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## NOTICE OF MEETING

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# COMMUNITIES OVERVIEW & SCRUTINY PANEL

will meet on

**MONDAY, 15TH FEBRUARY, 2021**

**At 6.15 pm**

in the

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

TO: MEMBERS OF THE COMMUNITIES OVERVIEW & SCRUTINY PANEL

COUNCILLORS JOHN BOWDEN (CHAIRMAN), GREG JONES (VICE-CHAIRMAN), GURPREET BHANGRA, HELEN PRICE, CATHERINE DEL CAMPO, PARISH COUNCILLORS MARGARET LENTON (WRAYSBURY PARISH COUNCIL) AND PAT MCDONALD (WHITE WALTHAM PARISH COUNCIL)

### SUBSTITUTE MEMBERS

COUNCILLORS CLIVE BASKERVILLE, MAUREEN HUNT, GARY MUIR, LEO WALTERS AND JON DAVEY

Karen Shepherd – Head of Governance - Issued: 5 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](http://www.rbwm.gov.uk) or contact the Panel Administrator **Shilpa Manek** 01628 796310

**Recording of Meetings –In line with the council's commitment to transparency the Part I (public) section of the 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.**

**If you have any questions regarding the council's policy, please speak to Democratic Services or Legal representative at the meeting.**

## AGENDA

### PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
1.	<u>WELCOME FROM THE CHAIRMAN</u>	
2.	<u>APOLOGIES FOR ABSENCE</u> To receive any apologies for absence.	
3.	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest.	7 - 8
4.	<u>MINUTES OF THE LAST MEETING</u> To agree the minutes of the last meeting held on 18 January 2021.	9 - 20
5.	<u>SERCO OPERATIONS UPDATE</u> To receive an operations update from SERCO.	21 - 24
6.	<u>DISTRICT ENFORCEMENT UPDATE</u> To receive an update on District Enforcement.	25 - 28
7.	<u>WINDSOR MUSEUM &amp; TOURIST OFFICE</u> To consider the report.	29 - 30
8.	<u>PLASTIC FREE STRATEGY</u> To consider the report.	31 - 90
9.	<u>DRAFT ANNUAL SCRUTINY REPORT</u> To draft the Annual Scrutiny Report.	91 - 94
10.	<u>COVID UPDATE</u> To receive a verbal update.	Verbal Report
11.	<u>WORK PROGRAMME</u> To consider the Panel's work programme for the remainder of the Municipal year.  To include consideration of items scheduled on the <a href="#">Cabinet Forward Plan</a> .	95 - 96

12. LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF PUBLIC

To consider passing the following resolution:-

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

**PART II PRIVATE MEETING**

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
i.	<u>MINUTES OF MEETING HELD ON 3 NOVEMBER 2020</u>  To agree the Part II minutes of the meeting held on 3 November 2020.  <b><i>(Not for publication by virtue of Paragraph 1, 3 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></b>	97 - 98
i.	<u>SPORTSABLE UPDATE</u>  Verbal update to be provided on SportsAble.  <b><i>(Not for publication by virtue of Paragraph 1, 3 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></b>	Verbal Report



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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 4

## COMMUNITIES OVERVIEW & SCRUTINY PANEL

MONDAY, 18 JANUARY 2021

PRESENT: Councillors John Bowden (Chairman), Greg Jones (Vice-Chairman), Gurpreet Bhangra, Helen Price and Catherine Del Campo

Also in attendance: Councillors David Hilton, Clive Baskerville, Jon Davey, Samantha Rayner, Donna Stimson, David Cannon, Ross McWilliams, Christine Bateson, Gerry Clark, Phil Haseler, Shamsul Shelim, Karen Davies, David Coppinger, Andrew Johnson, Gurch Singh, Simon Werner and Lynne Jones

Officers: David Scott, Andrew Vallance, Duncan Sharkey, Simon Dale, Louisa Dean, Hilary Hall, Adele Taylor, Steph James, Louise Freeth, Tracy Hendren, Mark Beeley and David Cook

### WELCOME FROM THE CHAIRMAN

The Chairman welcomed all to the meeting and read out the virtual meeting notes.

### APOLOGIES FOR ABSENCE

Apologies for absence were received from Parish Councillor Pat McDonald and Parish Councillor Margaret Lenton.

### DECLARATIONS OF INTEREST

Councillor Price declared a personal interests as she was a member of Maidenhead golf club and the Windsor allotments association, both items were being discussed on the agenda.

### MINUTES OF THE LAST MEETING

Councillor Baskerville's alteration was agreed by the Panel.

Councillor Del Campo asked about the following matters arising:

Page 13 Councillor Cannon was going to provide an update on working practices for District Enforcement. Councillor Cannon offered to send all panel members the risk assessment.

**ACTION: Councillor Cannon to send all Panel Members the risk assessment for DE.**

Councillor Price asked about the declarations of interest of public speakers and whether they needed to declare these. David Cook, host for the panel advised that public speakers did not need to register any declarations of interest.

The minutes of the meeting for 3 November 2020 and 10 November 2020 were unanimously agreed by the Panel.

**RESOLVED Unanimously: that the minutes of 3<sup>rd</sup> and 10<sup>th</sup> November 2020 were a true and accurate record of the meetings.**

### Q2 PERFORMANCE REPORT

Adele Taylor presented the Q2 Performance Report. Councillor Price referred to page 30,11.1 and commented that she could not see all the documents that were referred to and the links in the report were not working. Adele Taylor would get clarification for Councillor Price. Councillor Price commented that the Q2 report had been prepared in October 2020 and as the Panel was considering it in January 2021, could the Panel have the reports in a more timely manner. Hilary Hall would look into this and make sure it was rectified for the next municipal year. Councillor Price referred to page 34, Recovery, and made the point that there were plenty of jobs and she felt that the council could do a lot more to make it easier for our residents to navigate to find these jobs. It was important to make all the resources clearer. The Chairman pointed out that Windsor was considered in the Slough area for jobs. Hilary Hall commented that she would look into to better promotion of opportunities in the borough. Councillor Price referred to page 34 and the new database reference and asked if it had already been rolled out and how it was being used. Hilary Hall informed the Panel that the new database was fully rolled out and was being used to manage the interactions with the clinically extremely vulnerable and anyone seeking help and support through the support line. It was also being used to capture volunteers as part of the ongoing Covid response. The system was enabling the council to do data returns needed for government and overall, was bringing all this related activity together into one consolidated database. The training to community groups was also being rolled out as they would be able to use the database to. Councillor Price referred to page 35 and asked if the Panel could be updated on the SERCO contract and whether collections were now on time. Councillor Coppinger reported that the service was now running at a normal level. There were always a certain number of collections missed due to no access to a road or if it was blocked or roadworks were being carried out on the road. Anything missed was tried to be collected the following day. Everyone seem to be happy with where the service has got back to. Councillor Price referred to page 38 and the Tivoli Contract. She had noticed that the level of service had dropped especially in parks as the bins were over flowing and there was plenty of glass on the floor. Was there a reason for the drop in service ? Councillor Stimson reported that there had been a few issues with Tivoli but fortunately Officers were already dealing with the issues at present. Also there was a possibility that with more people out and about during the lockdown, the bins were getting fuller quicker. This was already being looked into and Councillor Stimson had suggested that when the bins were replaced, larger bins were considered. Councillor Del Campo referred to page 40 and the graph showing waste and recycling and asked for comments on that graph. Councillor Coppinger commented that SERCO had caught up during October, November and December and were now running at a normal level. The Chairman pointed out that the annual figures would be soon available and then there would be a fuller picture. Councillor Del Campo referred to page 45 and the libraries and museums and asked for more information on the digital take up. Could the demographics of this be looked into further. The Chairman suggested that this was picked up in the next agenda item. Councillor Price referred to page 47 and commented that there was no commentary on the violent crime which had risen to very high. David Scott informed the Panel that this data came from the link and not the local police figures that informed them directly.

**ACTION: David Scott to ask local police area to give more detailed analysis with commentary.**

David Scott pointed out that the Panel had previously discussed the disparity of the figures from the link and the figure directly from Thames Valley Police. David Scott was aware that the current levels of crime had gone down. David Scott would ask for more detail that would probably be more up-to-date than the Q2 figures in the report.

### PUBLIC LIBRARIES OPENING HOURS REDUCTION/CLOSURES

Councillor Rayner presented the report and thanked the whole library team for their hard work. The report was due to go to Cabinet later in the month. Due to Covid the consultation did not take place in March 2020 as planned but once the library reopened the consultation began on 3rd of September until the 30th of November.

The consultation received 1850 responses. The hours suggested in the consultation we're adjusted following the consultation to the hours that reflected residents preferences.

Extensive communications had been used to alert residents to take part. Councillor Price referred to page 49 and asked why the Transformation Strategy had not been available and had to be requested. The public had no access to this and hence had not seen all the reports. Councillor Price felt that both the library report and Transformation Strategy needed to be considered together to understand the changes. Councillor Rayner informed the Panel that the Transformation Strategy was part of the Cabinet discussion that was due to take place the following day. Councillor Rayner said that each level had to be looked in line. This was the report from last year's budget and from that we could build on, for this coming year's budget.

Councillor Price commented that in areas with high levels of deprivation, the library and resources were desperately required. Losing these facilities in those areas would be detrimental to the local community. These local libraries were used for a number of purposes, whether it was for books, working space after school or meeting people. The Chairman suggested this could be discussed as part of the budget report.

Councillor Del Campo referred back to her previous question in the last report. Angela Huisman responded that two members of her staff were constantly available on the phone to assist residents with the digital offer that was available. There was also a new digital support email address that residents could use and an officer would call them back and talk through any issues. Angela Huisman understood that if a resident had no access to any device that could be a challenge. The team were currently looking into the options of loaning devices and providing support. Currently there were 12 devices to loan but officers were looking to get a lot more. This was currently being trialled on the mobile library so Officers were working through this on a step-by-step basis. Councillor Price commented that some households still had no devices for home-schooling and some schools were short. She asked if the libraries team liaising with schools to make sure that these children could benefit from any spare devices. Adele Taylor informed the Panel that this was being discussed at Directors Group. Adele Taylor informed the Panel that the Transformation Strategy would be consulted on so there would be an opportunity for residents to comment. When a report went to Cabinet, that was the start of the process. Any library resident services changes would be consulted on. It was very important to show the direction of travel, the scope and the variety of services that the libraries offered. In the report provided to the Panel, this was for savings already agreed and delivered and any future savings would be discussed in the budget item. However any changes to services would need to go for further public consultation.

Councillor Davey commented that there was a lot of connection between wealth and technology. It was worth pointing out that there were still a lot of people that chose not to engage with technology and therefore the library was an essential to act as the support structure across the boundaries. Councillor Davey commented that Windsor Boys' School had been reaching out to people to see if they had spare equipment. Councillor Davey understood that there was funding available and it was up to the schools to apply for that funding.

## BUDGET 2021/2022

Councillor Hilton introduced the Budget report to the Panel.

There were two public speakers registered to speak for this item, Mr Andrew Hill and Mr Richard Endacott. Mr Hill made comments on the savings, item 5, Deliver the waste incentivisation scheme through the Climate Change Strategy, item 7, Reduction in Arts Grants and item 13, Remove funding from SMILE and stop service. Mr Endicott commented that he understood the situation, but many cuts were being made to areas with the highest level of deprivation such as in Dedworth. The area of Dedworth in Windsor comprised mainly of the elderly and young families and they would be affected the most. The points he wanted to raise included reduction of community wardens; this would be detrimental to the Dedworth area. the reduction of the library needed to be reconsidered and the gardens in bloom. It seemed that

residents were paying more for less. Mr Endacott expressed concern about the planned savings for the next 3 years and the lack of consultation that had taken place with community groups.

The discussion for the budget item began with each Lead Member talking little bit about their areas.

Councillor Samantha Rayner, leisure, libraries, art funding and museums and tourism. With leisure, the budget had been affected by Covid and as a result there had been a change of operator in summer last year. It was expected that these losses could be recovered to pre-Covid levels of income in the future but not in the next year. Libraries, had to find budgets savings in this area as part of achieving a balanced budget for the council but to do this, the team had to look very carefully at historical information, experience of Covid and where we wanted to be in the future for this service. This would mean another public consultation, as any changes in this statutory service would need to have one. The library strategy which was being presented to Cabinet informed them of the consultation with a transforming and agile service with a professional team, not only looking at the core books but also mental health and wellbeing, the environment and the economy as part of the offer. Arts funding, enormous value of our art partners who achieved fantastic opportunities and culture in the borough. As part of the budget savings that had to be made in this non-statutory area was sought by talking to partners and working together to minimise the impact by working with them on the strategies to become sustainable. Museums and tourism, in order to achieve savings and protect these services, a plan was put together to bring both these areas together in one location, allowing these to be successful and utilising their specialist areas to be able to continue face-to-face and strengthening the fantastic work already achieved in digital during Covid times.

Councillor Coppinger reported that there were two items that fell under him. Neither of these were cost savings for the council but both would increase the earnings for the council. Firstly, the adjustment for the green bins in which the volumes had maintained, hence the council would be able to earn more money than thought. Secondly, the change in bin collections was not about saving money but more for saving the planet. Councillor Coppinger gave more detail to the Panel on the recycling and food waste and the need for the borough to do more in both areas.

Councillor Stimson gave a background on the removal of the flower planters in the borough. This was a difficult decision especially for Windsor but the council had to consider the statutory commitments. The planters would be stored and brought back when possible. The borough in bloom competition did take place last year, which had been funded by the council. It would now take place online and be funded by a garden centre.

Councillor Cannon had two items relating to licensing administration and one for joint emergency planning, that had been crucial during these Covid times. Councillor Cannon would answer questions when asked. The main area was the proposal for the reduction of community wardens, this was being proposed for residents and councillors to discuss.

Councillor McWilliams had one item relating to the implementation of the renewal of the advantage card. The team had been looking at how the council could work with third-party providers and embrace technology to ensure that a similar scheme to what was in place now could be delivered.

The Panel then discussed each appendix, line by line and took comments from the Panel Members and other members present and allowed officers and Lead Members to respond to any concerns and questions.

## **APPENDIX A RBWM GROWTH BIDS 2021/22**

Item 2 - Library Cleaning Costs – Councillor Price asked that if the transformation work went ahead and some libraries closed, and others had reduced hours then surely there would be an impact on this as there would be less libraries to clean. Adele Taylor informed the Panel that the costs were historic costs and therefore all cleaning costs for the current cleaning regime had been budgeted for. If the transformation went ahead then these costs would be revisited. No future savings were being discussed now.

Item 3 - Increased Burial Capacity - Councillor Price asked what did this project involve? David Scott informed the Panel that as Braywick Cemetery came to the end of its capacity, which was very nearly there, the need to maintain as many of the road paths that had been placed throughout the life of it could be reduced as the access to many of these areas was no longer required. So, the plan was to modify the footpaths and the road paths access network to give additional space. Since it was a minimisation project below the capitalisation value, it was in the report as a growth item to provide the council to do that for the increased capacity that would be provided. This was estimated to be another 2 to 3 years' worth of capacity in the cemetery overall. The net effect was increased capacity for a modest cost. Councillor Price asked why this was a revenue item and not a capital item and told that this was because it was the value of the task.

Item 4 - Joint Arrangements – Councillor Price wanted to understand what was involved in the emergency planning and the nature of the costs. David Scott informed the Panel that it was aligning the base budget to what the joint costs were. In previous years, he was able to make up the difference of the base budget that was previously budgeted for and the actual costs. The joint arrangement started in April 2018 and started approximately with £16,000 behind the costs or the budget available but were used as underspend in other areas to make up the difference but now there was no capacity to carry on with that and so this was an adjustment to the base to allow us to meet our commitment to that joint service.

Item 5 - Support Funding the Arts Organisations – Councillor Price asked if this had been discussed with the Art organisations and was the aim to use their revenue to move them to being self-sufficient. How was this going to help and which organisations were being considered? Councillor Rayner informed the Panel that it was a £50,000 growth bid and the two main organisations were Norden Farm in Maidenhead and The Old Court in Windsor. The plan was to give them some funding, not a straight cut, and then to explore match funding from the Arts Council and other grant funders to match the council's contribution. The aim was to get as much funding as possible for the organisations to allow them to become self-sufficient. The officers were exploring all ideas with two organisations and were currently in discussions with them. Councillor Price asked if the organisations had indicated that they would be able to operate under the proposed suggestions? Councillor Rayner informed the Panel that negotiations were still taking place. The council would give them the first quarter funding that would get them through the six month notice period and that time would be used to generate match funding to match what the council were giving. The aim was to generate more than £50,000 match funding so they would be around £87,000 short and if more match funding was sought, it would be less short-fall for the organisations. Councillor Price was concerned that one or both organisations may have to close if the funding was not sought. Adele Taylor informed the Panel that negotiations and discussions were currently ongoing.

Item 6 - Saving from Increased Recycling - Councillor Del Campo asked what was meant by "The saving for increased recycling as reported in February 2020 can no longer be achieved as this is a duplication." Simon Dale informed the Panel that this was because of the adjustments made to the base budget, the wording was misleading. Councillor Del campo confirmed that nothing had actually changed. Councillor Davey asked a question on this item too. Could Members be provided with a list of items that were recycled and the value of them and which items maximized the revenue streams. Councillor Coppinger commented that if it was too complicated people would find it difficult to follow and therefore would not recycle. Simon Dale commented that he did have a list of costs per commodity and was happy to share this with all Panel Members. Simon Dale confirmed that this was much better to recycle per tonne than sending for incineration.

**ACTION: Simon Dale to share the list of cost per commodity with the Panel Members**

Councillor Coppinger commented that it was a dynamic market and the individual areas changed in price depending on the volume coming through and the cost of the transport.

**APPENDIX B  
COVID-19 RELATED GROWTH PROPOSALS 2021/22**

Councillor Davey asked since these were Covid related, would some of these be recovered from government? Adele Taylor responded that it was the gross costs of Covid that were in the tables but in the Medium Term Financial Plan, it had been indicated that it would be likely that there would be government funding coming forward and the levels at which this was one-off government funding that was coming forward.

In terms of the leisure contract this year some of that had been compensated for because these had been costs this year they would be costs next year and for the third year. These were being covered partly by the sales fees and charges compensation scheme. There was also money around the honouring fence Covid Grant. In total, there was about 9 million pounds worth of Covid group proposals and the way that was funded in month 6 budget monitoring. It had been indicated that underspend for this year would set aside for the recovery for some of the underspends as Covid grant monies that were coming forward would be used for next year when government grants would not be available. Councillor Price was very conscious that the budget could not be looked at in isolation for one year but the future years had to be considered too as there were 8 million-pound cuts this year and services that were going to be really painful but for the next 4 years there was going to be a further 14 million pounds of cuts in future years. Councillor Price asked if the council would be able to sustain its statutory services in the future and what would be the implications if we didn't have the leisure facilities. Could this be considered? This was unthinkable but it seemed that the unthinkable had to be thought of. The Chairman commented that no one was aware of what the future would be like. Adele Taylor responded that it had been recognised this year that it was a particularly challenging year to try and demonstrate both the ongoing growth, what was suspected in to be Covid growth and this would be continued but at this point, the figures in the report were the best estimates particularly around Covid growth measures. There were gaps in future years in the Medium Term Financial Strategy but the budget had been balanced for 2021/ 2022. The biggest issue for local government was the Covid growth was assumed to be a one-off but clearly there would be some ongoing impacts but it was very difficult to predict them. This would be needed to kept under very clear and close review during 2021/2022. Also to note was that we had only received one year settlement from government around our funding. Local government funding was also due to be changed and we knew that this was still under discussion. Councillor Rayner commented that the leisure service was great income generator for the council. Last year before Covid, with income was 3 million pounds, this year it would not generate that income and as a result of Covid, it was not anticipated that this would be recovered for a few years.

**APPENDIX C  
RBWM SAVING PROPOSALS 2021/22**

Item 1 - Stop moving the Container Library saving towage costs

Councillor Price wanted to understand more about the mitigation in the EQIA. Councillor Price commented that the EQIAs done by the library services were much better in quality than any other service. Adele Taylor commented that instead of using the container library the mobile library would be used. The cost was for the towage of the container library. It was more cost effective to use the mobile library. Councillor Rayner informed the Panel that a consultation would take place on the new and best locations for the mobile library to visit and also the best place for the container library to be static. Louise Freeth explained that the library held a wealth of data including the categories but also the most frequent users so the best mitigation would be put into place.

Councillor Lynne Jones asked for reassurance that the libraries in the communities would remain open. It seemed that communities had been hit the worse in the savings. Councillor Rayner reassured everyone that the libraries were the heart of the community and offered a lot more than just books and a lot had been done to make library survive and thrive.

Item 3 - Additional income from green waste subscriptions

Councillor Del Campo asked whether the discussion at a previous panel about compensation being given to residents would be an extension of the contract instead of a refund had been agreed and taken into account for future loss? Councillor Coppinger responded that the scheme had been agreed on a case-by-case basis and the actual members were not enough to affect these figures.

Item 4 - Introduce fortnightly residual waste collections whilst retaining weekly food waste and recycling collections.

Councillor Price asked if there was any information on how the elderly had been hit with the price increase of the green bins? Councillor Coppinger advised that the price had already gone up and even though a drop had been expected they hadn't been one. Councillor Price asked if there was anything that could be done to help people who couldn't afford the green bin and councillor Coppinger suggested that if a resident was in that situation to discuss with him directly. Councillor Price also asked about people with incontinence or people with children using nappies, a fortnightly service seemed a long wait for a bin to be emptied. Councillor Coppinger responded that the adults with stoma type issues would have been covered by a clinical waste contract and for normal nappies, these were sealable and the lids on the bins were tight enough, so there were no real concerns of this. If individuals had concerns they could contact the council. Councillor Price commented that she was surprised not to have seen these points in the EQIA with the mitigation measures as discussed. Duncan Sharkey commented that officers had not found these to be issues hence they had not been identified in the EQIA and therefore no mitigation measures had been required to be identified.

Item 6 - Implement a revised Advantage Card

Councillor Davey asked if the advantage card was being removed and if so what about residents wanting to visit in the castle and elderly residents who still wanted to use the physical card. Councillor McWilliams informed the Panel that the team were in discussions with Windsor Castle to maintain the current offer in whatever the new scheme was. It wasn't about removing the scheme but just about delivering it in a different way. The costs related to a member of in-house staff and whether this was done via a third-party or in another way. There was a solution available and the team were working with partners. A digital option was being considered.

Item 8 - Reshape museum and tourism information centre service

Councillor Price asked that with the relocation of the tourist information centre away from the centre of Windsor shopping, would there be a reduction of usage? What discussions had taken place with the shopping centre? Councillor Rayner informed the Panel that officers had been in regular contact with the shopping centre owners and the management company and discussion had taken place. Councillor Bowden commented that as the Chairman of the Windsor and Eton Town Partnership, most of the visitors to the information centre were mainly from the coach park or from the railway station going forward to the castle. Councillor Bowden felt that there would be no impact to the royal shopping centre as it would be leased out and an income received. Councillor Bowden would discuss this item at their next meeting and get back to Councillor Price.

Item 10 - Remodel and reshape the Community Safety functions including the Community Safety Partnership and Community Wardens.

Councillor Davey had written to the lead member and was awaiting a response. The main question posed was would members stand in for the role of community wardens in times of Covid and if not could the numbers of community warden be maintained as they currently were. Could the district enforcement officers role be taken in-house? Councillor Cannon

commented that the proposal from councillor Davey was being looked at by officers and member. This was a proposal and not a decision and all comments received would be considered before a decision was made. The proposal was a reduction in the number of community wardens, not the removal of the service. Councillor Price asked what Thames Valley Police had to say about the proposals. David Scott reported that the proposals had been shared with TVP and no feedback had been received. Councillor Price asked what services that were currently there for residents would be cut if the proposal went ahead? Councillor Cannon commented that the proposals would be that more mobile and intelligence-led community wardens would be covering the borough rather than a blanket coverage. Whilst this was not a statutory service it was a service valued by the community and by the police and others so this is why this had been put forward as a proposal of a reduced service. The wardens would still be out and about, still be engaging with the community but would be intelligence-led and would work smarter. Thames valley police were aware that we had to work within a budget and their views would be also taking on-board. Councillor Price asked what the future of the community wardens was in light of the future cuts? Councillor Cannon commented that all non-statutory services were in the same position and it was important to remember that this was a proposal. Councillor Price asked how residents were able to get their views across and was advised that they could do via the budget consultation. Councillor McWilliams commented that this was the first consultation for the budget and all views would be taken on board and learnt from. Residents could comment via a councillor, via the council or via a free text box on the front page of the consultation. Councillor Lynne Jones commented that with respect to the community wardens, the effect would be on communities again. She felt that it was premature to consider this now and it would be worth looking into a one-off revenue cost to keep the set up as it was currently, especially during Covid. Councillor Cannon agreed with Councillor Jones that the outer areas of the borough would be at risk most but if the proposal was agreed then he would introduce a caveat for the rural wards. Councillor Haseler commented that the public safety would not be at risk as the Thames Valley Police dealt with this.

#### Item 11 - Revise the management of the leisure contract

Councillor Del Campo asked for clarification on what the actual saving was. Councillor Rayner commented that due to making the cuts, the roles had to be cut. David Scott commented that these would be a loss of posts that were linked to the client function. Councillor Price wanted to know what the reference to Dedworth School was and what would the impact be of the vacant posts not being replaced, would there be an impact on the community or on the clubs. David Scott reported that there had been no specific feedback from the clubs on the proposals. The vacant posts had been vacant since the beginning of December 2020 so there was no direct impact on the clubs. The reference to Dedworth School was that it was being considered if this could be included in the leisure contract. The council already had many dual-use facilities. Councillor Rayner added that when the pitch was built at Dedworth School, part of the planning application was that it be used by the community. Now there was also a new hall added and it would be added to the leisure focus portfolio to become an independent unit.

#### Item 12 - Remove funding from Borough in bloom and community participation project

Councillor Davey commented that the Borough in Bloom event was cherished by the elderly in the borough. It then became digital and now seemed like it was going to continue in that way. This was very saddening for many residents. Councillor Del Campo commented that would we allow community groups to take over the planters instead of putting them into storage such as wild groups? Councillor Del Campo was pleased that the Borough in Bloom was continuing. Could we get extra sponsoring for that event? Councillor Stimson responded saying that she was happy to work with anyone who would want to assist or sponsor this cause. Councillor Stimson reminded the Panel that these had been very hard decisions to take.

#### Item 13 - Remove funding from SMILE and stop service

Councillor Price commented that would elderly residents using this service still be able to access the service at leisure centres? Would they be charged? Councillor Price commented that his was moving away from the community aspect. Councillor Rayner said this was a fantastic service for our elderly. The activities would continue in the leisure centres but would



cease in the local village halls or settings. The borough would look to see if alternative funding could be found through the community groups. David Scott clarified that this service consisted of three areas, one was the activities in the local village halls, these would cease. The second was going to be continued to be offered through the major centres and the third was the element that charity itself did directly. It was only the community-based element that would cease, and they had not been running since March 2020. It was not expected to be restarted in a Covid safe way.

Item 14 - Remove vacant community sports development post and projects  
David Scott reported that this was a vacant post and would not be replaced.

Item 15 - Library Stock fund

Councillor Price asked if a reduction of library book fund would have a significant impact on the facility that it offered? Councillor Rayner informed the Panel that the total stock budget was £288,000, the proposal was to reduce it by £20,000. She hoped that this would not affect the digital resources. Adele Taylor commented that Angela Huisman and her team did a fantastic job of maximizing the book fund by working with other libraries across the country. This was a modest saving in this area.

Councillor Price asked if all the discussion taken place should be summed up now or at the end of the full item.

Adele Taylor informed the Panel that a consultation and engagement company who had been used for the budget consultation would also be doing a piece where they would be summarising the discussion so the cabinet would not just be relying on the minutes of the meeting. This company would be doing a short summary of the points that were raised at the meeting and that would be part of the cabinet report and it would be shared with the Panel before it went through to cabinet. Duncan Sharkey commented that many comments had been made and heard by the relevant Cabinet Member. There were no points that had been agreed by the Panel to put as their formal response to Cabinet. A set of comments needed to be proposed and seconded and agreed by Panel Members and put forward to Cabinet. The best way was to highlight the few points that were most important to the Panel.

## **APPENDIX D CAPITAL**

Page 79 – WASTE – SPECIAL COLLECTION SERVICE

Councillor Price asked if the changes proposed were comparable to a private contractor prices. Simon Dale commented that the prices were a comparison, benchmarked against other local authorities and our charges were itemised per item. Councillor Price asked if it was an option to raise the borough's prices and therefore earn more money. Simon Dale said if you raised the prices too much then more fly-tipping would probably take place.

Page 80 – OUTDOOR FACILITIES - ALLOTMENTS

Councillor Price commented that the Windsor allotments structure was different to the Maidenhead allotment structure, would there be any cost changes if Maidenhead changed their structure to be the same as Windsor? David Scott responded that there would be no change to the costs.

Page 80 – OUTDOOR FACILITIES - CEMETERIES AND CHURCHYARDS

Councillor Price suggested that could the burial prices be increased to discourage people to bury as there was a shortage of space to match the cremation costs. David Scott commented that the costs were set by the council so could be increased. Councillor Stimson commented that there were certain faith groups that preferred burials to cremations so this would need to be very carefully discussed before any changes were made. It could be considered as discriminatory.

Page 81 – PARKS AND OPEN SPACES - FOOTBALL

Councillor Price commented that letting out spaces such as football pitches needed to be considered as change in one area didn't affect another area. Councillor Cannon highlighted that these were only proposals and not done deals yet.

#### Page 81 – PARKS AND OPEN SPACES - MISCELLANEOUS

Councillor Price asked if the Royal Windsor dog show could be charged more? David Scott informed the Panel that the dog show was a local organisation event which attracted charges. The council could consider an increase but the restrictions on increases would need to be checked.

#### Page 85 - TRACKS

Councillor Price asked if there were no increases here, was this because the costs were dictated centrally? David Scott responded that this was correct.

#### Page 86 - LIBRARY SCHOOL OFFERS

Councillor Price asked if the increase to schools would be affordable to the schools? Adele Taylor commented that there had been some revisions to this post and the structure had slightly changed.

#### Page 87 – FAX

Councillor Price asked if faxes were really needed anymore? Angela Huisman commented that there was an option to remove this service all together now.

#### Page 91 – LIBRARY AND RESIDENT SERVICES – MARRIAGE AND CIVIL PARTNERSHIP CEREMONIES

Councillor Del Campo asked about the marriage and civil partnerships and if anyone that had had to postpone their wedding due to Covid, were they able to rebook at the original price? Louise Freeth responded advising that the rebooking fee had been waived. The citizenship ceremony was still carrying on online and other charges had been waived, but Louise Freeth would have to check as this had changed many times since March 2020.

**ACTION: Louise Freeth to check and get back to Councillors Del Campo and Price.**

## APPENDIX E

### NEW CAPITAL SCHEMES FOR 2021/22

This was the new additions to the scheme or changes to the existing budgets. Councillor Price asked about capital item new amounts and why the council was spending more money on car parks? Adele Taylor informed the Panel that these included assumptions that may come forward so that we had clarity on the revenue costs. The timing was awkward as the Cabinet report may bring forward more costs but if not that would be reviewed. This was the same the Maidenhead development. Councillor Price asked about the Maidenhead golf course and the Chairman asked for guidance if Councillor Price could ask the questions, as she had declared an interest for the golf course. Duncan Sharkey advised that it was up to an individual member to declare an interest and also that no contractual information would be discussed. Duncan Sharkey suggested a separate discussion and Councillor Price was happy with the suggestion. Councillor Price asked about the affordable housing (cx43) and how many units were going to be supplied. Duncan Sharkey responded that officers would provide Councillor Price with this information.

**ACTION: Officers to inform Councillor Price of how many units were in the scheme.**

Councillor price asked about the disabled facilities Grant and why was it was at zero? David Scott commented that they had received a grant for this amount full amount. Councillor Price asked about the Clewer Memorial Pavilion work and thought this work had finished, however the table still showed £40,000. Adele Taylor commented that this would be in terms retention payment. David Scott commented that the work at the Clewer Memorial Pavilion had been delayed as a result of Covid and work was therefore still ongoing. Councillor Price asked

about quality monitoring (ce06) and David Scott commented that this was for the fixed monitoring systems ongoing operation and the upkeep of these systems. Councillor Price asked about tree planting and maintenance. David Scott commented that the trees were planted by a third party contractor and the cost of the tree included the planting of that tree. Councillor Price asked about the allotments and David Scott responded that this was for the infrastructure. Upkeep, water mains and fencing.

The main comments of the Communities Overview and Scrutiny Panel were that there were lots of things that they didn't want to cut.

1. Finding alternate sources needed to be started now especially if the agreed budget proposals would be in place from April 2021 and with all the additional priorities that Officers currently had with the Covid pressures.
2. Community Groups such as One Borough and WAM were consulted on the budget proposals and given the opportunity to comment
3. To actively engage with these organisations to get feedback on the proposed budget
  
4. The big three issues were
  - a. Community Wardens
  - b. Arts Funding and
  - c. Libraries

It was still not totally understood and needed more detail from Cabinet about the impact assessments risk analysis and mitigations especially for the library in Datchet.

#### CONTINUATION OF MEETING

At this point in the meeting, and in accordance with Rule of Procedure Part 4A 23.1 of the council's constitution, the Chairman called for a vote in relation to whether or not the meeting should continue, as the time had exceeded 9.30pm.

Upon being put to the vote, those present voted against the meeting continuing.

#### COVID UPDATE

#### WORK PROGRAMME

#### LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

The meeting, which began at 6.15 pm, finished at 10.15 pm

CHAIRMAN.....

DATE.....

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Report Title:	<b>Serco Performance - Update</b>
Contains Confidential or Exempt Information?	No - Part I
Lead Member:	Councillor Coppinger, Lead Member for Environmental Services, Planning and Maidenhead
Meeting and Date:	Communities Overview and Scrutiny Committee – 15 February 2021
Responsible Officer(s):	Hilary Hall – Director Adults, Health and Commissioning Simon Dale – Interim Head of Highways
Wards affected:	All

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## REPORT SUMMARY

This report provides Members with an outline of a presentation that will be made by RBWM officers and Serco colleagues at the meeting on 15 February regarding current performance and future service delivery plans. The presentation slides will be shared with committee members ahead of the meeting to allow time to prepare questions and raise points.

### 1. DETAILS OF RECOMMENDATION(S)

**RECOMMENDATION: That Communities Overview and Scrutiny Committee note the presentation content and ask questions, thereon.**

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

#### Options

Option	Comments
Note the presentation and comment thereon. <b>This is the recommended option</b>	None

- 2.1 This report recommends noting the content of the presentation and seeks members views and questions arising from it. The presentation will also provide members with the opportunity to speak directly to the service provider about service delivery and future service delivery plans.

### 3. KEY IMPLICATIONS

- 3.1 The Royal Borough's waste collection service is one of the most important and visible services provided. Its reliability is key to success; specifically, that bins are collected on the day due, bins are returned to collection points and queries, service requests and complaints are answered promptly.
- 3.2 Any shortfalls in these aspects have a real impact on how residents perceive the service and often the Royal Borough will encounter reputational damage

which is hard to recover from. Changes to service can also have the same effect.

- 3.3 Since Autumn last year when Serco officials presented to COSC about service shortfall and presented its recovery plan in respect of it, service reliability has improved considerably. At the time it was agreed that an update in the new year would be helpful to check progress and this presentation seeks reassurance that the service is stable and that Serco is preparing adequately with the council for further change.

#### **4. FINANCIAL DETAILS / VALUE FOR MONEY**

There are no financial implications through this presentation of information.

#### **5. LEGAL IMPLICATIONS**

- 5.1 The Council is contracted with Serco to provide waste collection services across the Royal Borough. No legal issues are anticipated to arise through this presentation of information.

#### **6. RISK MANAGEMENT**

There are no risks associated with this presentation of information.

#### **7. POTENTIAL IMPACTS**

- 7.1 Equality Impact Assessments are always undertaken when introducing services across the Royal Borough.
- 7.2 Climate change/sustainability. Future changes to the service support the council's climate change priorities.

#### **8. CONSULTATION**

Not applicable

#### **9. TIMETABLE FOR IMPLEMENTATION**

Not applicable.

#### **10. APPENDICES**

None

#### **11. BACKGROUND DOCUMENTS**

Presentation from Autumn 2020

## 12. CONSULTATION (MANDATORY)

<b>Name of consultee</b>	<b>Post held</b>	<b>Date sent</b>	<b>Date returned</b>
Cllr Coppinger	Lead Member for Planning, Environmental Services and Maidenhead	5.2.21	5.2.21
Duncan Sharkey	Managing Director	5.2.21	5.2.21
Adele Taylor	Director of Resources/S151 Officer	5.2.21	
Kevin McDaniel	Director of Children's Services	5.2.21	5.2.21
Hilary Hall	Director of Adults, Health and Commissioning	5.2.21	5.2.21
Andrew Vallance	Head of Finance	5.2.21	5.2.21
Elaine Browne	Head of Law	5.2.21	
	Monitoring Officer	5.2.21	
Nikki Craig	Head of HR, Corporate Projects and IT	5.2.21	5.2.21
Louisa Dean	Communications	5.2.21	
Karen Shepherd	Head of Governance	5.2.21	

### REPORT HISTORY

For information		
Report Author: Simon Dale, Interim Head of Highways, 07799223014		

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Report Title:	<b>District Enforcement Update</b>
Contains Confidential or Exempt Information?	No - Part I
Lead Member:	Councillor Cannon, Lead Member for Public Protection and Parking
Meeting and Date:	Communities Overview and Scrutiny Committee – 15 February 2021
Responsible Officer(s):	Hilary Hall – Director Adults, Health and Commissioning Simon Dale – Interim Head of Highways
Wards affected:	All

www.rbwm.gov.uk



## REPORT SUMMARY

This report provides Members with an outline of a presentation that will be made by RBWM officers and District Enforcement colleagues at the meeting on 15 February regarding current performance and plans for the remainder of the year's pilot arrangement which commenced in October 2020. The presentation will demonstrate the work done in the Royal Borough by District Enforcement to date, particularly in ensuring cleaner streets and ensuring businesses have appropriate waste duty of care arrangements in place. It will also reflect on the learning by District Enforcement from complaints and adverse publicity that often occurs when alleged offenders have their actions brought to their attention. Finally, it will explain how District Enforcement intend to broaden their focus by investigating and pursuing larger scale fly tipping. The presentation slides will be shared with committee members ahead of the meeting to allow time to prepare questions and raise points.

### 1. DETAILS OF RECOMMENDATION(S)

**RECOMMENDATION: That Communities Overview and Scrutiny Committee note the presentation content and ask questions, thereon.**

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

#### Options

Option	Comments
Note the presentation and comment thereon. <b>This is the recommended option</b>	None

- 2.1 This report recommends noting the content of the presentation and seeks members views and questions arising from it. The presentation will also provide members with the opportunity to speak directly to the service provider about service delivery and future plans.

### **3. KEY IMPLICATIONS**

- 3.1 Environmental crime enforcement is an essential part of ensuring a cleaner Royal Borough. Previously, there has been limited enforcement activity with various initiatives over the years. It is a service that is complementary to waste and street cleansing services in that it seeks to deliver behavioural change in residents, business owners, tourists and visitors. Success is not measured by how many fixed penalty notices are offered to alleged offenders as an alternative to prosecution, but, by whether people's habits change and how many become more responsible citizens as a result of enforcement activity.
- 3.2 Councils have a legal duty to cleanse publicly owned land under the Environmental Protection Act and by having an effective and visible environmental enforcement regime, it should act as a deterrent to regular perpetrators who drop litter, fly tip, fly post or fail to pick up dog mess. This is the single most important measure of success for the Royal Borough.
- 3.3 The pilot scheme will determine how successful environmental enforcement has been and what it should look like going forward.

### **4. FINANCIAL DETAILS / VALUE FOR MONEY**

There are no financial implications through this presentation of information.

### **5. LEGAL IMPLICATIONS**

- 5.1 The Council is contracted with District Enforcement to provide environmental crime enforcement across the Royal Borough. No legal issues are anticipated to arise through this presentation of information.

### **6. RISK MANAGEMENT**

There are no risks associated with this presentation of information.

### **7. POTENTIAL IMPACTS**

- 7.1 Equality Impact Assessments are always undertaken when introducing services across the Royal Borough.
- 7.2 Climate change/sustainability. Environmental crime enforcement contributes to our sustainability targets and complements the aim of having a clean and green Royal Borough.

### **8. CONSULTATION**

Not applicable

## 9. TIMETABLE FOR IMPLEMENTATION

Not applicable.

## 10. APPENDICES

None

## 11. BACKGROUND DOCUMENTS

Presentation from Autumn 2020

## 12. CONSULTATION (MANDATORY)

<b>Name of consultee</b>	<b>Post held</b>	<b>Date sent</b>	<b>Date returned</b>
Cllr Cannon	Lead Member for Public Protection and Parking	5.2.21	5.2.21
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	Monitoring Officer	5.2.21	
Nikki Craig	Head of HR, Corporate Projects and IT	5.2.21	5.2.21
Louisa Dean	Communications	5.2.21	
Karen Shepherd	Head of Governance	5.2.21	

## REPORT HISTORY

For information		
Report Author: Simon Dale, Interim Head of Highways, 07799223014		

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Report Title:	<b>Museum and Tourist Information Centre</b>
Contains Confidential or Exempt Information?	No - Part I
Meeting and Date:	Communities O&S Panel, 15 February 2021
Responsible Officer(s):	Chris Joyce, Head of Infrastructure, Sustainability and Economic Growth
Wards affected:	All

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## REPORT SUMMARY

1. Currently, the museum and tourist information centre in Windsor are closed due to the pandemic. As part of the draft budget for 2021/22 there are proposals to reshape the face-to-face services. This paper outlines the proposals and what they are trying to achieve.
2. It provides the opportunity for panel members to ask questions and make suggestions on the future development of the service.

## 1. DETAILS OF RECOMMENDATION(S)

**RECOMMENDATION:** That Communities Overview and Scrutiny Panel:

- i) *Notes the report and provides any suggestions for the future development of the services*

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

- 2.1 This report is for information to assist the O&S panel in understanding the proposals to reshape the Museum and Tourist Information Centre. It also provides the opportunity for the panel to ask questions and make suggestions on the future development of the services.

## 3. Background

- 3.1 The Borough currently operates a museum and tourist information centre in Windsor. The museum is located within the ground floor of the Guildhall and the Information Centre is in Windsor Royal Station. Both facilities are currently closed as a result of the pandemic.
- 3.2 In normal times the museum would open Tuesday to Saturday 1000-1600 and on Sunday from 1200-1600. Mondays are reserved for booked educational groups. The museum is run by the team of Museum, Arts and Local Study Officers working closely with a team of volunteers. The tourist information centre would normally open Thursday to Monday 1000-1600, and is run by the Information Centre Manager and a team of Information Assistants.

- 3.3 Within the draft budget for 2021/22 there are proposals to change the operation of both services to reduce the costs of the face to face elements. The proposals would deliver a saving of £85k to the museum and tourist information centre budgets. This saving is expected to be delivered by operating both services from a shared facility in the Guildhall with reduced operating hours, based on the hours when demand is highest.
- 3.4 During the pandemic whilst both facilities have been closed, it has provided an opportunity for the teams to explore other forms of engagement. Both teams have done a great job in reaching people through social media, podcasts and enhancing the online and digital offer for both services. The museum has run outdoor exhibitions and been able to explore alternative operating models. The learning from this time will be used in developing the new operating model.
- 3.5 Through the South East Museum Development Programme, and our local Museum Development Officer, we have been able to complete a Museum MOT to review the current service. We also recently ran a survey on the museum website ([windsormuseum.org.uk](http://windsormuseum.org.uk)) providing an opportunity to feedback on the future of the service. We have also been in discussions with our Museum Development Officer and the Arts Council.
- 3.6 The changes to the operating model are intended to help to reduce the time spent by the museum team operating the front of house service. This will generate more time for officers to spend developing outreach programmes and projects and ensuring compliance Accreditation (museum professional standard). The combined service will also be able to explore new revenue streams to support investment in the service.

#### **4. Next steps**

- 4.1 A project team has been established to develop the detailed proposals for the future service, the scope of this work is expected to include:
- Space planning and physical layout for the new facility.
  - Operating model, including opening hours and team responsibilities.
  - Systems and IT to support the new facility.
  - Opportunities for future revenue generation.
- 4.2 The details of the proposals can be presented at a future panel meeting once they are fully developed.

#### **5. Appendices**

- 5.1 This report has no appendices.

Report Title:	<b>Plastic Free Strategy</b>
Contains Confidential or Exempt Information?	No - Part I
Meeting and Date:	Communities O&S Panel, 15 February 2021
Responsible Officer(s):	Chris Joyce, Head of Infrastructure, Sustainability and Economic Growth
Wards affected:	All

www.rbwm.gov.uk



## REPORT SUMMARY

1. In December 2018, the Council passed a motion in December 2018, which set out a series of commitments related to plastic use. This work has been incorporated into the wider Environment and Climate Strategy, which was adopted in December 2020 alongside a community-led Plastic Free Strategy.
2. The council will now work with stakeholders and the community to deliver the actions set out within both strategies in an integrated way.

## 1. DETAILS OF RECOMMENDATION(S)

**RECOMMENDATION:** That Communities Overview and Scrutiny Panel:

- i) *Notes the report*

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

2.1 This report is for information to update the O&S panel on the Plastic Free Strategy for the Royal Borough of Windsor and Maidenhead.

## 3. Background

3.1 In December 2018 the Council declared a motion which set out several commitments in relation to single use plastics. The motion is reproduced below for information.

3.2 This Council:

i) Agrees with the general principles of the Plastic Free Communities scheme namely to:

- Lead by example in removing single-use plastic items from council premises as has already been agreed by the Sustainability Panel on 18 September 2018
- Encourage plastic free initiatives such as Maidenhead Challenging Plastic, promote the Plastic Free Windsor and Plastic Free Maidenhead campaigns, appoint a named Member of the Council to each of the Plastic Free Steering Committee, and support campaign events.

- Encourage all businesses within the Borough to become plastic free.

ii) Work towards becoming a Plastic Free Council, including but not limited to:

- Ceasing to use or to permit the use of single-use plastics in properties and open spaces under the management of the council.
- Seeking to minimise the use of single use plastics in any future contracts.

iii) Reduce the use of plastic drinks bottles by:

- Working with an external supplier to trial at least one reverse vending machine in the Borough
- Supporting the work of Refill to enable all residents and visitors to refill their reusable water bottles across the Borough and to increase the supply of fresh drinking water within the Borough.

3.3 In June 2019, the council declared an environment and climate emergency and committed to develop a strategy to be put before Full Council within 12 months. As part of the development of the strategy, the commitments related to waste and single use plastics were incorporated into the Environment and Climate Strategy development.

3.4 As part of the commitment to develop and deliver the strategy, a new role of Head of Infrastructure, Sustainability and Economic Growth was created with a new Service Lead for Climate and Sustainability responsible for implementation of the strategy. These roles were both filled by March 2020 and now provide clear ownership for delivering against our objectives.

3.5 The Environment and Climate Strategy was approved for consultation by Council in June 2020. Following the consultation, the strategy was updated to reflect the feedback received and approved by Cabinet in December 2020. At the same time, Cabinet also endorsed a community-led Plastic Free Strategy for the Borough which supports the wider objectives of our Environment and Climate Strategy. The Council will now support its delivery by incorporating the actions into its wider action prioritisation and delivery process for the Environment and Climate Strategy.

## **4. Appendices**

4.1 This report has two appendices:

- Environment and Climate Strategy
- Plastic Free Strategy



# Royal Borough of Windsor & Maidenhead Environment and Climate Strategy 2020-2025





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# FOREWORD

In June 2019, the Royal Borough of Windsor and Maidenhead Council declared an Environment and Climate Emergency. The issues driving this decision were, and remain, some of the most challenging ever faced by humanity. We recognise the possibility that, within a few decades at most, our planet could warm to an extent that would make life difficult for many and impossible for some, and this could drive the life of many species up to and beyond the point of extinction. We are all now aware of this, but we are also confident that if we take action and use our human ingenuity, we can turn back this tide.

The commitment we made as a council in June last year was to achieve a target of net zero carbon emissions in the Borough by 2050, in line with the Government policy. We are aware that this is our minimum commitment and that, to be sure of addressing the challenges facing us, we need to try to bring the net carbon date forward when it becomes possible.

The past 12 months have allowed us to develop the report that follows. It has involved the work of councillors and council officers, as well as people across our communities. We have an ambition for the Borough and we need everyone to do their bit to make that happen so this is by no means the finished article, we want to hear your views and whether we're focusing on the things that are important to you.

The COVID-19 pandemic in 2020 has inevitably impacted some of the work on this report, notably the planned public consultation on our strategy, however it has also taught us valuable lessons. It has shown how a society and individual communities can adapt, surprisingly rapidly, to new pressures, and how our energy, enterprise and community spirit can achieve what previously seemed impossible.

In adopting this report, the council in its entirety is demonstrating that this challenge is of paramount importance to us. We must communicate this commitment to our communities across the Borough and show, through our actions and the urgency with which we apply them, that we are taking this very seriously.

We are proud to present this document. It will drive the decisions, resources and actions we take. If we achieve what we set out to do, we can look forward to a Borough that is a healthier, happier, more community-focussed place to live, play and work, and is showing real leadership in tackling these major challenges. We look forward to delivering each of these promises alongside you.

*Climate Steering Committee*

# ACKNOWLEDGEMENTS

The Royal Borough of Windsor and Maidenhead would like to thank all those who have contributed to the development of this strategy and those who have taken the time to provide feedback and input on its development. This includes all those who took part in the stakeholder workshops and those who provided specific commentary on the draft strategy.

# CLIMATE STEERING COMMITTEE



**Cllr Donna Stimson**  
Cabinet Member for Environmental Services,  
Climate Change, Sustainability, Parks and  
Countryside and Chair of the Steering Group



**Cllr Gerry Clark**  
Cabinet Member for Transport  
and Infrastructure and  
Steering  
Group Member



**Cllr Julian Sharpe**  
Councillor for Ascot and  
Sunninghill and Steering Group  
Member



**Cllr Karen Davies**  
Councillor for Clewer East and Vice  
Chair of the Steering Group



**Cllr Wisdom Da Costa**  
Councillor for Clewer and Dedworth  
West and Vice Chair of the Steering  
Group

# EXECUTIVE SUMMARY

This is a true emergency with our climate changing on a scale and pace that threatens our way of life and that of future generations. As a Borough we need to take urgent and real action and our strategy sets out our approach to working in partnership with local communities to tackle this challenge.

***Our vision is to be a Borough where the community collectively works together to achieve a sustainable future; by protecting and enhancing our natural environment and achieving net zero carbon emissions by 2050 at the latest and rapid decarbonisation before then.***

## Our approach

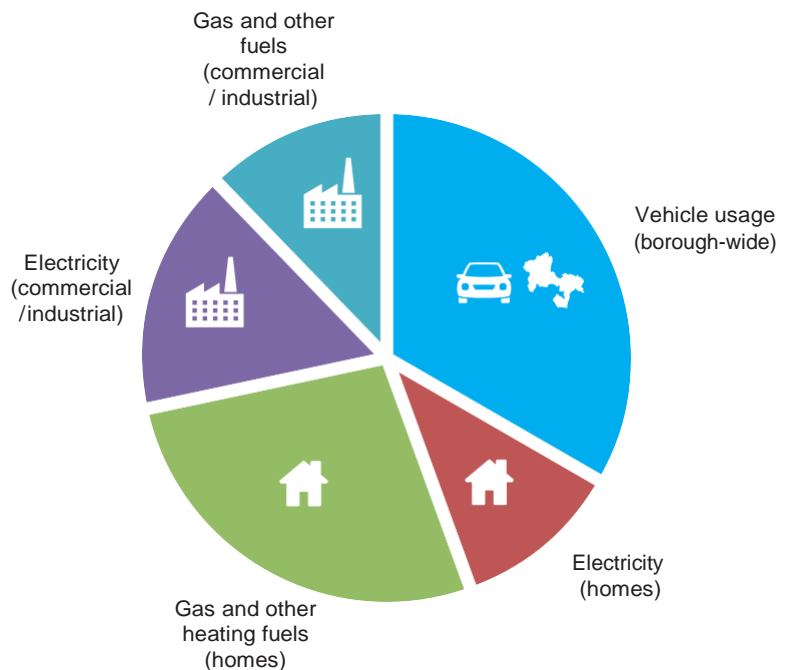
Climate change and the threats to our environment (e.g. loss of biodiversity, poor air and water quality) are global challenges in which everyone has a part to play. As a local authority we can take leadership at a local level. In June 2019, we made it our ambition to take the Royal Borough to net zero emissions by 2050 and take action to protect and enhance our local natural environment.

This strategy sets out our vision and five-year action plan for embarking on this challenge. Whilst this is the council's strategy and we take responsibility for leading on its delivery, it will only be successful through collaboration. It will take the combined efforts of business, industry, residents and community groups to deliver the action that is necessary to make this a reality.

The impacts of climate change have already begun to be felt and it will be necessary to continue to adapt to these. However, it is of utmost importance that we take action at a local level to mitigate the effects of climate change as far as possible. This strategy is focused on mitigation, our approach to adaptation will be developed separately in consultation with the relevant bodies.

We have structured our strategy around four key themes to focus action on areas we have control over at a local level:

**Carbon emission sources in the Royal Borough**

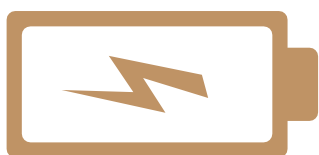


## STRATEGIC THEMES



### Circular economy

Circular Economy refers to more sustainable resource use. Attention will be focused on reducing waste, encouraging material re-use, increasing recycling and supporting less resource intensive lifestyles



### Energy

67% of the borough's emissions are a result of energy consumption in buildings. Reducing our energy consumption, decarbonising our supply of energy and increasing local renewable generation is therefore key to realising the borough's net zero emission ambitions.



### Natural environment

We will take action to protect and enhance our environment. In doing so this will help protect the ecosystem service benefits we receive (e.g. clean air and water), tackle climate change, create great places to live and support resident's health and wellbeing

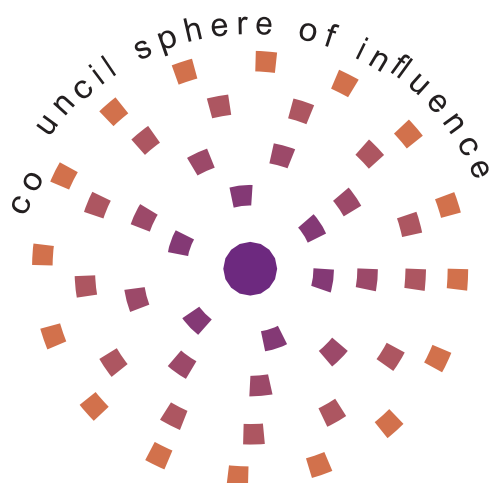


### Transport

As a local authority, we will reduce the need for carbon intensive travel by encouraging walking and cycling as well as investing in digital infrastructure. We will create conditions for sustainable travel through the provision of infrastructure such as cycle routes and electric vehicle charging points and minimise air pollution impacts of road traffic by encouraging cleaner vehicles.

Our strategy can only be delivered in partnership with all stakeholders to make net zero a reality. It will take the combined efforts of business, industry, residents and community groups to drive forward real change at the pace and scale that is required.

Our strategy sets out how we as a local authority can influence and impact on emissions in the Royal Borough. However, we call upon residents and businesses who live and work here to harness control over their emissions and make the net zero carbon emission ambition a reality. The governance and engagement approach we take to enable and ensure partnership working will be developed over the coming months.



- **Its own operations and activities** - the council has direct control
- **Its procured goods and services** - the council has direct control
- **Policy making** - the council has direct control over policy making but is influenced by community needs and partners
- **Business activities** - the council can encourage business to share our vision and encourage action
- **Community and resident activities** - the council can encourage these groups to share our vision and encourage action

This strategy will be delivered through services across the council, co-ordinated through our sustainability team working with groups and organisations in different sectors. An annual monitoring report will be prepared. We will use this to track progress towards our net zero target as a Borough and to inform the actions we need to collectively take to make progress. We will publish progress on an annual basis and in doing so coordinate borough-wide efforts on carbon reduction. Publishing progress will also demonstrate transparency so that residents can ensure we are delivering against our commitments.

The council will utilise a range of internal funding sources to develop and deliver its programme of activity. A challenge of this urgency and scale will require funding from central Government. We will also continue to lobby Government to make available specific funding for local authorities to tackle the climate crisis.



# 1. Introduction

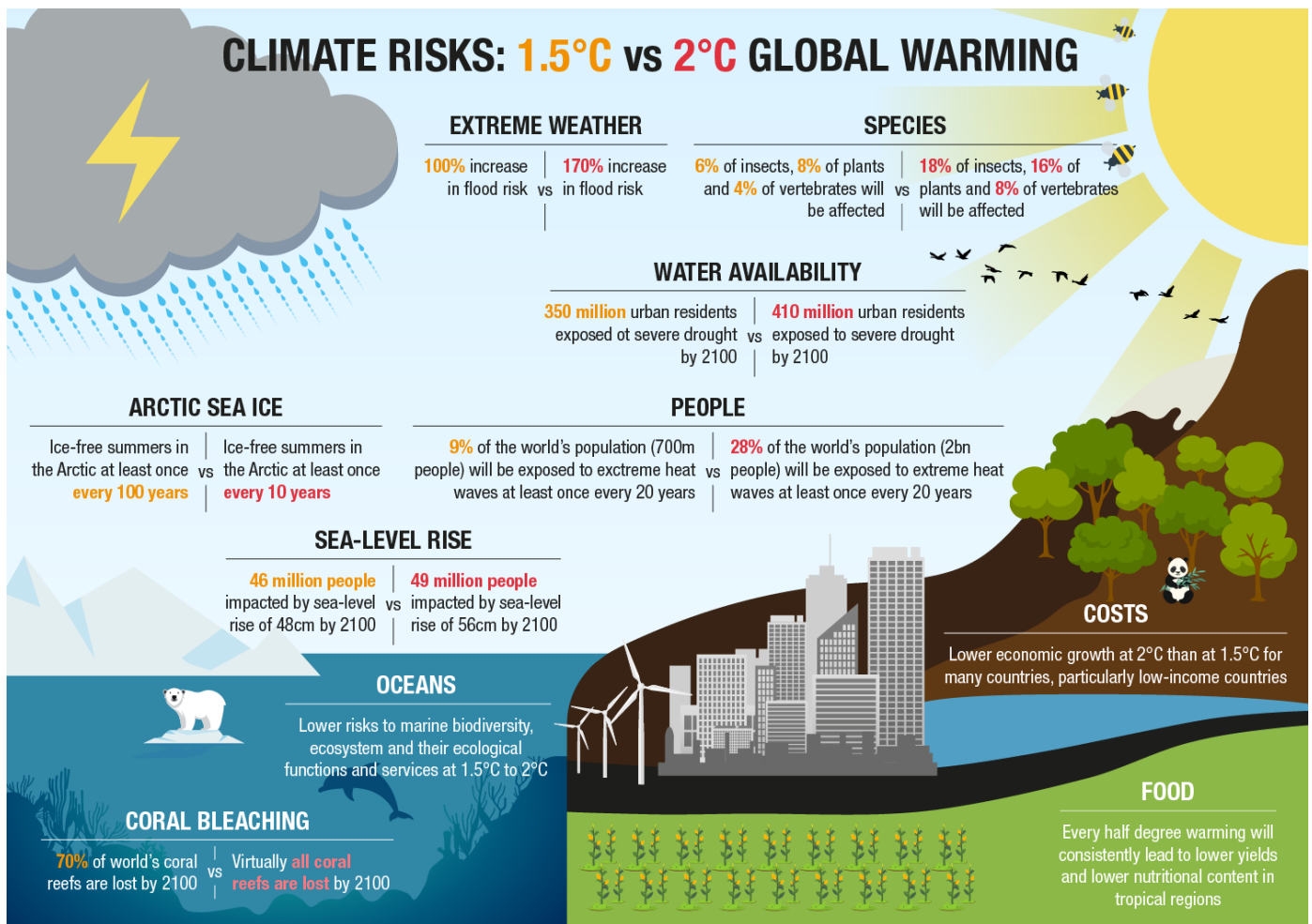
## Why have we declared a climate change and environment emergency?

1.1 **Climate change is a global and immediate challenge.** The consequences of not acting are increasingly well understood and the climate movement is gaining momentum in communities, and at national and local levels of government across the world. The UN 'Paris Agreement' seeks to limit global average temperature rises to 1.5°C above the pre- industrial period as it has been warned that anything beyond 1.5°C would have catastrophic consequences, & in many cases irreversible effects on humans, animals and plants.

**Our natural world too has suffered significant losses.** The 2019 State of Nature report demonstrated that populations of the UK's most important wildlife have plummeted by an average of 60% since 1970. In England specifically 36 plant species have become extinct and 13% of species are threatened with extinction.

The role of the natural environment in creating great places is critical to the success of the borough economy and to our residents' health and wellbeing therefore it is important we take steps to protect it. In addition to their intrinsic value, wildlife and ecosystems provide essential services on which we all depend; clean air and water, crop production through soil formation and pollination services, pest control, essential human health services and climate regulation.

# Global and national impacts of climate change and the environment emergency














## What are the likely impacts of climate change in the UK?

The frequency and severity of extreme weather will increase across the UK<sup>1</sup>, but the degree to which we experience this is dependent upon the level of warming we experience e.g. 1.5°C, 2°C, 3-4°C. Heatwaves like that seen in 2019 are expected to happen every other year by 2050 and the winter storms in 2015 were at least 40% more likely because of climate change<sup>2</sup>.

These changes to the climate have a series of impacts associated with them, the severity of which is dependent upon the degree of warming we face. Without mitigating the impacts of climate change as far as possible and adapting to the inevitable impacts, risks include:



-  • Heat stress experienced in buildings ill-equipped to deal with changes to the climate, these impacts could be faced by buildings of all types including homes and hospitals, care homes, schools and offices
-  • Heat stress experienced in the built environment as a result of the increased urban heat island effect
-  • Damage to transport, energy, buildings and communications infrastructure from extreme weather events e.g. risk of rails buckling, cables sagging, and roads damaged in heat
-  • Increased water stress, Thames Valley region is classed as seriously stressed
-  • Increased flood risk to the built environment including people's homes and businesses
-  • Species and habitats affected which in turn affects the 'eco-system services' the natural world provides people e.g. clean air, water, crop pollination
-  • Reduced comfort in buildings with impacts on productivity
-  • Risks to supply chains
-  • Price increases for food and other imported commodities as conditions for growing food become less predictable and crop yields decrease
-  • Increase in heat-related illness and death
-  • Flooding impacts on wellbeing and livelihoods<sup>3</sup>

<sup>1</sup>UK Climate Projections (UKCP), Met Office

<sup>2</sup> UK Climate Projections (UKCP), Met Office

<sup>3</sup> Climate change impacts and adaptation, Environment Agency, November 2018

## What are the benefits of taking action?

Research, most notably the Stern Report in 2006 has shown that the benefits of taking action to reduce emissions considerably outweighs the costs<sup>4,5</sup>. The benefits are numerous and as part of our public consultation, we asked our residents what they believed the most compelling benefits for them were which are highlighted in bold below



### Economic

- **Clean and inclusive growth in the local economy**
- Reduced energy costs
- Increased energy security
- High quality employment
- Reduced congestion



### Social

- **Improved air quality**
- **More active, outdoor lifestyles**
- Healthier diets
- Warmer, healthier homes
- Quieter, safer streets
- Reduced health care costs



### Environmental

- **Protection against biodiversity loss and environmental degradation caused by climate change**
- Healthier water
- **Reduced risk of flooding, heatwaves and extremes**

<sup>4</sup> The Stern Report 2006

<sup>5</sup> The Grantham Research Institute on Climate Change and the Environment

## Policy context

### 1.2 Climate emergency

In 2015, an historic international agreement on climate change was reached. Known as the 'Paris Agreement' countries committed to:

Keep a global temperature rise this century well below 2°C above pre-industrial levels

Pursue efforts to limit the temperature increase even further to 1.5°C.

All countries work together to bring greenhouse gas emissions to net zero within the second half of the 21st century

In May 2019, the Committee on Climate Change (the independent body tasked with advising the UK government on climate change) set out the actions needed to reach net zero carbon by 2050.

The recommendations included the need to legislate for the 2050 target, the need for strategies across all sectors of the economy (including international shipping and aviation) as well as the need to meet any targets through domestic effort rather than through carbon offsetting schemes. The accompanying technical report set out the key actions the UK needs to take to deliver on its target, which include actions local authorities can take to play their part and actions businesses and residents at a Borough level can take to deliver change locally.

The report specifies accelerated action in the 2020's. This includes: to largely decarbonise the electricity grid and phase out coal for renewables; action to ramp up the electric vehicle market; decision taking in relation to HGVs transition to zero carbon technology; development of decentralised energy networks; energy efficiency programmes for buildings; and the need to reduce waste and ban waste-to-landfill. This context has informed the development of this strategy and actions to tackle these areas are specified under the Action Plan section.

The Government's 2017 Industrial Strategy White Paper embeds the principle of a low carbon economy and says it is essential for maintaining our quality of life and ensuring our continued prosperity. Many of the actions required to support the five foundations of productivity (ideas, people, infrastructure, business environment and places), will also support action on climate change. Clean growth and the future of mobility it says are also critical to a low carbon future.

The locally approved 'Berkshire Local Industrial Strategy', developed by the Thames Valley Berkshire Local Enterprise Partnership sets out the region's commitment to responsible economic growth. It embeds the importance of the climate emergency as well as the value of place to the ongoing success of the local economy. This means that valuing our natural environment and quality of life of residents will be central to plans to continue to grow the economy. This has guided the development of this strategy and the actions it contains.

### 1.3 Environment emergency

The Environment Bill 2020 is also important; it brings into UK law the target of reaching net zero carbon by 2050. It also creates a wider framework for environmental governance, including a new direction for resource and waste management. It embeds the principle

of biodiversity net gain and air quality improvement by requiring the government to set new more ambitious targets. It sets into law the principles of the Government's 25-year environment strategy that was published in 2018. This has guided the development of this strategy and the actions it contains.

## Introduction and approach to the strategy

1.4 **The Royal Borough of Windsor and Maidenhead in June 2019 declared an environmental and climate emergency.** As part of that commitment it was agreed the council would:

- Undertake an in-depth review of the council's carbon footprint;
- Consult and agree on a net zero carbon by 2050 strategy for the Royal Borough;
- Call upon the Government to provide the additional powers and resources required.

1.5 The council to date has passed other motions related to the environment and actions to enact those motions are detailed in this strategy. These include the December 2018 motion to support the principles campaign group 'Plastic Free Windsor and Plastic Free Maidenhead' put forward with regard to single use plastic reduction; and the July 2019 motion to support biodiversity in the borough by making amendments to its roadside verge maintenance and planting approach.

1.6 **We all have a role to play in making this climate and environment strategy a success.** This strategy sets out the actions we will take as the council. It also sets out how we will work with our partners and communities to deliver our commitment to be net zero by 2050, at the latest. Clearly, given the pressing need to address this global challenge we see this very much as backstop date and will work with our partners as fast as resources, opportunities and national policy and legislation allow us to reach net zero.

1.7 **This strategy will be a priority across every part of the council.** It will require officers and members to work together to review council policies to ensure they are compatible with our commitment to deliver carbon emissions to net zero. Our strategies will need to be reviewed considering our commitments on climate change to support our overall commitment to net zero by 2050. The actions set out in this strategy will support those changes and set policy direction for any new or emerging strategies.



1.8 **We have prepared the strategy through engagement and with the involvement of the Royal Borough community.** This has involved several public workshops and meetings to seek views and develop ideas and actions for our approach. It has also included a public consultation, the input from which has been used to shape the final version of the strategy. We have also sought best practice from other local authorities and other organisations to ensure we learn the lessons.




1.9 The strategy has been developed through a cross-party working group of members. The group has been supported by officers from across the council, from various services and with different specialisms.



**1.10 Delivery of our strategy will be contingent on working in partnership with a wide range of stakeholders who have control over emission sources in the Borough.**

It will require support and action from central Government to drive forward changes across the whole country. It will also require local action from individual residents, community groups and partners to enable change. The way we communicate the strategy and keep engaging throughout delivery with the local population to get their buy in, will therefore be a key part of our strategy.

**Who has control over emission sources in the Borough?**

Emission sources	Who has control?
<p><b>Energy used in homes</b></p> 	<p>Examples include:</p> <ul style="list-style-type: none"> <li>House occupiers e.g. renters</li> <li>House owners</li> <li>Developers</li> <li>Local and national government</li> <li>Energy infrastructure operators e.g. government</li> <li>Organisations who promote/create incentives for investment in energy</li> </ul>
<p><b>Energy used in businesses/industry</b></p> 	<p>Examples include:</p> <ul style="list-style-type: none"> <li>Building occupiers</li> <li>Building owners</li> <li>Developers</li> <li>Local and national government</li> <li>Energy infrastructure operators e.g. government</li> <li>Organisations who promote/create incentives for investment in energy</li> </ul>
<p><b>Transport</b></p> 	<p>Examples include:</p> <ul style="list-style-type: none"> <li>Residents and visitors in their choice of transport</li> <li>Local and national government</li> <li>Transport operators e.g. bus and taxi operators</li> </ul>



## Scope of the strategy

- 1.11 **The strategy focuses on mitigation of (as opposed to adaptation to) climate change and how we as a Borough can significantly reduce our carbon emissions.** The actions presented in this document are for us as a local authority, and other actions are for local partners and residents to engage with.
- 1.12 We recognise that we will also need to adapt to the changing climate. As part of our action plan, we commit to conducting a climate risk assessment and will use the outcome of that work to develop an adaptation plan for the borough.

## Building on the work we already do

- 1.13 **The council already has strategies and policies in place to support a reduction in carbon emissions.** The Local Transport Plan (2012 – 2026) and Cycling Action Plan (2018-2028) already set out proposals to help reduce emissions from transport and grow the number of cyclists by 50% by 2028. This is significant given the relatively low uptake of cycling in the borough.
- 1.14 The 'submitted version' of the borough Local Plan also sets out the Local Planning Authority's key objectives and policies on the environment and climate change to guide new development. A Green and Blue Infrastructure Study has documented the Royal Borough's natural infrastructure assets which will inform our approach to protecting biodiversity and our natural capital.

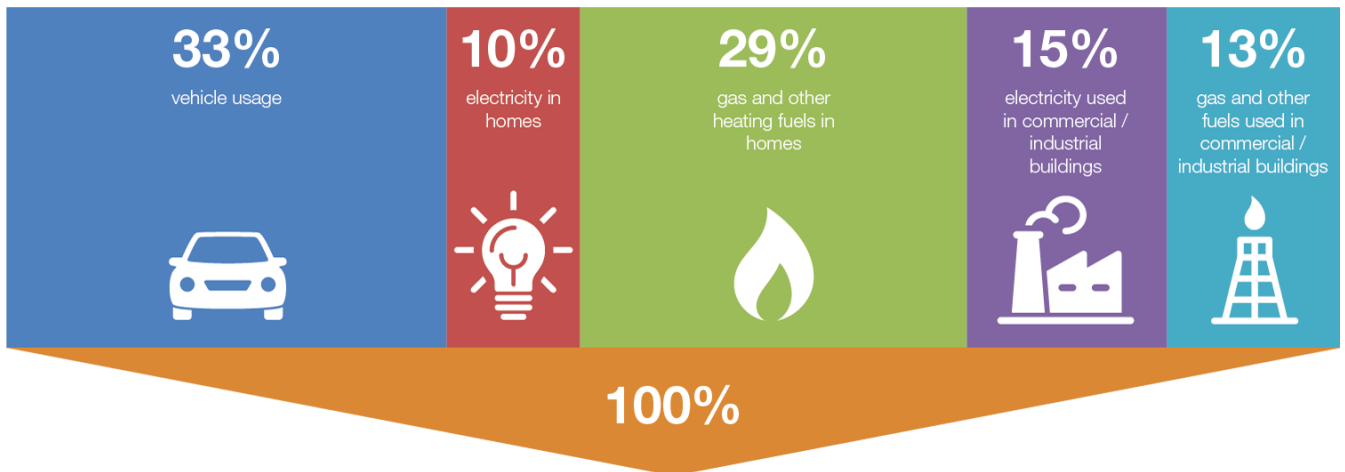
## 2. Baseline - where we are now

- 2.1 **The council has calculated the Royal Borough's carbon emissions using the most up to date data set** 'UK local authority and regional carbon dioxide emissions national statistics: 2005 to 2018' published by the Department for Business, Energy and Industrial Strategy in 2020. This is to understand where emissions come from and what activities they relate to.
- 2.2 This information is key to understanding what actions the Royal Borough of Windsor & Maidenhead can take to reduce emissions, and the part it can play to ensure the Royal Borough can achieve the target of net-zero emissions by 2050 at the latest and ideally faster. Emissions as they currently stand constitute the baseline against which future performance will be measured.
- 2.3 The strategy currently provides a baseline for carbon dioxide emissions. It does not provide baselines for other areas such as biodiversity. The council commits to explore how these could be included at a later date in line with specialist advice and existing studies, and actions for this are included in the Action Plan section of our strategy.
- 2.4 The council will monitor two sets of emissions; those arising from our own estate and operations, and those arising from activities carried out in the Royal Borough i.e. emissions generated from domestic dwellings and business premises, as well as from travelling within the borough. This methodology follows the guidance provided by BEIS for what should be included in the baseline. This strategy will focus on the wider borough as it represents a far greater source of carbon emissions than the council's operations alone.
- 2.5 The council will produce a separate strategy for its own operations but has already undertaken a review of its own carbon footprint which has been provided as an appendix to this document. This used the internationally recognised World Resources Institute GHG Protocol to ensure residents have confidence in our approach. This is to ensure that as an organisation committed to environmental excellence, we lead by example, encouraging others in the borough to follow.
- 2.6 We will use the local authority data published by BEIS each year to track progress towards our net zero target as a borough and to inform the actions we need to collectively take to make progress. We will also calculate the carbon saving impact of actions we take where appropriate. We will publish progress on an annual basis and in doing so coordinate Borough-wide efforts on carbon reduction. Publishing progress will also demonstrate transparency so that residents can ensure we are delivering against our commitments.

## Where do emissions in the Royal Borough come from?

- Vehicle usage 219 kt CO2 33% of total emissions
- Electricity used to power homes 66 kt CO2 10% of total emissions
- Gas and other fuels used to heat homes 187 kt CO2 29% of total emissions
- Electricity used in commercial/industrial buildings 101 kt CO2 15% of total emissions
- Gas and other fuels e.g. oil used in commercial and industrial buildings 82 kt CO2 13% of total emissions

658 Kt CO2



2.7 Borough-wide carbon emissions comprise of those deemed under Local Authorities' scope of influence by The Department of Business, Energy & Industrial Strategy (BEIS). They have produced carbon dioxide (CO2) emission estimates for every local authority-controlled area in the UK. These comprise of:

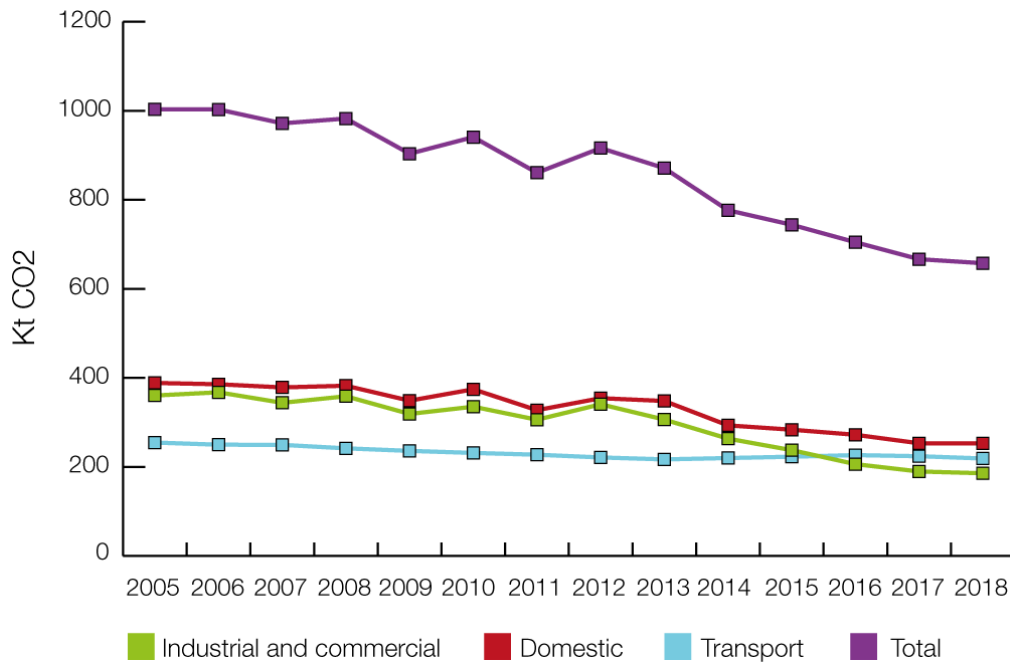
- CO2 emissions produced in the commercial, industrial and agricultural sectors from the usage of electricity, gas, and other fuels
- CO2 emissions produced in the domestic sector from the usage of electricity, gas and other fuels
- CO2 emissions produced from road transport

2.8 BEIS recommend Local Authorities exclude emission sources which are not controlled at a local level. Emissions from the following are therefore excluded;

- Motorways
- EU Emissions Trading Systems Sites
- Diesel Railways
- Land Use, Land Use Change and Forestry (which encompasses emissions relating to agriculture and de/reforestation)

2.9 The most recent figures provided by BEIS state emissions arising from the borough total 657.5kt CO2 (Figure 1). This is made up of 185.6kt CO2 from industry, commercial and agricultural sectors, 253kt CO2 from domestic premises and 218.8kt CO2 from transport.

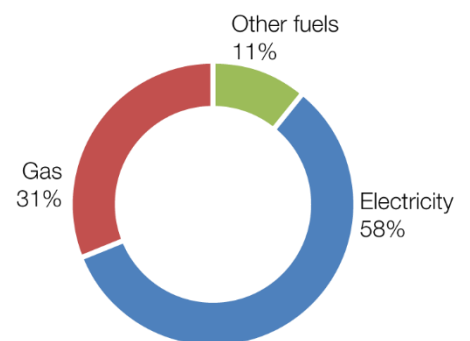
Domestic emissions make up the largest portion of emissions (38%) closely followed by transport emissions which make up 33%. Industrial, commercial and agricultural emissions make up the final 28%. These emissions will be used as a baseline against which the Royal Borough's future performance will be compared.



2.10 As the graph demonstrates, significant emission savings have been realised in both the domestic sector and industrial & commercial sector. This is broadly a reflection of UK wide trends driven mainly by reductions in emissions from power stations and the decarbonisation of the electricity grid. It is worth noting the transport sector has seen little change and tackling emissions in this area remains a robust challenge. The steps we are taking to address the transport emission challenge, as well as the challenge of reducing emissions in other areas are outlined in the following chapters.

## Industrial and commercial sector emission sources

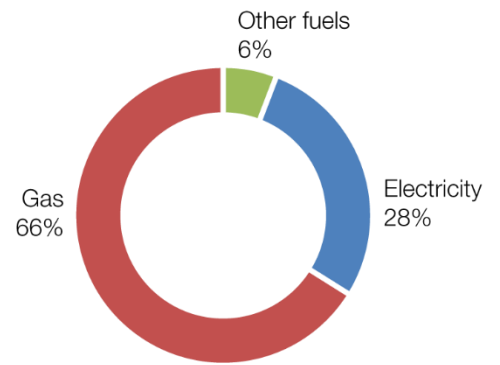
2.11 Industry and commercial sector emissions are made up of energy consumption on industrial sites and commercial sites. These comprise of electricity, gas and other fuels (e.g. oil). More than half of the emissions from this sector come from electricity use (58%).



## Domestic sector emission sources

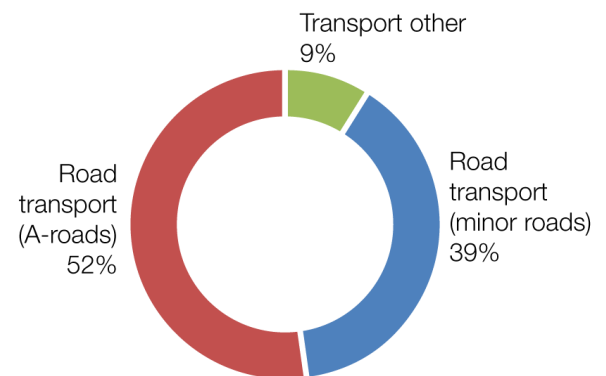
2.12 The domestic sector emissions come from energy consumption in and around the home; electricity, gas and other fuels such as oil. Approximately two thirds of emissions from this sector come from gas usage (66%).

2.13 In both the domestic and industrial + commercial sector, emissions produced are affected by the energy source used, the type and condition of the buildings (including their insulation), the average ambient temperature (urban areas can be much warmer and therefore easier to heat than rural areas), and the behaviour of occupants.



## Transport sector emission sources

2.14 Transport emissions are made up of road transport. Emissions estimates are made based on the distribution of traffic, therefore some of the emissions within an authority represent through traffic, or part of trips into or out of the area, whether by residents or non-residents. Emissions come from both freight and passenger transport for both business and private purposes. Approximately half of these emissions are produced on A roads (52%) and 39% of remaining emissions come from minor roads. The last 9% represent emissions from combustion of lubricants and from vehicles which run on LPG.



### 3. Vision, aims and objectives

3.1 This is a true emergency with our climate changing on a scale and pace that threatens our way of life and that of future generations. As a Borough we need to take urgent action and our strategy sets out our approach to working in partnership with local communities to tackle this challenge over the next five years.

**Our vision is to be a Borough where the community collectively works together to achieve a sustainable future; by protecting and enhancing our natural environment and achieving net zero carbon emissions by 2050 at the latest, and rapid decarbonisation before then.**

3.2 Our strategy has not been prepared to simply protect and enhance our natural environment and deliver carbon emission reductions as quickly as we can. It is important that it supports a better quality of life, better health and well-being outcomes as well as a thriving economy for residents across the borough.

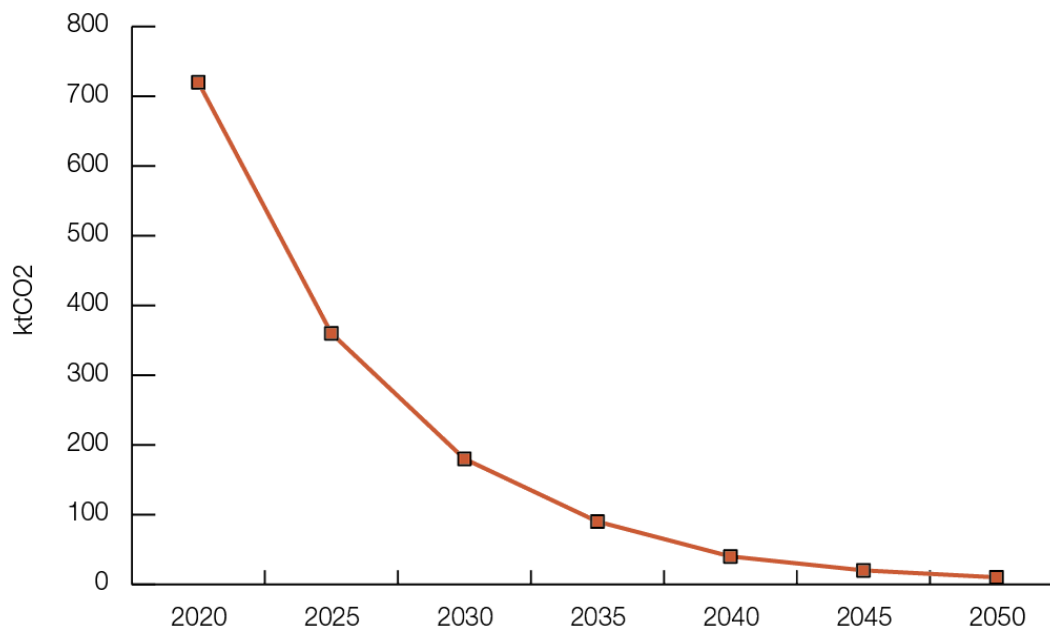
#### Emissions trajectory to net zero – Roadmap to 2050

3.3 As a Borough, we must begin to reduce carbon emissions across all sectors immediately. Residents, businesses and community groups will all need to act to achieve the emissions reductions required. The Council has set out a trajectory for the Borough but only if all areas of society act, will the targets be met. Furthermore, achieving these targets is heavily dependent on support from the UK Government in changing national policy to accelerate action on climate change.

3.4 As part of our public consultation, we asked residents whether there was a methodology they believed should be applied to the Borough. We have also undertaken an internal review of the different methodologies to understand which is most appropriate for the Borough. The methodology favoured by most responses in the public consultation as well our own internal review was the one developed by the Tyndall Centre.

3.5 The Tyndall Centre for Climate Change Research is a well-respected partnership of 4 British Universities and 1 Chinese University to research climate change mitigation. Their approach is derived from the commitments enshrined in the Paris Agreement, informed by the latest science on climate change and is defined in terms of science-based carbon setting.

3.6 Implementing a science-based trajectory goes beyond what many other local authorities have undertaken, demonstrating our leadership in this area. An initial assessment of other local authorities approaches suggests approximately half of Councils have not put in place a science-based target. The graph below displays the carbon reduction trajectory required for the Borough as set out by the Tyndall Centre:



3.7 The Council recognises the urgency needed and in line with the Tyndall Centre trajectory recommends the following targets for the Borough:

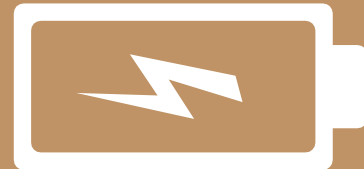
- 50% reduction by 2025
- 75% reduction by 2030
- 88% reduction by 2035
- 94% reduction by 2040
- 97% reduction by 2045
- 100% reduction by 2050.

## Strategic themes

### Circular economy



### Energy



### Natural environment



### Transport



- 3.8 We have structured our strategy around four key themes. The strategic framework provides the basis for our ongoing activity and investment. The themes comprise of circular economy, energy, natural environment and transport and in doing so reflect the commitments that were made by the council in declaring both an environment and climate emergency.





**3.9** **Aim:** Reduce waste and consumption, increase material re-use and increase recycling rates in the borough

**Objectives:**

- Encourage waste avoidance & material reuse through our services/operations
- Champion waste reduction in the wider community
- Improve recycling rates

**3.10** Unlike the traditional linear economy where product materials are disposed of after one use (e.g. where a plastic water bottle is used once and then disposed of), a circular economy places central value in material preservation. Materials are kept in use for as long as possible then recovered to form new products and re-used (e.g. plastic from water bottle is re-used to make fabric).

**3.11** As a local authority we recognise a circular economy forms an essential part of tackling climate change and addressing the environmental emergency by helping to reduce waste production. We have already taken steps to reduce the environmental impact of the waste we collect by having a 'zero to landfill' policy which means carbon emissions arising from landfill are avoided.

**3.12** Our first objective is to avoid waste and encourage material re-use. We will reduce single use plastic usage in our own estate and draw on expertise in the local community to help us identify appropriate actions through a borough plastic free strategy developed by Plastic Free Maidenhead and Plastic Free Windsor.

**3.13** We will also champion waste reduction in the wider community. We will take actions to encourage a culture of valuing resources by making it easier for people and businesses to find out how to reduce their waste, to use products for longer, repair broken items, and enable reuse of items by others. We will do this by working in partnership with businesses, residents and facilities that provide education expertise.

**3.14** Finally, we will improve recycling rates. By 2025 the Royal Borough will improve its recycling rate to above 50% which will move us to the top 100 performing councils in the country. It is estimated that 65% of UK waste needs to be recycled by 2035 to meet net zero carbon targets. In the Royal Borough around 44% of household waste is recycled or composted, which is in line with the average household recycling rate for England<sup>6</sup>.

**3.15** We will carry out education and engagement initiatives to encourage recycling amongst householders and expand our community involvement volunteering scheme to help deliver this outreach programme. As part of our objective to improving recycling, we want to increase use of our food waste collection service. A fifth of UK greenhouse gas (GHG) emissions are associated with food and drink<sup>7</sup> therefore it is important that food waste is reduced as far as possible and unavoidable food waste is separated. We want to see at least a 10% increase in the food waste collection service by 2025 and again we will look to engage and involve the community to help deliver this outreach work.

<sup>6</sup> Resources and Waste Strategy for England 2018

<sup>7</sup> WRAP 2020

**Aim:** Reduce energy consumption and decarbonise supply

**Objectives:**

- Reduce energy demand
- Decarbonise supply
- Increase local renewables generation

- 3.15 Both reducing energy demand and decarbonising the energy supply are required to meet a net zero carbon emissions target. The Committee on Climate Change believe that a shift to a renewable based energy supply specifically is an essential. Our objectives under this theme reflect these three focus areas. Taking action in these areas will create co-benefits too, for example supporting householders to improve insulation levels will help tackle fuel poverty, protect the vulnerable and ensure affordable housing.
- 3.16 Two-thirds of the borough's emissions arising from energy consumption take place in buildings. Taking action to reduce building emissions is key to realising the borough's net zero emission ambitions. Most buildings in the borough that will be here in 2050 have already been built. Our focus therefore will be to look at how best to support existing buildings to improve their energy efficiency and transition to low carbon heat and power solutions.
- 3.15 We want to take significant steps to improve the energy efficiency and renewable energy generation capacity in the buildings we own and manage. We will leverage our powers as a Local Planning Authority and put policies in place to incentivise the development of zero carbon buildings. We will use our position and influence to engage residents and businesses; 39% of energy related emissions come from the domestic sector and 28% from the industrial and commercial sector.
- 3.16 Currently the Royal Borough produces 13,067 MWh renewable energy per year<sup>8</sup>. It should be feasible to increase renewable capacity 10-fold based on other borough performance<sup>9</sup> and we will aim for this by 2025. The decarbonisation of heat to shift away from oil and gas towards low carbon alternatives such as heat pumps will be an essential to meeting the target. As will increasing local solar capacity in the domestic sector. Current estimates suggest local solar capacity should be generating equivalent to 2500 kWh per household in 2030<sup>10</sup> (from a current baseline of 222 kWh per household<sup>11</sup>.)
- 3.17 The Council will support the increase in renewables generation by implementing a collective solar purchasing scheme to give residents confidence when installing solar arrays; support the transition to low carbon heat by helping residents access funding to install new technologies and protect the most vulnerable with fuel poverty initiatives that will both reduce carbon and keep people warmer and safer in their

<sup>8</sup> Renewable electricity by local authority, Department for Business, Energy and Industrial Strategy, 2019

<sup>9</sup> Renewable electricity by local authority, Department for Business, Energy and Industrial Strategy, 2019

<sup>10</sup> SCATTER tool <https://scattercities.com/>

<sup>11</sup> <https://www.gov.uk/government/statistics/regional-renewable-statistics>



**3.19** **Aim:** Cleaner air, higher water quality and increased biodiversity

**Objectives:**

- Protect and enhance our natural environment
- Green our towns and urban areas
- Increase awareness of biodiversity

**3.20** Climate change and habitat fragmentation are two major drivers for the decline in biodiversity across the UK. The Environment Bill 2020 sets out the overarching national approach for tackling the decline. It includes a new system of spatial strategies for nature covering the whole of England. The aim of these Local Nature Recovery Strategies (LNRS) is to identify areas of importance for biodiversity and where the recovery of biodiversity could make a contribution to other environmental benefits.

**3.21** We will work with partners to develop a Local Nature Recovery Strategy and collectively agree opportunities for improving biodiversity across the borough. Through this mechanism we will explore the opportunity for a gain in 'priority' habitat across the borough. We will also use this opportunity to engage with major landowners and encourage their participation as large parts of the Royal Borough are recognised for their biodiversity value. Part of this work will be to create a new biodiversity baseline and action plan across the borough, working in collaboration with local community conservation groups. This will allow us to define our priorities, monitor and manage our biodiversity assets more effectively with local buy-in to bring about long lasting change.

**3.22** We will look for opportunities to 'green' our urban environment. Through the planning system, we will support the implementation of legislation requiring improved biodiversity of land designated for development by ten per cent as a minimum. In addition, we will take planning policies and decisions to enable the provision of green infrastructure in urban areas. We will look for opportunities to 'rewild' areas under our management and ownership, including changes to the mowing regime of public areas to better support biodiversity such as road-side verges, parks and cemeteries.

**3.23** We are keen to realise our natural environment's ability to sequester carbon dioxide emissions, beyond tree planting alone. It is estimated restoring the UK's habitats could absorb a third of UK emissions. Globally, plants have removed 25% of human-made carbon emissions, whilst soils contain more carbon than is stored in those plants and the atmosphere combined. The action we take to sequester carbon therefore will balance a tree planting programme with other actions, such as soil preservation, to bring about carbon sequestration.

**3.24** Engagement is key to realising our ambitions for biodiversity preservation and enhancement. We will be taking a leadership role by providing biodiversity training to our own staff. Our in-house experts will take biodiversity awareness out to the community and offer training to local schools, businesses and residents. Finally we will utilise the knowledge and passion in local community nature organisations such as 'The Wilds' to help raise awareness and tackle biodiversity loss.

### 3.23 **Aim:** Create accessible and affordable sustainable transport choices

#### **Objectives:**

- Transform transport & digital infrastructure to reduce the need for travel
- Create infrastructure to shift journeys to low/zero carbon modes
- Invest in zero emission vehicle infrastructure

- 3.24 To date, the transport sector nationally has proved to be a challenging area in which to make carbon emission reductions and locally the same is true. Since 2005, transport emissions locally have remained stubbornly static whilst substantial emission reduction gains have been made in other sectors. In our role as a transport authority we can lead the change to bring about the reduction in carbon required. There is still a key role for residents, businesses and visitors to play as the way they choose to travel will ultimately dictate the emissions from transport.
- 3.25 There are significant benefits associated with taking action to travel in a more sustainable way. Higher uptake of active travel (walking and cycling) will have the added benefit of improving our population's health and well-being. This will also reduce air pollution, which will further improve a range of health benefits and reduce inequality for those who are disproportionately impacted by pollution.
- 3.26 We are committed as an authority to creating accessible and affordable sustainable transport choices. Our approach will address the elements required to meet decarbonisation targets: reduce the need for travel; shift a share of mileage undertaken by carbon intensive forms of travel to active travel modes and public transport; and decarbonise unavoidable private vehicle journeys.
- 3.27 To reduce the need for travel, we commit to transforming infrastructure to improve digital and physical connectivity in the borough. We are working closely with the other local authorities in Berkshire and the Local Enterprise Partnership (LEP) to develop a digital strategy and local action plan. As new development comes forward across the borough we will ensure they are creating great places, spaces and services near each other which will further reduce the need to travel.
- 3.28 We will create infrastructure and trial initiatives to increase the uptake of walking, cycling and public transport. We will build on our existing cycling action plan and its ambition to increase cycling. A supporting delivery plan with a pipeline of projects will be developed to ensure we are in the best position to secure external funding for projects from the Local Enterprise Partnership (LEP) and Department for Transport.
- 3.29 The nature of the Borough means that there will continue to be essential car journeys. To support this, we will ensure delivery of zero emission vehicle infrastructure (e.g. electric vehicle charging infrastructure) to support transition away from traditional petrol and diesel cars.
- 3.30 Full details of the infrastructure and initiatives we will put in place to meet the decarbonisation targets will be set out in the forthcoming revision to the Local Transport Plan (LTP). Between now and 2025 there are several actions we will undertake which are detailed in the action plan contained in the next section of this document.

## 4. Initial action plan - 2020-25

- 4.1 In the following section, we set out actions identified to support the realisation of our vision, aims and objectives. The actions were identified by stakeholders during workshops and expert opinion. The community that collectively makes up the Royal Borough must work together to identify the most cost-effective course of action. The actions in the plan are not an exhaustive list. Throughout the public consultation and the delivery period, the council will work with stakeholders and partners to identify opportunities to do more where possible.
- 4.2 We as the council commit to taking the actions below to support the borough to decarbonise in the quickest and most effective way possible. Emissions will be monitored on an annual basis and actions will be evaluated against their capacity for decarbonisation versus the resources required to deliver them. Each action has a measure of success which will be subject to regular reporting. Further details are set out in the chapter on monitoring.
- 4.3 To ensure the actions taken best protect the Royal Borough residents, we will carry out a climate risk assessment to map out the likely impacts the borough will face. We will do this in collaboration with experts such as the Environment Agency, Water and Energy Utilities, Infrastructure Operators and Businesses to leverage work already carried out in this area. We will then prioritise actions that mitigate the risks identified.
- 4.4 Actions have been assigned to each of our four themes. Each of the four themes contains a key action. This is a project which is likely to require external funding or will form the first step in achieving a larger aim.

## Circular Economy

4.5 The action plan below provides specific detail on how we will implement our aims and objectives on the circular economy theme. For each objective, we have identified target actions and measures of success. It should be noted these actions do not represent an exhaustive list, rather they represent actions that have been identified to date. Between now and 2025 we will continue to identify and undertake actions that contribute to meeting our objectives.

Objectives	Action	Measure of success
Improve recycling rates	<b>KEY ACTION:</b> Review the household waste collection regime to deliver increases in recycling	Increase household recycling to 50% by 2025 moving us to top 100 performing councils in the country
	Increase availability of recycling facilities	Host a mini specialist recycling service point as a trial by 2022
	Increase awareness of RBWM recycling facilities	Obtain statistically significant baseline data on awareness levels  Broaden our outreach work through event attendance, mailout communications and social media promotion
	Avoid food waste incineration by promoting uptake of the food waste collection service	10% increase in the food waste collection service by 2025
Encourage waste avoidance and material reuse through our services and operations	Reduce single use plastic usage in our own estate	Adopt a single-use plastics strategy based on the draft being developed by Plastic Free Maidenhead Windsor
	Investigate the feasibility of a material reuse shop associated with the recycling and waste site	Prepare a feasibility study and business case
	Provide opportunities for people to grow their own food	Review existing land and allotments policy and identify opportunities to increase availability
Champion waste reduction in the wider community	Champion material re-use initiatives	Implement a trial repair café hosting at least 3 events in 2021  Support existing school swap shops and enable 3 new ones to be created
	Support plastic free refillable shops and other plastic free schemes	Promotion in resident communications. Pop up space provided in community buildings
	Work with businesses to encourage reuse throughout their operations	Identify high impact sectors and develop an innovative support package by 2023
	Encourage more plant-based food and promote buying local and seasonally	New campaign including a food section in resident communications. Partner with local suppliers to promote sustainable food production and education

## Energy

The action plan below provides specific detail on how we will implement our aims and objectives on the energy theme. For each objective, we have identified target actions and measures of success. It should be noted these actions do not represent an exhaustive list, rather they represent actions that have been identified to date. Between now and 2025 we will continue to identify and undertake actions that contribute to meeting our objectives.

Objectives	Action	Measures of success
KEY ACTION: Engage with residents/businesses on reducing building carbon emissions and review planning policy to improve the energy efficiency of new builds		<p>See below for engaging residents/businesses measures of success</p> <p>Prepare a new supplementary planning document (SPD) to incentivise the building of net zero buildings</p>
Reduce energy demand	Facilitate energy efficiency improvements in domestic private premises	<p>Year on year improvement in Heat the Home Counties funding uptake</p> <p>Minimum energy efficiency standards in the private rented sector enforced through the use of EPCs</p> <p>Increased take-up of Flexible Home Improvement Loans</p>
	Reduce energy demand across buildings and assets we own and operate	<p>Conduct a review of the strategic opportunities for reducing energy demand across the built estate</p> <p>Reduce energy emissions in buildings we own and manage by 50% by 2025, in line with the Tyndall centre decarbonisation trajectory</p>
	Incentivise developers to build zero carbon buildings and reduce water demand in line with Thames Water recommendations	Prepare a new supplementary planning document (SPD) in 2021 based on best practice to support these targets
	Incentivise developers to refurbish existing buildings to zero carbon home standard and reduce water demand in line with Thames Water recommendations	Prepare a new supplementary planning document (SPD) in 2021 based on best practice to support these targets
Decarbonise supply	Encourage businesses and industry to decarbonise their energy supply and reduce emissions	Engage with the Chamber of Commerce and set up a forum for collaboration with the private sector in 2021
	Engage housing associations around a programme of retrofitting homes with low carbon heating/power solutions	Monitoring framework to be included in the council's annual monitoring report
	Encourage carbon intensive (e.g. oil) heated homes to adopt lower carbon alternatives	Host an outreach workshop to encourage the most carbon intensively heated homes to adopt lower carbon

		alternatives
Increase renewables generation	Scope decentralised energy (e.g. solar, heat networks, heat pumps) potential across the borough	Scope renewable generation potential in the borough in 2021
	Incentivise renewable energy uptake amongst Royal Borough residents and businesses	Work with residents, businesses and community organisations such as MaidEnergy to implement a collective solar purchasing scheme in 2021.
	Increase requirement for renewables generation in new build	Prepare new guidance on renewables requirements through a Supplementary Planning Document (SPD) in 2021



## Natural Environment

The action plan below sets out how we intend to realise our vision, aims and objectives for the natural environment theme. For each objective, we have identified actions and measures of success. It should be noted these actions do not represent an exhaustive list, rather they represent actions that have been identified to date. Between now and 2025 we will continue to identify and undertake actions that contribute to meeting our objectives.

Objectives	Action	Measures of success
KEY ACTION: Create a biodiversity action plan (BAP) for the Borough as part of a wider Natural Capital Programme		To have a biodiversity action plan (BAP) by June 2021
Protect and enhance our natural environment	Work with partners to develop a Local Nature Recovery Strategy (LNRS) and establish a Nature Recovery Network	Carry out preliminary mapping work by 2021
	Identify opportunities for rewilding on sites we manage for nature conservation	Identify potential sites and objectives including biodiversity improvement targets by 2022
	Continue and extend the council's new mowing regime on roadside verges for the benefit of wildflowers	Extend scheme by 100% by 2024
	Develop a biodiversity baseline and metrics for the borough as part of the biodiversity action plan	Agree baseline measures and metrics by June 2021
	Increase tree cover in the Royal Borough to sequester carbon dioxide emissions. Create a new woodland and tree management strategy in 2021 to support our tree cover, carbon sequestration and wider biodiversity ambitions.	Maximise the potential for tree planting on council owned land (plant at least 15,000 trees by 2025) and the carbon sequestering potential of these newly planted trees. Look to run joint schemes with private landowners.
Green our towns and urban areas	Work with developers to provide green infrastructure in new town centre developments	Ensure all new town centre development provides some form of green infrastructure in any public realm
	Deliver the biodiversity net gain requirement for developers through the planning system	Create a new Supplementary Planning Document (SPD) to deliver a minimum 10% biodiversity net gain through the planning system
	Increase biodiversity in public owned open spaces such as parks and cemeteries	Integrate biodiversity improvement metrics into the borough BAP
Increase awareness of biodiversity	Provide biodiversity training to planning officers	Ensure planning officers have been provided with biodiversity training by 2021
	Set up biodiversity and climate education sessions at Braywick Nature reserve	Run training sessions for local businesses and education sessions for local schools

	Offer conservation volunteering and awareness training for council employees and partners	Increase volunteer programme participation by 20%
	Encourage wildlife friendly gardening	Better support existing schemes run by community organisations
	Engage with landowners, especially those who have a significant influence over biodiversity in the borough	Carry out engagement with 10 largest landowners in the borough and seek involvement in our natural capital programme

## Transport

The action plan below sets out how we intend to realise our vision, aims and objectives for the transport theme. For each objective, we have identified actions and measures of success. It should be noted these actions do not represent an exhaustive list, rather they represent actions that have been identified to date. Between now and 2025 we will continue to identify and undertake actions that contribute to meeting our objectives.

Objectives	Action	Measure of success
<b>KEY ACTION: To prepare a new Local Transport Plan that demonstrates our contribution to meeting borough-wide carbon reduction targets</b>		<b>To prepare a new Draft Local Transport Plan by 2021</b>
Transform transport & digital infrastructure to reduce the need for travel	As part of development planning, identify opportunities to reduce the need to travel in new 'growth areas'	To ensure site promoters have developed plans for 'growth areas' including Ascot, South West Maidenhead and Maidenhead Town Centre
	Facilitate roll out of digital infrastructure in the borough to enable flexible working	Identify partners to provide 5G and superfast broadband
	Trial Smart City concepts in the Royal Borough	To have implemented a trial by December 2023
Create infrastructure to shift journeys to low/zero carbon modes	Remove barriers to walking and cycling through delivery of the 2018-2028 Cycle Action Plan	Delivery of the Cycling Action Plan 2018- 28 schemes and put in place a system for residents to make suggestions e.g. for 20mph zones
	Reduce transport emissions at sensitive locations to improve air pollution and encourage walking/cycling	No idling' zones outside schools investigated by April 2021  Achieve the National Air Quality Objective (AQO) across all Air Quality Management Areas (AQMAs)
	Investigate options for demand responsive transport in the borough and implement a trial through external funding	To have prepared a funding bid to Government in the next available bus funding opportunity
	Launch a car sharing scheme for the Royal Borough	Provide a recommendation for a borough-wide scheme by December 2022 in line with the redevelopment of Maidenhead
Invest in zero emission vehicle infrastructure	Increase electric vehicle charging capability and explore cycling charging in the Royal Borough	Identify a partner and funding model and roll out charging point infrastructure required to meet carbon reduction targets monitor progress through the council's annual monitoring report. Parking SPD to be adopted setting out standards for electric vehicle charging in new developments
	Set new emissions standards for taxis and buses	Incorporated as part of the new Local Transport Plan

## 5. Implementation

- 5.1 Our strategy has been developed in partnership with a range of stakeholders and we will continue to work with all stakeholders to make net zero emissions by 2050 a reality.
- 5.2 Whilst this is the council's strategy and we take responsibility for leading on its delivery, it will only be successful through collaboration. It will take the combined efforts of business, industry, residents and community groups to make decarbonisation a reality and drive forward real change at the pace and scale that is required. We will look to examples of best practice from across the country to ensure a structure that is effective. There is also a substantive role for central Government and regional organisations such as the Local Enterprise Partnership.
- 5.3 The strategy will be delivered through services across the council, co-ordinated through our sustainability team working with groups and organisations in different sectors. Responsibility for delivery will be split across council members portfolios. A detailed delivery plan will be prepared that sets out the programme for delivery of the action plan, with funding streams and key delivery partners identified.

### Our approach to prioritising actions

- 5.4 Actions will be evaluated against 4 criteria to determine their degree of priority and the order in which they will be carried out.
- Criteria 1: Those with the highest potential to meet the aims set out in the strategy (e.g. contribute most to carbon reduction, contribute to biodiversity net gain) will be prioritised.
  - Criteria 2: The opportunity for accessing funds to carry out the action.
  - Criteria 3: The risks/costs of inaction.
  - Criteria 4: The compatibility with council function.

### Monitoring

- 5.5 An annual monitoring report will be prepared setting out the council's annual carbon emissions and the most recent BEIS data for the Royal Borough's carbon emissions. The report will also set out progress against our objectives and actions. This tool can be used collectively by the community that makes up the Royal Borough to understand performance against target. As part of our commitment to assess the carbon saving potential of actions (where feasible), we will be able to monitor individual projects for delivery against those set out at project initiation.
- 5.6 Performance will also be assessed against an updated carbon reduction trajectory to 2050, which will be published 6 months after this strategy has been approved by full council. It is expected the trajectory will comprise of emission reduction targets from 2025 to 2050 in 5-year increments.
- 5.7 We will seek to review the strategy on a five-yearly basis with a new action plan and targets. We will also review the scope of emissions included in the target based on latest government guidance.

- 5.8 In addition to the 5-year reviews, we will also conduct interim reviews after year 1 and 3 to ensure the action plans remain relevant. We will also track progress against the trajectory so we can measure success. This is to ensure we make the urgent progress required to tackle the environment and climate emergency.

## Governance

- 5.9 The intention is that the Cross-Party Climate Steering Group will continue to oversee the development and delivery of the strategy. Delivery of projects will be integrated into existing governance structures such as our capital funding processes.
- 5.10 The steering group will be supported by a new Stakeholder Advisory Board that will meet on a bi-monthly basis to support monitoring and delivery of the action plans. The board will be made up of a composition of key community stakeholders covering each of the four strategic themes. This will provide the opportunity for knowledgeable and talented individuals from across the borough to challenge and review the action plans and make recommendations on changes to the action plans.
- 5.11 To reflect the interest and enthusiasm of young people throughout the strategy development period and especially during the public consultation, we would like to make young people community representatives on the Stakeholder Advisory Board to provide a platform to champion issues important to young people, and bring innovative ideas on how we can deliver the strategy in an inclusive, engaging way.
- 5.12 In addition, we will conduct a review of best practice governance and engagement models (used by other local authorities) and develop our governance structure in response to that, to make it fit for purpose.

## Funding

- 5.13 A challenge of this scale will require funding from central Government. The council will seek to make maximum use of any opportunities to bid for funding, including utilising its contract with Our Community Enterprise CIC. We will also continue to lobby Government to make available specific funding for local authorities to tackle the environmental and climate crisis.
- 5.14 The council will utilise a range of internal funding sources to develop and deliver its programme of activity where appropriate. This will include individual service revenue budgets, our capital programme and developer funding such as S106 funding and the community infrastructure levy.

## Engagement and Communications

- 5.15 We will capitalise on the eagerness people expressed in the public consultation to be involved with education/engagement of the wider public and explore the ideas raised in the consultation with respondents. We will promote the actions people are taking to tackle climate change too. Through the Stakeholder Advisory Board, we will work in conjunction with the resident community to deliver the strategy. For example, we will work with the 'Wilds' community groups to increase awareness of biodiversity and work with the plastic free community to increase awareness of single use plastic issues.
- 5.16 Engagement and communication initiatives and activities will form an essential part of the strategy delivery. We will:
- Improve understanding of climate change impacts and strengthen our capabilities as a council to tackle it, as well as build support for the actions we take to tackle climate change.

We will undertake an internal training programme on the carbon dioxide costs and impacts of everyday activities (known as carbon literacy training) to help achieve this goal.

- Engage with key groups and organisations on the work that can be undertaken in partnership as we move forward.
- Engage with residents and organisations on how they can contribute to the delivery of the strategy through the actions they take on a day to day basis.
- Communicate progress on the delivery of the strategy on a regular basis

## Appendix 1 – Council Carbon Emissions

Our carbon emissions inventory has been developed in accordance with the World Resources Institute GHG Protocol, the internationally recognised and established methodology for calculating organisational carbon footprints. The Royal Borough has taken an operational control approach to calculating its emissions.

Emissions represented include: direct emissions from sources controlled by the borough i.e. fuels consumed at council owned premises and from owned vehicles; emissions from purchased energy produced off site i.e. electricity; and other emissions produced indirectly i.e. mileage undertaken by staff travelling on business.

We commit to expanding the scope of our carbon footprint to include emissions produced indirectly because of our activities e.g. waste arising from council premises.

Electricity, gas and oil emissions arise from the following operations:

- Street lighting
- Corporate buildings
- Car parks
- Libraries
- Schools
- Parks, cemeteries and pumping station supplies
- Day care and community centres

Transport emissions arise from:

- The council fleet of pool cars;
- Mileage undertaken by staff travelling on business

Due to the fact they fall outside of our operational control, we will not be including the following:

- Leisure centres operated by a third party;
- Investment properties where we have no control over what activities that are undertaken in the buildings;
- Emissions from contractors as they will be responsible for monitoring and managing their own emissions.

Whilst these are considered out of scope for the council's own direct emissions, it should be noted that we recognise the need to do all we can and will work with Procurement to look at ways we can contractually require our contractors/operators to tackle the climate emergency and reduce carbon emissions

Carbon emissions calculated most recently represent the council's carbon baseline, against which future performance will be compared. They are set out here below:

Source	Emissions
Gas	1,415 tCO <sub>2</sub> e
Oil	278 tCO <sub>2</sub> e
Transport	74 tCO <sub>2</sub> e
Electricity	2,818 tCO <sub>2</sub> e
<b>Total</b>	<b>4,585 tCO<sub>2</sub>e</b>

Data here has been calculated using 2018/19 consumption data provided by suppliers. Emissions factors are produced by the Department for Business, Energy and Industrial Strategy and are available here: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/847121/Conversion-Factors-](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/847121/Conversion-Factors-)

If you have any queries or would like to discuss anything further, please contact [sustainability@rbwm.gov.uk](mailto:sustainability@rbwm.gov.uk)





Royal Borough of Windsor & Maidenhead

## Single Use Plastic Strategy

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## 1. Introduction

This strategy has been developed by Plastic Free Windsor, a group of community volunteers who are working to reduce the amount of single use plastic (SUP) consumed in Windsor. Plastic Free Windsor operate under the umbrella of the Surfers Against Sewage (SAS) Plastic Free Communities campaign.

The central objective of the campaign is to “turn off the SUP tap”. This is achieved in two ways. Firstly, supply of SUP is reduced by working with businesses to encourage them to remove SUP from their operations and products. Secondly, demand for SUP is reduced through work with individuals, schools and colleges, community spaces (such as libraries, leisure centres, theatres and churches), community events (such as festivals and sporting events) and community organisations (such as choirs, residents associations and cub packs) to change consumer habits in favour of refusing SUP. The campaign also organises its own events such as litter picks, river cleans, and fundraisers in aid of SAS.

The strategy does not define which of the Borough’s stakeholders will lead delivery of each Action. This activity will take place during development of the detailed Action Plan as defined in Action 2 of this document.

The Council is obviously a key stakeholder in the delivery of the strategy and it has been written in part to obtain formal agreement from the Council that it will play a full part and fully meet its responsibilities and obligations in order for the strategy to be implemented as defined below.

### The Plastic Problem

Plastics have become an integral part of our everyday lives, from providing protection for our food to being used in healthcare. However, while plastics have made our lives easier in many ways they have also created problems in our society.

Single use plastics can be defined as any disposable plastic that can be used only once, for example, food packaging, plastic bags, wet wipes, drinks bottles, straws, and plastic cups. The single use nature of these plastics can create a number of problems as they are used in minutes and can take centuries to degrade, and even then – they are often not truly gone but just degraded to smaller and smaller pieces (micro-plastic).

Estimates suggest that 12 million tonnes of plastics enter the oceans every year, with new data suggesting there is more micro-plastic pollution than marine life in some waters. This is not merely a case of simple littering. It results in many marine species becoming entangled in plastics or consuming them, which harms fertility and growth, and leads to their death. The effect on human health of consuming plastics through the food we eat, water we drink, and air we breathe is currently unknown. Plastic pollution has contaminated the whole planet.

Another issue with SUPs is that they are made from non-renewable sources. Plastics are made from fossil fuels, which are the main drivers of climate change, the more plastics that are produced then the greater the damage to the climate.

***This document describes how the Borough will play its part in reducing the impact SUPs have on our environment.***

## Broad Strategy

It often shocks people to find that recycling is not the best thing you can do with regard to SUP, and even more so to find that many are not even recyclable.

First and foremost – keeping SUP out of landfill, energy from waste schemes, and our outdoor spaces is paramount, but beyond that - our order of focus should be to primarily “reduce” and “refuse” to accept SUP and ideally stop it even coming into being and not have to deal with disposing of it. After that to “refill” or “reuse” SUP should be our next focus, and if none of the above are possible then of course we should recycle it where this is an option - preferably as close to where it was disposed of as possible.

Throughout this document you will find most emphasis is on the top four elements.

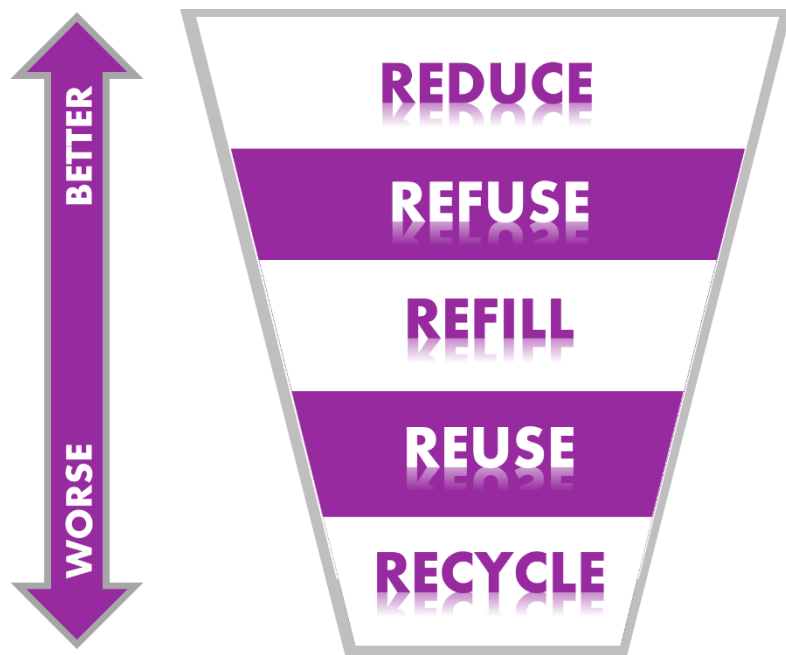
## Policy Context

In the past 5 years there has been a great development in environmental policy at both an international and national level.

In December 2017, 193 members of the UN signed a resolution committing to prevent and significantly reduce marine pollution of all kinds by 2025 and to prioritise policies and measures to avoid marine litter and micro-plastics entering the marine environment.

The EU Strategy for Plastics in a Circular Economy was adopted in January 2018. It intends to transform the way plastic products are designed, produced, used and recycled in order to reduce the value of plastic that is lost from the economy each year after a very short use.

Also published in January 2018 was the UK’s 25 Year Plan to Improve the Environment. The Plan outlines ways to reduce the use of plastics that contribute to pollution, and broader steps to encourage recycling and the more thoughtful use of resources. The aim is to eliminate all avoidable plastic waste by 2042.



***This document is designed to complement the relevant international and national policies, and to define the whole Borough’s efforts to take meaningful action.***

## Bioplastics and Compostables

In implementing this strategy we will give all due consideration to the Surfers Against Sewage statement on bioplastics and compostables contained in their Business Toolkit and included in this document as Appendix I. We will also encourage all parties with whom we will work under this strategy, including Councillors, Council Officers, suppliers and contractors, agencies, authorities and non-contracted third parties, and community groups and organisations, to do the same.

## “Refill”

Refill is an organisation that aims to reduce plastic pollution and improve individuals health by encouraging people to use refillable water bottles regularly. It also promotes the installation of water fountains, and for businesses to provide free access to tap water.

Refill have created an app that individuals can use to locate businesses and water fountains. When looking at the map there are 14 registered businesses and no water fountains in the centre of Windsor.

In December 2018 the Council passed a motion that included supporting the work of Refill to enable all residents and visitors to refill their reusable water bottles across the Borough and to increase the supply of fresh drinking water within the Borough.

Encouraging local residents and visitors to use refillable water bottles is an effective method to reduce plastic pollution at source. Every time someone refills instead of buying a bottle of water, it saves precious resources used to produce bottles and also CO<sub>2</sub> emissions from transporting heavy bottles of water.

For the installation of water fountains to be a success there needs to be support from the local community, health organisations, and Refill schemes. Plastic Free Maidenhead and Plastic Free Windsor are custodians of the Refill Schemes in Maidenhead and Windsor respectively, and have been encouraging local businesses to join the scheme.

There would need to be further work with other community organisations to gain support for water fountains in the Borough, such as land owners, water supply company, and any additional stakeholders such as town and parish councils, and residents associations.

The Borough has a wide area for potential locations for water fountains. One important thing to consider is mains water supply. In Windsor for example, there are five public toilet locations around the town: Victoria Street, Royal Station, Guildhall, coach car park, and Park Street. These locations should be considered first as potential sites for water fountains in the town.

Further details about the Refill Scheme, and the installation of water fountains can be found in Appendix II which is a Refill Strategy for use by stakeholders, and on the Refill website at [www.refill.org.uk](http://www.refill.org.uk).

## Current Progress

In December 2018, this Council resolved to:

- i) Agrees with the general principles of the Plastic Free Communities scheme namely to:

- Lead by example in removing single-use plastic items from Council premises as has already been agreed by the Sustainability Panel on 18 September 2018.
- Encourage plastic free initiatives such as Maidenhead Challenging Plastic, promote the Plastic Free Windsor and Plastic Free Maidenhead campaigns, appoint a named Member of the Council to each of the Plastic Free Steering Committees and support campaign events.
- Encourage all businesses within the Borough to become plastic free.
- ii) Work towards becoming a Plastic Free Council, including but not limited to:
  - Ceasing to use or to permit the use of single use plastics in properties and open spaces under the management of the Council.
  - Seeking to minimise the use of single use plastics in any future contracts.
- iii) Reduce the use of plastic drinks bottles by:
  - Working with an external supplier to trial at least one reverse vending machine in the Borough.
  - Supporting the work of Refill to enable all residents and visitors to refill their reusable water bottles across the Borough and to increase the supply of fresh drinking water within the Borough.

There is also progress within the community. Plastic Free Windsor (PFW) and Plastic Free Maidenhead (PFM) have been working with local businesses, schools, and other community groups and charities over the past 18 months to encourage the reduction of SUP consumption in the community. Currently 25 Windsor and Maidenhead businesses have received the Surfers Against Sewage Plastic Free Champion award for having removed at least 3 items of SUP from their product and/or operations. The two campaigns are also working with 16 of the Borough's schools who have organised pupil led teams, eliminated at least 3 items of SUP, written to their MP and offending companies, spoken in assemblies and organised an event or trash mob. Two of those schools have achieved the Surfers Against Sewage Plastic Free Schools award. Finally, the two campaigns are also working with 25 to 30 community groups who are also eliminating SUP from their meetings and events, and who are helping to publicise and raise awareness of the Plastic Free Community campaigns.

***This document aims to highlight how to reduce the consumption of SUPs within the Borough.***

## 2. Day One

### How to Get There from Here

Before we can confidently and effectively begin our journey towards becoming an SUP Free Borough we will need to know where we are and how we will measure progress.

***Action 1 – work with the Council and other stakeholders to quantify and report the volume of waste generated across the Borough and in which categories, such as recyclable, compostable and general waste. Develop a method for measuring and monitoring the volume of all categories of waste, movement from one category to another, and overall reduction in each.***

This statement of “where we are”, the goals that we will set as a result, and the measurement of progress towards them, will give the Borough’s residents and businesses insight into the scale of the problem, and will help engage them to become part of the solution.

The Day One measurement of waste volumes will be the baseline against which progress will be measured. Initially, we expect to see a reduction in the amount of waste going to landfill or an energy from waste scheme, and a corresponding increase in the amount recycled, as waste is moved from one category to another. However, success will only be achieved when both the amount of recycled waste and total waste fall, as this will indicate that our strategy to reduce waste altogether is bearing fruit.

### Setting Our Priorities

This strategy has been written in a way that begins at the centre, with the Council, and then grows out into the Borough and the community. This is because we believe that the actions included under Leading by Example and Influencing Others will be easier to implement as they are under the Council’s direct control. We will address these objectives first, in the order in which they have the greatest impact. In parallel Plastic Free Windsor and Plastic Free Maidenhead will also begin work on the actions under Roll Out Across the Community and Broadening Reach in order to increase community engagement.

Therefore “low hanging fruit” or high impact actions from collaborations with third parties under Broadening Reach and Roll-out Across the Community, will be addressed early in the Action Plan too.

*Action 2 – work with the Council and other stakeholders to develop a prioritised Action Plan, that includes further detail of the action to be taken, who is responsible for its completion, the date by which the action should be completed, and a description of how successful completion of the action will be measured.*

### Early Engagement with the Community

Effective involvement of the community in this strategy will depend on stakeholder communications being interesting, attractive, engaging and fun, and should therefore be designed with this in mind.

*Action 3 – work with the Council and other stakeholders to develop an engaging community based campaign such as Leeds City Council’s Leeds by Example campaign, to promote the outcomes of strategy. This will include consideration of producing promotional material, digital and social media campaigns.*

## 3. Covid-19

We will begin the implementation of this strategy during the Covid-19 pandemic and the conditions resulting from it. Britain’s economy shrank by 20.4% in April 2020, and Covid-19 related SUP, particularly gloves and masks, have been found in the Mediterranean and other seas and oceans.

This cannot be ignored.

We will therefore be sensitive to the health and safety measures that will be required to keep the Borough’s business owners and their employees, residents and visitors safe. We will follow Government guidelines in this respect.

However, we will not simply postpone the implementation of this strategy until the Covid-19 risk has disappeared. We will begin with a pragmatic approach and gradually increase our efforts proportionately with the reduction in risk, until the strategy can be implemented in full.

There are two Covid-19 related objectives that we will implement immediately and a third that will be implemented when restrictions are lifted:

*Action 4 – work with the Council and other stakeholders to develop and implement a “Keep RBWM Tidy” campaign that works with businesses, waste management contractors, managers and owners of open spaces, and residents, to ensure that takeaway food and drink containers are made from sustainable materials and that waste generated as the weather improves and Covid-19 lockdown measures are lifted, is correctly and adequately disposed of. Provide information to raise awareness regarding the correct disposal of Covid-19 related SUP and personal protective equipment.*

*Action 5 – when the Covid-19 risk is reduced and visitors return, work with the Council and other stakeholders to actively inform and encourage the Borough’s hotels/B&Bs, travel providers, tourist attractions, and visitor centre to inform visitors that businesses and visitors that we are a Plastic Free Borough, to support and emphasise our commitment to reducing SUP consumption.*

## 4. Refill, Water Fountains and Deposit Return Scheme

Plastic drinks bottles are the number one offender when it comes to SUP waste.

Expansion of the Refill scheme, installation of more Refill water fountains, and introduction of a Deposit Return or Reverse Vending Scheme will have a significant effect on the amount of SUP used in the Borough. It will also send a strong positive message to residents and visitors that the Borough is tackling its SUP problem. Work on the following actions will begin immediately.

While Covid-19 remains a risk we may not be able to implement these objectives, but we will carry out any planning and preparation necessary so that implementation can begin as soon as the Covid-19 risk has passed or the corresponding restrictions are lifted.

### Refill

As previously mentioned, Plastic Free Windsor and Plastic Free Maidenhead are the custodians of the Refill scheme in the Borough’s two largest towns and under the motion resolved in December 2018 we committed to supporting both Refill campaigns.

*Action 6 – work with the Council and other stakeholders to broaden awareness of the ‘Refill’ scheme with local businesses and promote the scheme within the community. Support businesses that are already part of the Refill scheme and promote these to residents.*

### Refill Water Fountains

Increasing the number of water fountains will also reduce the amount of SUP used and reinforce the message that we wish to become an SUP Free Borough.

*Action 7 – work with the Council and other stakeholders to develop and implement a water refill plan for the Borough.*

### Deposit Return and Reverse Vending Schemes

Deposit Return and Reverse Vending Schemes dramatically increase the amount of plastic that is sent for recycling, raise awareness, and send a strong positive message about our intentions.

*Action 8 – work with the Council and other stakeholders to investigate the feasibility of a Deposit Return Scheme and Reverse Vending strategy for the Borough.*



## 5. Leading by example

The UK government pledged to remove “all single use plastics from the central government estate” in the DEFRA Resources and Waste Strategy 2018 report. Leading by example is important and therefore the Council should work with partners to remove all SUP from Council offices.

*Action 9 – work with the Council to eliminate the sale, provision and use of single use plastics across all of its estates and operations.*

We will work with the Council to initially brainstorm and identify SUP within their buildings, to propose potential alternatives, and then divide the list into three sets by how easily they can be eliminated:

“Easy” – items we don’t need

“Medium” – items which have obviously viable alternatives already available

“Hard” – items without obviously viable options already available

Areas for primary investigation will be – drinks bottles, drinks cups, straws, stirrers, take away food packaging, other food packaging, milk bottles, cleaning supplies, plastic bags, cling film, and stationery, but we will expand this list as we go.

SUPs associated with catering and hospitality are very often “low-hanging fruit” and therefore fall in the category of “Easy” items to eliminate.

Work on eliminating the “Easy” and “Medium” groups will commence immediately and put in place a plan to eliminate the “Hard” group where possible by end Q2 2021.

Where the use of plastics is unavoidable, the Council will encourage the use of recycled plastics, where practicable, and support manufacturers that make products from locally sourced waste plastics.

Once the initial audit is complete and actioned – an annual audit to ensure that no SUP have crept back in will be carried out.

### Raising Awareness In-House

Not only should the Council lead by example, but so should the Officers, and services that are provided to the community. The purpose of raising awareness of SUPs in-house is to educate Officers and encourage them to think about their consumption of SUPs. The target goal being to show them how to reduce their personal usage both at work and at home, but also to elevate awareness to help influence the removal of SUP as a result of their departmental work.

This involves informing Officers of the Council and its partners, and also includes raising awareness with both local and national government.

*Action 10 – raise awareness of Officers across the Council so that they can all make informed choices about their use of SUP including plastic food/drink packaging and cutlery choices.*

This action requires active engagement from the Council and Officers to ensure that the message to reduce SUP consumption is spread as far as possible and to ensure the largest level of support. These actions mostly revolve around communication, which is key for any campaign to be successful.

Council services such as libraries, museums and arts centres, educational services, health and social care and other community services will be encouraged to operate SUP free where practical.

## 6. Influencing Others – Working with Suppliers and Contractors

As we embrace reduction of single use plastics as a strategy, we will need to ensure that the Council's contracted third parties, who work both inside and outside the Council's buildings share our view.

*Action 11 – assist the Council to review its procurement policy, procedures, contracts and specifications to support the outcomes of the strategy to reduce and eliminate single use plastics.*

This action will offer solutions for many of the items listed in the “Medium” and “Hard” groupings above.

Once the initial work within the Council's offices and with immediate suppliers has been completed – other areas where the Council have contracts with third parties (over which they have influence) can be addressed, with a view to ending use of SUP across all Estates and Operations including third party events held in or on property and land.

*Action 12 – assist the Council to move towards reducing and eliminating the sale, provision and use of single use plastics at small events such as markets, and large organised events held on Council premises or land.*

By nature large events cause a lot of waste, and as a SUP Free Borough we will encourage all such events held in the Borough to operate SUP free. Whether those events are food markets, cultural, sporting or otherwise – where they are held on the Council's estate or require the Council's approval to operate they will be asked to operate SUP free.

*Action 13 – work with the Council and other stakeholders to review opportunities to reduce and eliminate the sale, provision and use of single use plastics on commercially leased Council land and buildings as well as investments and developments.*

## 7. Broadening Reach – Working with Businesses, Agencies, Authorities and Non-Contracted Partners

As the effort to eliminate the sale, provision and use of SUPs across the Council's estates and operations through both Officers, and suppliers and contractors, approaches completion, work will begin to actively encourage and influence those who the Council works alongside throughout the Borough to follow the Council's example.

*Action 14 – work with the Council and other stakeholders to raise awareness amongst agencies, authorities and non-contracted partners (third party services the Council provides to residents) that the Council works with, and actively encourage them to follow our example in eliminating the sale, provision and use of SUPs across their estates and operations.*

– Examples of this may include the following groups and organisations who will be encouraged to follow the Council's example in eliminating the sale, provision and use of SUPs across their estates and operations:

- *local businesses through the Chambers of Commerce, Town Centre Managers, and organisations such as Windsor 2030.*

- landmark employers such as Maersk, Legoland and Centrica
- major sporting venues such as Ascot and Windsor racecourses
- GP practices, hospitals and emergency services
- arts centres and other organisations to whom grants are awarded
- community spaces such as parks and gardens

*Action 15 – work with other councils to help minimise SUP consumption and lobby government and local MPs to encourage greater measures to reduce SUP consumption also.*

**Measurement of the overall progress within Council buildings as a result of objectives 1-13:**

- 1. Monitor reduction in total waste, recycling and residual volumes, and at the same time**
- 2. Increase ratio of recycling volume to residual volume.**

## 8. Roll Out Across the Community

The purpose of raising awareness of SUPs in the community is to encourage members of the public to reduce their SUP consumption. This section can be divided into business and public interactions, including residents, visitors and community groups.

### Business Interactions

Within the Borough we are blessed with a large number of businesses of all sizes and from many different types of industries. Businesses can be very influential over their staff and customers in the community, but also their network of suppliers and partners. We need to seek their support to truly achieve a Plastic Free Borough and we should offer them ours in return.

*Action 16 – work with the Council and other stakeholders to support the “Plastic Free” network of local businesses, schools and community allies to enable them to share methods of best practice with others within the community.*

In this action, the involvement of Plastic Free Windsor and Plastic Free Maidenhead will be key due to their active engagement with local businesses:

*Action 17 – work with the Council and other stakeholders to encourage local businesses to explore innovative solutions/services to reduce SUP consumption.*

### Public Interactions

*Action 18 – work with the Council and other stakeholders to actively encourage clubs, societies and sports teams, and the corresponding events to become SUP free.*

Similarly to big business, local sports teams and clubs, societies and faith groups are massive influencers within the community, towards their staff, participants and supporters, and are therefore in a strong position to help support the SUP message and to influence the community. Furthermore, take away refreshments at sporting events are commonplace and by winning sports teams' support – a large number of SUPs can be eliminated from the community.

Finally the section which has the potential to have the biggest impact of all. With a population of over 150,000 there are a lot of people in the community holding the power to make a big difference. By taking a holistic approach, the public should be getting influence from businesses and community organisations as well as getting the messaging from Council services – but there are some further opportunities to encourage interaction.

*Action 19 – with the support of the Council, other stakeholders and partner authorities, innovate and encourage people in the Royal Borough to reduce their SUP use, with a particular focus on busy public locations, and other areas where local authorities have control or influence.*

This requires a wide range of actions to be pursued to ensure we successfully promote the message of SUP reduction with members of our community.

*Action 20 – work with the Council and other stakeholders to promote and support litter picking and river cleaning activities organised within the Borough.*

## 9. Summary

Reflecting on the urgency of the well documented Environmental Emergency, and that SUPs impact not only the desire for a local Circular Economy, but that as a waste item can also impact our local biodiversity, ultimately get into the food chain, and finally, in their manufacture, contribute to global warming, it is critical that we limit their impact early on in our over-riding Environmental and Climate strategy.

This document is broadly presented in three parts. The first focusses on work that will begin immediately (Actions 1 to 8). The second then addresses how we can work with the Council to remove SUP from the Council and its estate (objectives 9 to 13). Finally, the third part focusses on how we expand and engage the wider community to follow suit (objectives 14 to 20). Our target would be to approach the roll out of the actions as a two year plan with annual reviews after those initial two years to help maintain focus, and to report out annually on all progress against the actions laid out here.

Measurement of overall progress within the community: complete an annual survey within the Borough to examine the prevalence of SUP in the community.

## Appendix I – Bioplastics and Compostables

## Appendix II – Stakeholder Refill Strategy

### What is Refill

Refill is an organisation that aims to reduce plastic pollution and improve individuals health by encouraging people to use refillable water bottles regularly. It also promotes the installation of water fountains, and for businesses to provide free access to tap water.

Refill have created an app that individuals can use to locate businesses and water fountains. When looking at the map there are 14 registered businesses and no water fountains in the centre of Windsor.

In December 2018 the Council passed a motion that included supporting the work of Refill to enable all residents and visitors to refill their reusable water bottles across the Borough and to increase the supply of fresh drinking water within the Borough.

Encouraging local residents and visitors to use refillable water bottles is an effective method to reduce plastic pollution at source. Every time someone refills instead of buying a bottle of water, it saves precious resources used to produce bottles and also CO2 emissions from transporting heavy bottles of water.

For the installation of water fountains to be a success there needs to be support from the local community, health organisations, and Refill schemes. Plastic Free Maidenhead and Plastic Free Windsor are custodians of the Refill Schemes in Maidenhead and Windsor respectively, and have been encouraging local businesses to join the scheme.

There would need to be further work with other community organisations to gain support for water fountains in the Borough, such as land owners, water supply company, and any additional stakeholders such as town and parish councils, and residents associations.

The Borough has a wide area for potential locations for water fountains. One important thing to consider is mains water supply. In Windsor for example, there are five public toilet locations around the town: Victoria Street, Royal Station, Guildhall, coach car park, and Park Street. These locations should be considered first as potential sites for water fountains in the town.

Further details about the Refill Scheme, and the installation of water fountains can be found on the Refill website at [www.refill.org.uk](http://www.refill.org.uk).

**This document aims to show how the stakeholder can increase the supply of fresh drinking water within the local area.**

### Strategy

Refill underline 4 key points for water fountains to be a success:

1. Getting an idea
2. Getting going
3. Getting installed
4. Getting it used

## Objective 1: Getting an idea

### 1.1: Gaining support

For the installation of water fountains to be a success there needs to be support from the local community, health organisations, and Refill schemes. PFW is involved with the Windsor Refill scheme and have been encouraging local businesses to join the Refill scheme. There would need to be further work with other community organisations to gain support for water fountains in Windsor, such as land owners, water supply company, and any additional stakeholders.

### 1.2: Location

Windsor has a wide area for potential locations for water fountains. One important thing to consider is mains water supply. There are five public toilet locations around Windsor: Victoria Street, Royal Station, Guildhall, coach car park, and Park Street. These locations should be considered first as potential sites for water fountains.

## Objective 2: Getting going

### 2.1: Funding

A project group would need to be established to estimate the potential costs and timeline of water fountain installations. The group would need to consider potential streams of funding, such as local businesses, grant-giving bodies, and the Drinking Fountain Association. The group should also make a plan on how to ensure the fountain has a long life by ensuring it is maintained and repaired.

### 2.2: Design

Any water fountain would have to be approved for UK use and would need to be weatherproof. The group would also need to consider the setting of the fountain and how accessible it will be for users. The group also needs to decide on how to protect the fountain from vandalism and who will be assigned to ensure the fountain is maintained.

## Objective 3: Getting installed

### 3.1: Notifying water suppliers

Informing water suppliers of the desire to install a water fountain is crucial, as their support and assistance will be required to make the fountain a success.

### 3.2: Water quality, safety and hygiene

The water quality from any fountain must be of the highest standard and therefore an approved WaterSafe plumber will be required to carry out any work.

### 3.3: Responsibilities and future proofing

The project group should clarify early on who will be responsible for maintaining any water fountain. This can be a collaboration between two groups or the responsibility of one group. A cleaning and maintenance schedule should be devised and agreed upon to ensure a water fountain has a long life. This will depend on the specifications of the water fountain provided by the manufacturer.

## Objective 4: Getting it used

### 4.1: Spreading the word

Using the combined social media accounts of the Council, Plastic Free Windsor, and other community groups the installation of a water fountain can be quickly spread to local residents. A key factor to consider is how to inform visitors to the town of the water fountains available and that our community is trying to reduce its plastic usage. One method can be to ask all local hotels to provide this information at the end of email confirmations of bookings. Another method is to ask Visit Windsor about informing tourist groups about water fountains before groups arrive.

## Action Plan

Objectives	Action	Detail
1 - Getting an idea	1.1	Organise a list of key stakeholders of water fountains and work to gain their support.
	1.2	Identify suitable locations with a mains water supply for a water fountain
2 - Getting going	2.1.1	Create a project group composed of key stakeholders to organise the installation of water fountains
	2.1.2	Identify streams of funding for installation and maintenance
	2.2.1	Select a water fountain design that is approved in the UK
	2.2.2	Decide how accessible the fountains should be e.g. adult, children
	2.2.3	Consult measures to prevent vandalism
	2.2.4	Decide on who will be responsible for maintaining the fountains
3 - Getting Installed	3.1	Notify water suppliers of the installation of water fountains
	3.2	Identify a WaterSafe plumber to install the fountains
	3.3	Devise a cleaning and maintenance schedule between those who are responsible for maintenance of water fountains
4 - Getting it used	4.1.1	Use social media to inform local residents of water fountain installations
	4.1.2	Devise methods to inform visitors of water fountains available



## Appendix III – References

- SAS Plastic Free Communities (<https://www.sas.org.uk/plastic-free-communities/>)
- Friends of the Earth Climate Action Plan ([https://takeclimateaction.uk/sites/files/climate/documents/2020-02/A4\\_ClimateActionPlan\\_Jan\\_2020\\_update.pdf](https://takeclimateaction.uk/sites/files/climate/documents/2020-02/A4_ClimateActionPlan_Jan_2020_update.pdf))
- SUP Plastics Strategy for Surrey ([https://www.surreycc.gov.uk/\\_data/assets/pdf\\_file/0014/192110/SUP-Strategy-Final-Mar-19.pdf](https://www.surreycc.gov.uk/_data/assets/pdf_file/0014/192110/SUP-Strategy-Final-Mar-19.pdf))
- DEFRA Resources and Waste Strategy (<https://www.gov.uk/government/publications/resources-and-waste-strategy-for-england>)
- DEFRA 25 Year Environment Plan (<https://www.gov.uk/government/publications/25-year-environment-plan>)
- London Assembly – Wasting London’s Future (<https://www.london.gov.uk/about-us/london-assembly/london-assembly-publications/wasting-londons-future>)
- Reduction in the use of SUP – A strategy for Somerset County Council (<https://democracy.somerset.gov.uk/documents/s8861/Appendix%20A%20-%20Single%20Use%20Plastics%20Strategy%20-%20Final.pdf>)
- Developing the single use plastic free Wirral policy (<https://democracy.wirral.gov.uk/documents/s50050928/SUP%20Free%20Policy%20-%20Report%20to%20OS%20Committee%205%20July%2018.pdf>)
- Stroud District Council Environment Committee June 2018 - Single Use Plastics and Recycling (<https://www.stroud.gov.uk/media/682440/item-10-single-use-plastics-and-recycling.pdf>)
- Brighton & Hove City Council Single-use Plastics Policy (<https://www.brighton-hove.gov.uk/sites/brighton-hove.gov.uk/files/single-use-plastic-policy.pdf>)
- Surrey County Council Single-Use Plastics (SUP) Policy ([https://www.surreycc.gov.uk/\\_data/assets/pdf\\_file/0019/181801/Single-use-Plastics-Policy-Nov-2018.pdf](https://www.surreycc.gov.uk/_data/assets/pdf_file/0019/181801/Single-use-Plastics-Policy-Nov-2018.pdf))
- SAS Plastic Free Community Toolkit (<https://www.sas.org.uk/your-community-toolkit/>)
- SAS Plastic Free Community Objective 1 – Local Governance (<https://www.sas.org.uk/objective-1-local-governance/>)
- Durham County Council SUP Pledge ([https://doitonline.durham.gov.uk/service/Single\\_use\\_plastics\\_pledge](https://doitonline.durham.gov.uk/service/Single_use_plastics_pledge))
- European Parliament Press Release on SUP 27/03/2019 - <https://www.europarl.europa.eu/news/en/press-room/20190321IPR32111/parliament-seals-ban-on-throwaway-plastics-by-2021>

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Report Title:	<b>Communities Overview and Scrutiny Panel - Annual Report 2020/21</b>
Contains Confidential or Exempt Information?	No - Part I or Yes - Part II <a href="#">delete as appropriate. If yes, state which paragraph(s) of the Access to Information Rules the exemption relates to e.g. 'Not for publication by virtue of paragraph X of Part 1 of Schedule 12A of the Local Government Act 1972.'</a>
Member reporting:	Councillor Bowden, Chairman of the Panel
Lead Officers:	<a href="#">Xxx</a> , Director, David Scott, Head of Communities
Meeting and Date:	Full Council June 2021

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## REPORT SUMMARY

Part 9A B4 of the [council constitution](#) requires an Overview and Scrutiny Panel to report annually to full Council on '*its workings and make recommendations for future work programmes and amended working methods if appropriate*'.

### 1. DETAILS OF RECOMMENDATION(S)

**RECOMMENDATION:** That full Council notes the annual report of the [xxx](#) Overview and Scrutiny Panel

### 2. CHAIRMAN'S INTRODUCTION

2.1

### 3. TOPICS SCRUTINISED DURING THE MUNICIPAL YEAR 2020/21

3.1 *Include details of issues called-in and any findings/outcomes including recommendations to Cabinet.*

3.2

### 4. CALL-INS CONSIDERED DURING THE MUNICIPAL YEAR 2020/21

4.1 *Include details of issues considered and any findings/outcomes.*

4.2

**5. RESIDENT SUGGESTIONS CONSIDERED DURING THE MUNICIPAL YEAR 2020/21**

5.1 *Include details of issues considered and any findings/outcomes*

5.2

**6. TASK AND FINISH GROUPS ESTABLISHED DURING THE MUNICIPAL YEAR 2020/21**

6.1 *Include details of issues considered and any findings/outcomes*

6.2

**7. PROPOSALS FOR IMPROVED WORKING METHODS**

7.1

7.2

**8. THANKS**

8.1 The Panel would like to thank the following individuals and organisations for their involvement in the scrutiny process this year:

- .....

**9. PROPOSED WORK PROGRAMME FOR THE MUNICIPAL YEAR 2021/22**

9.1 The Panel proposes to consider the following topic areas for scrutiny in the coming municipal year:

Topics already in progress/carried over from 2020/21:

- 

New topics:

- 

**10. APPENDICES**

10.1 This report is supported by xxx appendices:

-

**REPORT HISTORY**

<b>Decision type:</b> For information	<b>Urgency item?</b> No	<b>To Follow item?</b> No
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## WORK PROGRAMME- COMMUNITIES OVERVIEW AND SCRUTINY PANEL

<b>DIRECTORS</b>	Duncan Sharkey(Managing Director), Hilary Hall (Director of Adults, Health and Commissioning, Strategy and Commissioning)
<b>LINK OFFICERS &amp; HEADS OF SERVICES</b>	David Scott, Louise Freeth, Chris Joyce

### MEETING: 8 MARCH 2021

ITEM	RESPONSIBLE OFFICER
Norden Farm – Update after AGM	<b>Chris Joyce,</b> <i>Head of Infrastructure, Sustainability and Economic Growth</i>
The Old Court – Update	<b>Chris Joyce,</b> <i>Head of Infrastructure, Sustainability and Economic Growth</i>
CAB – Update	
Playground Equipment Safety	
Covid Update – Verbal Update	<b>David Scott,</b> <i>Head of Communities</i>
Work Programme	Panel clerk
<b>TASK AND FINISH</b>	
TBC	

### MEETING: 13 APRIL 2021

ITEM	RESPONSIBLE OFFICER
Q3 Performance Report	<b>David Scott,</b> <i>Head of Communities</i>
Final Annual Scrutiny Report	<b>Panel</b>
Alexandra Gardens, Windsor (From Cabinet Forward Plan) TBC	<i>PLACE Executive Director Barbara Richardson</i>
Maidenhead Golf Course Update	Barbara Richardson
Maidenhead Heritage Centre – Annual Update	Chris Joyce, Steph James
Update on Allotments	<b>David Scott,</b> <i>Head of Communities</i>
Covid Update – Verbal Update	<b>David Scott,</b> <i>Head of Communities</i>
Work Programme	Panel clerk
<b>TASK AND FINISH</b>	
TBC	

### ITEMS SUGGESTED BUT NOT YET PROGRAMMED

ITEM	RESPONSIBLE OFFICER

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By virtue of paragraph(s) 1, 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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