation Officer before committing significant resources to design. Not all elements of the Design Guide are appropriate for all heritage assets.		Noted. Document will be updated to reflect this.
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Section 2 Datchet Wide Design			
Reference	Summary of comments	Number	Response
2.2 Rural Areas	Environment Agency. Flooding should be highlighted as a key issue for the area <i>as a whole</i> not just in rural areas.	1	Noted. Clarification will be provided.
2.3 Historic Environment	Conservation Officer. Any development within the conservation area or in a setting of a listed building will need more attention regarding design.	1	Noted. Content will be revised to include this.
2.3 Maps	Conservation Officer. Suggested replacing historic sequence of maps with a map showing location of designated heritage assets (listed buildings and monuments) to make residents more aware of the surrounding assets.	1	Noted. Information on listed buildings is readily available. The historic sequence of maps provides specific information about the development of the settlement which is relevant to the character areas.
Section 2	Requests that flood mitigation design should be mentioned specifically.	4	Noted. Flood mitigation is covered in the design of boundary walls, frontages and planting. The Council's SPD Interpretation of Local Plan Policy F1 (flooding) should be read in conjunction with the Datchet Design Guide and Borough Wide Design Guide. Design in flood zones is also covered by the Borough Local Plan, National Design Guide and NPPF.

Chapter 3 Character Areas			
Reference	Summary of comments	Number	Response
3.1 Introduction	<p><u>EPV Diag 1, Principle 2 [Character Areas map p16 and principles p17]</u></p> <p>The identification of character areas is supported. Recommendation of particular design aspects is advanced logically.</p> <p>HA41 has the potential to provide development within Approach Routes (Slough Road) character area. The guidance does not go far enough with respect to advising upon new development schemes. The potential for new development to enhance the entrance to Datchet should be utilised through increased form or landscaping treatments.</p> <p>Development at HA41 could provide such an entrance feature on Slough Road alongside a highway junction that would mark the entrance characteristics. To allow new development to present opportunity within these character areas, it is advised that the existing form and scale of development is used to influence design but not limit its potential.</p> <p>Page 17: The introductory text to the character areas advises that where commercial uses are proposed, they should follow the design of existing shops and commercial units within the Historic Core. However, the fact that the SPD has identified four different character areas would indicate that there is variety across the settlement, with reproduction of the historic core architecture questionable within other character areas and sites. This reference could restrict the design scope for new developments and the building technologies to be used, unnecessarily prescribing design measures with Datchet.</p> <p>Recommended changes:</p> <ul style="list-style-type: none"> • Improve introduction to the Character Areas Chapter 3 by clarifying the reference to commercial unit design so that new building techniques and contemporary design are not resisted unnecessarily. This is especially relevant when considering development on sites 	1	<p>Encouraged to note support for identification of character areas.</p> <p>The Datchet Design Guide cannot cover the delivery of land for development.</p> <p>Important gateways can be incorporated into a Neighbourhood Plan.</p> <p>Design advice for commercial/retail units will be clarified.</p> <p>This design guide is guidance only with its key aim to improve design quality. It does not restrict good innovative design or bespoke design solutions if required to overcome certain constraints, subject to them not causing harm to the character and appearance of the area.</p> <p>The design guide does not require replication of the type of design appropriate in Datchet's Historic core to a large edge of settlement commercial development. This wording has been clarified.</p>

	<p>that are not close to the historic core and within a different character area.</p> <ul style="list-style-type: none"> • New developments to deliver new homes and employment/commercial units should not be restricted in design. This is particularly relevant when considering the need to overcome technical constraints such as acoustic mitigation as well as sustainable building/insulation standards that incorporate green technologies. • Revise wording on p17 in respect of Commercial Development through the inclusion of the term 'where relevant' to ensure a degree of flexibility can be applied. • Enlarge Approach Routes character area along Slough Road to include a larger area to the north of the road, including (HA41) land promoted and considered by the Council for a wider mixed use development allocation. The potential of providing an entrance feature design and landscaped road junction can then be addressed through this design code. 		
Character areas	A respondent from Datchet Parish Council noted that the Datchet Design Guide has greater focus on the village centre and much less on peripheral streets, especially the longer roads which all have several different styles of buildings in each section, eg London Road and Horton Road. The whole area bounded by London Road / Link Road / Horton Road / and Ditton Road seems to be ignored as is the whole area around Holmlea Road.	1	Noted. The areas listed are covered in guidance provided by the Borough Wide Design Guide, National Design Guide, and the general guidance in the Datchet Design Guide. The Character Areas focus on those sections of Datchet which display locally-distinctive patterns of design.
Character areas	Ian Thompson, Parish Councillor, does not think Datchet Design Guide is fit for purpose or relevant. The guide is too 'restrictive to character housing', places too much emphasis on Victorian/Edwardian Housing/Shops, and does not provide clear indications of modern features that can be considered in housing design. Character Areas should cover housing from 1930s to 1970s, and Guide should include Montrose Avenue Estate, and Victorian housing in Ditton Road and	1	Noted. The features and areas specified are covered in guidance provided by the Borough Wide Design Guide, National Design Guide and the general guidance in the Datchet Design Guide. The Character Areas focus on those sections of Datchet which display locally-distinctive patterns of design. The Datchet Design Guide is not able to

	modern housing which integrates with village character, ie Ellesmere Close. Requests extension to Conservation Area to include the old garage and first bay of neighbouring flats but notes the Historic Core section covers this area.		determine the perimeter of the Conservation Area but, as noted, the Historic Core character area includes the buildings specified.
3.5 Approach Routes	<p><u>EPV Chapter 3, paragraph 3.5, Diagram 10 (approach routes), Principle 2 (Character Areas)</u></p> <p>The identification of character areas is supported. The guidance should cover the potential for new development at HA41. (HA41 has the potential to offer a new highway access; provide an entrance feature on Slough Road; remove the single-sided development along Slough Road; resolve ongoing issue with parking on grass verges; include overspill / visitor car parking to remove the current car parking infringements along Slough Road.) The identification of solutions to the listed problems would inform the consideration of new developments.</p> <p>Recommended changes</p> <ul style="list-style-type: none"> • Define the north and south Approach Routes character areas separately, particularly given the interaction of the northern area with Churchmead School. • The table provided on page 31 [<i>Key features of the Approach Routes, positive and negative</i>] could include a column providing solutions to the listed negatives. The SPD does not set out clearly the purpose of the table and how new development should be informed by the guide. • New developments to deliver new homes and employment/commercial units should not be restricted in design. (As before.) • The Approach Routes Character Area should include HA41 and address the potential of providing an entrance feature design and landscaped road junction. 	1	<p>The purpose of the design guide is not to provide solutions for specific sites but rather to highlight key characteristic and good design within Datchet to promote local distinctiveness to help influence new development coming forward.</p> <p>These requirement go above and beyond the scope of the document.</p>

Approach Routes image record, p32	Conservation Officer advises that front balconies would not be acceptable within all developments and requests deletion of the image showing a balcony.		Noted however the building in the image queried is not in the Conservation Area and it is explained that the design principles do not all apply to the Conservation Area. The caption indicates that the purpose of this image is to show the design of the bay window, porch and boundary treatment. The Borough Wide Design Guide specifies design for balconies in new developments.
Approach Routes image record, p32	Conservation Officer advises that front-facing dormers are not a traditional feature and should not be shown as a positive aspect which enhances an area as they are not usually permitted. (Image captioned 'Gables and dormers hung with matching decorative tiles').	1	Noted. The image will be amended to reflect this.

Chapter 4 Design Detailing			
Reference	Summary of comments	Number	Response
4.2 Windows and entrances	Conservation Officer requests removal of image on page 37 of uPVC window and caption which refers to the window 'successfully imitating' a sash window as this is subjective. uPVC is not traditional and should not be encouraged, especially on listed buildings and within conservation areas.	1	Noted. This image, which is not from the Conservation Area or a listed building, will be replaced. Applicants will be encouraged to retain traditional styling in keeping with the original property.
4.3 Roofs and walls	Conservation Officer. Tile hanging was used to protect timber-framed buildings, but on modern buildings is used for decorative purposes. Also, brickwork detailing can look overwhelming, and designs should be kept relatively simple.	1	Noted. The text will be changed to reflect these points.
4.3 Roofs and walls	Resident recommended expanding guidance for roofscape features to include good design examples of <ul style="list-style-type: none"> rainwater goods - PVCu systems are often in colours and profiles that fail to complement historic examples on neighbouring properties); roof lights - the popular chunky, timber-framed units are more intrusive than the variety of metal 'conservation' models which sit 	1	Noted. These subjects are covered separately in the Borough Wide Design Guide.

	<p>almost flush with the roofscape and are normally top hung so in use are less visually assertive than centre pivot types.</p> <ul style="list-style-type: none"> • Dormers - if new dormers are justified they ought to be based on the best traditional proportions and designs. Large box-like roof extensions inevitably harm the appearance of the roof scape and should be avoided. 		
4.4 Utilities and storage	RBWM Conservation Officer. Planning permission would be needed for external storage areas as boundary treatments, if they were located beyond the front wall as the boundary would be altered.	1	Noted.
4.3 Roofs and walls, 4.4 Boundary treatments	<p>EPV Chapter 4, paragraph 4.3, 4.4, Principle 3 <i>[Design Detailing, 4.3 Roofs and walls p38, 4.4 Boundary Treatments p40, Principle 3 p36.]</i></p> <p>There is no reference for household alterations and new developments to be made flood resilient with raised services and build levels. Aspirations and benefits of making existing development flood resilient should be identified more clearly. Solutions for avoiding flood water should be recommended (route through HA41 as before).</p> <p>Recommended changes</p> <ul style="list-style-type: none"> • DDG should advise how properties within flood-prone areas could be made flood resilient. Equally how design should be used in new development to mitigate flood impacts. New flood modelling data shows HA41 defended from flooding • Design Guide should identify means to bypass areas of Datchet that are most regularly affected by flooding. It should support this (bypass) proposal or set out how a positive flood resilience strategy will be provided for Datchet. • The possibility of mixed use development should be advanced through the Design Code. • Addressing the impacts of flooding at Datchet should be a key consideration with respect to new development. (Comparison with AL39 flood zones.) 	1	<p>Flooding resilient measures are an issue across the Borough and are covered by other guidance.</p> <p>These suggestions go above and beyond the scope of the Datchet Design guide.</p>

	<ul style="list-style-type: none"> The Design Code should propose flood resilience within new developments to ensure their longevity. 		
4.4 Boundary treatments, walls	Environment Agency: This section encourages use of decorative openings to allow water to disperse. Walls (and fences) can have a significant impact on the flow and storage of flood water, especially if constructed across a flood flow route. We request the wording at the end of section 4.4 is changed to: <i>'Inclusion of this type of feature is positively encouraged and ground level openings will be required for any new walls in areas of high flood risk to ensure the free flow of flood waters'</i> .	1	Noted. The wording will be changed to reflect this.
4.4 Boundary treatments	Resident supported the retention of boundary walls/fences/hedges and grass verges.	1	Encouraged to note.
4.6 Planting Palette	Resident requests inclusion of the following in the advisory preface: "Ideally for biosecurity, hedge and boundary planting should be of UK grown and raised native specimens."	1	Noted. The guide will be updated to reflect this.
4.6 Planting Palette	Environment Agency. Add <i>'Planting of native species is especially encouraged'</i> as native plants are required in order to protect and enhance biodiversity.	1	Noted. The text will be amended to encourage the use of appropriate native and wildlife-friendly species.

Chapter 5 Shopfronts			
Reference	Summary of comments	Number	Response
5.2 Shopfront Layout	Conservation Officer. Add 'materials' to the end of the last paragraph in this section. On the large shop-front diagram, the line points to the window not a console bracket.	1	Noted. The requested amendments will be made.
5.3 Detailing, Projecting features and Lighting	Conservation Officer. Add the word 'design': 'It is particularly important that extruded fixtures are of a high quality and design '. Remove Winkworth lighting image as this amount of lighting within a Conservation Area would not be considered acceptable.	1	Noted. The updated document will include these changes.
Commercial unit design	EPV The design guidance should not simply refer to the replication of traditional retail units, with modern working arrangements and industry requirements often requiring different floor-space arrangements. Recommended changes:	1	Design advice for commercial/retail units will be clarified.

	<ul style="list-style-type: none"> • Include consideration of mixed use schemes alongside the provision of public spaces, facilities and new linkages. • Advice on new developments to deliver new employment/commercial units should be given. They should not be restricted in their design. 		<p>The purpose of the design guide is not to provide solutions for specific sites but rather to highlight key characteristic and good design within Datchet to promote local distinctiveness to help influence new development coming forward.</p> <p>More generic design advice for commercial units is given the Borough's Design Guide.</p>
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General comments			
Housing provision	Datchet Parish Council. Recent development has not been aimed at providing homes needed by young people.	1	Noted. Housing delivery is beyond the scope of a parish design guide.
Graphic design	Datchet Parish Council liked the layout and ease-of-use, character areas, positive and negative features and image records – these cover those aspects which are important to creating a sense of place.	1	Encouraged to note.
Graphic design	Comments on attractive layout but colour spots on the side of the page are inconsistent. Picture captions are hard to read in the lighter colours.	2	Encouraged to note. This will be corrected and legibility improved.
Housing density and parking	A resident commented on housing density and parking on both sides of the road obstructing access for fire engines.	1	Noted. Housing density and highways issues are beyond the scope of a parish design guide.
General support	Datchet Parish Council is happy to support the Datchet Design Guide and wish to thank all those involved in its conception.	1	Encouraged to note
General support	Berkshire Gardens Trust/Gardens Trust commend the authors of this document which captures the variety of architecture in the old village of Datchet and if followed, will preserve the variety for future generations.	1	Encouraged to note
No comment	Historic England, Transport For London and Highways England replied with no comments.	3	Noted
Vehicle charging points	Sport England asked that the guide should highlight best practice for charging points for private vehicles, eg as part of existing street furniture.	1	Noted. This is covered in emerging Development Plan policies and national planning guidance.

Traffic flow	Resident said there is an opportunity to improve the traffic flow through Datchet by constructing a relief road from London Road alongside the M4 to Slough Road before new housing goes ahead. Datchet is way overdue better cycle lane access.		Noted. Highways design is beyond scope of the Datchet Design Guide. RBWM's Cycle Action Plan covers potential improvements to the local cycle-path network.
Green infrastructure and biodiversity	Natural England. Consider provision for Green Infrastructure within development, and maintaining/ enhancing networks of habitats. Consider the protection of natural resources, eg air quality, ground and surface water, soils within urban design plans. There may be significant opportunities to retrofit Green Infrastructure in urban environments, eg green roof systems and roof gardens; green walls to provide insulation or shading/cooling; new tree planting; altering land management, such as verges, to enhance biodiversity. For features which are beneficial to wildlife, see para 118 of the NPPF . Consider providing guidance on, for example, bat roost/bird box provision within built structures, and measures to enhance biodiversity in the urban environment. Para 180 NPPF also includes design principles to consider, including the impact of lighting on landscape and biodiversity.	1	Noted. The Datchet Design Guide focuses on locally-specific design guidance which is not already provided by the NPPF, National Design Guide, Borough Local Plan, or Borough Wide Design Guide. Verges are noted as a significant characteristic of Datchet in RBWM's Landscape Character Assessment and their inclusion in new development is encouraged. Bat roosts and bird box provision is covered in the Borough Wide Design Guide. Provision for wildlife may also be encouraged in the scope of a Neighbourhood Plan.
Landscape enhancement	Natural England. Landscape enhancement. Consider opportunities to enhance the character and local distinctiveness of the natural and built environment; to use natural resources more sustainably and to bring benefits for the local community. Consider how new development might make a positive contribution to the landscape through sensitive siting and good design and avoid unacceptable impacts. For example, it may be appropriate to seek that, where viable, trees should be of a species capable of growth to exceed building height and managed so to do, and where mature trees are retained on site, provision is made for succession planting so that new trees will be well established by the time mature trees die.	1	Noted. The Datchet Design Guide focuses on locally-specific design guidance which is not already provided by other sources such as the NPPF, Borough Local Plan and Borough Wide Design Guide. The positive contribution made by appropriate planting is mentioned on p45, and larger trees are encouraged where space allows.
Flooding	A resident noted that the risk of flooding is a major issue for the village. The Design Guide should include emphasis on property-level protection	1	Noted. The Datchet Design Guide focuses on locally-specific design. Property-level flood protection is a wider issue, covered in the NPPF,

	and property flood resilience, particularly for new developments and significant property modifications and extensions.		National Design Guide, Borough Local Plan, and Borough Wide Design Guide. RBWM is also developing Supplementary Planning Documents on both Climate Change Strategy and Flooding.
River Thames Scheme	Cllr Ian Thompson: The Datchet Design Guide should include design of the River Thames Scheme, National Design Guide content, details of flood alleviation schemes, barrel arch, flood protection, stormwater containment, as well as guidance on the proximity of housing to M4 and pollution with reference to the Paris Climate Change agreement; and Recreation Ground ditch re-profiling.	1	Noted. The Guide is intended to provide a framework for Datchet-specific design matters and, as such, should not duplicate the content in the National Design Guide or Borough Wide Design Guide. The design of national flood alleviation schemes and air quality management are beyond the scope of the Datchet Design Guide. RBWM is currently developing a Climate Change Strategy, and a Supplementary Planning Document on Flooding.

DATCHET DESIGN GUIDE

FEBRUARY 2021



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1. WHY 'DESIGN' IN DATCHET

1.1 INTRODUCTION

1.2 STRATEGIC DESIGN THEMES

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1.4 USER GUIDE



1. WHY 'DESIGN' IN DATCHET?

1.1 Introduction

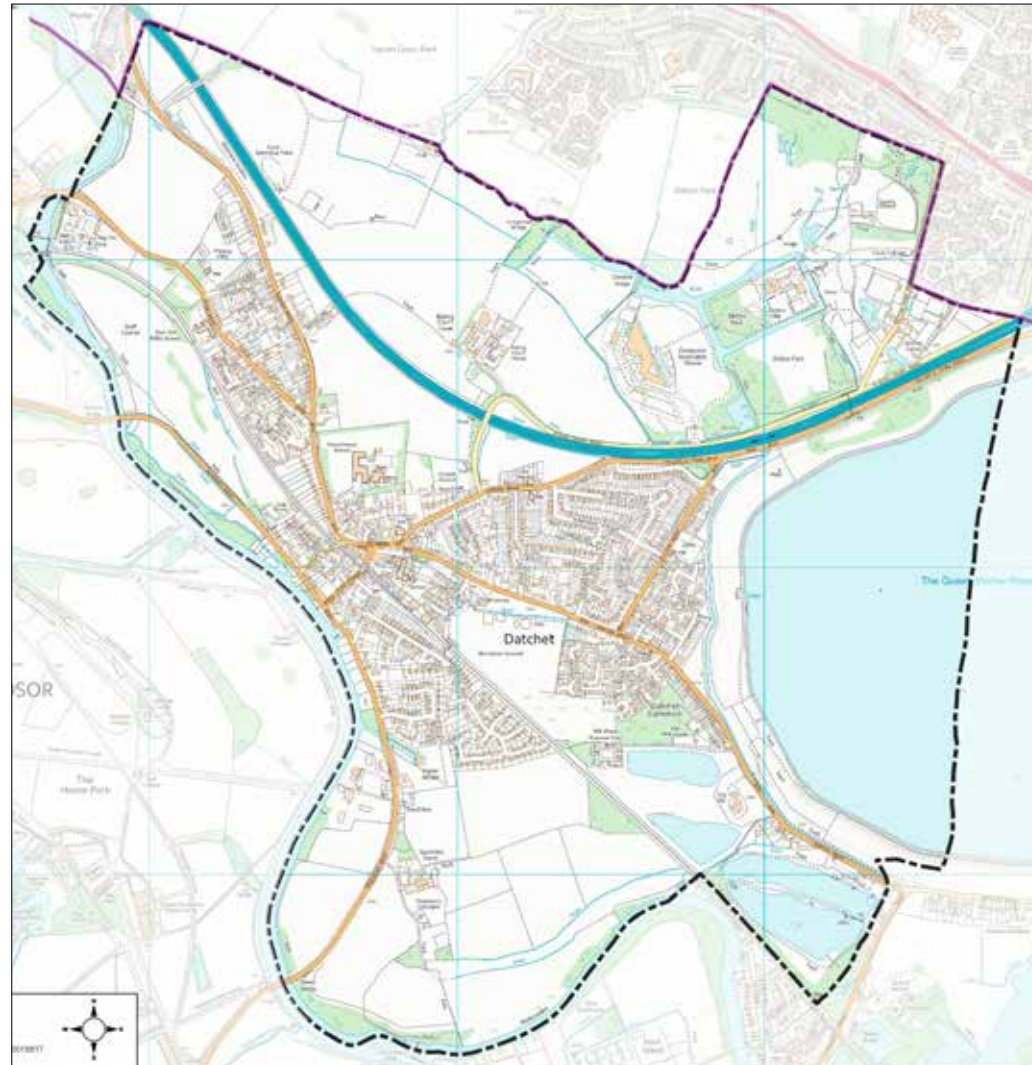
The Datchet Design Guide (DDG) reflects The Royal Borough of Windsor & Maidenhead's (RBWM) desire to support and encourage design quality within the parish.

Good design can have a positive, immediate and long-lasting impact on the quality of life of the whole community and the sustainability of the village. This Design Guide has been prepared in order to support design excellence in Datchet.

The DDG focuses on identifying the design quality which makes the parish of Datchet a distinctive and attractive place and ensuring that these elements are maintained and replicated across the parish.



The Public Riverside Gardens



Map 1: Datchet Parish Boundary indicated by dotted line.

1.2 Strategic Design Themes

The DDG seeks to build on the Strategic Design Themes identified in the Borough Wide Design Guide³ and put them within the local context.

Putting People First

RBWM intends to prioritise development which is human in scale, supports health and wellbeing and places people, communities and safety at the heart of decision-making on design, rather than vehicular access, or short-term commercial gain. This principle is wholeheartedly supported in Datchet where, in numerous areas, the quality of the environment is being eroded by development which encourages car use and does not promote positive design.

Creating a Sense of Place

The DDG wishes to identify the critical elements of the immediate local context which give Datchet its character and the elements which can preserve, enhance and expand its high-quality spaces and maintain its strong positive identity.

Delivering Sustainable Places

The DDG seeks to provide clarity and give inspiration to applicants, encouraging them to include the design elements within their project. It aims to protect and improve the local environment by initiating and supporting sustainable development that takes into account climate change, biodiversity and flooding issues as covered in the Borough Wide Design Guide (Principle 11.1), the Borough Local Plan, the National Design Guide and National Planning Policy Framework.

Improving Quality

The DDG aims to ensure that high-quality design is the standard approach throughout the parish, not just in those areas deemed to be of historic and cultural value and already rich in quality architecture and streetscape. The purpose of identifying those places of value, is to then be able to spread that quality throughout the Parish through increasing the design quality of all applications, no matter their location.



1.3 Policy Status & Scope

The DDG is a parish-wide design guide which has been adopted by the Royal Borough as a Supplementary Planning Document (SPD) to support Local Plan¹ policies. It has also been prepared to support emerging policies in the draft Borough Local Plan (BLPSV)².

Applicants will be expected to take the DDG policies into account, along with the requirements of any locally specific design policies in adopted, made, or emerging plans and in other SPDs including the Borough Wide Design Guide³.

National Planning Policy Framework (NPPF) (February 2019, as amended in June 2019)

High quality and sustainable design is fundamental to what the National Planning Policy Framework (NPPF) seeks to deliver, with the Government expecting local authorities to be clear about design expectations (Para 124), and reflective of local aspirations (Para 125). Para 130 of the NPPF states that permission should be refused for development of poor design that fails to contribute positively and improve the character and quality of an area.

Local Plan Policy

Local adopted borough-wide design policies can be found in the saved policies of the adopted Local Plan¹. The principle

design related policy is DG1 - Design Guidelines, which sets out 11 overarching principles that apply to all forms of new development.

The DDG provides additional locally specific design policy which should be applied in combination with the overarching design policy contained in the Borough Wide Design Guide.

Conservation Area Appraisal 1995

The DDG should be used in combination with the Datchet Conservation Area Appraisal 1995⁴. At the time of writing the Conservation Area Appraisal has been identified by RBWM as requiring review, and applicants should ensure that they are utilising the most up to date information.



High Street



Datchet Village Pharmacy



Datchet House

1.4 User Guide

This design guide covers all types and scales of development including new buildings, extensions, demolition, changes of use, intensification and alterations, shopfronts and signage. Applicants should note the following advice for specific types of application.

Householder Applications

Those seeking to make householder applications should:

- familiarise themselves with the parish-wide issues set out in Chapter 2 and how they may relate to the application
- identify whether the property lies within, or adjacent to, a character area for design information for specific streets (See Chapter 3)
- utilise the overall advice provided in Chapter 4 to ensure successful design detailing for all projects

Commercial Property

Those making applications for change of use to retail use, new retail property or amendments to existing retail property (including change of use) must pay particular attention to Chapter 5. The detailing information in Chapters 3 & 4 may also be relevant to general commercial applications. Further advice can also be found in Chapter 12 of the Borough Wide Design Guide

Development Proposals

Those considering applications for projects beyond the scope of individual householder applications, must first satisfy themselves that their application meets the requirements of overarching policies within the current Local Plan, and particular care should be applied to understanding the parish-wide issues set out in Chapter 2.

When developing detailed proposals applicants should utilise the information in Chapter 3 setting out the design qualities of the most successful parts of Datchet, and must demonstrate how these qualities have been integrated in the application's design approach. Particular attention must be paid to locally-specific architectural detailing as set out in Chapter 4.

Pre Application Advice

All applicants are strongly encouraged to undertake pre-application discussions with the Local Planning Authority.

Heritage Assets

Applications for, or within the setting of, a designated heritage asset are advised to consult the Conservation Officer before committing significant resources to design. Not all elements of the Design Guide are appropriate for all heritage assets.



Individual home extension, Horton Road



Commercial frontages High Street



Contemporary development of flats, Gables Close

Endnotes

1 Royal Borough of Windsor and Maidenhead Local Plan, adopted 1999, incorporating 2003 saved policies

2 The Borough Local Plan 2013 -2033: Submission Version (BLPSV) was submitted to the Secretary of State for Examination in January 2018

3 Royal Borough of Windsor & Maidenhead Borough Wide Design Guide, adopted June 2020

4 Conservation Area Appraisal 1995 - Datchet Village, March 1995, Royal Borough of Windsor and Maidenhead

2. DATCHET WIDE DESIGN

2.1 INTRODUCTION

2.2 RURAL AREAS

2.3 HISTORIC ENVIRONMENT



2.1 Introduction

The primary purpose of the Datchet Design Guide is to identify the detailed design approaches and features which give Datchet its unique character. However there are a number of parish-wide issues, which can have a significant impact on design, which applicants should be aware of, and have regard to in the design process.

Applicants considering proposals within both urban and rural areas must initially establish the wider strategic planning policy which is applicable. There are a number of key issues related to development in Datchet which applicants should be aware of. This may include, but is not limited to:

- Green belt
- Proximity to Queen Mother Reservoir
- M4 motorway
- Heathrow Airport
- Listed buildings, non-designated heritage assets and Conservation Area
- Trees and woodland
- Archaeology
- Flood risk*

If the proposal meets the strategic policy requirements, then applicants should:

- identify if one of the character areas is applicable and utilise the detail provided in Chapter 3. This is likely to be particularly relevant to projects involving existing properties
- ensure the project meets the detailing requirements in Chapter 4.

*The challenges created by flooding are recognised as a significant issue throughout the parish, impacting both rural areas and the centre of Datchet. It is essential that development does not exacerbate flooding problems, and where possible should provide alleviation. Applicants should consult information provided by the Environment Agency (www.gov.uk/check-flood-risk) and utilise the design advice set out in Chapter 11 of the Borough Wide Design Guide.



Green belt near Datchet including Ditton Park and Queen Mother Reservoir

2.2 Rural Areas

While the DDG is focused on detailed design issues impacting on the built environment, it is important to draw attention to the fact that large parts of the parish are rural in character, and that this document is still an important resource and relevant policy document.

Principle 1: Datchet-Wide Design

Applicants must ensure that they respond positively to the advice provided in regard to any new development in Datchet, in urban, rural and historic settings.



Flooding on The Green in 2014



M4 Motorway near Datchet



Ditton Park (Grade II Listed, Registered Park & Garden)



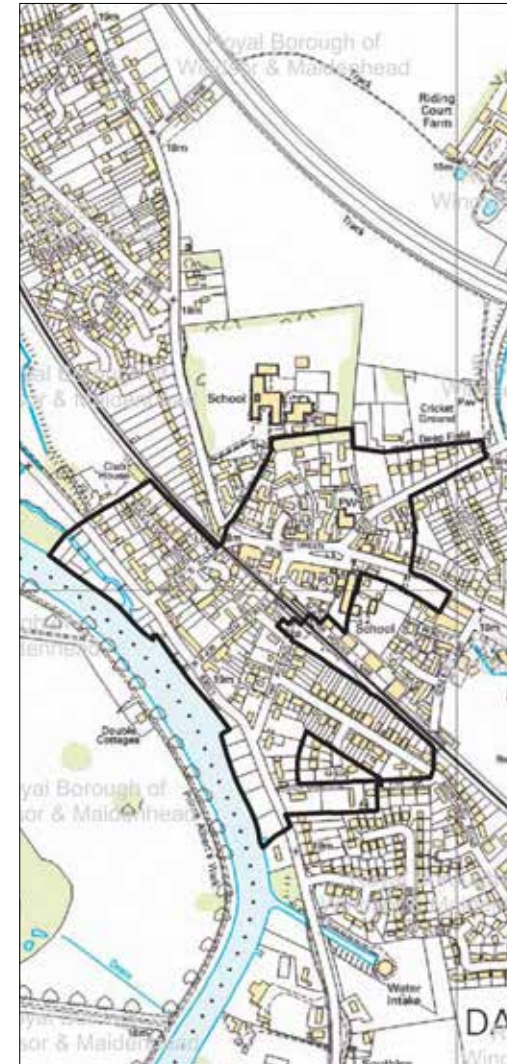
Heathrow Airport

2.3 Historic Environment

Datchet is well known for its historic village centre around the greens, streets connecting down to the Thames, and views towards Windsor Castle.

The historic core of the village is covered by a conservation area, and contains numerous listed buildings and structures. Applicants must familiarise themselves with the additional requirements and restrictions on development within this area as part of the preparation of their proposals. The Conservation Area Appraisal 1995 provides a wide range of information which can inform and enhance the design process for proposals in this area. Any development within the Conservation Area or in the setting of a listed building or important local building will need more attention regarding design. (See also Chapter 3.)

Character areas identified in Chapter 3 accord broadly with the four major periods of historic (pre-20th-Century) growth in Datchet, and provide a useful guide to key features in architectural detailing and layout which make these areas particularly successful, attractive and distinctive. Applicants should also be aware of the potential for significant archaeology throughout the area.



Map 2: Datchet Conservation Area boundary indicated by black outline

2. DATCHET WIDE DESIGN



Map 3: Datchet and Datchet Common 1833



Map 4: Datchet 1868



Map 5: Datchet Common 1868



Map 6: Datchet and Datchet Common 1881



Map 7: Datchet 1899



Map 8: Datchet Common 1899



Map 9: Datchet 1960s



Map 10: Datchet Common 1960s

3. CHARACTER AREAS



3.1 INTRODUCTION

3.2 HISTORIC CORE

3.3 RIVER CONNECTIONS

3.4 VICTORIAN SUBURBS

3.5 APPROACH ROUTES

3.1 Introduction

Why Character Areas

The National and Borough Wide Design Guides offer general guidance for development in Datchet. Additionally the advice provided in Chapter 4 is applicable to all areas of Datchet. However the DDG offers additional support by highlighting character areas which display locally-distinctive patterns of design which help in delivering high-quality design, including:

- illustrating the positive design features which give the area its unique character
- identifying issues which negatively impact the area and should not be replicated, and/or which should be removed where possible
- demonstrating the relationship between layout and architectural detailing which together create character
- setting out the palette of materials, which form the foundations of the area's character

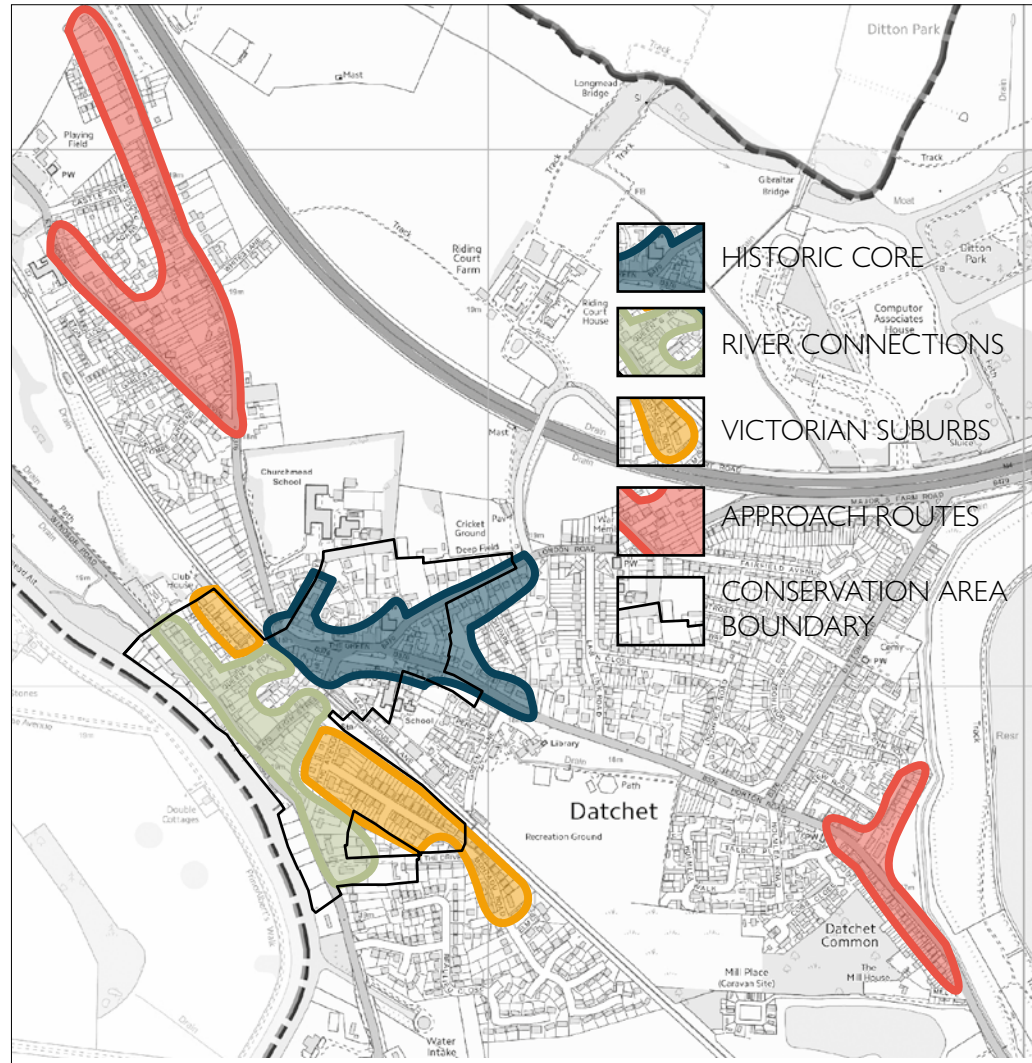


Diagram 1: Character Areas within the wider settlement of Datchet

Principle 2: Character Areas

There are four identified character areas:

- Historic Core (Section 3.2)
- River Connections (Section 3.3)
- Victorian Suburbs (Section 3.4)
- Approach Routes (Section 3.5)

Planning applications within these areas must, and those seeking to utilise its forms to support their design should, demonstrate how the application:

- responds to the positive and negative key features of the character area
- utilises and/or augments the materials palette of the character area
- integrates the architectural details and layout features identified in the character area image record and accompanying diagrams

Living in or close to a Character Area

Householder applicants who live in or in close proximity to a character area can use character area information to:

- understand the key layout features of the area and if their proposals will strengthen and enhance that character
- identify if there are any negative design issues in the area which their proposal could improve
- check whether their proposal includes materials which are within or are complimentary to the materials palette

Note: 'in close proximity' is defined as streets which connect into, or properties which are directly adjacent to the character area boundary. Final definition is at the discretion of the planning officer.

Retail and Commercial Development

Applicants seeking consent for retail or commercial properties, including change of use or alterations to existing properties can use character area information to:

- understand the key features of retail and commercial frontages within the character area
- identify if there are particular

negative design issues which could be ameliorated or avoided within their proposal

- check whether the proposal includes materials which are within or are complimentary to the materials palette

Where retail proposals are located in a character area where there are currently no retail frontages, or which is outside the four identified character areas, applicants should seek to use the examples within the 'Historic Core' character area and the advice provided within the 'shopfronts' section of Chapter 5 to guide their proposals.

New-Build Development

Applicants seeking consent for new build development can use the character area information to:

- identify existing layouts which are characteristic of Datchet
- identify the key architectural features and design detailing associated with different scales and types of properties
- understand the palette of materials across Datchet and how these could be utilised in new development.

3.2 Historic Core

Introduction

The Historic Core character area includes the following key places:

- The Green
- St Mary the Virgin Church
- London Road (West)
- Horton Road (West)

Description

The Historic Core of Datchet sits within the northern section of the Conservation Area. The key feature of this area is The Green, including both the green space itself which was formed through the culverting of a stream and pond in the 1800s, and the properties surrounding this space including St Mary's Church and several which significantly predate The Green including the Manor Houses. Additionally this area includes the ends of two key routes connecting into The Green from the east, London Road (including the 18th-century listed wall originally belonging to Datchet House - the garden enclosed by the wall is now developed) and Horton Road including The Library.

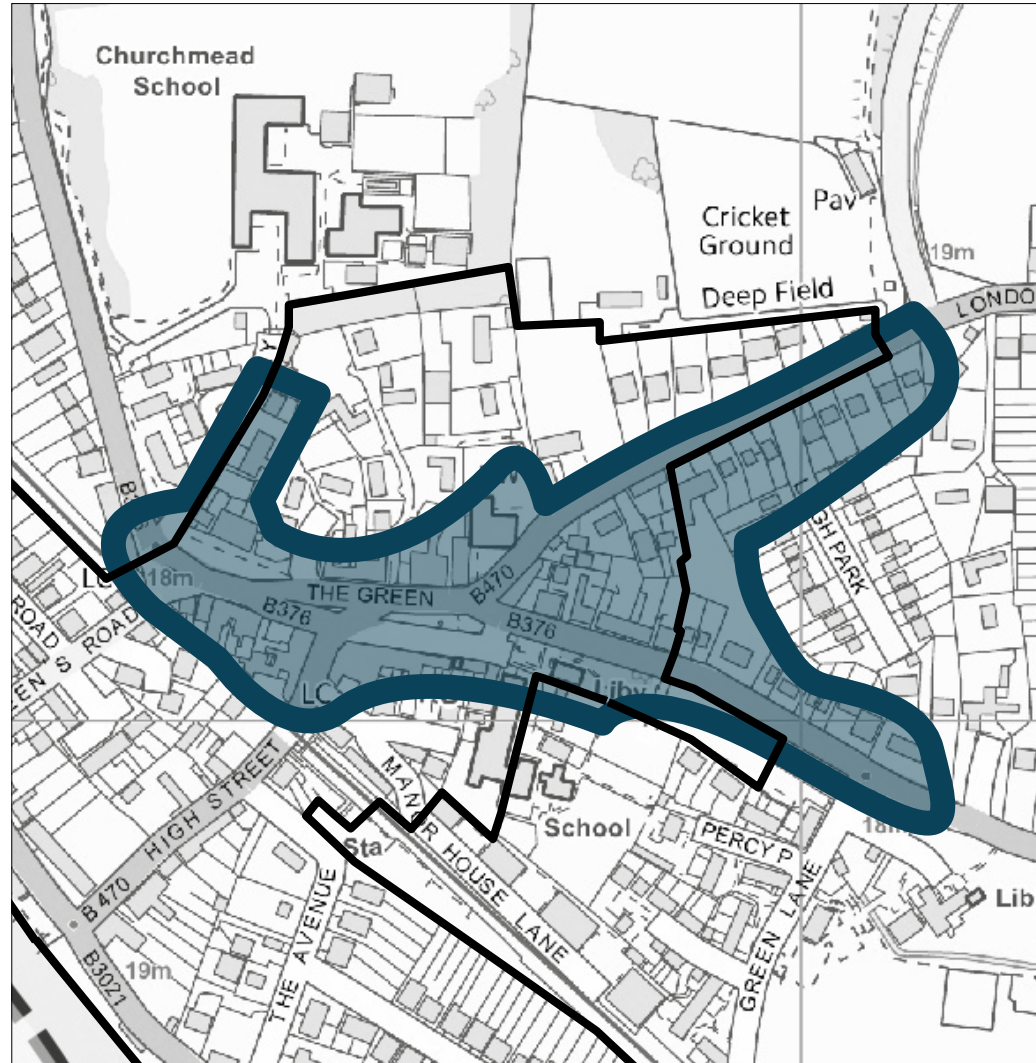


Diagram 2: Historic Core Character Area Boundary

Key Features of the Historic Core

Positive	Negative
Distinctive and decorative architectural forms (e.g. decorative gables) in locations where there is sufficient space for them to be appreciated from a distance.	Significant visual clutter, particularly excessive signage of all types and unnecessary boundary treatments which prevent pedestrian movement
Well-proportioned, privately-owned but publicly visible, front gardens and/ or parking areas on London Road with significant greenery within boundaries.	Narrow pavements and poorly located parking areas which negatively impact pedestrians and cyclists.
Numerous designated and non-designated heritage buildings with features of significant design value	Poorly designed contemporary commercial frontages which do not add visual interest, vibrancy or quality to the area.
The strong enclosure of The Green by 2/3 storey properties, giving a clear sense of arrival in the village centre and a distinct character.	The overall experience on The Green, London, Horton and Slough Roads caused by poor air quality, noise and standing traffic
Well-proportioned and detailed traditional shopfronts and examples of successful reuse of commercial properties (a bank) for alternative uses (an artist's studio).	It is difficult for pedestrians to cross the road due to a lack of crossing points (e.g. zebra crossings), excessive use of barriers and volumes/speed of traffic
Large mature specimen trees in both the central public space and private surrounding spaces, which add to the distinct character of The Green	Lack of visual connection (and therefore natural surveillance) between many of the commercial frontages and the street due to excessive use of window films.
Well considered inclusion of planting as part of residential frontage design.	
A range of distinctive decorative detailing on gates, walls, fascias and entrances.	
Reduction of vehicular through-traffic from routes around the edge of The Green.	

Materials Palette



Red clay, plain and fish-scale hanging tiles



Buff London Stock bricks



Decorative use of timber boarding on gables



Painted render



Red and orange hand-made bricks in character Flemish or English Bonds



Brick projecting string courses



Image Record: Historic Core

Images demonstrating the positive features which enhance the character area. Please note - this image record does not include shopfronts, please see Chapter 5



London Road frontages providing space for parking



Forest-scale trees on The Green



Cottage with garden frontage by railway crossing



The Manor Houses on The Green showing decorative enclosure and timber frontages.



Decorative barge boards on gable ends



Combined wall and decorative fencing to create visual interest and privacy.



Decorative entrance gates on Horton Road

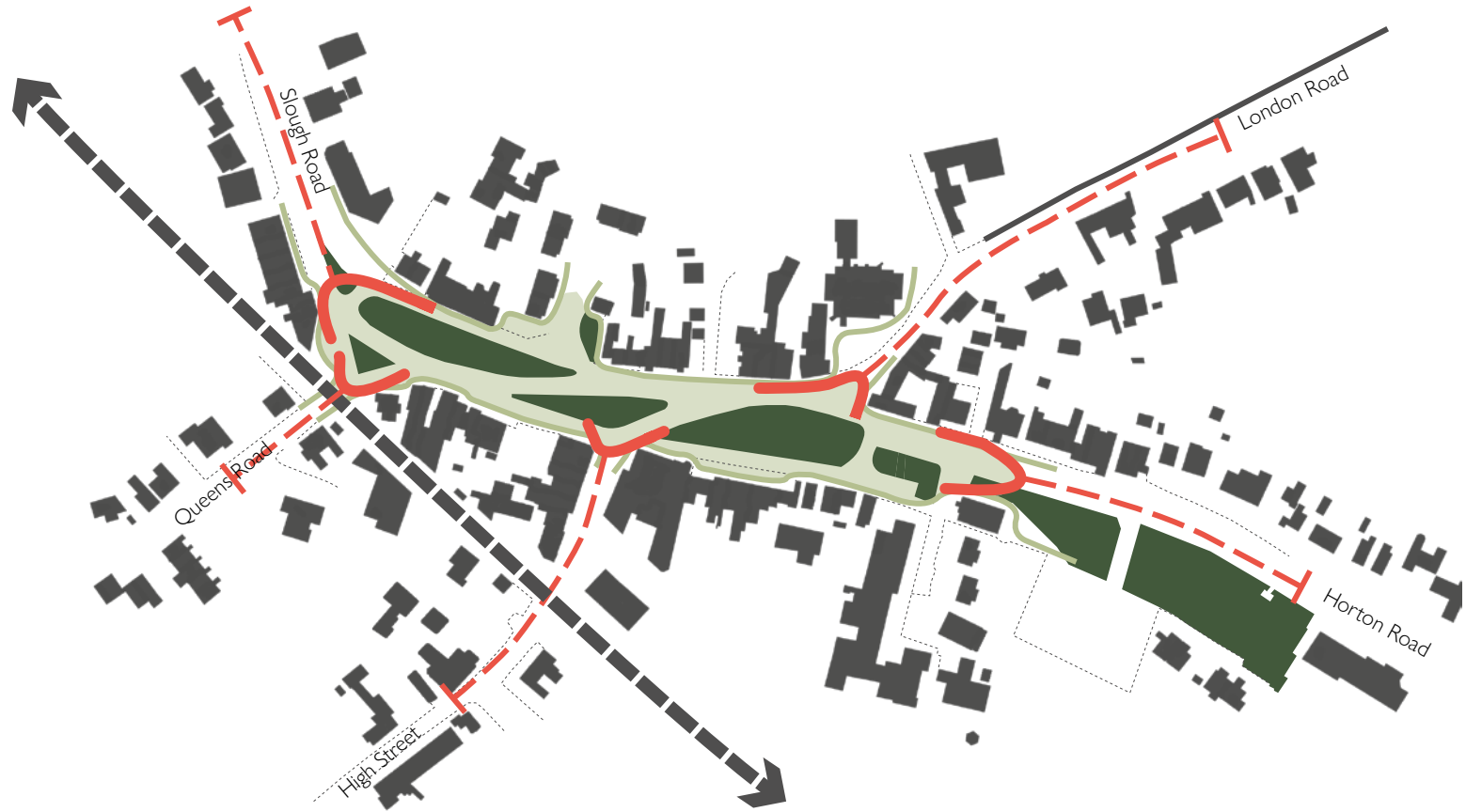


Central green spaces with circulating traffic.



Well-proportioned wall, gatepost and gate, used in combination with hedging

Layout Examples: The Green








-  Gateway and key view into The Green
-  Green spaces within The Green
-  Visual edge of The Green
-  Boundaries between properties
-  Railway line

Diagram 3: The Green demonstrates the enclosure of the space and the way it is revealed through a series of gateways from key routes which connect into the space. It also demonstrates the important role that private spaces play in extending the visual scope of the space, making it feel much larger than the area which is publicly accessible.



3.3 River Connections

Introduction

The River Connections character area includes the following key areas:

- Queens Road
- High Street
- Windsor Road / Southlea Road

Description

The River Connections area sits within the southern section of the Conservation Area. The key feature of this area is The Thames riverbank which now forms the only area of public open space at the riverside (sometimes referred to as The Riverside Garden), and terminates the view at the southern end of High Street.

High Street, in combination with The Green, is the oldest part of Datchet, with numerous listed buildings. Historically it linked the village centre to the river crossing leading to Windsor.

This area contains two distinct forms, the narrow and well-defined north/south routes of High Street and Queens Road, and the larger, more eclectic mix of Windsor and Southlea Roads which are only developed on their northern side, facing towards The Thames.

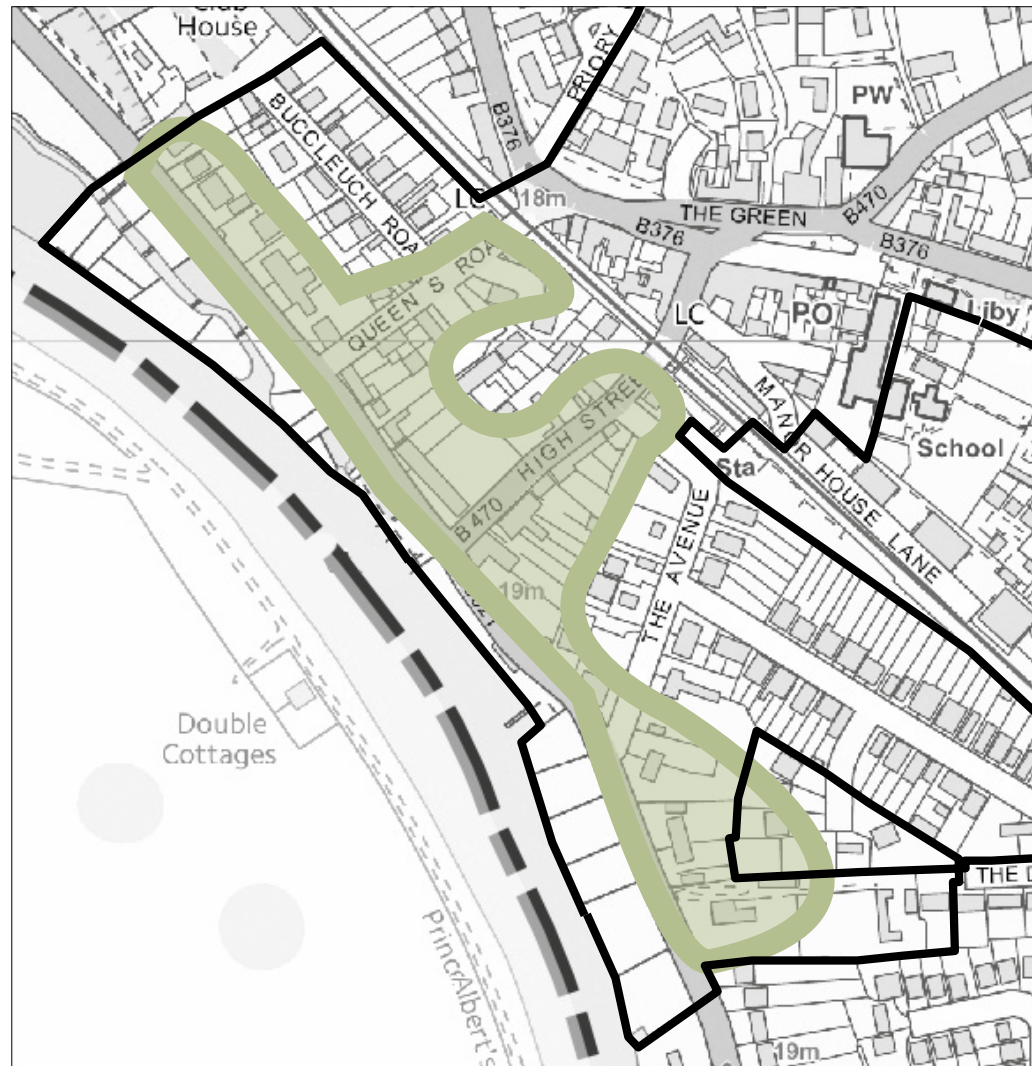


Diagram 4: River Connections Character Area Boundary

Key Features of the River Connections

Positive	Negative
High Street has a strong sense of enclosure due to its relatively narrow road width and 2/3 storey buildings combined with large trees on the western side	Some frontage enclosures have been lost on Queens Road and High Street to facilitate car parking within frontages.
Courtyard entrances combine walls with strong tree planting, creating a strong sense of enclosure on the western side of High Street, but with a softening effect created by the trees	Narrow (and in some areas non-existent) pavements create an unpleasant environment for pedestrians next to busy traffic, and are in places sufficiently narrow to be unpassable by those using mobility aids such as wheelchairs/pushchairs
The enclosure of the High Street creates definition to the open spaces of The Green and the river bank to the north and south and creates a sense of arrival.	The inclusion of high walls, particularly when combined with narrow pavements can feel overbearing in some areas of Queens Road
Use of decorative brick work	
Use of decorative metalwork, primarily gates and railings, but also including balcony enclosures	
Clearly defined entrances across the character area	
A large number of listed buildings of different styles and ages, particularly on High Street and the riverside	
Distinctive architectural features such as 'blind boxes' on south-facing windows, particularly Southlea Road	

Materials Palette



Extruded banded brick work and red brick (Flemish Bond)



London or yellow stock brick



Red brick



White painted stucco (early Victorian Roman Cement)



Metal work details



Image Record: River Connections Images demonstrating the positive features which enhance the character area.



Large setbacks used to accommodate car parking and retain gates



View along High Street towards The Green showing enclosure created by both properties and trees



Simple but well detailed and proportioned frontages on High Street. Note that infilled porch still retains the original proportions.



The public riverside garden



Balcony detailing on properties fronting Southlea Road and the River Thames



Ironwork railings and gates on High Street



Courtyard development retaining period features and providing a range of property types from a single street



Stone detailing, and double-height bay windows on High Street



Corner gate detailing on river frontage and blind boxes on windows

Layout Examples: River Connections



Diagram 5: Demonstrating how the enclosure of High Street and Queens Road creates definition to the open spaces of The Green and the public riverside gardens to the north and south and creates a sense of arrival in both locations.



Diagram 6: Key aspects of the layout of High Street



3.4 Victorian Suburbs

Introduction

The Victorian Suburbs character area includes the following key areas:

- Montagu Road
- The Avenue
- Buccleuch Road (north side)

Description

The Victorian Suburbs are an easily recognisable feature within the development of Datchet, and represent the first significant expansion of the settlement following the arrival of the railway.

Distinct from later Victorian and Edwardian development (See Approach Routes character area), these Victorian Suburbs are not through routes, and have a quiet, residential character.

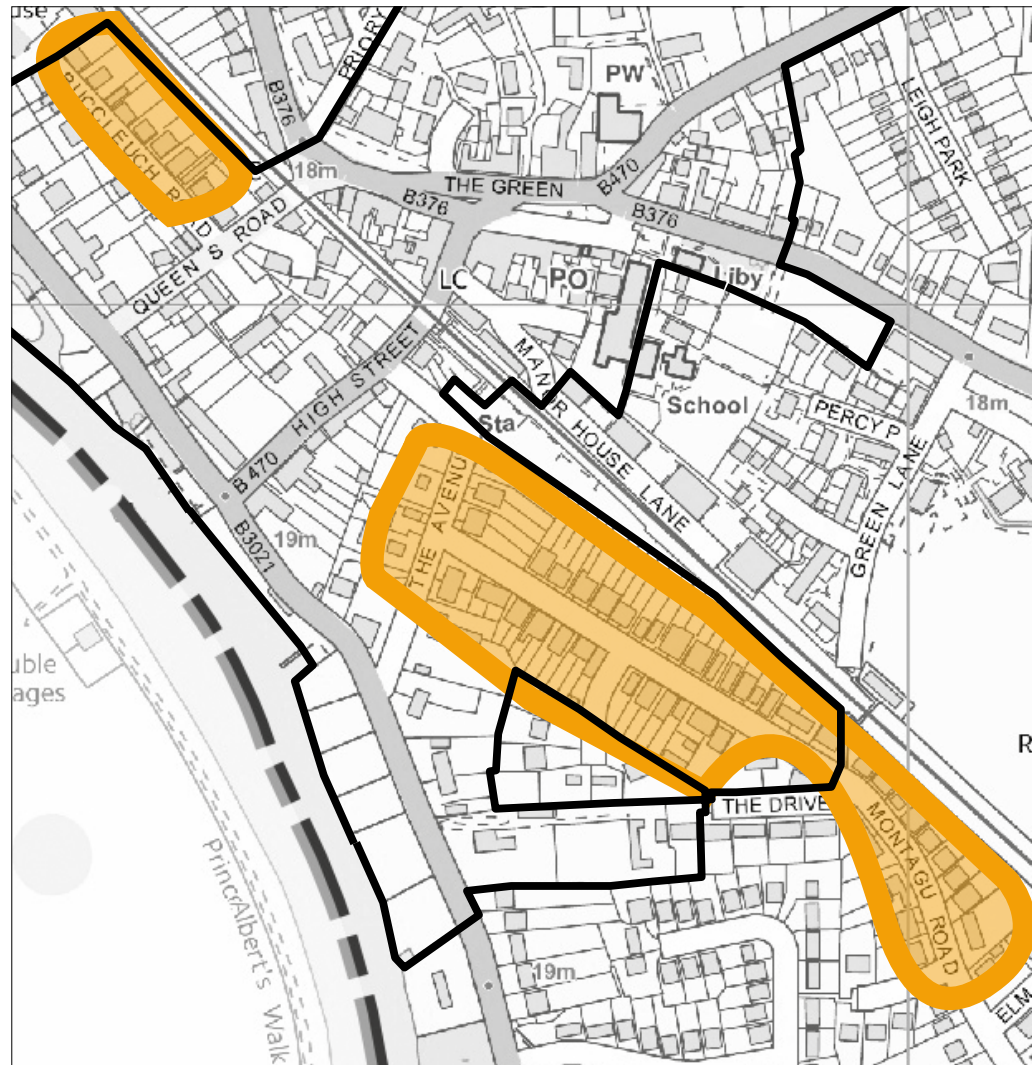


Diagram 7: Victorian Suburbs Character Area Boundary

Key Features of the Victorian Suburbs

Positive	Negative
Well-defined sense of enclosure with properties being 2/3 storeys.	There is significant on-street parking due to the small size of some front gardens.
The inclusion of street trees in combination with trees and planting in private gardens (Montagu Road) softens the streetscape, creates an attractive ambience and a perception of reduced road width	There are some poorly designed extensions which do not match the architectural proportioning of the original property.
Use of narrow plots and predominantly semi-detached layouts creates significant density without feeling cramped. (Montagu Road)	Verges and pavements between street trees are frequently used and in some instances damaged by car parking. (Montagu Road)
The use of planting as a deliberate feature to soften driveways and strengthen boundaries.	The retention or rebuilding of gateposts, but without the provision of gates frequently looks incongruous
Use of a simple palette of boundary treatments (walls and metal railings) provides a uniformity despite the addition of parking within many front gardens.	Frequent unnecessary complete coverage of front gardens with hardscaping to provide parking
Strong building lines which give clear definition to front garden spaces.	
Gables which front the street, often with decorative barge boards and finials	
Easily identified and decorative entrances, including on properties with side entrances	
Use of decorative brick work	
Bay windows to provide relief to the frontage, and inset porches	

Materials Palette



London or yellow stock brick



Red brick in Flemish Bond



Clay tiles (scalloped)



Contrasting brick banding details (buff and red brick)



Timber windows set behind a brick reveal



Decorative timber boarding on gables



3. CHARACTER AREAS

Image Record: Victorian Suburbs

Images demonstrating the positive features which enhance the character area.



Gable ends - including decorative barge boards and decorative brick work



Distinctive side porches and entrances



Boundary planting



Proportionate wall, gatepost and gate detailing



Decorative ridge tiles



Decorative metal railings on low brick walls with associated gates



Utilising red brick to match walling next to the curb, and parallel placement of the grate reduces its visual impact


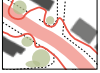



Inset porch with bay windows



Use of planting to emphasise the entrance

Layout Examples: Victorian Suburbs

- Movement route along Montagu Road 
- Visual enclosure along Montagu Road 
- Boundaries between properties 

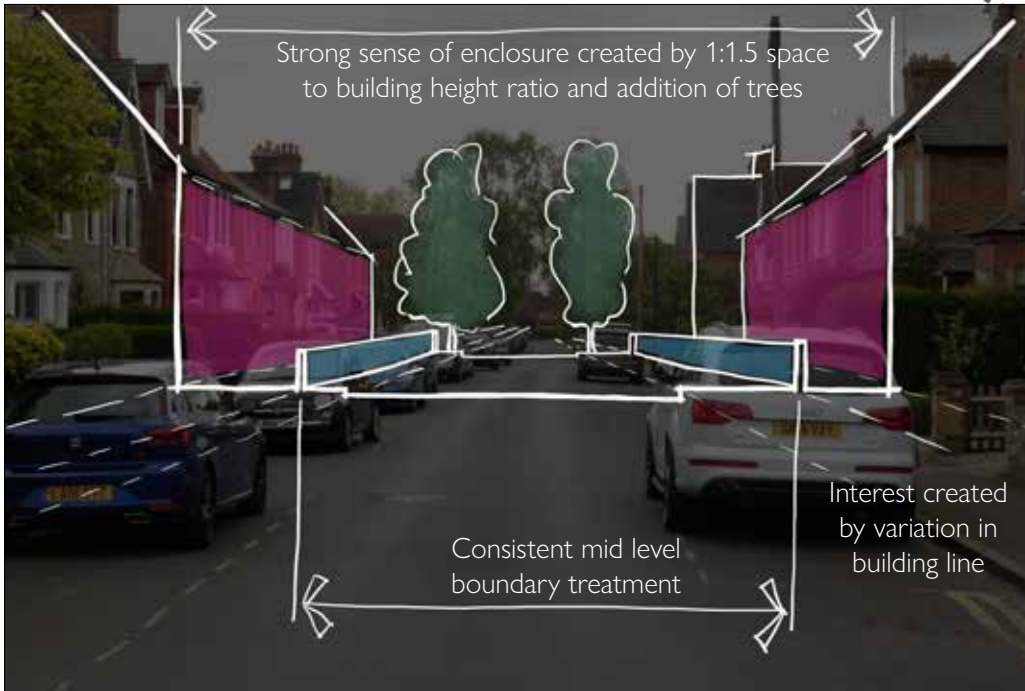


Diagram 8: Key elements which create the character of Montagu Road



Diagram 9: Demonstrating how the strong enclosure of the buildings of Montagu Road is enhanced by retaining boundary treatments and planting within the street and front gardens



3.5 Approach Routes

Introduction

The Approach Routes character area includes the following key areas:

- Slough Road
- Eton Road
- Horton Road & Penn Road

Description

The Approach Routes are primarily made up of Victorian and Edwardian properties. These areas demonstrate a number of effective approaches to design associated with high trafficked routes. Whilst there are several areas in Slough Road which have lower quality infill development, the overall impact of the Approach Routes is effective in delivering good-quality design across a mixture of property sizes.



Terraced housing on Horton Road within the 'Approach Routes' character area

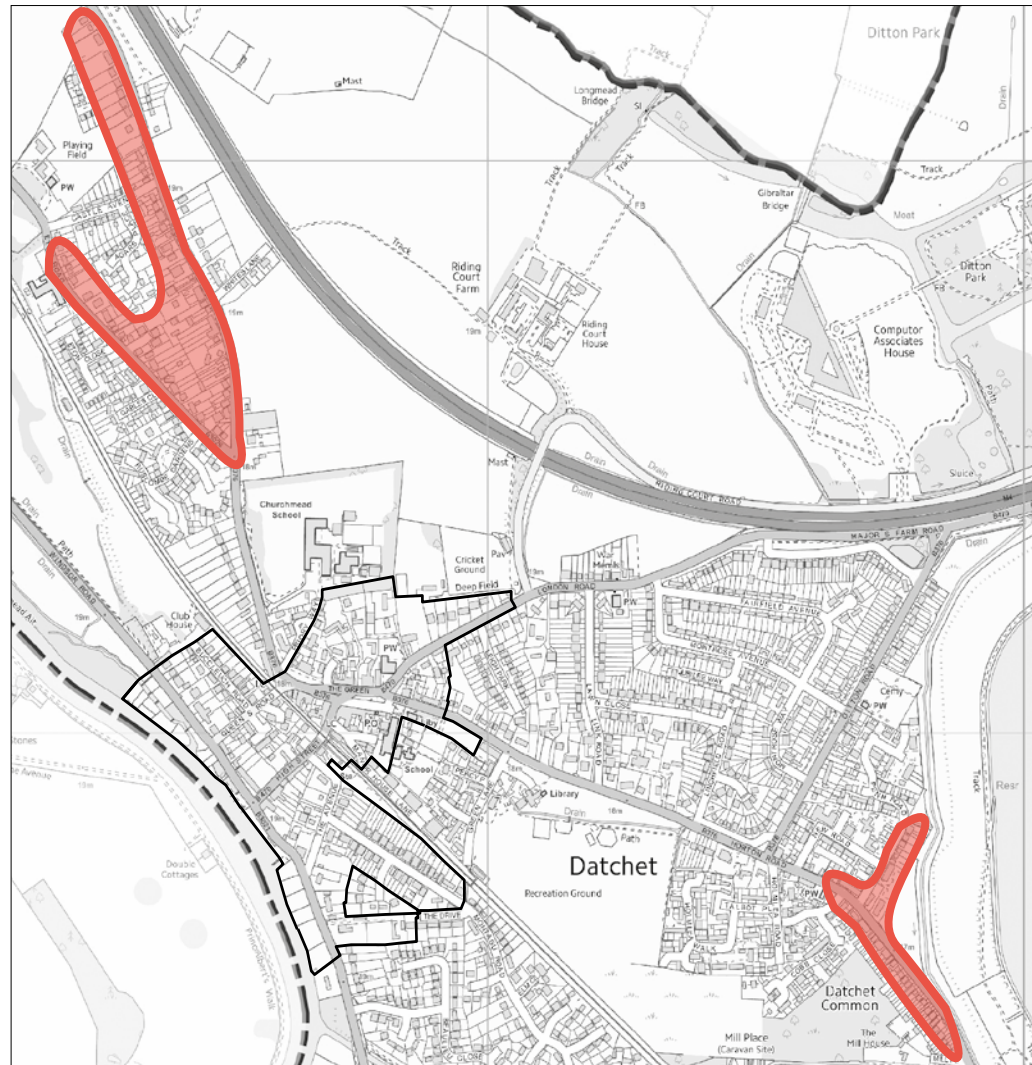


Diagram 10: Approach Routes Character Area Boundaries

Key Features of the Approach Routes

Positive	Negative
Unusual, but effective, staggered approach to layout for smaller Victorian homes which provides an attractive frontage on a busier through route and solar gain. (Slough Road & Eton Road)	Infill development sometimes inconsistent in scale and with poor design detailing compared to adjacent properties
Larger frontages with sufficient space for both parking and planting, and use of taller hedge planting in combination with walls, railings and fencing creates more robust boundary treatments suitable for a busier route (Slough Road & Eton Road)	Poor-quality parking arrangements in some areas (due in part to historic layout) which negatively impact the pavement environment and encourage poor parking behaviours in adjacent areas
Use of double-height bay windows and inset arched entrance porches (Eton Road & Penn Road)	The single-sided nature of these streets and limited space for on-plot parking (Slough Road and eastern Horton Road) has created problems with anti-social parking on grass verges opposite properties
Inclusion of larger trees and shrubs within front gardens close to boundaries, which have a positive impact on the streetscape. (Eton Road & Slough Road)	
Good mix of large and small, detached, semi-detached and terraced homes creating visual variety and a more inclusive feel.	

Materials Palette



Red brick (brickwork banding)



Slate roofs and red clay ridge tiles



Yellow or London Stock bricks



Dark-coloured wood or railing details



Render (Primarily Eton and Slough Roads)



Dark red brick (including extruded detailing)



3. CHARACTER AREAS

Image Record: Approach Routes

Images demonstrating the positive features which enhance the character area.



Larger homes with set-back parking areas and double-height bay windows



Semi-detached with single bay window, arched inset porch and retained boundary treatment with parking to the side



Terraced with small front gardens with boundaries retained. Slate roofs including dormer windows



Terraced homes with brickwork banding.



Decorative gables and hung tiles



Gables with decorative barge boards and decorative brick work



Brickwork banding carried through from original home onto a well proportioned extension (size compared to original and windows)



Single storey bay windows and tiled front entrances



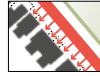
Front garden enclosure, with clear entrance definition, arched porches and bay window

Layout Examples: Approach Routes

Movement route along Horton Road



Vehicular crossing of the pavement and loss of boundary treatment



Boundaries between properties

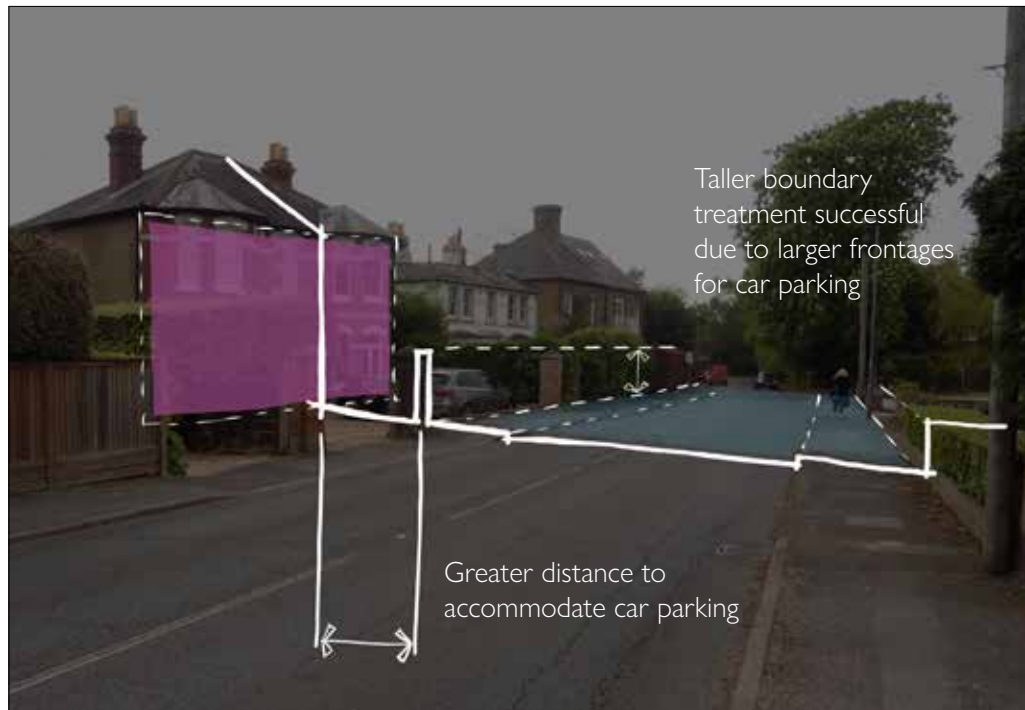
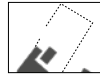


Diagram 11: Key elements of the layout of Eton Road



Diagram 12: Demonstrating the strong frontage definition of Horton Road, and the negative impact of removing front boundaries



4. DESIGN DETAILING

4.1 INTRODUCTION

4.2 WINDOWS & ENTRANCES

4.3 ROOFS & EXTERNAL DETAILS

4.4 RESIDENTIAL CAR PARKING

4.5 BOUNDARY TREATMENTS

4.6 SPECIMEN TREES

4.7 PLANTING PALETTE



4.1 Introduction

Introduction

The majority of design requirements related to the architectural details of buildings are set out in Local Plan and Borough Wide Design Guide Policy, and based on assessment of the individual property.

However there are several specific forms of design features which are particularly prevalent in and distinctive to Datchet, which this section seeks to highlight.

Principle 3: Architectural Detailing

All applications within Datchet should demonstrate how they contribute positively to the richness and variety of the built fabric of the settlement through the inclusion of locally specific detailing, including (but not limited to):

- Windows & Entrances (Section 4.2)
- Roofs & External Details (Section 4.3)
- Car Parking (Section 4.4)
- Boundary Treatments (Section 4.5)
- Planting Palette (Section 4.7)

4.2 Windows & Entrances

Bay Windows & Inset Entrances

Many properties across Datchet include bay windows (both single and two storey) in combination with inset porches. This was a feature of the late Victorian/Edwardian era, providing both architectural interest and the practical features of additional light into the home and a protected entrance.

This attractive combination could be successfully utilised in a contemporary way on both new-build properties and extensions. When designing these features it is critical to ensure correct proportion, and windows in particular should always be proportioned vertically and match any existing openings.



Example of a single bay window and inset porch

Porches

There are many excellent examples of porches across Datchet. These should be retained and replicated wherever possible, and designed with the opportunity for additional frontage planting in mind.



Example of decorative porches on side entrances and the use of climbing roses to provide interest without taking up parking space



Example of a keyhole shaped inset porch on



Simple and proportionate canopy porch



Example of an inset porch offering shelter, exterior storage and incorporating climbing planting without the loss of paved area

Blind Boxes

An uncommon feature of Datchet is the survival of blind boxes on some historic properties. These are merely decorative features now, following loss of their original sun blinds. However, reflecting the original idea, working blinds might protect the south-facing windows of contemporary houses as an alternative to modern *brise soleil* systems.



Example of blind boxes (originally containing larger sun shades) on a period property in Datchet



Example of replacement wooden sash windows with inset fitting

Window Design

Many properties across Datchet were originally built with traditional window designs. Vertically sliding sashes predominated between 1700 and 1914, though casement frames and older leaded lights sometimes feature. It is appreciated that functional traditional windows are comparatively expensive, but they are sometimes essential to protect the character of Listed Buildings or the Conservation Area.

Property owners are encouraged to:

- ensure window frames are proportioned to match any original windows in the property and/or surrounding area, even if the opening function differs from the original
- inset windows into the opening so the frontage does not look 'flat' and to improve the longevity of the window.
- retain traditional styling and use materials which are in keeping with the original property and/or surrounding area.



4.3 Roofs & External Details

Introduction

There is a wide range of architectural features on roofs and walls on homes throughout Datchet, which makes both a significant functional and decorative contribution to its street and spaces. This section highlights those features in order to encourage their retention and, where appropriate, reproduction.

The choice of materials used on the outside of any development or extension is important and should be in keeping with the appearance of the original building and/or surrounding area.



Example of a decorative finial on a gable end

Tile Hanging

Tile hanging is found throughout Datchet, and across south-east England generally, on properties dating from the end of the 17th century to the present day. Their original purpose was weather protection (they are sometimes referred to as weather tiles), and are predominantly used at first floor level and on gables.

Tile hanging in Datchet utilises plain terracotta tiles. The majority of properties use rectangular and/or half-circle shape tiles. There are good examples of pattern work in hanging tile to add interest.

Applicants are encouraged to continue this tradition which adds decorative interest and practical protection to the building.



Example of a combination of fish-scale hanging tile in terracotta at first floor level

Brickwork Detailing

Many Datchet properties, across numerous design periods, include brickwork detailing. This includes:

- decorative banding or string courses
- pattern work
- traditional bonds e.g. Flemish Bond, Garden Wall Bond etc.

Brickwork offers the opportunity to create texture, depth and interest on a façade and is to be encouraged. The most successful designs are relatively simple. Where a property already includes brickwork detail, applications for extensions should integrate this into any proposals, using materials that are in keeping with the appearance of the original building, and must be able to justify any absence.



Example of decorative brickwork

Gable & Roof Decoration

Gable rooflines are a prevalent, attractive and distinctive feature of both commercial (See Chapter 5) and residential properties throughout Datchet. Applicants are strongly encouraged to include these types of features to add visual interest. Roofs and gables should include the following features where appropriate:

- decorative barge boards
- finials
- king posts and crossbars
- decorative ridge tiles

Additional Fixtures & Fittings

Homeowners are strongly encouraged to consider the visual impact of items such as satellite dishes, solar and photovoltaic panels, and to place them discreetly on the rear of properties where possible.



Example of decorative ridge tiles and barge boards, combined finial and kingpost, and unique chimney design

Chimneys

There are numerous good examples of functional and visually interesting chimneys in Datchet. Wherever possible these should be retained, and the creation of new examples is encouraged. However the most important factor in the design of chimneys is that they are located where they would be required. The inclusion of false chimneys in locations where it would be impossible internally to provide a chimney stack will not be permitted.

Additional external chimneys such as those often fitted for the provision of woodburning stoves, should be designed to minimise their visual impact. In some locations the use of a non-metallic colour flue (for example black) may be more appropriate.



Example of a feature chimney design



Example of decorative brickwork banding



Example of decorative brickwork on Datchet Library



Example of proportionate, appropriately located and simply decorated chimney

4.4 Residential Car Parking

As levels of car ownership have increased, so have the number of property frontages which have replaced front gardens with areas of hard standing to facilitate car parking. This has the cumulative impact of:

- reducing the definition of the street (through the removal of walls, fences, hedges and gates),
- creating areas which look ‘hard’ (through the removal of planting and trees), and
- increasing the potential for flooding (through lack of permeability and increased water run-off).

Homeowners and those developing new properties are encouraged to consider the following when retrofitting or designing new residential parking areas:

- include as much frontage boundary treatment as practicable, completely open frontages should be avoided wherever possible
- where an open frontage is the only option, clear division between properties should be provided
- use of permeable surfaces such as gravel, pavers, resin bonded gravel and grasscrete
- planting should be retained/included wherever possible



Example of a secure car port with decorative gates



Example of separate pedestrian and vehicular gated access, with wall retained, providing parking and boundary definition



Example of gravel as a permeable surface treatment where complete coverage is required, which can also be planted through



Example of a side extension which includes an undercroft for parking and access to the rear of the property



Example of retaining dividing railings between driveways when removal of frontage boundaries is necessary to provide parking



Example of limited paving to provide access and parking, combined with planting to create visual interest, biodiversity and permeability

4.5 Boundary Treatments

Introduction

Applicants are strongly encouraged to retain the boundary treatments to the fronts of their properties, particularly for residential properties, as set out in Principle 9.1 of the Borough Wide Design Guide. There are many high-quality and creative examples of enclosure in Datchet which contribute to the overall character of the village. Applicants should demonstrate how their proposals contribute to that legacy.

Applicants should refer to contextual examples provided within the Character Area, and consider whether their property is located on a street with an urban or more 'leafy' character when considering whether a hard boundary treatment (walls or railings), or a softer approach (fences and hedges) are the most suitable form of enclosure. Railings may offer a good middle ground for urban locations and should be combined with planting to enhance front gardens.

Boundary treatments should always be appropriate in height, materials and design detail to the property and its surrounding area. The following sections provide locally specific advice regarding different types of boundary treatment.

Walls

There are many good examples of effective, proportionate and interesting wall designs within Datchet. Whilst walls may be more expensive to build, applicants are strongly encouraged to consider the benefits of longevity, security and beauty that a wall could provide.

Walls may be particularly appropriate in areas where front gardens are large or laid out in such a way as to encourage recreational use, the privacy benefits of a wall may be useful. It also gives a more 'urban' character.

Datchet also includes successful examples of low walls topped with railings or fencing. This may be a useful configuration in locations where large amounts of walling may be visually overbearing.

Owing to its ground water and fluvial flooding issues, Datchet includes examples of openings on walls which allow water to disperse more quickly. Inclusion of this type of feature is positively encouraged and ground level openings will be required for any new walls in areas of high flood risk to ensure the free flow of flood waters.



Example of a high quality, decorative fence



Example of both decorative railings, and the provision of a low wall topped with a simple railing



Example of openings in a boundary wall to allow water to pass through it in the event of flooding, and decorative brick banding



Railings & Fences

The use of railings and fences to enclose front gardens provides more visual permeability, and can be particularly attractive in locations where planting will be visible in the space beyond, giving a ‘softer’ appearance.

Applicants are particularly encouraged to consider the use of railings in locations where walls may take up too much space or a softer appearance may be appropriate. Railings require significantly less maintenance, and are longer lasting than equivalent fencing.

Where fences are used on the front of properties, they must be of a high-quality, and should not be of a ‘close panel’ type.

Both railings and fences (and their associated gates - see accompanying section) offer opportunities to provide visual interest through high quality detailing, and applicants are encouraged to include these features.

Gates & Gateposts

In addition to the general loss of frontage enclosure which has had a negative impact on the streetscapes of Datchet, the increase in car parking on frontages has also led to the loss of gates. However many frontages include new oversized gatepost features, despite there being no intention to hang a gate. This approach leads to a street which looks unfinished. The following is therefore recommended:

- where an enclosure includes gateposts, a gate should ideally be installed. This also offers an opportunity for positive personalisation of the property. Solid gates should generally be avoided.
- when building new enclosures, if gates are not being included, then neither should gateposts. Replicating piers within the wall may be appropriate.
- where residential properties front onto roads with a speed limit of 30mph or greater, new boundary treatments should provide complete enclosure, utilising gates, so that frontages can be secured. This is particularly important for family sized properties (i.e 2 bedrooms and larger).
- Gateposts should be an appropriate height, material and design, in keeping with the frontage.



Decorative wall, with proportionate gateposts and traditional gate design



Coordination between railings and gate, and gateposts and wall pillars.



Combination of a simple low wall and fencing with a coordinated gate and gateposts allow views of the garden beyond.

Utilities & Storage for Enclosure

Many residents now find they need to securely store a large range of items on their property which need to be easily accessible. These include (but are not limited to):

- bikes / pushchairs / scooters
- rubbish and recycling bins

Whilst the requirements and design recommendations for the provision of such storage is covered by the Borough-wide Design Guide (Chapter 9 and Principle 9.2), it is important to note that the provision of well designed, and where appropriate, integrated storage will be strongly supported in Datchet. New development which does not include such storage will be expected to provide evidence as to why this is not possible.

Applicants' attention is drawn to the opportunities to create such storage, when designing and building boundary treatments. There are numerous examples of successful integrated design throughout Datchet, and such efforts are strongly supported.



Example of coordinated bin store and fencing, with additional colour coordination with windows and doors.



Example of integrated bin storage and fencing, including planting to further soften the design



Example of integrated bin and bike storage as part of a boundary treatment

Hedges & Lower Level Planting for Enclosure

There are many areas in Datchet where hedges are used successfully as a form of enclosure on public frontages. These are predominantly in edge-of-settlement/rural locations, or in combination with other forms of enclosure (such as railings and low walls with railings) in more central locations.

Applicants are encouraged to include hedging within the design of frontages, but could also consider whether the maintenance requirements are appropriate for the type of property and those likely to live within it, and to utilise smaller leaved varieties which retain a compact look throughout the year. Applicants can find suggestions for recommendations for hedging and boundary planting in the Planting Palette, including varieties to enhance biodiversity and improve property security.

In situations where frontage garden space will be lost (typically in the provision of frontage parking), applicants are also strongly encouraged to include planting strips. These offer many of the benefits of including planting, as highlighted above, as well as visually strengthening boundaries.





Examples of small leafed hedging varieties (left) and larger leafed varieties (right)



Boundary planting strip adding biodiversity, drainage and a softer look to a hard landscaping area for parking



Example of the successful use of well maintained hedging on a larger frontage outside the village centre

4.6 Specimen Trees

One of the most noticeable features of many streets in Datchet is specimen trees. These trees are predominantly within the frontages of private properties but make a significant visual contribution to the public realm. In addition they also help mitigate flood risk, improve air quality, and protect and enhance biodiversity. Applicants should seek to include trees within their frontages whenever practical, and are encouraged to consider the many design options which allow trees to be located in hard landscaped spaces such as parking areas:

- tree pits
- permeable root coverings

Examples of suitable trees, including compact specimens for smaller residential gardens, are shown in the Planting Palette.



Decorative permeable tree grill



Tree pits



Example of a specimen tree which enhances the street but which is not within the adopted highway (Swedish Whitebeam)



Example of mature trees on private land making a positive contribution to the wider street (Copper Beech)



Examples of Yew trees in the centre of Datchet



Example of a veteran Oak tree in the centre of Datchet



Example of a large Cedar in Datchet

4.7 Planting Palette

Vegetation is a major component of the leafy character of Datchet and should be added to wherever possible. The following section provides advice on the planting which may be appropriate in Datchet. This section is advisory, and provided to inspire and assist applicants to create private spaces which make a positive contribution to the visual interest and biodiversity of Datchet.

Applicants are advised to consider issues such as climate change, wildlife, air pollution, soil type, topography and flood mitigation when making their selections. The use of plants and trees which occur locally can help to promote local distinctiveness. Non-invasive, wildlife-friendly species and native species are positively encouraged, where feasible, to protect and enhance biodiversity.

The following pages include suggestions for large, medium and small trees, hedging, climbers and upright shrubs.

Useful resources for more information include the Royal Horticultural Society, Gardeners' World, Plantlife, Woodland Trust and RSPB websites.

Larger Trees

While larger trees have the greatest visual impact on street character, they may not suit smaller private spaces. However when a development does include sufficient space for larger tree species, this will always be encouraged.

Tree species found in Datchet which may be appropriate include: beech, birch, cedar, copper beech, lime, oak, willow, sycamore.



Birch



Willow



Lime

Medium / Small Trees

Examples of tree varieties which are suitable for Datchet and may be appropriate for front gardens due to their smaller scale.



Magnolia



Hawthorn (Crataegus) pink or white



Cherry (Prunus)



Acer



Robinia pseudoacacia 'Frisia'



Amelanchier (multi stem)



Sorbus aria (Whitebeam)



Betula jacquemontii (Himalayan Birch)



Lilac (Syringa)



Cercidiphyllum Japonicum



Photinia

Hedging

Retaining or planting hedges can have environmental benefits such as helping to improve biodiversity, safeguarding against pollution and increasing connectivity between gardens and open spaces for wildlife. Planting a mixture of species in a hedge, such as evergreen and non-evergreen, flowering and non-flowering, can help to enhance biodiversity.

For pollution capture, particularly along busy roads, the following may be suitable: Common yew, Cotoneaster, Elaeagnus submacrophyllis (Limelight) and Western red cedar. Varieties which offer several environmental benefits include Beech (copper or green), Holly, Privet, Red Japanese rose and Western red cedar.



Example of hedging used in combination with a bespoke gate

For burglary crime prevention and to create a natural defence on side and rear boundaries, the following spiky varieties, recommended by Thames Valley Police, may be suitable: Berberis, Crataegus (Hawthorn), Chaenomeles, Ilex (Holly), Osmanthus, Pyracantha and Ribes.

Local wildlife group, Wild About Datchet, suggests Blackthorn and Hawthorn which are particularly good for thick hedgerows but can also grow as trees. Similarly Field Maple, Crab Apple, Hazel, Wild Privet and Rowan are good native hedgerow plants or can be planted as small/medium trees.



Privet



Yew



Mixed informal hedging



Holly



Blackthorn



Pyracantha



Beech



Hawthorn



Beech



Climbers & Upright Shrubs

Examples of flowering climbing plants which are found in Datchet and may be suitable in public facing areas.



Clematis



Wisteria



Chaenomeles



Jasmine



Hydrangea



Roses



Example of roses on a porch

5. SHOPFRONTS

5.1 INTRODUCTION

5.2 SHOPFRONT LAYOUT

5.3 DETAILING

5.4 EXTERNAL PUBLIC SPACES

5.5 SUCCESSFUL SHOPFRONTS



5.1 Introduction

Datchet has retained many attractive retail units including some which are listed heritage assets but also has, like many local centres, struggled to retain the overall quality of its shopfronts.

The loss of traditional frontage proportioning, the excessive use of window film and additions of oversized, flat, backlit plastic fascias have all contributed to the erosion of quality on commercial premises, and particularly on retail frontages.

Quality commercial frontages can create a visually-appealing and flexible showcase for the business the property supports, adding activity and vibrancy to the area as well as offering natural surveillance of the public realm.



Example of a contemporary approach to signwriting on a traditionally proportioned shopfront

Principle 4: Shopfronts

Applications for replacement shopfronts and/or new retail units must demonstrate that they meet the standards set out in Section 5.2 and Diagram 13: Shopfront Layouts.

Additionally the detailed features of the shopfront must demonstrate positive design (See Section 5.3) in relation to:

- projecting features
- lighting
- colour / finish
- signage
- shutters
- adhesive window films

The layout of the retail frontage must ensure a functional and attractive use of external public spaces where applicable (See Section 5.4)

5.2 Shopfront Layout

New or replacement shopfronts must demonstrate that they deliver the proportions and details set out in Diagram 13 in a manner in keeping with the architectural style and age of the property in which it is located.

Contemporary styles of shopfront, which utilise traditional proportions and details, albeit in a simpler style, will be supported. Examples of how this approach can deliver a range of different frontages is set out in Diagram 14.

It should be noted that there are a number of existing shopfronts which either form part of a listed building, are within the setting of one or are within the Conservation Area. In these circumstances, applicants are encouraged to seek early advice from officers, particularly as very contemporary design is unlikely to be considered appropriate.

However applicants may find that they are still able to achieve a contemporary aesthetic through good use of colour, typography and lighting, in combination with a traditional layout, detailing and materials.

Shop Frontage Diagram

Demonstrating traditional proportions and key design features which should be included within a shop front design.

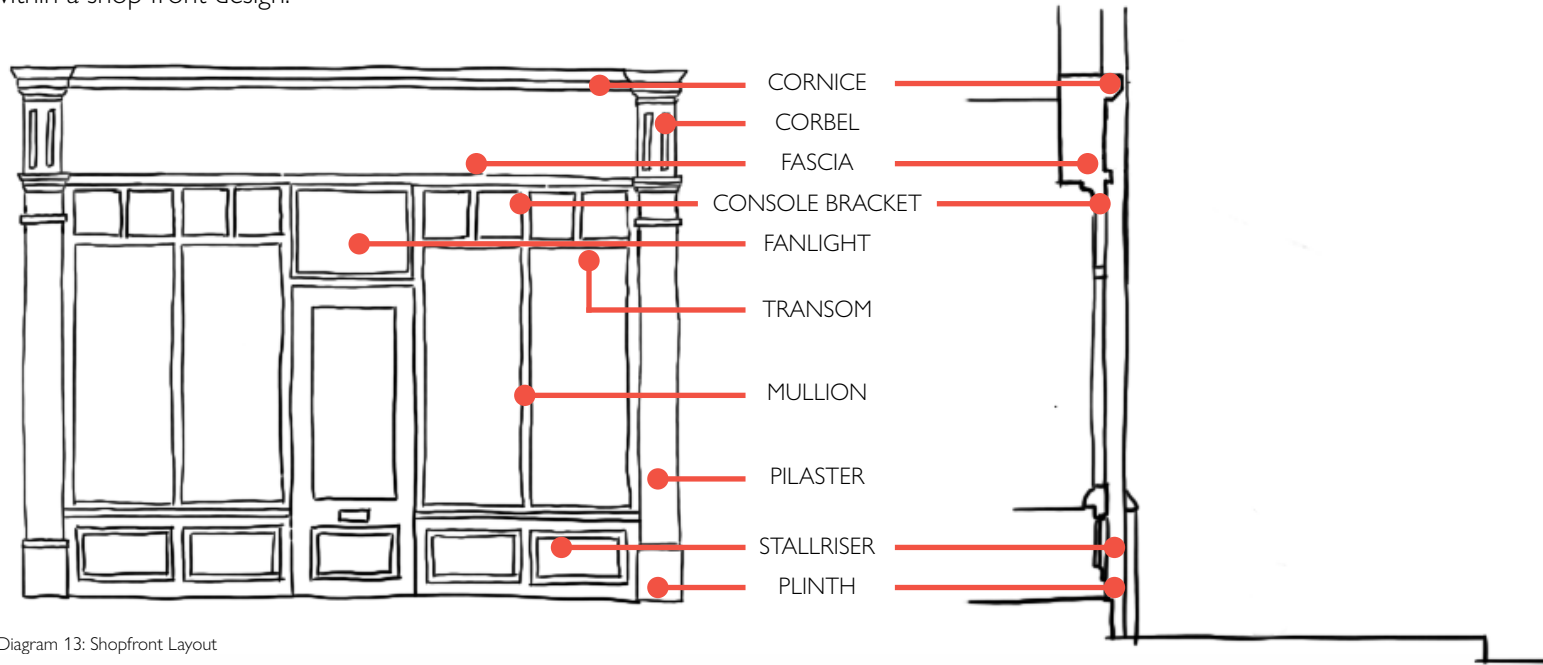


Diagram 13: Shopfront Layout

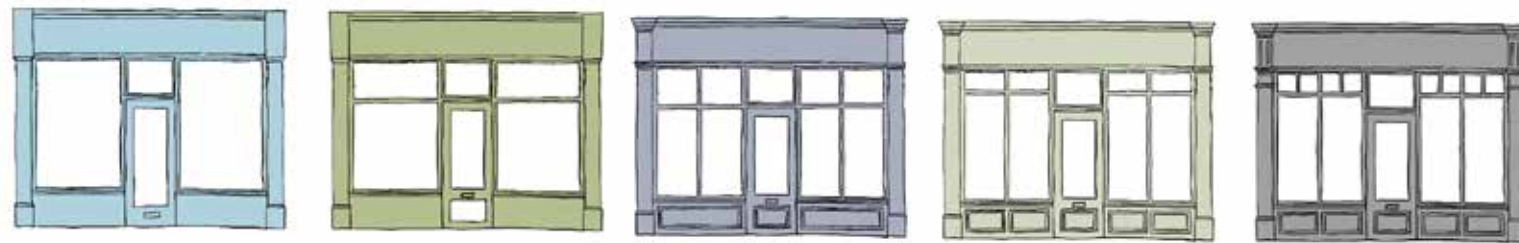


Diagram 14: Examples of how the same proportions and features can produce a range of shopfront styles, whilst retaining overall cohesion



5.3 Detailing

Projecting Features

Contemporary shopfronts frequently fail to include the detailed features which make traditionally designed shopfronts, like many found in Datchet, attractive. These detailed features are often those which extrude from the main building frontage, including:

- hanging signs (Diagram 15)
- awnings (Diagram 16)
- building mounted lighting (Diagram 17)

These features add visibility, practicality and visual interest to a shopfront and applications which include these types of features within a well-proportioned and detailed facade are strongly encouraged. Extruded features, being particularly prominent in the streetscene, should be of a high quality and design.

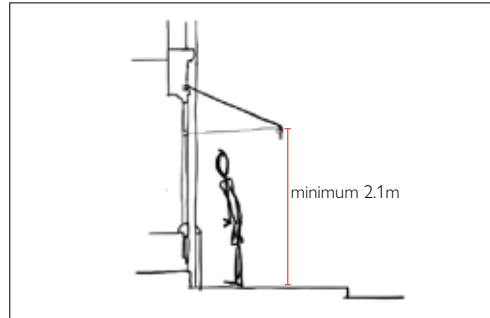


Diagram 16: Awnings, integrated into fascia, maintaining an overhead clearance of 2.1m

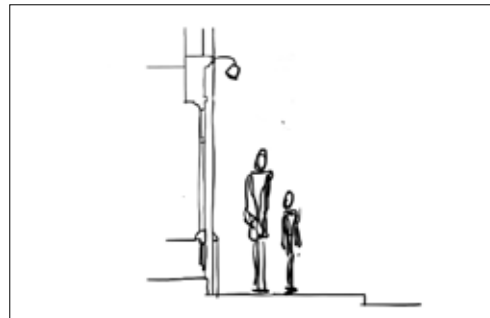


Diagram 17: Fascia downlighters

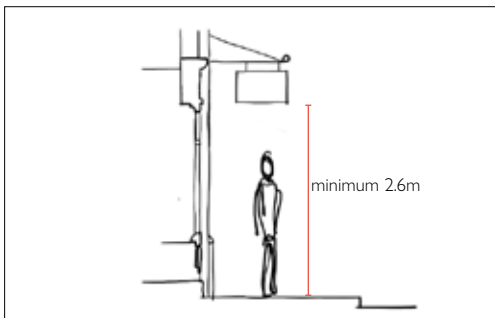


Diagram 15: Hanging signs, maintaining an overhead clearance of 2.6m

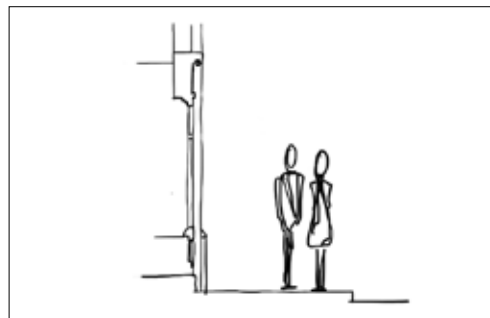


Diagram 18: Fascia lighting integrated into the cornice above the fascia

Awnings

Awnings (sometimes referred to as 'blinds') should be retractable and stored within an integrated 'blind box' within the base of the fascia. Their primary colour should match or coordinate with the base colour of the shopfront. A minimum of 2.1m of vertical clearance must be provided when awnings are extended. Fixed 'Dutch' type awnings will not be permitted.



Use of muted contemporary colour, extruded fascia lettering, and provision of an integrated sun awning

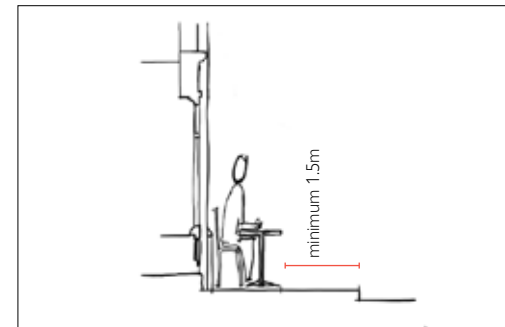


Diagram 19: External seating, maintaining a pavement clearance of 1.5m

Lighting

Where a shopowner wishes to include an illuminated element this must be integrated into a comprehensive design which meets the requirements of Section 5.2 / Diagrams 13 & 14. Particular care must be taken within the Conservation Area and on listed buildings.

Applicants can include:

- fascia downlighters either set within the cornice or bracketed individual downlights (Diagrams 17 & 18)
- backlit/halo lit (extruded) lettering on the fascia
- lighting within an internal window display provided it is angled into the window
- wall mounted downlights with a limited lighting angle, where a business operates during evening hours (e.g. restaurants, public houses) if street lighting can be demonstrated to be insufficient.

Applicants must not include:

- backlit box fascias or hanging signs
- wide angle outdoor lighting
- lit signage on a shop frontage or within a window display which flashes or appears to move



Traditional hanging signage incorporating contemporary signwriting and modern downlighters.



Internal lighting of the window display.



Integrated sun awnings allowing continued visibility of the fascia, contemporary signwriting on window and simple use of colour.

Shutters

The inclusion of security shutters within shopfronts is considered necessary by many business owners. Shutters have a negative impact on streets, reducing lighting, creating blank facades, and reducing surveillance. Businesses which require shutters should utilise one of the following design options:

- internal roller grilles which allow views into the shop. These should be used in conservation areas and on listed buildings
- external roller shutters flush mounted as part of the console bracket, not extruded from it, not suitable for listed buildings and in the conservation area
- Security grilles on recessed openings, such as inset doorways



Example of internal security grilles which provide security whilst providing visual interest and lighting to the street.

Colour

The use of colour can have a significant impact on the success of a shopfront.

Applicants are encouraged to:

- Utilise muted tones as base colours, particularly where large areas of colour need to be applied
- Limit brighter colours to smaller accent areas such as lettering, logo and hanging signage
- Consider the balance and contrast of colour across the whole building and any adjacent buildings, and seek to sympathetically complement the overall aesthetic



Example of high quality traditional signwriting (fascia and glazing) on the Datchet Village Pharmacy

Signwriting

Datchet has good examples of traditional signwriting and applicants are strongly encouraged to use this technique wherever possible, and particularly on traditional shopfronts on period buildings. Extruded individual lettering also offers a good alternative to signwriting by creating depth and interest on a flat fascia.

Applicants are strongly discouraged from using printed plastic sheets (particularly gloss surfaces) which completely cover the fascia, wherever possible, and box fascias must not be used (also see Lighting section)

Signage must be limited to the shopfront, and not included on walls above or to the side of the shopfront.



Contemporary signwriting and use of colour on a traditional shopfront, including additional window lettering and a hanging sign.



Contemporary shop front design with traditional proportions and detailing, extruded lettering and use of accent colour.



Contemporary shop front design with traditional proportions and detailing, simple signwriting including window lettering.



Simple white base colour and contemporary signwriting design, with individual downlighter

Adhesive Window Films

The practice of placing plastic adhesive film over the interior surface of windows in order to provide additional internal space for the display of goods is a significant problem. The use of window films:

- reduces natural surveillance of the street and creates blind spots
- reduces activity and vibrancy
- makes units look closed or unwelcoming to visitors

Therefore shopfronts must not apply window films which cover more than 50% of the glazed area of their frontage.

This requirement includes the use of vinyl which allows one-way visibility through the adhesive film.



Positive use of window films to create privacy whilst adding visual interest to the shop window

5.4 External Public Spaces

There is great opportunity for commercial frontages to animate their adjacent public realm with activity and visual interest. However there is also the potential for commercial activities to create clutter, cause obstruction, and encourage anti-social behaviour.

Therefore shopfront design should ensure that:

- A-boards should only be used as general business signage where it is not possible to accommodate appropriate hanging signage.
- promotional A-boards and outdoor seating may only be used when an unobstructed pavement width of 1.5m can be maintained. (Diagram 19),
- any boundary treatments around areas fronting commercial property (such as for seating areas), will only be permitted on private property, and must be in keeping with the enclosures advice contained in Chapter 4.
- any business serving take-away food, including 'mini-market' type businesses, must provide, or fund the provision of, a public litter bin adjacent to their commercial frontage, by agreement with the local authority.



Maintaining pavement access whilst providing external seating, plus contemporary use of colour and provision of an integrated awning



Maintaining pavement access whilst providing flexible external seating and using a promotional A-Board

5.5 Successful shopfronts in Datchet



Holistic frontage design, including traditional proportions and detailing, with signwriting and window design



Simple and clean signage on a heritage building where a standard piece of signage would be inappropriate



Well proportioned and detailed facade including feature clock



Simple and elegant sign writing and window lettering, appropriate fascia lighting, decorative internal security grills



Contemporary colour, typography, internal window blinds and window film within a traditional shopfront



Outdoor seating which maintains an appropriate pavement width



Appropriate use of window film and retention of attractive original door



Reuse of a former bank - contemporary signwriting, window lettering for additional detail, and internal security shutters



Reuse of a former pub - reuse of original hanging signage, simple and limited use of corporate branding on the building itself





Strategic Environmental Assessment Screening Report

Regulation 9

Datchet Design Guide SPD

Nov 2020

1. Introduction

- 1.1 The Royal Borough of Windsor and Maidenhead (RBWM) is proposing to prepare a Datchet Design Guide as a Supplementary Planning Document (SPD). This screening report will determine the need for a Strategic Environmental Assessment (SEA) in accordance with the European Directive 2001/42/EC and associated Environmental Assessments of Plans and Programmes Regulations 2004.
- 1.2 A Strategic Environmental Assessment is defined in the National Planning Policy Framework (NPPF) 2018 as: “a procedure (set out in the Environmental Assessment of Plans and Programmes Regulations 2004) which requires the formal environmental assessment of certain plans and programmes which are likely to have significant effects on the environment.”
- 1.3 This document’s purpose is to record the screening assessment undertaken by the Council for the Datchet Design Guide.

2. Design Guide SPD purpose and content

- 2.1 The NPPF states at para 124 that “The creation of high quality buildings and places is fundamental to what the planning and development process should achieve. Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities. Being clear about design expectations, and how these will be tested, is essential for achieving this.”
- 2.2 Para 125 states that “Plans should, at the most appropriate level, set out a clear design vision and expectations, so that applicants have as much certainty as possible about what is likely to be acceptable. Design policies should be developed with local communities so they reflect local aspirations, and are grounded in an understanding and evaluation of each area’s defining characteristics. Neighbourhood plans can play an important role in identifying the special qualities of each area and explaining how this should be reflected in development.”
- 2.3 The NPPF, in seeking to provide maximum clarity about design expectations at an early stage, states at Para 126 that Design Guides “provide a framework for creating distinctive places, with a consistent and high quality standard of design. However their level of detail and degree of prescription should be tailored to the circumstances in each place, and should allow a suitable degree of variety where this would be justified.”
- 2.4 The ambitions for the achievement of high quality development are also reflected in the design policies set out in the Council’s adopted, and emerging development plans. These policies set out broad or generalised direction of what high quality

design means for this Borough. However, they do not provide locally specific guidance.

2.5 The production of this area specific Design Guide will provide clear, detailed and specific design guidance to support Council decision making on planning applications for development in Datchet.

2.6 The Local Plan adopted in 1999, include the following saved design related policies from 2003:

2.7

- N1 Areas of Special Landscape Importance
- N2 Setting of the Thames
- N3 – Landscape Enhancement Area
- DG1 – Design Guidelines
- SF1 – Guidelines for Shopfronts
- SF2 – Blinds on Shopfronts
- SF3 – Security Shutters
- ADV1 – Display of Adverts
- ADV 2 – Display of Adverts
- E10 - Design and development Guidelines
- H10 – Housing Layout and Design
- H11 - Housing Density
- H12 – Subdivisions and Conversions
- H14 – House extensions
- T5 – New Developments and Highway Design
- P4 – Parking within Development
- WTC 4 – Townscape and redevelopment

2.4. The Datchet Wide Design Guide will set out guidance on a range of design principles to ensure high quality practice is delivered that reflect local distinctiveness in Datchet.

It does not set the level of development or allocate sites.

3. SEA Screening

3.1. A determination under Regulation 9 of the SEA Regulations is required as to whether the RBWM Datchet Design Guide is likely to have significant effects on the environment. This is determined by consultation with three statutory bodies: Historic England, Environment Agency and Natural England.

3.2. A HRA Screening Report was written for the submission RBWM Borough Local Plan (BLP) in 2017 and consulted on in summer 2017. The screening report concluded that the BLP was unlikely to have significant effects on the integrity of designated sites, and that therefore a full Appropriate Assessment of the plan was not required.

3.3. The SPD will not require a Sustainability Appraisal (SA), which National Planning Policy Guidance (Paragraph: 008 Reference ID: 11-008-20140306) states:

“Supplementary planning documents do not require a sustainability appraisal but may in exceptional circumstances require a strategic environmental assessment if they are likely to have significant environmental effects that have not already have been assessed during the preparation of the Local Plan.

A strategic environmental assessment is unlikely to be required where a supplementary planning document deals only with a small area at a local level (see regulation 5(6) of the Environmental Assessment of Plans and Programmes Regulations 2004), unless it is considered that there are likely to be significant environmental effects.

Before deciding whether significant environment effects are likely, the local planning authority should take into account the criteria specified in schedule 1 to the Environmental Assessment of Plans and Programmes Regulations 2004 (see *Table 1.1.*) and consult the consultation bodies.”

3.4. This screening report follows the criteria found in Table 1.1. below, which is based on the criteria found in the European Directive 2001/42/EC Annex II.

Table 1.1. Criteria assessment of SPD potential effects

Criteria	Assessment of SPD potential effects	Is there a significant effect?
The characteristics of the 'plans and programmes' having regard to:		
(a) the degree to which the plan or programme sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources;	The overarching design framework is set by the Local Plan as further guidance, and as such will provide detail direct for future development. The SPD does not allocate resources, but helps to guide the design of local developments localised in nature .	N
(b) the degree to which the plan or programme influences other plans and programmes including those in a hierarchy;	The SPD conforms to the NPPF and provides more detailed guidance for the design policies in the council's adopted and emerging Borough wide Local Plans. While there will be other SPD's covering design, it is intended that they will complement each other. It is anticipated therefore that this SPD will not significantly impact other plans and programmes as it is	N

	intended to sit alongside and complement other SPD's and is only relevant for the area of Datchet.	
(c) the relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development;	The SPD encourages enhancement and preservation of the environment and promotes good design.	N
(d) environmental problems relevant to the plan or programme; and	The key objective of this SPD is to promote good design that is relevant to the characteristics of Datchet. As such the SPD will have no significant impact on the environment as it has no relevance on spatial strategy input. This SPD is meant to be read alongside the Council's development plan.	N
(e) the relevance of the plan or programme for the implementation of Community legislation on the environment (e.g. plans and programmes linked to waste management or water protection).	The SPD has no direct relevance to the implementation of European environmental legislation.	N
Characteristics of the effects likely having regard, in particular, to:		
(a) the probability, duration, frequency and reversibility of the effects;	The SPD aims to encourage high quality design development. Development therefore will be expected to follow the Guide to be appropriately designed, considering impacts on amenity, character, environment, heritage etc. It is not predicted for the SPD to contain long-term negative effects.	N
(b) the cumulative nature of the effects;	The SPD seeks to have positive cumulative effects.	N

(c) the transboundary nature of the effects;	No effects identified.	N
(d) the risks to human health or the environment (e.g. due to accidents);	The SPD will have no significant effects to human health or the environment. Instead there is expected to be a positive impact by promoting and maintaining well designed places.	N
(e) the magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected);	The magnitude and spatial extent of any effects is not expected to be significant because of the localised nature.	N
(f) the value and vulnerability of the area likely to be affected due to – (i) special natural characteristics or cultural heritage; (ii) exceeded environmental quality standards or limit values; or. (iii) intensive land-use; and	Sites are assessed against relevant policies. The SPD will not set policy related to specific land use and will not influence the principle of development, but instead it will be a guide to developers design techniques. This includes preserving cultural heritage.	N
(g) the effects on areas or landscapes which have a recognised national, Community or international protection status.	<p>The SPD is not expected to adversely impact on landscape which have national, community or international protection. borough, namely:</p> <ul style="list-style-type: none"> • Chiltern Beechwoods SAC • South West London Water Bodies SPA and Ramsar • Thames Basin Heaths SPA • Thursley, Ash, Pirbright & Chobham SAC (part of the Thames Basin Heaths SPA) • Windsor Forest and Great Park SAC <p>The BLP HRA Screening identified that only designated sites within 5km of proposals or plans may possibly suffer significant effects from the plan.</p>	N

4. Conclusion

- 4.1. In its current form, the Council consider that the Datchet Design Guide SPD is unlikely to have significant environmental effects. Therefore the SPD does not require a SEA to be undertaken.

Table of proposed changes to Datchet Design Guide to enable adoption

December 2020

Chapter	Page number (draft version)	Paragraph, table, figure or image reference	Principle No.	Proposed change
Front Cover	1	-		Delete text 'Consultation draft November 2019'. Replace with 'February 2021' Image to be lightened.
Table of Contents	3	-		Change heading of Chapter 4 to '4. Design Detailing'. Change 'Roofs and Walls' to 'Roofs and External Detail'. Folios to be updated.
Picture captions				Picture caption text to be made more legible throughout
Sign-posting				Coloured dots denoting sections to be made consistent throughout.
1 Why Design in Datchet	7	1.2 Strategic Design Themes		Delivering Sustainable Places section, add to last sentence: 'that takes into account climate change, biodiversity and flooding issues as covered in the

Chapter	Page number (draft version)	Paragraph, table, figure or image reference	Principle No.	Proposed change
				Borough Wide Design Guide (Principle 11.1), the Borough Local Plan, the National Design Guide and National Planning Policy Framework.'
1	9	1.4 User Guide		Revise Commercial Property paragraph to clarify advice applies to retail. Replacement text: 'Those making applications for change of use to retail use, new retail property or amendments to existing retail property (including change of use) must pay particular attention to Chapter 5. The detailing information in Chapters 3 & 4 may also be relevant to general commercial applications. Further advice can also be found in Chapter 12 of the Borough Wide Design Guide.'
1	8	1.3 Policy Status		Delete first paragraph and insert the following text: 'The DDG is a parish-wide design guide which has been adopted by the Royal Borough as a Supplementary Planning Document (SPD) to support Local Plan ¹ policies. It has also been prepared to support emerging policies in the draft Borough Local Plan ²
1	9	1.4 User Guide		Replace Designated Heritage Assets paragraph with the following text: 'Heritage Assets Applications for, or within the setting of, a designated heritage asset are advised to consult the Conservation Officer before committing significant resources to design. Not all elements of the Design Guide are appropriate for all heritage assets.'

Chapter	Page number (draft version)	Paragraph, table, figure or image reference	Principle No.	Proposed change
2 Datchet Wide Design	12	2.1 Introduction		<p>Add second paragraph of Rural Areas (which applies to the whole of Datchet) to the end of the introduction paragraph. In the bullet-point list, add an asterisk to Flood risk. At the end of the section, add the following text: ‘*The challenges created by flooding are recognised as a significant issue throughout the parish, impacting both its rural areas and the centre of Datchet. It is essential that development does not exacerbate flooding problems, and where possible should provide alleviation. Applicants should consult information provided by the Environment Agency (www.gov.uk/check-flood-risk) and utilise the detailed design advice set out in Chapter 11 of the Borough Wide Design Guide.’</p> <p>Delete the image of village centre. Move Principle box to right of page.</p>
2	12	2.2 Rural Areas		<p>Minor revision to 1st paragraph. Delete ‘there are’ and ‘which’. In 2nd paragraph, delete ‘within these areas’. Replace with ‘within both urban and rural areas’. In 3rd paragraph, first bullet point, delete ‘in Chapter 3’. At end of sentence add ‘(See Chapter 3.)’ Delete second bullet point text. Replace with ‘ensure the project meets the detailing requirements in Chapter 4.’</p>
2	12		1	<p>Replace Principle 1: Datchet-Wide Design text with the following: Applicants must ensure that they respond positively to the advice provided in regard to any new development in Datchet, in urban, rural and historic settings.</p>

Chapter	Page number (draft version)	Paragraph, table, figure or image reference	Principle No.	Proposed change
2	13	2.3 Historic Environment		<p>1st paragraph, delete 'across the river' and 'and Home Park'.</p> <p>2nd paragraph, delete 'and be aware of the potential for significant archaeology'. (Reinserted in 3rd paragraph below.) Insert at end of 2nd paragraph: 'Any development within the Conservation Area or in the setting of a listed building or important local building will need more attention regarding design. (See also Chapter 3.)'</p> <p>Revise 3rd paragraph: 'Character areas identified in Chapter 3 accord broadly with the four major periods of historic (pre-20th-Century) growth in Datchet, and provide a useful guide to key features in architectural detailing and layout which make these areas particularly successful, attractive and distinctive. Applicants should also be aware of the potential for significant archaeology throughout the area.'</p>
3 Character Areas	17	3.1 Commercial Development		<p>Paragraph 1, change 'commercial' to 'retail and commercial'</p> <p>Paragraph 2, change text to 'Where retail proposals are located in a character area where there are currently no retail frontages'</p>
3	19	3.2 Historic Core		Delete image of bricks from materials palette. Replace with image of decorative timberwork.

Chapter	Page number (draft version)	Paragraph, table, figure or image reference	Principle No.	Proposed change
3	27	3.4 Victorian Suburbs		Add image of decorative timberwork.
3	32	3.5 Approach Routes		Replace image of gable and front-facing dormer window with and image of gable. Revise picture caption: 'Decorative gables and hung tiles'.
4 Design Detailing	35	4 Design Detailing		Revise section order: 4.1 Introduction 4.2 Windows & Entrances 4.3 Roofs and External Details 4.4 Residential Car Parking 4.5 Boundary Treatments 4.6 Specimen Trees 4.7 Planting Palette
4	36		3	Update section references: Windows & Entrances (Section 4.2) Roofs & External Details (Section 4.3) Car Parking (Section 4.4) Boundary Treatments (Section 4.5) Planting Palette (Section 4.7)

Chapter	Page number (draft version)	Paragraph, table, figure or image reference	Principle No.	Proposed change
4	37	4.2 Window Design		Remove image showing uPVC sash window and replace with image of property with wooden sash windows and revise picture caption to include the word 'wooden'. Add third bullet point: 'retain traditional styling and use materials which are in keeping with the original property and/or surrounding area.'
4	38	4.3 Roofs and walls, Introduction		Change section heading to Roofs and External Details. Insert at end of 1 st paragraph: 'The choice of materials used on the outside of any development or extension is important and should be in keeping with the appearance of the original building and/or surrounding area.'
4	38	4.3 Roofs and Walls, Tile hanging		1 st paragraph, 2 nd sentence, change to: 'Their original purpose was weather protection' 3 rd paragraph, change to: 'Applicants are encouraged to continue this tradition which adds decorative interest and practical protection to the building.'
4	38	4.3 Roofs and Walls, Brickwork detailing		2 nd paragraph. After 1 st sentence, insert: 'The most successful designs are relatively simple.' 2 nd sentence, after 'proposals', insert 'using materials that are in keeping with the appearance of the original building'

Chapter	Page number (draft version)	Paragraph, table, figure or image reference	Principle No.	Proposed change
4	40	4.4 Boundary Treatments, Walls		<p>Renumber this section 4.5 and reorder sections.</p> <p>4th paragraph delete 'decorative'. At end of paragraph, insert 'and ground level openings will be required for any new walls in areas of high flood risk to ensure the free flow of flood waters.'</p>
4	43	4.4 Boundary Treatments Specimen Trees		<p>Make Specimen Trees a separate section, 4.6, and reorder sections.</p> <p>1st paragraph, after 'air quality and', insert 'protect and enhance'</p> <p>Add species details to picture captions of Swedish Whitebeam and Copper Beech. Insert images of notable trees in Datchet.</p>
4	45	4.5 Residential Car Parking		<p>Renumber this section 4.4 and reorder to keep planting sections together.</p>
4	45	4.6 Planting Palette		<p>Renumber this section 4.7 and reorder.</p> <p>Insert additional text after 1st paragraph: 'Applicants are advised to consider issues such as climate change, wildlife, air pollution, soil type, topography and flood mitigation when making their selections.'</p> <p>'The use of plants and trees which occur locally can help to promote local distinctiveness. Non-invasive, wildlife-friendly species and native species are positively encouraged, where feasible, to protect and enhance biodiversity.'</p>

Chapter	Page number (draft version)	Paragraph, table, figure or image reference	Principle No.	Proposed change
				<p>'The following pages include suggestions for large, medium and small trees, hedging, climbers and upright shrubs.</p> <p>'Useful resources for more information include the Royal Horticultural Society, Gardeners' World, Plantlife, Woodland Trust and RSPB websites.'</p>
4	45	4.6 Planting Palette Larger Trees		<p>Amend typographical error 'been' to 'be'.</p> <p>Delete species and location list. Replace with 'Tree species found in Datchet which may be appropriate include: beech, birch, cedar, copper beech, lime, oak, willow, sycamore.' Include appropriate images to illustrate.</p>
4	45	4.6 Planting Palette Medium/Small Trees		<p>Remove images of pyrus, quercus fastigiata, and liquidambar. Replace with Hawthorn, Lilac and Photinia.</p>
4	46	4.6 Planting Palette Hedging		<p>Add folio. Insert the following text:</p> <p>'Retaining or planting hedges can have environmental benefits such as helping to improve biodiversity, safeguarding against pollution and increasing connectivity between gardens and open spaces for wildlife. Planting a mixture of species in a hedge, such as evergreen and non-evergreen, flowering and non-flowering, can help to enhance biodiversity.'</p>

Chapter	Page number (draft version)	Paragraph, table, figure or image reference	Principle No.	Proposed change
				<p>‘For pollution capture, particularly along busy roads, the following may be suitable: Common yew, Cotoneaster, Elaeagnus submacrophyllis (Limelight) and Western red cedar. Varieties which offer several environmental benefits include Beech (copper or green), Holly, Privet, Red Japanese rose and Western red cedar.</p> <p>‘For burglary crime prevention and to create a natural defence on side and rear boundaries, the following spiky varieties, recommended by Thames Valley Police, may be suitable: Berberis, Crataegus (Hawthorn), Chaenomeles, Ilex (Holly), Osmanthus, Pyracantha and Ribes.</p> <p>‘Local wildlife group, Wild About Datchet, suggests Blackthorn and Hawthorn which are particularly good for thick hedgerows but can also grow as trees. Similarly Field Maple, Crab Apple, Hazel, Wild Privet and Rowan are good native hedgerow plants or can be planted as small/medium trees.’</p> <p>Delete image of Escallonia. Insert images of hedging species listed.</p>
4	46	4.6 Planting Palette, Climbers		Change heading to ‘Climbers and upright shrubs’. Replace image of Camellia with Clematis.
5 Shopfronts	48	5.2 Shopfront Layout		Insert ‘and materials’ at end of last paragraph so it reads ‘traditional layout, detailing and materials.’

Chapter	Page number (draft version)	Paragraph, table, figure or image reference	Principle No.	Proposed change
5	49	5.2 Shopfront Layout, Shop Frontage Diagram		Amend diagram so the console bracket is correctly indicated.
5	50	5.3 Detailing, Projecting Features		2 nd paragraph, 2nd sentence, insert 'and design': 'It is particularly important that extruded fixtures are of a high quality and design'. Correct the section reference in second paragraph to 5.3
5	51	5.3 Detailing, Lighting		Replace centre image in middle column.
5	52	5.3 Detailing, Colour		Correct typographical error and insert 'sympathetically' so text reads 'sympathetically complement the overall aesthetic.'

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Report Title:	Establish a RBWM Youth Council
Contains Confidential or Exempt Information?	No - Part I
Lead Member:	Cllr S Carroll, Lead Member for Adult Social Care, Children Services, Health and Mental Health
Meeting and Date:	Cabinet - 25 February 2021
Responsible Officer(s):	Lin Ferguson - Director of Children's Social Care, Kevin McDaniel (Director of Children's Services)
Wards affected:	All

www.rbwm.gov.uk



REPORT SUMMARY

- 1 We currently have a number of youth groups in the borough which engage on issues important to young people via a range of forums.
- 2 Young people want to be involved across the range of Council areas in a way that is not tokenistic, or too late to influence decision making.
- 3 This report is proposing the establishment of a Youth Council which takes an active part in both national youth issues as well as the business of the Council.
- 4 The Youth Council representatives would initially be drawn from existing groups (The Girls Policy Forum, Kickback, Youth Ambassadors, the Esteem Project and the SEN Life Skills Group (Appendix 1)) and engage with services across the Council.
- 5 The term would align with that of the Council, affiliate with the national programme and be supported by existing resources.
- 6 The Youth Council would give clear, transparent and meaningful engagement of young people across the Council, building on what already works.
- 7 The costs to RBWM will be approximately £1500 per annum, excluding costs relating to staff time.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

- i) **Agrees to the establishment of a Youth Council to represent all young people within the Royal Borough of Windsor and Maidenhead.**
- ii) **Requests officers in Children Services and Democratic Services to develop a framework to support, mentor and guide elected Youth Council members about the functioning and workings of the Council and to work with Lead Members.**
- iii) **Agrees to form a Working Group to provide a framework for the governance and participation of the Youth Council in the Council's policy**

development and implementation of policy. This will include working with the chairs of Overview & Scrutiny Panels to ensure the Youth Council's views are represented and considered.

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

2.1 There is currently no Youth Council in RBWM. There are established groups run by the Youth Service including the Girls Policy Forum, Youth Ambassadors, Esteem, SEN Lifeskills Group and the Children in Care Council, known as Kickback. These groups are in place so that young people can comment on issues important to young people.

2.2 While most of these groups are coordinated by the Youth Engagement Officer and are a means for young people to have their voices heard, there is no formal structure to input into Council policies or to work with RBWM/AfC Officers and Elected Members to influence change.

2.3 The establishment of a Youth Council will bring representation from all of these groups and other local youth groups together to empower and encourage young people aged 14 to 19 to help shape and inform local decision making that could have an impact on their lives and outcomes.

2.4 There are currently over 620 Youth Councils active across the UK. They work with all levels of local government including Parish and Community Councils as well as Unitary Authorities, Borough and County Councils. Local Youth Councils represent the views of young people at a local level. Run by young people for young people, they give young people a voice and enable them to make their views heard in the decision-making process. They give young people the chance to discuss relevant issues, engage with decision makers and contribute to improving the lives of young people within their communities.

2.5 The majority of surrounding boroughs have a Youth Council or Parliament. Slough Youth Parliament has been established for several years and has had representatives of their group speak in the Houses of Parliament to represent their locality.

2.6 Enfield Youth Parliament is extremely active in their area and is a very good model to follow. The RBWM Youth Ambassadors invited one of their members to speak at their meeting. Enfield Youth Parliament are currently writing a 'Curriculum for Life' syllabus to be delivered in local schools.

2.7 West Sussex Youth Cabinet are very active in their area, with one of the highest turnouts of young people voting (48,000) in the national 'Make Your Mark' campaign last year. See Appendix 4 for the Make Your Mark report 2020.

2.8 The Youth Council will be affiliated with the British Youth Council (see Appendix 3 for list of affiliated groups) which allows for the election of young people to become members of the Youth Parliament.

2.9 It will support young people to get involved within their communities and enhance political decisions being made locally, nationally and internationally.

2.10 It will encourage young people to make a difference by volunteering in community projects and providing them with a platform to learn how to campaign to make changes for the better.

2.11 Young people will learn personal development skills such as;

- Learning new skills
- Confidence building
- Team working, individual working, networking, social skills
- Engagement with others and learning and developing negotiation skills and debating skills throughout any interaction with other people
- Sharing good practice and upskilling other young people
- Understanding what is said/done in Parliament and how this translates to their local needs for housing, jobs, training and employment
- Helping them to work towards achieving their potential, whatever it may be
- Being of value, feeling of value and having a voice in their local communities
- How to use social media including how to stay safe on-line
- Managing conflict and differences of opinion

2.12 An established Youth Council will support the flow of communication between Senior Leadership, Elected Members and Associated Stakeholders, allowing personal growth and resilience for our young people within a Governance and Local Government perspective.

2.13 Participating in the Youth Council will help young people to amplify the voice and concerns of their local community and contribute to making communities throughout RBWM a better place to live.

2.14 A Youth Council could Inspire young people to challenge decisions in a constructive manner, make recommendations and provide resolutions which will drive improvement in public services and create social and political change.

2.15 A Youth Council will provide a platform for young people to take responsibility and highlight any local concerns and key issues from the perspective of local young people.

2.16 The Youth Council members will represent the aims and objectives of the Youth Council, the priorities of the Council and contribute to the Council Plan on an ongoing basis.

2.17 The proposed terms of reference for the Youth Council are included in Appendix 1 but cannot be ratified until the Youth Council is established and agreed upon by the young people themselves.

2.18 The Youth Council will elect Committee Officers and it will be the treasurer's responsibility to keep an account of the finances of the Youth Council under the guidance of RBWM Council Officers.

2.19 The RBWM Council will be responsible for the budget of the Youth Council, allocating £1500 per year to the Youth Council from within the current Youth Participation Budget, resulting in no additional budget required.

2.20 As the Youth Council will eventually have its own constitution, it will be able to apply for external funding to help with projects or objectives.

2.21 A Working Group will be formed to provide detail to the recommendations. This will be chaired by the Lead Member for Children Services with membership including as a minimum:

- Lead Member for Youth Engagement
- 3 Young People Representatives
- Youth Service Manager
- Youth Engagement Officer
- A representative of Democratic Services

2.22 The Working Group will look to establish and report back to Cabinet by May 2021:

- A plan for governance and overview of its workings, structure and accountability
- A process for allowing the Youth Council to be consulted on issues relevant to young people within the borough
- A procedure for allowing question and answer sessions between Youth Council Members and Cabinet Members and other Councillors to help develop policy and enhance the Council’s aims and objectives.

2.23 The Youth Council will be monitored by relevant officers of Children’s Services on an annual basis and formally reviewed, potentially by Cabinet, after every 2 years in line with a Youth Council Member’s term of office.

Table 1: Options arising from this report

Option	Comments
<p>Establish a Youth Council within the Royal Borough of Windsor and Maidenhead which will give the young people of RBWM a voice and enhance youth participation in the early development of policy and decision-making.</p> <p>This is the recommended option</p>	<ul style="list-style-type: none"> ● The Youth Council will represent the views of young people in the borough and allow young people to actively participate in the democratic process. ● The Youth Council will be able to formally comment on Council policy and services, help shape the future for the people of RBWM and act as a consultative group for the different services which the Council provide. ● A representative number of young people will have access to information and be able to formally comment on policies within the Council. ● When Officers of RBWM are drafting new policies, they can request a consultation with the Youth Council and place an item on their agenda. ● The Youth Council can help in the following service areas:

	Democratic Services, Finance, Environmental Health, Planning, Community and Culture, Media and Communications, Licensing, and Street Scene, Children's Services, Adult Services and any other department as necessary.
Do nothing This is not recommended.	This means we would: <ul style="list-style-type: none"> • Compromise the democratic right of young people to have their voice heard with the RBWM Council. • Risk falling behind other local authorities in the area such as Slough and Bracknell in youth voice, engagement and youth representation.

3. KEY IMPLICATIONS

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Establish a Youth Council within the Royal Borough of Windsor and Maidenhead which will give the young people of RBWM a voice and enhance youth participation in the early development of policy and decision-making.	Not approved	Approved and fully operational by 1 September 2021	Approved and model in place by 1 May 2021		

4. FINANCIAL DETAILS / VALUE FOR MONEY

No financial implications

5. LEGAL IMPLICATIONS

5.1 There are no legal implications as the Youth Council is a voluntary group.

6. RISK MANAGEMENT

6.1 Without a Youth Council, RBWM risks falling behind other local authorities in the area of youth voice, engagement and representation. On a national front there are over 200 groups affiliated with the British Youth Council - see appendix 2 for the list.

6.2 Without a Youth Council the democratic right of young people to have their voice heard is compromised. The more diverse the viewpoints the better the decisions that can be made.

6.3 While numerous young people have enquired about and expressed interest in being a member of the RBWM Youth Council, there may not be sufficient representatives from all areas of RBWM so as to make it a fully representative Council.

Table 4: Impact of risk and mitigation

Risks	Uncontrolled risk	Controls	Controlled risk
Lack of funding for any specific activities	Low	The Youth Council will run within the budget and any additional money that may be required for projects will be funded through external funding applications/sponsorship	Low
Overspending of budget	Low	The budget will be monitored as part of the service wide budget monitoring process	Low
Lack of interest from young people	Medium	Young people have expressed an interest in the Youth Council and the group is young people led. The groups already established will form the basis of the new Youth Council	Low

7. POTENTIAL IMPACTS

7.1 Equalities.

The Youth Council will be open to all young people aged 14-19 years old and the Youth Engagement Officer will work with organisations and services to empower and support young people from all the protected characteristics to become active members.

7.2 Climate change/sustainability.

There will be limited impact on climate change and sustainability through the establishment of a Youth Council. It is more likely that the Youth Council will advocate for climate change and promote the Council Climate Change Strategy at every opportunity.

7.3 Data Protection/GDPR.

No issues arising from this report, however the Youth Council will need to have due regard to the use of data in its operating processes and policies.

8. CONSULTATION

8.1 The Youth Engagement Officer has consulted with all youth groups which currently exist under the umbrella of Children's Services. This includes Esteem, Youth Ambassadors, Girls Policy Forum and Kickback, the Children in Care Council.

8.2 Workshops and focus groups were carried out to discuss the benefits of establishing a Youth Council in RBWM, this includes a focus group held with the Lead Member for Youth Engagement, the Lead Member for Adult Social Care, Children Services, Health and Mental Health, the Chair of the Adults, Children and Health Overview and Scrutiny Panel and the Vice-Chair of the Corporate Parenting Forum.

8.3 Consultation and visiting other Youth Councils has taken place with an onsite visit to Slough Youth Parliament and a virtual conversation with the chair of Enfield Youth Council.

8.4 As part of a SEND Participation Day in October 2019, 32 young people were consulted from the East Berkshire area about what they would like their local councils to provide for them – an avenue for having their voice heard was the overwhelming theme of the consultation.

8.5 These are some of the comments made by young people who were consulted.

"A Youth Council would be good as then more children in the community could make decisions and feel like they are part of something that is making a difference. The Youth Ambassadors ought to be part of it as we have experience in something very similar"

"It would mean a lot to me to be involved in something that would be even bigger than the Youth Ambassadors in shaping the local community"

"I think that having a Youth Council would be majorly beneficial in implementing the policies we want and taking part in events, working alongside different people in the community. It would really help in the involvement and participation of young people in the RBWM"

“I think a Youth Council could do a lot of work to help the existing full Council to properly hear the voice of young people in RBWM and be the first step for them to engage with young people”

“A Youth Council would make us feel like our voice was heard and our opinions actually mattered - we want to influence decision making process rather than have decisions made for us”

“A Youth Council would be important to me because it would give us a real platform to talk about the issues facing our community. It would give a more structured and impactful panel that is necessary for the growth of the youth ambassadors programme”

9. TIMETABLE FOR IMPLEMENTATION

9.1 Implementation date if not called in: Immediately

The full implementation stages are set out in table 5.

Table 5: Implementation timetable

Date	Details
February 2021	Discussion to take place at Cabinet meeting.
March 2021 - April 2021	Working group meeting
May 2021	Working group to report back to Cabinet
June 2021 to August 2021	Recruitment of young people to Youth Council.
September 2021	First Youth Council meeting

10. APPENDICES

10.1 The appendices to the report are as follows:

- Appendix 1 - Overview of each existing Youth Services operated youth group
- Appendix 2 - Proposed Governance of the Youth Council
- Appendix 3 - List of existing members of the British Youth Council
- Appendix 4 – Link to the British Youth Council Make Your Mark Report 2020

11. BACKGROUND DOCUMENTS

11.1 This report is supported by 4 background documents:

- All relevant documents on the British Youth Council website (<https://www.byc.org.uk/>)
- Final report from the East Berkshire SEND Participation Event
- RBWM/Achieving for Children Participation Strategy

- Terms of reference of several Youth Councils throughout the UK

12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Date returned
Cllr Stuart Carroll	Lead Member for Adult Social Care, Children's Services, Health and Mental Health.	04/02/21	09/02/21
Duncan Sharkey	Managing Director	11/02/21	
Adele Taylor	Director of Resources/S151 Officer	11/02/21	15/02/21
Kevin McDaniel	Director of Children's Services	04/02/21	05/02/21
Hilary Hall	Director Adults, Commissioning and Health	11/02/21	11/02/21
Andrew Vallance	Head of Finance	11/02/21	
Elaine Browne	Head of Law	11/02/21	16/02/21
Emma Duncan	Monitoring Officer	11/02/21	
Nikki Craig	Head of HR, Corporate Projects and IT	11/02/21	
Louisa Dean	Communications	11/02/21	11/02/21
Karen Shepherd	Head of Governance	11/02/21	11/02/21

REPORT HISTORY

Decision type: Non-key decision	Urgency item? No	To Follow item? No
Report Author: Elaine Keating, Youth Engagement Officer		

Appendix 1:

Quick overview of existing groups within the Youth Service.

Esteem:

Esteem is for young people aged 8-18 who are showing signs of depression, anxiety or low self esteem, those who find it difficult to form and/maintain friendships and for those you are not yet ready or able to access Youth Services universal programmes. Esteem provides a safe space to socialise and the opportunity to make friends from across RBWM. We facilitate fun positive activities that encourage young people to work on their communication and group work skills.

Kickback:

Kickback is the Children in Care Council of RBWM. Kickback members are made up from our cohort of Children in Care both in and out of the Borough who are over the age of 12. Kickback meets monthly. The focus is on creating a friendly, pleasant and comfortable semi formal meeting environment for discussions and consultation to take place and to allow the group to suggest projects which can be aimed at tackling issues in their lives or simply developed from a common interest within the group. There is also always a fun element to the meeting.

The agenda is focused around a range of projects that Kickback is running, current government and service changes, young people's ideas for shaping the service and suggestions from virtual members and foster carers

The Girls Policy Forum:

The Girls' Policy Forum was established in April 2018 on the back of The Plan International UK report entitled 'The State of Girls' Rights in the UK' so that the voices of young women and girls are heard and that they play an active role in shaping life in the Royal Borough.

The aim of the Girls' Policy Forum is to feed into policy making before and during the process rather than after decisions have been made, so that the Council is proactively listening to girls who may have previously not had their voices heard. The Forum is also used as an information sharing platform for different departments within the Council so that young women know and are aware of services and what each of these services are responsible for within the Borough.

The girls are aged between 11 - 19 years, representing all areas of the borough. The Girls Policy Forum generally meets once a month. It empowers young women who want to play an active role in shaping the lives of young people in the Royal Borough of Windsor and Maidenhead.

Youth Ambassadors:

The Youth Ambassadors are a group of young people aged 11-19 who meet once a month to encourage a 'youth voice' and consult with young people from the borough. Young people plan and evaluate services for young people and aspire to influence decision makers on issues and programmes relevant to them within the Council.

There is a panel of young interviewers who are used widely throughout the borough for the process of recruitment to staff positions.

The Youth Ambassadors also carry out inspections on facilities and services for young people and report their findings to the relevant management team, highlighting any improvements the young people think ought to be made to enhance their experiences.

'Youth Voice Youth Choice' is a funding scheme set up and managed by the Youth Ambassadors where individual or groups of young people can apply for funding for a project that benefits them and/or their community. The Youth Ambassadors shortlist the applications, which are then promoted on social media for young people within the borough to vote for their favourite one. The applications with the highest number of votes receive the funding.

Their recent project 'The Lockdown Lowdown' was a survey of young people in the borough about how they are feeling about Covid-19 restrictions.

Appendix 2:

Proposed Governance of the Youth Council

Meeting Dates

It is estimated that the group will meet as a Council on a monthly basis and area based meetings can be arranged for specific issues that the area Youth Council has raised.

Proposed terms of reference

Although the Youth Council will decide their terms of reference, below are some proposed items which should be listed.

- The Youth Council will seek to represent and communicate the views and needs of all young people within RBWM to any relevant statutory, maintained or voluntary body.
- The Youth Council will seek to communicate and liaise between, and where appropriate advise and support existing and new youth organisations within RBWM, with the assistance of the Youth Engagement Officer.
- The Youth Council will work towards the improvement of the image, status and welfare of young people within RBWM.
- The Youth Council will, where applicable, be involved in the organisation of events for young people including those with differing cultural and religious backgrounds and those with special or different needs.
- The Youth Council will act as advisors to the RBWM Council and other agencies on issues affecting young people and their concerns.
- The Youth Council will be able to raise any problems or concerns and challenge issues regarding service delivery, current strategies and the working of the RBWM Council as it affects young people of the borough.

Proposed rules and regulations for the Youth Council:

- In pursuit of these aims and objectives, the Youth Council will operate as a non-party political or statutory body.

- The Youth Council will comprise young people between the ages of 11 and 19 years who have applied for the position initially from existing clubs and subsequently been democratically elected (such process to be agreed by all parties) by young people from within the RBWM, relevant schools or organisations.
- An application form will be made available to apply for a position on the Youth Council.
- The terms of office for any Council member will be one year, with a maximum of two terms of office for each young person.
- A young person will cease to be re-elected for membership after their 19th birthday and will cease to become a member of the RBWM Youth Council, although they will have the opportunity to become a Youth Council Mentor.
- They will also cease to be a member if their name is recorded as being absent for three consecutive calendar months of Youth Council meetings or when they resign as a member, in writing.
- A young person should give two months' notice in writing should they wish to resign their membership. A Council member will be deemed to have resigned their membership if they are no longer part of the organisation they were elected to represent.
- The Youth Council will have the power to invite other people to participate in their meetings as non-voting members either as advisors or guests, as and when deemed appropriate.
- There will be 12 ordinary meetings of the Youth Council, with other meetings called as necessary by the chairperson in consultation with the Youth Engagement Officer.
- A General Meeting, which will normally be held in November, will be held each year no later than 31st January. At least 14 days clear notice will be given in writing to each member.
- At each Annual General Meeting the business will include:
 - The presentation of and if accepted, the adoption of the annual budget
 - A report of the activities of the Youth Council and its Committees – which will then be presented to Full Council.
 - The election of Officers to liaise with the Youth Engagement Officer in managing its affairs.
- At every meeting the first business will be to appoint a Chairperson if the Chairperson and vice-chairman are absent.
- All meetings will be open to young people from the RBWM area and all Councillors and Officers of the council.
- The Youth Council may at any time appoint committees or sub- committees and has the power to delegate duties to any committee or subcommittee it deems necessary.

Voting

- Members will vote by show of hands of members present.

- In any case of an equal amount of votes, the Chairperson may give a casting vote.

Officers

- At the AGM the Youth Council will elect a Chairperson, Vice- Chairperson, Secretary, Treasurer, Public Relations Officer and other such officers as the Youth Council will from time to time decide.
- Only members of the Youth Council under the age of 18 at the time of election will be eligible to serve as officers.
- The Chairman and the Officers of the Youth Council will hold office until the conclusion of the Annual General Meeting of the Youth Council next after their election.
- If vacancies occur among the Officers the Youth Council will have the power to fill these from amongst its members. Any person appointed to fill such a casual vacancy will hold office until conclusion of the next Annual General Meeting of the Youth Council.
- Other members of the Youth Council will have the power to remove an individual from their position if the Youth Council feels the job is not being conducted in the correct and an efficient manner.

Appendix 3:

List of members of the British Youth Council as of June 2020

If you have any questions about our membership please contact membership@byc.org.uk

1. Action for Local Youth Voice Empowerment UK (ALYVE UK)
2. Ambitious about Autism
3. Barnsley Youth Council and UKYP
4. Bath and North East Somerset
5. Bedford Borough Council
6. Belper Town Youth Council
7. Birmingham Youth Services
8. Blaby District Youth Council
9. Blackburn with Darwen Youth Council and UKYP
10. Blackpool UKYP (UR Potential)
11. Bolton UKYP
12. Bournemouth, Christchurch and Poole
13. Boys' Brigade
14. Bracknell Forest Youth Council and UKYP
15. Brighter Futures for Children (Reading)
16. Brighton and Hove Youth Council
17. Bristol City Youth Council and UKYP
18. Bury Youth Council and UKYP
19. BYC Trustee Board
20. Caerphilly Youth Forum
21. Calderdale Youth Forum

22. Cardiff Youth Council
23. Carmarthenshire Youth Council
24. Central Bedfordshire UKYP
25. Cheshire East Young Mayor and UKYP
26. Cheshire West and Chester
27. Church of England Youth Council (CEYC)
28. Coity Higher Community Council
29. Congleton Town Council Youth Committee
30. Cornwall UK Youth Parliament
31. Croydon Youth Council
32. Cumbria County Council
33. Darlington Youth Partnership
34. Devon UKYP
35. Doncaster Youth Council
36. Dorset Youth Council and UKYP
37. Dudley Youth Council
38. Durham County Council (Education Durham)
39. East Sussex County Council
40. Epping Forest Youth Council
41. Essex Youth Council and UKYP
42. Fenland Community Youth Council
43. Garstang Youth Council
44. Gravesham Youth Council
45. Girlguiding
46. Halton Youth Council and UKYP
47. Hampshire County Council (HCC)
48. Haringey Youth Council
49. Harlow Youth Council
50. Harrow Youth Parliament
51. Hartlepool Youth Council and UKYP
52. Hillingdon Youth Council (HYC) & UKYP
53. Hounslow Youth Service
54. Isle of Wight Youth Council and UKYP
55. Isles of Scilly UKYP
56. Kent Youth County Council (KYCC)
57. Kingston Upon Hull Youth Council
58. Knowsley Youth Mutual (Youth Parliament)
59. Lancashire Youth Council and UKYP
60. LB Hammersmith & Fulham
61. Leconfield Youth Voice
62. Leeds Muslim Youth Forum (LMYF)
63. Leeds Youth Council
64. Leicestershire Youth Council and UKYP
65. Lewisham Young Mayor & UKYP
66. Liverpool School's Parliament
67. London Borough of Barnet
68. London Borough of Brent
69. London Borough of Camden Youth Council and UKYP
70. London Borough of Enfield Youth Council and UKYP
71. London Borough of Hackney
72. London Borough of Havering Youth Council and UKYP
73. London Borough of Islington Youth Council
74. London Borough of Kensington & Chelsea Youth Service [Epic CIC]

75. London Borough of Kingston upon Thames Youth Council and UKYP (Achieving for Children and UKYP)
76. Manchester City Council
77. Medway Youth Parliament
78. Methodist Children & Youth
79. Middlesbrough UKYP
80. Milton Keynes Council
81. MOD Youth & Community Service Overseas
82. National Federation of Young Farmers Clubs
83. National Union for Students (NUS)
84. Neath Port Talbot Youth Council
85. Newcastle upon Tyne Youth Council and UKYP
86. Norfolk UKYP
87. North Ayrshire Youth Council
88. North Lanarkshire Youth Council
89. North Lincolnshire Youth Council, Young Mayor & UKYP
90. North Tyneside Youth Council, Young Mayor and UKYP
91. Northumberland Youth Service (NYS)
92. North Yorkshire Youth Council
93. Notts County Council
94. Oldham Council
95. Peterborough Youth Council
96. Portsmouth City Council
97. Plymouth Youth Council and UKYP
98. Prospects (Gloucestershire)
99. Quakers
100. RB Windsor and Maidenhead
101. Red bridge Youth Council
102. Red car and Cleveland
103. Rochdale UKYP
104. Rotherham Youth Council and UKYP
105. Royal Borough of Greenwich Youth Voice
106. Salford UKYP
107. Sandwell Youth Parliament
108. Scottish Association of Young Farmers Clubs (SAYFC)
109. Sefton Youth Council and UKYP
110. Sheffield Futures
111. Slough Borough Council
112. Solihull MBC
113. Somerset Youth Council and UKYP
114. Southampton Youth Forum
115. Southend-on-Sea Borough Council
116. South Gloucestershire Youth Board
117. South Tyneside Youth Parliament
118. Staffordshire Council of Voluntary Youth Services (SCVYS)
119. St Helens Youth Council and UKYP
120. St John Ambulance
121. Stockport Council
122. Stockton-on-Tees Youth Council and UKYP
123. Stoke on Trent Youth Council
124. Stonewall
125. Stroud District Youth Council
126. Suffolk County Council

127. Surrey Youth Consortium
128. Sussex Club for Young People (Adur & Worthing Councils)
129. Sustainable Stretton Youth Council
130. Tame side Youth Council
131. Telford and Wrekin Youth Council and UKYP
132. The City of York Council Youth Council and UKYP
133. The Market Place (Leeds)
134. The Scout Association
135. The Ubele Initiative
136. The Wildlife Trusts
137. Thurrock Youth Council and UKYP
138. Together for Children (Sunderland)
139. Torfaen Young Peoples Forum
140. Tower Hamlet Youth Council
141. Trafford Youth Cabinet
142. UK Youth Voice
143. Vale of Glamorgan Youth Forum
144. Wakefield UKYP
145. Walsall Youth Council and UKYP
146. Warrington Youth Council and UKYP
147. Warwickshire Youth Council and UKYP
148. Welwyn Hatfield Youth Council (WHYC)
149. Westminster City Council
150. West Sussex Youth Cabinet
151. Wigan Council, People Directorate: Children, Adults and Families
152. Wiltshire Assembly of Youth
153. Wirral Youth Service / Forums
154. Wokingham Secondary Federation (YV)
155. Wolverhampton City Youth Council (WYF)
156. Woodcraft Folk
157. YM CA England
158. Youth For Refugees UK

Appendix 4:

Link to the Make Your Mark Report 2020

<https://2u6szgq3e9x2hmfuy16guf8q-wpengine.netdna-ssl.com/wp-content/uploads/2021/01/2020-v2-Make-Your-Mark-Results-with-Infographics.pdf>

<https://2u6szgq3e9x2hmfuy16guf8q-wpengine.netdna-ssl.com/wp-content/uploads/2021/01/2020-v2-Make-Your-Mark-Infographic.pdf>

Report Title:	Interim Sustainability Position Statement
Contains Confidential or Exempt Information?	NO – Part I
Member reporting:	Councillor Stimson, Lead Member for Climate Change, Sustainability, Parks and Countryside Councillor Coppinger, Lead Member for Planning
Meeting and Date:	Cabinet - 25 th Feb 2021
Responsible Officer(s):	Adrien Waite, Head of Planning
Ward affected:	All

www.rbwm.gov.uk



REPORT SUMMARY

1. The Royal Borough of Windsor and Maidenheads declared a climate emergency in June 2020 setting out the Council's intention to implement national policy and ensure net-zero carbon emissions are achieved by no later than 2050.
2. In December 2020 the Environment and Climate Strategy was adopted which sets out how the Borough will address the Climate Emergency across four key themes (Circular Economy, Energy, Natural Environment and Transport). The Strategy sets a trajectory which seeks to a 50% reduction in emissions by 2025.
3. A Sustainability Supplementary Planning Document will be produced in due course, however, the changes to national and local climate policy are material considerations which should be considered in the handling of planning applications and achievement of the trajectory in the Environment and Climate Strategy will require a swift response. It is therefore considered prudent and necessary to adopt an interim position statement which would clarify the Council's approach to these matters.
4. This report seeks that cabinet adopt the Interim Position Statement to be published as guidance and afforded weight as a material consideration in the planning process.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

Adopt the Interim Position Statement to be published as guidance and afforded weight as a material consideration in the planning process.

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

- 1.1 The National Planning Policy Framework was updated in February 2019. Paragraphs 7 and 8 set out that sustainability and measures to address climate change through mitigation, adaption and moving to a low carbon economy are at the heart of the planning system.
- 1.2 Paragraphs 148, 149, 150, 151 and 153 of the NPPF also provide further direction and guidance. Overall, the NPPF not only confirms that achieving sustainable development, including the necessary environmental objectives, is a key purpose of the system, but it makes clear that developments should take the opportunity to seek net gains in these areas.
- 1.3 The Climate Change Section of the NPPG was also updated in March 2019 and provides clarity on certain matters. Of particular note, the section confirms that Local Authorities can set their own energy performance requirements for buildings, can require a proportion of energy to be generated by renewable and sets out types of projects and opportunities which can be perused to mitigate climate change.
- 1.4 The UK Government has also enshrined in law a commitment that will require the UK to bring all greenhouse gas emissions to net zero by 2050. The Royal Borough of Windsor and Maidenheads declaration of a climate emergency in June 2020 sets out the Council's intention to implement national policy and ensure net-zero carbon emissions are achieved by no later than 2050.
- 1.5 In line with these commitments the Royal Borough of Windsor and Maidenhead has adopted an Environment and Climate Strategy in December 2020 which sets out how the Borough will address the Climate Emergency across four key themes (Circular Economy, Energy, Natural Environment and Transport). The Strategy sets a trajectory which seeks a 50% reduction in emissions by 2025.
- 1.6 Each of the aforementioned documents and commitments represent material planning considerations which the Borough must have regard to in the determination of planning applications, but the Borough does not currently have any guidance which sets out how these matters will be considered in planning applications. Such guidance will assist applicants to prepare applications which align with the Council's aspiration and assist officers and Councillors in determining such applications consistently.
- 1.7 The intention of the statement is not to introduce new policy but to clarify how the Borough will interpret existing policy and material considerations, as such it's weight would be limited to that of a material consideration.
- 1.8 In due course there is an intention to prepare, consult on and adopt a detailed sustainability SPD which would sit alongside the emerging Borough Local

Plan. However, the preparation of such a document will take time. Considering the need to have regard to existing material considerations and seek to achieve the Council's adopted climate targets it is considered that the publication of interim guidance is prudent and necessary.

- 1.9 Implementation and compliance with the proposed guidance will result in some financial implication for potential applicants. However, these costs must be balanced against the key objective of addressing climate change and there are appropriate caveats to ensure that the guidance would not prejudice the viability or delivery of development. Given planning permissions are valid for 3 years the adoption of such guidance will also reduce the potential compliance gap new permissions and the uplifted building regulation which will come into force in June 2022.

Table 1: Options considered

Option	Comments
Not adopt the Interim Sustainability Position Statement	Officers do not consider this would be the right approach. It would leave the Council without the detailed guidance on the interpretation of material planning considerations, this will make it more difficult for applicants to prepare applications, lead to potential inconsistency in decision making and undermine the Council's ability to achieve the trajectory set out within the adopted Environment and Climate Strategy.
Delay adoption of the Interim Sustainability Position Statement This is not the recommended option.	Officers do not consider this would be the right approach to this important matter. This option would leave the Council with no detailed guidance to inform the development industry and residents on how material planning considerations should be address. This would make it more difficult for applicants to prepare applications, lead to potential inconsistency in decision making and undermine the Council's ability to achieve the trajectory set out within the adopted Environment and Climate Strategy.
Adopt the Interim Sustainability Position Statement with recommended changes. This is the recommended option.	National planning policy requires, and other material consideration require the Council to give due consideration to climate change in decision making and it is good practice to provide clarity to developers and residents about the

Option	Comments
	Council's expectations. Adoption of the Interim Sustainability Position Statement as a material consideration will assist in providing such clarity.

2. KEY IMPLICATIONS

Table 2: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Adoption of the Interim Sustainability Position Statement	After 25 Feb 2021	By 25 Feb 2021	Before 25 Feb 2021	Before 25 Feb 2021	Feb 2021

3. FINANCIAL DETAILS / VALUE FOR MONEY

- 3.1 There are financial implications to this paper. The proposed approach would seek to ensure developments maximise on site efforts to mitigate their impacts on climate change and in certain circumstance would lead to the provision of an offset contribution which would assist the borough in mitigating the impacts of development on climate change. This would reduce potential costs associated with achieving the trajectory set out within the Council's Environment and Climate Strategy.

4. LEGAL IMPLICATIONS

- 4.1 There are no legal implications to this paper. The guidance is intended to provide advice on how the Council will seek to address existing material considerations within the planning process and would have the weight of a material consideration. The document would not be an adopted Supplementary Planning Document, which would require additional consultation and procedural steps.

5. RISK MANAGEMENT

Table 3: Impact of risk and mitigation

Risks	Uncontrolled Risk	Controls	Controlled Risk
New development does not achieve appropriate	HIGH	Adopt the Interim Sustainability Position Statement.	MEDIUM

Risks	Uncontrolled Risk	Controls	Controlled Risk
efficiency standards or mitigate its greenhouse gas emissions to the standards necessary to achieve the aspirations of the adopted Environment and Climate Strategy.			
Increased environmental standards reduce the viability and delivery of new development.	MEDIUM	The Interim Sustainability Position Statement includes appropriate caveats to ensure that viability can be taken into account where necessary.	LOW

6. POTENTIAL IMPACTS

- 6.1 Adoption of the Interim Sustainability Position Statement will improve the ability of the Planning Department to secure enhanced sustainability within the borough and provide greater clarity and consistency for applicants and residents.
- 6.2 The adoption of the statement may increase pressures on development viability, but there are appropriate mechanisms outlined to ensure viability issues did not hinder development.
- 6.3 As the Statement is intended to provide further detail and guidance on the interpretation of, rather than create new policy, it is not considered necessary to undertake an Equalities Impact Assessment (EQIA) specifically for the Statement.

7. CONSULTATION

- 7.1 The Interim Sustainability Statement has been drafted collaboratively by relevant internal teams. As the document does not intend to introduce new policy and would not form a Supplementary Planning Document it is not considered that consultation is required.

7.2 It is acknowledged that consultation would have been preferable, but there pressing need to provide clarity on how the Council will consider existing material considerations in the planning process. In these circumstances it is considered appropriate to adopt the guidance without further delay.

8. TIMETABLE FOR IMPLEMENTATION

8.1 Implementation date, if not called in, is contained in Table 4.

Table 4: Implementation timetable

Date	Details
Feb 2021	Adoption of the Interim Sustainability Position Statement publication on the website.

9. APPENDICES

9.1 The Interim Sustainability Position Statement is included at Appendix A.

10. BACKGROUND DOCUMENTS

10.1 This report is supported by the following background documents:

- The National Planning Policy Framework 2019, available at: <https://www.gov.uk/government/publications/national-planning-policy-framework--2>
- The Council’s adopted and ‘Made’ Development Plan Documents, available at: <https://www.rbwm.gov.uk/home/planning/planning-policy/development-plan>
- The Council’s emerging Borough Local Plan, available at: <https://www.rbwm.gov.uk/home/planning/planning-policy/emerging-plans-and-policies/draft-borough-local-plan>
- The Council’s Environment and Climate Strategy, available at: [Environment and climate strategy | Royal Borough of Windsor and Maidenhead \(rbwm.gov.uk\)](https://www.rbwm.gov.uk/environment-and-climate-strategy)

11. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Date returned
Cllr Coppinger	Lead Member for Planning	3 rd Feb 2021	4 th Feb 2021
Cllr Stimson	Lead Member - Climate Change, Sustainability, Parks and Countryside	3 rd Feb 2021	4 th Feb 2021
Duncan Sharkey	Managing Director	3 rd Feb 2021	-
Adele Taylor	Director of Resources/ S151 Officer	3 rd Feb 2021	17 th Feb 2021
Elaine Browne	Interim Head of Law	3 rd Feb 2021	17 th Feb 2021

REPORT HISTORY

Decision type:	Urgency item?	To Follow item?
Key decision	No.	
Report Author: Adrien Waite, Head of Planning		

Position Statement on Sustainability and Energy Efficient Design – November 2020

Policy Background

The National Planning Policy Framework was updated in February 2019. Paragraphs 7 and 8 set out that sustainability and measures to address climate change through mitigation, adaptation and moving to a low carbon economy are at the heart of the planning system.

Paragraphs 148, 149, 150, 151 and 153 of the NPPF also provide further direction and guidance.

The NPPF not only confirms that achieving sustainable development, including the necessary environmental objectives, is a key purpose of the system, but it makes clear that developments should take the opportunity to seek net gains in these areas.

The Climate Change Section of the NPPG was also updated in March 2019 and provides clarity on certain matters. Of particular note, the section confirms that Local Authorities can set their own energy performance requirements for buildings, can require a proportion of energy to be generated by renewable and sets out types of projects and opportunities which can be pursued to mitigate climate change.

The government's expectation is that energy performance requirements are not set which would exceed 20% of the current building regulations, but this does not prevent Local Planning Authorities from seeking adequate mitigation through alternative measures such as through planning obligations.

The UK Government has also enshrined in law a commitment that will require the UK to bring all greenhouse gas emissions to net zero by 2050 following the recommendations Committee on Climate Change in 'Net Zero: The UK's contribution to stopping global warming' published May 2019.

Chapter 6 of this report identifies key near term actions to deliver this commitment including major improvements to the energy efficiency of buildings, a switch to low-carbon heating and improved infrastructure and uptake of electric vehicles.

Figure 6.2 of this report clarifies that to meet the commitment Low-regret actions including substantial energy efficiency improvements must commence immediately within 2020 to deliver this commitment.

The Royal Borough of Windsor and Maidenhead's declaration of a climate emergency in June 2020 sets out the Council's intention to implement national policy and ensure net-zero carbon emissions are achieved by no later than 2050.

The submission version of the Borough Local Plan 2013-2033 (Incorporating proposed changes October 2019) is currently under examination. Section 5.4 addresses climate change and Policy SP2 sets out the current response to this, chapter 12 (Natural Resources) and chapter 13 (Environmental Protection) are relevant to the environmental objectives.

The Borough adopted an Environment and Climate Strategy in December 2020. The Strategy sets out how the Borough will address the Climate Emergency across four key themes (Circular Economy, Energy, Natural Environment and Transport). The declaration of

a Climate Emergency and the Environment and Climate Strategy are both significant material considerations for planning purposes.

In January 2021 the Ministry of Housing and Local Government published its response following its 2019 consultation on the Future Homes standard. The document clarifies that Part L of the building regulations will not be subject to an uplift until July 2022 and that local planning authorities will retain powers to set local energy efficiency standards for new homes.

Purpose of this Document


This document is a position statement setting out the requirements which will be sought on new developments in order to deliver on the requirements set out in the NPPF (2019), national and local commitments towards climate change and the Council's Environment and Climate Strategy.







An uplift in national standards is now not due until July 2022 and it is considered necessary to introduce to higher local standards in advance of this to achieve the trajectory set out in the Environment and Climate Strategy. This will also help to minimise transitional issues which may arise from schemes which are granted planning permission but are not commenced until after July 2022.

Given the urgent need to ensure the introduction of measures to meet these national and local commitments it is considered both prudent and necessary to publish this position statement which clarifies how the Local Planning Authority will interpret policies in the handling of planning applications in the context of updated material considerations and circumstances.

This document is a material planning consideration setting out how the Council will ensure compliance with adopted planning policy, the national planning policy framework and national commitments relating to climate change. As such, it will be given weight as a material consideration in reaching planning decisions.

Guidance and Requirements

<p>1.</p> 	<p>A. All Development proposals (except householder residential extensions and non-residential development with a floorspace of below 100sq.m) should make the fullest contribution to minimising carbon dioxide emissions in accordance with the following energy hierarchy:</p> <ol style="list-style-type: none"> 1. Be lean: use less energy 2. Be clean: supply energy efficiently 3. Be green: use renewable energy <p>B All developments (except householder residential extensions and non-residential development with a floorspace of below 100sq.m)) should be net zero carbon, unless it is demonstrated this would not be feasible.</p> <p>C All development proposals except householder residential extensions and non-residential development with a floorspace of below 100sq.m) should include a detailed energy assessment and a completed Carbon Reporting Spreadsheet to demonstrate how the net zero target will be met.</p> <p>D As a minimum, energy assessments should include the following details:</p> <ol style="list-style-type: none"> a calculation of the energy demand and carbon dioxide emissions covered by Building Regulations and, separately, the energy demand and carbon dioxide emissions from any other part of the development, including plant or equipment, that are not covered by the Building Regulations (see paragraph 5.22) at each stage of the energy hierarchy b calculation of the estimated annual energy costs to the occupants of the development c proposals to reduce carbon dioxide emissions through the energy efficient design of the site, buildings and services (including heat recovery solutions) d proposals to further reduce carbon dioxide emissions through the use of on-site renewable energy technologies. There is an expectation that developments maximise renewable energy generation regardless of whether minimum standards are met through other measures, as such there is an expectation 12% of the total energy demand will be met by on-site renewables, unless this is demonstrated to be unfeasible. e proposals for the storage and use or export of excess energy arising from renewable energy technologies. <p>E it The net zero carbon outcome should be achieved on-site where feasible. Where it is demonstrated that the this outcome cannot be fully achieved on-site, any shortfall may be provided through a cash in lieu contribution to the Boroughs</p>
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	<p>Carbon Offset Fund which will be ring fenced to secure delivery of greenhouse gas reductions elsewhere in the borough. An offset contribution will be required unless it is demonstrated this would undermine the viability of the development.</p> <p>F It will be required that all developments will be subject to compliance testing in order to ensure that the buildings meet the design performance, when there is a shortfall in performance additional contributions towards the Borough Carbon Offset fund will be sought.</p> <p>(Note - Buildings which do not achieve at least a 20% reduction of the Dwelling Emission Rate (DER)/Building Emission Rate (BER) against the Target Emission Rate (TER) based on the Building Regulations Part L 2013 and defined within the Standard Assessment Procedure (SAP) calculation model will not be acceptable.)</p>
<p>2.</p> 	<p>Major development proposals should reduce potential overheating and reliance on air conditioning systems and demonstrate this in accordance with the following cooling hierarchy:</p> <ol style="list-style-type: none"> minimise internal heat generation through energy efficient design reduce the amount of heat entering a building in summer through orientation, shading, albedo, fenestration, and insulation manage the heat within the building through exposed internal thermal mass and high ceilings passive ventilation mechanical ventilation active cooling systems (ensuring they are the lowest carbon options).
<p>3.</p> 	<p>Planning Applications which propose to implement a recognised quality regime such as Passivhaus or Home Quality Mark that ensures the 'as built' performance (energy use, carbon emissions, indoor air quality, and overheating risk) matches the calculated design performance of dwellings will be looked on favourably. Where such measures are proposed compliance will be secured by the Local Planning Authority.</p>
<p>4.</p> 	<p>New build homes will be supplied via a three-phase power supply, unless this is not viable.</p>
<p>5.</p>  	<p>20% of new car parking spaces will be provided with active EV charging facilities – and passive provision (the ducting, cabling, and capacity within the Mechanical and Engineering Services) for the remaining 80% of spaces will be provided.</p>
<p>6.</p> 	<p>New build homes will be supplied with high speed internet connection to facilitate home working.</p>
<p>7.</p>	<p>Development should minimise the use of mains water by:</p>



a incorporating water saving measures and equipment

b designing residential development so that mains water consumption would meet a target of 105 litres or less per head per day (excluding an allowance of 5 litres or less per head per day for external water consumption.)

Carbon Offset Fund

The Council will establish a Carbon Offset Fund which will be ring-fenced for the sole purpose of delivering carbon reduction projects.

The Council will adopt a price for the offsetting of carbon of £69 per tonne of CO₂e which is the 2020 carbon price set out within table 3 of the Department for Business, Energy & Industrial Strategy Green Book supplementary guidance: valuation of energy use and greenhouse gas emissions for appraisal.

The overall contribution should be calculated over 30 years (the assumed lifetime of the development's services). The total cost equates to £69 x 30 years = £2,070 per tonne of CO₂e to be offset.

The carbon offset contribution will be collected and administered through the Section 106 process with the funds ring fenced to be spend on carbon reduction projects.

The level of contribution will be calculated differently for residential and non-residential properties.

For residential properties:

The contribution will be calculated as follows:

Total Contribution = Building Emissions Contribution + Lifestyle Contribution

The Building Emissions Contribution seeks to offset both the regulated and unregulated emissions which arise from the use of the building.

The calculation will be based on SAP 10.0 performance figures and to ensure consistency in calculation the authority will adopt the Greater London Authority Carbon Reporting Spreadsheet in order to calculate the contribution. It is expected that applications be accompanied by a completed version of this spreadsheet. The spreadsheet may be updated from time to time and it is expected that applications be accompanied by the most recent version. The spreadsheet can be found at: <https://www.london.gov.uk/what-we-do/planning/planning-applications-and-decisions/pre-planning-application-meeting-service-0>

The Building Emissions Contribution will equal the CO₂ savings offset identified on the summary page of the spreadsheet x £69 x 30.

The Lifestyle Contribution recognises that the activities of residents within the borough generate additional emissions over and above those associated with heating and electricity use. These emissions are generally related to Aviation, Agriculture, Transport and Waste.

While aviation and agriculture are national issues which will require a national response the majority of transport and waste emissions arising from new development will be generated in the local area and it is appropriate that this impact is mitigated locally. Based on the Committee on Climate Change (Living Carbon Free: Exploring what a net-zero target means for households) and adjusting in accordance with the trajectory adopted within the Council's Environment and Climate Change Strategy the average dwelling will give rise to 16.58 tonnes of carbon dioxide emissions associated with transport and waste over a 30 year period.

Lifestyle Contribution = £ 1,144 per residential unit.

While all residential development will give rise to Lifestyle Emissions the Council wishes to incentivise sustainable building design and as such this contribution will only be sought if a Building Emissions Contribution is required (e.g. the design of the building does not achieve net zero emissions).

For non-residential properties

The calculation will be based on SAP 10.0 performance figures and to ensure consistency in calculation the authority will adopt the Greater London Authority Carbon Reporting Spreadsheet to calculate the contribution. It is expected that applications be accompanied by a completed version of this spreadsheet. The spreadsheet may be updated from time to time and it is expected that applications be accompanied by the most recent version. The spreadsheet can be found at: <https://www.london.gov.uk/what-we-do/planning/planning-applications-and-decisions/pre-planning-application-meeting-service-0>

The Building Emissions Contribution will equal the CO2 savings offset identified on the summary page of the spreadsheet x £69 x 30.

Shortfall Contribution

The Shortfall Contribution seeks to address the performance gap that can arise between the modelled and actual performance of a building and ensure due diligence is taken to minimise that gap during the construction.

The legal agreement will require post construction testing and modelling.

The Shortfall contribution will equate to the difference in annual tonnage of carbon dioxide arising from regulated emissions set out in the baseline and post construction reports.

It will be calculated as follows:

(Annual Carbon Dioxide Tonnage as set out in the Completion Report – Annual Carbon Dioxide Tonnage of Baseline Report) x £69 x 30.

Reference Documents

Net Zero The UK's contribution to stopping global warming - Committee on Climate Change - May 2019

Living Carbon Free: Exploring what a net-zero target means for households

National Planning Policy Framework February 2019

Greater London Authority Energy Assessment Guidance 2018

Greater London Authority Carbon Offset Funds Guidance

Green Book supplementary guidance: valuation of energy use and greenhouse gas emissions for appraisal - 19 March 2020

Greater South East Energy Hub Guide 3 – Planning Jan 2020

Royal Borough of Windsor and Maidenhead Environment and Climate Strategy – December 2020