

NOTICE OF MEETING

CABINET

will meet on

THURSDAY, 29TH SEPTEMBER, 2022

At 7.00 pm

in

GREY ROOMS - YORK HOUSE, WINDSOR, AND ON [RBWM YOUTUBE](#)

TO: MEMBERS OF CABINET

COUNCILLORS: ANDREW JOHNSON GROWTH & OPPORTUNITY (CHAIRMAN),

STUART CARROLL ADULT SOCIAL CARE, CHILDREN'S SERVICES, HEALTH, MENTAL HEALTH, & TRANSFORMATION (VICE-CHAIRMAN),

DAVID CANNON ANTI-SOCIAL BEHAVIOUR, CRIME, AND PUBLIC PROTECTION,

DAVID COPPINGER ENVIRONMENTAL SERVICES, PARKS & COUNTRYSIDE & MAIDENHEAD,

SAMANTHA RAYNER BUSINESS, CORPORATE & RESIDENTS SERVICES, CULTURE & HERITAGE, & WINDSOR,

PHIL HASELER PLANNING, PARKING, HIGHWAYS & TRANSPORT,

DAVID HILTON ASSET MANAGEMENT & COMMERCIALISATION, FINANCE, & ASCOT

DONNA STIMSON CLIMATE ACTION & SUSTAINABILITY

ROSS MCWILLIAMS DIGITAL CONNECTIVITY, HOUSING OPPORTUNITY, & SPORT & LEISURE

Karen Shepherd – Head of Governance - Issued: Wednesday, 21 September 2022

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's web site at www.rbwm.gov.uk or contact the Panel Administrator **Karen Shepherd** karen.shepherd@rbwm.gov.uk or 07766 778286

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>APOLOGIES FOR ABSENCE</u> To receive any apologies for absence	
2.	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest	7 - 8
3.	<u>MINUTES</u> To consider the Part I minutes of the meeting held on 25 August 2022.	9 - 20
4.	<u>APPOINTMENTS</u>	
5.	<u>FORWARD PLAN</u> To consider the Forward Plan for the period October 2022 to January 2023.	21 - 28
6.	<u>REFERRAL FROM OVERVIEW & SCRUTINY - CEDAR TREE HOUSE, 90 ST LEONARDS ROAD, WINDSOR</u> To consider the referral from the Corporate Overview and Scrutiny Panel	29 - 58
7.	<u>CABINET MEMBERS' REPORTS</u> Planning, Parking, Highways & Transport	
	i. Petition - Speed Limit on London Road, Ascot	59 - 76
	ii. Approval of the Cookham Village Conservation Area Appraisal	77 - 196
	Asset Management & Commercialisation, Finance, & Ascot	
	iii. 2022/23 Month 4 Budget Monitoring Report	197 - 240
	Adult Social Care, Children's Services, Health, Mental Health, & Transformation	
	iv. RBWM Domestic Abuse Strategy 2022-24	241 - 274
	Environmental Services, Parks & Countryside & Maidenhead	
	v. Tivoli Contract for Grounds Maintenance	275 - 328

8. LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE 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 items 9-11 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act"

PART II

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
9.	<u>MINUTES</u> To consider the Part II minutes of the meeting of Cabinet held on 25 August 2022 <i>(Not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)</i>	329 - 332
10.	<u>REFERRAL FROM OVERVIEW & SCRUTINY - CEDAR TREE HOUSE, 90 ST LEONARDS ROAD, WINDSOR</u> <i>(Not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)</i>	333 - 346
11.	<u>CABINET MEMBERS' REPORTS</u> Environmental Services, Parks & Countryside & Maidenhead i. Tivoli Contract For Grounds Maintenance <i>(Not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)</i> Details of representations received on reports listed above for discussion in the Private Meeting: None received	347 - 350

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MEMBERS' GUIDE TO DECLARING INTERESTS AT 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 Disclosable Pecuniary Interest (DPI) or Other Registerable 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.

Any Member with concerns about the nature of their interest should consult the Monitoring Officer in advance of the meeting.

Non-participation in case of Disclosable Pecuniary Interest (DPI)

Where a matter arises at a meeting which directly relates to one of your DPIs (summary below, further details set out in Table 1 of the Members' Code of Conduct) you must disclose the interest, **not participate in any discussion or vote on the matter and must not remain in the room** unless you have been granted a dispensation. If it is a 'sensitive interest' (as agreed in advance by the Monitoring Officer), you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted by the Monitoring Officer in limited circumstances, to enable you to participate and vote on a matter in which you have a DPI.

Where you have a DPI on a matter to be considered or is being considered by you as a Cabinet Member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

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 (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her 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 council.*
- *Any licence to occupy land in the area of the council for a month or longer.*
- *Any tenancy where the landlord is the council, and the tenant is a body in which the relevant person has a beneficial interest in the securities of.*
- *Any beneficial interest in securities of a body where:*
 - a) that body has a place of business or land in the area of the council, 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.

Disclosure of Other Registerable Interests

Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (summary below and as set out in Table 2 of the Members Code of Conduct), you must disclose the interest. **You may speak on the matter only if members of the public are also allowed to speak at the meeting** but otherwise **must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation**. If it is a 'sensitive interest' (as agreed in advance by the Monitoring Officer), you do not have to disclose the nature of the interest.

Other Registerable Interests (relating to the Member or their partner):

You have an interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority*
- b) any body*
 - (i) exercising functions of a public nature*
 - (ii) directed to charitable purposes or*

one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

Disclosure of Non- Registerable Interests

Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a DPI) or a financial interest or well-being of a relative or close associate, you must disclose the interest. **You may speak on the matter only if members of the public are also allowed to speak at the meeting** but otherwise **must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation**. If it is a 'sensitive interest' (agreed in advance by the Monitoring Officer) you do not have to disclose the nature of the interest.

Where a matter arises at a meeting which **affects** –

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a friend, relative, close associate; or
- c. a body included in those you need to disclose under DPIs as set out in Table 1 of the Members' code of Conduct

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

Where a matter **affects** your financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise **must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation**. If it is a 'sensitive interest' (agreed in advance by the Monitoring Officer, you do not have to disclose the nature of the interest.

Other declarations

Members may wish to declare at the beginning of the meeting any other information they feel should be in the public domain in relation to an item on the agenda; such Member statements will be included in the minutes for transparency.

Agenda Item 3

CABINET

THURSDAY, 25 AUGUST 2022

PRESENT: Councillors Andrew Johnson (Leader of the Council; Growth & Opportunity) (Chairman), David Cannon (Anti-Social Behaviour, Crime, and Public Protection), David Coppinger (Environmental Services, Parks & Countryside & Maidenhead), David Hilton (Asset Management & Commercialisation, Finance, & Ascot), Donna Stimson (Climate Action & Sustainability) and Ross McWilliams (Digital Connectivity, Housing Opportunity, & Sport & Leisure)

Also in attendance: Councillors Baldwin, Bhangra, Bond, Brar, Davey, Price, Rayner, Sharpe, Singh, Taylor; Mike Piggford (LTA); Ian Brazier-Dubber (MD, RBWM PropCo).

Officers: Emma Duncan, Andrew Durrant, Adele Taylor, Alysse Strachan, Kevin McDaniel, Karen Shepherd, Louise Freeth, David Wiles and David Scott

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Carroll and Haseler.

Councillor Rayner attended virtually so took no part in the vote on any item.

DECLARATIONS OF INTEREST

None

MINUTES

RESOLVED UNANIMOUSLY: That the minutes of the meeting held on 21 July 2022 be approved.

APPOINTMENTS

None

FORWARD PLAN

Cabinet noted the Forward Plan for the next four months.

CABINET MEMBERS' REPORTS

ORDER OF BUSINESS

RESOLVED UNANIMOUSLY: That the order of business be amended.

G) CEDAR TREE HOUSE WINDSOR

Cabinet considered options for the property at Cedar Tree, 90 St Leonards Road, Windsor.

The Cabinet Member for Asset Management & Commercialisation, Finance, & Ascot explained that the property was purchased by the Council in May 2021 with a view to using it as temporary accommodation. It had been used as such by the previous owners from March 2021 and before then as a bed and breakfast. The intention had been to refurbish the property to provide much needed temporary accommodation for those in need in the borough. The property had been vacant whilst a planning application was prepared. As a result of due diligence, it had become clear that construction costs had grown which exceeded the originally agreed capital budget. To proceed with the original proposal would now cost an extra £490,000. The Cabinet Member referred Members to the options detailed in Table 1 which included the original proposal with additional costs; an alternative proposal to convert the property into affordable/key worker accommodation (with similar additional expenditure required); or sale of the property on the open market (which would minimise financial exposure and planning risk). An independent valuation had been provided that indicated the property would achieve £800,000 as is or £1.15m fully restored. The council would need to invest £150,000 to refurbish the property to a saleable condition resulting in a loss of £429,000.

The public consultation on the planning application had raised the issue with local residents who had expressed a number of concerns.

Councillor Johnson commented that the decision on planning would lay with the Development Management Committee, but Cabinet needed to be mindful of the significant planning risk. There were also significant inflationary impacts on the construction sector. National policy would increase demand for temporary accommodation therefore the challenge needed to be addressed but it did not mean that every proposal was the right one to take forward. He was strongly minded to proceed with option C.

Councillor Stimson commented on the escalation of building costs and uncertainty in relation to planning permission.

Councillor Rayner stated that she supported the new recommendation for option C. she had met with residents and local businesses and was fully aware of their concerns. The borough needed temporary accommodation, but the business case also needed to be robust.

Cabinet was addressed by Karin Falkentoft, James Waud and Rhian Thornton.

Karin Falkentoft explained that she lived next door to Cedar Tree. She had provided lots of information already to Cabinet members. She was very happy that residents' concerns had been listened to; option 1 would have been detrimental to residents' lives and livelihoods.

James Waud explained he was the manager of The Windsor Trooper which was opposite the property. He was delighted with the new recommendation but felt a further option to divide the property into three individual flats had been missed. There was no garden which families would want so flats seemed more sensible. He had undertaken some research which showed that most similar 2 bedroom properties were valued lower than £300,000. He acknowledged the council needed to find a solution for those who found themselves homeless, but he felt the £0.5m could be used more appropriately for something else.

Rhian Thornton explained she was the headmistress of Upton House School which was located 40metres from Cedar Tree. She was pleased to hear the new recommendation but as she had only just heard it, she wished to make some comments.

Upton House school was proud to play an active part in the Windsor community. It was a hugely diverse school with a keen focus on charity and support for the vulnerable. For example, a number of Ukrainian refugees were being supported through the school's bursary scheme. She felt it was reasonable for the school to challenge and seek assurances if there was any risk to the children, however low. The school had found out about the development by default rather than being informed. It seemed the council had been unaware there was a private school close by and it had not been included in any risk assessment. Councillor McWilliams had been unable to attend two meetings held with governors until one on 3 June 2022. When he had been asked about vetting procedures, he had been vague but had pledged to create an appropriate policy, which had thus far not arrived. The school had requested a copy of the risk assessment from the Chief Executive, but this had not been received so it could only be assumed it had not been undertaken. The school was not saying that all homeless people were a risk to children, it was just asking for a guarantee that any occupant would not pose a risk. Given the new recommendation, Rhian Thornton requested a guarantee that should there ever be a revisit of plan a, there would be no risk to the children.

Councillor Johnson thanked the public speakers. He explained that no absolute guarantee could be given that any of the occupants would not pose a threat, as was the case with any resident in the area. However, it was recognised that those with additional complex needs would more appropriately be accommodated elsewhere.

Councillor McWilliams confirmed that he had recently visited the school. He felt he had answered all the questions, but he appreciated it was a complex issue. He explained that when a property was purchased it was not necessarily determined how it would be used therefore there was no requirement for a risk assessment at that stage in the way described. However, he acknowledged the wider point of concerns about the previous use of the building. The government had required all rough sleepers to be housed at the time for the protection of those individuals and society at large during the pandemic. The property had been managed by private landlords at that time. Councillor McWilliams commented that anti-social behaviour was taken very seriously in all council managed properties.

There were 1000 borough residents on the housing register therefore it was clear people were being priced out and there was a lack of sustainable accommodation. The council did not want to rely on out of borough temporary accommodation as this stretched people's support networks.

The Executive Director of People Services commented that it was important to distinguish between the allocation of temporary housing and the rough sleeper pathway. The pathway was for those with additional needs, to be supported to make adjustments rather than simply being put in a property and left without any support. The rough sleeper pathway had never been the intention for Cedar Tree.

Councillor Price commented that she recollected that the decision to purchase the property had been taken very quickly as it had come up at auction. She felt that more

care should have been taken as the decision would now result in a financial loss. The shortage of labour and increasing costs was known at the time of the purchase.

Councillor Johnson commented that the council did have to move quickly at the time. No one would have anticipated the rampant inflation; build costs had started to go up significantly at the end of last year.

Councillor Hilton commented that the planning risk was severe therefore he did not feel it was appropriate to proceed.

RESOLVED UNANIMOUSLY: That Cabinet notes the report and:

i) Notes the risk in relation to the grant of planning consent

ii) Approves the option to sell Cedar Tree House (option C) as a family dwelling for best market consideration.

A) COVID ADDITIONAL RELIEF FUND SCHEME

Cabinet considered the scheme criteria for the Covid Additional Relief (CARF) Discretionary Scheme.

The Cabinet Member for Asset Management & Commercialisation, Finance, & Ascot explained that the Department for Levelling Up, Housing and Communities (DLHUC) had provided local authorities with funding to compensate businesses in respect of their 2021/22 Business Rate charge, where they had been unable to access other forms of assistance linked to Business Rates. The Royal Borough had been provided with £5,192,518 and was required to create a discretionary scheme to distribute this new form of Business Rate Relief by 30 September 2022.

In order to act fairly the borough had established a policy as detailed in Appendix A. The scheme proposed to make an automatic award to businesses identified as potentially eligible up to a Rateable Value (RV) of £51,000 of either 50%, 75% or 100% based on their RV. Based on the latest available modelling, this would assist 529 businesses and utilise the majority of approximately £4.5m of the available funding. It was proposed that the retained sum of approx. £700,00 would be available for business premises over £51,000 to apply for relief. An application process would be available, within a dedicated application window. Once closed, applications would be dealt with in date order, on a case by case basis. Businesses needed to fully complete the application form and provide all required information. Business would not be contacted for missing information. A right of review would be made available but the officer decision would be final.

RESOLVED UNANIMOUSLY: That Cabinet notes the report and:

i) Approves the proposed scheme criteria for the Covid Additional Relief (CARF) Discretionary Scheme.

ii) Delegates authority for minor changes to the Head of Revenues, Benefits, Library and Resident Services in consultation with the Cabinet Member for Asset Management & Commercialisation, Finance & Ascot.

B) LGA PEER CHALLENGE - ACTION PLAN PROGRESS

Cabinet considered progress on the Action Plan resulting from the recommendations of the Local Government Association (LGA) Corporate Peer Challenge, which took place from 24 – 27 January, 2022.

The Leader of the Council summarised progress against each of the LGA recommendations. He highlighted that the Citizen’s Portal went live in April 2022. The refresh of the MTFs was largely, if not fully, completed. A constructive meeting had been held with Group Leaders to discuss the Member induction and development programme. Plans for additional Member support for casework were on track. The scrutiny committee structure had been amended following full Council approval. The Audit and Governance Committee had been strengthened with an Opposition Member in the Chair. Review of the health scrutiny function was underway. Recommendations 8 and 9 were both works in progress for later in the year. The Youth Council had been tasked with a piece of work in partnership with the Council. The planning function Improvement Plan was in place and a peer review was expected in 2023/34.

Councillor Johnson commented that the council looked forward to welcoming the LGA back at an appropriate time to review progress.

RESOLVED UNANIMOUSLY: That Cabinet notes the report and the progress against the Action Plan.

c) DISCRETIONARY £150 COUNCIL TAX ENERGY SCHEME

Cabinet considered the proposed scheme criteria for the Discretionary Council Tax Energy Rebate scheme.

The Cabinet Member for Asset Management & Commercialisation, Finance, & Ascot explained that the Department for Levelling Up, Housing and Communities (DLHUC) had provided local authorities with funding under the £150 Council Tax Energy Rebate announced earlier in the year. While the majority of funding, £4.5m, was provided for the Mandatory Scheme for those whose main home was in Council Tax Band A-D, a small amount of funding, £294,000, had been provided for a Discretionary Scheme. Local authorities are required to design a Discretionary Scheme and distribute the funding provided by 30 November 2022.

Each local authority was required to design and implement a Discretionary Council Tax Energy Rebate scheme for those in council tax band E-H, who were identified as financially vulnerable, and not entitled to the Mandatory Scheme for those in Band A-D. The discretionary funding could also be used to provide additional support to those in Band A-D identified as financially vulnerable. Although DLHUC required authorities to design their own Discretionary Scheme they had provided guidance which set out some basic criteria which must be adhered to, some of which mirrored those set for the Mandatory scheme. These included:

- That the property must be occupied as the individual’s main home
- That the property was not in exemption class “O” i.e. a Ministry of Defence property since the MOD was looking to provide cost of living support itself.
- Allocations must be distributed, or returned to government, by 30 November 2022.
- That pre-payment checks had been undertaken where the person receiving payment was not a “live” direct debit payer.

Consideration had been given to how best to identify those who may be considered financially vulnerable, and therefore suffering hardship because of the rising cost of living, balancing this against the requirement to distribute the funding as quickly and efficiently as possible.

Council Tax Reduction (CTR) was a means tested benefit which the Royal Borough already assessed resident's entitlement to. Being in receipt of this financial assistance therefore meant that the resident was on a low income. It was therefore proposed that these records be utilised to distribute funding to residents by awarding those who had already received the £150 Mandatory payments, by virtue of being in Band A-D, a top up of £50 and awarding those in Bands E-H, on CTR in April 2022, a one-off payment of £200. Based on modelled figures, this would utilise all but £50 of the funding available.

As with the Mandatory scheme the proposal was to make an automatic BACS payment to those whose bank details had already been verified. For anyone else, in order to comply with the DLHUC pre-payment checks required, an application would be invited. If this did not elicit a response, the eligible party's Council Tax account would be credited with the award, as the deadline approached.

Councillor Hilton confirmed that all direct debit payers in the borough had been paid the original rebate by April 2022. It was believed that 5371 eligible residents had not yet made an application.

Councillor Hilton placed on record the thanks of Cabinet to the Revenues and Benefits team which had administered all the schemes.

Councillor Rayner applauded the simplicity of the designed scheme.

Councillor Price asked whether the scheme would capture those who were 'just about managing' (JAMs).

Councillor Hilton responded that no scheme put forward by the government specifically covered JAMs, nor was there an accepted definition. The Head of Revenues, Benefits, Library & Resident Services commented that the council would encourage anyone having difficulty to apply for Council Tax support.

The Executive Director of People Services explained that the Housing Support Fund allocated £0.5m to residents over the six month period ending September 2022. There was a wide range of flexibility for councils with a couple of notable changes to previous iterations. One third was required to be spent on those of pensionable age; one third on families with children; one third was flexible. The ambition was to provide a scheme with a minimal application process. There were three funding routes:

- Maintaining fee school meal vouchers
- Pensioners in receipt of Council Tax reduction benefit
- An allocation to the housing service to support those at risk of becoming unintentionally homeless.

The Executive Director of Resources commented that anyone in receipt of correspondence from the council about the £150 scheme not paying by direct debit was encouraged to make an application as soon as possible.

Councillor Davey referred to a resident who had struggled to get to the library to provide the appropriate documentation. He questioned why the council did not just credit the funding to people's Council Tax accounts.

The Executive Director of Resources explained that customer service support was available for those in need. The council had heard about the scheme at the same time as the public and was bound by the rules set out by central government. Pre-payment checks were required.

Councillor Singh referenced a BBC report that only 49% of people not paying by direct debit had received the funding nationally. He was concerned by the figure of over 5000 in the borough particularly as St Marys had a high proportion of people on a low income. He asked if the funds were not claimed by November would they be returned to central government.

The Executive Director of Resources reiterated that the council had made it clear it did not wish to return any funding. The funding was not a Council Tax rebate, it was meant to help with energy costs therefore wherever possible the council wanted to pay it into the individual's bank account rather than as a credit to their Council Tax account. If someone was in debt on their Council Tax account, the credit would just reduce the amount owed rather than going into their pocket to help with energy bills. A refund could be requested but it was a manual process that took significant resources.

RESOLVED UNANIMOUSLY: That Cabinet notes the report and:

- i) Approves the proposed scheme criteria for the Discretionary Council Tax Energy Rebate scheme.**
- ii) Delegates authority for minor changes to the Head of Revenues, Benefits, Library and Resident Services in consultation with the Cabinet Member for Asset Management & Commercialisation, Finance & Ascot.**

D) TENNIS PARTICIPATION AND FACILITY IMPROVEMENT FOR RBWM TENNIS COURTS

Cabinet considered grant funding to modernise tennis courts at four parks in Windsor & Maidenhead as part of improving health and fitness facilities and opportunities for residents, thanks to potential significant investment from the Government and the Lawn Tennis Association (LTA).

The Cabinet Member for Digital Connectivity, Housing Opportunity, and Sport and Leisure explained the proposal would improve 10 courts in the borough with funding of £110,000 in partnership with the LTA as part of a national scheme. If approved, works would begin in the autumn including resurfacing, new nets and posts, and an enhanced tennis programme including some free lessons. A new access control system with online booking would be implemented, providing certainty of booking and maximising usage. LTA research showed that 78% of players would like to be able to book a court.

The courts would continue to be owned and managed by the council. The reference to a lease was to ensure the maintenance would continue at a high standard. The fee system would ensure maintenance was sustainable and ensure bookings were met. A variety of ways to pay would be offered including an annual pass and pay as you go.

Councillor Hilton commented the report was excellent as it set out something that would be difficult to do without large expenditure. It would change people's views of playing as they would have a guaranteed slot and would bring courts up to a good standard.

Councillor Rayner commented that the borough had officially been named the happiest place in England and the proposal supported the Corporate Plan objective to improve wellbeing through sport.

Mike Piggford from the LTA explained the proposal was part of a national project with the key aim to increase participation with a target of 1m more players by 2024. It was a once in a lifetime opportunity for investment. Mike Piggford provided examples of successful projects in Wokingham and Reading which had seen increases in usage once access gates were in place.

Councillor Davey explained that he had pushed out a survey the day before and had received 40 responses. Over 90% were not keen on the freedom to use courts being taken away. The courts in Windsor were last refurbished in 2010 and looked perfectly ok to him. He felt the proposal would push people away who may otherwise have used the facility. There were already two professional clubs in Windsor where residents could pay an annual membership. The courts in the centre of town were for those who randomly wanted to play. He asked why the council had not saved money itself to be able to refurbish the courts rather than limiting access because there was external funding available. Councillor Davey suggested proper consultation was needed to find out what residents really wanted. He had started a conversation with an organisation who may be willing to provide funding for advertising therefore there were other options available.

Councillor McWilliams referenced the figures provided by the LTA which showed an exponential rise in users once access gates were installed. The scheme would also remove uncertainty in the ability to play. The fee structures would be reasonable for high quality courts. Many residents may not be able to afford the membership fees for professional clubs.

Councillor Davey suggested the council could take the money and approach schools to offer coaching and guidance on professional courts already in existence, to invest in those with skills, but not the funds, to play tennis. He also suggested the proposal be trialled in Maidenhead to see if it worked before being rolled out elsewhere in the borough.

The Executive Director of Place Services commented the proposal was part of a national programme with a significant sum of funding for a reason, as it had been recognised that courts in parks and community settings would benefit. He had seen a successful example of a court with access gates, run by a parish council in the south of the borough. He referenced the penetration figures detailed in Appendix B which gave examples of different court locations with types of users in parks and community settings in comparison to club activity. All courts selected for the programme demonstrated a latent demand for this type of arrangement.

Mike Piggford confirmed that the measure allowed predictions of demand for usage based on demographics. This enabled the LTA to determine the best sites for investment. A technical consultant had visited all locations and the proposals were based on their findings. He stated that the cost of membership at Windsor tennis club

was £74 per month whereas the annual membership for the Reading courts referenced earlier was £40. The proposal also included a free tennis element to ensure people could easily get into the sport in the first place. The system was flexible to allow for free and discounted times. The funding was time based as contractors would be allocated work in one area at a time so it was unlikely an area could be revisited at a later point.

Councillor Singh commented that he had originally raised concerns at the Maidenhead Town Forum meeting so he was pleased more detail was now being provided. He was concerned about the level of fees. He highlighted that a new tennis facility had just opened in north Maidenhead and asked if this had been taken into account. He felt that most residents did not play to win Wimbledon but just to get out of the house and have some free exercise, and this proposal would price them out. If the proposal was to be approved, he suggested an addition to the third recommendation to prioritise free to play and vulnerable residents within the business model.

Councillor McWilliams highlighted that the proposal would improve access as it included a free to play element. The charging scheme would be set by the borough in liaison with the LTA. Reading charged £40 per year and had seen exponential growth.

Mike Piggford clarified that Wokingham annual membership gave access to free bookings all year; the hourly fee was only for pay as you go. The north Maidenhead facility was a privately funded grass court centre so was not related to the proposal.

Councillor Price commented that there had been no mention of disabled residents.

Councillor McWilliams referred to paragraph 7.2 of the report which referenced access for all abilities.

Councillor Stimson commented the proposal support wheelchair tennis. The ability to turn floodlights on when needed would be of benefit in terms of carbon reduction and not being on during anti-social hours.

RECOMMENDATION: That Cabinet notes the report and:

- i)* Agree officers can continue working with the LTA to obtain funding to improve tennis court provision in RBWM.**
- ii)* Agree recommendation to progress the funded tennis court improvement project as a fully funded capital scheme for agreement at full Council.**

E) TEMPORARY USE OF CHILTERN ROAD SCHOOL SITE - MANOR GREEN SEND CAREERS HUB

Cabinet considered the temporary use of the Chiltern Road site by Manor Green School for a SEND Careers Hub.

The Leader of the Council explained that the site was due to be refurbished and slightly remodelled to allow it to be returned to primary school use when local demand for primary school places rose. On current projections, this was not likely to be before September 2025, although continuing change in population trends meant that this would be kept under review. Cabinet had previously agreed in principle that, in the interim, the site could be temporarily occupied by another education user. The report

set out a proposal for a Special Educational Needs and Disabilities (SEND) Careers Hub - run by Manor Green School – to operate on the site for a temporary period.

Councillor Rayner commented the proposal was exciting because of all the work being done locally with businesses and employers, especially in the tourism and hospitality industry. There was a need to empower people with the right skills.

RESOLVED UNANIMOUSLY: That Cabinet notes the report and:

i) agrees to the temporary use of the Chiltern Road site by Manor Green School for a SEND Careers Hub, as outlined in Appendix A.

ii) authorises the Executive Director of People Services, in consultation with RBWM Property Services, to undertake procurement and enter into contracts to deliver the remodelling of the Chiltern Road site.

F) RBWM NIGHT TIME ECONOMY STRATEGY

Cabinet considered a strategy for the Night Time Economy (NTE) across the borough.

The Cabinet Member for Anti-Social Behaviour, Crime and Public Protection explained that the strategy was part of the council's attempts to de-silo how the NTE was dealt with in the borough. It would allow the council to work more closely with different stakeholders. A consultation would be undertaken with all stakeholders.

Councillor Coppinger commented that as Maidenhead developed and grew with a new range of eateries and other venues available, he was delighted the report had come forward.

Councillor Stimson welcomed the report. People often spilled into areas such as parks and the council had limited resources to deal with issues so needed to get a handle on it. She would be keen to see a later focus on the day time economy.

Councillor Johnson commented that it was vital to manage the NTE but also to balance this with the needs of an increasing population in the town centres.

Councillor Rayner commented on work that was already underway in Windsor with key stakeholders. She was pleased with progress and the attitude and willingness of stakeholders to engage.

Councillor Singh commented that his ward covered the town centre in Maidenhead. He was pleased to see the report come forward and the Cabinet Member's comments that the proposal would not be imposed on venues without consultation. There was concern amongst businesses in relation to increased business rates, staffing costs, inflationary pressures and the impact of night time levies.

Councillor Cannon responded that nothing had been ruled out or ruled in at this stage. Windsor had a mature NTE; Maidenhead's was growing. The strategy would help to manage both scenarios. Ascot also had a NTE so was covered. A night time levy was one idea of many being considered. Other key issues were dispersal arrangements and keeping women safe both in venues and on the way home.

RESOLVED UNANIMOUSLY: That Cabinet notes the report and:

- i) Endorses the approach outlined to develop a Strategy for the Night Time Economy across the Royal Borough of Windsor and Maidenhead that seeks to address the range of impacts both positive and negative that busy NTE in the main town centres involve.**
- ii) Endorses the draft Vision and Key Objectives set out**
- iii) Agrees to seeking active engagement with all partners to achieve and balance the different priorities that having thriving NTE raises, including the economic, reputational and public safety and wellbeing factors.**
- iv) Agrees to the further development of funding bids to the Borough's capital programme and exploring external sources of grants to support the**

H) SPECIAL EDUCATION NEEDS AND ALTERNATIVE PROVISION CAPITAL STRATEGY

Cabinet considered development of a Special Educational Needs & Disabilities (SEND) and Alternative Provision (AP) Capital Strategy.

The Leader of the Council explained that the council had been allocated £3.7m of grant from the High Needs Provision Capital Allocation (HNPCA), which could be used to fund new Special Educational Needs & Disabilities (SEND) places and Alternative Provision (AP). In addition, the government had announced a new wave of SEND and AP free schools nationally and was inviting bids from interested parties.

It was proposed that a SEND and AP Capital Strategy be developed to draw these capital plans together, based on a number of proposals that would go out to public consultation first. These proposals included up to four new Resource Bases attached to mainstream schools, and a new early years hub to work with children with Social, Emotional and Mental Health (SEMH) as a primary need.

The recommendations in the report would help the borough achieve its corporate objective of 'Thriving Communities' by making it easier for children and young people to achieve their ambitions and fulfil their potential. The proposed capital strategy would also help provide quality infrastructure for children and young people, meeting the corporate objective of 'Inspiring Places'

The Executive Director of People Services highlighted that if the council was successful in the free school bid, additional capital would be required.

Councillor Baldwin welcomed the additional funding in this area. He requested reassurance that the funding would be deployed in a way that enabled SEND to be delivered in the schools the children were already attending.

The Executive Director of People Services responded that the proposal was for capital expenditure to create more spaces. The intention was to develop resource bases in existing state funded schools. Whilst capital enabled the council to build locations, the revenue came from the DSG. There was a need to make every pound work for best value. There was a need to ensure all schools and parents were covered in the consultation. Engagement was already good with parents of children with complex needs, but greater engagement was needed for parents of children with moderate needs.

Councillor Stimson commented that at a recent Schools Forum meeting there had been a real cry for the type of provision proposed, so she was pleased the report had come forward.

RESOLVED UNANIMOUSLY: That Cabinet notes the report and:

- i) Requests that officers carry out a public consultation in Autumn 2022 on proposals to be included within a new Special Educational Needs and Disability (SEND) and Alternative Provision (AP) capital strategy.
- ii) Requests a report back to Cabinet in January 2023, to provide the outcome of the consultation, cost estimates for the proposals and a recommended programme for capital investment.
- iii) Requests that officers review the need for new Alternative Provision in the borough and, if needed, proceed with the creation of a partnership locally with the aim of submitting an application for a new Alternative Provision free school serving the borough.
- iv) Requests that officers prepare a full application for a new special free school on the AL21 West of Windsor site.
- v) Recommends a new, £100,000, budget to full Council for feasibility and initial design works on the proposals to be included within the SEND and AP Capital Strategy, funded by the High Needs Provision Capital Allocation.
- vi) Approves a virement of uncommitted grant funding from the Special Provision Capital Fund to support increased capital costs of the new SEN Unit at South Ascot Village Primary School, as set out in Appendix C (Part II).

LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

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

The meeting, which began at 7.00 pm, finished at 9.55 pm

CHAIRMAN.....

DATE.....

Agenda Item 5

CABINET FORWARD PLAN - CHANGES MADE SINCE LAST PUBLISHED:

ITEM	SCHEDULED CABINET DATE	NEW CABINET DATE	REASON FOR CHANGE
Budget Implications of Replacement Adult Social Care Case Management System	-	27 Oct 2022	New Item
Council Carbon Emissions – Plan for Delivery	-	27 Oct 2022	New Item
Allocations Policy	-	24 Nov 2022	New Item
Disabled Facilities Grant Policy	-	24 Nov 2022	New Item
Review of Local Development Scheme	-	15 Dec 2022	New Item
EV Charging Point Implementation Plan	29 Sept 2022	27 Oct 2022	Strategy document for consultation under development
Platinum Jubilee Drinking Fountain 2022	29 Sept 2022	TBC	Deferred whilst further consideration regarding the support from RBWM is clarified

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FORWARD PLAN OF CABINET DECISIONS

All enquiries, including representations, about any of the items listed below should be made in the first instance to Democratic Services, Town Hall, St Ives Road, Maidenhead; 07766 778286; or Email: democratic.services@rbwm.gov.uk

FORWARD PLAN

ITEM	Private Meeting - contains exempt/confidential information? See categories below.	Short Description	Key Decision	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings	Date and name of meeting	Date of Council decision (if required)
School place planning annual report	Open -	This report provides an update on projected demand for school places in the Royal Borough and may propose options for further development and consultation.	Yes	Deputy Chairman of Cabinet & Cabinet Member for Adult Social Care, Children's Services, Health, Mental Health, & Transformation (Councillor Stuart Carroll)	Kevin McDaniel	Internal process	Cabinet 27 Oct 2022	
Budget Implications of Replacement Adult Social Care Case Management System	Open -	Report on budget implications of procurement of an ASC Case Management System to ensure compliance with statutory Care Funding Reform from October 2023	Yes	Deputy Chairman of Cabinet & Cabinet Member for Adult Social Care, Children's Services, Health, Mental Health, & Transformation (Councillor Stuart Carroll)	Kevin McDaniel	Internal	Cabinet 27 Oct 2022	
Council Carbon Emissions - Plan for Delivery	Open -	To consider the plan to deliver carbon reductions in the Council's emissions in line with the	Yes	Cabinet Member for Climate Action & Sustainability (Councillor Donna Stimson)	Chris Joyce	Internal process	Cabinet 27 Oct 2022	

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

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date and name of meeting	Date of Council decision (if required)
		Councils Environment and Climate Strategy						
Electronic Vehicle Charging Point Implementation Plan - consultation	Open -	Approval to consult on the draft policy.	Yes	Cabinet Member for Planning, Parking, Highways & Transport (Councillor Phil Haseler)	Chris Joyce	Internal	Cabinet 27 Oct 2022	
Biodiversity Action Plan	Open -	To consider the Action Plan	Yes	Cabinet Member for Climate Action & Sustainability (Councillor Donna Stimson)	James Thorpe		Cabinet 24 Nov 2022	
Annual Consultation on School Admission Arrangements	Open -	To consult on admission arrangements	Yes	Deputy Chairman of Cabinet & Cabinet Member for Adult Social Care, Children's Services, Health, Mental Health, & Transformation (Councillor Stuart Carroll)	Kevin McDaniel	Internal process	Cabinet 24 Nov 2022	
Procurement of the Highways Maintenance and Management Contract.	Open -	The highways maintenance management contract, which is currently awarded to Volker Highways is due to expire in April 2024. The report outlines recommendations to how the highways function should operate in the future	Yes	Cabinet Member for Planning, Parking, Highways & Transport (Councillor Phil Haseler)	Alysse Strachan	Internal	Cabinet 24 Nov 2022	

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

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date and name of meeting	Date of Council decision (if required)
		and seeks approval to go out to tender based on this approach.						
Draft 2023/24 Budget Report	Open -	To approve the draft budget.	Yes	Cabinet Member for Asset Management & Commercialisation, Finance, & Ascot (Councillor David Hilton)	Adele Taylor	Internal	Cabinet 24 Nov 2022	
Disabled Facilities Grant Policy 25	Open -	Disabled Facilities Grants (DFG's) provide funding to improve accessibility and enable people to remain living independently in their own homes. This policy will set out the mandatory legal framework for DFGs, and how the Council intends to use its powers under the RRO to provide interventions to promote independent living and wellbeing.	No	Cabinet Member for Anti-Social Behaviour, Crime, and Public Protection (Councillor David Cannon), Cabinet Member for Digital Connectivity, Housing Opportunity, & Sport & Leisure (Councillor Ross McWilliams)	Emma Congerton, Tracy Hendren	Formal consultation with all partner agencies	Cabinet 24 Nov 2022	
Allocations Policy	Open -	The allocation policy sets out our priorities for how social rented housing in The Royal Borough will be allocated, and the guidelines which determine	No	Cabinet Member for Digital Connectivity, Housing Opportunity, & Sport & Leisure (Councillor Ross McWilliams)	Tracy Hendren	Formal consultation with all partner agencies	Cabinet 24 Nov 2022	

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

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date and name of meeting	Date of Council decision (if required)
26		entitlement and eligibility to that housing for people living in the borough. It also explains what help people can expect from us in meeting their housing needs and sets out the system and processes by which we make nominations for housing owned and managed by our partner registered providers.						
Contract for Parking Enforcement, Moving Traffic Enforcement, Environmental Enforcement and Highways Enforcement	Fully exempt - 3	A report to set out future options for the contracts across the Borough.	Yes	Cabinet Member for Anti-Social Behaviour, Crime, and Public Protection (Councillor David Cannon)	Alysse Strachan	Internal	Cabinet 15 Dec 2022	
Award of Contract for Adult Social Care Case Management system	Fully exempt - 3	Report to Cabinet requesting approval to award contract for the supply of a case management system	Yes	Deputy Chairman of Cabinet & Cabinet Member for Adult Social Care, Children's Services, Health, Mental Health, & Transformation (Councillor Stuart Carroll)	Kevin McDaniel	Internal	Cabinet 15 Dec 2022	

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

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date and name of meeting	Date of Council decision (if required)
Review of Local Development Scheme	Open -	The report will update the Local Development Scheme for the Borough which sets out the programme of work on local plans for the next three years. This includes work on the Traveller Local Plan.	Yes	Cabinet Member for Planning, Parking, Highways & Transport (Councillor Phil Haseler)	Adrien Waite	Internal process	Cabinet 15 Dec 2022	
27 Finance Update	Open -	Latest financial update	No	Cabinet Member for Asset Management & Commercialisation, Finance, & Ascot (Councillor David Hilton)	Adele Taylor	Internal	Cabinet 26 Jan 2023	

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

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

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

Report Title:	Referral from Overview & Scrutiny – Cedar Tree House, 90 St Leonards Road, Windsor
Contains Confidential or Exempt Information	Main Cabinet Report, Cabinet minutes and OS Panel minutes – Part I Cabinet Appendix A, Cabinet minutes and O&S Panel minutes - Part II - Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.
Meeting and Date:	Cabinet 29 September 2022

1. CALL IN

- 1.1 In accordance with Part 3 B7 and Part 4 A16 of the Constitution, the Cabinet decision on 30th August 2022 was called in for review by the Corporate Overview & Scrutiny Panel.
- 1.2 The call-in notice stated the following reasons for the decision being called in:
- The executive did not take the decision in accordance with principles set out in article 12.2 as per RBWM Constitution Part 4 A16:
 - Due consultation and the taking of professional advice from officers.
 - Consideration of the legal and financial implications.
 - Clarity of the aims and desired outcomes in compliance with the council's adopted plans and strategies.
 - Officers' recommendation was not accepted.
 - How does the sale comply with current plans?
 - The financial implications of the decision were not considered as other options of refurbishment/conversion were not included in the report.
 - The council has a responsibility to achieve best value and the current option is a significant loss.

2. REFERRAL TO CABINET

- 2.1 At its meeting on 12 September 2022, having considered the call-in, the Overview and Scrutiny Panel agreed to refer the matter back to Cabinet, to discuss and reconsider the sale options for Cedar Tree House.
- 2.2 See Appendix E and F for further details.

3. APPENDICES

- 3.1 This covering report is supported by five appendices:

- Appendix A – Cabinet Report (Part I)
- Appendix B – Extract from Cabinet Minutes (Part I)
- Appendix C – Cabinet Report Appendix A (Part II)
- Appendix D – Extract from Cabinet Minutes (Part II)
- Appendix E – Minutes of the Corporate O&S Panel (Part I)
- Appendix F - Minutes of the Corporate O&S Panel (Part II)

4. BACKGROUND DOCUMENTS

4.1 This covering report is supported by three background documents:

- [Council Constitution - Part 4A - Purpose and Procedure Rules for Overview & Scrutiny](#)
- [Cabinet Agenda - August 2022](#)
- [Full Council Agenda - April 2021 \(Purchase of Cedar Tree House\)](#)

Report Title:	Cedar Tree House, 90 St Leonards Road, Windsor
Contains Confidential or Exempt Information	Yes - Part II appendices only Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.
Cabinet Member:	Councillor Hilton as Member for Property and Finance
Meeting and Date:	Cabinet – 25 th August 2022
Responsible Officer(s):	Adele Taylor, Executive Director of Resources and Section 151 Officer
Wards affected:	Eton and Castle

REPORT SUMMARY

The report provides Cabinet with an overview of the options for the property at Cedar Tree, 90 St Leonards Road, Windsor. The property was a privately owned Bed and Breakfast. It was acquired by the council in May 2021 having been used since the first National lockdown in March 2020 as temporary accommodation.

The property has been vacant for a year, whilst a development proposal to refurbish the property into 8 self-contained units has been developed and a Planning Application submitted. The application has not yet been determined. It is intended that the refurbished property would provide temporary accommodation for people in housing need.

As a result of the full due diligence to implement the refurbishment of the property the construction works have significantly grown and exceed the original agreed Capital budget. To proceed with the original approval to invest in council owned assets for temporary accommodation will require an additional budget of £490,000. This would ensure that the building is fit for the intended purpose and compliant with current regulations and reflects construction inflation risk in the current market.

Alternatively, the council could reconfigure the building for affordable or key worker use or look to sell the property on the open market as a single-family house, following some minor improvement works to optimise the sale price that can be achieved. The market value of the property as a house unimproved is £800,000 or fully refurbished to current market standards is £1.15m. The sale of the property would seek to mitigate the ongoing financial risks to the council however result in the loss of opportunity to provide 8 self-contained units for temporary accommodation.

The options have a financial impact, either to commit to unplanned additional capital expenditure or a sale receipt that does not recover the full capital cost expended to date. Further, there remains the Planning risk, if refused there would be additional costs and the loss of a social asset to help meet the Borough's Housing requirements.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

- i) Notes the risk in relation to the grant of planning consent
- ii) Approves the virement of £490,000 from the Ray Mill Road East Capital budget (option A) to complete the refurbishment project for 7 temporary accommodation units OR
- iii) Approves the virement of £490,000 from the Ray Mill Road East Capital budget (option B) to complete the refurbishment project for 3 affordable / key worker units
- iv) Notes the option to sell Cedar Tree House (option C) as a family dwelling for best market consideration
- v) Delegates authority to the Director of Resources in consultation with the Managing Director of the Property Company to enter a works contract.

2. REASON FOR RECOMMENDATION AND OPTIONS CONSIDERED

Options

Table 1: Options arising from this report

Option	Comments
<p>1. Agree to the virement of £490,000 from Ray Mill Road East capital budget to enable the full refurbishment of the property for temporary accommodation.</p> <p>This is the recommended Option (A)</p>	<p>This option subject to planning consent, enables the property to be brought into operational use providing good quality temporary accommodation as per the council's priorities.</p>
<p>2. Agree to the virement of £490,000 from Ray Mill Road East capital budget to enable the full refurbishment of the property for reduced number of rooms for affordable/key worker accommodation</p> <p>This is option B</p>	<p>This option, subject to planning consent, enables the property to be brought into operational use for 3 affordable/key worker accommodation. Although differing from the initial intended use it still supports the council's wider priorities.</p>
<p>3. Sale of the property on the open market.</p> <p>This is not the recommended option</p>	<p>This option provides a strategy that minimises the financial risk of proceeding with the refurbishment project. Some refurbishment works will still be required to achieve the valuation price.</p>
<p>4. Do nothing.</p>	<p>The asset would be retained with no rental income and ongoing maintenance liability, and limited options for alternative use.</p>

Temporary Accommodation Refurbishment Option (A)

- 2.1 Completing the refurbishment project requires an additional £490,000 which includes contingency of 15% on the works budget to consider construction inflation risk. This represents an uplift from the initial cost plan which informed the budget in March 2022. Given the volatility of the construction market the updated budget provides a buffer against rising costs in the immediate term. The proposed works need to move forward quickly to mitigate inflation and construction cost increases if the project is retained for temporary accommodation.
- 2.2 The benefits of this property being retained following the refurbishment are:
- a) A reduction in revenue costs of temporary accommodation (TA) by bringing back the decanted occupants into council owned accommodation.
 - b) The ability for the housing team to manage placements to ensure efficient use of the rooms and retain placements within the borough.
- 2.3 The planning strategy has evolved and the initial application for the change of use C1 (B&B) to C3 (Residential) and addition of a dormer will be withdrawn. The LPA has concerns on the design within the conservation area and so a revised application is due to be submitted for a dormer more sympathetic to the local area. This has resulted in a reduction of units from 8 to 7 self-contained studios.

Affordable/Key Worker Refurbishment Option (B)

- 2.4 The option for refurbishment for affordable/key worker accommodation provides an alternative use option that supports the council's needs for provision of affordable options in the borough.
- 2.5 To meet national space standards, 3 flats could be provided for residential use. The impact of this is a reduced income due to the lower number of units. This option also requires an additional budget of £490,000 as per the above option.

Sale Option (C)

- 2.6 The sale of the property would minimise the financial exposure of the council to increased construction cost and the Planning risk. However with the property's current condition, requiring improvement and purchaser sentiment interest may be limited, hence the sale value required to mitigate the full costs work to date would not be achieved. The price advice provided in the independent valuation is that the property would achieve £800,000 as is or, £1.15m full restored to current market standards.
- 2.7 Some works to the property will need to be carried out to ensure it is marketable. The asbestos within the property has been removed and remedial works are required to reinstate parts of walls and ceilings. Some further mechanical and electrical works would be required followed by a redecoration of the property to support the sale of the property.

2.8 The sale of the property will result in the loss of opportunity to own temporary accommodation which is a strategic priority of the Council.

3. KEY IMPLICATIONS

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Provide 7 self-contained units for use as temporary accommodation	February 2023	December 2022	November 2022	n/a	30 December 2022
Provide 3 flats for affordable or key worker housing	February 2023	December 2022	November 2022	n/a	30 December 2022
Disposal of property	November 2022	September 2022	August 2022	n/a	30 September 2022

4. FINANCIAL DETAILS

4.1 If the property is sold on the open market, the existing budget will be used to carry out the improvement works and pay the associated sale fees. The Sale proceed would not provide a sufficient capital to render the project cost neutral.

4.2 If the property is retained, this report requests the virement of £490,000 from the Ray Mill Road East capital budget to complete the project. The expenditure will be incurred in 2022/23 with an anticipated project completion date of 30 December 2022.

4.3 The Ray Mill Road East project is no longer proceeding as CALA have withdrawn from the scheme. The approved budget for Ray Mill Road East is £4.45m to deliver affordable housing. The virement of £490,000 will ensure that the aim of part of the funding is still met. The remainder of the budget is intended to support other projects and will be presented to Cabinet in due course.

4.4 The initial budget request of £360,000 was based on cost plan provided in March 2022 for an 8-unit scheme. Following a review of the design to 7 units and the increase in construction costs the table reflects the required budget to proceed with the refurbishment. The base position as of June 2022 considers the current market position with some construction inflation built in until August 2022. With the uncertainty in the market a healthy contingency is needed to ensure that the project is completed to the standard required for the intended use.

4.5 Sensitivity table:

As at March 2022	Base position as at June 2022	+5%	+10%	15%
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£1,971,072	£2,017,788	£2,045,163	£2,072,538	£2,099,913
Capital Request				
£360,000	£410,000	£435,000	£462,000	£490,000

- 4.6 The table above highlights the impact of cost increases on the project budget and supports the recommendation for the addition of £490,000 to the capital programme for 2022/23.
- 4.7 If option A is chosen, the completed project will provide 7 self-contained units for temporary accommodation use. This will reduce the reliance on private landlords and make a saving of c.£39,000 per annum in revenue costs.
- 4.8 If option B is chosen, the completed project will provide 3 flatted units for affordable/key worker accommodation. No revenue savings will be achieved with this option.
- 4.9 The council will use available balances and capital receipts before undertaking borrowing to reduce any unnecessary revenue costs. If it is necessary to borrow to support the achievement of this proposal, then the estimated revenue implication of this would be approximately £17,500 p.a. over the borrowing period of fifty years.

Table 3: Financial impact of report's recommendations (refurbishment option)

REVENUE COSTS	2022/23	2023/24	2024/25
Additional total	£8,750	£17,500	£17,500
Reduction*	£(20,000)	£(39,000)	£(39,000)
Net Impact	£(11,250)	£(21,500)	£(21,500)

*Reduction is revenue is achieved only with Option B

CAPITAL COSTS	2022/23	2023/24	2024/25
Additional total	£490,000	£0	£0
Reduction	£0	£0	£0
Net Impact	£0	£0	£0

5. LEGAL IMPLICATIONS

Sale Option

- 5.1 The Council has the power to dispose of land in its ownership under s123 of the Local Government Act 1972 provided that the property is sold at a consideration not less than the best that could reasonably be obtained in the market. The RBWM Property Company team will undertake the necessary due diligence to appoint an agent and complete the sale to achieve best value.

Refurbishment Procurement

- 5.2 A Joint Contracts Tribunal (JCT) Intermediate Building Contract 2016 is proposed to be entered into with the successful Tenderer/Contractor whereby the Contractor carries out the construction works. RBWM Property Company

Limited will ensure contractual safeguards are put in place with the contractor including Defects Liability Period, Ascertained Damages and Retention Payment.

6. RISK MANAGEMENT

Table 4: Impact of risk and mitigation

Risk	Level of uncontrolled risk	Controls	Level of controlled risk
Increased expenditure on refurbishment works	Medium	Cost planning advice and Design to stage 4 prior to tender stage for cost certainty and control.	Medium
Planning consent not granted for change of use or dormers / Local objection	High	Pre-application consultation and implementation of planning advice has provided some mitigation although planning consent still a risk.	High
Contractual risk of contractor going insolvent	High	Financial vetting of contractor. Contractual safeguards including, up to date contractor's insurances, payment retention, insolvency cover.	Medium
Minimum sale price not met and as a result, costs to date not recovered	High	Valuation carried out to inform expected sale value and scope of works to maximise return	Medium

7. POTENTIAL IMPACTS

Equalities

- 7.1 An Equality Impact Assessment was carried out and is attached in Appendix 2.
- 7.2 The council has a responsibility to support those in need of accommodation. This property would enhance the portfolio of housing options available to residents ensuring that no one is left behind. The provision of affordable housing should be a mix of longer and shorter-term options to support the Corporate Plan priority of providing a ladder of housing opportunity. It will enable the housing team to support families and individuals to establish independence and move on to alternative longer term affordable accommodation.

Climate change/sustainability

- 7.3 This project brings an existing property into more efficient use. The building is being retained and improved for use and as a minimum, the Energy Performance Certificate will achieve a rating of C in accordance with current Building Regulatory requirement following the refurbishment works. As a result, the project does not have a negative impact on sustainability.

Data Protection/GDPR

- 7.4 The project does not have a Data Protection requirement.

Asset Management

- 7.5 The Property will be transferred to RBWM Property Company on completion of the works for management of future maintenance.

8. CONSULTATION

- 8.1 The purchase of Cedar Tree House was considered at Council in April 2021. Ongoing consultation has taken place between the Housing and Property teams.
- 8.2 Further consultation is being undertaken as part of the statutory planning process.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 Implementation date if not called in: 9th May. The full implementation stages are set out in table 5.

Table 5: Implementation timetable

Date	Details
15 th March 2022	Planning application submitted
31 st March 2022	Tender pack prepared
19 th August 2022	Tender pack issued
29 th September 2022	Contractor appointment (subject to planning consent)
30 th December 2022	Completion of works and preparation for transfer to Property Company
30 th November 2022	Service Level Agreement in place between Council and RBWM Property Company

10. APPENDICES

- 10.1 This report is supported by 2 appendices:

- Appendix 1 – RBWM Property Company Investment Report (**Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.**)
- Appendix 2 – Equalities Impact Assessment

11. BACKGROUND DOCUMENTS

11.1 This report has no supporting background documents.

12. CONSULTATION

Name of consultee	Post held	Date sent	Date returned
<i>Mandatory: Statutory Officers (or deputies)</i>			
Adele Taylor	Executive Director of Resources/S151 Officer	20.05.22	26.05.22
Emma Duncan	Deputy Director of Law and Strategy / Monitoring Officer	20.05.22	26.05.22
<i>Deputies:</i>			
Andrew Vallance	Head of Finance (Deputy S151 Officer)		
Elaine Browne	Head of Law (Deputy Monitoring Officer)	20.5.22	
Karen Shepherd	Head of Governance (Deputy Monitoring Officer)		
<i>Mandatory: Procurement Manager (or deputy) - if report requests approval to award, vary or extend a contract</i>			
Lyn Hitchinson	Procurement Manager		
<i>Other consultees:</i>			
<i>Directors (where relevant)</i>			
Duncan Sharkey	Chief Executive	20.05.22	26.05.22
Andrew Durrant	Executive Director of Place		
Kevin McDaniel	Executive Director of Children's Services		
Hilary Hall	Executive Director of Adults, Health and Housing		
<i>Heads of Service (where relevant)</i>			
Tracy Hendren	Head of Housing and Environmental Health	25.05.22	
<i>External (where relevant)</i>			
<i>Insert as appropriate or N/A</i>	N/A		

Confirmation relevant Cabinet Member(s) consulted	Cabinet Member for Growth and Opportunity	Yes
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REPORT HISTORY

Decision type:	Urgency item?	To follow item?
Key decision First entered the Cabinet Forward Plan: May 2022	No	No

Report Author: Kiran Hunjan, Project Manager, 07800 715 485

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD
EQUALITY IMPACT ASSESSMENT**

EqIA : Title of EQIA

Essential information

Items to be assessed: (please mark 'x')

Strategy		Policy		Plan		Project	x	Service/Procedure	
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Responsible officer	Adele Taylor	Service area		Directorate	Resources
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Stage 1: EqIA Screening (mandatory)	Date created: 22/03/2022	Stage 2 : Full assessment (if applicable)	Date created : N/A
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Approved by Head of Service / Overseeing group/body / Project Sponsor:

"I am satisfied that an equality impact has been undertaken adequately."

Signed by (print): Ian Brazier – Dubber

Dated: 27th May 2022

40

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Title of EQIA

Guidance notes

What is an EqlA and why do we need to do it?

The Equality Act 2010 places a 'General Duty' on all public bodies to have 'due regard' to:

- Eliminating discrimination, harassment and victimisation and any other conduct prohibited under the Act.
- Advancing equality of opportunity between those with 'protected characteristics' and those without them.
- Fostering good relations between those with 'protected characteristics' and those without them.

EqlAs are a systematic way of taking equal opportunities into consideration when making a decision, and should be conducted when there is a new or reviewed strategy, policy, plan, project, service or procedure in order to determine whether there will likely be a detrimental and/or disproportionate impact on particular groups, including those within the workforce and customer/public groups. All completed EqlA Screenings are required to be publicly available on the council's website once they have been signed off by the relevant Head of Service or Strategic/Policy/Operational Group or Project Sponsor.

What are the "protected characteristics" under the law?

The following are protected characteristics under the Equality Act 2010: age; disability (including physical, learning and mental health conditions); gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

What's the process for conducting an EqlA?

The process for conducting an EqlA is set out at the end of this document. In brief, a Screening Assessment should be conducted for every new or reviewed strategy, policy, plan, project, service or procedure and the outcome of the Screening Assessment will indicate whether a Full Assessment should be undertaken.

Openness and transparency

RBWM has a 'Specific Duty' to publish information about people affected by our policies and practices. Your completed assessment should be sent to the Strategy & Performance Team for publication to the RBWM website once it has been signed off by the relevant manager, and/or Strategic, Policy, or Operational Group. If your proposals are being made to Cabinet or any other Committee, please append a copy of your completed Screening or Full Assessment to your report.

Enforcement

Judicial review of an authority can be taken by any person, including the Equality and Human Rights Commission (EHRC) or a group of people, with an interest, in respect of alleged failure to comply with the general equality duty. Only the EHRC can enforce the specific duties. A failure to comply with the specific duties may however be used as evidence of a failure to comply with the general duty.

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD
EQUALITY IMPACT ASSESSMENT**

EqlA : Title of EQIA

Stage 1 : Screening (Mandatory)

1.1 What is the overall aim of your proposed strategy/policy/project etc and what are its key objectives?

The aim of the project is to provide council owned accommodation for temporary housing placements while individuals are supported through the housing pathway.

1.2 What evidence is available to suggest that your proposal could have an impact on people (including staff and customers) with protected characteristics? Consider each of the protected characteristics in turn and identify whether your proposal is Relevant or Not Relevant to that characteristic. If Relevant, please assess the level of impact as either High / Medium / Low and whether the impact is Positive (i.e. contributes to promoting equality or improving relations within an equality group) or Negative (i.e. could disadvantage them). Please document your evidence for each assessment you make, including a justification of why you may have identified the proposal as “Not Relevant”.

42

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Title of EQIA

43

Protected characteristics	Relevance	Level	Positive/negative	Evidence
Age	Not relevant			<i>Key data: The estimated median age of the local population is 42.6yrs [Source: ONS mid-year estimates 2020]. An estimated 20.2% of the local population are aged 0-15, and estimated 61% of the local population are aged 16-64yrs and an estimated 18.9% of the local population are aged 65+yrs. [Source: ONS mid-year estimates 2020, taken from Berkshire Observatory]</i>
Disability	Not relevant			
Gender re-assignment	Not relevant			
Marriage/civil partnership	Not relevant			
Pregnancy and maternity	Not relevant			
Race	Not relevant			<i>Key data: The 2011 Census indicates that 86.1% of the local population is White and 13.9% of the local population is BAME. The borough has a higher Asian/Asian British population (9.6%) than the South East (5.2%) and England (7.8%). The forthcoming 2021 Census data is expected to show a rise in the BAME population. [Source: 2011 Census, taken from Berkshire Observatory]</i>
Religion and belief	Not relevant			<i>Key data: The 2011 Census indicates that 62.3% of the local population is Christian, 21.7% no religion, 3.9% Muslim, 2% Sikh, 1.8% Hindu, 0.5% Buddhist, 0.4% other religion, and 0.3% Jewish. [Source: 2011 Census, taken from Berkshire Observatory]</i>
Sex	Not relevant			<i>Key data: In 2020 an estimated 49.6% of the local population is male and 50.4% female. [Source: ONS mid-year estimates 2020, taken from Berkshire Observatory]</i>
Sexual orientation	Not relevant			

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD
EQUALITY IMPACT ASSESSMENT**

EqlA : Title of EQIA

Outcome, action and public reporting

Screening Assessment Outcome	Yes / No / Not at this stage	Further Action Required / Action to be taken	Responsible Officer and / or Lead Strategic Group	Timescale for Resolution of negative impact / Delivery of positive impact
Was a significant level of negative impact identified?	No			
Does the strategy, policy, plan etc require amendment to have a positive impact?	No			

If you answered **yes** to either / both of the questions above a Full Assessment is advisable and so please proceed to Stage 2. If you answered “No” or “Not at this Stage” to either / both of the questions above please consider any next steps that may be taken (e.g. monitor future impacts as part of implementation, re-screen the project at its next delivery milestone etc).

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD
EQUALITY IMPACT ASSESSMENT**

EqIA : Title of EQIA

Stage 2 : Full assessment

2.1 : Scope and define

2.1.1 Who are the main beneficiaries of the proposed strategy / policy / plan / project / service / procedure? List the groups who the work is targeting/aimed at.

2.1.2 Who has been involved in the creation of the proposed strategy / policy / plan / project / service / procedure? List those groups who the work is targeting/aimed at.

45

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD
EQUALITY IMPACT ASSESSMENT**

EqIA : Title of EQIA

2.2 : Information gathering/evidence

2.2.1 What secondary data have you used in this assessment? *Common sources of secondary data include: censuses, organisational records.*

2.2.2 What primary data have you used to inform this assessment? *Common sources of primary data include: consultation through interviews, focus groups, questionnaires.*

Eliminate discrimination, harassment, victimisation

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Title of EQIA

Protected Characteristic	Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No)	If yes, to what level? (High / Medium / Low)	Negative impact : Does the proposal disadvantage them (Yes / No)	If yes, to what level? (High / Medium / Low)	Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic.
Age					
Disability					
Gender reassignment					
Marriage and civil partnership					
Pregnancy and maternity					
Race					
Religion and belief					
Sex					
Sexual orientation					

47

Advance equality of opportunity

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Title of EQIA

Protected Characteristic	Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No)	If yes, to what level? (High / Medium / Low)	Negative impact : Does the proposal disadvantage them (Yes / No)	If yes, to what level? (High / Medium / Low)	Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic.
Age					
Disability					
Gender reassignment					
Marriage and civil partnership					
Pregnancy and maternity					
Race					
Religion and belief					
Sex					
Sexual orientation					

48

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD
EQUALITY IMPACT ASSESSMENT

EqlA : Title of EQIA

Foster good relations

Protected Characteristic	Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No)	If yes, to what level? (High / Medium / Low)	Negative impact : Does the proposal disadvantage them (Yes / No)	If yes, to what level? (High / Medium / Low)	Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic.
Age					
Disability					
Gender reassignment					
Marriage and civil partnership					
Pregnancy and maternity					
Race					
Religion and belief					
Sex					
Sexual orientation					

49

2.4 Has your delivery plan been updated to incorporate the activities identified in this assessment to mitigate any identified negative impacts? If so please summarise any updates.
These could be service, equality, project or other delivery plans. If you did not have sufficient data to complete a thorough impact assessment, then an action should be incorporated to collect this information in the future.

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD
EQUALITY IMPACT ASSESSMENT**

EqIA : Title of EQIA

CABINET

THURSDAY, 25 AUGUST 2022

PRESENT: Councillors Andrew Johnson (Leader of the Council; Growth & Opportunity) (Chairman), David Cannon (Anti-Social Behaviour, Crime, and Public Protection), David Coppinger (Environmental Services, Parks & Countryside & Maidenhead), David Hilton (Asset Management & Commercialisation, Finance, & Ascot), Donna Stimson (Climate Action & Sustainability) and Ross McWilliams (Digital Connectivity, Housing Opportunity, & Sport & Leisure)

Also in attendance: Councillors Baldwin, Bhangra, Bond, Brar, Davey, Price, Rayner, Sharpe, Singh, Taylor; Mike Piggford (LTA); Ian Brazier-Dubber (MD, RBWM PropCo)

Officers: Emma Duncan, Andrew Durrant, Adele Taylor, Alysse Strachan, Kevin McDaniel, Karen Shepherd, Louise Freeth, David Wiles and David Scott

CEDAR TREE HOUSE WINDSOR

Cabinet considered options for the property at Cedar Tree, 90 St Leonards Road, Windsor.

The Cabinet Member for Asset Management & Commercialisation, Finance, & Ascot explained that the property was purchased by the Council in May 2021 with a view to using it as temporary accommodation. It had been used as such by the previous owners from March 2021 and before then as a bed and breakfast. The intention had been to refurbish the property to provide much needed temporary accommodation for those in need in the borough. The property had been vacant whilst a planning application was prepared. As a result of due diligence, it had become clear that construction costs had grown which exceeded the originally agreed capital budget. To proceed with the original proposal would now cost an extra £490,000. The Cabinet Member referred Members to the options detailed in Table 1 which included the original proposal with additional costs; an alternative proposal to convert the property into affordable/key worker accommodation (with similar additional expenditure required); or sale of the property on the open market (which would minimise financial exposure and planning risk). An independent valuation had been provided that indicated the property would achieve £800,000 as is or £1.15m fully restored. The council would need to invest £150,000 to refurbish the property to a saleable condition resulting in a loss of £429,000.

The public consultation on the planning application had raised the issue with local residents who had expressed a number of concerns.

Councillor Johnson commented that the decision on planning would lay with the Development Management Committee, but Cabinet needed to be mindful of the significant planning risk. There were also significant inflationary impacts on the construction sector. National policy would increase demand for temporary accommodation therefore the challenge needed to be addressed but it did not mean that every proposal was the right one to take forward. He was strongly minded to proceed with option C.

Councillor Stimson commented on the escalation of building costs and uncertainty in relation to planning permission.

Councillor Rayner stated that she supported the new recommendation for option C. she had met with residents and local businesses and was fully aware of their concerns. The borough needed temporary accommodation, but the business case also needed to be robust.

Cabinet was addressed by Karin Falkentoft, James Waud and Rhian Thornton.

Karin Falkentoft explained that she lived next door to Cedar Tree. She had provided lots of information already to Cabinet members. She was very happy that residents' concerns had been listened to; option 1 would have been detrimental to residents' lives and livelihoods.

James Waud explained he was the manager of The Windsor Trooper which was opposite the property. He was delighted with the new recommendation but felt a further option to divide the property into three individual flats had been missed. There was no garden which families would want so flats seemed more sensible. He had undertaken some research which showed that most similar 2 bedroom properties were valued lower than £300,000. He acknowledged the council needed to find a solution for those who found themselves homeless, but he felt the £0.5m could be used more appropriately for something else.

Rhian Thornton explained she was the headmistress of Upton House School which was located 40metres from Cedar Tree. She was pleased to hear the new recommendation but as she had only just heard it, she wished to make some comments.

Upton House school was proud to play an active part in the Windsor community. It was a hugely diverse school with a keen focus on charity and support for the vulnerable. For example, a number of Ukrainian refugees were being supported through the school's bursary scheme. She felt it was reasonable for the school to challenge and seek assurances if there was any risk to the children, however low. The school had found out about the development by default rather than being informed. It seemed the council had been unaware there was a private school close by and it had not been included in any risk assessment. Councillor McWilliams had been unable to attend two meetings held with governors until one on 3 June 2022. When he had been asked about vetting procedures, he had been vague but had pledged to create an appropriate policy, which had thus far not arrived. The school had requested a copy of the risk assessment from the Chief Executive, but this had not been received so it could only be assumed it had not been undertaken. The school was not saying that all homeless people were a risk to children, it was just asking for a guarantee that any occupant would not pose a risk. Given the new recommendation, Rhian Thornton requested a guarantee that should there ever be a revisit of plan a, there would be no risk to the children.

Councillor Johnson thanked the public speakers. He explained that no absolute guarantee could be given that any of the occupants would not pose a threat, as was the case with any resident in the area. However, it was recognised that those with additional complex needs would more appropriately accommodated elsewhere.

Councillor McWilliams confirmed that he had recently visited the school. He felt he had answered all the questions, but he appreciated it was a complex issue. He explained that when a property was purchased it was not necessarily determined how it would be used therefore there was no requirement for a risk assessment at that stage in the way described. However, he acknowledged the wider point of concerns about the previous use of the building. The government had required all rough sleepers to be housed at the time for the protection of those individuals and society at large during the pandemic. The property had been managed by private landlords at that time. Councillor McWilliams commented that anti-social behaviour was taken very seriously in all council managed properties.

There were 1000 borough residents on the housing register therefore it was clear people were being priced out and there was a lack of sustainable accommodation. The council did not want to rely on out of borough temporary accommodation as this stretched people's support networks.

The Executive Director of People Services commented that it was important to distinguish between the allocation of temporary housing and the rough sleeper pathway. The pathway was for those with additional needs, to be supported to make adjustments rather than simply being put in a property and left without any support. The rough sleeper pathway had never been the intention for Cedar Tree.

Councillor Price commented that she recollected that the decision to purchase the property had been taken very quickly as it had come up at auction. She felt that more care should have been taken as the decision would now result in a financial loss. The shortage of labour and increasing costs was known at the time of the purchase.

Councillor Johnson commented that the council did have to move quickly at the time. No one would have anticipated the rampant inflation; build costs had started to go up significantly at the end of last year.

Councillor Hilton commented that the planning risk was severe therefore he did not feel it was appropriate to proceed.

RESOLVED UNANIMOUSLY: That Cabinet noted the report and:

- i) Noted the risk in relation to the grant of planning consent**
- ii) Approved the option to sell Cedar Tree House (option C) as a family dwelling for best market consideration.**

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Public Document Pack

CORPORATE OVERVIEW AND SCRUTINY PANEL

MONDAY, 12 SEPTEMBER 2022

PRESENT: Councillors Gerry Clark (Chairman), John Story (Vice-Chairman), Simon Bond, Karen Davies, Gurpreet Bhangra, Lynne Jones, Helen Price, Julian Sharpe, Shamsul Shelim, Leo Walters and Simon Werner

Also in attendance: Councillors Andrew Johnson, Samantha Rayner, John Baldwin, Gurch Singh, Phil Haseler, Amy Tisi, Maureen Hunt, David Cannon, Jon Davey and Mandy Brar

Officers: Mark Beeley, Adele Taylor, Emma Duncan and Ian Brazier-Dubber

APOLOGIES FOR ABSENCE

Due to the recent passing of HM The Queen, those present observed a minutes silence.

An apology for absence was received from Councillor G Jones, Councillor Bhangra was attending the meeting as substitute. Councillor Hilton had also submitted his apologies, as one of the Cabinet Members invited to attend the meeting on the call in form.

Councillor Werner said that Councillor Bond would be late to the meeting.

DECLARATIONS OF INTEREST

The Chairman, Councillor Clark, said that he had previously been a member of Cabinet and had also attended meetings of the RBWM Property Company in his role as Cabinet Member for Highways and Infrastructure. He had also sat on the Maidenhead Development Management Committee when the application on St Cloud Way was considered. None of these interests were prejudicial and the Chairman confirmed that he was attending the meeting with an open mind.

Councillor Bhangra and Councillor Walters also confirmed that they had been present at the Maidenhead Development Management Committee meeting where the planning application on St Cloud Way had been considered.

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CALL IN - CEDAR TREE HOUSE, WINDSOR

Councillor L Jones was one of the Panel Members who had called in the decision for review. She said that officers recommendation on the Cabinet report had not been accepted and the reasons why this had not been accepted were not detailed or transparent. The decision taken by Cabinet was to sell at a loss, this was taken without considering any other options of sale. The council had an obligation to achieve best value, Councillor L Jones said that she would have preferred to see the report withdrawn at the time, with a future report containing detail of all of the options which could be taken. It was hoped that the Panel would be able to understand why the decision had been made and to refer the matter back to Cabinet for

reconsideration.

Councillor Price added that a resident had spoken at the Cabinet meeting and offered another alternative, which was to convert the site into three studio apartments.

Councillor Shelim said that Cedar Tree House was important during the pandemic, however times had changed and the situation had moved on. The house was in the wrong place and there had been a number of complaints about the location, he wanted to support the decision made by Cabinet.

A public speaker, Karin Falkentoft, addressed the Panel. She lived in the property adjoining Cedar Tree House and there were a number of other residents in close proximity to the property. Karin Falkentoft supported the recommendation made by Cabinet, that the house should be sold as a family home. The original proposal which had been suggested by officers would be detrimental to local residents. She was not aware of anyone who felt that making the site into seven units was financially the correct choice. It was important to listen to local residents and businesses.

Councillor Johnson, Leader of the Council and Cabinet Member for Growth and Opportunity, said that the option of three separate flats would be considered along with the potential conversion to a single family dwelling. This was not clear from the draft Cabinet minutes but this was what had been discussed at the meeting. Councillor Johnson was happy for the decision to go back to Cabinet for consideration and that the option for three separate flats would be a consideration. He felt that it was likely to remain as a single family dwelling but all potential sale options should be explored. The sale of Cedar Tree House was at a time of optimum market value.

Councillor Werner felt that the council was faced with the consequences of a financial mistake. The decision needed to be considered thoroughly by Cabinet and he supported the proposal made by Councillor L Jones that the matter was referred back to Cabinet for consideration. It was important that if the council needed to dispose of this asset that it was done so at optimum market value or kept within the council's property portfolio.

Councillor Sharpe said the Panel needed to consider why Cedar Tree House had been purchased, it had been purchased to provide short term accommodation for people in need. The property had been purchased for the right reasons.

Councillor L Jones said that the call in had not occurred because the property was purchased for the wrong reasons. It was purchased for the right reasons but it was in the wrong place, due diligence needed to be put in place on properties that the council bought. The reason why officers recommendation was not agreed by Cabinet needed to be transparent and the options on the sale of the property needed to be explored.

Councillor Davies said that there had been a number of residents concerned about the location of the property. She felt that it would be sustainable as key worker accommodation, all of the options had not been explored and she supported the idea of Cabinet reconsidering the decision.

Councillor Price welcomed the comments made by Councillor Johnson, that the option of splitting the property in to three flats would be considered. However, this was not reflected in the draft minutes of the Cabinet meeting. She reinforced the points made about transparency, which was a key part of the RBWM Corporate Plan. Councillor Price had come across a community strategy and wondered whether this strategy had been given enough thought when purchasing Cedar Tree House.

Councillor Johnson noted the point made by Councillor Davies about key worker

accommodation. He had requested that discounted market rent for key workers be included as part of the options appraisal, however, this would not have been an economically viable option. On the comments made by Councillor Werner about the property being a financial mistake, Councillor Johnson responded by saying that the decision had been agreed at Full Council. There had been a significant increase in the inflation of build costs since the property was purchased and an additional £500,000 would need to be added to the budget for any works. There was concern that this would not be the final figure and this was a reflection of the current economic climate. Temporary accommodation was needed in the borough and therefore collective action was needed.

Councillor Shelim said that the council had bought the property to provide temporary accommodation. The property was in the wrong location and Cedar Tree House therefore needed to be used for something else. He could not see how any further investment would be beneficial for the council.

Councillor Price said that Full Council had not approved the decision. The decision had been made by officers and went to Full Council as an urgent decision. RBWM Property Company were experts in property and therefore would be able to make the best decision on what to do with Cedar Tree House.

Councillor L Jones said that Councillor Johnson had agreed with her proposal to take the decision back to Cabinet to look at the options for sale. She would like more information on why the property was not suitable for temporary accommodation, to provide transparency to residents.

Adele Taylor clarified that if the matter was referred back to Cabinet, the report would be the same one which was originally considered. However, further discussion from Cabinet Members could take place at the meeting.

Councillor Story said that it was clear from the report what the risks were of going ahead with £500,000 of expenditure, there was a planning risk, inflation risk and the income reduction risk. He understood why Cabinet had made the decision and gone against the recommendation made by officers.

Councillor Johnson said that he agreed with the way forward suggested by Councillor L Jones. At the Cabinet meeting, the option of Cedar Tree House being converted into three flats had been discussed although this was not reflected in the minutes. It would be useful for Cabinet to discuss the two sale options again, Councillor Johnson thanked scrutiny for their input.

Councillor Walters said that he was happy with the suggestion for the matter to be referred back to Cabinet.

Councillor Werner said a role of scrutiny was to look at process, he suggested that Ward Members should have been consulted before the emergency purchase of Cedar Tree House had taken place.

Councillor Bhangra asked which ward Cedar Tree House was located in.

He was informed that it was in the Eton and Castle ward, represented by Councillor Rayner, Councillor Shelim and Councillor Bowden.

Councillor L Jones suggested that scrutiny should be included in processes where there were significant financial considerations.

The Chairman said that Panel Members were also able to contact Cabinet Members to raise any questions or comments.

Adele Taylor said that the decision taken at Cabinet was not about the purchase of the property. Cabinet had considered the decision on the need for additional capital. She said she was happy to consider the process around decisions with significant financial considerations, circumstances were different when Cedar Tree House was bought because it was an urgent decision. However, in future scrutiny and Ward Members could be consulted.

Councillor Werner said it would be good to bring the decision back to the Panel in future.

Councillor Baldwin commented on the Cabinet minutes which Councillor Johnson had made reference to. The decision on notice from Cabinet had already been made, published and was in the public domain and therefore it was a matter of changing the decision of Cabinet.

Councillor Bond arrived at the meeting.

RESOLVED UNANIMOUSLY: That the Corporate Overview and Scrutiny Panel agreed to refer the matter back to Cabinet, to discuss and reconsider the sale options for Cedar Tree House.

Report Title:	Petition: Speed limit on London Road Ascot
Contains Confidential or Exempt Information	No - Part I
Cabinet Member:	Councillor Haseler, Cabinet Member for Planning, Parking, Highways and Transport
Meeting and Date:	Cabinet – 29 September 2022
Responsible Officer(s):	Chris Joyce, Head of Infrastructure, Sustainability and Economic Growth
Wards affected:	Sunningdale and Cheapside Ascot and Sunninghill

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REPORT SUMMARY

In October 2021 a petition with 174 signatures was submitted by local residents to request that the existing speed limit on the A329 London Road, Ascot was reduced from its current 40mph to 30mph between the junctions with Cheapside Road and Sunninghill Road. The petition stated:

We the undersigned ask for traffic-calming measures to be put in place to reduce the currently dangerous traffic speed on the London Rd between Cheapside Rd and the Sunninghill roundabout.

It is now designated as a 40 mph zone (which is too fast and often exceeded). The seven SLOW markings on the road are generally ignored. This part of the road is narrow and twisting with limited visibility, and it has a very narrow pavement on one side only. Fast traffic makes it very dangerous to exit or enter the houses and apartments. It is also very dangerous for anyone needing to visit, use the pavement, cross the road on foot, turn into Coombe Lane or Glen Close, or to access the children's play park at Victory Fields by car or on foot.

Upon receipt of the petition, investigations commenced and a speed survey was conducted and showed good adherence to the existing speed limit with the collision history shows that only one collision could potentially put down to speed, although there is no further information to substantiate this. In view of the safe record of the road and the compliance of drivers, it is considered that the road is safe at the current speed limit and that no further action is taken.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

- i) Recommends that the existing speed limit of 40mph is retained on the A329 London Road, Ascot.**

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

Options

Table 1: Options arising from this report

Option	Comments
<p>Decide that the current speed limit of 40mph is the correct option and should remain. No further action to be taken.</p> <p>This is the recommended option</p>	<p>The speed survey showed that the majority of drivers consider that the speed limit is correct for the road and remain below 40mph. The limited collision data indicates that speed isn't a major driver and that no change is required.</p>
<p>Reduce the current speed limit from 40mph to 30mph.</p> <p>This is not recommended.</p>	<p>The data indicates that no change is justified. Should we proceed with it, this would lead to an unnecessary burden on Thames Valley Police as they would face resident requests for enforcement of an unsuitable speed limit. Without regular enforcement there would be very limited behaviour change by drivers.</p>

- 2.1 Following the submission of the petition, a meeting was arranged with the lead petitioner and the Head of Service and Lead Member for Transport. This then triggered the investigations to determine what action should be taken.
- 2.2 London Road, Ascot between the junction with Cheapside and Sunninghill Road, is rural in appearance with few houses and frontages. It is an A class road and carries between 6500 – 7000 vehicles in either direction each day, thereby providing through route options for a large number of residents and visitors.
- 2.3 The current speed limit of 40mph is well respected by motorists. Although there will always be a number of motorists that will exceed whatever speed limit is in force, a reduction of the limit to 30mph will undoubtedly increase this number and place a great and unnecessary burden of enforcement on the Police.
- 2.4 This speed limit provides a link to the newly reduced speed limit, from 50mph to 40mph, on the Virginia Water side of Sunninghill Road that now runs along the A329 London Road to the Surrey County Council boundary.
- 2.5 A speed survey was carried out in December 2021 which showed that 85% of the vehicles travelling east, towards Virginia Water, were travelling at a speed of 38mph or less. The corresponding speed for westbound, towards Ascot, traffic was 36.2mph or less. Although there were a number of vehicles that were exceeding the speed limit, this would indicate that the current 40mph speed limit is correctly set for the road and the majority of drivers are obeying it.

Collision history for the last 5 years between Cheapside and Sunninghill Road:

- 08.09.21: Slight injury. A329 London Road junction with Cheapside Road, Ascot. Drunk pedestrian stepped into road in front of car.

- 30.01.21: Slight injury. A329 London Road, Ascot. Exact location is not shown but would appear to be between Cheapside Road and Sunninghill Road. Vehicle travelling along London Road lost control on right hand bend and collided with vehicle travelling in opposite direction.
- 27.11.20: Slight injury. A329 London Road junction with Sunninghill Road, Ascot. Vehicle entering roundabout from Ascot collided with rear of cyclist travelling in same direction. Driver had medical issue of poor eyesight.
- 30.01.19: Slight injury. A329 London Road junction with Cheapside Road, Ascot. Elderly resident on a mobility chair left footpath into path of car on road.

2.6 The outcome of these investigations was reported back to the petitioner who challenged the decision to not take any action by requesting that this be reviewed at Cabinet as per the Council's Petition Scheme.

3. KEY IMPLICATIONS

3.1 Maintaining the existing speed limit will allow the status quo to be retained. Based on the evidence collected and analysed this is the appropriate solution for this location.

3.2 Police are unlikely to see a significant increase in complaints about speeding vehicles as a reduced limit is highly likely to see an increase in the number of drivers speeding. This would result in more people breaking the law though it would be up to the police and its capacity to enforce.

3.3 The accident record indicates that whilst some incidents have been observed, speed was not the single over-riding factor and therefore it is likely to retaining the speed limit at 40mph will result in a similar outcome in the future. A reduced speed limit is unlikely to result in a substantial reduction in accidents on this road.

4. FINANCIAL DETAILS / VALUE FOR MONEY

4.1 This recommendation has no financial impact as it is proposing retaining the status quo.

4.2 Should a different decision be taken, this will result in costs being incurred on rewriting the TRO for this location to make the speed limit reduction official and legal. Costs will depend on the number of road signs required but is likely to be between £5,000 and £10,000 and the funding for this would have to be identified.

5. LEGAL IMPLICATIONS

5.1 Maintaining the existing speed limit has no legal implication and follows national guidance of roads of this nature.

6. RISK MANAGEMENT

- 6.1 Maintaining the status quo retains the current level of risk which is considered low.

7. POTENTIAL IMPACTS

- 7.1 Equalities. An Equality Impact Assessment is available as Appendix A.
- 7.2 Maintaining the status quo will not impact on protected characteristics with all users treated equally under current circumstances.
- 7.3 Climate change/sustainability. Maintaining the status quo will have no impact on climate change or sustainability.
- 7.4 Data Protection/GDPR. Not relevant as this relates to traffic road orders and does not require any personal data.

8. CONSULTATION

- 8.1 This Cabinet report is based on an petition made by local residents. The lead petitioner chose to raise this issue with the Head of Service and the Transport team completed the investigation and assessment summarised above. As part of the agreed process, the Transport team recommended that the existing speed limit be retained.
- 8.2 In line with council policies, the lead petitioner requested that this recommendation be *referred to the appropriate body for consideration and debate*, on the basis that they believe the change to the speed limit should be implemented. With guidance from our Governance team it was determined that Cabinet would be the appropriate body and invited the lead petitioner to speak at the meeting to be held in September.
- 8.3 No broader consultation was completed during this investigation.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 Should the recommended action be approved, no implementation is required as this maintains the status quo.
- 9.2 Should Cabinet choose to request a change to speed limit in line with that requested in this petition then work will be required on the TRO and signage. This work would commence straight away though would take 4 to 6 months to complete including consultation with local and regional stakeholders in line with the TRO process. This is not the recommended option.

10. APPENDICES

10.1 This report is supported by 1 appendix:

- Appendix A – Equality Impact Assessment
Maintaining the status quo as per the recommendation of the report had no impact on protected characteristics. A full EQIA is not required as there is no change option being recommended.

11. BACKGROUND DOCUMENTS

11.1 No background documents are required.

12. CONSULTATION

Name of consultee	Post held	Date sent	Date returned
<i>Mandatory: Statutory Officers (or deputies)</i>			
Adele Taylor	Executive Director of Resources/S151 Officer	18/08/22	23/08/22
Emma Duncan	Director of Law, Strategy & Public Health/ Monitoring Officer		
<i>Deputies:</i>			
Andrew Vallance	Head of Finance (Deputy S151 Officer)		
Elaine Browne	Head of Law (Deputy Monitoring Officer)	18/08/22	22/08/22
Karen Shepherd	Head of Governance (Deputy Monitoring Officer)	18/8/22	18/8/22
<i>Mandatory: Procurement Manager (or deputy) - if report requests approval to go to tender or award a contract</i>			
Lyn Hitchinson	Procurement Manager		
<i>Mandatory: Data Protection Officer (or deputy) - if decision will result in processing of personal data; to advise on DPIA</i>			
Emma Young	Data Protection Officer		
<i>Mandatory: Equalities Officer – to advise on EQiA, or agree an EQiA is not required</i>			
Ellen McManus	Equalities & Engagement Officer	18/08/22	01/09/22
<i>Other consultees:</i>			
<i>Directors (where relevant)</i>			
Duncan Sharkey	Chief Executive/DASS		
Andrew Durrant	Executive Director of Place		
Kevin McDaniel	Executive Director of People Services		

<i>Heads of Service (where relevant)</i>			
<i>Insert as appropriate</i>	Head of		
	Head of		
	Head of		
<i>External (where relevant)</i>			
<i>Insert as appropriate or N/A</i>			

Confirmation relevant Cabinet Member(s) consulted	Cabinet Member for Planning, Parking, Highways and Transport	Yes/No <i>delete as appropriate</i>
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REPORT HISTORY

Decision type:	Urgency item?	To follow item?
Non-key decision First entered into the Cabinet Forward Plan: 17/8/22	No	No

Report Author: Tim Golabek, Service Lead Transport, 07770934646

APPENDIX A - EQUALITY IMPACT ASSESSMENT

Essential information

Items to be assessed: (please mark 'x')

Strategy		Policy		Plan		Project	X	Service/Procedure	
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Responsible officer	Tim Golabek, Service Lead Transport	Service area	Infrastructure, Sustainability & Economic Growth - Transport	Directorate	Place
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Stage 1: EqlA Screening (mandatory)	Date created: 18/08/2022	Stage 2 : Full assessment (if applicable)	N/A
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Approved by Head of Service / Overseeing group/body / Project Sponsor:

"I am satisfied that an equality impact has been undertaken adequately."

Signed by (print): Chris Joyce

Dated: 18/08/2022

Guidance notes

What is an EqlA and why do we need to do it?

The Equality Act 2010 places a 'General Duty' on all public bodies to have 'due regard' to:

- Eliminating discrimination, harassment and victimisation and any other conduct prohibited under the Act.
- Advancing equality of opportunity between those with 'protected characteristics' and those without them.
- Fostering good relations between those with 'protected characteristics' and those without them.

EqlAs are a systematic way of taking equal opportunities into consideration when making a decision, and should be conducted when there is a new or reviewed strategy, policy, plan, project, service or procedure in order to determine whether there will likely be a detrimental and/or disproportionate impact on particular groups, including those within the workforce and customer/public groups. All completed EqlA Screenings are required to be publicly available on the council's website once they have been signed off by the relevant Head of Service or Strategic/Policy/Operational Group or Project Sponsor.

What are the "protected characteristics" under the law?

The following are protected characteristics under the Equality Act 2010: age; disability (including physical, learning and mental health conditions); gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

What's the process for conducting an EqlA?

The process for conducting an EqlA is set out at the end of this document. In brief, a Screening Assessment should be conducted for every new or reviewed strategy, policy, plan, project, service or procedure and the outcome of the Screening Assessment will indicate whether a Full Assessment should be undertaken.

Openness and transparency

RBWM has a 'Specific Duty' to publish information about people affected by our policies and practices. Your completed assessment should be sent to the Strategy & Performance Team for publication to the RBWM website once it has been signed off by the relevant manager, and/or Strategic, Policy, or Operational Group. If your proposals are being made to Cabinet or any other Committee, please append a copy of your completed Screening or Full Assessment to your report.

Enforcement

Judicial review of an authority can be taken by any person, including the Equality and Human Rights Commission (EHRC) or a group of people, with an interest, in respect of alleged failure to comply with the general equality duty. Only the EHRC can enforce the specific duties. A failure to comply with the specific duties may however be used as evidence of a failure to comply with the general duty.

Stage 1: Screening (Mandatory)

1.1 What is the overall aim of your proposed strategy/policy/project etc and what are its key objectives?

Following the receipt of an petition requesting the Borough reduces the speed limit on London Road in Ascot, an investigation was undertaken to determine the appropriate response. All users of this stretch of road were considered as part of this review, both of the road and the footpath, including access to local amenities.

The outcome of the investigation, based on traffic speed surveys and accident information, was to decline the petitioner's request and maintain the current speed limit in this location. As such no change plan was produced and this EQIA is about whether the investigation itself was conducted under EQIA guidance. As the investigation was based on traffic and accident data, there is no impact on protected characteristics.

67

1.2 What evidence is available to suggest that your proposal could have an impact on people (including staff and customers) with protected characteristics? Consider each of the protected characteristics in turn and identify whether your proposal is Relevant or Not Relevant to that characteristic. If Relevant, please assess the level of impact as either High / Medium / Low and whether the impact is Positive (i.e. contributes to promoting equality or improving relations within an equality group) or Negative (i.e. could disadvantage them). Please document your evidence for each assessment you make, including a justification of why you may have identified the proposal as "Not Relevant".

Protected characteristics	Relevance	Level	Positive/negative	Evidence
Age	Not relevant			
Disability	Not relevant			
Gender re-assignment	Not relevant			
Marriage/civil partnership	Not relevant			
Pregnancy and maternity	Not relevant			
Race	Not relevant			
Religion and belief	Not relevant			
Sex	Not relevant			
Sexual orientation	Not relevant			

Outcome, action and public reporting

Screening Assessment Outcome	Yes / No / Not at this stage	Further Action Required / Action to be taken	Responsible Officer and / or Lead Strategic Group	Timescale for Resolution of negative impact / Delivery of positive impact
Was a significant level of negative impact identified?	No	None		
Does the strategy, policy, plan etc require amendment to have a positive impact?	No	None		

66

If you answered **yes** to either / both of the questions above a Full Assessment is advisable and so please proceed to Stage 2. If you answered “No” or “Not at this Stage” to either / both of the questions above please consider any next steps that may be taken (e.g. monitor future impacts as part of implementation, re-screen the project at its next delivery milestone etc).

Stage 2 : Full assessment

2.1 : Scope and define

2.1.1 Who are the main beneficiaries of the proposed strategy / policy / plan / project / service / procedure? List the groups who the work is targeting/aimed at.

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2.1.2 Who has been involved in the creation of the proposed strategy / policy / plan / project / service / procedure? List those groups who the work is targeting/aimed at.

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70

2.2 : Information gathering/evidence

2.2.1 What secondary data have you used in this assessment? Common sources of secondary data include: censuses, organisational records.

2.2.2 What primary data have you used to inform this assessment? *Common sources of primary data include: consultation through interviews, focus groups, questionnaires.*

Eliminate discrimination, harassment, victimisation

Protected Characteristic	Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No)	If yes, to what level? (High / Medium / Low)	Negative impact : Does the proposal disadvantage them (Yes / No)	If yes, to what level? (High / Medium / Low)	Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic.
Age					
Disability					
Gender reassignment					
Marriage and civil partnership					
Pregnancy and maternity					
Race					
Religion and belief					
Sex					
Sexual orientation					

Advance equality of opportunity

Protected Characteristic	Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No)	If yes, to what level? (High / Medium / Low)	Negative impact : Does the proposal disadvantage them (Yes / No)	If yes, to what level? (High / Medium / Low)	Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic.
Age					
Disability					
Gender reassignment					
Marriage and civil partnership					
Pregnancy and maternity					
Race					
Religion and belief					
Sex					
Sexual orientation					

Foster good relations

Protected Characteristic	Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No)	If yes, to what level? (High / Medium / Low)	Negative impact : Does the proposal disadvantage them (Yes / No)	If yes, to what level? (High / Medium / Low)	Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic.
Age					
Disability					
Gender reassignment					
Marriage and civil partnership					
Pregnancy and maternity					
Race					
Religion and belief					
Sex					
Sexual orientation					

2.4 Has your delivery plan been updated to incorporate the activities identified in this assessment to mitigate any identified negative impacts? If so please summarise any updates.

These could be service, equality, project or other delivery plans. If you did not have sufficient data to complete a thorough impact assessment, then an action should be incorporated to collect this information in the future.

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Report Title:	Approval of the Cookham Village Conservation Area Appraisal
Contains Confidential or Exempt Information	No - Part I
Lead Member:	Cllr Haseler, Cabinet Member for Highways, Transport, Planning and Parking
Meeting and Date:	Cabinet - 29 th September 2022
Responsible Officer(s):	Andrew Durrant, Executive Director of Place Services and Adrien Waite, Head of Planning
Wards affected:	Bisham-Cookham

www.rbwm.gov.uk



REPORT SUMMARY

This report seeks Cabinet approval for the adoption of the updated Cookham High Street Conservation Area Appraisal, renamed the Cookham Village Conservation Area Appraisal, to bring it in line with current Historic England guidance. The council's Corporate Plan recognises that heritage assets are one of the borough's strengths and that distinctive towns and villages create a high-quality environment in which we live, work and visit. This recommendation supports the council's corporate objective to create "Inspiring Places", by providing guidance for appropriate new development that enhances the heritage significance of the Cookham Village Conservation Area.

This report notes the results of the public consultation exercise undertaken on the draft document as required under section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to consult publicly on the documents prior to formal adoption and to have regard to the views expressed. The consultation exercise, which included letters to each property in the area and public meetings, showed strong local support for the document.

If adopted, there would be no financial implications arising from the publication of this document.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

- i) Agrees the revised conservation area appraisal document and notes the change of name of the conservation area from the Cookham High Street Conservation Area to the Cookham Village Conservation Area.**
- ii) Agrees the revised boundary of the conservation area to encompass the additional areas identified as part of the boundary review and their publication in the London Gazette and one local paper as required under Section 70 (5) and (8) of the Planning (Listed Building and Conservation Areas) Act 1990.**
- iii) Agrees that all addresses in the extensions to the conservation area will be notified by letter advising of the new boundary and the changes that this will mean for residents and owners.**

- iv) Notes that once designated, Historic England and the Historic Environment Record (HERS), administered by Berkshire Archaeology, will be advised of the changes. The Council's GIS will be updated, and the appraisal document will be made available on the Council's web site.

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

Options

Table 1: Options arising from this report

Option	Comments
Approve the document for formal adoption with associated publicity and advice to residents, this is the recommended option	This would provide an updated document for decision making replacing the existing appraisal which dates from 2002
Not to approve the document, this is not recommended	Development management decisions would be made using an outdated policy document to the detriment of the conservation area
To approve the document without publicity for the extensions or advising residents within these areas of the changes, this is not recommended	This would be contrary to the requirement of the relevant legislation (1990 Act) and also not in line with best practice, leaving local owners unaware of the changes to the conservation area and the appraisal.

- 2.1 It is a statutory duty of local planning authorities (LPAs) to formulate and publish proposals, such as Conservation Area Appraisals, for the preservation and enhancement of conservation areas. Conservation areas are considered as designated heritage assets and are designated because of their special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance. In drafting appraisals and in line with the Government's desire to engage with local communities, it is reasonable to consult the public on drafts of these proposals and to consider their views when drafting the final document.
- 2.2 Public consultation on the draft document took place during the summer of 2018, but finalisation of the document has been delayed because of issues with drafting, resourcing and Covid. The document was made available at Maidenhead Library and Cookham Library and on the Council's web site. A press release was issued, and emails were sent to Councillors, Historic England, Berkshire Archaeology and local groups, and letters and a questionnaire were sent to all addresses within the existing conservation area. Two public meetings were held, the first at Elisabeth House, Cookham and the second at Cookham Methodist Church. Both meetings were advertised in the local paper and approximately 40 people attended in all.

- 2.3 After collation of the responses, it was noted that there was overwhelming support for the change of name of the conservation area, with only one person objecting. No additional buildings were identified for inclusion as significant non-listed buildings. Nineteen responses supported a revised boundary, and there were comments on extending the boundary to the sailing club and river, an area that is now included in the proposed appraisal.
- 2.4 The inclusion of Odney Common was suggested and considered, but this was not included as the area was not considered integral to the settlement or related to the work of Sir Stanley Spencer. In addition, the inclusion of Romanlea and parts of Cookham Rise were suggested, however, this was not taken forward, as the area whilst of merit, is historically linked with the development of the railway and has more in common, both architecturally and historically, with the station and the area around it. The nursery school was suggested for inclusion, and given its architectural significance was included within the final boundary. Black Butts Cottages were also included as an attractive group of early 20th century worker's cottages that have historical links with the development of the area.
- 2.5 The inclusion of parts of School Lane and the houses west of Pound Lane was considered, but the houses were not considered to have sufficient architectural merit, or historic interest, to include them within the area. The exclusion of the area known as Philo Field was requested, however, views from this area were considered important as was the need to ensure that the boundaries of the area were rational and followed existing features.
- 2.6 A number of drafting issues were also identified and updated in the final version of the document. Historic England were supportive of the appraisal and made suggestions regarding the management of the area that will need to be addressed in a future more detailed management plan.
- 2.7 The responses from the consultation are included in the tables attached as Appendix B and C.
- 2.8 The revised document replaces the current document that dates from 2002 and is now outdated. It proposes a change of name of the conservation area, from the Cookham High Street Conservation Area to Cookham Village Conservation Area, as the area covered is much wider than just the High Street. The document has been amended to take account of public consultation, with the boundary expanded to include Black Butts Cottages, acknowledging that this group of buildings is of both architectural and historic interest and of a quality that is worthy of protection as part of the conservation area. The area is also extended to the north to create a more coherent boundary along the river side and taking account of existing landscape features. The revised appraisal document is included as Appendix D.

3. KEY IMPLICATIONS

- 3.1 The updated document will assist officers when considering applications within the conservation area and help residents when seeking permission for works that will require consent. In the long-term this will help improve the decision-making process and the quality of applications submitted within the area, creating more certainty for both officers and owners alike.

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Agreed updated document on website	Updated document not published to website	Updated document available on website	n/a	n/a	31 October 2022
Change of name of the conservation area	Name retained	Name updated in line with recommendation	n/a	n/a	31 October 2022

4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 By producing informed documents that set out the special character and significance of places the Council is providing important guidance to those seeking to make changes as well as simply to inform residents, owners, businesses as to the value of these special places in the most economic, efficient, and effective manner.
- 4.2 The costs of advertising in the London Gazette and a Local Newspaper; and sending letters to the occupiers of the additional properties added within the extended boundary are minimal and will be borne by the Planning Department as part of the existing budget. There are no further costs to consider.

5. LEGAL IMPLICATIONS

- 5.1 Under Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990, every local authority must from time to time determine whether any parts of their authority are areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance. Such areas are to be designated as conservation areas. The same section places a duty upon local authorities from time to time to review the past exercise of such functions and to determine whether any parts or any further parts should similarly be designated. Section 71 of the Act advises that it is the duty of local planning authorities from time to time to formulate and publish proposals for the preservation and enhancement of any parts of their area, which are conservation areas, such as, for example, Conservation Area Appraisals.
- 5.2 The proposed extension of the conservation area will have several consequences for those persons whose land will be affected, namely:

- (i) The demolition of certain buildings may only be undertaken with the consent of the authority
- (ii) In certain circumstances, it becomes an offence to cut down, top, lop, uproot, wilfully damage, or wilfully destroy any tree, except with the consent of the authority
- (iii) Permitted development rights under the Town & Country Planning (General Permitted Development) Order 1995 are more restricted
- (iv) Planning applications for development which would, in the opinion of the authority, affect the character or appearance of the Area must be publicised
- (v) The right to display certain types of illuminated advertisement without express consent from the authority is excluded

5.3 Additionally, a designated conservation area is included as a charge on the Register of Local Land Charges.

5.4 In terms of legislation and guidance relevant to conservation areas, in addition to the requirements of the Act, Section 16 of the *National Planning Policy Framework (NPPF) 2021* and the Planning Practice Guidance "*Historic Environment*" provides additional guidance on this matter, as does Historic England's *Advice Note 1 on Conservation Area Appraisal, Designation and Management*.

6. RISK MANAGEMENT

Table 3: Impact of risk and mitigation

Risk	Level of uncontrolled risk	Controls	Level of controlled risk
That the document is not agreed, and this conservation area remains ill-defined and insufficiently protected	High	Completion of the detailed appraisal, with consultation and adoption by the Council Cabinet	Low

7. POTENTIAL IMPACTS

7.1 An EQIA screening form has been completed for this proposal, no adverse impacts have been identified. This has been published on the Council's web site and is appended as Appendix A.

- 7.2 Climate change/sustainability- The Council’s adopted corporate plan sets out the goals we will work towards as a council to protect our natural environment and adapt to climate impacts which are already here. The appraisal will assist in identifying and subsequently protecting local character and distinctiveness in any decision on development whereby climate change is a material consideration.
- 7.3 Data Protection/GDPR. Correspondence with local residents will be carried out in line with relevant guidance and legislation.

8. CONSULTATION

- 8.1 Public consultation took place during the summer of 2018, but finalisation of the document has been delayed because of issues with drafting, resourcing and Covid. The document was made available in hard copy at Maidenhead and Cookham Libraries and online on the Council’s web site, where comments could be made. Emails advising of the consultation were sent to Councillors, Historic England, Berkshire Archaeology, the Parish Council, local groups and letters and a questionnaire were sent to all properties within the conservation area. The questionnaire asked for views on changing the name of the conservation area, whether there were any additional buildings to be added to the list of significant non- listed buildings, and if the conservation area boundaries were appropriate.
- 8.2 Posters advertising the consultation and the two drop- in sessions were displayed in the local libraries and on notice boards in the area. Both meetings were also advertised in the local paper. The meetings, attended by officers, were held at Elisabeth House, Cookham and a later meeting at Cookham Methodist Church. The document and a questionnaire were also made available at the public meeting and responses were collected by officers.
- 8.2 The general consultation responses are included in the table attached as Appendix B, with responses to the questionnaire and issues arising from the drafting of the document in Appendix C.
- 8.3 Overall, the responses were positive and constructive, and after consideration, as noted in Appendices B and C, the document was revised to take account of the relevant concerns.

9. TIMETABLE FOR IMPLEMENTATION

Full implementation stages are set out in table 4.

Table 4: Implementation timetable

Date	Details
29th September 2022	Cabinet consideration and approval
October 2022	Advertisement in the Gazette and local paper
October 2022	Letter to owners notifying them that they are within the extended conservation area and advising of the effect this will have in terms of proposed works to their properties

10. APPENDICES

This report is supported by 4 Appendices:

- Appendix A - Equality Impact Assessment
- Appendix B - Consultation Responses
- Appendix C - Responses to Questionnaire and additional comments
- Appendix D - Appraisal document

11. BACKGROUND DOCUMENTS

11.1 This report is supported by 3 background documents:

- Planning and Housing Overview and Scrutiny 17th November 2016, Cookham High Street Conservation Area Appraisal Consultation and adoption
https://rbwm.moderngov.co.uk/documents/s9955/meetings161117_Cookham%20CAA%20report.pdf
- Cabinet Report 28th June 2018, Conservation Area Appraisals Review Issue - items at meetings - Conservation Area Appraisals Review Programme (moderngov.co.uk)
[Report template \(moderngov.co.uk\)](#)
- Historic England Advice Note 1 (Second Addition) Conservation Area Appraisal, Designation and Management-
<https://historicengland.org.uk/images-books/publications/conservation-area-appraisal-designation-management-advice-note-1/heag-268-conservation-area-appraisal-designation-management/>

12. CONSULTATION

Name of consultee	Post held	Date sent	Date returned
<i>Mandatory:</i>		<i>Statutory Officers (or deputies)</i>	
Adele Taylor	Executive Director of Resources/S151 Officer	17/8/22	
Emma Duncan	Deputy Director of Law and Strategy / Monitoring Officer	17/8/22	12/9/22
<i>Deputies:</i>			
Andrew Vallance	Head of Finance (Deputy S151 Officer)	17/8/22	10/9/22
Elaine Browne	Head of Law (Deputy Monitoring Officer)	17/8/22	
Karen Shepherd	Head of Governance (Deputy Monitoring Officer)	17/8/22	18/8/22
<i>Mandatory:</i>		<i>Procurement Manager (or deputy) - if report requests</i>	

<i>approval to award, vary or extend a contract</i>			
Lyn Hitchinson	Procurement Manager	N/A	
<i>Other consultees:</i>			
<i>Directors (where relevant)</i>			
Duncan Sharkey	Chief Executive	17/8/22	
Andrew Durrant	Executive Director of Place	18/8/22	18/08/22
<i>Heads of Service (where relevant)</i>			
Adrien Waite	Head of Planning		
Sian Saadeh	Development Manager Service Manager	17/8/22	18/8/22
Ian Motuel	Planning Policy Manager	17/8/22	18/8/22
<i>External (where relevant)</i>			
N/A	N/A		

Confirmation relevant Cabinet Member(s) consulted	Cabinet Member for Highways, Transport, Planning and Parking	Yes
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REPORT HISTORY

Decision type:	Urgency item?	To follow item?
Cabinet decision. First entered into the Cabinet Forward Plan: 25 th July 2022	No	No

Report Author: Victoria Goldberg, Development Management Manager-Enforcement and Conservation, 01628683551/Sarah Harper, Principal Conservation Officer, 01628796446
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ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Title of EQIA

Essential information

Items to be assessed: (please mark 'x')

Strategy		Policy	x	Plan	x	Project		Service/Procedure	
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Responsible officer	Victoria Goldberg	Service area	Planning	Directorate	Place
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Stage 1: EqlA Screening (mandatory)	Date created: 13/07/2022	Stage 2 : Full assessment (if applicable)	Date created : N/A
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Approved by Head of Service / Overseeing group/body / Project Sponsor: Adrien Waite

"I am satisfied that an equality impact has been undertaken adequately."

Signed by (print): Adrien Waite

Dated: 13/07/2022

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Title of EQIA

Guidance notes

What is an EqlA and why do we need to do it?

The Equality Act 2010 places a 'General Duty' on all public bodies to have 'due regard' to:

- Eliminating discrimination, harassment and victimisation and any other conduct prohibited under the Act.
- Advancing equality of opportunity between those with 'protected characteristics' and those without them.
- Fostering good relations between those with 'protected characteristics' and those without them.

EqlAs are a systematic way of taking equal opportunities into consideration when making a decision, and should be conducted when there is a new or reviewed strategy, policy, plan, project, service or procedure in order to determine whether there will likely be a detrimental and/or disproportionate impact on particular groups, including those within the workforce and customer/public groups. All completed EqlA Screenings are required to be publicly available on the council's website once they have been signed off by the relevant Head of Service or Strategic/Policy/Operational Group or Project Sponsor.

What are the "protected characteristics" under the law?

The following are protected characteristics under the Equality Act 2010: age; disability (including physical, learning and mental health conditions); gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

What's the process for conducting an EqlA?

The process for conducting an EqlA is set out at the end of this document. In brief, a Screening Assessment should be conducted for every new or reviewed strategy, policy, plan, project, service or procedure and the outcome of the Screening Assessment will indicate whether a Full Assessment should be undertaken.

Openness and transparency

RBWM has a 'Specific Duty' to publish information about people affected by our policies and practices. Your completed assessment should be sent to the Strategy & Performance Team for publication to the RBWM website once it has been signed off by the relevant manager, and/or Strategic, Policy, or Operational Group. If your proposals are being made to Cabinet or any other Committee, please append a copy of your completed Screening or Full Assessment to your report.

Enforcement

Judicial review of an authority can be taken by any person, including the Equality and Human Rights Commission (EHRC) or a group of people, with an interest, in respect of alleged failure to comply with the general equality duty. Only the EHRC can enforce the specific duties. A failure to comply with the specific duties may however be used as evidence of a failure to comply with the general duty.

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD
EQUALITY IMPACT ASSESSMENT

EqIA : Title of EQIA

Stage 1 : Screening (Mandatory)

1.1 What is the overall aim of your proposed strategy/policy/project etc and what are its key objectives?

The overall aim is to replace the current Cookham High Street Conservation Area Appraisal that dates from 2002 with an updated document reflecting current legislation and advice.

Key objectives are:

- To assist officers when considering applications within the conservation area and also help residents when seeking permission for works that will require consent.

- To improve the decision- making process and the quality of applications submitted within the area, creating more certainty for both officers and owners alike.

1.2 What evidence is available to suggest that your proposal could have an impact on people (including staff and customers) with protected characteristics? Consider each of the protected characteristics in turn and identify whether your proposal is Relevant or Not Relevant to that characteristic. If Relevant, please assess the level of impact as either High / Medium / Low and whether the impact is Positive (i.e. contributes to promoting equality or improving relations within an equality group) or Negative (i.e. could disadvantage them). Please document your evidence for each assessment you make, including a justification of why you may have identified the proposal as “Not Relevant”.

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD
EQUALITY IMPACT ASSESSMENT**

EqIA : Title of EQIA

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Title of EQIA

Protected characteristics	Relevance	Level	Positive/negative	Evidence
Age	No			<i>Key data: The estimated median age of the local population is 42.6yrs [Source: ONS mid-year estimates 2020]. An estimated 20.2% of the local population are aged 0-15, and estimated 61% of the local population are aged 16-64yrs and an estimated 18.9% of the local population are aged 65+yrs. [Source: ONS mid-year estimates 2020, taken from Berkshire Observatory]</i>
Disability	No			
Gender re-assignment	No			
Marriage/civil partnership	No			
Pregnancy and maternity	No			
Race	No			<i>Key data: The 2011 Census indicates that 86.1% of the local population is White and 13.9% of the local population is BAME. The borough has a higher Asian/Asian British population (9.6%) than the South East (5.2%) and England (7.8%). The forthcoming 2021 Census data is expected to show a rise in the BAME population. [Source: 2011 Census, taken from Berkshire Observatory]</i>
Religion and belief	No			<i>Key data: The 2011 Census indicates that 62.3% of the local population is Christian, 21.7% no religion, 3.9% Muslim, 2% Sikh, 1.8% Hindu, 0.5% Buddhist, 0.4% other religion, and 0.3% Jewish. [Source: 2011 Census, taken from Berkshire Observatory]</i>
Sex	No			<i>Key data: In 2020 an estimated 49.6% of the local population is male and 50.4% female. [Source: ONS mid-year estimates 2020, taken from Berkshire Observatory]</i>
Sexual orientation	No			

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD
EQUALITY IMPACT ASSESSMENT

EqlA : Title of EQIA

Outcome, action and public reporting

Screening Assessment Outcome	Yes / No / Not at this stage	Further Action Required / Action to be taken	Responsible Officer and / or Lead Strategic Group	Timescale for Resolution of negative impact / Delivery of positive impact
Was a significant level of negative impact identified?	No	No	Victoria Goldberg Sian Saadeh	N/A
Does the strategy, policy, plan etc require amendment to have a positive impact?	No	No	Victoria Goldberg Sian Saadeh	N/A

06

If you answered **yes** to either / both of the questions above a Full Assessment is advisable and so please proceed to Stage 2. If you answered “No” or “Not at this Stage” to either / both of the questions above please consider any next steps that may be taken (e.g. monitor future impacts as part of implementation, re-screen the project at its next delivery milestone etc).

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD
EQUALITY IMPACT ASSESSMENT**

EqIA : Title of EQIA

Stage 2 : Full assessment

2.1 : Scope and define

2.1.1 Who are the main beneficiaries of the proposed strategy / policy / plan / project / service / procedure? List the groups who the work is targeting/aimed at.

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2.1.2 Who has been involved in the creation of the proposed strategy / policy / plan / project / service / procedure? List those groups who the work is targeting/aimed at.

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**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD
EQUALITY IMPACT ASSESSMENT**

EqIA : Title of EQIA

2.2 : Information gathering/evidence

2.2.1 What secondary data have you used in this assessment? *Common sources of secondary data include: censuses, organisational records.*

2.2.2 What primary data have you used to inform this assessment? *Common sources of primary data include: consultation through interviews, focus groups, questionnaires.*

Eliminate discrimination, harassment, victimisation

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Title of EQIA

Protected Characteristic	Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No)	If yes, to what level? (High / Medium / Low)	Negative impact : Does the proposal disadvantage them (Yes / No)	If yes, to what level? (High / Medium / Low)	Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic.
Age					
Disability					
Gender reassignment					
Marriage and civil partnership					
Pregnancy and maternity					
Race					
Religion and belief					
Sex					
Sexual orientation					

93

Advance equality of opportunity

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Title of EQIA

Protected Characteristic	Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No)	If yes, to what level? (High / Medium / Low)	Negative impact : Does the proposal disadvantage them (Yes / No)	If yes, to what level? (High / Medium / Low)	Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic.
Age					
Disability					
Gender reassignment					
Marriage and civil partnership					
Pregnancy and maternity					
Race					
Religion and belief					
Sex					
Sexual orientation					

94

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD
EQUALITY IMPACT ASSESSMENT

EqlA : Title of EQIA

Foster good relations

Protected Characteristic	Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No)	If yes, to what level? (High / Medium / Low)	Negative impact : Does the proposal disadvantage them (Yes / No)	If yes, to what level? (High / Medium / Low)	Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic.
Age					
Disability					
Gender reassignment					
Marriage and civil partnership					
Pregnancy and maternity					
Race					
Religion and belief					
Sex					
Sexual orientation					

95

2.4 Has your delivery plan been updated to incorporate the activities identified in this assessment to mitigate any identified negative impacts? If so please summarise any updates.
These could be service, equality, project or other delivery plans. If you did not have sufficient data to complete a thorough impact assessment, then an action should be incorporated to collect this information in the future.

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD
EQUALITY IMPACT ASSESSMENT**

EqIA : Title of EQIA

Appendix B: Cookham High Street Conservation Area Statement Consultation Response Table

Respondent	Representations received in response to Cookham High Street Conservation Area Statement	Council's Response
Cookham Parish Council	<p>The Poundfield site (including the buildings, plots and fields to the west of Poundfield Lane, as well as those to the north and east of Terry's Lane, and including the open space between these buildings) should be included within the conservation area boundary for the following reasons:</p> <ul style="list-style-type: none"> • The openness of the site is an important part of the setting of the listed buildings in the area, thus it is only logical to include it within the boundary • The views from within the site are an important local amenity • The area forms part of a Stanley Spencer collection 	Noted and issues considered in proposed further boundary review.
The Cookham Society	<p>In agreement with the proposed amendments but propose that the remainder of the Poundfield (the same area as proposed by Cookham Parish Council, apart from the omission of the properties directly east of Terry's Lane) site should be included within the conservation area. Justification as follows:</p> <ul style="list-style-type: none"> • Setting of the Conservation Area as a directly related open space • Historical associations, the Spencer connection and also former use as common grazing land • Amenity Value • Archaeological interest – Mention of Cockmarsh and Noah's Ark sites 	Noted and issues considered in proposed further boundary review.

Appendix B: Cookham High Street Conservation Area Statement Consultation Response Table

Respondent	Representations received in response to Cookham High Street Conservation Area Statement	Council's Response
Maidenhead Archaeological and Historical Society	<p>Various issues raised in regard to the potential for enhancement:</p> <ul style="list-style-type: none"> • A new service access to the Odney club may cause more problems than it solves, as the main problem is the presence of private cars and not delivery vehicles • Mention of external lighting on the Old Forge building and new signage at the Kings Arms • Mention of redevelopment of Glenore • Query as to if the conservation area status will help preserve The Old Anchor Inn, currently under threat of redevelopment as flats • Suggests revival of the previous proposal to move the Moor car park to Marsh Meadow • Justification of the area bounded by Terry's Lane and Poundfield Lane to be included in the conservation area (views, Spencer connection). Same arguments can be applied to the "pony field" to the west. • Mention of the architectural interest of the 1949 Nursery School, a prototype design of the Nursery Schools Association, and intended to be used world-wide <p>Second section of letter dealt with corrections of matters of fact within.</p>	<ul style="list-style-type: none"> • Purpose of document to highlight potential areas for improvement, detailed arrangements would be considered if opportunity to implement changes arose. • The Old Forge and Kings Arms issues are matters subject to normal planning and listed building controls • The redevelopment of Glenore was determined using the relevant policies • Any proposals in regard to The Old Anchor Inn will also be determined using the relevant policies • It is appropriate to consider parking issues within the document however not to suggest proposals. • Poundfield issues noted and considered • Corrections of matters of fact within the document will be checked and amended as appropriate
Council for the Protection of Rural England (Berks. Branch)	<p>Open space between Terry's Lane and Poundfield Lane, as well as that between Poundfield Lane and Roman Lea, should be included within the conservation area boundary, for the following reasons:</p> <ul style="list-style-type: none"> • Spencer connection • Visitors/Residents to area enjoy views into and out of area • The open space can be balanced amongst the buildings of Cookham 	<p>Noted and considered in the proposed further boundary review.</p>
Chairman of Maidenhead Civic Society Planning Group	<p>Fully supportive of document</p>	

Appendix B: Cookham High Street Conservation Area Statement Consultation Response Table

Respondent	Representations received in response to Cookham High Street Conservation Area Statement	Council's Response
Historic England	We welcome the provision of up to date appraisals of conservation areas as an important tool in robust decision making and for inclusion of a Management Plan for directing improvements to the area. The Cookham Village Conservation Area Appraisal provides a good level of detail and analysis of the history of the area and its development, summarising the significance of the conservation area neatly and effectively.	Noted, identified management objectives to be dealt with in a future detailed management plan
Resident School Lane, Cookham	<ul style="list-style-type: none"> • Potential for enhancement should be extended, possibly with use of a vision statement, noting changes such as ramps in the Pound and the realisation that the proposed car park on Marsh Meadow did not fit in with the overall character and appearance of the area • Greater recognition should be given to conserving the streets and open spaces for pedestrians as friendly social places • Greater consideration should be given to wildlife and footpaths • Greater consideration should be given to sociology and economics within the village • More could be said about the future such as the flood control barriers, intentions for the Moor, the Odney Club, Moor Hall, road traffic etc • Text and illustrations should be edited 	<ul style="list-style-type: none"> • Within a conservation area statement reference should be made in regard to the wider issues raised rather than anything more detailed. • Difficult to be specific about the future intentions for privately owned buildings such a Moor Hall and the Odney Club which would be subject to normal planning considerations. • Text and illustrations will be edited. • Role of conservation area statement is to record character and appearance as exists, but not to make specific proposals for the future.
Resident Westmorland Road, Maidenhead	Supportive of document and has given various factual information that can be used within the statement	Relevant information to be incorporated within the document

66

Appendix B: Cookham High Street Conservation Area Statement Consultation Response Table

Respondent	Representations received in response to Cookham High Street Conservation Area Statement	Council's Response
E Kupfermann	<p>Archaeologist and Historian with specific local knowledge of the Cookham Area. Provided a written justification of the importance of the historical relevance of the Poundfield area, summarised as follows:</p> <ul style="list-style-type: none"> • Poundfield adjacent to site of a high-status Anglo-Saxon cemetery – this may extend into Poundfield. • Poundfield landscape largely unchanged since time of Norman Conquest • The Pound area originally used as the Manorial cattle pound from at least the thirteenth century, holding animals that had strayed off from the common lands, such as Poundfield. This is documented in Cookham's Parish records and offers a direct historic link between Poundfield and the Pound. • Spencer connection. Also mention of Frederick Walker, Alfred Breanski Jnr and Snr, all three being important artists who were active in Cookham during the 19th century -thus a wider artistic connection associated with area. 	<p>Relevant historic references consulted, and information considered in regard to proposed boundary amendment.</p>
Resident High Street	<p>Supportive of document but mentions Citroen Garage flag and external fairy lights on Cookham Tandoori, which could be considered as being detrimental to the character and appearance of the conservation area.</p>	<p>Matters raised have been passed onto Enforcement Section for investigation.</p>
Resident The Moor	<ul style="list-style-type: none"> • Inclusion of Poundfield into conservation area, for artistic reasons and also for reasons of its setting. Is similar in nature to The Moor, which is in the conservation area. • Various further areas with potential for enhancement, as follows: • Large bins outside of The Crown not in keeping with conservation area • Signage at The Kings Arms not in keeping with conservation area • Area of land between the War Memorial and The Forge Tandoori Restaurant needs improving • Pavements in the High Street could be upgraded with high quality flagstones 	<ul style="list-style-type: none"> • Poundfield issue noted and considered. • The Kings Arms signage is subject to the appropriate planning and listed building consent applications. • Additional enhancement opportunities will be referred to in revised document.
Resident High Street	<p>Requests inclusion of areas adjacent to the High Street and the Pound, including Poundfield, Marsh Meadow and the open space to the south of Moor Hall. Areas provide essential values to the High Street.</p>	<p>Noted and considered in boundary review.</p>

100

Appendix B: Cookham High Street Conservation Area Statement Consultation Response Table

Respondent	Representations received in response to Cookham High Street Conservation Area Statement	Council's Response
Resident School Lane	Object to the inclusion within the conservation area of part of the private driveway to the west of Holy Trinity School. Suggest that boundary is amended to run along the eastern side of the road adjacent to the school.	<ul style="list-style-type: none"> Proposed boundary amendment is considered justified, and no further amendment is proposed.
Resident School Lane	<ul style="list-style-type: none"> Emphasises the need to preserve the character of open spaces related to the conservation area. Main point made in regard to traffic problems within the conservation area. Large lorries are often parked on pavements etc, which both is detrimental to the settings of the various listed buildings present and blocks access for elderly and disabled pedestrians. Cookham Motors continuously use the pavement near the Stanley Spencer Gallery to park cars for sale. 	<ul style="list-style-type: none"> Noted and considered The traffic problems are a traffic/highway control issue not directly relevant to the conservation area statement. The identified problem has been referred to the Highways Unit.

Appendix B: Cookham High Street Conservation Area Statement Consultation Response Table

Respondent	Representations received in response to Cookham High Street Conservation Area Statement	Council's Response
<p>Responses from residents/interested parties at Beechwood Ave, South Harrow, Middx; Berries Road; Bigrith Lane, Maidenhead; Cedar Drive; Church Road; Cookham Rise; East Common, Bucks; Fishers Lane, Chiswick, London; Gorse Road; Grange-over-Sands, Cumbria; High Street; High Road; Hillside Cottages; Kings Lane; Lower Road; Maidenhead Road; New Road; The Pound; Poundfield Lane; Riverdene Cottages; Romanlea; Vicarage Close, Cookham; Terrys Lane; School Lane; Spencers Lanes; Station Hill; Station Road; Startins Lane, Cookham Dean; Sutton Close; Sutton Road; Vicarage Close; Wakelins End; Westwood Green; Winterhill and Woburn, Bucks.</p> <p>T May MP, House of Commons, London</p>	<p>These respondents suggested the inclusion of the entire or part of the Poundfield area within the conservation area for one or more of the following reasons:</p> <ul style="list-style-type: none"> • Due to its historic interest and direct association to the village in this manner • Due to its Stanley Spencer connection and that relating to other painters • Due to the setting/backdrop it provides for the village • Due to its amenity value as an open space within the village • Due to its importance to the local economy (as a result of walkers and Spencer enthusiasts visiting the area) • Many of the 16,000 annual visitors to the Staley Spencer Gallery walk around Poundfield • In order to retain the unique identity of the entire area. • Due to the views into and out of the conservation area that it enables • The possible archaeological potential of the area (for example a high- status Saxon burial was found near Poundfield during the construction of the adjacent railway) • The way the land rises to Poundfield makes it very prominent from within the conservation area in comparison with other open areas and thus requires greater protection • View from Poundfield across to Cliveden and encompassing the Conservation Area is spectacular and should be conserved • The positive comments made by the Secretary of State in 1991, in regard to Poundfield • It is used for recreational purposes by many local residents and thus should be preserved as so. • Once the area is lost, it could never be regained • If development was allowed on the site the traffic increases (already a problem due to Golf Course traffic etc) would be detrimental to the conservation area and would also have safety repercussions. The impact on the infrastructure of the village would thus be negative. • It is only logical to include Poundfield in the conservation area in order to protect its setting 	<p>Noted and considered in proposed boundary review.</p>

APPENDIX C

Response to Questionnaire and additional comments

Question 1. Do you support changing the name of the conservation area from Cookham High Street Conservation Area to Cookham Village Conservation Area?		
Consultation Response	Discussion	Recommendation
All but one of those responding supported the name change. The exception, seems to have misunderstood the question.		Change name to Cookham Village Conservation Area.
Question 2. The draft identifies significant non-listed buildings within the conservation area, are there any additional buildings, structures or features that you would like to see included?		
Consultation Response	Discussion	Recommendation
No additional buildings were identified for inclusion.	Some respondents used this section to address the issue of the CA boundary. These comments are dealt with below.	No further work required
Question 3. Do you consider that the boundaries of the conservation area are appropriate, are there any other areas that you think should be included, or removed from the conservation area?		
19 responses considered boundaries appropriate.		
Marsh Meadow, extend boundary to the river including the Sailing Club.	This proposal is supported by the Parish Council, Cookham Society and RBWM own Arboricultural Co-ordinator. The sailing club was removed from the CA in 1991. It was considered to have no special quality. It was on the edge of the CA so excluding it created no additional problems. If Marsh Meadow to the riverbank were included then excluding the sailing club would become anomalous.	Part included
Odney Common	Parish council and a small number of others	Decline

	<p>recommend inclusion. This is a very popular green space which is open to the public. In 1991 it was considered that this land should not be included in the CA as it was isolated from the main part of the village and not immediately associated with the village group. Conservation area designation would not usually be regarded as an appropriate way of protecting countryside outside of settlements. Where open land is included in this CA it is because it is integral to the development of the settlement and/or associated with the work of Sir Stanley Spencer.</p>	
Romanlea	<p>A nineteenth-century terrace of houses facing onto the Pony Field and the Primary School. The street has heritage merit, but this area was developed as a consequence of the railway. It is not of similar character to The Pound. This would open up the prospect of the CA being extended towards and beyond the railway in future. The Ponyfield and Poundfield mark a clear boundary.</p>	<p>Consideration given to whether a new CA is appropriate for the post-railway developments around the station. This would be beyond the scope of this exercise.</p>
Nursery School	<p>The School is a significant example of post-war school architecture. It is not clear why it was excluded in the first place.</p>	<p>Consider for inclusion</p>
Cookham Rise up to Primary School.	<p>Beyond the scope of this project. See response re Romanlea.</p>	<p>Decline</p>

<p>Black Butts Cottages, Woodmoor End and Sutton Close.</p>	<p>Three residential developments all off the Sutton Road. Together this would be a substantial addition to the CA. This would represent a separate Character Area of largely suburban style development. A detailed assessment would be necessary. There would be a danger of watering down the character of the existing CA.</p>	<p>Decline Woodmoor End and Sutton Close, include Black Butts Cottages</p>
<p>School Lane from the Primary School to Sutton Road</p>	<p>Houses and bungalows of no particular architectural character or merit. Inclusion would not enhance the conservation area.</p>	<p>Decline</p>
<p>Houses on the west side of Poundfield Lane</p>	<p>A collection of large detached twentieth-century houses with gardens backing onto the railway and facing onto Poundfield. No particular character or architectural distinction. Inclusion would not enhance the conservation area.</p>	<p>Decline</p>
<p>Exclude from the conservation area land known as Philo Field along a line between Romanlea and houses west of Poundfield Lane.</p>	<p>Report by Barton Willmore for Copas Farms. Long section on the setting of the listed Engelfield House. Agree with the conclusions that Philo Field, or at least the western side of it, is not in the setting of Engelfield House. I would also agree that this parcel of land has relatively little landscape or heritage value. There are views into this area that are important An important argument against removing this area from the conservation area is the desirability of boundaries</p>	<p>Decline Removal would necessitate a further public consultation.</p>

	<p>following either natural or man-made features. The line proposed by the consultant runs across the field between the corner of the last property in Roman Leigh and the last property facing onto Poundfield Lane. This follows no discernible line or feature. The railway line provides a clear boundary feature. The alternative would be for the boundary to follow the lane, but that would be a serious reduction and would impact on views and the setting of Engelfied House.</p>	
<p>Other comments on the draft document</p>		
<p>Pages 2 and 3 Since the original draft of this document was produced Historic England has updated its guidance¹ which, we suggest should be referred to in this section.</p>		<p>Agree include</p>
<p>Page 4; para. 3 The paragraph overlooks the “high communal value” which the village places on its open spaces. These are appreciated not only for their contribution to the fabric of the settlement, but are all actively used for recreation purposes. You might like to consider the following addition:-</p> <p><i>“The Moor and Marsh Meadow have high communal and recreational value to the many residents and visitors who use them for walking and attend events held on them. The</i></p>		<p>Agree</p>

<p><i>land through the Poundfield is an important “green route” from the station and shopping centre out to Winter Hill and beyond. During the summer the moorings along Bellrope Meadow and Marsh Meadow provide very attractive stopping sites for cruising boats which add to the visual interest of the area.”</i></p>		
<p>Pages 7 & 8 The section entitled ‘Historical development’ overlooks one fundamental point about the shape of Cookham’s development - the liability for flooding which in the past would have been even more prevalent than it is today. It was this factor which caused the expansion of the settlement into the area of The Pound when the potential for further development on the dry island of the original village became exhausted.</p>	<p>This is dealt with elsewhere.</p>	<p>Page 10 updated</p>
<p>Page 10: 6 Spacial analysis It seems to us that the content of this section does not reflect the requirements of the sub-title. Much of it reiterates historical information quoted previously and the chapter does little to reflect the actual spacial characteristics and relationships inherent to the village. In this connection we would refer you to the advice contained on page 4 of Heritage England’s updated Advice</p>		<p>Undated</p>

<p>Note 1 referred to above. We would also draw your attention to Chapter 4 of the VDS (p.10 <i>et seq.</i>) and the heading: "Cookham is defined by its green spaces". So far as the conservation area is concerned, these have effect on 3 levels:</p> <ol style="list-style-type: none"> 1. The Moor and Marsh Meadow separate the original village from the later area of The Pound while the Pony Field and the Poundfield behind it separate The Pound from later development on Station Hill; 2. Bellrope Meadow and the extensive grounds of the Odney Club provide open space immediately adjacent to built development; 3. Odney Common, the land to the south of Moor Hall and the land between Terrys Lane and the river are, in effect, open countryside. <p>In our view a re-formulation of this section would greatly enhance the value of the document as a whole.</p>		
<p>Pages 19/20. Despite being included in the schedule of Locally Significant Buildings, in p.66, Moor Hall is not mentioned in pages 19 or 20. Overall it is a very substantial complex, which acts as a containment to the</p>	<p>The section mentioned is not intended as a list of all Locally Significant Buildings. The list appears in the appendix at the back.</p>	

<p>south side of The Moor. <u>In fact the reference to this property appears as the second para. on p. 21 under 'Rural Green Spaces' and needs to be moved into the earlier section.</u> We agree that the part shown in the photo on p.66 is of particular interest, but would also suggest that the modern portion on the south side is a most interesting example of high quality, late 20th century architecture.</p>		
<p>Page 19; last para. This does seem to give undue prominence to a building whose main claim to fame is its appearance in a pre-war exhibition. It turns its back on the street and adds little to the environment of School Lane.</p>	<p>Do not agree with this view</p>	<p>No action.</p>
<p>Page 20; para. 3. There is no war memorial in Cookham Dean church. It is actually situated some distance away, on the village cricket green.</p>		<p>Updated</p>
<p>Page 20; under 'Riverside' If the conservation area were extended, as we are suggesting, the document should include the former Grove Farm, on the north side of Odney Lane. Some 5 years ago this derelict farmstead, which had recently been used as a pottery, was completely reconstructed and now houses the John Lewis textile archive. It was the recipient of the Society's</p>	<p>See comments in response to boundary changes suggested.</p>	

<p>first Design Award. No mention is made of the Sir Bernard Miller Conference Centre, which is both substantial and of a design which is intended to be environmentally friendly.</p>		
<p>Page 21; Rural Green Spaces This section actually has virtually nothing to say about Rural Green Spaces. Without wishing to reiterate our comments in 2.2 above, we believe much more should be made of this topic, especially in view of para 129 of the NPPF, Historic England’s Advice Note 1 and their comments about the settings of heritage assets.</p>	<p>This is because this is a sub-section of a section on Significant non-listed buildings. ‘Rural Green Spaces’ is used here to identify the Character Area.</p>	<p>No action needed.</p>
<p>Pages 24 - 26 Character assessment - The Village Core There appears to be no mention of Sutton Road, which is the main road through the village from Maidenhead. The last para., about Berries Road, underplays the character of the street, which inherently reflects its original Edwardian houses.</p>	<p>A4094 is noted and Berries Road description considered appropriate</p>	<p>No action needed</p>
<p>Page 30: Key negatives The bridge was last painted in 2000. It urgently requires re-painting and its missing quatrefoils replaced. The bullet point about litter bins is out of date. The situation has improved significantly since the Royal Borough assumed responsibility for them in 2016.</p>	<p>Re bins, noted</p>	<p>Revised</p>
<p>Page 33. Many people would argue that the informal signage on the</p>	<p>Noted</p>	<p>Not revised</p>

<p>Pony Field’s fence is the sign of a vibrant community. The array of permanent road signs in this area is more visually intrusive.</p>		
<p>Page 34: Spaces. There is no restriction on large vehicles in the Pound and they do use the Pound in significant numbers. There is a regular bus service (partially double decker), coaches (including several regular school services), many delivery vehicles together with builders’ and farm vehicles and rubbish lorries. Large cars are a problem, but they are not the only problem.</p>		<p>Comment noted</p>
<p>Page 37; Objective 2 The Society fully supports the reduction in the impact of traffic signage of all types provided there is not corresponding reduction in road safety. It is unclear, however, how the Planning Department intends to ensure that this objective is met.</p>		
<p>Page 37; Objective 3 If this objective is to be anything other than a well-intentioned aspiration, the Planning Department will need to take active steps to communicate with residents and others. How is the Department intending to achieve this in the period to 2023 and beyond?</p>		

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Conservation Area Appraisal



Cookham Village

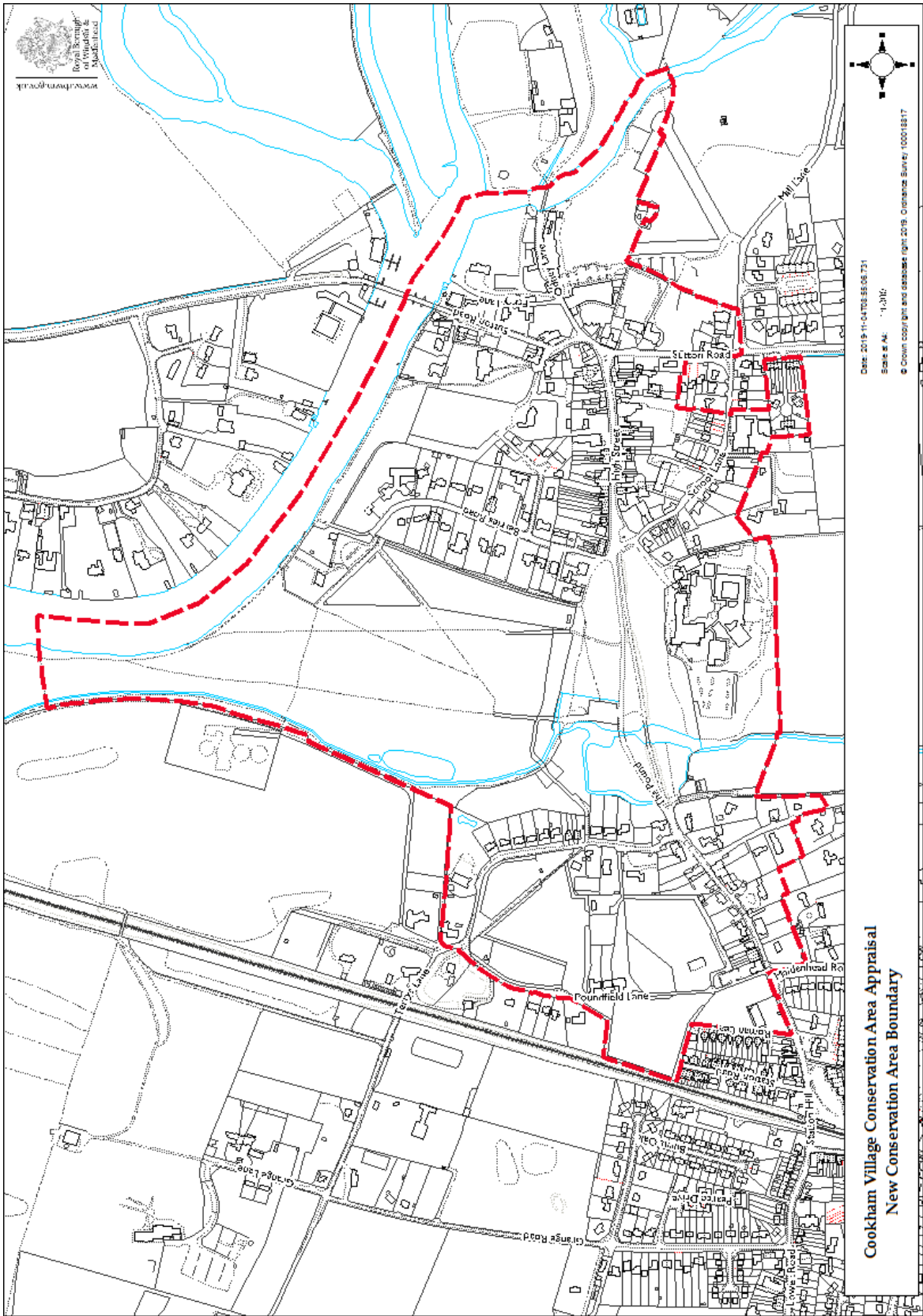
September 2022

Executive Director of Place
Royal Borough of Windsor and Maidenhead
Town Hall
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Maidenhead

113

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1	FOREWORD	1
	By COUNCILLOR Phil Haseler	1
2	INTRODUCTION	2
	WHAT DOES CONSERVATION AREA DESIGNATION MEAN?	2
	WHAT IS THE PURPOSE OF A CONSERVATION AREA APPRAISAL?	2
	PLANNING POLICY CONTEXT	3
3	SUMMARY OF SIGNIFICANCE.....	4
4	LOCATION.....	6
	TOPOGRAPHY AND GEOLOGY	6
	DESIGNATION AND BOUNDARIES	6
	CHARACTER AREAS	8
5	HISTORICAL DEVELOPMENT.....	9
6	ARCHAEOLOGY	12
7	SPATIAL ANALYSIS.....	13
	STREET PATTERN AND LAYOUT	13
	VIEWS AND VISTAS.....	13
	OPEN SPACES, TREES AND LANDSCAPE.....	13
	PUBLIC REALM	14
	BOUNDARY TREATMENTS	15
8	SPECIAL FEATURES OF THE AREA.....	16
	BUILDING TYPES	16
	BUILDING STYLES, MATERIALS AND COLOURS	18
	LISTED BUILDINGS AND STRUCTURES.....	23
	SIGNIFICANT NON-LISTED BUILDINGS.....	24
9	STANLEY SPENCER.....	29
10	CHARACTER ASSESSMENT	30
	THE VILLAGE CORE	30
	RIVERSIDE.....	33
	RURAL GREEN SPACES.....	37
	THE POUND	40
11	OPPORTUNITIES FOR ENHANCEMENT AND CHANGE	42
	VULNERABILITY OF THE CHARACTER AND APPEARANCE OF THE CONSERVATION AREA	42
	OPPORTUNITIES FOR ENHANCEMENT AND CHANGE.....	42
12	FIVE-YEAR CONSERVATION AREA MANAGEMENT PLAN	43
	OPPORTUNITIES FOR ENHANCEMENT AND CHANGE.....	43
13	APPENDICES	44
	APPENDIX A: DESIGNATION DOCUMENTS.....	44
	APPENDIX B: LISTED BUILDINGS.....	51
	APPENDIX D: SIGNIFICANT NON-LISTED BUILDINGS	69
	APPENDIX E: SELECTION OF KEY PAINTINGS RELEVANT TO THE CONSERVATION AREA	75
	GLOSSARY	79
	BIBLIOGRAPHY	80

1 Foreword

By Councillor Phil Haseler

Lead Member for Planning

The Borough Council has carried out an appraisal for the Cookham Village Conservation Area and produced this appraisal document, which describes the important features and characteristics of the area and will be used when planning decisions are made that affect the area. The approach used follows advice set out in Historic England guidance.

This is a revised appraisal document produced for the Cookham Village Conservation Area and is part of a longer-term project to review all the existing conservation area appraisals in the Borough, and to complete appraisals for conservation areas that do not presently have one.

The Cookham Village Conservation Area Appraisal also includes a Five Year Conservation Area Management Plan, which is intended to summarise the actions that the Council will take in the period to ensure that the character and appearance of the area are preserved or enhanced.

The document was the subject of a public consultation exercise in 2018 after which published version has been amended to reflect feedback from the consultation.

If you have any questions regarding any aspect of the Appraisal or Management Plan, please contact: conservation@rbwm.gov.uk

or the

Conservation Team
Place Directorate
Royal Borough of Windsor and Maidenhead Town Hall
St Ives Road
Maidenhead
SL6 1RF

Note: Every effort has been made to ensure the accuracy of this document but because of the ever-changing nature of conservation areas, it is not always possible to include every facet contributing to the area's special interest. The omission of a feature does not necessarily assume a lack of heritage interest. The Council will continue to assess each development proposal on its own merits, and this may reveal additional considerations relating to the significance of a heritage asset or its setting, which may be of relevance to a particular case.

2 Introduction

What does conservation area designation mean?

A conservation area is “an area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance” (Planning [Listed Buildings and Conservation Areas] Act 1990, Section 69). The responsibility for designating conservation areas lies with the Local Planning Authority.

The aim of conservation area designation is to protect the wider historic environment. Areas may be designated for their architecture, historic street layout, use of characteristic materials or landscaping. These individual elements are judged against local and regional, rather than national, criteria. Above all, conservation areas should be cohesive areas in which buildings and spaces create unique environments that are irreplaceable.

Local Authorities have a statutory duty to review all their conservation areas regularly. Historic England recommends that each area is reviewed every five years.

Conservation area designation provides extra protection in the following ways:

- Local authorities have control over demolition of buildings within conservation areas
- In addition to statutory controls and national policy, the local authority can include policies in the Local Plan or Local Development Framework to help preserve the special character and appearance of conservation areas
- Local Authorities have additional control over some minor development
- Special provision is made to protect trees within conservation areas

Historic England Advice Note I, *Conservation Area Appraisal, Designation and Management* (Published 2019) sets out ways to manage change in a way that conserves and enhances historic areas through conservation area designation, appraisal and management.

What is the purpose of a conservation area appraisal?

When assessing planning applications, local authorities must pay careful attention to the desirability of preserving or enhancing the character and appearance of the conservation area and its setting.

The aim of the appraisal is to:

- Identify the special architectural or historic interest and the changing needs of the conservation area
- Define the conservation area boundaries
- Increase public awareness and involvement in the preservation and enhancement of the area
- Provide a framework for informed planning decisions
- Guide controlled and positive management of change within the conservation area to minimise harm and encourage high quality, contextually responsive design

Planning Policy Context

The adopted Borough Local Plan forms part of the statutory development plan for the Royal Borough and sets out priorities and policies for development in relation to housing, business, infrastructure (such as transport, waste, and telecommunications), health, community facilities and services, and the environment, including heritage.

The development plan for Windsor and Maidenhead consists of the:

Adopted local plan | [Royal Borough of Windsor and Maidenhead \(rbwm.gov.uk\)](http://rbwm.gov.uk)

Adopted Neighborhood Plans | [Royal Borough of Windsor and Maidenhead \(rbwm.gov.uk\)](http://rbwm.gov.uk)

South East Plan Policy NRM6 - [Thames Basin Heaths Special Protection Area | Royal Borough of Windsor and Maidenhead \(rbwm.gov.uk\)](http://rbwm.gov.uk)

Minerals and Waste Plans | [Royal Borough of Windsor and Maidenhead \(rbwm.gov.uk\)](http://rbwm.gov.uk) the current plans for the Royal Borough are:

- The Replacement Minerals Local Plan (Incorporating the Alterations Adopted in December 1997 and May 2001).
- The Waste Local Plan for Berkshire (adopted December 1998).

The Council has [Adopted Supplementary Planning Documents \(SPDs\) | Royal Borough of Windsor and Maidenhead \(rbwm.gov.uk\)](http://rbwm.gov.uk)

These include:

- The Borough Wide Design Guide
- Cookham Village Design Statement VDS
- Sustainable Design and Construction SPD

The Council also has an adopted Interim Sustainability Position Statement, which is in place whilst a Sustainability Supplementary Planning Document is developed. There is also a Position Statement on Housing Delivery Test (HDT) and 5 Year Housing Land Supply.

The Council has [Supplementary Planning Guidance \(SPGs\) | Royal Borough of Windsor and Maidenhead \(rbwm.gov.uk\)](http://rbwm.gov.uk)

These documents include the:

- Landscape Character Assessment

Further details of these and other Council Planning Policy documents can be found on the Council's web site [Planning policy | Royal Borough of Windsor and Maidenhead \(rbwm.gov.uk\)](http://rbwm.gov.uk)

3 Summary of significance

The NPPF suggests that significance may be understood in terms of the following values:

- Historical
- Archaeological
- Architectural and artistic

Historical

Cookham has high significance in historical terms. It was the site of an early crossing point on the Thames. A minster church was established here in the 8th century and a fort was built by Alfred the Great to defend this crossing from the Danes. By the end of the 10th century Cookham was a local religious focus and the centre of a royal estate. The development of Cookham was limited by the growth of Maidenhead as an alternative river crossing, thus preserving much of the historic fabric and layout of the village.

Many aspects of the conservation area have high communal value. The church, churchyard and its monuments have particular value to the local community, so too does the War Memorial. The school would be another place or building that has communal value for those who attended or whose children were pupils. The Moor and Marsh Meadow have high communal and recreational value to the many residents and visitors who use them for walking and attend events held on them. The land through the Poundfield is an important “green route” from the station and shopping centre out to Winter Hill and beyond. During the summer the moorings along Bellrope Meadow and Marsh Meadow provide very attractive stopping sites for cruising boats which add to the visual interest of the area.”

Archaeological

Cookham has high significance as an ancient settlement and river crossing. Much of this evidence can be recognised in the names, buildings, landscape and archaeology (buried and standing) of the area. In Cookham the distinctive layout of the village, the distribution of buildings and the absence of buildings (gaps between buildings or groups of buildings), are particularly significant.

Architectural and artistic

Cookham village is an attractive rural village combining historic buildings, the River Thames, trees and other landscape elements. The combination of these designed and accidental elements has aesthetic qualities. Cookham has few examples of buildings by well known architects or artisans. Nevertheless, the seemingly organic arrangement of vernacular buildings, the layout of streets, open spaces and fields, and the management of the river has resulted in an environment that has high aesthetic quality. This quality is subject to being diminished by inappropriate development, use and maintenance. It also has the potential to be enhanced by appropriate management and conservation.

The conservation area has particularly high significance on account of its association with the life and works of the artist Sir Stanley Spencer. It also has illustrative qualities as the village and its open spaces was frequently the subject of Spencer’s work. Thus the surviving fabric, landscape and views assist in a greater understanding of the artist’s work, not simply because they were

recorded in his work, but also to assist in an understanding of how Spencer reinterpreted real buildings, structures and places for artistic purposes.

4 Location

Topography and geology

The conservation area covers the riverside settlement of Cookham village which is one of three settlements forming the parish of Cookham that have developed within a U-shaped bend of the Thames.

The settlement is located within a low-lying area south of the river between two points of higher ground to the east and the west. The prevailing geology within the floodplain is of alluvium and gravel. The Cliveden escarpment sharply rises on a north/south axis to the east of Cookham immediately to the east of the river. Towards the west the land rises at a more gradual gradient as Cookham Dean is reached. To the north the Thames forms a natural barrier that has limited expansion of the village and beyond this are the Chiltern Hills. To the south the prevailing landform is flat, open agricultural land. This separates it from the larger town of Maidenhead, located 4 miles to the south.

Designation and boundaries

The Cookham Village Conservation Area was originally designated in 1969 by Berkshire County Council. In 1991 the boundaries of the area were reviewed and amended to incorporate new areas. The boundaries were further reviewed and extended in 2002.

North

The boundary begins where Footpath 38 joins Footpath 36 on the eastern fringes of the golf course. The footpath is short and links across open space to Footpath 60, which is the towpath. The northern boundary is then contiguous with the parish/county boundary in the middle of the River until it reaches Lulle Brook where it turns southwards to follow the east side of the brook, leading away from the river.

East

The boundary follows the eastern bank of Lulle Brook until it reaches the third footbridge from the Thames that leads across Lulle Brook from Odney Common to the gardens at the rear of The Odney Club (formerly Lullebrook Manor). Here the boundary crosses this bridge. The boundary then runs west across the grounds of the Odney Club on the line of planting dividing the formal gardens from the parkland to the south including within the conservation area a group of outbuildings. The boundary continues west along a path line towards a junction of several paths within the grounds of the manor.

From here the boundary turns south following a path line along the eastern property boundaries of St Georges Lodge and Lodene Greys. It continues south along the eastern side wall of The Orchards to its junction with Mill Lane.

South

The boundary turns west along the north side of Mill Lane before passing directly over Sutton Road. It then follows the western edge of this road northwards before turning 90 degrees west along the rear boundaries of Walnut Tree Cottage, Lindworth and Quinneys and the south western corner of the rear garden of the Kings Arms before the boundary continues southward along the eastern boundary of Owlscot, crosses School Lane and follows the eastern boundary of Holy Trinity Primary School before turning at a right angle and heading eastward back to

Sutton Road. At Sutton Road the boundary turns south along the frontage of Black Buttes Cottages. At the southern end of the cottages, the boundary returns westwards around the back of the cottages turning north back towards the boundary of the primary school where it encompasses the outbuildings at the rear of the school.

Leading westward the boundary crosses the private access to the west of the school before turning 90 degrees north until the southern property boundary of Rose Cottage is reached. Here the southern property boundaries of Rose Cottage, Cherry Trees, Rosemary and Hedgeways are followed before the boundary turns to continue south west along the rear of Mead Cottage to meet the footpath to the east of Moor Hall Complex. The boundary turns south along the footpath until it reaches the southern boundary of Moor Hall which then forms the conservation area boundary as it continues to lead westward to Fleet Ditch. The boundary then crosses the ditch and continues west along an open timber fence before turning south along the eastern property boundaries of Freshfields and Norton Cottage. The southern and western boundaries of Norton Cottage are then followed before the boundary turns west and north to encompass the access road of these properties. The boundary then turns west to follow the southern property boundary of Little Morton before turning along this property's western boundary. Once the southern boundary of Homestead is reached the boundary follows this westward along with those of Regency Cottage, Pound House and West Lodge until the eastern edge of Maidenhead Road is reached.

West

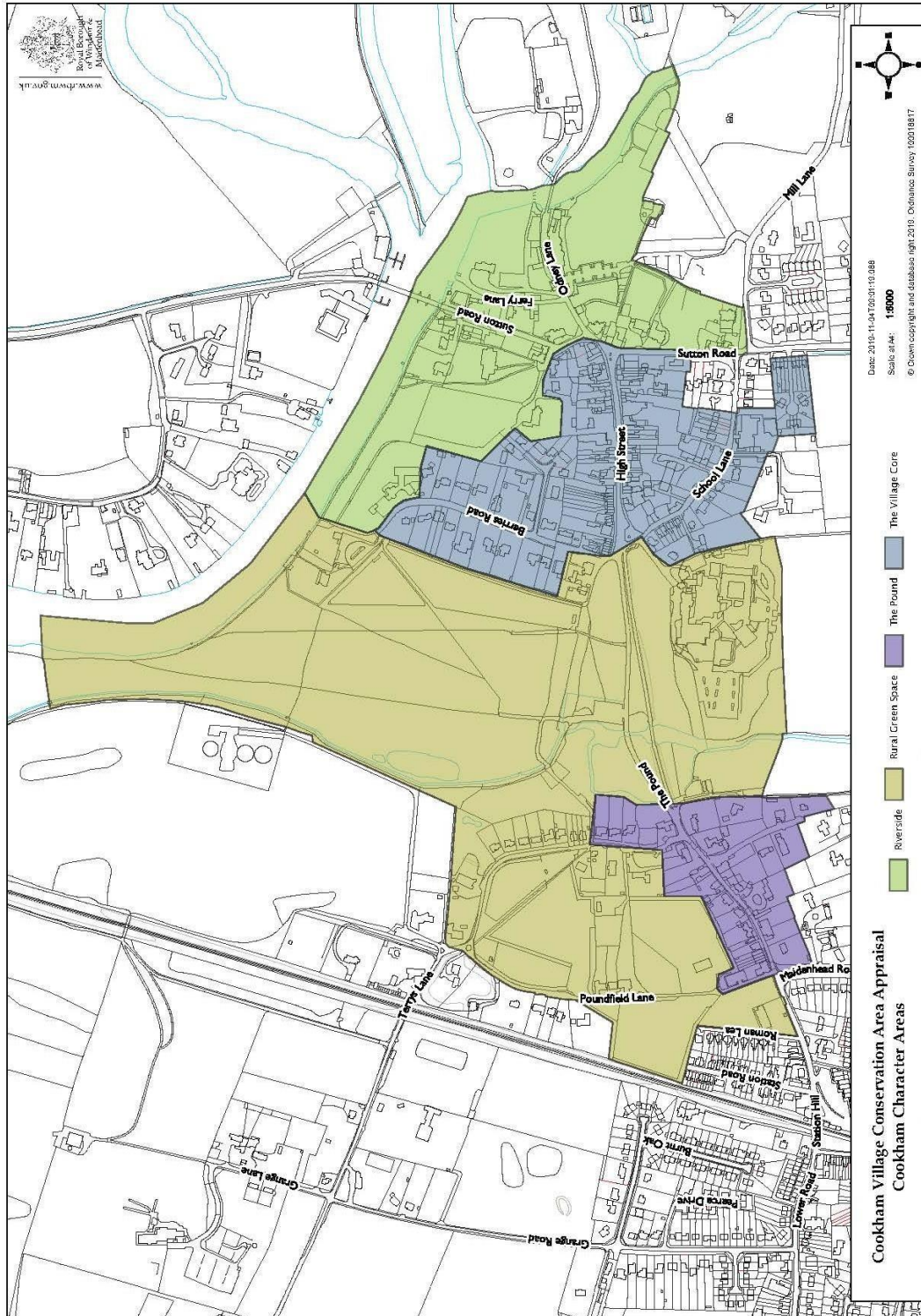
The boundary heads north along the eastern edge of Maidenhead Road, crosses the Pound and continues west along the northern side of Station Hill as far as Roman Lea where the boundary turns north along western boundary of the nursery school site and the field known as the Pony Field. The boundary then turns west along the southern boundary of the open field to its abutment with the railway line where it turns north to follow the outer side of the field hedge line along the railway to the northern edge of the field before running east and then north east along the outer side of the field boundary to its junction with Poundfield Lane. From this point the boundary continues north along the centre of Poundfield Lane to its junction with Terry's Lane where it turns north along the centre of the road to the point where it meets Footpath 41 on the north side of Rowborough. Here it turns to follow the centre of the footpath east to its junction with Footpath 36 where it turns north along the centre line of the path to its junction with Footpath 38.

8 Cookham High Street Conservation Area Appraisal

Character Areas

The Cookham Village conservation area is large and varied. In order to assist in understanding this diversity four Character Areas have been identified.

- The Village Core
- Rural Green Spaces
- Riverside
- The Pound



5 Historical development

The conservation area covers the core of the medieval and post medieval village either side of the Moor and up to the Thames Bridge. The extent of the built-up area has hardly changed since it was depicted on Rocque's map of 1761 and the 1st edition OS map of 1875.

It is probable that the Roman road from Silchester to St Albans crossed the River Thames by bridge at Sashes Island, located 0.5km to the immediate north east of Cookham.

Archaeological investigations demonstrate that there was an Anglo-Saxon presence in Cookham, and documentary evidence suggests that a Burghal Hidage Fort may have been built here by King Alfred but the exact location is not known. One potential Saxon settlement may have been in the area formerly known as Little Berry and The Berry, fields to the west of the present churchyard, whose name could have come from the Old English burh meaning borough. Little Berry has also in more recent times been known as Bellrope Meadow and The Berry is now the area covered by Berries Road. Another possibility for the Saxon town is around the church between Lulle Brook and Little Berry. An archaeological excavation at Riverdene north of the church in 1987 recovered some residual Saxon pottery, but no Saxon features were recorded. Sashes Island may also have been a settlement due to its strategic position within the river, while other Saxon finds have been found on the edge of Poundfield.

A minster church was established by the 8th century, which was recorded in 798 but may have been founded as early as 726. Aethelbald of Mercia granted it to the Archbishop of Canterbury. The original Minster is believed to have been destroyed by Vikings, being rebuilt to become the present day Holy Trinity Church.

The Burghal Hidage (c.918-941), a document which lists the fortified strongholds built by Alfred the Great against the Danes, mentions a fort at Sashes Island. This probably guarded the crossing point over the Thames, but today there are no visible remains. Cookham was granted to the king in 971, this gift probably included the entire settlement. The town remained in the ownership of the crown throughout the entire medieval period and may have been the site of a royal palace. Thus by the end of the 10th century Cookham was a local religious focus and the centre of a royal estate.

The Domesday reports that there was a minster church, again probably on the site of the present church. The present church has a 12th century nave, whilst the chancel, north aisle and chapel date to the 13th century.

To the east of Cookham stood two mills. One appears to have been fed by the Odney stream and the other stood on the banks of the Lulle Brook, both streams feeding into the River Thames. Both mills appear to have been in use throughout the medieval period.

In 1225 Cookham is recorded as a borough, but the construction of the Maidenhead Bridge around 1280 resulted in a slow down of development within Cookham. The crossing of the Thames at Cookham at the current bridging point was by ferry until a timber bridge was constructed in 1839.

After the Norman Conquest the town expanded with a planned block of burgage plots which were long, narrow strips of land running at right angles from either side of the High Street. The medieval market was probably held either at the eastern end of the High Street at the junction of three roads or at the western end on the triangular space facing the Moor. There is little evidence of pressure on urban space through the subdivision of plots or the construction of cottages along

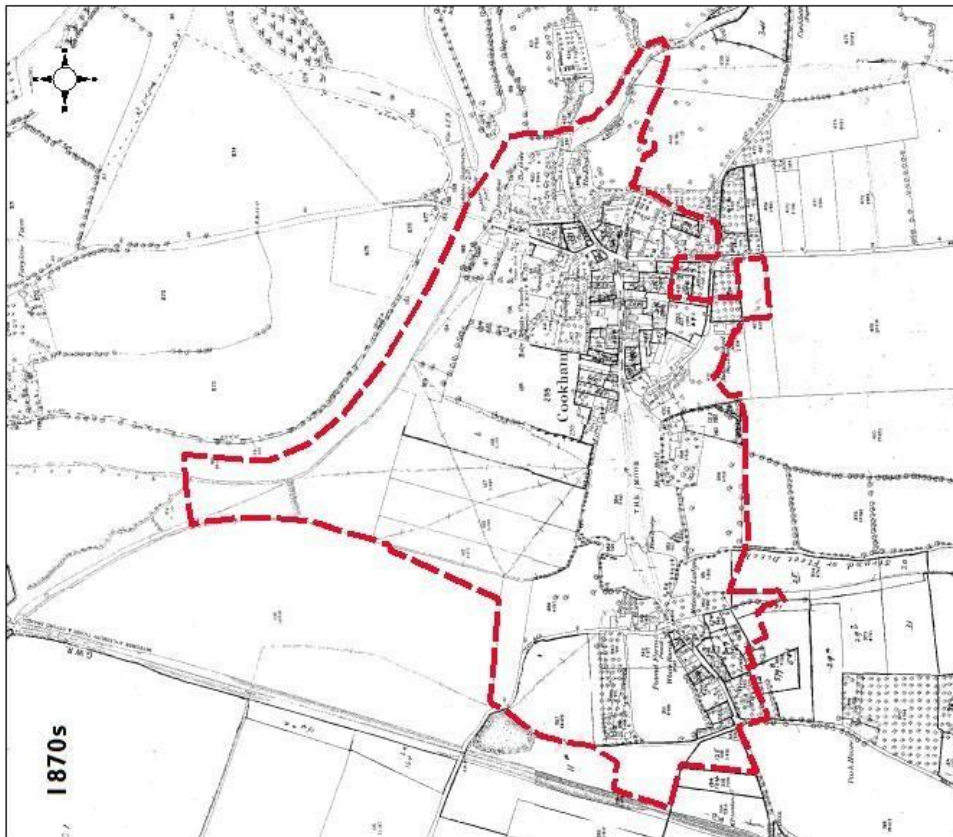
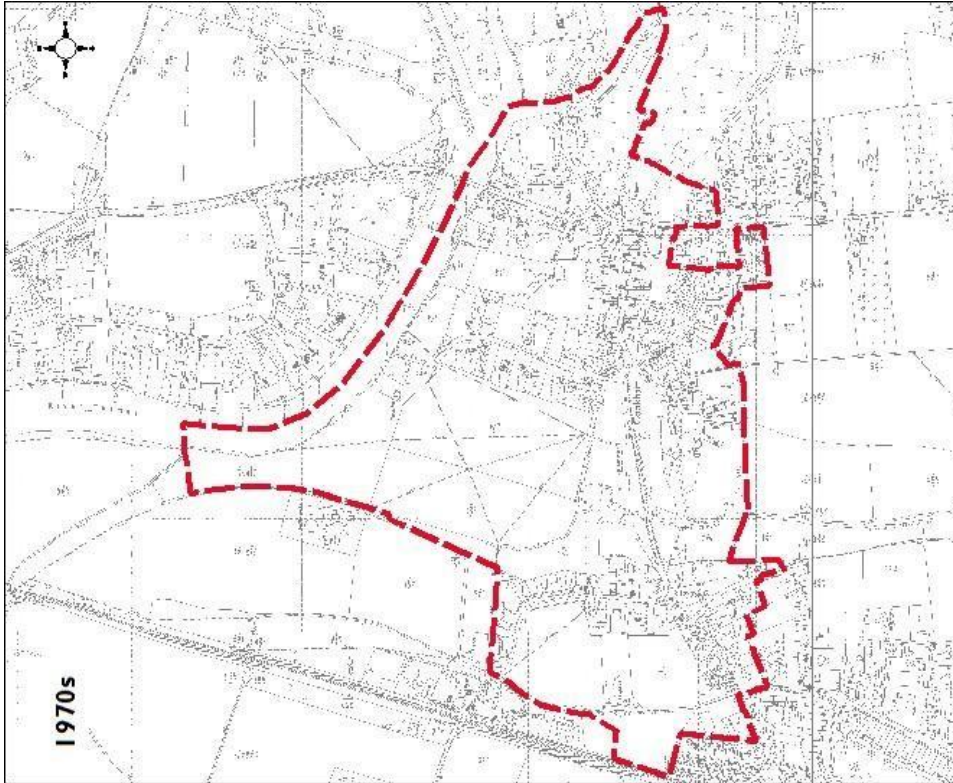
10 Cookham High Street Conservation Area Appraisal

their lengths and this probably reflects the gradual decline of Cookham as a local centre after the rise of Maidenhead.

The layout of the settlement is greatly influenced by the frequency of flooding. This led to the distinctive layout of the settlement with The Pound separated from the older part of the village by the Moor. The settlement along The Pound was located on slightly higher ground and was connected to the eastern settlement by a causeway and bridge across the Fleet Ditch. The oldest buildings here are the Old Farmhouse and Old Oak Cottage which date from the 16th century. The name is taken from the parish stray animal pound that is shown on the 1875 OS map, located on the site now occupied by the old fire station, and is believed to date from at least the 13th century.

In the 19th century there was very little change to the basic layout of the settlement; other than the opening of the first Thames Bridge. School Lane was a narrow back lane between orchards and fields, apart from a few outbuildings and the National School. The common fields were enclosed in 1852, but Cookham's inhabitants had already won the right to retain their traditional field paths. The 1st Edition OS map of 1875 shows that a few large houses had been built on the meadows around the village edges, including The Elms (now The Odney Club), The Grove and Moor Hall. The basic layout of the conservation area is essentially unchanged from that depicted on the 1st Edition OS, apart from later developments like Berries Road and housing infill along the length of School Lane, Terry's Lane and The Pound.

In the early 20th century the village developed into a riverside resort with an annual regatta that attracted large numbers of people. In terms of new buildings, parts of School Lane and Terry's Lane were developed and Moor Hall was subject to further extensions and together with The Odney Club has introduced large commercial organisations into the village.



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Cookham Village Conservation Area Appraisal
Historic Maps

6 Archaeology

The medieval history of Cookham is well-documented, and even small excavations within the village often reveal physical evidence for settlement and domestic and light industrial activity, as well as agriculture and animal husbandry. Cookham's importance in the locality from the 8th century can be assumed by the presence of a minster church, and the clusters of Saxon finds both in the centre of the village and in outlying locations are highly significant. Research is ongoing into the nature of Saxon defences and communications, and what parallels can be drawn with other major Saxon centres in the region and beyond, as well as to the survival of stratified medieval deposits within the historic core of the village.

However, the Berkshire Historic Environment Record for the conservation area notes a wealth of archaeology spanning the millennia from Prehistoric to modern times. The cluster of finds excavated at Church Paddock, for example, identified a wide range of artefacts including Prehistoric struck flints, Iron Age pot sherds, and tile and dressed stone of Roman date, as well as medieval material as expected, and later finds. The riverside location of Cookham would undoubtedly have been a favoured location for settlement with fertile land and opportunities for communications and transport, and it is likely that further, as yet unrecorded, archaeological features and finds survive below ground across the area. Such remains are important heritage assets and require careful management in the event of development proposals, in line with national and local planning policy.

7 Spatial analysis

Street pattern and layout

The street layout in the conservation area is little changed since the medieval period, with the Moor separating the settlements forming The Pound in the west and the core of the village to the east. School Lane was originally a back lane servicing the buildings on the High Street and providing access to the breweries located along it. Berries Road was developed when train travel facilitated recreational use of the river, leading to new homes for those wanting a country lifestyle.

With limited space available for building developments, new, small and generally no-through roads occur around the fringes of the medieval settlements and in some areas where larger houses have made way for small developments, as in the garden of the former vicarage.

Views and vistas

Key views within the conservation area are to be found both looking into and out from The Moor as well as along the main medieval thoroughfares. Stanley Spencer celebrated several of these views in his paintings of the village, whether envisioning 'heaven on earth' or capturing the mundane, daily activities of local people.

The western view out of The Moor is closed by the approach into The Pound, while the northern views expand more widely into Marsh Meadow and towards the river as it curves away towards Marlow. From Marsh Meadow and the towpath to the bridge are various views across the river to the Buckinghamshire bank, where private boathouses hint at larger properties behind and in some instances the latter have given away to newer developments.

The eastern view out of The Moor is punctuated by the War Memorial, set to the south of the entrance into the High Street at the junction with School Lane. The views from the War Memorial itself are positive in every direction – north towards the cottages at the entrance to the High Street, east along the High Street where the view is terminated by Tarrystone House, south towards The Maltings and the entrance into School Lane as well as west towards the causeway on The Moor.

The views towards Cookham Bridge are also important both downstream and upstream, while the views from the Bridge enhance the rural qualities of the conservation area. Pleasant views into the grounds of The Odney Club are also obtained from the bridge terminating Odney Lane.

From Churchgate, the view towards the south side of the Church is important, revealing the west tower, south porch and south aisle of the medieval building, set within the substantial churchyard. A path draws the onlooker through the churchyard to the riverside.

Views within The Pound – is there anything that can be lifted from your work on the planning applications?

Open spaces, trees and landscape

In the centre of the Conservation Area is Cookham Moor, managed by the National Trust, with a car park for visitors providing easy access to the River Thames. The moor expands to the north, between a significant belt of trees, with the Conservation Area boundary just stopping short of the Thames. This is a flat open floodplain, with a watercourse to the west marked with native trees including lapsed pollarded willow. Linear tree belts align the watercourse 'Strand/Fleet

14 Cookham High Street Conservation Area Appraisal

Ditch as it passes over the Moor and to land to the south. These areas have a diverse and natural character due to varied treed/woodland margins, grassland meadows, small areas of marsh and reed bed and the stream, providing a richly textured setting. Elements of this habitat are likely to have high ecological worth.

Further to the west, on the slightly higher chalked slopes and separated by Terrys Lane, are several parcels of grazing pasture with field margins denoted by hedges and trees. A further grazing pasture lies west of Poundfield Lane, meeting the railway line to the west and Station Hill to the south, also bounded by hedgerows and trees.

The churchyard of Holy Trinity Church and Bellrope Meadows provide more formal areas of public open space and are connected via a parcel of unimproved grassland. Whilst native trees are present, these have been supplemented by more ornamental planting over the years.

In the far eastern sector of the Conservation Area are the private grounds of Lullebrook Manor and The Grove. These riverside areas are still relatively natural in appearance, with a good proportion of tree cover, providing an important riparian habitat that may support protected species, such as bats.

There are visually prominent trees throughout the Conservation Area and along with more minor vegetation within smaller gardens, contribute to the verdant and attractive qualities of the village.



Public Realm

All the roads through the conservation area are tarmacadamed. Pavements, where they exist, sometimes along one side of a road only (e.g. The Pound) are treated similarly with kerbs defined with stone setts. In The Pound the pavement is very narrow making pushing wheelchairs or buggies hazardous, as well as constraining walking two abreast. In the High Street pavement widths vary depending on the extent to which houses and cottages impinge on the street – most have doors opening straight onto the pavement, while some are afforded protection with front gardens. The pavement on the south side of the High Street is higher than the road in the middle section, unlike the north side which is level throughout.

Between the mini roundabout leading to Station Hill and Maidenhead and the mini roundabout with the junction of Terry's Lane, The Pound is calmed by three steep 'sleeping policeman' in an attempt to slow traffic through a narrow thoroughfare. Parking is dense along all streets and is only limited at the War Memorial through the positioning of additional setts around the crazy-paved area at its base and concrete bollards.

The generous provision of public seating to be found in Bell Rope Meadow is not replicated in other open parts of the Conservation Area. Picnic tables are available adjacent to the National Trust car park on The Moor. Three seats are placed to take advantage of the views along the causeway, while there are two seats in poor condition adjacent to the War Memorial. A stone seat is provided near the Tarrystone.

Where street lighting is provided it is of a conservation standard, but inconsistently applied. The Pound is distinguished with examples of the swan-necked type, painted green, maintaining the rural character of the area. The approach to the bridge has the type with a cylindrical lantern, painted black, while the High Street is illuminated on the south side with tall, standard four-sided lanterns, also black.

An unsightly intrusion on the public realm is the tall CCTV cameras positioned at each end of the High Street.

Boundary treatments

Boundary treatments are various where houses are set back from the street. Most walls are constructed from brick deploying a wide range of bonds. In School Lane, closest to the historic core of the village, brick walls are noticeably higher on the east side of the street. Some brick walls are decorated with flints (e.g. Moor End at the junction with School Lane) or are completely built of flint (Ovey's Farmhouse). Picket fences edge a number of front gardens of small cottages; hedges occur in School Lane and around some of the Black Butts Cottages. Some larger properties, for example in Berries Road, are screened from view behind timber panelled fences either starting at ground level or positioned on low brick walls. Some 19th-century and early 20th-century houses have railings, mostly replacements, set on low brick walls.



8 Special features of the area

Building types

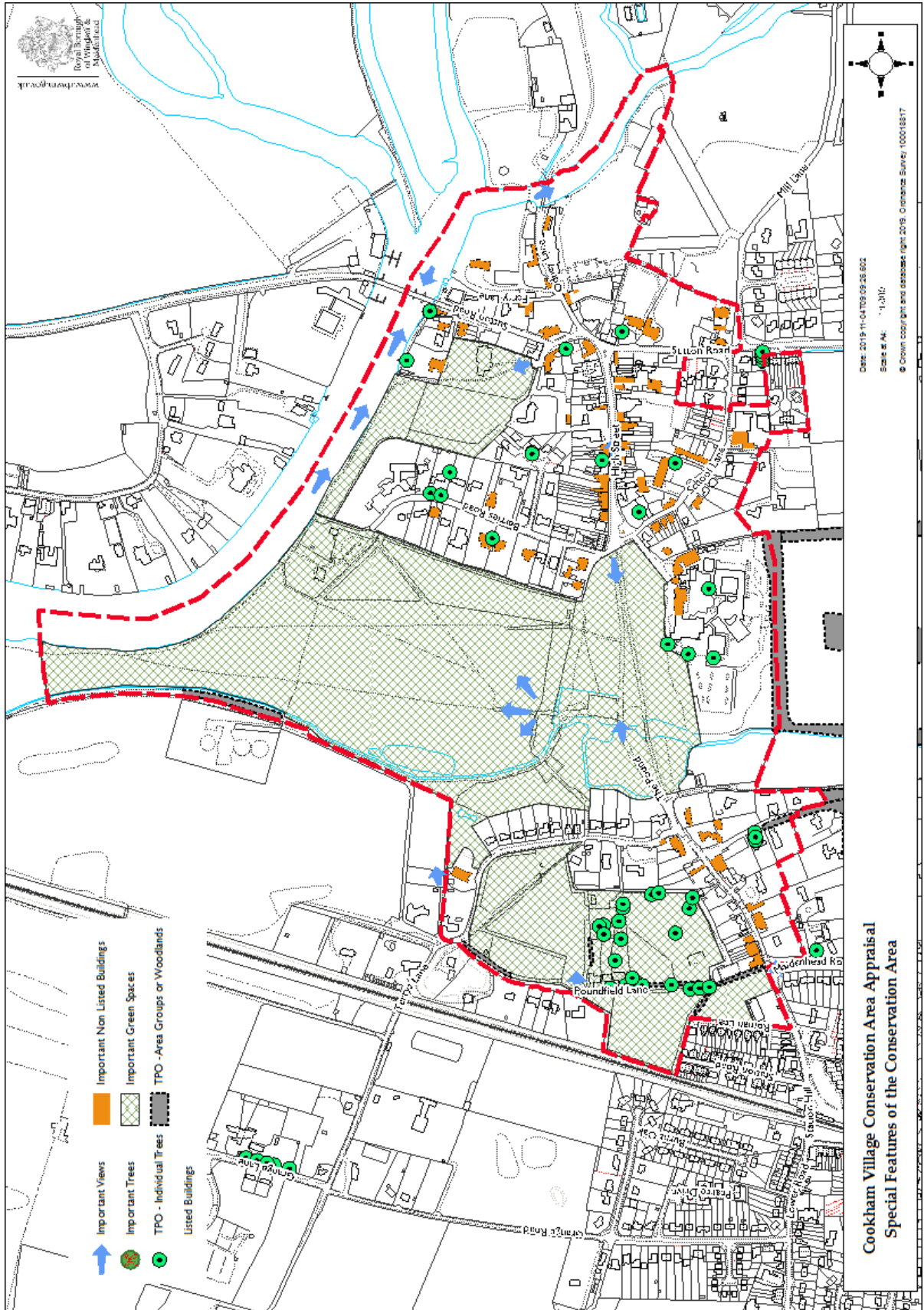
The Cookham Village Conservation Area is characterised by a range of building types across a broad range of periods. Predominantly the buildings are domestic with some agricultural and commercial buildings. There are several public houses, built for that purpose, while in the High Street the old forge, the complex of buildings associated with brewing around and behind The Maltings and Ovey's Farmhouse point to the agricultural origins of the village.



The scale of the oldest houses tends to be modest and generally they are two storeys in height. 18th- and 19th-century buildings are also generally of two storeys, but in some instances roof spaces carry dormers while a third storey is a feature of some of the late Victorian and Edwardian houses in Berries Road. The significant 20th-century domestic buildings are generally of two storeys contributing to the low skyline of the built areas.



There are only two small medieval timber-framed hall houses among the smaller timber-framed cottages. Wattle and daub infill has generally been replaced by brick, sometimes with roughcast or plaster render. Roofs are steeply pitched and for the most part of clay tiles. Some of the larger 18th-century and later houses are brick-built; some brick cottages are painted while stucco or roughcast render is used on some of the more substantial buildings. Several 19th- and early 20th-century houses exhibit Arts and Crafts or classical architectural features, and it is not uncommon to find tile-hung upper storeys.



Building styles, materials and colours

Timber

There are a number of historic timber-framed buildings. In early examples the timber-framed structures are stiffened with curving braces expressed on the exterior. Close-studding, a more familiar characteristic of East Anglia, is an unusual feature of the principal gable of Church Gate House. The only significant jetty is to be found on the Spice Merchant restaurant in the forge, otherwise there is little evidence of projecting upper storeys.

Timber framing is also deployed for decorative effect on some early 20th-century houses. Feather-edged boarding is used as cladding on some newer buildings.



Brick

Red clay brick is the dominant masonry material in the conservation area though there are some examples of yellow stock bricks (e.g. Corner Cottage and the wall of the Dower House in Odney Lane). Vitreous bricks are used in a number of buildings, for instance to great effect on Tarrystone House as well as in Wisteria Cottage, Haydens Cottage and Pound Cottage. Where brick is used in solid wall houses, both English and Flemish



bonds are used. Many boundary walls are in random bond. Stretcher bond is common where brick is used as an infill material in timber framed buildings. There is a significant risk that lime mortar pointing is replaced with cementitious mortars. Where brick is painted, it is usually in shades of white. Moor Hall comprises a range of materials and is remarkable for its fine porch with gauged brickwork. An Arts and Crafts terracotta frieze is used to decorate the two bay former Newsam House (now a shop) with its arched entrance adjacent to the Old Butchers Shop on the north side of the High Street.



Flint

Apart from the Church of Holy Trinity, where flint is used for substantial parts of the masonry, decoratively interspersed with chalk, flint as a building material is less evident than might be expected. The most striking use is in the flanking cottages in the terrace of four 1861 cottages on the north side of the High Street (Westflint, Eldon, Bonzai and Eastflint). The lower portion of the heightened wall marking the boundary of Ovey's Farmhouse is one of the few examples of flint being used in this way; others can be seen on the south side of The Pound, where coping tiles also survive.



Roofs and roofing

The rooflines in Cookham Village Conservation Area are generally low, but interest is added by the water tower set into the angled stable yard entrance of Moor Hall, the bell turret on the National School in School Lane and other similar features.

Clay tile roofs predominate, although slate is visible on the extended roof of Tarrystone

House and on several 19th-century buildings. Some slate roofs appear to be quite early, for example on the Little Shop and on the cottages tucked behind the 1960's façade of the Peking Inn. Although some of the medieval buildings may have been thatched originally, the only thatched building is a 20th-century house with an Arts and crafts ambiance near Moor Hall. Lead, which is often used around chimneys on clay-tiled roofs, is sometimes deployed on slate roofs for ridges and valley gutters, and is prominent on Wisteria Cottage where the roof has been extended with a richly bracketed cornice.

Ornamental ridge tiles are a feature of Moor Hall, effectively copied on all the modern extensions providing conference centre facilities. Other 19th-century and early 20th-century buildings are distinguished by decorative ridge tiles. Arts and Crafts terracotta sunflower finials are a feature of the dormers on Ferry Cottage adjacent to the bridge.



Chimneys

For the most part chimneys in the conservation area are functional and modest in height, with few making a more striking statement; the chimneystacks on Moor Hall are an exception. Many of the timber-framed buildings would have been built without chimneys. Where these are added later they often stand against the older structure. In later buildings chimneys are integral and often important structurally. Terracotta terminals or inserts are visible on the chimneystacks on the Dower House in Sutton Road and The Orchards in Mill Lane.



Doors

There is a great variety of doors and doorcases in the conservation area, but few of these appear to be original to their buildings. Some of these losses may have arisen with changes of use as some older cottages and houses have been modified for commercial purposes. Some cottages in domestic use retain original doors and fixtures. Victorian letter boxes are often replaced as their small size is unsuitable for modern needs. Tarrystone House and Wisteria Cottage are unique in having pedimented doorcases, while Moor Hall is distinguished by its classical porch with fine gauged brickwork.



Windows

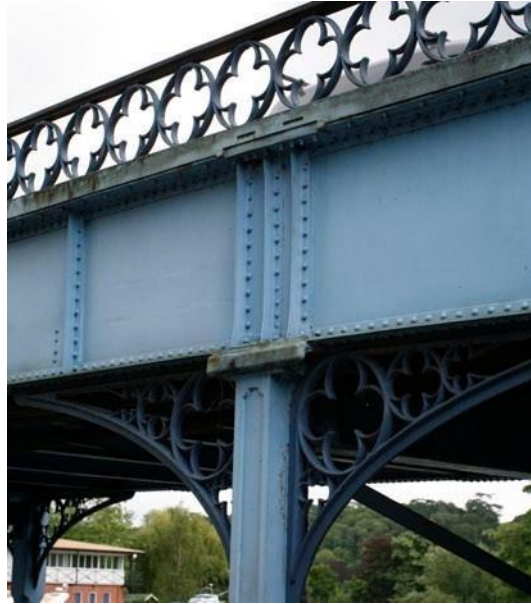
The vast majority of the 17th-century and earlier buildings have wooden casement windows. Goddans is interesting for having Yorkshire sashes on the upper storey and conventional sash windows below. Several of the Victorian and Edwardian houses in Berries Road reflect the prevailing aesthetic for the vernacular and have casement windows. Sash windows are found extensively in the 18th- and 19th-century buildings. Many have exposed frames and glazing bars. Horns feature on later nineteenth-century examples, when large, heavy sheets of glass became available. Some houses feature blind boxes over windows (e.g. Wiggs Cottage). There has been significant loss on both listed and unlisted buildings through replacement with uPVC windows (e.g. Bel Cottage) and to a lesser extent hardwood frames.



Metalwork

Cookham Bridge is an outstanding example of mid 19th-century cast iron work with its elegant quatrefoil balustrading, captured by Sir Stanley Spencer in some notable paintings. Some of the quatrefoils are broken and repair would be beneficial.

The K6 telephone kiosk outside the Stanley Spencer Gallery is another example of cast iron, while some houses have elaborate wrought iron gates (e.g. Tarrystone House, included in its listing, and The Tannery). Several houses retain original railings. Bel Cottage has a 19th-century street light affixed to the right of the front door.



Listed buildings and structures

Within the Conservation Area there are 41 designated buildings on the National Heritage List for England. Eight of the listings are for 'terraces' or pairs of cottages now combined into one substantial house. All are listed as Grade II, with the exception of Tarrystone House, Church Gate House and the Church of Holy Trinity, which are Grade II*.



Holy Trinity is the most significant medieval building; however, Cookham's status as a significant medieval town is evidenced in 12 buildings dating from the 14th through to the 16th centuries. Some of these have been altered or extended in later centuries; most are timber-framed structures, frequently with later additions or re-faced in brick. The original wattle and daub infill has almost always been replaced. Church Gate House and Ovey's Farmhouse stand out as examples of hall houses.



The majority of the listed buildings date from the 17th and 18th centuries and are generally brick-built, although some earlier examples still retain timber-framing (e.g. Old Timbers and Old Oak Cottage in The Pound). The largest houses are The Odney Club, Tarrystone House in Sutton Road, and Englefield House in Poundfield Lane. The Odney Club has been much altered as usage has changed, whereas Tarrystone House displays architectural distinction with gauged brick pilasters on both storeys, repeated in the original parapet, and supporting a segmental arch above the main entrance. The wall, piers and gates are included in the listing.

The 19th-century is represented by Cookham Bridge, a cast-iron structure built by Pease, Hutchinson & Co of Darlington in 1867 to replace an earlier timber bridge.

Non-residential listed buildings and structures include: the Tarry Stone of uncertain medieval date; the Little Shop which was probably used originally for agricultural purposes; the two purpose-built pubs/hotels, Bel and the Dragon and the King's Arms; the byre attached to Old Timbers and the granary belonging to the Old Farmhouse; and the K6 telephone kiosk outside the Stanley Spencer Gallery.

Significant non-listed buildings

The Village Core Character Area

There are two adjacent terraces in the High Street that form distinct and coherent groups, which are not listed. One group consisting of four low, two-storey dwellings probably dates to the 17th-century (Castle Cottage, Clomburr Cottage, The Boutique and Shelleys); although brick-faced and painted white, evidence of timber framing is visible in the passage to the plots at the back between the two smaller cottages and the two larger buildings. The windows are casements except for the ground floor windows of the two larger cottages in the group (The Boutique and Shelleys) which have been shops at some stage; only the right-hand cottage has a brick string course between the upper and lower storeys.



The second group also consists of four brick built cottages, which are probably late 18th-century or early 19th-century (South Leigh, Willans, Audley Cottage and Anvil View). All have sash windows replaced with uPVC in the outer two (South Leigh and Anvil View) but original in Willans. Three have canopies over the front door, the one at Audley Cottage being original and in need of conservation.

The Stanley Spencer Gallery is discussed in the section relating to the artist. His childhood home, Fernlea, is one of a pair of three-storey villas built by the artist's grandfather to accommodate his family. As so often happens, moving the front door on both villas to the side of each building and replacing the doorway with a round arched window has led to painting the red brick to make the alterations seem less obvious. The villas are slate roofed with prominent ridge tiles and barge boarding around the dormers and under the eaves.

The largest unlisted house in the High Street is Moor Cottage. This carries a date-stone of 1830, but was clearly modified at the turn of the 20th-century when a new front door was installed and its roof enlarged to provide an additional storey with dormers; the roof overhangs the original house with deep eaves supported on brackets giving the house an Arts and Crafts appearance.

School Lane has few listed buildings apart from The Maltings, which fronts onto the High Street, and The Brewhouse. Here can be found several groups of cottages which add interest to the conservation area through their diversity of architectural form. A row of cottages, end-on to the street with gated access, has been created from buildings associated with brewing. The cottages are brick-built and have new casement windows, with evidence of larger openings visible in the brickwork. One of the cottages carries a pedimented gable with a blind oculus. All are a rare example of pantile roofing in the conservation area.



Two pairs of small early 19th-century cottages could be by the same hand as Wiggs Cottage – the fine gauged brickwork lintels over the windows are remarkably similar. Adjacent to these is a pair of 19th-century 'villas', with bay windows at ground floor level. These are distinguished by barley-sugar columns supporting the stone cornice of the bays, slate roofs with terracotta ridge tiles, ornate brackets supporting the roof, metal railings rising from the sills in front of the windows and high quality brickwork.

Although the 1858 school has grown with extensions of various periods, the original classroom with its high windows and central bell turret is a pleasing feature. The shape of the low-pitched half hip roof is reflected in the master's house behind, while an additional classroom to the west has a steeply pitched roof and a window with leaded lights beneath a polychrome gothic arch.

One further building deserves mention in School Lane: Studio House, designed for two women by G Alan Fortescue in 1936, is an attractive flat-roofed apparently one-storey modernist building. Despite the replacement of original steel windows with uPVC, the massing is interesting and the profile enhanced by attractively executed chimneystacks.



At the junction of School Lane and the High Street is the War Memorial, dedicated in 1919 and recorded in a painting by Sir Stanley Spencer in 1922. It is recorded on the database of UK War Memorials maintained by the Imperial War Museum (No. 7925), and is described thus:

Single step base surmounted by rough hewn and polished granite plinth, tapered shaft and Celtic cross. Plinth is formed of polished square section with rough hewn buttress like structures at each corner. Inscription on the smoothed part of the plinth and base of the shaft.

It was designed by G P G Hills and built by J K Cooper. It is set on a triangle of land with crazy paving surrounded by setts. It is unfortunate that parking obscures it and the welcoming public benches placed adjacent to it.

Riverside Character Area

The former Grove on the north side of Odney Lane is now part of The Odney Club. An attractive 1920s brick-built Arts and Crafts inspired house replaces an earlier building, and is set side-on to the river rather than fronting it. From early 20th-century postcards, the earlier house is not dissimilar in style from the Dower House in Sutton Road or The Orchards in Mill Lane. The stables and coach-house, contemporary with the earlier house, survive. These are brick-built with a slate roof and probably date to the late 18th or early 19th century. The two-storey coach house is distinguished by three blind oculi at the upper level on the façade onto Odney Lane, and there are three oculi on the courtyard side, but here only the centre opening is blind.



At the corner of Sutton Road and Mill Lane can be found the Old Ship. Vegetation makes understanding the development of the building difficult to decipher. The roofs, brickwork and small amount of flint point to a late medieval building of some importance. Behind the Old Ship is The Old Cottage, a rare example of an early 19th-century cottage with a slate roof.

Church Gate consists of an interesting group of buildings. While Church Gate House and Church Gate Cottage are both listed, 3 Church Gate, a large and imposing house, is not. Probably dating

to the third quarter of the 19th-century, the three-bay house is rendered and painted white with the gothic detailing picked out in black. The porch and door, in particular, are fine examples of the High Victorian style.

Rural Green Spaces Character Area

Quietly dominating the south side of the Moor, in part screened by trees, is Moor Hall, home of the Chartered Institute of Marketing since 1971. At its heart is a house of 1805, enlarged and considerably altered in 1895. The stable block was also constructed as part of these modifications replacing earlier buildings. Any symmetry that might have existed in the early 19th-century house was replaced by a long low-lying, romantic, two storey building, tile-hung and rendered with varied gables, striking chimneys executed in fine brickwork and prominent ridge tiles. Its Arts and Crafts credentials are evident in the large oriel window lighting the staircase with its delicate stained glass and further more richly painted glass lighting some internal spaces in the hall.



Although Fleet Bridge on the causeway only dates to 1929 it has particular importance not just because it appears in paintings by Sir Stanley Spencer, but because in spanning the Moor and the floodplain it is a critical visual link between the two built-up areas of the conservation area. Brick built with stone coping, it has cutwaters that give it a particularly striking appearance.

At the highest point of Terrys Lane within the conservation area is a large late 19th-century house, Rowborough, the garden of which and views from which feature in some paintings by Sir Stanley Spencer. Well-screened by trees the three-storey house has high gables, steeply pitched clay-tile roofs and is part tile-hung on the upper storey. Its design is in a style similar to Moor Hall and some of the houses in Berries Road.

The Pound Character Area

The Pound is characterised by its narrowness with houses and high walls built extremely close to the road that give a sense of enclosure, except for the first few cottages on the north side which have narrow frontages behind low or removed walls. The street consists of a range of buildings of varying dates. On the north side, The White Oak public house is set at an angle from the street. Beneath the off-white paint with advertised wares in grey, is an attractive brick six-bay building, which may once have been two three-bay houses.

28 Cookham High Street Conservation Area Appraisal



On the south side, what may be older buildings have been much altered. Here is where small houses were enlarged and made more grand, and then have been subdivided again. Despite having one room formed out of part of a top-lit billiard room, the main body of Regency Cottage is just that: a *cottage ornée* with Gothick casement windows and a delightful range of outbuildings of varying heights for stabling and carriages along a courtyard side-on to the road; the outbuildings are brick built with clay-tile roofs, with some facades painted white.

On the corner of Terrys Lane is the former fire station serving the west end of Cookham, dated 1910. This two-storey building is brick built and roughcast on the upper storey, with steeply pitched gables.

9 Stanley Spencer

“A Village in Heaven”: Stanley Spencer’s Cookham

The reputation of Sir Stanley Spencer (1881-1959) as an outstanding 20th-century artist continues to grow. His work spans two world wars and, as the first war is commemorated, his individual approach to his experiences in Macedonia resonate in a war-averse society. The conservation of his significant frescoes and panels in the Sandham Memorial Chapel at Burghclere in Berkshire in 2014, has highlighted his unique blend of the mundane and practical with the sublime and the spiritual.

Observation of real life, an ambivalent attitude to the self, and a deep spirituality pervade Spencer’s paintings. His use of Cookham as the setting for so many visionary subjects makes the village a popular destination for aficionados. The paintings, however, are not always accurate depictions of the village; he was not afraid to exercise artistic licence to aid his narratives. Many details in the smaller canvases are actual, recognisable views and are as direct as many of his bold portraits. In the larger pictures, however, artistic liberties are taken so that the spirit of the place is captured. It is this character and appearance which designation as a conservation area serves to protect.

The Stanley Spencer Gallery opened in 1962 in the modestly-sized former Methodist Chapel (1846) on the corner of the High Street and Sutton Road. Refurbished in 2006-07, the Gallery provides state-of-the art exhibition space, a modest research collection and storage for works not otherwise on display. As a boy, Spencer attended services here with his mother, and the building’s use as a gallery fits with Spencer’s own desire for his paintings to be hung in a “Church House”, increasing the significance of this unlisted building.

Significance of Stanley Spencer’s paintings

Spencer painted more than 100 pictures in and around Cookham and many are listed in Appendix D, clustered together by character area. Spencer’s deep attachment for Cookham as a ‘village made in heaven’ and a place where he felt divine intervention happened, contribute to his standing out from his contemporaries. In the words of the Cookham Village Design Statement:

Stanley Spencer’s death, at the end of the 1950s, coincided with the post-war sea-change in British life. Spencer now seems to speak to us from a different age and the recollections that older residents possess of him pushing his old pram full of artist’s materials around the village signify a quieter and less materialistic era. This may be why many of Spencer’s works have a timeless quality. We are looking at a world which was to be overtaken by the imperatives of modernity, which were consigning it to memory.

Many of the artist’s Cookham-related works depict views, scenes, facades and other details. Of particular importance are the landscapes painted around Poundfield and Englefield. Several works provide views of the river, including the series: ‘Christ Preaching at Cookham Regatta’, and there are several which show parts of Cookham village and specific buildings.

10 Character assessment

The Village Core

The character area is centred on the historic High Street but also includes the spaces behind it: to the north and south this means rear gardens and much of School Lane and to the east this includes most of Berries Road.

Landscape

Land within the character area is flat, the built-up areas standing just above the adjacent flood plain. Along the High Street there are only occasional gaps between buildings.

Spaces

The High Street is framed by the buildings, mostly fronting the highway, with a few gaps allowing an appreciation of the space behind. The High Street is narrow, widening out where it opens onto The Moor and at the road junction with the road leading to the bridge (A4094). Roads and pavements are all tarmac with granite sets at the kerb. There are Victorian style street lamps, doric bollards and very large poles carrying CCTV cameras. Cars are frequently parked partially on the pavement, even in marked bays, thus hampering pedestrian and disabled access.



School Lane has a less enclosed feel despite numerous high boundary walls; buildings are lower and often set back from the street in private gardens. This creates a sense of space around and beyond buildings. Even where gates and walls confine the passer-by to the highway, there is a greater awareness of the sky.

In Berries Road large houses stand in substantial grounds (photo above right), with generous space between and substantial back gardens distinguishing it from other parts of the conservation area. Other than Vicarage Close there are no side roads or footpaths, and thus no sense of permeability. The substantial mature trees make a positive contribution to the space, but can in the summer months increase the sense of enclosure by limiting views of the sky.



Views

Views within the character area tend to be linear along the streets, with only occasional glimpses through gaps between buildings to the spaces behind. Parked cars are detrimental to the aesthetic qualities of the character area. This is particularly striking at focal points such as the war memorial, which seems to be permanently surrounded.

Buildings

Buildings make a key contribution to the character of the area. The High Street is a commercial centre with shops, garages, pubs and restaurants. School Lane is more residential and Berries Road exclusively so.

Pre-Victorian buildings are no more than two storeys, usually butting up against one another, sometimes as designed terraces of cottages. Victorian and Edwardian villas are taller and often detached or semi-detached. There is some timber framing but red brick and clay tile are the dominant building material. There is a limited use of yellow stock bricks and slate roofs in post-railway buildings. Many buildings have had their brickwork painted, usually in shades of white. Window styles are very mixed. There has been a considerable loss of historic window, doors and their associated door furniture. The installation of inappropriate modern replacements is eroding the character of the conservation area. There are several attractive shop fronts.



There is ample evidence of buildings being extended and altered over time. The names of several buildings hint at their former use, or the use of the site. Buildings are generally well maintained, though excessive climbing plants in some places may be damaging to the historic fabric.

Ambience

A large number of commercial premises front onto the High Street. The nature of these is varied, but for the most part their services are aimed at visitors rather than permanent residents. There are several garages, pubs, restaurants and tea shops. The commercial activity draws in traffic and on-street parking, which, when added to the substantial through traffic can contribute to a congested and noisy environment.



School Lane too suffers from a significant amount of on-street parking. There is some through traffic avoiding the High Street. Noise levels are lower, other than the sound of children playing in the school yard.

Berries Road in contrast has neither through traffic nor on-street parking. It is generally peaceful and spacious. Large trees in extensive private gardens provide shade and a habitat for birds and other wildlife.

Summary

Key positives

- Quiet and peaceful away from main roads
- Diversity of historic buildings

Key negatives

- Traffic
- On-street parking, frequently on the pavement
- Replacement of historic doors and windows with inappropriate modern materials
- Insensitive shop signs
- Insensitive new development

Riverside

Landscape

The River Thames is the dominant element in the landscape. It defines the edge of the conservation area, and is the dominant visual feature, sculpting the landscape and shaping development. The land by the river is flat, green and leafy.

The extent of the land in the ownership of the John Lewis Partnership (JLP) at The Odney Club (formerly Lullebrook Manor) is considerable. It comprises two formal private gardens available to JLP Partners only: the gardens (including the River and the Herbaceous Gardens) in front of the main house that front onto Lulle Brook and the grounds around The Grove on the north side of Odney Lane. Odney Lane is a public road between the two estates leading over a public footbridge marking the edge of the conservation area onto Odney Common, which is publically accessible land also in the ownership of JLP, facing southwards further sports facilities and meadows separated from the common by a stream. The Common, the majority of the sports facilities, the cricket square, the Avenue Walk behind the Rive, and the Herbaceous Gardens are all outside the conservation area.

JLP has an ecology policy and is clearly endeavouring to stimulate biodiversity. It is understood that all the land both within and outside the conservation area used to have a “manicured” appearance, but the meadows and Odney Common in particular are now given over to hay-making, offering calm, rural views out of the conservation area at this point. As befits one of the largest houses in the conservation area, which is also listed, the grounds in the vicinity of the main building are maintained as a mixture of formal beds with an arboretum affording generous shade, as well as the more formal plantings of the River and the Herbaceous Gardens. Within the arboretum is a venerable magnolia tree painted by Sir Stanley Spencer.



Spaces

The Riverside character area benefits from a large amount of open space, almost all of it accessible to the public. Along the riverbank (Bellrope Meadow) the space is formally laid out. The bank is reinforced with an adjacent tow path. Beyond this the land is laid out with mown grass, trees and benches for passers-by. Further back from the riverbank the churchyard and adjoining paddock provide further open spaces. These areas are divided from one another by lines of mature trees along former hedge lines.

Closer to the bridge the nature of the spaces changes. Buildings cluster around the crossing creating a series of narrow lanes and passages. The bridge is an important river crossing taking substantial amounts of motor traffic in single file controlled by traffic lights. Smaller lanes run off this towards the river (Ferry Lane and Odney Lane).

34 Cookham High Street Conservation Area Appraisal

East of the bridge the open floodplain resumes, here the land is privately owned and so public access is more limited, though this can still be enjoyed from footpaths and the river.

The church and churchyard occupy a substantial part of the character area. Close to the bridge there is a limited amount of commercial and residential property. The dominant activity within the character area is leisure. This includes casual walkers, sailing, leisure cruising and people taking advantage of the location to relax either in public, private or commercial spaces.

Passing traffic is concentrated along the road to the bridge. There is a substantial amount of parking in Odney Lane and in the carpark of The Ferry. Cruisers and narrow boats moor along the riverbank and small boats can be launched from the slipway in Ferry Lane.

Views

The character area has many opportunities for attractive views that are significant in their own qualities and as the inspiration for paintings by Sir Stanley Spencer. Some of Spencer's best known paintings include scenes set in the churchyard and on the river.

Within the churchyard, the church is an important focal point. There are wide views across the space, but also longitudinal views along paths, lines of trees, and between monuments.

The bridge too is an important feature of views within the character area. Long views of the bridge can be appreciated from the tow path to the west and views along and beneath the bridge, for example from The Ferry. The bridge also provides opportunities for views back towards the riverbank and the countryside beyond.



Buildings

There are relatively few buildings in the Riverside character area. In part this is because of the risk of flooding. West of the bridge the medieval church, stands on a slight eminence in its own substantial churchyard surrounded by significant monuments. By the entrance to the churchyard stands a late medieval timber framed hall house, Church Gate House. The other significant timber framed building is The Ferry public house, which retains a timber mullioned window.

The character area has a number of 19th- and early 20th-century houses adjacent to the conservation area boundary. Cookham House, now a care home, is a modernist 20th-century house at the west end overlooking the river, while Riverdene is a late 18th-century or early 19th-century building screened from the river by high walls. Various 19th-century cottages hug the land adjacent to the west side of the bridge, while beyond The Ferry the noticeable buildings are the Arts and Crafts replacement at The Grove and The Odney Club, the much modified and listed former Lullebrook Manor. The 18th-century vicarage was originally of four bays and extended in the 19th century.



The part of the conservation area facing the High Street is fronted by the distinctive group formed by Tarrystone House, Wisteria Cottage and Eastgate.

The islands in the river caused by the river dividing, the lock cut and Lulle Brook and the Odney stream are reached across various bridges. A metal bridge crosses to Odney Common, while a new timber and metal bridge links the formal grounds of the Odney Club within the conservation area and the meadows beyond the area. The most significant bridge, however, is Cookham Bridge (1867) itself linking Berkshire to Buckinghamshire.

Ambience

The main activities within the character area are leisure and transport. There are also activities associated with the church and some residential properties. The road leading to the bridge has heavy traffic. The bridge crossing is controlled by traffic lights, resulting in stationary traffic with engines running, mixed with rapidly moving vehicles crossing into the village. This contrasts markedly with the majority of the character area which is quiet and substantially traffic-free. Whilst motor traffic is constant and heavy, river traffic is occasional and light. Moored and passing boats have an impact on the riverbank, there is some noise and fumes from engines. At times large amounts of waste overwhelms litter bins on the towpath.



The riverside is also an area of contrasts in terms of light and shade. Mature trees provide shade, especially west of the bridge, the more open nature of the land west of the bridge creates a much lighter environment, whilst the small lanes and passages near to the bridge have a more enclosed feel.

Summary

Key positives

36 Cookham High Street Conservation Area Appraisal

- Public accessibility

Key negatives

- Poor state of repair of the bridge parapet (The bridge requires regular re-painting and its missing quatrefoils replaced.)
- Large-scale development on the Buckinghamshire side of the river
- Traffic on bridge

Rural green spaces

Landscape

Although the conservation area does not reach down to the Thames here the river has a profound impact on the landscape. Much of character area is in the floodplain but also includes the agricultural land on the lower slopes of Winter Hill, the Poundfield. The Moor, on either side of the causeway is unimproved meadow, whilst the fields between the Moor and the river are given over to a combination of publicly accessible fields used for leisure activities with smaller areas given over to equestrian pasture.



The Fleet stream runs across the Moor and down the western edge of the Marsh Meadow down to the Thames. This feeds a small pond that is managed as a nature reserve. West of this the land rises on the lower slopes of Winter Hill, the Poundfield area. This is semi-rural and green land laid out in a series of small fields divided from one another by hedges and fences.

Hard landscaping is confined to the road surfaces, carpark and private driveways. Almost all of this space is accessible to the public.

Spaces

The Moor and the adjacent fields are informal open spaces with distinct and varying character. These spaces are enclosed around the edges by some buildings; Moor Hall to the south; the backs of houses on Berries Road to the east; houses facing onto Poundfield Land to the west; and between Poundfield and Marsh Meadow, a line of houses on Terry's Lane. Although the overall impression is one of openness, the spaces are sub-divided by man-made features. The Moor is divided along its length by the causeway and the adjacent road. The meadows leading down to the river are divided from the Moor by a treeline and hedges. Some smaller fields are divided from the larger open space by hedges and fences. Raised bunds, part of flood prevention measures, also divide the space. In Poundfield the space is subdivided by mature trees along the lines of historic hedges and crossed by footpaths and lanes. Many of these footpaths give the public access to open spaces, but others are very enclosed. Hedges along the path running diagonally across Poundfield have been allowed to grow to such an extent that the path effectively runs through a hawthorn tunnel. The footpath between the back of houses on Berries Road and Marsh Meadow is enclosed on one side by tall fences and on the other by flood defences and overgrown hedges.



Views

Upon entering the village from Maidenhead Road, the first view is of the modest wedge of open land (the Pony Field) which has a semi-rural appearance, although the appearance is diminished by the large number of permanent and temporary signs reflecting local campaigns, cultural and community events on the fencing fronting the high way and the somewhat out of scale residential block to the east of Poundfield Lane. The raised land of Poundfield provides opportunity for panoramic views across the village towards Cliveden. Views across Marsh Meadow are generally wide and expansive north towards the river; Winter Hill and Poundfield to the west; and out of the conservation area towards Cliveden to the east. On The Moor views are more longitudinal, the eye is drawn along the road or the causeway either to the High Street or The Pound.



Buildings

Buildings impact on the character area only at the periphery. The large complex of Moor Hall runs along much of the southern boundary. The eastern edge of the character area is marked by the buildings forming the entrance to the High Street, and the line of large detached houses in Berries Road marks the clearly defined edge to Marsh Meadow. In the Poundfield area a row of houses of various dates follow the line of Terry's Lane. There is a small group of houses along Poundfield Lane near to the listed Englefield House.



Ambience

Activity within the character area is mostly recreational, with the exception of traffic crossing The Moor. The car park on The Moor is a frequent starting point for walkers heading into Marsh Meadow and along the river, often accompanied by dogs. The causeway provides a safe and attractive pedestrian route across The Moor.



Summary

Key positives

- Accessible
- Views
- Well used

Key negatives

- Management of some hedges resulting in loss of view
- Informal signage on the Pony Field fence can appear untidy

The Pound

Landscape

The Pound is a small area of slightly elevated flat land at the base of Winter Hill. Away from the road some properties have extensive gardens, although these are largely invisible from the public realm, their mature trees make a positive contribution to the environment.

Spaces

The area is almost entirely residential, with two public houses. The public realm within the Pound is confined to the roadway. The space is constricted between high garden walls and buildings adjacent to the road. There is a strong east/west axis. The many brick and flint walls, frequently show signs of having been heightened several times. Thus what space there is in private gardens makes only a minimal contribution to the public realm. The impact of motor vehicles on the space is very severe. This is a hostile environment for pedestrians. Though few large commercial vehicles use this narrow space, it is often inadequate for large cars to pass one another easily. Vehicles frequently mount the very narrow pavement.



Views

Within the character area views are confined along the highway, but there are more expansive views out of the character area east across The Moor and north across the Pony Field towards Poundfield.

Buildings

The Pound is characterised by its narrowness with houses and high walls built extremely close to the road that give a sense of enclosure except for the first few cottages on the north side which have narrow frontages behind low or removed walls. It is noticeable that the significant listed buildings are all on the north side of the Street, while those on the south are not. In part this is probably due to smaller buildings being enlarged in the later 19th-century, and then the large properties being broken down into smaller units again.

The listed buildings are timber-framed and generally date to the 17th or early 18th centuries.



Ambience

The dominant activity within the character area is the passage of motorised traffic. Notwithstanding the inadequate pavements and high traffic volumes there is a constant flow of pedestrians from the Causeway, very frequently including small children. The public houses attract visitors, some of whom choose to sit out at roadside tables.

The ever-present noise and fumes from passing traffic has a detrimental impact on the character area, to some extent exacerbated by the presence of quite severe road humps. Whilst these succeed in slowing vehicle, they also make it easier to mount the pavement and create additional noise as cars slow down, strike the hump, and then accelerate.

Summary

Key positives

- Several high quality historic buildings
- Mature trees in private gardens

Key negatives

- Heavy traffic in a confined space
- Narrow pavements, sometimes not continuous forcing pedestrians into the road.

11 Opportunities for enhancement and change

Vulnerability of the character and appearance of the conservation area

Boundaries and enclosures

The relationship of properties to the street and the treatment of their boundaries are important feature of the conservation area.

Some houses face directly onto the street. Others sit in plots with front gardens that contribute to the openness of the spaces and whose mature planting enhances the verdant character of the area. In other cases historic brick walls are a significant feature. The character and appearance of the conservation area is vulnerable to the removal of historic boundary walls, fences, hedges and gates.

Replacement windows and doors

The conservation area has already suffered harm to its character and appearance through inappropriate replacement doors and windows. The replacement of historic windows with uPVC units represents a loss of historic fabric (not only the timber frames but also glass and metal fittings). Similarly lost doors include the loss of important historic door fittings. Inappropriate replacements also harm the integrity of groups of buildings such as terraced housing. As uPVC windows are almost impossible to maintain they will in due course require replacement themselves. Some of this harm can be mitigated if they are subsequently replaced with windows of an appropriate design and material.

Building materials

Building materials make an important contribution to the character and appearance of the conservation area. Historic timber framed buildings are, for the most part, protected by statutory listing. Brick is particularly vulnerable to being painted. This has a number of damaging impacts on the conservation area: the damage to historic fabric, the damage to the integrity of terraced or semi-detached buildings, and the risk of painting in inappropriate colours. Rendered buildings are also at risk of inappropriate painting schemes.

Built form and massing

The facades of buildings, massing and roof-scape are important for the character and appearance of the conservation area. These aspects of the conservation area are vulnerable to the addition of inappropriate extensions, porches, skylights and solar panels which may damage the integrity of façades and roofscapes.

Opportunities for enhancement and change

Some street furniture could be improved e.g. litter bins in inappropriate materials and colours

Many chimneys in the conservation area are encumbered by multiple television aerials. The removal of redundant equipment would enhance roof-scape and skyline.

The Borough might wish to consider Article 4 Directions to control: replacement windows and doors; painting historic brickwork.

12 Five-year conservation area management plan

The overall aim of the Conservation Area Management Plan is to preserve or enhance the special architectural and historic character of the Cookham Village Conservation Area. The conservation area designation is not intended to prevent any new development taking place and the purpose of the appraisal and related Management Plan is to inform planning decisions, other actions that the Council takes within the conservation area, and to suggest actions that the Council and other stakeholders could take for enhancement.

Some of the objectives below cover general improvements to the area and others pick up on specific negative elements identified through the appraisal work.

Opportunities for enhancement and change

Objective	Purpose of Objective	Action	Timescale
Objective 1	Provide information for local residents	Public consultation on conservation area appraisal Provide supporting information and guidance via council website	2022 and ongoing
Objective 2	Improve the quality, amenity value and appropriateness of the public realm	Highway works should recognise CA context and respond according with sympathetic materials, and street furniture Maintenance of existing high quality features, including (but not exhaustively) the following: narrow primrose-coloured lines should be used for all waiting restrictions (including updating existing) the minimum size of traffic signs should be used, as permitted by the Traffic Signs Regulations and General Directions, providing that they satisfy safety requirements Where possible the number of traffic signs should be minimised and multiple signs placed on posts	Ongoing
Objective 3	Preserve and enhance characteristic features and details on properties	Encourage appropriate repair and maintenance through public engagement, education and advice to the public, property owners and users Ensure maintenance of features and detailing in determining planning applications	2022 and ongoing
Objective 4	Monitor planning applications to ensure proposals preserve and enhance the character and appearance of the CA	Conservation team to advise on and where appropriate work with planners on pre-applications and applications, to add value to schemes in the CA	2022 and ongoing
Objective 5	Monitor planning applications to ensure proposals do not result in the loss of or failure to record archaeological remains to ensure the public benefit of Cookham's important archaeological heritage is maximised	Development proposals should take account of the potential for disturbing unrecorded archaeology, as well as the potential impact on known sites and features, and include an assessment of this potential. Some proposals will require archaeological evaluation (usually trial trenching) prior to determination, in order to provide clear evidence – such work should be in proportion to the scale of redevelopment, and should be sufficient to assess the impact of proposals on archaeological significance.	Ongoing
Objective 6	Monitor and respond to unauthorised work	Planning Enforcement team take action regarding unauthorised works in accordance with the Council's Enforcement Policy	Ongoing
Objective 7	Monitor change in the CA	Carry out 5 yearly appraisal review	2027

13 Appendices

Appendix A: Designation documents

Royal County of Berkshire

Civic Amenities Act, 1967

Rural District of Cookham - Conservation Areas

Notice is hereby given that the County Council in pursuance of their powers under Section 1 of the Civic Amenities Act, 1967, have designated certain areas situate within the Rural District of Cookham as Conservation Areas. A brief description of the areas is set out below:-

1. Cookham Town Bridge, including High Street to Mill Lane and The Gate Public House, Cookham.
2. Wiskham Village from Marlow Bridge to Wimple Road junction, Wiskham.
3. Waltham St. Lawrence from the Church to Paradise Farm House, Shurlock Row Road.
4. Bray Village to Braybank, Old Mill Lane, Bray.
5. Holyport including The Green and Holyport Street.
6. Littlewick Green to Bath Road, Littlewick.
7. Hurley Village from the river to East Anna Hotel, Henley Road, Hurley.
8. Cookham Dean from Gibraltar Close and Startins Lane along River bank to Stone House including Winteshill Farm and Dean Farm to Church Lane including Hardings Green and Village Green.
9. Beecham's Heath, Beecham's Farm Buildings, Waltham St. Lawrence.
10. Shurlock Row from Great Martins to Wither Trees Cottage, the Straight Mile and The Gables, Binfield Road.

The relevant documents and plans may be inspected during normal office hours either at the offices of the Cookham Rural District Council, Council Offices, Oaklands, 1 Bath Road, Maidenhead, or at the County Planning Department, Swanley House, Friar Street, Reading.

Dated this 21st day of June, 1968

E. R. DAVIES
Clerk of the Council.

Shire Hall,
Reading.

CONSERVATION AREA No.1Cookham Bridge to the Stanley Spencer Gallery
and The Gate Public House

Cookham Village is a Thameside holiday resort and attracts many thousands of visitors every year to enjoy the charm of its ancient buildings, the natural beauty of its surrounding countryside and to ponder and enjoy the many views of the river on this beautiful reach of the Thames.

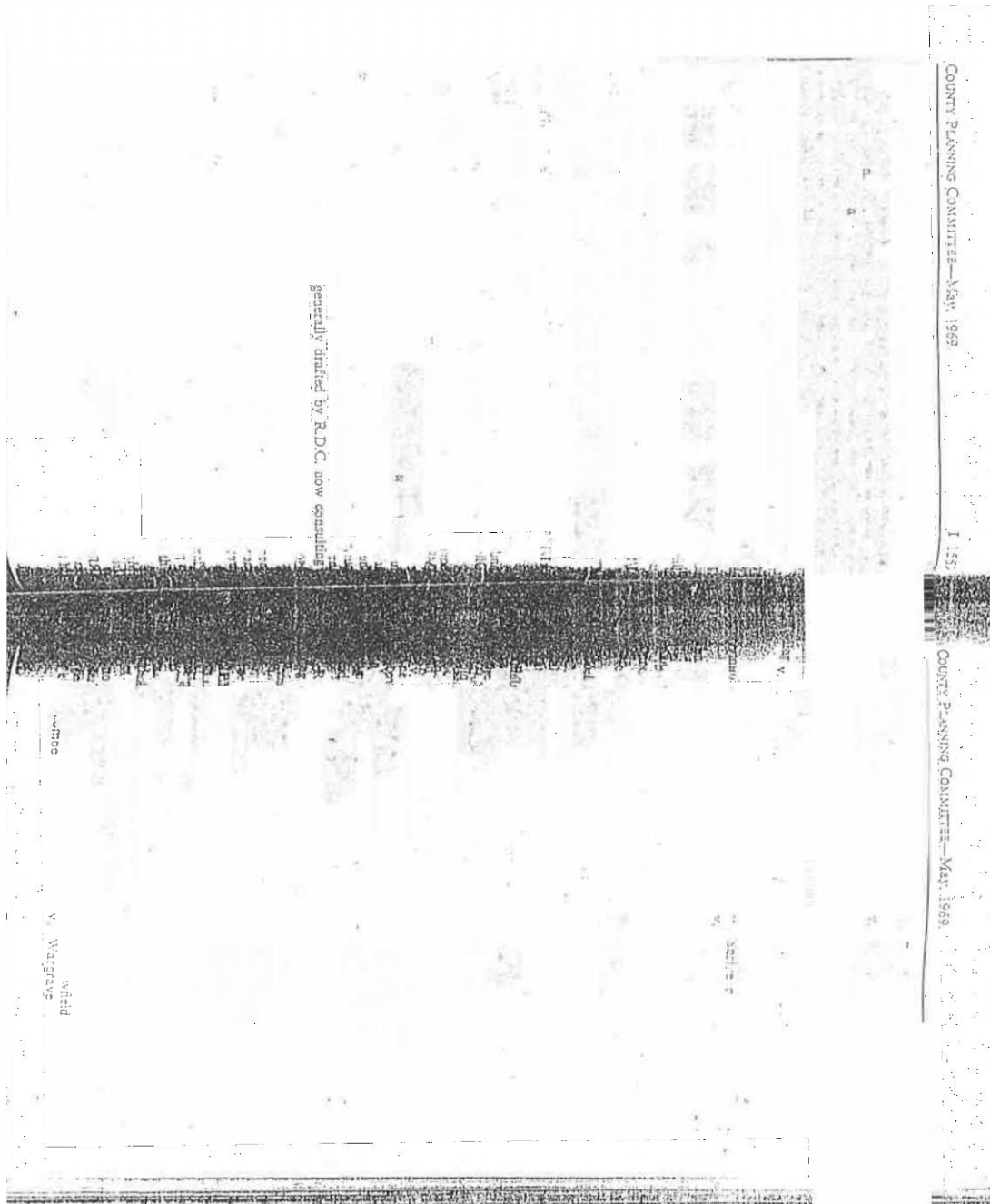
Sir Stanley Spencer lived most of his life at Cookham and many of his most famous paintings depict local buildings and the scenery of the surrounding area. There is a village Art Gallery which commemorates Sir Stanley Spencer, a native British artist, and nearly 65,000 people have visited this Gallery since it opened in 1962. These visitors come not only from all over this Country, but many from foreign parts and American visitors like nothing better than to find an unspoilt English village, preferably with historical and cultural associations within easy reach of London and other tourist centres and with facilities for refreshment and recreation which are in keeping with the traditions and general atmosphere of the place. Cookham - 5 miles from the M.4, 35 miles from Oxford and a short distance from Windsor and Henley fulfils these qualifications in every respect.

The charm of Cookham Village lies not only in its wealth of buildings of architectural and historic interest, as is shown from the list of scheduled buildings, but also, and perhaps more important, from the way in which these and many lesser buildings blend together to make an interesting street terminating in Cookham Moor and beyond that the unique Pound. The Moor end of School Lane has many unique buildings connected with the brewing of ale from the 16th Century, these include the Malt Barn, Malt House Cottage, Lanterns, The Malt Cottage, Maltings Cottage, Gantry House and High Chimneys.

EXISTING LIST OF SCHEDULED BUILDINGS

Holy Trinity Church
Ferry Hotel
Church Gate House
The Tarry Stone
Lullebrook Manor
Lullebrook Cottage
Tarry Stone Store
Wistaria House
East Gate
Bel & Dragon Hotel and adjoining premises.
Oveys Farm House and Barn when confirmed.
The Royal Exchange Public House
Nos.1 to 6 Keeleys Cottages.
Moor End
Wicks Cottage
The Brew House
The Maltings
The Forge
Moorings, Wee House and Coombe Cottage
Clive Cottage
Kings Arms Hotel and Lloyds Bank and No.16
Ferndale, Goddams and Taormina
Dean Farm House
Pound Cottage

46 Cookham High Street Conservation Area Appraisal







ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

Directorate of Planning

Forward Planning Unit

COOKHAM VILLAGE CONSERVATION AREA - Proposed amendments of boundaries

Introduction

At the meeting of the Environmental Services Board of the Borough Council on 9 September 1991, it was agreed that a review of the boundaries of Cookham Village Conservation Area should be undertaken. The attached map shows the existing Conservation Area boundaries and the areas now proposed to be added or removed from the Conservation Area. It is anticipated that a decision on this matter will be made at the Environmental Services Board at their next meeting on 18 November. In order to assist in making this decision comments on the proposals are invited. Any comments should be sent to:

Forward Planning Manager
Directorate of Planning
Aston House
York Road
Maidenhead
Berks SL6 1PS

Comments should be submitted by 25 October 1991.

If you would like any further information on the proposals please contact the Conservation Section of the Planning Directorate. Telephone Maidenhead (0628) 798888.

Description of existing Conservation Area:

The Conservation Area was originally designated in 1969 with the description of: "Cookham Bridge to the Strand; Spencer gallery and the Gate Public House" - which was taken in a good title for this east/west orientated Conservation Area. The existing boundary, however, takes in the majority of the village centre of Cookham and up to the River Thames and Littlebrook and Other Common to the east. To the west of the village, Cookham Moor, immediately to the north and south of Peter Bridge, and The Pound are included in this Conservation Area which therefore justifies naming the Conservation Area "Cookham Village".

Proposed amendments:

1. Cookham Bridge: The present boundary does not include this grade II listed structure. The proposal, therefore, is to include the bridge in the Conservation Area. However, as the County boundary goes through centre of bridge only the southern half will be included in the Conservation Area.
2. School Lane: To extend the boundary eastwards to include more buildings fronting onto School Lane, including the original brewery buildings now converted to residential accommodation, and the Victorian primary school. Both these sites have important historical links with the history of Cookham village and all these properties contribute towards the character of the Cookham Conservation Area. It is not proposed that the modern dwellings at the east end of School Lane should be included.
3. Berries Road: Amendments proposed for this area include the inclusion of the main Edwardian properties which line Berries Road, whilst deleting the sailing club which is not considered to contribute towards the character of the Conservation Area.

In most cases the properties running along Berries Lane are large Edwardian houses within substantial grounds, although some modern infilling from plot subdivision has also occurred. Some of the Edwardian houses have been altered, although this is mainly by internal subdivision rather than externally. Berries Road is a quiet residential area which, with its mature trees and landscaping, contributes a significant quality to the character of this part of Cookham and is a significant landmark in many views of the village from surrounding land. Some of the properties on the west side of Berries Lane can be seen in a Stanley Spencer painting, which can be seen in the gallery in Cookham. The exclusion of the sailing club is proposed not only because it is visually unattractive but also because it does not relate to the village itself.

4. Englefield, Pound Cottage and land to the north of The Pound: This proposal includes the property known as Englefield and two adjacent dwellings, and a large open field to the south of these buildings directly to the north of the properties facing The Pound. A small group of buildings along Terry's Lane will also be included. It is considered that the field to the north of The Pound acts as a backdrop to this important part of the Conservation Area and contributes to the setting of a series of listed buildings, namely Hagden Cottage, Old Oak Cottage and Old Nubbers which are situated on the north side of The Pound. The views from The Pound towards this open space are valuable in that they create a rural backdrop to this part of the village contributing towards the character of the Conservation Area overall and continuing the rural theme that is already established by the Moor.

The building of Englefield also forms part of the views from The Pound and is itself an important listed building with a large attractive area of garden. The modern dwellings to the north of Englefield are also included in the proposed extension as they are built within the original curtilage of Englefield and form an interesting group.

It is also proposed to extend the present boundary north up Terry's Lane to include some more properties: Paddock End, Overcourt, Pound Cottage, Treamyne on the west side and to the east, numbers 1-4 Pound Cottages. Pound Cottage is a grade II listed building and provides an important architectural component in the lane. Other properties, although not of any special architectural merit, do have large well-landscaped grounds and retain older boundary walls forming an attractive rural quality to Terry's Lane. The cottages on the east side of Terry's Lane are a group of four semi-detached houses which also contribute towards the character of the street scene and the Conservation Area.

Effect of designation:

The effect of Conservation Area designation is that the local authority must ensure that special attention is paid to the desirability of preserving or enhancing the character or appearance of the area designated, in the exercise of its powers under the planning legislation.

Accordingly the following special planning controls apply in Conservation Areas, in addition to the usual controls on development:

- (i) The amount of 'permitted development' - what can be built without requiring planning permission, is more limited.
 - (ii) Best forms of building demolition, including boundary walls, require consent - known as 'Conservation Area Consent'.
 - (iii) Any work to trees in Conservation Areas must be notified six weeks in advance to the local authority.
 - (iv) Additional limitations apply to the display of advertisements.
- Since failure to comply with these procedures can be an offence in certain circumstances, it is always advisable to check with the Directorate of Planning to see in any consents are necessary before carrying out works to a property in a Conservation Area.

Forward Planning Manager

September 1991

1

ENVIRONMENTAL SERVICES BOARD

18.11.91

352 COOKHAM VILLAGE CONSERVATION AREA: AMENDMENT (ESB63/91)

A period of public consultation had been carried out based on a consultation leaflet outlining the formal designation of extensions and deletions to the existing Cookham Village Conservation Area. The Authority had received a number of responses to the consultation with the overwhelming majority being in support of the proposed amendments.

The Pound and Poundfield

The Local Planning Authority had received requests to further extend the proposed conservation area extension north of the Pound to include the pasture land north of Englefield House between Poundfield Lane and Terry's Lane. It had been suggested that by including this area of land it would help control future development. The officers explained that it was generally regarded that open spaces should only be incorporated into conservation areas where they were clearly associated with the built environment. Accordingly it was not considered appropriate to include the field in the conservation area.

Cookham Bridge

Following the revisions to the County Boundary in April 1991 High Wycombe District Council had recently extended the conservation area on the north bank of the Thames to include the Buckinghamshire half of Cookham Bridge and therefore the apparent anomaly of only half the bridge being included from the Berkshire side did not apply.

Cookham Sailing Club

The removal of the Sailing Club as originally proposed was still considered an appropriate proposal as it had no special quality which would contribute to the conservation area immediately adjacent to it. The area was within the Green Belt so any future proposals for development would be severely constrained by Green Belt policy.

Odney Common

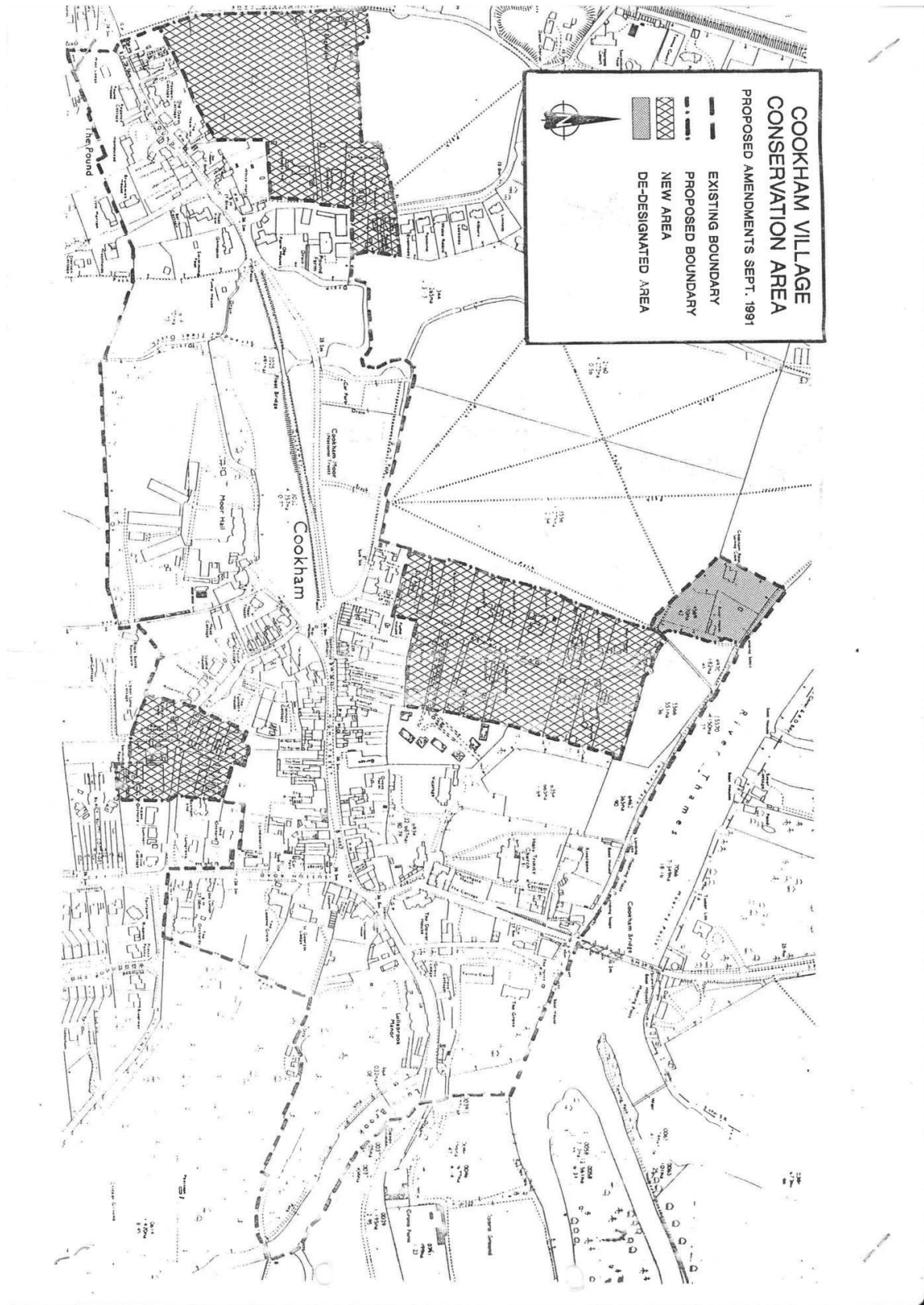
The inclusion of this area in the conservation area was not considered appropriate as it was isolated from the main part of Cookham Village and not immediately associated with the main village group. The land to the north of Grove Farm complex is also private and therefore not available for public use.

School Lane, Blackbutt Cottages

It was felt that by including the eastern side of School Lane and Blackbutt Cottages on Sutton Road would dilute the character and appearance of the conservation area and not provide any positive contribution towards it.




RESOLVED: That in accordance with the provision of Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 the boundaries of the Cookham Village Conservation Area be amended to designate the area shown on the map appended to these minutes.

50 Cookham High Street Conservation Area Appraisal



Appendix B: Listed buildings

(All Grade II except: Tarrystone House, Churchgate House, Church of Holy Trinity Grade II*)

SUTTON ROAD	
	<p>Cookham Bridge River bridge. Dated 1867. Cast-iron. 7 piers, 2 replaced. Parapet with quatrefoil tracery and wooden rail above. Similar tracery in arch spandrels. Iron plate on west side reads: PEASE HITCHINSON AND CO 1867 Engineers and Iron Manufacturers Skerne Iron Works Darlington</p>
SUTTON ROAD (east side)	
	<p>The Ferry (formerly listed as Ferry Hotel) Row of cottages now public house adjoining Ferry Hotel. Early C17, altered mid-C20. Timber frame with painted brick infill, old tile gabled roof. Rectangular plan of 6 framed bays abutting Ferry Hotel on the north; a large C20 extension of no special interest. 2 storeys. 2 ridge chimneys left of centre, 2 other chimneys at south end on east and west roof slopes; all with clay pots. Irregular leaded casements, mostly C20 within timber frame. Interior: timber frame exposed. Principal beams are chamfered with bar stops.</p>
	<p>The Tarry Stone A large irregular shaped sarsen stone. Formerly marked the boundary of the grounds of the Abbot of Cirencester, and is said to have been connected with sports events in Cookham before AD 1507. Originally stood 50 yards north-north-east and was placed in its present position by the Parish Council in 1909</p>




Tarrystone House, including iron gates and gate piers and adjoining 25.3.55 wall (Formerly listed as Tarry Stone House, including iron gate and gate piers) Large town house, now flatlets. Early C18, extended and altered C19 and C20. Red brick with vitreous headers, slate roof gabled on left hand section. Rectangular plan with C19 extension in same style on right hand. 2 storeys and cellar. 2 end ridge chimneys, one tall chimney on extension. Moulded brick string at first-floor level, moulded brick cornice over first-floor windows to later parapet with frieze and

architrave. Frieze cut by dies between windows. Symmetrical 5-bay front in left hand section. Sash windows, with glazing bars and gauged arches. C20 panelled central entrance door in moulded door frame and fanlight with lancet shaped panes. Gauged brick pilasters on each side of door with moulded bases and caps and similar above either side of central window. Moulded brick segemental pediment with brick console brackets below, over door. Single wrought-iron gate, with overthrow between brick piers with stone caps. Side railings missing. 3-bay extension set back on right hand. Brick wall adjoining on left early C19 about 4 metres high, 6 bays with round coping. Curves at end to abut Lullebrook Cottage. Interior: in entrance hall, C18 panelling, semicircular projecting, moulded door case on left. Fireplace on right hand, with moulded overmantel, egg and dart and foliage enrichment on surround: marble inset. Good full-height staircase of 5 flights with barley sugar balusters on vases, moulded handrail, newels with square moulded tops on fluted columns on square bases. Room No. 1: elaborate scrolled fireplace, egg and dart, and leaf ornament. Room No. 2: fireplace with fluted, engaged flanking columns, marble inset. Open pediment over with similar columns and leaf ornament.



Eastgate (formerly listed as 25.3.55 East Gate) Large house. C17, rebuilt mid-C18, extended C19. Brick with old tile gabled roof. Rectangular plan with gabled stair turret and extension at rear. 2 storeys and attics. 2 very tall chimneys at rear with clay pots. 5-bay front, bull nose plinth. Moulded string at first-floor level, moulded brick eaves cornice. 3 gabled dormers with casement windows, sash

	<p>windows on other floors with glazing altered. C19 entrance door, second bay from left with 4 panels, fanlight and pedimented hood. Rear irregular with C19 casements.</p>
CHURCHGATE (north side)	
	<p>Church of Holy Trinity Parish Church. Dates from C12. Chancel, north chapel and north aisle, added early C13. North arcade of nave, and south aisle added late C13, chancel arch reconstructed at that time. Further altered in early C14. West tower added c1500, C17 and C18 repairs to buttresses and walls. Restored in 1860. Part chalk, part flint with chalk diapering; tile gabled roof. Chancel, 5-bay nave, 4-bay north aisle and 2-bay north chapel. 6-bay south aisle and chapel. Tower: 3 stages with embattled parapet and diagonal buttress of 4 offsets at its western angles. An embattled stair turret in the north east angle rises above the parapet. The west doorway has a 4-centred head within a square external label. Above this is a window of 3 uncusped lights with 4-centred</p>
<p>heads, also within a square external head and label. The ringing chamber has a west window of two 4-centred lights with square external head and label. The bell chamber has similar windows on all 4 sides. Chancel: 2 round-headed lancets to north and south, on the east wall a 3-light window with C19 tracery in early C14 jambs. North chapel and north aisle: on the east a late C17 3-light window with diamond leading. On the north side of the chapel, two C19 lancets, between them a small C19 doorway. To right of these, 3 plain early C13 lancets with a blocked doorway between the 2 westernmost, with a 2-centred head of 2 orders, the outer moulded and supported by jamb shafts with stiff leaf capitals. Nave, north side: on left a C19 lancet, and to the right of this a mid C12 round-headed window. A C19 lancet on the west side. South Chapel: on the east a 3-light window with C19 tracery and a moulded rear arch with shafted jambs of early C14. On the south wall at the right, a 2-light window with a 2-centred head, pierced and foliated spandrel; C19 tracery. To the left of this, an early C14 window with plain tracery under a 2-centred head. South aisle: 3 late C13 windows, the 2 eastern are of 2 pointed, uncusped lights. The westernmost window is</p>	



similar but with the outer part of the heads continued to form an inclosing arch with pierced spandrel forming a good example of early tracery. Between the western windows is the south doorway with original jambs and rear arch in a C19 porch. There is a blocked second doorway at the south east. In the west wall a single lancet.



Interior: Chancel, 5-bay nave with early C14 roof, with octagonal crown posts and straight braces to a collar purlin, and moulded tie beams. 4-bay north aisle and 2-bay north chapel; 6-bay south aisle and chapel. The aisle and chapel roofs are similar to the nave roof, but plastered at collar level. A 2-bay arcade to north aisle with 2-centred arches of 2 hollow-chamfered orders, the outer having stopped chamfers, semi-octagonal responds with moulded capitals and bases, partly chalk, part later stone. A 2-centre drop arch c1200 of single order with moulded angles and nailhead ornament opens into the north chapel. The 4-bay south arcade is of chalk, with arches of 2 chamfered orders, supported by octagonal columns and responds; a 2-bay arcade with 2-centred arches of 2 hollow-chamfered orders and octagonal columns opens into the south chapel. The chancel arch is 2-centred with 2, hollow-chamfered orders, labels on both faces and semi-octagonal responds with moulded capitals and bases. There are some medieval floor tiles at the east end of the chancel. At the south east of the north chapel is a C13 piscina with trefoil head, and a similar at the south east of the south chapel. Monuments: Against the north wall of the chancel is a Purbeck marble table tomb with a vaulted canopy, supported by twisted columns, on the slab of the table, an elaborate brass, showing the tomb to be of Robert Pecke, clerk of the spicery to Henry VI, and his wife, d.1517. In the north chapel, a tablet with small kneeling figures in white relief by Flaxman, to Sir Isaac Pocock, drowned in the Thames 1810. On the south wall of the south chapel an elaborate mural tablet with kneeling figures to Arthur Babham d.1560, surmounted by an entablature, crowned by a shield of his arms.








Church Gate House

Corner hall house with cross wing, now house. Late C14, extended late C16, altered late C19. Timber framed, painted render and brick infill, old tile gabled roof. L-plan, formerly 2 x 2 framed bays extended to 2 x 5 framed bays. 2 storeys. Large chimney on left side. C16 ridge chimney on right with diagonal shafts and offset head. South front: some false timbers over original. Projecting gable on left with sash window on first floor with glazing bars, centre pane an opening light; 2-light leaded casement on ground floor. On right, two 2-light leaded casements on first floor, similar ground floor. Half glazed entrance door on right under C19 gabled porch. Interior: fine frame

	<p>exposed with heavy timbers. Heavy square braces to centre truss in former upper hall, now second front bedroom. Jowled posts.</p>
	<p>Church Gate Cottage Small house. Late C18, altered C19 and C20. Painted roughcast, old tile roof hipped on right. L-plan. 2 storeys. 2 chimneys at rear and one on right, all with clay pots. 3-bay symmetrical front. Brick dentil eaves. 2-light C20 diamond leaded casements on first floor, similar on ground floor, with central half-glazed panelled entrance door with C19 gabled, tile porch. Included for group value.</p>
<p>COOKHAM CHURCHGATE (west side)</p>	
	<p>The Vicarage Vicarage. Mid C18, altered and extended mid C19. Brick, tile roof, hipped on west, coped gable on east. Rectangular plan, altered. 2 storeys. 2 chimneys with offset heads and clay pots. South front: originally 3 bays, sash windows with glazing bars, in architrave frames; C19 ground-floor bay window with sashes on right, replacing former sash windows. C19, 2-storey, 2-bay extension on left with similar windows, but in brick reveals. Left hand bay is slightly recessed. North front: irregular fenestration of sash windows with glazing bars. Tall round-arched stair window with thick glazing bars.</p>
<p>ODNEY LANE</p>	

	<p>Wall to west of Lullebrook Manor Garden wall. C18. Approximately 13 metres long by 2 and 3 metres high. Brick with weathered top and dentilled coping course.</p>
	<p>Lullebrook Manor (referred to in the text as The Odney Club) Large house in landscaped grounds, now conference centre and social club. Mid-C18, altered and extended late C19, early and mid-C20. Brick with gabled and hipped tiled roofs of varying heights. Originally a symmetrical central staircase plan, now irregular with extension on sides and north front. 3 storeys and cellar. Several chimneys with clay pots. South front: battlemented parapet. Symmetrical centre part, with 2-storey cant bay in centre with railed balcony over. Sash windows with glazing bars and gauged brick arches. Part-glazed door on left hand with Tuscan doorcase and pediment. C19, 3-storey bowed bays either side of centre part; sash windows with glazing bars on first and second-floors, French casements on ground floor. North front: one, 2 and 3 storeys. Very irregular and C19. One-and 2-storey extension on left and right hand sides of no special interest. Interior: fine C18 dog-leg staircase at rear of centre section, with barley sugar balusters, moulded handrail and panelled newels. Panelled dado.</p>

	<p>Lullebrook Small house. Late C18. Painted brick, hipped tile roof. Rectangular plan. 2 storeys. Flanking chimneys. Black painted plinth, plat band. 4-bay front. Sash windows with glazing bars. 6-fielded-panel entrance door with plain fanlight, second bay from left.</p>
<p>HIGH STREET (north side)</p>	
	<p>The Old Apothecary Small house. C18. Painted brick, old tile gabled roof. Rectangular plan. 2 storeys. Chimney at rear. Black painted plinth. String at first-floor level, brick dentilled eaves. Road front: 3 bays. 2 coupled sash windows with glazing bars on first floor at left, early C20 square bay on brackets with sash windows and glazing bars, on right. On ground floor a small shop window on left and 2 coupled sash windows with glazing bars, 3 C20 entrance doors.</p>
	<p>Bel and Dragon Hotel Small hotel and restaurant. Late C15, altered C19, extended C20. Originally T-plan of 3 or 4 framed bays x 1, large flat-roofed extension at rear. Timber frame encased in painted brick, with false timbering. Old tile gabled roof. 2 storeys. Gable chimney on left, second chimney on ridge to right of centre, both with clay pots. Black painted plinth C19 sliding casement windows with leaded lights on first floor, three C20 leaded casements on ground floor. 6-panel door left of centre in moulded case.</p>

	<p>Jasmin Tours (formerly listed 25.3.55 as Premises occupied by Bromley) (referred to in the text as Shop called Seconds Out) House. Mid C18, altered mid C20. Painted brick, old tile hipped roof. Rectangular plan with lower gabled extension at rear. 2 storeys. Dentilled brick eaves course. 2 sash windows with glazing bars in architrave frames on first floor, C20 shop front on ground floor of no special interest.</p>
	<p>Vine Cottage and Worcester Cottage (formerly listed separately 25.3.55 as Vine Cottage and Premises occupied by Jack Smith and Son, Worcester Cottage) Small house and cottage, now one house. Vine Cottage: late C18. Painted brick, old tile gabled roof. 2 storeys. End chimneys with clay pots dentilled and offset brick eaves. 3-bay symmetrical front. Sash windows with glazing bars in architrave frames. C20 moulded panelled door, top part glazed, under plain hood on brackets. Vine Cottage adjoins Worcester Cottage. Worcester Cottage: early C17 refaced C18. Timber frame encased in painted brick. Old tile gabled roof. Rectangular plan of one framed bay. 2 storeys. Plat band, dentilled and offset eaves. One 2-light casement on first floor, similar on ground floor but deeper with segmental arch. Half-glazed entrance door on left. Interior: some timber frame with queen post roof visible on first floor in Worcester Cottage</p>



The Old Butchers Shop

(formerly 25.3.55 listed as Premises occupied by Jack Smith and Sons)

Two cottages, now one. Early C17, refaced C18. Timber frame encased in part painted brick. Old tile roof. Rectangular plan with extension at rear. 2 storeys. Ridge chimney on left of centre with offset head and tall clay pots. Dentilled and offset eaves. 3-bay front. Two, 2-light casements with glazing bars, those on ground floor with segmental heads, on first floor flanking similar casement in centre, but with 2 extra lights over, breaking eaves, and on ground floor flanking C19 shop window with glazing bars, fluted pilasters, and panelled stable door on right. Ceramic tile stall riser under shop window.





Ovey's Farmhouse



Hall house, now house. Late C14 extended C16 and altered mid C20. Timber frame with painted brick infill, old tile gabled roof. L-plan of 5 bays, one-bay service end on east and one-bay cross passage, 2-bay former hall.

Extension on north. 2 storeys and attic. One end chimney on left, one on ridge cut down to right of centre, and one early C20 chimney at rear. South front: black rendered plinth, open eaves. Scattered 3-light leaded casements, within framing. Old wide plank entrance door on right hand, in line with cross passage, similar but smaller door to right of this with small glass panel.

Interior: timber frame exposed with heavy joists in service end. One of 2 original door frames remain in cross passage to service, with pointed arched and


	<p>chamfered head. Inserted inglenook chimney, now altered. The roof was completely destroyed in mid C20 and was replaced with modern type structure.</p>
	<p>The Royal Exchange Public House (referred to in the text as Maliks) Cottage, now public house. Late C16, altered C18 and late C20. Timber framed, encased in brick, old-tile gabled-roof lower section on right. T-plan of 3 framed bays with stair turret at rear and extensions on rear and on right hand. 2 storeys and attics. Central ridge chimney, one on left and one on right hand gable; all with clay pots. Road front: 3-bay front to main section. Three, 2-light C19 casement windows, glazing bars on first floor. 2 splayed bays on ground floor with similar windows, either side of C20 part-glazed centre door. The building was known as The Coin Exchange before becoming a public house.</p>
	<p>Row of 6 cottages. C16 and C18, altered and extended C20. Part timber framed, painted render and brick infill; mostly brick; old tile roofs, gabled on higher roof in centre, hipped at both ends; Nos. 1 and 2 at lowest ridge level. 2 storeys. Ridge chimney in centre, other chimney on right hand, one at rear. Mixture of C19 and C20 casement windows with glazing bars on first floor, similar on ground floor but with one sash window with glazing bars to No.4. Six C20 entrance doors, mostly plank, with plain hoods.</p>
<p>HIGH STREET (south side)</p>	



	<p>K6 Telephone Kiosk Telephone kiosk, type K6. Designed by Sir Giles Gilbert Scott. Made by various contractors. Cast iron. Square kiosk with domed roof Unperforated crowns to top panels and margin glazing to windows and door.</p>
	<p>Goddans, Tarrystone, and Bel Cottage (formerly listed as Goddans, Ferndale, 25.3.55 Tarry Stone Antiques) Row of 3 small houses. Late C18. Brick with tiled gabled roof, slightly higher in centre. 2 storeys. 3 chimneys with clay pots. Rendered plinth to Tarrystone. Dentilled eaves. Goddans: two 2-light late C18 sliding casement windows with glazing bars and shutters either side, on first floor; 2 sash windows on ground floor with glazing bars and shutters, the one on right hand is wider. C19 6-panelled door between, with top 2 panels glazed. Tarrystone: two C20, 3-light leaded casements first floor, 2 false leaded shop windows on ground floor of no special interest, with half-glazed door between. Bel Cottage: 2 sash windows with glazing bars on both floors, ground floor with segmental heads. C19, 4-panelled door between, top glazed, under plain hood. 2 sash windows with glazing bars on the right hand return gable, those on the first floor in moulded architrave frames. This return front is an important visual element at the end of the High Street from the west.</p>

	<p>Lloyd's Bank (formerly listed as Premises occupied by Lloyd's 25.3.55 Bank and No. 16) Cottage, now bank. C16, altered C20. Timber frame with painted brick infill, old tile gabled roof extending over way through to rear yard. Rectangular plan of 2 framed bays with extension at rear and way through on right. One storey. Road front: timber frame exposed with 2 large curved braces under eaves. 3 windows on ground floor with fixed lights and glazing bars.</p>
<p>(See above)</p>	<p>No. 16 (Libby of the Little Shop) (formerly listed as Premises occupied 25.3.55 by Lloyd's Bank and No. 16) (referred to in the text as The Little Shop) Probably an agricultural building, now shop. C17, altered C20. Timber frame with painted brick infill; slate gabled roof. One and a half storeys. 2 half-glazed entrance doors either side of early C20 3-light square projecting shop window. Interior: timber frame exposed. Included for group value.</p>
	<p>King's Arms Hotel Hotel, now bars and restaurant. Late C17, rebuilt mid-C18, extended and altered late C20. Painted brick, tile coped gabled roof of different heights. Originally rectangular plan, now irregular with large extensions at rear. Part 2 storeys, part 2 storeys and attics. Road front: black painted plinth and string course over first-floor windows and at first-floor level. Lower one-bay wing abutting at left with C19, 3-light casements ground and first floor, with segmental arches; half-glazed door on right symmetrical main section. 2 gabled dormers,</p>




	<p>three 2-light casements with overlights on first floor, 4 sash windows on ground floor with central C18 panelled door under ornate hood with carved brackets. Interior: fine late C17 dog-leg staircase of 4 flights, going the whole height of main section; barley sugar balusters, heavy moulded handrails, square newels and closed moulded string.</p>
	<p>Fiorini (referred to in the text as the Drycleaning Shop) Small cottage, now shop. Late C17, altered C20. Painted brick, old tile gabled roof. Rectangular plan with gable facing street. 2 storeys. One C20, 2-light casement on first floor, C20 half-glazed entrance door on left, small C20 shop window on right. Thin timber members of roof truss exposed in gable. Included for group value.</p>
	<p>Minitiques and Andre Garet (formerly listed as Clieve Cottage) (referred to in the text as Teapot Teashop) Pair of semi-detached cottages, now small house. Late C18 or early C19. Brick, old tile hipped roof. 2 storeys. Centre chimney cut down. Offset and dentilled eaves. Symmetrical 2-bay front. C20 metal casements with leaded lights on first floor. C20 shop front on ground floor of no special interest with C20 entrance door on either side.</p>

	<p>Moorings, Coombe End Cottage, Coombe Cottage Row of 3 cottages. Early or mid-C17, altered C19, altered and extended mid-C20. Timber framed encased in painted brick, false timbering on road front with roughcast infill. Old tile gable roof. Rectangular plan with extensions at rear. 2 storeys. North front: one gable end, six C20 metal leaded casements. Four C20 plain entrance doors with plain hoods on thin brackets.</p>
	<p>The Forge Restaurant (formerly listed as The Forge Garage, 25.3.55 The Forge House)(referred to in the text as Spice Merchant) C16 cottage, now restaurant. Mostly timber framed, partly encased in painted brick, part painted brick. Tile, gabled roof. T-plan of 2 x 1 framed bays with lower extension on left. Jettied gable to road. Part 2 storeys and part one storey. Road front: Jettied gable on right hand with one 3-light casement first floor, similar on ground floor with entrance door on left. Middle section one bay 3-light casements; left hand lower section, one similar window on ground floor. All windows are C20 with leaded lights. Interior: good quality timber frame visible on ground and first floors of jettied section of 2 framed bays, but frame has been replaced by fibreglass imitations in single bay on left.</p>





	<p>The Maltings Cottage, now house. Mid C16, altered C18 and C20. Part timber framed encased in painted brick; part painted brick. Old tile gabled roof. 2 storeys, 2 ridge chimneys, one in centre, one on left. Black painted plinth, offset brick eaves. North front: irregular 2- and 3-light leaded casements on first floor, 3- and 5-light similar on ground floor. 2-storey cant bay on right with leaded casements and painted tile hung apron between. Entrance door roughly in centre, 6-panel, moulded and fielded, in trellis porch.</p>
SCHOOL LANE (east side)	
	<p>The Brewhouse House. Late C15, altered C17, C18 and C20. Part timber frame with brick infill, part brick. Old tile gabled roof. Double-depth plan, the framed part of 3 bays; gabled crosswing on north-east. 2 storeys. 2 ridge chimneys. South front: irregular fenestration of C20, 3-light leaded casements. Half-glazed garden door in centre, cant bay to right of this with sash windows and glazing bars; flat roof. Gable on right hand has similar leaded casements, 3-light on first floor and 4-light on ground floor, both with cambered arches.</p>
THE MOOR (south side)	
	<p>Wiggs Cottage (formerly listed as Wiggs Cottage, High Street, 25.3.55 south side) Small house. Late C18. Brick, old tile hipped roof. Rectangular plan. 2 storeys. One chimney on ridge, one on right hand gable, both with cornices and clay pots. Dentilled and offset eaves. 3 bay front. Sash windows with glazing bars.</p>

	<p>4-panel door, top glazed, under C20 gabled porch on carved brackets to left of right hand end bay.</p>
	<p>Moor End (formerly listed as Moor End, High Street (south 25.3.55 side) Cottage, now house. Mid-C16, extended C19, altered C20. Timber frame, brick infill, old tile gabled roof, small gabled dormer on rear. Rectangular plan of 2 framed bays, extensions on south west and north west. 2 storeys and attic. 2 flanking chimneys with offset heads and clay pots. North west front: lower extension on right hand with hipped roof. C20 irregular leaded casements. Square projecting window on first floor on right with leaded lights and small hipped tile roof. C20 enclosed entrance porch in lean-to extension on left with planked door; similar arrangement on right, but left-hand door from old timbers. Interior: timber frame exposed with fine heavy beams and joists . with wide chamfers. Old wide floor-boards on first floor.</p>
<p>THE POUND (north side) Cookham Rise End</p>	
	<p>Old Farmhouse Farmhouse, now house. Late C16, altered late C17 and C20. Part painted brick, part timber frame with painted brick infill. Old tile gabled roof. L-plan, probably 2 x 1 framed bays originally jettied on south gable with extensions. 2 storeys. One ridge chimney, one on left gable facing road. Scattered C20 casement windows with leaded lights. Plain entrance door on left hand in extension. Interior: some timber frame exposed.</p>

	<p>Haydens Cottage 2 cottages, now one house. Early C18, altered C20. Brick with vitreous headers, old tile hipped roof. 2 storeys. 2 ridge chimneys. Dentilled and offset eaves course. Road front: C20, 3-light leaded casements, 5 on first floor, centre one blank with old insurance plaque. Similar casement on ground floor but with segmental brick heads. C20 enclosed porch. Old entrance door on right-hand end.</p>
	<p>Old Oak Cottage Cottage. Late C16, refaced C18, altered C20. Part timber frame with painted brick infill, part brick. Old tile gabled roof. Rectangular plan with C20 extensions at rear and on right hand. 2 storeys. Large centre ridge chimney with pots. Road front: symmetrical. 2 bays. 3-light leaded casements on first floor with shutters, similar on ground floor but without shutters. One single-light window at each end on ground floor 3 later buttresses. C20 entrance door in gabled porch on west gable.</p>
	<p>Old Timbers Cottage and byre, now small house C17, extended and altered C18 and C20. Part timber frame encased in painted brick, part painted brick. Gabled old tile roof. irregular plan. 2 gables to road. 2 storeys. Tall chimney on rear roof slope with clay pots, and centre chimney. Irregular C19 and C20 casement windows, some with leaded lights. Plain entrance door on south west front.</p>



	<p>Granary at Old Farmhouse Granary, now domestic store. Late C16 or early C17. Timber frame, painted brick infill, gabled shingle roof. Rectangular plan on 9 staddle stones, infilled with C20 stone- work. Planked stable door on north, approached by a flight of wooden steps.</p>
<p>POUNDFIELD LANE (east side) Cookham Rise End</p>	
	<p>Englefield House (formerly listed as 11.4.72 Englefield House, Cookham Rise End) (rear of the Pound) House. Late C18, altered and extended C20. Brick, hipped slate roof. Main part square plan, extensions on north. 2 storeys. Parapet with stone coping. South front: symmetrical 3-bay front. Sash windows with glazing bars. Central C20 6-panel entrance door, semicircular fanlight with tracery, moulded wooden doorcase. Semicircular porch with ornate ironwork.</p>
<p>TERRY'S LANE (west side) Cookham Rise End</p>	
	<p>Pound Cottage Small house. Early C18, altered C20. Brick with vitreous headers, tile gabled roof. Rectangular plan, small gabled extension at rear. 2 storeys. Chimney with clay pots on rear roof slope. Queen post roof truss framing visible on gable ends. Dentilled and offset eaves. Road front: C20 3-light leaded casement windows, those on ground floor with segmental brick arches. 6-panelled entrance door on left, top panels glazed, under C20 gabled porch on oak posts and low brick walls.</p>

Appendix D: Significant non-listed buildings

High Street	
	<p>Castle Cottage, Clomburr Cottage, The Boutique and Shelleys Group of four cottages, probably 17th-century, evidence of timber-framing, casement windows.</p>
	<p>South Leigh, Willans, Audley Cottage and Anvil View Group of four cottages, probably late 18th- or early 19th-century, brick, sash windows, original in Willans, original canopy over Audley Cottage front door.</p>
	<p>Stanley Spencer Gallery Former Methodist Chapel (1846), opened as art gallery in 1962.</p>
	<p>Fernlea (on the right) and Balingho Three-storey villas built by Sir Stanley Spencer's grandfather; original front doors moved, prominent ridge tiles and slate roofs.</p>


	<p>Moor Cottage 1830 3-bay house enlarged and modified in arts and crafts style at turn of 20th century.</p>
<p>School Lane</p>	
	<p>Malt Cottage, Lanterns, Malthouse Cottage and The Malt Barn. Buildings formerly associated with The Brewery.</p>
	<p>1-4 School Lane Cottages Mid 19th -century cottages</p>
	<p>Grasmere and Moorlands 2-storey semi-detached villas with barley-sugar columns supporting bay cornices, metal railings on sills, ornate brackets supporting roof.</p>

 A photograph of a large, two-story brick building with a prominent chimney and a small tower with a cross on top. The building is surrounded by a low brick wall and a wooden fence in the foreground.	<p>National School 1858 with later additions.</p>
 A photograph of a brick house with a distinctive chimney stack, partially obscured by lush green foliage and purple flowers in the foreground.	<p>Studio House 1936 by G Alan Fortescue in modernist style with distinctive chimney stacks; replacement windows.</p>
 A photograph of a stone war memorial in the shape of a cross, situated in a paved area with parked cars and trees in the background.	<p>War Memorial 1919, designed by G P G Hills.</p>
<p>Odney Lane</p>	
 A photograph of a large, two-story brick house with a gabled roof and a prominent chimney, set on a green lawn with a path leading to the entrance.	<p>The Grove 1920's arts and crafts influenced riverside house, brick built with tile hanging and pargetting details.</p>

	<p>The Grove coach-house Late 18th- or early 19th-century, brick-built coach house with associated stabling for The Grove.</p>
<p>Sutton Road</p>	
	<p>Old Ship Late medieval origins, although evolution difficult to decipher.</p>
	<p>Old Cottage Early 19th-century cottage.</p>
	<p>Black Butts Cottages Dating to 1934-35, these terraced, in some instances semi-detached houses were designed by Vernon Kislingbury, a local resident architect, who owned the land. The 'estate' was intended for working class people at a reasonable weekly rent. Brick built with metal-framed windows - there is one survival in the southernmost group of four on Sutton Road – clay tile roofs and distinctive, mostly unaltered, canopies over the front doors. Most of the original front doors have been replaced. Some houses have been extended on the rear or side. All houses have front gardens, with picket fences and/or</p>


	<p>hedges, and rear gardens, enhancing their rural character.</p>
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Church Gate

	<p>3 Church Gate High Victorian rendered house, with striking porch and front door.</p>
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Cookham Moor

	<p>Moor Hall Originally 1805 but much altered in arts and crafts style in 1895; tile-hung, timber-framing, fine brickwork, impressive oriel window with stained glass.</p>
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	<p>Fleet Bridge 1929 brick-built cutwater bridge.</p>
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The Pound

	<p>White Oak pub Probably early 19th-century, perhaps originally two three-bay houses.</p>
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	<p>Regency Cottage and outbuildings Modest early 19th-century “gothick” cottage, much enlarged in the 19th century; resulting house split into two again. Adjacent to original “cottage” is a row of brick-built outbuildings.</p>
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Terrys Lane	
	<p>Old Fire Station 1910 roughcast first floor above surviving doors; shingled roof</p>
	<p>Rowborough Late 19th-century house characteristic of early arts and crafts as espoused by Norman Shaw.</p>

Lower Road	
	<p>Nursery School Designed in 1949 by Cecil George Stillman for the Nursery Schools Association. A noted schools architect in Sussex (interwar period) and Middlesex (post World War II), Stillman conceived the building as a minimum cost prototype, using a steel frame, cantilevered roof and large paned windows positioned so that small children could see out into the external learning/play areas, which at Cookham are an integral part of the school's ambience.</p>

Appendix E: Selection of key paintings relevant to the Conservation Area

The authors acknowledge the valuable contribution of the Stanley Spencer Gallery to the Village Design Statement from which this select list has been drawn. The paintings listed are those by Spencer possessing identifiable or known links with views, facades or other building details within the Cookham Village Conservation Area.

Village Core Character Area

Title	Location depicted
Mending Cows, Cookham (1915)	Buildings now free of cowls converted into the house at the end of the Malt Cottages and Gantry House.
A Village in Heaven (1937)	By war memorial looking towards School Lane, including flint wall.
High Street, Cookham (1929) / High Street from the Moor, Cookham (c1937)	View eastwards from Moor to High Street with large area of crossroads in foreground.
Unveiling Cookham War Memorial (1922)	By war memorial with view north-westwards towards Winter Hill.
The Village Lovers (1937)	Base of War Memorial viewed from above.
Villas at Cookham (1932)	Decorative metalwork detail on School Lane property including bay window and front garden.
The Betrayal (1914)	Buildings behind Fernlea, now the Malt Cottages and Tannery House.
The Betrayal (1922-3)	Flint and brick wall, School Lane.
The Brewhouse, Cookham (1957)	Front elevation of The Brew House in School Lane.
The Last Supper (1920)	Inside The Malt House in School Lane. In the background, the red wall of a grain bin.
The Tarrystone (1929)	Former location at east end of High Street looking westwards along High Street from junction with Sutton Road.
Neighbours (1936)	Fernlea, birthplace of Stanley Spencer and his home for many years, showing privet hedge and garden fence at back of house.
Christ carrying the Cross (1920)	View of Fernlea upper front elevation.

Christ's Entry into Jerusalem (1921)	View of Fernlea and, next door, an ivy covered cottage, The Nest, home of Stanley Spencer's grandmother.
Month of April: Clipping Privet Hedge (Chatto and Windus Almanack 1927)	Fernlea lower front elevation, showing front door, bay window., and low wall topped with privet hedge.
The Dustmen or The Lovers (1934)	Front garden of cottage in High Street.
Crossing the road (1936)	Buildings on north side of High Street, from Vine Cottage to Bel and the Dragon.
St. Francis and the Birds (1935)	High Street cottage showing tiled roof.
The Farm Gate (1950)	Gateway of Ovey's Farm, High Street.
From the Artist's Studio (1938)	View south west to pitched, tiled roofs behind southern side of High Street.
The Jubilee Tree (1936)	Southwards view from near The Crown public house including War Memorial and School Lane.
Adoration of Old Men (1937)	North-western end of School Lane, showing brick, flint and metallic walling.

Riverside Character Area

Title	Location depicted
Girls Returning from a Bathe (1936)	Distinctive circular window of the Odney Club (Lullebrook Manor), Odney Lane.
The Bridge (1920)	Stylised stone version of Cookham bridge with decorative quatrefoil detail from existing iron bridge.
View from Cookham Bridge: Turk's Boatyard (1936)	View upstream showing Turk's boatyard, church tower and nearby property with river bank in foreground and Winter Hill in background.
Turk's Boatyard, Cookham (1931)	Skiffs pulled up in yard with Thames and toll house in background.
Swan Upping at Cookham (1915-1919)	By Turk's boatyard facing downstream, shows Cookham Bridge with quatrefoil details.
Detail of 'Christ Preaching at Cookham Regatta (1959)	Boats in river by The Ferry Public House.

Upper Reach, Cookham (1936)	View upstream, under bridge, from The Ferry public house towards Riversdale.
Dinner on the Hotel Lawn (1956- 7)	Riverside lawn of The Ferry Public House.
Ferry Hotel Lawn (1936)	View downstream from the lawn of The Ferry Public House towards Sashes Island.
By the River (1935)	Bellrope Meadow, towards Holy Trinity Church.
Bellrope Meadow (1936)	Looking south-east including Holy Trinity Church.
Boat Builder's Yard (1936)	View to river, fish tank in foreground.
Cookham Churchyard, Whitsun (1953)	Gateway view to Holy Trinity Church.
The Churchyard, Cookham (1958)	Side view of Holy Trinity Church.
The Angel, Cookham Churchyard (1934)	View of The Angel statue in Holy Trinity churchyard, with church tower in background.
The Resurrection, Cookham (1923-7)	Holy Trinity churchyard, showing stylised church windows and existing path to river.
Bathing in Odney Pool, Cookham (1921)	Bridge over the weir and the view towards the wooded escarpment of Cliveden.
Separating Fighting Swans (1933)	Where Lulle Brook meets the main stream of the Thames, the sloping beach of the former 'My Lady Ferry'.

Rural Green Spaces Character Area

Title	Location depicted
High Street, Cookham (1929) / High Street from the Moor, Cookham (c1937)	View eastwards from Moor to High Street with large area of crossroads in foreground. Similar image dated 1937 is believed to be of the 1929 painting, erroneously dated.
Love on the Moor (1949-54)	The Moor, looking south to Moor Hall wall.
Miss Ashwanden in Cookham (1958)	View from close to War Memorial towards corner of School Lane and Moor Hall.

Moor Posts, Cookham (1936)	Across the east end of the Moor showing houses close to the School Lane corner.
Cookham Moor (1937)	From the Causeway Bridge looking east towards the built edge of Cookham village, with Cliveden woods in distance
Pound Field, Cookham (1935)	.View southwards from upper Poundfield Lane towards buildings of The Pound including former cedar tree.
Wisteria at Englefield (1954)	Front porch of Englefield.
Englefield House (1951)	.South-east corner of house and cedar tree.
Cookham from Englefield (1948)	From the garden eastwards showing former cedar tree and houses in the distance.
Magnolias (1938)	.Includes views towards Terrys Lane.
Lilac and clematis at Englefield (1955)	Showing single storey element of house with paned windows.
Terry's Lane, Cookham (1932)	The Poundfield from Poundfield Lane.
The Scarecrow, Cookham (1934)	Painted in Rowborough gardens with view over Marsh Meadow to Berries Road.

The Pound Character Area

Title	Location depicted
Gardens in the Pound, Cookham (1936)	View showing north side gardens with metallic fencing looking south east to old walls, gates and buildings on south side.

Glossary

Cutwaters	Reinforcements around bridge piers to reduce erosion by flowing water, usually in the shape of the prow of a boat.
English bond	A means of laying bricks in a solid wall with alternating rows of headers (the short end of the brick) and stretchers (the long side of the brick).
Flemish bond	A means of laying bricks in a solid wall with alternating headers (the short end of the brick) and stretchers (the long side of the brick) in a single row. In the row above the header is laid directly over the stretcher Beneath.
Hall house	A type of medieval house which originally included an open hall – a room open to the roof.
Jetty	Projecting upper storey in a timber framed building
Yorkshire sash	A type of sliding sash window in which the sash slides sideways rather than the usual vertical sliding sash window.

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Victoria County History Berkshire 1923 (1973 reprint) Volume 3

Report Title:	2022/23 Month 4 Budget Monitoring Report
Contains Confidential or Exempt Information	No - Part I
Cabinet Member:	Councillor Hilton, Cabinet Member for Asset Management & Commercialisation, Finance, & Ascot
Meeting and Date:	Cabinet – 29 September 2022
Responsible Officer(s):	Andrew Vallance, Head of Finance and Deputy S151 Officer Adele Taylor, Executive Director of Resources and S151 Officer
Wards affected:	All

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REPORT SUMMARY

This report details the forecast outturn against budget for the 2022/23 financial year as at the end of July (Month 4). It includes the revenue and capital budgets along with the forecast financial reserve position at year end.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet:

- i) notes the forecast revenue outturn for the year is an overspend on services of £2.108m which reduces to £0.333m when taking into account unallocated contingency budgets (para 4.1);**
- ii) approves three budget virements (para 12); and**
- iii) notes the forecast capital outturn is expenditure of £58.787m against a budget of £60.066m (para 14).**

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

Options

Table 1: Options arising from this report

Option	Comments
To note the Council's outturn.	This is the recommended option.
To not note the Council's outturn.	This is not the recommended option.

3. KEY IMPLICATIONS

- 3.1 The Council faces considerable financial risks that can have a significant and immediate impact on its finances. However, reserves are currently close to the

minimum levels assessed as being required to protect the Council from these financial risks as well as potential service risks that it may also face.

- 3.2 The Medium-Term Financial Plan assumes that the Council will identify sustainable savings over the medium term and therefore remain above the minimum level of reserves identified by the S151 Officer (£6.7m).

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
General Fund Reserves	<£6.7m	£6.7m to £6.9m	£6,9m to £16.9m	> £16.9m	31 March 2022

4. 2022/23 MONTH 4 REVENUE FORECAST OUTTURN

- 4.1 The current forecast is an overspend on service budgets of £2.108m. After including unallocated contingency budgets, this reduces to an overspend of £0.333m. This is an adverse variance of £0.365m from that reported in month 2.
- 4.2 There is adverse movement of £0.303m in the reported outturn for the Place directorate. This movement is mainly due to reduced income and concession fees from Leisure Focus, and in particular the receipts being less than budgeted due to the decision to “opt to tax”. This arrangement means that VAT is included in receipts from Leisure Focus that relate to Braywick Leisure Centre. There is also reduced forecast parking income based on receipts to date though this is a volatile budget and is kept under close review. Receipts were higher during the Jubilee weekend but on average takings remain below budget.
- 4.3 It should also be noted that whilst there has not been significant movement on the overall forecast in Adults, Health and Housing, there is an overspend in Adult Social Care that is being mitigated by one-off monies. In total £2.150m of one-off earmarked reserves and Better Care Fund monies are being utilised to manage the overspend, as well as the allocation of £0.750m of contingency that was set aside for demographic pressures.
- 4.4 Children’s services is showing an adverse movement of £0.070m mainly due to continued pressures from use of agency staff.

Table 3: 2022/23 Revenue Budget Forecast Outturn

	Current Budget	Forecast Outturn	Forecast over / (under) spend	Change since month 2
	£000	£000	£000	£000
Adults, Health and Housing	40,641	41,017	376	45
Children's Services	26,950	27,366	416	70
Place	13,204	14,885	1,681	303
Resources	5,234	4,983	(251)	(4)
Governance, Law and Strategy	3,677	3,563	(114)	(49)
Chief Executive Department	279	279	0	0
Total service expenditure	89,985	92,093	2,108	365
Contingency	2,525	750	(1,775)	0
Other funding and non-service exp	(92,510)	(92,510)	0	0
Decrease in General Fund	0	333	333	365

General Fund		
Opening balance	(8,753)	(8,753)
Transfer out	0	333
Closing balance	(8,753)	(8,420)

5. ADULTS, HEALTH & HOUSING

- 5.1 The Adults, Health & Housing directorate is forecasting an overspend of £0.376m, an adverse variance from month 2 of £0.045m. It should be noted that this is assuming £0.750m of the contingency is allocated to offset demographic pressures, and significant use of one-off earmarked reserves. This forecast overspend is largely due to pressures arising from increased older people residential care placements earlier in the year.

Table 4: Adults, Health & Housing Forecast Outturn

	Budget	Forecast outturn	Forecast over / (under) spend	Change since month 2
	£000	£000	£000	£000
Director & Support	2,398	2,228	(170)	(170)
Housing	2,742	2,816	74	(7)
Adult Social Care	35,512	36,949	687	437
Public Health – spend	5,058	5,058	0	0
Grants and BCF income	(5,069)	(5,284)	(215)	(215)
Total	44,641	41,774	376	45

Director & Support

- 5.2 There has been a £0.170m favourable movement within Director & Support due to release of earmarked reserves to the General Fund. This relates to the safeguarding reserve which has accumulated over several years but which upon review it has been determined can be released.
- 5.3 Expenditure on the Homes for Ukraine scheme is managed as part of the Director and Support budget. The Council is providing support to approximately 250 refugees through the Homes for Ukraine scheme. This includes making initial payments on arrival to refugees, and regular payments to the host. The Council receives grant funding of £10,500 per refugee to cover costs, such as administrative costs additional burdens on social care teams. There is separate grant to cover the £350 monthly payments to the host.
- 5.4 The current position on this grant is that the Council have received £1.876m in respect of guests arriving in Q1 of which £1.100m has been committed and is reflected in forecasts within this report. Some of the balance is likely to be needed to cover new pressures on Temporary Accommodation. The Council is expecting additional grant income for new guests arriving in the Autumn.

Adult Social Care

- 5.5 Adults Social Care services are forecasting an outturn overspend of £0.687m, an adverse variance of £0.437m from month 2. This is primarily due to a high-volume of residential placements for older people and mental health clients. The residential pressure reflects continuing costs from an extended period of high demand via NHS sources that previously would have been funded by the hospital discharge fund. This is being partly mitigated by an underspend on Learning Disability clients. It should be noted that this position reflects the use of £2.150m of one-off earmarked Adult Social Care reserves and Better Care Fund monies.
- 5.6 The contingency includes £0.750m for adult demographic pressures which has been assumed as being used to reduce the additional pressure. Further detail on Adult Social Care budget forecasts is provided below.

Table 5: Adults Social Care Forecast Outturn

	Budget	Forecast outturn	Forecast over / (under) spend	Change
	£000	£000	£000	£000
Older people & physical dis.	21,394	22,711	1,317	317
Learning disability	15,717	15,287	(430)	(130)
Mental health	2,949	3,499	550	250
Other Adult Social Care	3,166	3,166	0	0
Better Care Fund income	(7,714)	(7,714)	0	0
Less: use of contingency	0	0	(750)	0
Total	35,512	36,949	687	437

5.7 The pressure on older people in residential placements is significantly higher than in previous years pre-covid due to the high numbers placed, rather than returning home with support during the pandemic. Officers have developed an action plan jointly with Optalis which is managing decisions to provide residential care, with a focus on care at home as this will be key to reducing placements in the medium term. Actions include working with care providers to increase capacity, providing support to the officers commissioning services, and review of internal processes such as the 6-weekly review. However, it should be noted that this demand led budget remains a significant risk to the final outturn as few residents return home from residential or nursing care once admitted.

5.8 Appendix G details Adult Social Care client numbers and demonstrates why there is a pressure on the older people budget. The number of older people in receipt of care packages is currently 143 higher than assumed when setting the budget.

Housing

5.9 Housing services are forecasting an outturn overspend of £0.074m, primarily due to a reduction of income on Hackney carriage license renewals of £0.130m. Street performing licenses renewals are also forecast to overspend by £0.010m. There is underspend due to recruitment delays of £0.063m, and a one-off expenditure for site clearance of £0.019m and an underspend on equipment, supplies & services £0.23m.

5.10 Temporary accommodation is forecast to overspend on current numbers by £0.093m which is to be funded from homelessness prevention grant, however this is a volatile area and cost of living pressures may impact numbers going forward. Last year numbers did increase during the year before dropping to the current level.

Public Health

5.11 At the start of this financial year there was £0.588m in the Public Health reserve. In addition to spending this year's grant, Public Health are forecasting to utilise £0.193m of this reserve on identified priorities.

Grants and BCF income

- 5.12 Grant of £0.215m has been released into the general fund. This is Covid test and trace grant which will not have to be repaid.

6. CHILDREN'S SERVICES

Non-Dedicated Schools Grant

- 6.1 Non-school Children's Services show an overspend of £0.416m. This is driven by the impact of the National Transfer Scheme for unaccompanied asylum-seeking children and high legal costs, due to complex cases. Delays in recruitment and additional grants have contributed to manage the overspend.

Table 6: Children's (non-Dedicated Schools Grant) Forecast Outturn

	Budget	Forecast outturn	Forecast over / (under) spend	Change
	£000	£000	£000	£000
AfC: Social Care and Early Help	19,883	20,699	816	199
AfC: Mgt & Business Services	3,610	3,522	(88)	14
AfC: Education	1,102	1,077	(25)	(107)
AfC: Public Health	1,597	1,597	0	0
AfC: Special Educational Needs	3,471	3,417	(54)	(12)
Retained Children's Services	(2,714)	(2,947)	(233)	(24)
Total	26,950	27,366	416	70

- 6.2 The net position on AfC services is an overspend of £0.649m.
- 6.3 The primary reason for this is due to the continued pressure on the Legal Services contract due to high volumes, increased complexity and duration of the legal process £0.241m. There is a forecast overspend of £0.169m due to the net impact of the National Transfer Scheme for an additional 15 unaccompanied asylum-seeking children, taking the Borough up to the 0.07% quota as initially directed by the Home Office. This pressure is likely to increase as the quota has been increased to 0.1%.
- 6.4 Additionally, within AfC, there have been increased staff costs of £0.260m due to the continued challenges in recruiting to permanent positions resulting in the reliance on interims to fill child focused posts to meet the increased demand in early help. Furthermore, Home to School Transport has seen an increased volume and complexity of the current and planned cohort of pupils £0.090m for the academic year 2022/23.
- 6.5 These costs in AfC have been partly offset by underspends relating to the review of direct payment support packages of £0.117m.

- 6.6 The underspend on Retained Children’s Services of £0.233m is primarily due to additional grants of £0.186m partly matched by increased costs within the AfC Contract and reduced central education support costs £0.047m.

Dedicated Schools Grant

- 6.7 The Dedicated Schools budget forecast overspend is £0.420m. This overspend is transferred to a dedicated reserve so does not impact on the general fund. However, it should be noted that the accumulated projected deficit as at 31 March 2023 now stands at £2.467m.

Table 7: Dedicated Schools Grant Forecast Outturn

	Budget	Forecast outturn	Forecast over / (under) spend	Change
	£000	£000	£000	£000
AfC – DSG	12,987	13,748	761	0
Retained – DSG	58,897	58,556	(341)	0
Transfer (to) / from DSG reserve	(71,884)	(72,304)	420	0
Total	0	0	0	0

Dedicated Schools Reserve	£000
Opening Deficit	2,047
Forecast 2022/23 deficit	0.420
Closing Deficit	2.467

- 6.8 The Schools Block underspend £0.450m relates to the release of uncommitted pupil growth fund as no new school places have been required this year.
- 6.9 The Central School Services Block underspend £0.100m relates to reduced management overheads and non-independent special school places.
- 6.10 The Early Years Block underspend £0.080m reflects historic funding levels compared to planned levels of provision.
- 6.11 The High Needs Block overspend of £1.050m is primarily due to provision of Independent Special or Non-Maintained Schools and other associated direct support.
- 6.12 The Dedicated Schools Grant conditions require that any authority with an overall deficit on its Dedicated Schools Grant account at the end of the financial year prepare a Deficit Management Plan, including a recovery period of three to five years. It will be challenging to clear the cumulative deficit with increased costs and rising demand for complex service provision, and the SEND reforms (2014) that increased support to include individuals up to 25 years of age. The Deficit Management Plan was reported to the Schools Forum in May 2022.

- 6.13 In conjunction with the Deficit Management Plan, AfC is participating with the DfE Delivering Better Value (DBV) in SEND support programme. The programme will provide dedicated support and funding to help local authorities with substantial deficit issues to reform their high needs systems. In addition, the aim of the programme is to establish a more sustainable structure so authorities are better placed to respond to the forthcoming SEND Review reforms. The DBV programme is expected to commence in the summer of 2022 and operate for 30/36 months.
- 6.14 The Department for Levelling Up, Housing and Communities is currently consulting on whether the statutory override, which allows the Dedicated Schools Grant deficit to be kept separate from the General Fund, should be extended past 31 March 2023. The Council has responded to this consultation that the removal of the override would have a significant and detrimental impact on the Council's finances.

7. PLACE

- 7.1 The Place directorate forecast outturn is an overspend of £1.681m an adverse variance of £0.303m from month 2. This movement is mainly due to parking income and concession fees from Leisure Focus. It should also be noted that there is a significant risk in leisure services from the increasing cost of utility bills, though further work is to be done on potential mitigations before that is included in the forecast.
- 7.2 Although the 2022/23 budget includes £0.500m of support for reduced parking charges as a result of the pandemic, the overall outturn is in the context of the removal of £4.016m of one-off Covid budgets across the directorate.

Table 8: Place Forecast Outturn

	Budget	Forecast Outturn	Forecast over / (under) spend	Change
	£000	£000	£000	£000
Executive Director of Place	237	237	0	0
Neighbourhood Services	8,701	9,887	1,186	138
Planning	1,341	1,653	312	0
Communities	(975)	(804)	171	171
Infrastructure, Sust. & Transport	3,900	3,912	12	(6)
Total	13,204	14,885	1,681	303

- 7.3 Neighbourhood Services is forecasting an overspend of £1.186m, an adverse variance of £0.138m from month 2. The movement is primarily due to the updated parking forecast. Income from pay and display car parks is averaging at 92% of the profiled budget. A similar level of has been assumed for the remainder of the year but this will be kept under review as it is a volatile budget. Appendix G gives further information on parking income performance.

- 7.4 Communities is reporting an overspend of £0.171m. This is due to the VAT arrangements and the decision to “opt to tax”, meaning the lease income receipts include VAT when relating to Braywick Leisure Centre. As such the actual receipts are less than budgeted in the current year to the value of this VAT that must go to HMRC. There is also a potentially significant risk not yet recognised in the forecast in respect of utility fees. Leisure Focus Trust have advised the Council that their utility costs will be significantly more by the end of the year than their business plan allowed for when they were appointed June 2020. Discussions are ongoing in respect of what further actions can be taken to mitigate the pressure, in addition to what has already been actioned, but our best estimate at this stage is that the Council’s exposure could be an additional £0.350m.

8. RESOURCES

- 8.1 The Resources directorate forecast outturn is an underspend of £0.251m, a favourable movement of £0.004m from the prior month. There have been no significant movements this month.

Table 9: Resources Forecast Outturn

	Budget	Forecast Outturn	Forecast over / (under) spend	Change
	£000	£000	£000	£000
Executive Director of Resources	218	218	0	0
Libraries & Residents Services	2,355	2,273	(82)	(30)
Revenues and Benefits	1,561	1,310	(251)	(29)
Housing Benefit	(320)	(200)	120	21
HR, Corporate Projects, and IT	2,768	2,748	(20)	0
Corporate Management	(42)	(42)	0	0
Finance	1,531	1,542	11	11
Property	(2,837)	(2,866)	(29)	23
Total Resources	5,234	4,983	(251)	(4)

9. GOVERNANCE, LAW & STRATEGY

- 9.1 The Governance, Law & Strategy directorate forecast outturn is an underspend of £0.114m, a favourable movement of £0.049m from month 2. This is made up of number of smaller items, the most significant being an increase in income projection for the Guildhall of £0.035m.

Table 10: Governance, Law & Strategy Forecast Outturn

	Budget	Forecast outturn	Forecast over / (under) spend	Change
	£000	£000	£000	£000
Deputy Director	112	112	0	0
Communications & Marketing	341	305	(36)	(35)
Governance	2,064	2,007	(57)	(4)
Law	636	611	(25)	(10)
Performance Team	380	326	(54)	0
Policy Comms & Engagement	144	202	58	0
Total	3,677	3,563	(114)	(49)

10. SUNDRY DEBT

- 10.1 The current level of outstanding sundry debt is £11.493m. Note that Table 11 has been amended from previous months to capture debt on subsidiary systems and to exclude debt which is not yet due.

Table 11: Aged Debt

	> 1 month	> 2 months	> 6 months	> 1 year	Debt 31 July 2022	Increase (decrease) in debt provision
	£000	£000	£000	£000	£000	£000
AH&H: Adult Social Care	831	943	697	1,936	4,407	212
AH&H: Housing	5	307	246	1,035	1,593	328
Children's Services	64	541	0	66	671	1
GL&S	4	3	3	2	12	2
Place	114	93	46	167	420	22
Resources: Commercial property	175	115	167	285	742	59
Resources: Other	11	7	0	72	90	4
Total Agresso Debt	1,204	2,009	1,159	3,563	7,935	628

Debt on subsidiary systems:

Housing Benefit Overpayments	3,414	(39)
Housing Rents	144	36
Total debt	11,493	625

11. RESERVES

11.1 Appendix H details the movements in reserves based on current forecasts.

12. BUDGET VIREMENTS

12.1 Budget virements more than £0.100m should be approved by Cabinet. The following virements are proposed and have been reflected in this report.

Table 12: Budget virements for Cabinet approval

Reference	Budget Line	Debit £000	Credit £000
1	Resources: Revenues & Benefits	411	
1	Resources: Housing Benefits		(411)
2	GL&S: Communications & Marketing	176	
2	AHH: Director & Support		(176)
3	AHH: Director & Support	107	
3	Funding: Taxation and non-specific grant income		(107)
	Total	694	(694)

- 12.2 Virement 1 represents a rebalancing of the budget in Revenues & Benefits to better reflect actual expenditure and government grants. There is no net effect on service expenditure.
- 12.3 Virement 2 reflects the transfer of budget of the Berkshire Records Office (a Berkshire-wide joint arrangement) from the Adults, Health and Housing Directorate to Governance, Law and Strategy.
- 12.4 Virement 3 reflects additional government grant received to help local authorities prepare for the implementation of the Adult Social Care reforms in October 2023. This is the first tranche with a second payment expected later in the year.

13. BORROWING

- 13.1 Throughout the year the Council's borrowing levels are updated based on cash-flow and spending on the capital programme. Currently, the Council is borrowing temporarily pending anticipated capital receipts in future years, with short-term interest rates remaining low by historic standards. £20.000m of long-term PWLB borrowing was taken out in July to help reduce the Council's exposure to future interest rate rises.
- 13.2 Table 13 details current borrowing offset against investment balances.

Table 13: Net borrowing

	Opening balance £000	Current balance £000	Year-end forecast £000
Long term	71,265	91,265	90,265
Short term – Local Authority	119,000	104,000	97,000
Short term – LEP / Trusts	15,598	16,727	10,000
Investments	(41,609)	(61,004)	(33,410)
Total	164,254	150,988	163,855

14. CAPITAL

- 14.1 Capital expenditure is currently projected at £58.717m. Appendix E details the capital budget movements and Appendix F provides more detail on variances.
- 14.2 This month additional budget of £2.708m has been added to the capital programme for Windsor Girls school expansion works. The budget, that was approved in July 2021, will be utilised to build a new sixth form block, an all-weather pitch, new netball courts and increased staff car parking.
- 14.3 Property services report that their schemes are in progress and forecasting has not changed significantly since last month for most projects. The Vicus Way car park build is scheduled to complete by October 2022. Further detail on the progress of the St Clouds Way Scheme (Part II) can be found in the report to Cabinet dated 25 August 2022.
- 14.4 Current year variances of £0.367m have been identified where 2021/22 schemes are complete and slippage is no longer required in 2022/23, allowing external funding to be utilised on alternative schemes in future.

Table 14: Capital programme outturn

	Gross budget £000	Slippage £000	Current year variances £000	Gross outturn £000
Chief Executive department	0	0	0	0
Governance, Law and Strategy	289	0	0	289
Children's Services	10,495	0	0	10,495
Adults, Health and Housing	2,691	0	0	2,691
Resources	22,297	(416)	(34)	21,847
Place	24,294	(496)	(333)	23,465
Total	60,066	(912)	(367)	58,787

- 14.5 The £58.787m of 2022/23 projected capital expenditure will be funded by the income streams as set out below. At present, after use of capital fund reserves

of £0.400m the cost of short-term borrowing at a short-term borrowing rate of 0.50% is estimated to cost £0.165m for current year projected expenditure.

Table 15: Capital programme financing

Source of funding	£000
Government grants	(14,626)
Developers' contributions (s106 & CIL)	(10,513)
Other contributions	(275)
Corporate funding	(33,373)
Total	(58,787)

Table 16: Capital programme status

Number of schemes in programme	
Yet to start	13%
In progress	69%
Completed	9%
Ongoing programmes e.g., Disabled Facilities Grant	9%

15. LEGAL IMPLICATIONS

- 15.1 In producing and reviewing this report the Council is meeting its legal obligations to monitor its financial position.

16. RISK MANAGEMENT

- 16.1 Projected variances require mitigation to reduce them during the financial year.

17. POTENTIAL IMPACTS

- 17.1 Equalities. See EQIA at Appendix J.
- 17.2 Climate change/sustainability. There are no direct impacts.
- 17.3 Data Protection/GDPR. There are no direct impacts.

18. CONSULTATION

- 18.1 None.

19. TIMETABLE FOR IMPLEMENTATION

Implementation date if not called in: 'Immediately'.

20. APPENDICES

20.1 This report is supported by nine appendices:

Appendix A Revenue monitoring statement
 Appendix B Savings tracker
 Appendix C Growth tracker
 Appendix D Capital budget summary
 Appendix E Capital programme budget movements
 Appendix F Capital monitoring report
 Appendix G Key financial information
 Appendix H Children's variance analysis
 Appendix I Usable reserves
 Appendix J EQIA

21. BACKGROUND DOCUMENTS

21.1 This report is supported by one background document, the budget report to [Council February 2022](#).

22. CONSULTATION

Name of consultee	Post held	Date sent	Date returned
<i>Mandatory: Statutory Officers (or deputies)</i>			
Adele Taylor	Executive Director of Resources/S151 Officer	24/08/22	
Emma Duncan	Director of Law, Strategy & Public Health/ Monitoring Officer	24/08/22	12/09/22
<i>Deputies:</i>			
Andrew Vallance	Head of Finance (Deputy S151 Officer)	24/08/22	09/09/22
Elaine Browne	Head of Law (Deputy Monitoring Officer)	24/08/22	
Karen Shepherd	Head of Governance (Deputy Monitoring Officer)	24/08/22	25/08/22
<i>Mandatory:</i>			
Ellen McManus	Equalities & Engagement Officer	24/08/22	
<i>Other consultees:</i>			
<i>Directors (where relevant)</i>			
Duncan Sharkey	Chief Executive	24/08/22	
Andrew Durrant	Executive Director of Place	24/08/22	25/08/22
Kevin McDaniel	Executive Director of People Services	24/08/22	25/08/22

Confirmation relevant Cabinet Member(s) consulted	Cabinet Member for Asset Management & Commercialisation, Finance, & Ascot	Yes
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REPORT HISTORY

Decision type:	Urgency item?	To follow item?
Non-key decision	No	No

Report Author: Julian McGowan, Senior Finance Business Partner
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Original budget	Service	Current budget	Forecast	Forecast	Previously	Change from
£000		£000	£000	£000	reported	previously
					variance	reported
					£000	variance
						£000
	Chief Executive Department					
279	Chief Executive	279	279	0	0	0
279	TOTAL CHIEF EXECUTIVE DEPARTMENT	279	279	0	0	0
	Governance, Law & Strategy					
112	Deputy Director of Governance, Law & Strategy	112	112	0	0	0
207	Communications & Marketing	341	305	(36)	(1)	(35)
2,057	Governance	2,064	2,007	(57)	(53)	(4)
636	Law	636	611	(25)	(15)	(10)
380	Performance Team	380	326	(54)	(54)	0
93	Policy Communication & Engagement	144	202	58	58	0
3,485	TOTAL GOVERNANCE, LAW & STRATEGY	3,677	3,563	(114)	(65)	(49)
	Children's Services					
(79)	Director of Children's Services	(79)	(114)	(35)	(35)	0
42,863	Achieving for Children Contract	42,650	44,060	1,410	2,096	(686)
57,365	Children's Services - Retained	56,262	55,723	(539)	(1,295)	756
(73,004)	Dedicated Schools Grant - Income	(71,883)	(72,303)	(420)	(420)	0
27,145	TOTAL CHILDREN'S SERVICES	26,950	27,366	416	346	70
	Adults, Health and Housing					
2,491	Director, Support Teams & Provider support	2,398	2,228	(170)	0	(170)
2,742	Housing	2,742	2,816	74	81	(7)
35,489	Adult Social Care	35,512	36,949	1,437	1,000	437
12,090	Better Care Fund - Spend	15,020	15,020	0	0	0
5,058	Public Health - Spend	5,058	5,058	0	0	0
(17,159)	Grant & BCF Income	(20,089)	(20,304)	(215)	0	(215)
0	Use of contingency	0	(750)	(750)	(750)	0
40,711	TOTAL ADULTS, HEALTH AND HOUSING	40,641	41,017	376	331	45
	Resources					
218	Executive Director of Resources	218	218	0	0	0
2,355	Library & Resident Services	2,355	2,273	(82)	(52)	(30)
1,150	Revenues & Benefits	1,561	1,310	(251)	(222)	(29)
90	Housing Benefit	(320)	(200)	120	99	21
2,857	Human Resources, Corporate Projects & IT	2,768	2,748	(20)	(20)	0
(42)	Corporate Management	(42)	(42)	0	0	0
1,162	Finance	1,531	1,542	11	0	11
(2,914)	Property	(2,837)	(2,866)	(29)	(52)	23
4,876	TOTAL RESOURCES	5,234	4,983	(251)	(247)	(4)
	Place					
237	Executive Director of Place	237	237	0	0	0
8,724	Neighbourhood Services	8,701	9,887	1,186	1,048	138
1,235	Planning Service	1,341	1,653	312	312	0
(975)	Communities including Leisure	(975)	(804)	171	0	171
0	Health Partnerships, Community Resilience & Development	0	0	0	0	0
3,901	Infrastructure, Sustainability & Transport	3,900	3,912	12	18	(6)
13,122	TOTAL PLACE	13,204	14,885	1,681	1,378	303
89,618	TOTAL SERVICE EXPENDITURE	89,985	92,093	2,108	1,743	365
	Sources of funding and non-service expenditure					
2,562	Contingency and Corporate Budgets	2,525	750	(1,775)	(1,775)	0
1,931	Precepts and Levies	1,931	1,931	0	0	0
2,078	Financing and investment (income) and expenditure	2,078	2,078	0	0	0
(102,755)	Taxation and non-specific grant income	(102,862)	(102,862)	0	0	0
3,797	Minimum Revenue Provision	3,797	3,797	0	0	0
(1,542)	Use of earmarked reserves	(1,765)	(1,765)	0	0	0
4,311	Contribution to Pension Fund deficit	4,311	4,311	0	0	0
(89,618)	TOTAL FUNDING AND NON-SERVICE EXPENDITURE	(89,985)	(91,760)	(1,775)	(1,775)	0
0	INCREASE (DECREASE) IN GENERAL FUND	0	333	333	(32)	365

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Ref	Title	Category	Directorate	Service Area	Description	Budgeted Saving £000	Forecast saving	%	RAG	Comments
1	Review of packages and right sizing	Transformation	Adults, Health & Housing	Director of Adults, Health & Housing	Review of packages and right sizing -strengthening our reviewing function including for long term packages, to ensure consistent reviewing practice at the 6 week review where actual rather than anticipated needs are clear.	275	275	100%	GREEN	£150k achieved to date, further work on this will continue throughout the year.
2	Review of resourcing	Service Redesign/change	Adults, Health & Housing	Director of Adults, Health & Housing	Review of resourcing	250	200	80%	AMBER	Optimis Reviewing establishment, in light of harder recruitment conditions. Focus on permanent recruitment into roles which support care at home to reduce pressure on the care budgets. To avoid clients moving into Residential and Nursing settings. Which are much higher placement costs.
3	Transitions	Transformation	Adults, Health & Housing	Director of Adults, Health & Housing	Transitions - Earlier and smarter commissioning of services provided under the Care act rather than the Children's act should enable more resource effective services to be provided, in particularly support at home and towards independence.	200	200	100%	GREEN	Review the care packages that young people have prior to transition from children's services. The saving may come from children's services or adult social care. Transitions work in progress with a view to more targeted earlier involvement with families to achieve better outcomes and more appropriate placements.
4	Implement shared lives scheme	Transformation	Adults, Health & Housing	Director of Adults, Health & Housing	Expand current Shared Lives scheme - the scheme enables our customers with support needs to live in someone's home who supports them and is paid for the use of the house and the support provided. These arrangements are tailored, flexible and can be more resource effective than more formal placements in care settings.	50	0	0%	RED	Work has begun on this project, however we are not forecasting any savings to be achieved in the current year as there will be lead-in time before savings are realised.
5	Savings resulting from the cessation of contracts in People Commissioning - Alzheimer's Dementia Support	Contract Change	Adults, Health & Housing	Director of Adults, Health & Housing	The service currently provides funding to Alzheimer's Dementia Support on a three year contract. This contract expires on 31 March 2022.	45	45	100%	GREEN	
6	Savings resulting from the cessation of contracts in People Commissioning - Berkshire Vision	Contract Change	Adults, Health & Housing	Director of Adults, Health & Housing	The service currently provides funding to Berkshire Vision on a three year contract. This contract expires on 31 March 2022.	16	16	100%	GREEN	
7	Temporary Accommodation Management	Service Redesign/change	Adults, Health & Housing	Housing	The outsourced temporary accommodation management function is to be brought in-house to reduce costs by 10%	65	65	100%	GREEN	Annual Savings already realised as we are have reduced payment to Open4u for management of 22 units, activity moved in-house
8	Supported Accommodation Savings	Contract Change	Adults, Health & Housing	Housing	A 10% cost saving is being sought on supported accommodation schemes in the Borough	41	41	100%	GREEN	£3.5k Monthly savings achieved as now inhouse support is provide to Wellesley House tenants rather than provided by Look Ahead Ltd.
9	Subjective Savings	Service Redesign/change	All	All	Subjective Savings e.g. employee mileage, stationery.	350	350	100%	GREEN	
10	Corporate Subscriptions	Service Redesign/change	Chief Executive	Chief Executive	Reduction of corporate subscriptions budget in line with actual costs .	8	8	100%	GREEN	
11	Full year effect of home to school transport procurement	Contract Change	Childrens Services	Childrens Services	Following policy updates in 2021 and full contract retender process further efficiencies have been achieved.	165	75	45%	AMBER	Home To School Transport net pressure £90,000 reflecting current term and indicative future terms indicative provision for 2022/23.
12	Refocus of parenting work to edge of care	Transformation	Childrens Services	Childrens Services	Develop edge of care approach to work with families	114	114	100%	GREEN	
13	Health Contribution	Transformation	Childrens Services	Childrens Services	Review health contributions for continuing health care	101	101	100%	GREEN	
14	Traded services scope and cost	Income Generation	Childrens Services	Childrens Services	Increase in fees for services traded with schools, and other local authorities	67	67	100%	GREEN	
15	Multi Agency Safeguarding Hubs (MASH)	Transformation	Childrens Services	Childrens Services	Review MASH working and partnership arrangement including partner contributions	37	37	100%	GREEN	
16	Staff Transport Costs	Service Redesign/change	Childrens Services	Childrens Services	Reduction in mileage budget to reflect new hybrid way of working	30	30	100%	GREEN	
17	External Legal Costs	Service Redesign/change	Childrens Services	Childrens Services	Increased internal Legal triage to support consistent thresholds for seeking legal advice	25	0	0%	RED	Legal Services indicative overspend circa £300,000 reflects expected reduction in volumes and complexity of cases for 2022/23. Delivery of Savings Plan difficult to evidence in light of current projected overspend.
18	Printing	Service Redesign/change	Childrens Services	Childrens Services	Reflects increased use of digital information in Children's Services	20	20	100%	GREEN	
19	Cross-skill role development	Transformation	Childrens Services	Childrens Services	Increase resilience and flexibility of internal support teams including finance	18	18	100%	GREEN	
20	Therapy Provision	Transformation	Childrens Services	Childrens Services	Further transform the therapy provision for Children in care	10	0	0%	RED	Therapeutic provision currently limited internal capacity leading to continued reliance on external providers.
21	Printing	Service Redesign/change	Governance, Law & Strategy	Civic and Facilities	Reduction in printing requirements by officers	30	30	100%	GREEN	
22	Review of resources within Facilities	Service Redesign/change	Governance, Law & Strategy	Civic and Facilities	Review of resources within Facilities Services	27	27	100%	GREEN	
23	Review of resources within Civic Services	Service Redesign/change	Governance, Law & Strategy	Civic and Facilities	Review of resources within Civic Services	15	15	100%	GREEN	
24	Centralised Stationery	Service Redesign/change	Governance, Law & Strategy	Civic and Facilities	Reduced demand for stationery by officers	5	5	100%	GREEN	
25	Sale of advertising and sponsorship on website	Income Generation	Governance, Law & Strategy	Communications & Marketing	Income from sale of advertising and sponsorship on website and other areas - income generation to be identified	50	42	83%	AMBER	Work is ongoing but at present income is yet to be secured.
26	Set up and facilitate local good causes lottery	Transformation	Place	Democratic Services	Set up local good causes lottery and replace revenue funded small grants to local organisations, set up costs in year one - estimated £25k have reduced the saving in 22/23	25	0	0%	RED	Initial meetings have been held with a potential operator, but at this stage project support needs to be identified to provide capacity to take this forward.
27	Commercialisation	Income generation	Governance, Law & Strategy	Deputy Director of Law & Strategy	Identification and maximisation of income generating opportunities. A fixed term post initially would be required to review all of RBWM current fees and charges with a view to maximising sponsorship, advertising and identifying new opportunities. £100k growth, rising to £150k in 2026/27.	50	0	0%	RED	Post not appointed toyet and will take time to realise savings.
28	Land Charges Income	Income Generation	Governance, Law & Strategy	Electoral and Information Governance	Increase income target for 22/23 only, in recognition of current economic activity.	50	50	100%	GREEN	
29	Land Charges Income	Income Generation	Governance, Law & Strategy	Electoral and Information Governance	Amend fees to bring RBWM more into line with neighbouring authorities.	13	13	100%	GREEN	
30	Remove parish elections budget	Service Redesign/change	Governance, Law & Strategy	Electoral and Information Governance	Costs to be fully recharged to parishes.	10	10	100%	GREEN	
31	Legal services saving	Service Redesign/change	Governance, Law & Strategy	Law	Services delivered by shared service now provided by head of Law & Governance	30	30	100%	GREEN	
32	Magistrates Court	Service Redesign/change	Governance, Law & Strategy	Law	Reducing loan repayment liability	8	8	100%	GREEN	
33	Review of resources within Communities	Service Redesign/change	Place	Communities	Review of resources within Communities	73	73	100%	GREEN	
34	Review of resources	Service Redesign/change	Place	Executive Director of Place	Surplus staff budget identified no longer required	15	15	100%	GREEN	
35	Public transport funding	Income Generation	Place	Infrastructure, Sustainability & Transport	There is £84k of S106 funding that could be used to cover some of the growth bid for public transport subsidy during 2022/23	84	84	100%	GREEN	
36	Christmas Lights - Sponsorship	Income Generation	Place	Infrastructure, Sustainability & Transport	Obtain sponsorship income to cover contract costs for Christmas Lights across the borough.	69	69	100%	AMBER	A combined sponsorship plan for businesses is being developed which will incorporate Christmas lights. At this stage we have yet to determine how much income this can generate hence the amber rating.

Ref	Title	Category	Directorate	Service Area	Description	Budgeted Saving £000	Forecast saving	%	RAG	Comments
37	Concessionary Fares	Service Redesign/change	Place	Infrastructure, Sustainability & Transport	Align expenditure budgets with actual expected costs	30	30	100%	GREEN	
38	Energy	Service Redesign/change	Place	Neighbourhood Services	We currently spend £330k on energy for street lighting and close to £20k on powering water fountains in the borough. Turning lights and fountains off overnight could help to reduce energy bills as well as other carbon and biodiversity benefits.	20	20	100%	GREEN	
39	Cemetery Income	Income Generation	Place	Neighbourhood Services	Income budget increase for one year only	20	0	0%	RED	Exceptionally high burials income received in last couple of years due to COVID. Demand for burials has dropped, as such this saving may not materialise. Will be reviewed over coming months as further data emerges.
40	Berkshire records office	Income Generation	Adults, Health & Housing	Commissioning & Support	There is £13.8k of S106 one-off funding available that could be put towards our revenue funding of the Berkshire Records office	14	14	100%	GREEN	
41	Waste Management	Income Generation	Place	Neighbourhood Services	There is S106 funding under waste management (£11.2k) that could be used as one-off support for the waste budget	11	11	100%	GREEN	
42	Allotments - operating model	Income Generation	Place	Neighbourhood Services	Review of operating model for allotments to increase charges and/or reduce cost of operating with the aim to be self-financing over time.	10	10	100%	AMBER	Changes not yet implemented
43	Increased parking enforcement	Service Redesign/change	Place	Neighbourhood Services	Increase parking enforcement - two new officers within the NSL contract, expected to significantly improve enforcement around the borough. Income raised in penalties should fund this service and allow a contribution towards overheads.	50	0	0%	AMBER	Enforcement contract is outsourced. Further work is required to assess viability of these savings. Currently (Month 4) £150k forecast PCN income shortfall against budget.
44	Waste Mobilisation	Service Redesign/change	Place	Neighbourhood Services	Budget no longer required	50	50	100%	GREEN	
45	Street Lighting	Service Redesign/change	Place	Neighbourhood Services	Align expenditure budgets with actual expected costs	30	30	100%	GREEN	
46	Cash Collection costs	Contract Change	Place	Neighbourhood Services	Reduce cash collection costs - Libraries service - maintain cashless strategy	30	30	100%	GREEN	
47	Cash Collection costs	Contract Change	Place	Neighbourhood Services	Reduced cash collection requirements as customers increase use of pay by phone and card methods of payment	25	25	100%	GREEN	
48	Public Toilets	Service Redesign/change	Place	Neighbourhood Services	Council tax expenditure budget no longer required	20	20	100%	GREEN	
49	Planning Fees	Income Generation	Place	Planning Services	Income target increased to align with anticipated activity levels, subject to annual review.	125	125	100%	GREEN	
50	Building control	Income Generation	Place	Planning Services	Building Control fees to be set to contribute to reasonable RBWM overheads	45	45	100%	GREEN	
51	Planning Policy	Service Redesign/change	Place	Planning Services	Align expenditure budgets with actual expected costs	40	40	100%	GREEN	
52	Review of resourcing of Insurance and Risk service	Service Redesign/change	Resources	Finance	Review of funding and resourcing of Insurance and Risk service	47	47	100%	GREEN	
53	Corporate - Business Development	Income Generation	Resources	Finance	Income target increased to align with activity levels	10	10	100%	GREEN	
54	Telephony Savings	Contract Change	Resources	Human Resources, Corporate Projects & IT	Savings generated by moving to new telephony technologies and a reduction in mobile phones.	70	70	100%	GREEN	
55	Weddings Income	Income Generation	Resources	Library & Resident Services	Income from delayed weddings - one off impact as a result of the Covid-19 emergency restrictions.	100	100	100%	GREEN	
56	Rental Income-Clyde House	Income Generation	Resources	Property Services	Clyde House in occupation by external tenant. Agreed rental income £101K p.a. Termination of agreement scheduled for March 2023. Assumes building demolished 24/25 and related property costs saved of £68k	101	101	100%	GREEN	
57	Development & Regeneration-Removal of revenue professional fees	Service Redesign/change	Resources	Property Services	Removal of provision for RBWM Property Company project management fees - these are now mainly capitalised against relevant projects	40	40	100%	GREEN	
58	Rental Income	Income Generation	Resources	Property Services	Rental income budget from estate shops brought into line with actual expected income.	24	24	100%	GREEN	
59	Town Hall Electricity costs	Service Redesign/change	Resources	Property Services	Review Town Hall electricity / utilities budgets given reduced levels of occupation.	20	20	100%	AMBER	Given current inflation on energy bills this may be at risk.
60	Review of NNDR provision-G10-G12 Alma Rd, Windsor & St Edmunds House, Mhead	Service Redesign/change	Resources	Property Services	Reduce budget provision by £10k to match actual costs	10	10	100%	GREEN	
61	Review Maintenance provision for Estate Shops	Service Redesign/change	Resources	Property Services	Reduce budget by £7K to reflect actual level of likely costs. Saving linked to capital bids for Commercial Investment Property Portfolio-Repairs.	7	7	100%	GREEN	
62	St Mary's House - Utilities costs	Service Redesign/change	Resources	Property Services	Review St Mary's House - electricity / utilities budgets given reduced levels of occupation.	6	6	100%	GREEN	

Summary			
GREEN: Saving expected to be achieved		2,602	2,602
AMBER: Saving at risk or unlikely to be achieved in full		614	416
RED: Saving will not or is unlikely to be achieved		180	0
Total		3,396	3,018

Ref	Title	Directorate	Service Area	Brief Description	Budgeted Growth £000	Forecast Growth £000	%	RAG	Comments
1	Private Rented Sector Officer - invest to save	Adults, Health & Housing	Housing	A Private Rented Sector Officer will reduce temporary accommodation spend by assisting homeless households into settled accommodation.	60	0	0%	RED	Post has not been recruited to yet. Grant underspend from 21/22 was rolled forward to 22/23 which should be able to fund this, so this growth should not be required in 22/23..
2	Increase in Employers National Insurance from 2022/23	All	Corporate	The increase in employers national insurance of 1.25% from April 2022 will have an impact on direct and indirect employees costs, this budget is to cover those costs.	500	500	100%	GREEN	
3	Commercial income budget reduction	Resources	Property Services	Request to reduce current Budget to align with actual rental Income after the loss of rental at Siena Court.	225	225	100%	GREEN	
4	Building Services - unachievable income target	Resources	Property Services	Request to reduce current income budget of £179k to align with actual income achievable of £114k split between, Maintained Schools £73k and Academies £41k. A reduction of £83k.	83	83	100%	GREEN	
5	Property repair & maintenance contingency	Resources	Property Services	Budget required for ongoing issues relating to parcels of land/boundary fences and Tree maintenance across the Borough for which there is no current budget.	40	40	100%	GREEN	
6	Cost of provision for open cases	Childrens Services	Childrens Services	The expected increase in costs to manage the care and support for the cohort of children currently open to the Councils services, inclusive of inflation and savings related to the process of regular placement reviews.	1,041	1,041	100%	GREEN	
7	Estimated future demand	Childrens Services	Childrens Services	The estimated costs to manage the likely future demand, including the continued impact of the pandemic and maintaining the domestic abuse support service to mitigate the level of demand.	985	985	100%	GREEN	
8	Workforce transformation	Childrens Services	Childrens Services	Three year plan to reduce reliance on agency workers by offering strong professional development in a highly supportive environment with lower than average case holding levels. Transformation supported by short-term stability incentives.	465	465	100%	GREEN	
9	Practice Transformation	Childrens Services	Childrens Services	Investment in an edge of care team and continued support for domestic abuse services to support families from reaching point of crisis.	325	325	100%	GREEN	
10	Increased costs of compliance	Childrens Services	Childrens Services	Additional capacity to respond to information requests (Subject Access Requests), health and safety, insurance and apprenticeship levy.	156	156	100%	GREEN	
11	Increases in volume of children with additional needs	Childrens Services	Childrens Services	Additional posts required within the education and disability services to support the ability to respond within the statutory timescales for processing reviews and changes in education, health and care plans.	92	92	100%	GREEN	
12	Lost income (Covid)	Childrens Services	Childrens Services	Lost income relating to education welfare regulations and use of group facilities	55	55	100%	GREEN	
13	Grant changes	Childrens Services	Childrens Services	Implications of regulatory changes on the amounts of money that can be used from the ring-fenced Dedicated Schools Grant for school improvement.	19	19	100%	GREEN	
14	VRU Coordinator	Place	Communities	This bid is to provide one-off funding for a Violence Reduction Coordinator. A Bill, currently going through parliament, will place a new duty on all LA's to work on an ongoing basis to reduce violence and work with partners to share information and coordinate work to achieve a reduction in serious violence the local area.	40	20	50%	AMBER	Recruitment process not yet complete so growth unlikely to be required in full this year.
15	Bus Service Support Investment	Place	Infrastructure, Sustainability & Transport	Additional investment to support the alignment of our approach with the national bus strategy and our environment and climate strategy	300	300	100%	GREEN	
16	RBWM Climate Partnership	Place	Infrastructure, Sustainability & Transport	The proposals, set out in further detail in a paper to cabinet on 30 September 2021, will set up a new independent RBWM Climate Partnership to lead on the delivery of the Borough Wide Environment and Climate Strategy. This will better engage the private sector and community organisations to support delivery for the goals of the strategy and enable the council to focus on its own commitments to deliver carbon reductions on its own estate, deliver biodiversity recovery in its green spaces	250	250	100%	GREEN	
17	Local Enterprise Partnership (LEP)	Place	Infrastructure, Sustainability & Transport	Funding to continue the LEP from 2022/23	75	75	100%	GREEN	
18	Waste Contract	Place	Neighbourhood Services	Waste Contract	500	500	100%	GREEN	
19	Section 81 works extra resource - self funding from year 2	Place	Neighbourhood Services	This spend to save initiative aims to enhance resources relating to enforcement/management of Sections 81 works, this should be self funding in future years.	75	75	100%	GREEN	
20	Paving Maintenance Cleaning	Place	Neighbourhood Services	This growth bid is for additional street cleaning in both Maidenhead and Windsor Town Centre. Currently under the street cleansing contract there are a few cleans leaving the towns looks neglected and unkempt which leads to a negative perception of the town and a lack of funding from new businesses.	21	21	100%	GREEN	
21	IT post - Technology Solutions Architect	Resources	Human Resources, Corporate Projects & IT	Post requirement in the IT team to work across the whole council in the delivery of the IT strategy, providing strategic technological insight to all services and working collaboratively with all teams when identifying suitable technology solutions for the delivery of improved services. Salary plus 28% on costs.	96	48	50%	AMBER	Post not yet recruited to but in progress. Full amount will be required, but probably less this financial year.
22	Laptop warranty extension - modern workplace devices	Resources	Human Resources, Corporate Projects & IT	Extension of the current 3 year warranty with Dell for modern workplace devices to 5 years.	46	46	100%	GREEN	

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	2022/23 Original Budget			New Schemes – 2022/23 Approved Estimate A			Unspent budget from Schemes Approved in Prior Years B			Revised Budget 2022/23 A+B		
	Gross £000's	Income £000's	Net £000's	Gross £000's	Income £000's	Net £000's	Gross £000's	Income £000's	Net £000's	Gross £000's	Income £000's	Net £000's
Capital Programme Portfolio Summary												
Law & Strategy												
Corporate Communications	0	0	0	0	0	0	59	0	59	59	0	59
Democratic representation	261	0	261	0	0	0	230	0	230	230	0	230
Total Law & Strategy	261	0	261	0	0	0	289	0	289	289	0	289
Place Directorate												
Neighbourhood Services	8,170	(6,364)	1,806	7,087	(6,270)	817	2,585	(1,318)	1,267	9,672	(7,588)	2,084
Local Enterprise Partner Schemes	4,640	(1,166)	3,474	0	0	0	7,265	(1,467)	5,798	7,265	(1,467)	5,798
Communities	684	(309)	375	450	(25)	425	645	(294)	351	1,095	(319)	776
Planning	465	0	465	0	0	0	1,158	(255)	903	1,158	(255)	903
Green Spaces & Parks	292	(292)	0	292	(292)	0	36	0	36	328	(292)	36
Infrastructure, Sustainability & Transport	3,316	(2,916)	400	3,536	(2,916)	620	1,240	(517)	723	4,776	(3,433)	1,343
Total Place Directorate	17,567	(11,047)	6,520	11,365	(9,503)	1,862	12,929	(3,851)	9,078	24,294	(13,354)	10,940
Adults, Health & Housing												
Housing	2,156	(1,356)	800	1,800	(1,000)	800	506	(451)	55	2,306	(1,451)	855
Adult Social Care	385	(385)	0	185	(185)	0	200	(200)	0	385	(385)	0
Total Adults, Health & Housing	2,541	(1,741)	800	1,985	(1,185)	800	706	(651)	55	2,691	(1,836)	855
Childrens Services												
Non Schools	370	0	370	0	0	0	538	(92)	446	538	(92)	446
Schools - Non Devolved	3,044	(3,044)	0	6,273	(4,913)	1,360	2,991	(2,991)	0	9,264	(7,904)	1,360
Schools - Devolved Capital	194	(194)	0	261	(261)	0	432	(433)	(1)	693	(694)	(1)
Total Childrens Services	3,608	(3,238)	370	6,534	(5,174)	1,360	3,961	(3,516)	445	10,495	(8,690)	1,805
Resources												
Finance	248	0	248	248	0	248	597	0	597	845	0	845
Technology & Change Delivery	590	0	590	590	0	590	109	0	109	699	0	699
Revenues & Benefits	0	0	0	0	0	0	22	0	22	22	0	22
Library & Resident Services	310	(190)	120	189	(190)	(1)	407	0	407	596	(190)	406
Property	42,855	(893)	41,962	16,325	(893)	15,432	3,810	(1,205)	2,605	20,135	(2,098)	18,037
Total Resources	44,003	(1,083)	42,920	17,352	(1,083)	16,269	4,945	(1,205)	3,740	22,297	(2,288)	20,009
Total Committed Schemes	67,980	(17,109)	50,871	37,236	(16,945)	20,291	22,830	(9,223)	13,607	60,066	(26,168)	33,898
Portfolio Total			(£'000) 67,980							(£'000) 60,066		
External Funding												
Government Grants			(7,694)									(14,626)
Developers' Contributions			(9,206)									(11,267)
Other Contributions			(209)									(275)
Total External Funding Sources			(17,109)									(26,168)
Total Corporate Funding			50,871									33,898

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Capital Programme Movements 2022/23	Expenditure £'000	Income £'000	Net £'000
Original Budget 2022/23	67,980	(17,109)	50,871
Budget Changes to 31 August 2022			
Final slippage-in from previous year	11,535	(5,647)	5,888
Schools DFC budget adjustment to reflect final grant allocation	53	(53)	-
Schools budget approvals - Council April 2022	2,065	(2,065)	-
Reprofiling of Property budgets to reflect projections per July Finance update	(24,614)	-	(24,614)
Academies s106 funding	69	(69)	-
Windsor Girls School Expansion - Council July 2021	2,708	(1,349)	1,359
Waste vehicles budget drawdown	395	-	395
Budgets no longer required	(124)	124	-
Roundings	(1)	-	(1)
Revised Budget 2022/23	60,066	(26,168)	33,898

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Capital Monitoring Report 2022/23

	Exp £'000	Inc £'000	Net £'000
Revised Budget	60,066	(26,168)	33,898
Variances identified	(367)	49	(318)
Slippage to 2023/24	(912)	705	(207)
Projected outturn 2022/23	58,787	(25,414)	33,373

Variances from revised budget		£'000	£'000	£'000	Commentary
Infrastructure, Sustainability & Transport					
CC60	Hostile Vehicle Mitigation Measures for Windsor	(234)	-	(234)	Slippage no longer required
CC6B	Hostile Vehicle Mitigation Measures-Windsor Ph 1B	(25)	25	-	Slippage no longer required
CD01	LTP Feasibility Studies/Investigation/Develop	(24)	24	-	Slippage no longer required
CD92	Telemetry System Replacement	(45)	-	(45)	Slippage no longer required
Green Spaces & Parks					
CC87	Public Rights of way - General	(5)	-	(5)	
Library & Resident Services					
CLE6	Upgrade Public PCs	(39)	-	(39)	Underspend to partly offset price increase below
CLG7	Libraries-Upgrade of Self Serve Kiosks	5	-	5	Price increases offset by saving
Total Variances		(367)	49	(318)	

Slippage to 2022/23		£'000	£'000	£'000	Commentary
Slippage previously reported		(286)	209	(77)	
Infrastructure, Sustainability & Transport					
CI50	Brill Close Flood Alleviation Scheme	(396)	396	-	Slippage to 2023-24
CI51	Windsor and Maidenhead Surface Water Flood Risk Engagement	(100)	100	-	Scheme on hold
Library & Resident Services					
CC53	Contact Centre - Ventilation & Back-up Generator	(30)	-	(30)	Slippage to 2023-24
CLG6	Maidenhead Library-Heating	(100)	-	(100)	Slippage to 2023-24
Total Slippage		(912)	705	(207)	

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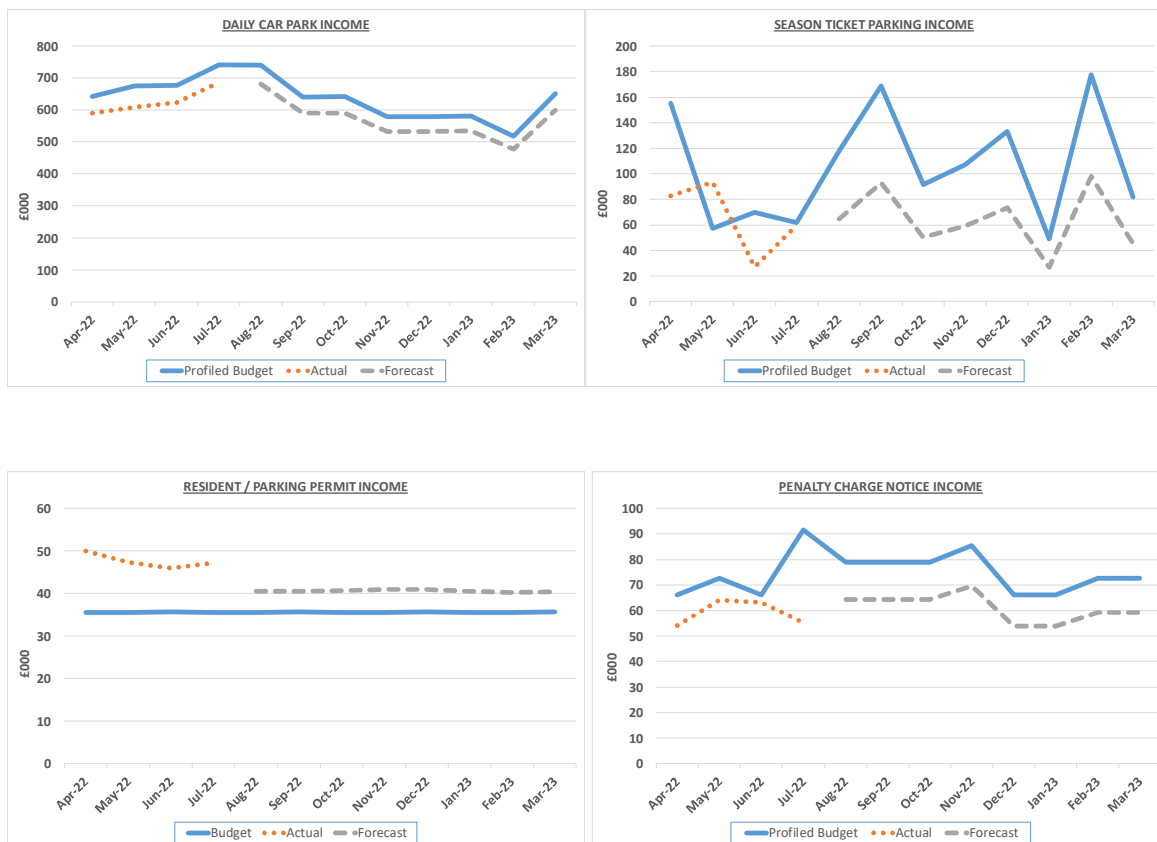
Appendix G: Key financial information

Adult Social Care Client Numbers

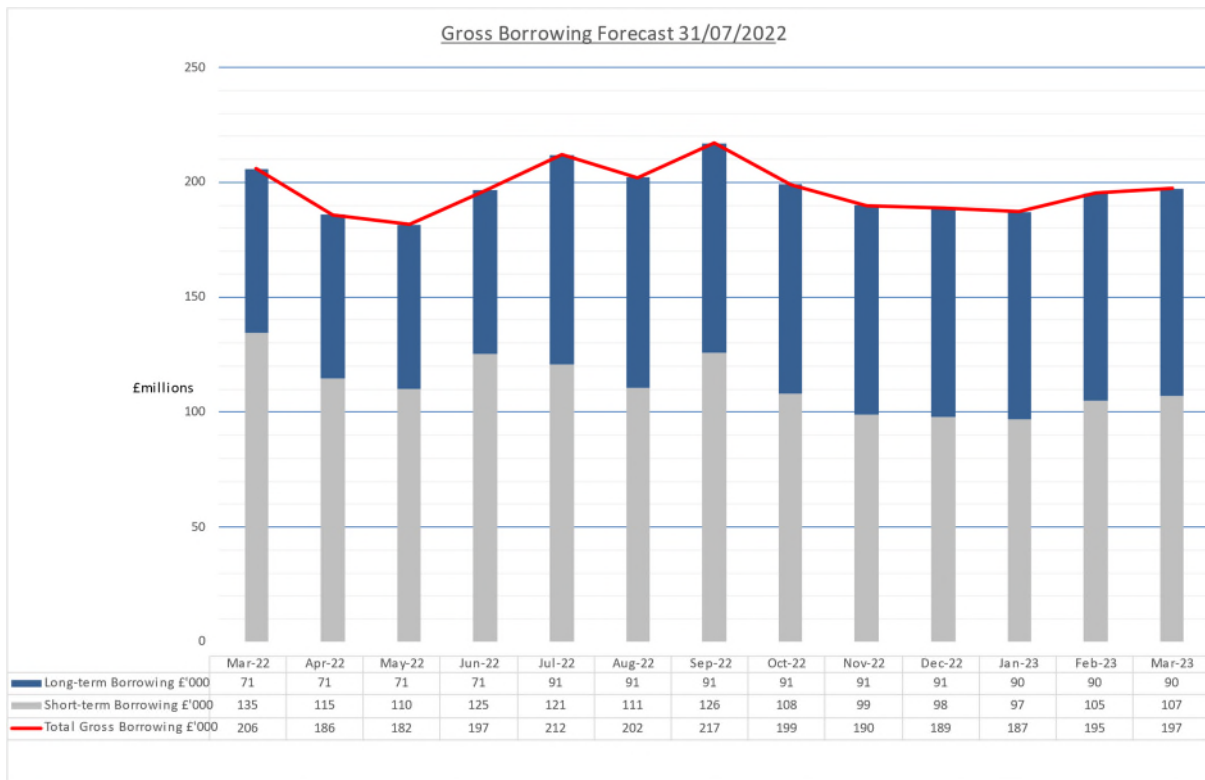
	Budget* £'000	Budgeted numbers No. clients	Apr-22 No. clients	May-22 No. clients	Jun-22 No. clients	Jul-22 No. clients	Current Variance No. clients
Older people							
Res & Nur	13,843	290	342	345	337	334	44
Domiciliary & other	6,196	329	443	429	428	428	99
Total older people	20,040	619	785	774	765	762	143
Physical Disability							
Res & Nur	828	16	16	16	18	18	2
Domiciliary & other	911	43	42	42	41	40	(3)
Total physical disability	1,739	59	58	58	59	58	(1)
Learning disabilities							
Res & Nur	5,186	64	60	57	57	57	(7)
Domiciliary & other	3,819	104	107	107	107	109	5
Total learning disabilities	9,006	168	167	164	164	166	(2)
Mental Health							
Res & Nur	689	17	25	25	25	24	7
Domiciliary & other	1,494	82	78	77	70	69	(13)
Total mental health	2,183	99	103	102	95	93	(6)
Total	32,968	945	1,113	1,098	1,083	1,079	134

* Gross budget for commissioned care packages – excludes other costs such as staff costs and excludes client income.

Parking income



Borrowing



Children's Services					
Service	Original Budget	Current Budget	Forecast Outturn Variance	Previously Reported Variance	Change in Reported Variance
	£'000	£'000	£'000	£'000	£'000
Children's Services non Dedicated Schools Grant					
Social Care and Early Help					
Employee & Operational Related Expenditure	7,143	7,143	325	(2)	327
Legal Services	657	657	241	300	(59)
Placements	10,432	10,432	81	88	(7)
Community Hubs including Employee & Operational Expenditure	1,651	1,651	0	0	0
National Transfer Scheme	0	0	169	231	(62)
Total Social Care and Early Help	19,883	19,883	816	617	199
Other					
Management & Business Services	3,824	3,610	(88)	(102)	14
Education	1,102	1,102	(25)	82	(107)
Public Health	1,597	1,597	0	0	0
Special Educational Needs and Children with Disabilities	3,471	3,471	(54)	(42)	(12)
Children's Services - Retained	(2,738)	(2,714)	(233)	(209)	(24)
Total Other	7,255	7,066	(400)	(271)	(129)
Total Children's Services non Dedicated Schools Grant	27,138	26,949	416	346	70
Dedicated Schools Grant					
AfC Contract - Dedicated Schools Grant	12,987	12,987	761	761	0
Dedicated Schools Grant - Retained	58,896	58,896	(341)	(341)	0
Dedicated Schools Grant Income	(71,883)	(71,883)	(420)	(420)	0
Total Dedicated Schools Grant	0	0	0	0	0
Total Children's Services and Dedicated Schools Grant	27,138	26,949	416	346	70
Summary Position					
Achieving for Children Contract	42,863	42,650	1,410	1,316	94
Children's Services - Retained	(2,738)	(2,714)	(233)	(209)	(24)
Dedicated Schools Grant - Retained	58,896	58,896	(341)	(341)	0
Total Children's Services net budget	99,021	98,832	836	766	70

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Revenue Reserves	Opening balance £	Forecast transfers in £	Forecast transfers out £	Forecast closing balance £	Description of reserve
Better Care Fund	(3,399,541)	0	1,402,000	(1,997,541)	Funds directed by the BCF Board.
Business Rates Section 31 Grant Reserve	(23,052,535)	0	0	(23,052,535)	This relates to additional s31 grant to cover for the Covid-19 reliefs granted to businesses.
Business Rates Volatility Reserve	(3,193,668)	0	0	(3,193,668)	To cover any deficits on business rate collection.
Community Infrastructure Levy Revenue	(329,090)	0	0	(329,090)	CIL contributions to revenue costs.
Covid-19 General Reserve	(2,143,972)	0	2,143,972	0	To meet funding gap in 2022/23 due to the impact of the pandemic, identified in the MTFP.
Insurance Reserve	(901,064)	0	100,000	(801,064)	To fund insurance claims.
Grant funded future commitments reserve	(2,927,866)	(18,019)	1,577,231	(1,368,654)	New burdens and other unringfenced government grants that have not been utilised by services in year but will be required in future years.
Optalis Development Reserve	(380,747)	0	380,747	0	Optalis Board agreed that this would be provided to offset the Central Management costs (Current Budget gap £400k)
Property Reserve	(500,000)	0	59,000	(441,000)	Funding property specific one-off costs.
Public Health Fund	(587,984)	0	193,000	(394,984)	Ring-fenced Public Health Grant.
Arts funding reserve	(140,000)	0	0	(140,000)	Specific funding for the arts.
Safeguarding Reserve	(194,018)	0	170,000	(24,018)	Use to fund in year spend - reported at M4
Building Control Reserve	69,241	(69,241)	0	0	Deficit from the joint service to be met from future fees & charges.
Grave Maintenance Reserve	(7,535)	0	0	(7,535)	To meet expenditure on closed graveyards.
Nature Reserve Maintenance Fund	(122,682)	0	0	(122,682)	Arthur Jacobs Nature Reserve.
Old Court Maintenance Reserve	(16,434)	0	0	(16,434)	Art Centre in Windsor
Total earmarked reserves	(37,827,894)	(87,260)	6,025,950	(31,889,204)	
School Reserves					
Schools Forum De delegated school services	(547,029)	0	0	(547,029)	Funding passed back (de-delegated) for school services with Schools Fourum approval.
Sensory Consortium Service	(245,457)	0	70,000	(175,457)	Berkshire joint arrangement for specialist ducation support.
Schools Revenue Balances	(3,003,155)	0	0	(3,003,155)	School specific reserves.
DSG Adjustment Account	2,046,845	0	420,000	2,466,845	Ringfenced deficit on education services held separately from general fund.
Total schools reserves	(1,748,796)	0	490,000	(1,258,796)	

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Essential information

Items to be assessed: (please mark 'x')

Strategy		Plan		Project		Service procedure	x
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Responsible officer	Andrew Vallance	Service area	Finance	Directorate	Resources
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Stage 1: EqIA Screening (mandatory)	Date created: 24/08/2022	Stage 2 : Full assessment (if applicable)	Date created: NA
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Approved by Head of Service / Overseeing group/body / Project Sponsor:

"I am satisfied that an equality impact has been undertaken adequately."

Signed by (print): Andrew Valance

Dated: 24/08/2022

Guidance notes

What is an EqIA and why do we need to do it?

The Equality Act 2010 places a 'General Duty' on all public bodies to have 'due regard' to:

- Eliminating discrimination, harassment and victimisation and any other conduct prohibited under the Act.
- Advancing equality of opportunity between those with 'protected characteristics' and those without them.
- Fostering good relations between those with 'protected characteristics' and those without them.

EqlAs are a systematic way of taking equal opportunities into consideration when making a decision, and should be conducted when there is a new or reviewed strategy, policy, plan, project, service or procedure in order to determine whether there will likely be a detrimental and/or disproportionate impact on particular groups, including those within the workforce and customer/public groups. All completed EqlA Screenings are required to be publicly available on the council's website once they have been signed off by the relevant Head of Service or Strategic/Policy/Operational Group or Project Sponsor.

What are the “protected characteristics” under the law?

The following are protected characteristics under the Equality Act 2010: age; disability (including physical, learning and mental health conditions); gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

What's the process for conducting an EqlA?

The process for conducting an EqlA is set out at the end of this document. In brief, a Screening Assessment should be conducted for every new or reviewed strategy, policy, plan, project, service or procedure and the outcome of the Screening Assessment will indicate whether a Full Assessment should be undertaken.

Openness and transparency

RBWM has a 'Specific Duty' to publish information about people affected by our policies and practices. Your completed assessment should be sent to the Strategy & Performance Team for publication to the RBWM website once it has been signed off by the relevant manager, and/or Strategic, Policy, or Operational Group. If your proposals are being made to Cabinet or any other Committee, please append a copy of your completed Screening or Full Assessment to your report.

Enforcement

Judicial review of an authority can be taken by any person, including the Equality and Human Rights Commission (EHRC) or a group of people, with an interest, in respect of alleged failure to comply with the general equality duty. Only the EHRC can enforce the specific duties. A failure to comply with the specific duties may however be used as evidence of a failure to comply with the general duty.

Stage 1 : Screening (Mandatory)

1.1 What is the overall aim of your proposed strategy/policy/project etc and what are its key objectives?

This report sets out the financial position of the Council in respect of the current year. The report reviews the various elements of the Council's financial position including the revenue budget and its funding, the capital programme, and the Council's financial reserve position. The report reviews the main areas of financial risk affecting the revenue and capital budgets and in respect of these risks sets out the assumptions that underpin the forecast position for the year.

1.2 What evidence is available to suggest that your proposal could have an impact on people (including staff and customers) with protected characteristics? Consider each of the protected characteristics in turn and identify whether your proposal is Relevant or Not Relevant to that characteristic. If Relevant, please assess the level of impact as either High / Medium / Low and whether the impact is Positive (i.e. contributes to promoting equality or improving relations within an equality group) or Negative (i.e. could disadvantage them). Please document your evidence for each assessment you make, including a justification of why you may have identified the proposal as "Not Relevant".

Protected characteristics	Relevance	Level	Positive/negative	Evidence
Age	Not Relevant			
Disability	Not Relevant			
Gender re-assignment	Not Relevant			
Marriage/civil partnership	Not Relevant			
Pregnancy and maternity	Not Relevant			
Race	Not Relevant			
Religion and belief	Not Relevant			
Sex	Not Relevant			
Sexual orientation	Not Relevant			

234

Outcome, action and public reporting

Screening Assessment Outcome	Yes / No / Not at this stage	Further Action Required / Action to be taken	Responsible Officer and / or Lead Strategic Group	Timescale for Resolution of negative impact / Delivery of positive impact
Was a significant level of negative impact identified?	No	Not at this stage		
Does the strategy, policy, plan etc require amendment to have a positive impact?	No	Not at this stage		

If you answered **yes** to either / both of the questions above a Full Assessment is advisable and so please proceed to Stage 2. If you answered “No” or “Not at this Stage” to either / both of the questions above please consider any next steps that may be taken (e.g. monitor future impacts as part of implementation, re-screen the project at its next delivery milestone etc).

Stage 2 : Full assessment

2.1 : Scope and define

2.1.1 Who are the main beneficiaries of the proposed strategy / policy / plan / project / service / procedure? List the groups who the work is targeting/aimed at.

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2.1.2 Who has been involved in the creation of the proposed strategy / policy / plan / project / service / procedure? List those groups who the work is targeting/aimed at.

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2.2 : Information gathering/evidence

2.2.1 What secondary data have you used in this assessment? *Common sources of secondary data include: censuses, organisational records.*

2.2.2 What primary data have you used to inform this assessment? *Common sources of primary data include: consultation through interviews, focus groups, questionnaires.*

236

Eliminate discrimination, harassment, victimisation

Protected Characteristic	Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No)	If yes, to what level? (High / Medium / Low)	Negative impact : Does the proposal disadvantage them (Yes / No)	If yes, to what level? (High / Medium / Low)	Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic.
Age					
Disability					
Gender reassignment					
Marriage and civil partnership					
Pregnancy and maternity					
Race					
Religion and belief					
Sex					
Sexual orientation					

237

Advance equality of opportunity

Protected Characteristic	Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No)	If yes, to what level? (High / Medium / Low)	Negative impact : Does the proposal disadvantage them (Yes / No)	If yes, to what level? (High / Medium / Low)	Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic.
Age					
Disability					
Gender reassignment					
Marriage and civil partnership					
Pregnancy and maternity					
Race					
Religion and belief					
Sex					
Sexual orientation					

238

Foster good relations

Protected Characteristic	Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No)	If yes, to what level? (High / Medium / Low)	Negative impact : Does the proposal disadvantage them (Yes / No)	If yes, to what level? (High / Medium / Low)	Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic.
Age					
Disability					
Gender reassignment					
Marriage and civil partnership					
Pregnancy and maternity					
Race					
Religion and belief					
Sex					
Sexual orientation					

239

2.4 Has your delivery plan been updated to incorporate the activities identified in this assessment to mitigate any identified negative impacts? If so please summarise any updates.
These could be service, equality, project or other delivery plans. If you did not have sufficient data to complete a thorough impact assessment, then an action should be incorporated to collect this information in the future.

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Report Title:	RBWM Domestic Abuse Strategy 2022-24
Contains Confidential or Exempt Information	No - Part I
Cabinet Member:	Councillor Carroll, Cabinet Member for Adult Social Care, Children's Services, Health, Mental Health & Transformation
Meeting and Date:	Cabinet – 29 September 2022
Responsible Officer(s):	Lin Ferguson, AfC Director of Children's Services (Windsor & Maidenhead)
Wards affected:	All

www.rbwm.gov.uk



REPORT SUMMARY

The RBWM Domestic Abuse Strategy 2022-24 builds on the work of our previous Strategy 2017-20. It renews the boroughs commitment to build on our achievements, maintain good practice and continue working together to develop services for anyone affected by domestic abuse in the Royal Borough of Windsor and Maidenhead.

The Domestic Abuse Strategy has been developed alongside the [RBWM Domestic Abuse Safe Accommodation Strategy 2021-24](#), a statutory requirement under Part 4 of the Domestic Abuse Act 2021.

The Domestic Abuse Strategy 2022-24 has been developed around 4 priorities, closely aligned with those in the Government's [Tackling Domestic Abuse Plan](#) (March 2022):

1. Prevention and early intervention
2. Provision of services
3. Pursuing perpetrators
4. Working in partnership

The Domestic Abuse Strategy has links to the Corporate Plan in relation to 'Thriving Communities' and 'Our Approach and Values'.

The refreshed Domestic Abuse Strategy was approved by the RBWM Domestic Abuse Executive Group at its meeting on 26 May 2022.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

- i) the contents of the RBWM Domestic Abuse Strategy 2022-24**

Lead Cabinet Member, Cllr Carroll has requested that the RBWM Domestic Abuse Strategy 2022-24 be brought to Cabinet for noting. No key decision is required.

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

Options

Table 1: Options arising from this report

Option	Comments
<p>Note the content of the RBWM Domestic Abuse Strategy 2022-24.</p> <p>This is the recommended option</p>	<p>Noting the contents of the RBWM Domestic Abuse Strategy 2022-24 will update Members on the strategic response to domestic abuse in the borough.</p>
<p>Do nothing.</p> <p>This is not the recommended option</p>	<p>Failure to note the content of the Strategy will leave Members unaware of the strategic response to domestic abuse in the borough.</p>

- 2.1 The main aim of the RBWM Domestic Abuse Strategy 2022-24 is to prevent and reduce the impact of domestic abuse across our communities and ensure that when people do experience domestic abuse, they can access the help and services they need.
- 2.2 The RBWM Domestic Abuse Strategy 2022-24 will help maintain good practice as well as develop services for anyone affected by domestic abuse in the borough.

3. KEY IMPLICATIONS

- 3.1 The RBWM Domestic Abuse Strategy 2022-24 was approved by the RBWM Domestic Abuse Executive Group at its meeting on 26 May 2022. There is an accompanying action plan which will be updated quarterly by the Domestic Abuse Coordinator. Overall delivery and monitoring of the action plan will be overseen by the RBWM Domestic Abuse Executive Group. The action plan sets out outcomes, actions, ownership and updates for each of the priorities.
- 3.2 The RBWM Domestic Abuse Strategy 2022-24 links to a number of other key local and regional strategies and action plans including:
- Thames Valley Police & Criminal Justice Plan 2021-2025 (Office of the Police and Crime Commissioner - OPCC)
 - Thames Valley Police Violence Against Women and Girls Strategy 2022-2023
 - RBWM Community Safety Plan 2021-24
 - RBWM Safeguarding Partnership Strategy 2022-25
 - RBWM Domestic Abuse Safe Accommodation Strategy 2021-24
 - Thames Valley Police Strategic Plan 2021-2022
 - Berkshire Suicide Prevention Strategy 2021-2026

4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 There are no direct financial implications associated with this Strategy. Commissioned services to meet the priority outcomes will follow the Constitutions rules.

5. LEGAL IMPLICATIONS

5.1 There are no legal implications associated with this Strategy.

6. RISK MANAGEMENT

6.1 No potential risks identified.

7. POTENTIAL IMPACTS

7.1 The RBWM Domestic Abuse Strategy will have a positive impact on the lives of those impacted by domestic abuse and will ensure services are maintained and developed to enhance service provision.

7.2 Equalities. The Equality Impact Assessment has been added at Appendix A. The EqIA has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken.

7.3 Climate change/sustainability. None identified.

7.4 Data Protection/GDPR. Personal data is not being processed as part of this report therefore a Data Protection Impact Assessment has not been completed for the purpose of noting the strategy.

8. CONSULTATION

8.1 The RBWM Domestic Abuse Strategy 2022-24 was not published for public consultation. It was developed in partnership with other agencies working in the borough, namely through the RBWM Domestic Abuse Forum and the RBWM Domestic Abuse Executive Group.

8.2 Following approval at the RBWM Domestic Abuse Executive Group on 26 May 2022, the Domestic Abuse Strategy was due to be shared with the RBWM Community Safety Partnership (CSP) at its meeting on 15 September 2022. However this has had to be rescheduled due to the State funeral, with an alternative date TBC. All members of the RBWM Domestic Abuse Executive Group have been requested to share the Strategy with their own agencies and relevant partnership boards.

9. TIMETABLE FOR IMPLEMENTATION

9.1 Implementation date if not called in: Immediately. The full implementation stages are set out in Table 2.

Table 2: Implementation timetable

Date	Details
29 September 2022	Cabinet notes content of the RBWM Domestic Abuse Strategy 2022-24.

31 March 2024	Actions outlined in the RBWM Domestic Abuse Strategy Action Plan are completed with quarterly updates having been received by the RBWM Domestic Abuse Executive Group.
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10. APPENDICES

10.1 This report is supported by 3 appendices:

- Appendix A – Equality Impact Assessment
- Appendix B – RBWM Domestic Abuse Strategy 2022-24
- Appendix C – RBWM Domestic Abuse Strategy Action Plan 2022-24

11. BACKGROUND DOCUMENTS

11.1 This report is supported by no background documents:

12. CONSULTATION

Name of consultee	Post held	Date sent	Date returned
<i>Mandatory: Statutory Officers (or deputies)</i>			
Adele Taylor	Executive Director of Resources/S151 Officer	14.9.22	
Emma Duncan	Director of Law, Strategy & Public Health/ Monitoring Officer	14.9.22	21.09.22
<i>Deputies:</i>			
Andrew Vallance	Head of Finance (Deputy S151 Officer)	14.9.22	21.09.22
Elaine Browne	Head of Law (Deputy Monitoring Officer)	14.9.22	
Karen Shepherd	Head of Governance (Deputy Monitoring Officer)	14.9.22	
<i>Mandatory: Procurement Manager (or deputy) - if report requests approval to go to tender or award a contract</i>			
Lyn Hitchinson	Procurement Manager		
<i>Mandatory: Data Protection Officer (or deputy) - if decision will result in processing of personal data; to advise on DPIA</i>			
Emma Young	Data Protection Officer		
<i>Mandatory: Equalities Officer – to advise on EQiA, or agree an EQiA is not required</i>			
Ellen McManus	Equalities & Engagement Officer		
<i>Other consultees:</i>			
<i>Directors (where relevant)</i>			
Duncan Sharkey	Chief Executive/DASS	14.9.22	
Andrew Durrant	Executive Director of Place		

Kevin McDaniel	Executive Director of People Services	14.9.22	
<i>Heads of Service (where relevant)</i>			
<i>N/A</i>			
<i>External (where relevant)</i>			
<i>N/A</i>			

Confirmation relevant Cabinet Member(s) consulted	Cllr Carroll, Deputy Chairman of Cabinet, Adult Social Care, Children's Services, Health and Mental Health.	Yes
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REPORT HISTORY

Decision type:	Urgency item?	To follow item?
For information First entered into the Cabinet Forward Plan July 2022.	No	No

Report Author: Sophie Wing-King, Domestic Abuse Coordinator RBWM
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APPENDIX A - EQUALITY IMPACT ASSESSMENT

RBWM Domestic Abuse Strategy 2022-24

Essential information

Items to be assessed: (please mark 'x')

Strategy	X	Policy		Plan		Project		Service/Procedure	
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Responsible officer	Sophie Wing-King	Service area	Community Safety	Directorate	Place
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Stage 1: EqIA Screening (mandatory)	Date created: 13/09/2022	Stage 2 : Full assessment (if applicable)	N/A
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Approved by Head of Service / Overseeing group/body / Project Sponsor:

"I am satisfied that an equality impact has been undertaken adequately."

Signed by (print): *Lin Ferguson*

Dated: 16/09/2022

Guidance notes

What is an EqlA and why do we need to do it?

The Equality Act 2010 places a 'General Duty' on all public bodies to have 'due regard' to:

- Eliminating discrimination, harassment and victimisation and any other conduct prohibited under the Act.
- Advancing equality of opportunity between those with 'protected characteristics' and those without them.
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EqlAs are a systematic way of taking equal opportunities into consideration when making a decision, and should be conducted when there is a new or reviewed strategy, policy, plan, project, service or procedure in order to determine whether there will likely be a detrimental and/or disproportionate impact on particular groups, including those within the workforce and customer/public groups. All completed EqlA Screenings are required to be publicly available on the council's website once they have been signed off by the relevant Head of Service or Strategic/Policy/Operational Group or Project Sponsor.

What are the "protected characteristics" under the law?

The following are protected characteristics under the Equality Act 2010: age; disability (including physical, learning and mental health conditions); gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

What's the process for conducting an EqlA?

The process for conducting an EqlA is set out at the end of this document. In brief, a Screening Assessment should be conducted for every new or reviewed strategy, policy, plan, project, service or procedure and the outcome of the Screening Assessment will indicate whether a Full Assessment should be undertaken.

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Enforcement

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Stage 1: Screening (Mandatory)

1.1 What is the overall aim of your proposed strategy/policy/project etc and what are its key objectives?

The RBWM Domestic Abuse Strategy 2022-24 sets out the Royal Borough's strategic response to ensure that the boroughs response to domestic abuse maintained and developed to support anyone in RBWM affected by domestic abuse.

The main aim of the RBWM Domestic Abuse Strategy 2022-24 is to prevent and reduce the impact of domestic abuse across our communities and ensure that when people do experience abuse, they can access the help and services they need.

There are 4 main priorities within the RBWM Domestic Abuse Strategy 2022-24:

1. Prevention and early intervention
2. Provision of services
3. Pursuing perpetrators
4. Working in partnership

1.2 What evidence is available to suggest that your proposal could have an impact on people (including staff and customers) with protected characteristics? Consider each of the protected characteristics in turn and identify whether your proposal is Relevant or Not Relevant to that characteristic. If Relevant, please assess the level of impact as either High / Medium / Low and whether the impact is Positive (i.e. contributes to promoting equality or improving relations within an equality group) or Negative (i.e. could disadvantage them). Please document your evidence for each assessment you make, including a justification of why you may have identified the proposal as "Not Relevant".

Protected characteristics	Relevance	Level	Positive/negative	Evidence
Age	Relevant	Low	Positive	<p><i>Key data: The estimated median age of the local population is 42.6yrs [Source: ONS mid-year estimates 2020].</i></p> <p><i>An estimated 20.2% of the local population are aged 0-15, and estimated 61% of the local population are aged 16-64yrs and an estimated 18.9% of the local population are aged 65+yrs. [Source: ONS mid-year estimates 2020, taken from Berkshire Observatory]</i></p> <p>The Domestic Abuse Strategy is intended to cover all ages, although some age ranges are more likely to be victims of domestic abuse. The Crime Survey for England and Wales for the year ending March 2020 showed that women aged 16-19 years old were significantly more likely to be victims of any domestic abuse in the last year than older women. There were few significant differences by age for men.</p> <p>We do not anticipate that the Domestic Abuse Strategy will disadvantage a person because of their age.</p>

Disability	Relevant	Low	Positive	<p>Evidence from the Royal Borough of Windsor and Maidenhead 2011 census: In 2011, Royal Borough of Windsor and Maidenhead had a resident population of 144,560. Of these residents, 34,850 (15%) reported a long-term health problem or disability which limited their day-to-day activities.</p> <p>The Crime Survey for England and Wales for the year ending March 2020 showed adults aged 16-74 years with a disability were more likely to have experienced domestic abuse in the last year than those without.</p> <p>Women who were disabled were more likely to experience any domestic abuse in the last year (15%) compared to women who were not (6%).</p> <p>In 2015/16, SafeLives estimated that disabled people are underrepresented in domestic abuse services, despite being twice as likely to experience domestic abuse.</p> <p>Vulnerability resulting from a disability may make a disabled person less able to recognise, seek help or escape domestic abuse.</p> <p>We do not anticipate that the Domestic Abuse Strategy will disadvantage anyone with a disability.</p>
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Gender re-assignment	Relevant	Low	Positive	<p>The 2021 Census topic consultation identified a need for gender identity data. There is limited data available at a local level about this protected characteristic for the population and little research on how many transgender people experience domestic abuse in the UK.</p> <p>We do not anticipate that the Domestic Abuse Strategy will disadvantage anyone regardless of their gender reassignment status.</p>
Marriage/civil partnership	Relevant	Low	Positive	<p>Evidence from the Royal Borough of Windsor and Maidenhead 2011 census In 2011, Royal Borough of Windsor and Maidenhead had a resident population of 144,560. Of these 60,863 (42%) residents were in a marriage. 264 residents were in a same-sex civil partnership (<1%).</p> <p>The Crime Survey for England and Wales for the year ending March 2020 showed that adults aged 16-74 years who were separated or divorced were more likely to have experienced domestic abuse than those who were married or in a civil partnership, cohabiting, single or widowed. Both men and women who were married or in a civil partnership were less likely to be victims of domestic abuse.</p> <p>We do not anticipate the Domestic Abuse Strategy will disadvantage a person with respect to their marital status.</p>

<p>Pregnancy and maternity</p>	<p>Relevant</p>	<p>Low</p>	<p>Positive</p>	<p>In 2011, Royal Borough of Windsor and Maidenhead had a resident population of 144,560. Limited data is available in relation to this particular protected characteristic however ONS provides that in 2016 (latest available data) there were 1757 live births where the child's mother stated she was usually resident in the Borough.</p> <p>A 2002 study on abuse during pregnancy and femicide (McFarlane et al, 2002) found evidence of a proven link between abuse during pregnancy and the mother's chance of being killed by the perpetrator. Another study (Why Mothers Die 2000-2002) found around 30% of domestic abuse starts during pregnancy.</p> <p>We do not anticipate that the Domestic Abuse Strategy will disadvantage a person due to pregnancy or maternity.</p>
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Race	Relevant	Low	Positive	<p><i>Key data: The 2011 Census indicates that 86.1% of the local population is White and 13.9% of the local population is BAME. The borough has a higher Asian/Asian British population (9.6%) than the South East (5.2%) and England (7.8%). The forthcoming 2021 Census data is expected to show a rise in the BAME population. [Source: 2011 Census, taken from Berkshire Observatory]</i></p> <p>The Crime Survey for England and Wales for the year ending March 2020 showed that those in the mixed ethnic group were significantly more likely than those in the Black or Asian ethnic groups to experience domestic abuse within the last year. In the White, Mixed and Black ethnic groups, women were more likely than men to have experienced domestic abuse in the last year.</p> <p>We do not anticipate that the Domestic Abuse Strategy will disadvantage a person because of race or migrant status.</p>
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Religion and belief	Relevant	Low	Positive	<p><i>Key data: The 2011 Census indicates that 62.3% of the local population is Christian, 21.7% no religion, 3.9% Muslim, 2% Sikh, 1.8% Hindu, 0.5% Buddhist, 0.4% other religion, and 0.3% Jewish. [Source: 2011 Census, taken from Berkshire Observatory]</i></p> <p>There is limited research on the relationship between religious beliefs and domestic abuse victimisation in the UK.</p> <p>We do not anticipate that the Domestic Abuse Strategy will disadvantage a person because of their religion or beliefs.</p>
Sex	Relevant	Low	Positive	<p><i>Key data: In 2020 an estimated 49.6% of the local population is male and 50.4% female. [Source: ONS mid-year estimates 2020, taken from Berkshire Observatory]</i></p> <p>We do not anticipate that the Domestic Abuse Strategy will disadvantage a person due to the gender identity.</p>

Sexual orientation	Relevant	Low	Positive	<p>The ONS advises that in 2011, 2% of the UK population identified themselves as lesbian, gay or (LGB). There is limited data available at a local level about this protected characteristic for the population.</p> <p>Evidence suggests that LGBT+ communities face complex barriers to seeking support for domestic abuse with 60-80% of LGBT+ victims having never reported to the police or attempted to find support from services (Galop).</p> <p>We do not anticipate that the Domestic Abuse Strategy will disadvantage a person because of their sexual orientation.</p>
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Outcome, action and public reporting

Screening Assessment Outcome	Yes / No / Not at this stage	Further Action Required / Action to be taken	Responsible Officer and / or Lead Strategic Group	Timescale for Resolution of negative impact / Delivery of positive impact
Was a significant level of negative impact identified?	No	N/A	N/A	N/A
Does the strategy, policy, plan etc require amendment to have a positive impact?	No	N/A	N/A	N/A

If you answered **yes** to either / both of the questions above a Full Assessment is advisable and so please proceed to Stage 2. If you answered “No” or “Not at this Stage” to either / both of the questions above please consider any next steps that may be taken (e.g. monitor future impacts as part of implementation, re-screen the project at its next delivery milestone etc).

APPENDIX B

THE ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD (RBWM) DOMESTIC ABUSE STRATEGY 2022-24



It's Your Borough
Help us make it a safer place to live

Accessing support

This is a strategy document about how we in the Royal Borough of Windsor and Maidenhead (RBWM) want to develop and improve our local domestic abuse services.

If you need local support now this can be accessed by contacting The Dash (Domestic Abuse Stops Here) Charity on 01753 549865 (supports all genders) or visiting www.thedashcharity.org.uk or visit our local authority webpages which can be found [here](#).

If you are in immediate danger, please call 999, or in a non-emergency contact Thames Valley Police on 101.

Alternatively, you can contact the freephone 24-hour National Domestic Violence helpline run by Refuge on 0808 2000 247, the Men's Advice Line on 0808 801 0327 or Galop's LGBT+ domestic abuse helpline on 0800 999 5428.

Contents

Accessing support.....	2
Foreword	4
1. Introduction.....	5
2. Definition of domestic abuse	5
3. Our strategy at a glance.....	6
4. What do we know?.....	6
5. National policy and legal context.....	8
6. Strategic priorities	9
7. Governance and accountability	10

Foreword

Welcome to the Royal Borough of Windsor and Maidenhead's Domestic Abuse Strategy 2022-24. This strategy outlines our wider partnership response to domestic abuse in the Royal Borough of Windsor and Maidenhead (RBWM).

Domestic abuse is a serious and widespread issue with 2.3 million people in England and Wales¹ having experienced domestic abuse in the year ending March 2020 and two women every week being killed by a current or former partner. Whilst the majority of victims of domestic abuse are women, domestic abuse is about power and control and it can happen to anyone regardless of age, disability, gender identity, gender reassignment, race, religion or belief, sex or sexual orientation.

The impact of domestic abuse can be devastating and long lasting for both individuals and families. It can have a detrimental effect on wellbeing and mental health; lead to physical and emotional harm; have negative employment, educational and financial impacts; lead to homelessness and can have a negative impact on children and families. At its extreme, domestic abuse can result in death either through homicide or suicide. As well as the impact on individuals, the impact on society is huge with the total costs of domestic abuse in England and Wales 2016/17 being over £66bn².

Domestic abuse has long been a priority for the RBWM Community Safety Partnership (CSP) but there is more work to be done and due to the complexities of domestic abuse, tackling the issue must be the responsibility of all agencies and services working across RBWM who support families and individuals affected by domestic abuse.

No one should experience domestic abuse or the threat of it. This strategy brings together our existing work, and sets out our joint vision, priorities in responding to domestic abuse in RBWM over the next three years.



Lin Ferguson
Chair of the RBWM Domestic Abuse Executive Group (DAEG)

¹ [Domestic abuse prevalence and trends, England and Wales - Office for National Statistics \(ons.gov.uk\)](https://ons.gov.uk)

² [The economic and social costs of domestic abuse \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

1. Introduction

The RBWM Domestic Abuse Executive Group (DAEG) exists to provide a strategic multi-agency response to domestic abuse in the borough. The group brings together senior managers from statutory and voluntary agencies including RBWM, Optalis, Achieving for Children (AfC), Army Welfare, Berkshire Healthcare Foundation Trust (BHFT), Frimley Clinical Commissioning Group (CCG), Frimley Health NHS Foundation Trust, National Probation Service, Office of the Police and Crime Commissioner (OPCC), South Central Ambulance Service (SCAS), Thames Valley Police and The Dash (Domestic Abuse Stops Here) Charity.

The Domestic Abuse Act 2021 places a duty on the Local Authority to appoint a multi-agency domestic abuse Local Partnership Board (LPB) which will consult as it performs certain specified functions. The RBWM Domestic Abuse Executive Group (DAEG) has been reviewed and expanded so that it complies with this statutory duty.

The RBWM Domestic Abuse Strategy 2022-24 builds on the work of our previous Domestic Abuse Strategy 2017-20 which was continued during the Covid-19 pandemic and renews our commitment to build on our achievements, maintain good practice and continue to work together to develop our services for anyone in RBWM affected by domestic abuse.

This strategy has been developed alongside the [RBWM Domestic Abuse Safe Accommodation Strategy 2021-24](#).

This strategy is accompanied by an action plan which is updated regularly to reflect the work being undertaken across the partnership which supports improvement and development of our domestic abuse services in RBWM.

2. Definition of domestic abuse

This strategy adopts the Government's legal definition of domestic abuse introduced by the Domestic Abuse Act 2021³:

Behaviour of a person towards another person if they are aged 16 or over and are personally connected to each other, and the behaviour is abusive.

Behaviour is "abusive" if it consists of any of the following: physical or sexual abuse; violent or threatening behaviour; controlling or coercive behaviour; economic abuse; psychological, emotional or other abuse; and it does not matter whether the behaviour consists of a single incident or a course of conduct.

"Economic abuse" means any behaviour that has a substantial adverse effect on the victim's ability to acquire, use or maintain money or other property, or obtain goods or services.

"Personally connected" to each other includes if they are, or have been, married to each other; they are, or have been, civil partners of each other; they have agreed to marry one another (whether or not the agreement has been terminated); they have entered into a civil partnership agreement (whether or not the agreement has been terminated); they are, or have been, in an intimate personal relationship with each other; they each have, or there has been a time when they each have had, a parental relationship in relation to the same child; they are relatives.

The Act also recognises that children can be victims of domestic abuse where they see or hear, or experience the effects of, the abuse, and are related to the perpetrator or victim.

³ [Domestic Abuse Act 2021 \(legislation.gov.uk\)](#)

3. Our strategy at a glance

RBWM and its partners are committed to delivering an effective domestic abuse strategy for those living and working in RBWM. We want RBWM to be a place where everyone can live safe lives without the threat or experience of domestic abuse. For those who are experiencing domestic abuse, we want to ensure they can get help, as early as possible, to end the abuse and live safer lives.

The key priority groups intended to benefit from this strategy are:

- Adults, children and young people experiencing domestic abuse
- Children and young people who see, hear or experience domestic abuse
- Those who perpetrate domestic abuse

This strategy responds to domestic abuse in the context of abuse predominantly within intimate relationships, but also taking into account familial domestic abuse.

The Government's [Tackling Domestic Abuse Plan](#), published in March 2022, sets out national priorities. To deliver our vision in RBWM, we will work in line with the national framework with clear objectives that reflect the local need in RBWM. Through this domestic abuse strategy and our action plan, we commit to work together to tackle domestic abuse through these four main strategic priorities:

1. Prevention and early intervention

Effective preventive educational programmes, a skilled and resourced workforce, promotion of a culture of prevention and earlier intervention, challenging attitudes and behaviours which foster domestic abuse.

2. Provision of services

Responsive, effective, joined up support for victims at risk of, or subjected to domestic abuse and its reoccurrence.

3. Pursuing perpetrators

Reducing the risk to victims by holding perpetrators to account and supporting them to change their behaviour.

4. Working in partnership

Recognising the adverse impact of domestic abuse and the need to promote change through joint commitment, leadership and partnership working.

These strategic priorities are for all people, regardless of gender, sex, age, disability, ethnicity, sexual orientation or religion.

4. What do we know?

National picture

Domestic abuse remains a largely under reported crime. Data from agencies can be helpful in giving us an indication of what is known, but it must be acknowledged that reported domestic abuse will be much lower than the true picture. We also know that victims of domestic abuse will often live with abuse for a significant amount of time before seeking help, so their first disclosure (whether that be to agencies or friends/family/colleagues) is rarely the first time they have suffered abuse. It is important that we work together to improve confidence for individuals to seek early help, strengthen and improve our data collection to ensure we gain a fuller picture of the true extent of domestic abuse in RBWM.

National research shows:

- An estimated 2.3 million adults aged 16 to 74 years experienced domestic abuse in the last year (1.6 million women and 757,000 men)⁴.
- In the year ending March 2020, police recorded crime data showed that almost half (46%) of adult female homicide victims in England and Wales (81 women) were killed in a domestic homicide⁵.
- On average, high risk victims live with domestic abuse for 2.3 years and medium risk victims for 3 years before getting help⁶.
- One in 6-7 men and one in 4 women will be a victim of domestic abuse in their lifetime⁷.
- Victims aged 60+ are much more likely to experience abuse from an adult family member or current intimate partners than those 60 and under⁸.
- LGBT+ victims/survivors present with higher levels of risk and complex needs by the time they access support⁹.
- Disabled women are twice as likely to experience domestic abuse as non-disabled women, and typically experience abuse for a longer period before accessing support¹⁰.
- Nationally, 7.4% of white women report being victims of domestic abuse compared with 4.4% of ethnic minority women¹¹.
- Over half (52%) of domestic abuse victims need support to help them stay in their own home or move to new accommodation¹².

RBWM picture

Under Part 4 of the Domestic Abuse Act, RBWM have carried out a domestic abuse needs assessment to gain a greater understanding of the incidence of domestic abuse and the people affected by domestic abuse in the local authority area.

Data was collected from a range of partners including Thames Valley Police, MARAC (Multi Agency Risk Assessment Conference), The Dash Charity, RBWM Housing Service, Resilience Drug and Alcohol Service, Optalis (Adult Social Care) and Achieving for children (Children's Services) and Berkshire Healthcare Foundation Trust (BHFT). A variety of methods were used to collect the data including data collection, focus groups, over the phone interviews and email feedback. The needs assessment required RBWM and partners to collect and consider data regarding victims and their children such as age, gender, ethnicity, marital status, sexual identity, disability, socio-economic status, employment status and employment.

Findings from the needs assessment helped inform the [RBWM Domestic Abuse Safe Accommodation Strategy 2021-24](#) which describes how safe accommodation for domestic abuse victims and their children will be provided in RBWM. The strategy outlines six priority areas for action.

Domestic Abuse in RBWM 2021-22:

- There were 2,585 reports of domestic abuse to Thames Valley Police with 1,486 (57%) recorded as a crime.
- RBWM Multi Agency Risk Assessment Conference (MARAC) discussed 141 high risk domestic abuse cases with a repeat rate (rolling 12 months) of 49%.
- The Dash (Domestic Abuse Stops Here) Charity supported 416 clients through the IDVA (Independent Domestic Violence Advocacy) and Outreach service. A further 513 adults were signposted to other services. 124 children/young people were supported through the Children's Programme.
- There were 108 presentations to RBWM Housing where the reason for approach/loss of accommodation was due to domestic abuse, equating to 6% of all presentations.

⁴ [Domestic abuse in England and Wales overview - Office for National Statistics \(ons.gov.uk\)](#)

⁵ [The lasting impact of violence against women and girls - Office for National Statistics \(ons.gov.uk\)](#)

⁶ SafeLives (2015), Insights IDVA National Dataset 2013-14, Bristol: SafeLives

⁷ [Statistics on Male Victims of Domestic Abuse - \(mankind.org.uk\)](#)

⁸ [SafeLives \(2016\) Safe Later Lives: Older people and domestic abuse](#)

⁹ [SafeLives \(2018\) Free To Be Safe: LGBT+ people experiencing domestic abuse](#)

¹⁰ [SafeLives \(2017\) Disabled survivors too: Disabled people and domestic abuse](#)

¹¹ [Equalities and Human Rights Commission, Race Report Statistics](#)

¹² [SafeLives \(2018\) Safe at Home: Homelessness and domestic abuse](#)

- Single Point of Access (SPA) had 1275 contacts due to domestic abuse, equating to 12% of all contacts. Of these, 45% were referred to the Multi Agency Safeguarding Hub (MASH) for information and advice, 28% were referred to Children’s Social Care, 14% were referred to MASH for an Enquiry, and 10% were closed with information and advice being given. Other outcomes included referrals to Early Help and referrals to other agencies.
- There were 85 victim referrals into the Achieving for Children (AfC) domestic abuse support service. Of these, 79% of referrals were progressed.
- There were 61 referrals into the Promoting Positive Relationships Programme (PPRP) group work for perpetrators, delivered by Achieving for Children (AfC). Of these, 54% of men referred engaged with the programme.

5. National policy and legal context

The [Domestic Abuse Act 2021](#) received Royal Assent on 29 April 2021. The key objectives of the Act are to:

- **Promote awareness** – to put domestic abuse at the top of everybody’s agenda, including introducing a statutory definition of domestic abuse and recognising children as victims of domestic abuse in their own right.
- **Protect and support victims** – to enhance the safety of victims and the support they receive, including establishing in law the office of the Domestic Abuse Commissioner, introducing a new Domestic Abuse Protection Notice and Domestic Abuse Protection Order, and placing a new duty on local authorities to provide support to victims of domestic abuse and their children in safe accommodation.
- **Tackle perpetrators** – to provide an effective response to perpetrators to end the cycle of abuse, including extending existing offences such as the coercive controlling behaviour offence to cover post-separation abuse, and creating new offences including such as non-fatal strangulation or suffocation.
- **Transform the justice response** – to provide support to victims throughout the justice process, including helping victims give evidence in court.
- **Improve performance** – to drive consistency and better performance in the response to domestic abuse.

Commitments relating to the Government’s response to domestic abuse and the implementation of the Domestic Abuse Act 2021 were published in the [National Tackling Domestic Abuse Plan](#) in March 2022 which is closely aligned to the Government’s [Tackling Violence Against Women and Girls Strategy](#), published in July 2021. The Plan has an overall ambition to have ‘a system which drives down domestic abuse and domestic homicide cases, while ensuring that victims and survivors get the support they need’¹³ and includes four main areas of focus:

1. **Prioritising Prevention:** Reduce the amount of domestic abuse, domestic homicide, and suicides linked to domestic abuse, by stopping people from becoming perpetrators and victims to begin with.
2. **Supporting Victims:** Help all victims and survivors who have escaped from domestic abuse feel that they can get back to life as normal, with support for their health, emotional, economic, and social needs.
3. **Pursuing Perpetrators:** Reduce the amount of people who are repeat offenders and make sure that those who commit this crime feel the full force of the law.
4. **A Stronger System:** Improve the systems and processes that underpin the response to domestic abuse across society.

The responsibility to respond to domestic abuse is held by all statutory agencies with a responsibility for safeguarding and protecting both adults and children. Wider legislation includes:

¹³ [Tackling Domestic Abuse Plan - GOV.UK \(www.gov.uk\)](#)

- The [Children Act 2004](#) which reinforces that all people and organisations working with children have a responsibility to help safeguard children and promote their welfare. This includes cases of domestic abuse. Children and young people are now recognised as victims of domestic abuse under the Domestic Abuse Act 2021.
- The [Domestic Violence, Crime and Victims Act 2004](#) which extends provisions to combat domestic abuse and creates a new offence of ‘causing or allowing the death of a child or vulnerable adult’.
- The [Forced Marriage \(Civil Protection\) Act 2007](#) which aims to protect victims of forced marriage including empowering the courts to make Forced Marriage Protection Orders (FMPOs).
- The [Protection of Freedoms Act 2012](#) which makes stalking a criminal offence.
- The [Care Act 2014](#) which sets out how the Health and Social Care system should protect adults at risk of abuse or neglect. Within the Act it specifies that freedom from abuse (and neglect) is key to a person’s wellbeing.
- The [Housing Act 1996](#) which outlines duties for the local authority where a person is threatened with homelessness as a result of domestic abuse or is homeless after fleeing domestic abuse. The Domestic Abuse Act 2021 has amended the Housing Act to say that a person who is homeless as a result of being a victim of domestic abuse will automatically be in “priority need”.
- The [Serious Crime Act 2015](#) which introduced the offence of coercive or controlling behaviour against an intimate partner or family member and holds a maximum penalty of five years in prison.

Local

This strategy links to other key local and regional strategies and actions plans relevant to the domestic abuse agenda:

- [Thames Valley Police & Criminal Justice Plan 2021-2025](#) (Office of the Police and Crime Commissioner - OPCC)
- Thames Valley Police Violence Against Women and Girls Strategy 2022-2023
- RBWM Community Safety Plan 2021-24
- RBWM Safeguarding Partnership Strategy 2022-25
- [RBWM Domestic Abuse Safe Accommodation Strategy 2021-24](#)
- [Thames Valley Police Strategic Plan 2021-2022](#)
- Berkshire Suicide Prevention Strategy 2021-2026

The RBWM Safeguarding Partnership publishes [Child Safeguarding Practice Reviews \(CSPR\)](#) for children and young people, and [Safeguarding Adult Reviews \(SAR\)](#) from across the region which provides access to details of learning.

6. Strategic priorities

This strategy is based on four key strategic priorities which are designed to contribute to the overall vision of the RBWM Domestic Abuse Executive Group (DAEG). These priorities will form our key areas or work over the next two years:

Aim: *to prevent and reduce the impact of domestic abuse across our communities and ensure that when people do experience abuse, they can access the help and services they need.*

1. Prevention and early intervention	<ul style="list-style-type: none"> • Upskilling the workplace to support early identification and effective responses • Ensuring schools are aware where children may have witnessed domestic abuse • Challenging negative attitudes in the community and across agencies through public awareness campaigns
2. Provision of services	<ul style="list-style-type: none"> • Ensuring we commission responsive and high-quality services which meet need quickly for victims and their children • Developing services with those who have experienced domestic abuse • Mapping current provision and identifying gaps

	<ul style="list-style-type: none"> • Strengthening our safe accommodation support • Working to understand the experience of victims of domestic abuse from all social groups to ensure their voices are heard.
3. Pursuing perpetrators	<ul style="list-style-type: none"> • Working with partners to identify domestic abuse offending at the earliest opportunity, providing interventions to bring individuals to justice or divert their offending. • Prioritising the safety of victims and children by making best use of powers available (both criminal and civil) to protect victims of domestic abuse and manage and disrupt perpetrators. • Offering help to perpetrators to help change their behaviour through effective interventions.
4. Working in partnership	<ul style="list-style-type: none"> • Promoting change by working together • Ensuring joint commitment, leadership and partnership working

7. Governance and accountability

Domestic abuse is one of the 5 RBWM CSP themes under the Serious Violence priority. The DAEG also reports to and ensures information shared both ways with the Overview & Scrutiny Panel and the RBWM Safeguarding Partnership when required. There are also a number of operational subgroups that feed in to the RBWM Domestic Abuse Executive Group, namely the RBWM Domestic Abuse Forum, the MATAC (Multi Agency Tasking And Coordination) and MARAC (Multi Agency Risk Assessment Conference).

Accountability for delivery of this strategy sits with the RBWM Domestic Abuse Executive Group (DAEG). This group will also oversee work related to duties within the Domestic Abuse Act 2021.

This strategy is supported by an action plan which will be updated quarterly and be reviewed by the RBWM Domestic Abuse Executive Group (DAEG).

Feedback from those who use our domestic abuse services and interventions in RBWM is key in commissioning of services as well as monitoring procedures. We will work to ensure that lived experience of abuse informs and improves our local provision.

Appendix C RBWM Domestic Abuse Action Plan 2022-24



AIM 1 – PREVENTION AND EARLY INTERVENTION

Preventing domestic abuse from happening through prevention and education. We will do this by: *upskilling the workplace to support early identification and effective responses; ensuring schools are aware where children may have witnessed domestic abuse; challenging negative attitudes in the community and across agencies through public awareness campaigns.*

Outcome	Ref	Action	Lead	Update
267 RBWM's community and professionals have an awareness of domestic abuse and know where to signpost to.	1.1	Create a forward plan of key dates and events in relation to domestic abuse.	DA Coordinator and RBWM Comms team	
	1.2	Deliver internal and external communications to challenge negative attitudes and encourage confidence in seeking support and support specific campaigns.		
	1.3	Ensure available resources are up to date and available (including newsletter) as well as developing new resources as required.		
Children and young people in the borough are made aware of what constitutes a healthy relationship and domestic abuse.	1.4	Deliver healthy relationship workshops in schools and youth settings, including support/training for staff.	The Dash Charity	
Frontline professionals (statutory and voluntary) working in the borough are able to identify those affected by domestic abuse (including coercive control) and have a strong understanding of appropriate responses and pathways including referrals and interventions.	1.5	Deliver multi-agency training for frontline professionals to support early identification and effective responses.	DA Coordinator / AfC Children's Workforce Development / DAEG	
	1.6	Identify other levels of training and commission where required.		

Appendix C

RBWM Domestic Abuse Action Plan 2022-24



Employers are able to recognise and support victims of domestic abuse in the workplace.	1.7	Consider joining the Employers Initiative Against Domestic Abuse and work with businesses to ensure they have access to information on how to support staff members who may disclose domestic abuse.	White Ribbon Local Steering Group	
RBWM demonstrates a commitment to ending Violence Against Women and Girls (VAWG).	1.8	Consider White Ribbon Accreditation.	White Ribbon Local Steering Group	
Schools in RBWM have timely information about police attended incidents of domestic abuse; staff in schools understand how to support children experiencing domestic abuse; children receive timely support in their school.	1.9	Continue to work with all schools across the borough through Operation Encompass.	Thames Valley Police	

Appendix C RBWM Domestic Abuse Action Plan 2022-24



AIM 2 – PROVISION OF SERVICES

Providing high quality, joined up support for adults and children affected by domestic abuse. We will do this by: *ensuring we commission responsive and high-quality services which meet need quickly for victims and their children; developing services with those who have experienced domestic abuse; mapping current provision and identifying gaps; strengthening our safe accommodation support; working to understand the experience of victims of domestic abuse from all social groups to ensure their voices are heard.*

Outcome	Ref	Action	Lead	
Victims of domestic abuse are offered high quality services which is accessible and meets their needs. This includes support in safe accommodation. 69	2.1	Effectively commission domestic abuse services to ensure victims are provided with the appropriate Outreach and IDVA support, specifically monitoring the number of referrals into the service.	RBWM Commissioning	
	2.2	Deliver interventions to support victims of domestic abuse with children known to Children's Social Care (Achieving for Children's, AfC, Partners in Practice).	AfC	
	2.3	Deliver recommendations outlined in the Domestic Abuse Safe Accommodation Strategy.	DAEG	
	2.4	Deliver recommendations outlined in the Thames Valley BAMER (Black, Asian, Minority Ethnic and Refugee) project.	VAWG Collaborative Working Group	
	2.5	Offer an effective target hardening programme (Sanctuary) which	RBWM Housing	

Appendix C RBWM Domestic Abuse Action Plan 2022-24



		increases safety of victims of domestic abuse in their own home.		
	2.6	Provide a therapeutic intervention for recent victims of domestic abuse who have additional mental health needs/complex difficulties (<i>BRAVE – Building Resilience And Valuing Emotions</i>)	Office of the Police and Crime Commissioner (OPCC)	
270	2.7	Provide accessible specialist support groups for victims of domestic abuse to help break the cycle of domestic abuse (<i>Freedom Programme</i>).	RBWM Early Help, the Dash Charity	
	2.8	Delivery specialist provision for children and young people affected by domestic abuse (<i>PICADA – Positive Intervention for Children Affected by Domestic Abuse, Safe!, Family Hub Service, Children's IDVA</i>)	Family Friends, Safe!, the Dash Charity	
	2.9	Explore ways to understand the experience of victims of domestic abuse from all social groups to ensure their voices are heard and used to improve and enhance service provision.	DAEG	

Appendix C

RBWM Domestic Abuse Action Plan 2022-24



AIM 3 – PURSUING PERPETRATORS

Taking action to reduce the risk to victims by holding perpetrators to account and providing them with opportunities to change their behaviour. We will do this by: *working with partners to identify domestic abuse offending at the earliest opportunity, providing interventions to bring individuals to justice or divert their offending; prioritising the safety of victims and children by making best use of powers available (both criminal and civil) to protect victims of domestic abuse and manage and disrupt perpetrators; offering help to perpetrators to help change their behaviour through effective interventions.*

Outcome	Ref	Action	Lead	Update
Perpetrators of domestic abuse are identified at the earliest opportunity, with interventions implemented/offered to bring individuals to justice or divert their offending.	3.1	Referral of perpetrators into appropriate programmes such as the Promoting Positive Relationships Programme (PPRP).	Achieving for Children (AfC)	
	3.2	Keep informed of and contribute to the work of the Domestic Abuse Perpetrator Programmes Thames Valley Network.	Thames Valley Local Criminal Justice Board	
A reduction in reoffending of the most harmful serial domestic abuse perpetrators and increased safeguarding of victims and children.	3.3	Provide oversight of MATAC (Multi Agency Tasking And Coordination) meetings in the borough.	Thames Valley Police / DAEG	
Increased safety of victims and children.	3.4	Make best use of powers available to protect victims of domestic	Thames Valley Police	

Appendix C RBWM Domestic Abuse Action Plan 2022-24



		<p>abuse and manage and disrupt perpetrators:</p> <ul style="list-style-type: none"> - Improve use and enforcement of Domestic Violence Protection Notices (DVPN's) and Domestic Violence Protection Orders (DVPOs). - Improve performance in Domestic Violence Disclosure Scheme (DVDS/Clare's Law) applications. 		
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AIM 4 – PARTNERSHIP WORKING

Working together in a coordinated way to obtain the best outcomes for children and their families impacted by domestic abuse. We will do this by: *promoting change by working together; ensuring joint commitment, leadership and partnership working.*

Outcome	Ref	Action	Lead	Update
Improved information sharing to support understanding of the picture of domestic abuse in the borough.	4.1	Collate and review accurate performance of both specialist and statutory services through an agreed data set.	DA Coordinator and DAEG	
	4.2	Carry out a full domestic abuse needs assessment every 3 years to define and monitor domestic abuse at a local level.		
Improved coordination of high-risk domestic abuse case and increased safeguarding of victims and children.	4.3	Provide strategic oversight to the MARAC (Multi Agency Risk Assessment Conference) to	DAEG	

Appendix C RBWM Domestic Abuse Action Plan 2022-24



		ensure that it is working to good practice levels with a focus on reducing repeat victimisation.		
	4.4	Monitor the number of repeat incidents including MARAC repeat rate.	DAEG	
273	4.5	<p>All agencies will ensure they participate in the Domestic Homicide Review process. In addition, we will:</p> <ul style="list-style-type: none"> - Ensure learning from DHRs/SARs/Serious Case Reviews are shared with partners including the MARAC, DAEG, DA Forum, Safeguarding Partnership, commissioners of services, and included into local and regional training programmes. - Monitor and audit DHR action plans against recommendations and intended outcomes to ensure changes are implemented by partner agencies. 	RBWM Community Safety Partnership / RBWM Safeguarding Partnership / DAEG	

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Report Title:	Tivoli Contract for Grounds Maintenance
Contains Confidential or Exempt Information	Main report Part I, Appendix D is Part II - Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.
Cabinet Member:	Councillor David Coppinger, Cabinet Member for Environmental Services, Parks & Countryside & Maidenhead
Meeting and Date:	Cabinet 29 September 2022
Responsible Officer(s):	Andrew Durrant, Executive Director of Place Services Alysse Strachan, Head of Neighbourhood Services
Wards affected:	All

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REPORT SUMMARY

This report provides panel members with detail of the council's current grounds maintenance contract held by Tivoli Group Ltd, it's specification and an update on the financial pressure to deliver the current performance and service delivery plans for the Tivoli Contract across the Royal Borough of Windsor and Maidenhead (RBWM).

Since September 2021, work has been ongoing between officers and Tivoli to review the current specification against service delivery and to negotiate the cost of delivering the service. This report highlights the work to date and provides recommendations for the future of the contract. Final negotiations have been concluded and show that an uplift of £200,000 per annum (for 22/23) is required to deliver the contract to its current level of service due to the increased costs of inflation, wages, fuel and materials/equipment. The report also provides a suite of initiatives and options to be considered for alternative delivery, which may mitigate some of the increased cost going forward.

It is recognised that this contract has a direct impact on the way residents view RBWM in relation to the way green spaces in the borough are maintained and managed. Last year, the council experienced significant issues with the performance of the Tivoli Contract, leading to increased enquiries and complaints from residents and Councillors.

The proposals in this report support the vision of the Corporate Plan (2021-26) and the three key objectives of:

- Thriving Communities:** Where families and individuals are empowered to achieve their ambitions and fulfil their potential.
Increase the percentage of residents who enjoy the borough's green spaces on a regular basis and feel that they are able to access quality green spaces easily.
Taking action to tackle climate change and its consequences and improving our natural environment.
- Inspiring Places:** Supporting the borough's future prosperity and sustainability.

- A Council trusted to deliver its promises.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and associated information and:

- i) **Notes the necessary contractual uplift of £200,000**
- ii) **Supports officer's ongoing investigation and dialogue with Tivoli to mitigate additional contract costs**
- iii) **Supports further exploration of initiatives outlined in Table 3 and delegates the decision for alternative solutions to the Head of Neighbourhood Services in conjunction with the Cabinet Member for Environmental Services, Parks & Countryside & Maidenhead in consultation with Ward Members where appropriate**
- iv) **Notes the initiatives in Table 2 to be explored with a different service delivery model.**

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

Options

Table 1: Options arising from this report

Option	Comments
Note necessary contract changes This is the recommended option	The Contract dictates that a financial review shall be undertaken on each anniversary of the commencement date of the contract and the contract price may be subject to annual adjustment by mutual agreement based on decreased or increased costs for providing the Services.
Agree for officers to explore alternative service delivery for the initiatives detailed in Table 2 This is the recommended option	Officers to consult with Cabinet Member, Ward Members and Parishes on future options where they affect service standards in key aspects or locations of the borough. There are some changes which can be made that will not affect the level of service and these may be agreed by Officers.
Re-enter into formal dispute with Tivoli and explore procurement of alternative supplier for the delivery of Grounds Maintenance. This is not the recommended option	This option is not recommended for reasons set out in the report which can be summarised as: <ul style="list-style-type: none"> • Service delivers value for money • Performance has improved since 2021 • Complaints against the service have reduced

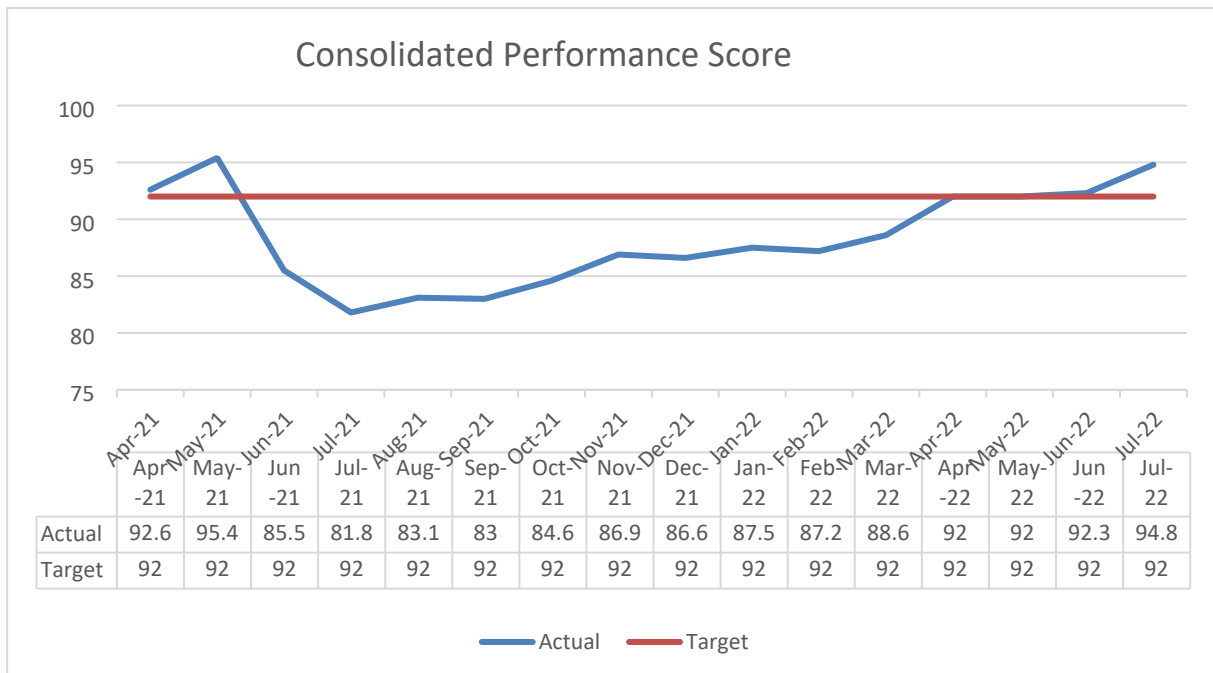
Option	Comments
	<ul style="list-style-type: none"> • New KPIs will be agreed for more robust monitoring along with improved mapping of areas to be maintained • Sourcing a different service provider is not recommended as this can be costly and may affect the interim performance levels

- 2.1 The Royal Borough's Grounds Maintenance service is one of the most visible services provided within the council. Its reliability is key to success; specifically, that grass is cut regularly, hedges and shrubs are maintained, Cemeteries are maintained, and burials undertaken, litter bins and dog waste bins are emptied regularly, play parks, open spaces and sports pitches are maintained to the required standards, aviaries are maintained and where required standards are not met, this is rectified quickly.
- 2.2 Any shortfalls in these aspects have an impact on how residents and visitors perceive the service and often the Royal Borough will encounter reputational damage which is hard to recover from and does not give residents the confidence that we are delivering quality services.

3. Background and Current Performance

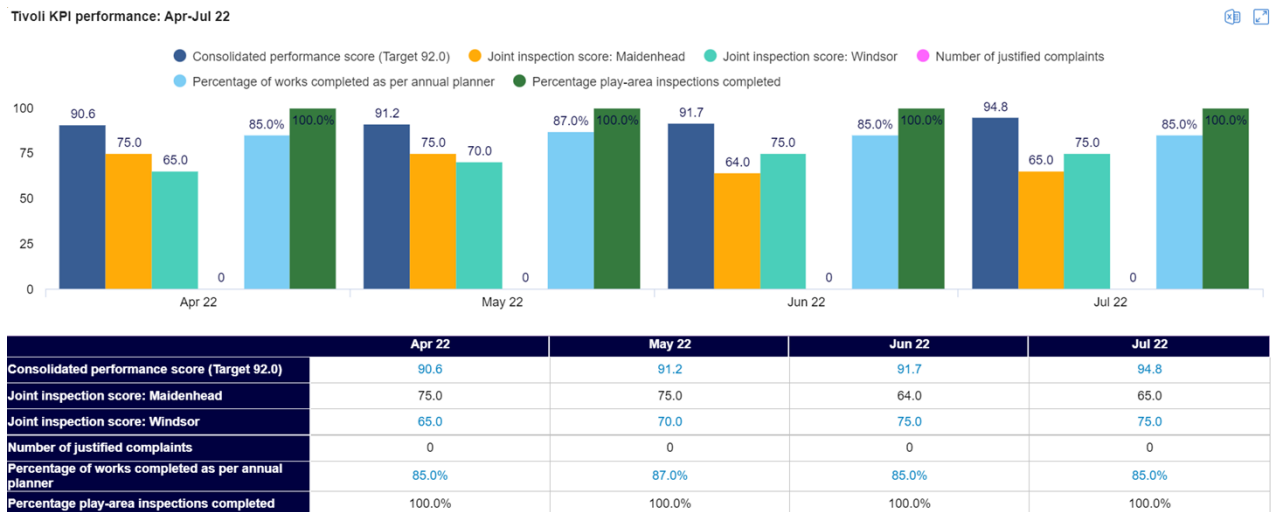
- 3.1 Since June 2021, when initial concerns were raised about the contract performance, service delivery has improved considerably.
- 3.2 There are currently 6 KPIs by which to measure the service provider's performance and to measure the way in which the outcomes are being delivered. Figure 1 below shows the KPI performance for April 21 to July 22. KPIs focus on the scores from joint inspections of parks and cemeteries, which are carried out on a selection of representative sites monthly by RBWM officers and Tivoli staff.
- 3.3 The KPI measures are the percentage of play area inspections completed, the percentage of the work programme completed in year to date and the number of justified complaints about the contract performance, which result in a consolidated performance score.
- 3.4 The target for the consolidated performance score is 92 as shown in Figure 1. The scores this year have been as follows:

Figure 1: Consolidated Performance Score



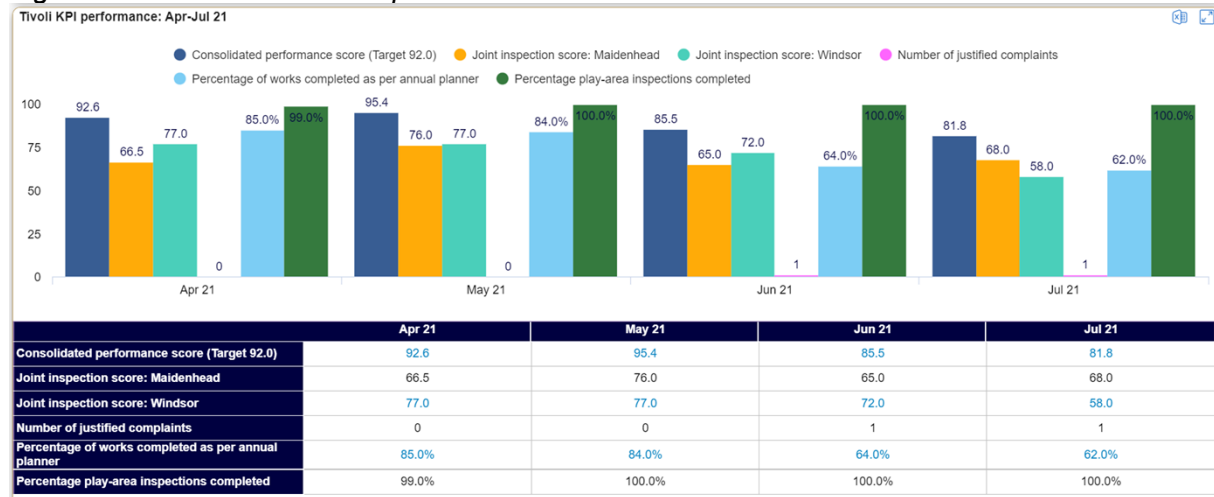
3.5 The consolidated performance score has improved this year and is now at or above the target of 92. In general the contract is running well this year with key tasks being completed in all areas of the contract and Tivoli reacting quickly to resolve any minor areas of concern. Figure 2 and Figure 3 below show the KPI performance for April-Jul 22 and April-Jul 21 respectively.

Figure 2: KPI Performance April -Jul 22



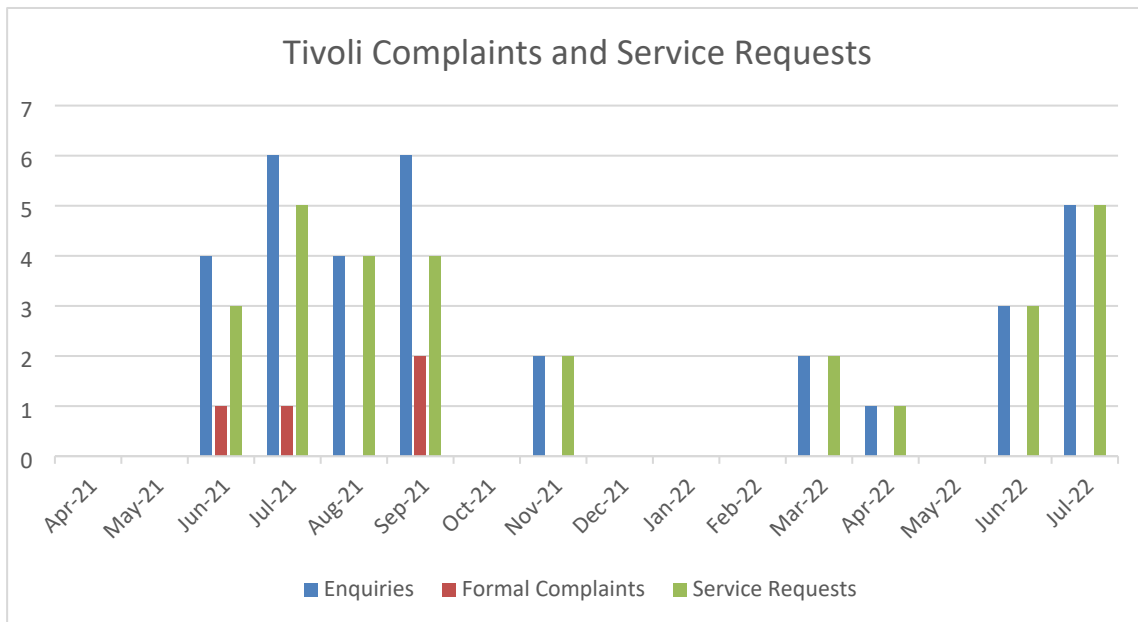
This compares favourably with the same period last year:

Figure 3: KPI Performance April-Jul 21



- 3.6 The joint inspections have broadly shown the areas surveyed to be in a generally good state with some minor issues, such as weeds in shrub beds, or small areas of grass not cut to the required standard. None of the inspections have resulted in a poor score of an individual site, and generally, the actions noted by the inspections as requiring improvement, have been actioned within a reasonable timescale.
- 3.7 In this financial year there have been no formal complaints related to the contract to the end of July and all playground inspections have been completed as scheduled.
- 3.8 There has been a reduced need for grass cutting this summer due to the weather conditions, with higher than usual temperatures and very low rainfall, which means grass growth has been significantly reduced. This has allowed work on other areas, such as increased litter picking requirements in parks and open spaces which have been enjoyed more in the prolonged good weather.
- 3.9 When assessing the performance of the council's contracts it is also important to look at the number of complaints and service requests received through the formal complaints route about the services being provided and the overall number of contacts received about the services. For the services provided by Tivoli the number of formal complaints and service requests through the complaints team is very low as shown in Figure 4.

Figure 4: Tivoli Complaints and Service Requests Apr 21 to Jul 22



3.10 The number of contacts received to the council resulting in a request to Tivoli is shown in Figure 5 and Figure 6 below. This includes Report it forms, emails and phone calls into the council. This has significantly decreased this year compared to last year, particularly over the summer period, where over 200 contacts were received in June 2021 compared to 70 this year, and only 30 contacts were received in July compared to 200 for the same period last year demonstrating the improvement in the service.

Figure 5: Tivoli contacts Nov 20-Oct 21

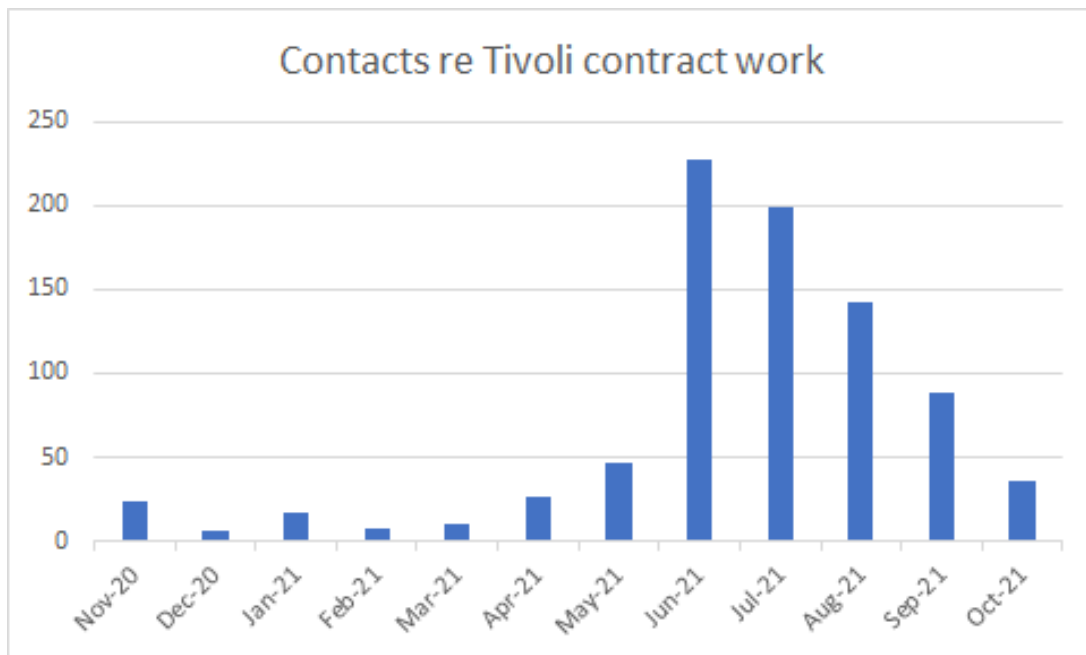
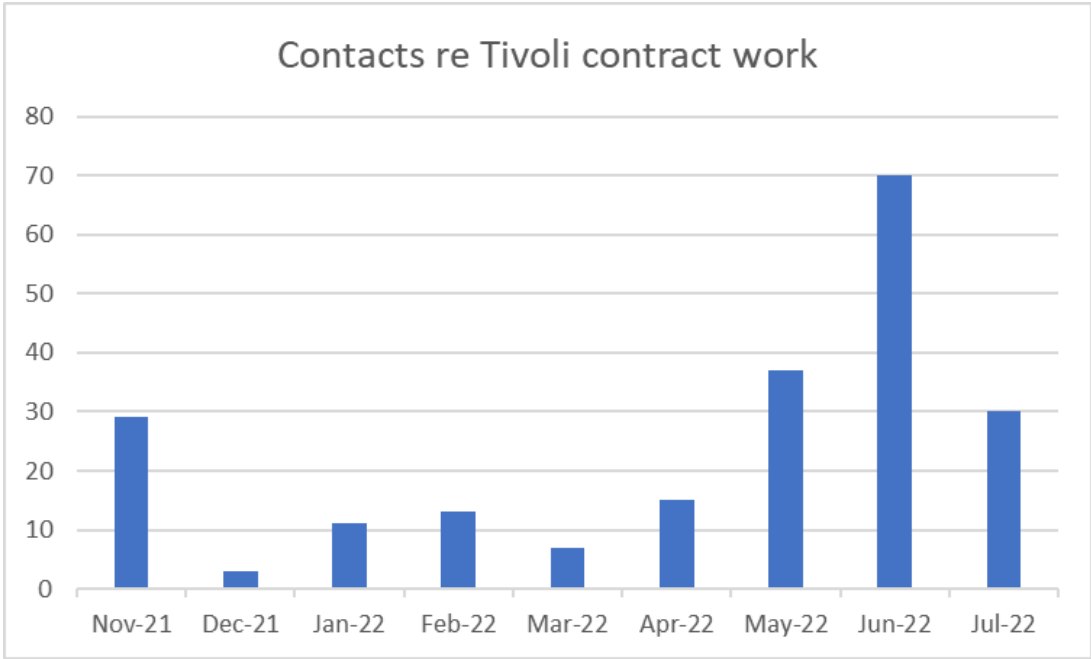


Figure 6: Tivoli contacts Nov 21-Jul 22



4. KEY IMPLICATIONS

- 4.1 In Sept 2021 Tivoli and RBWM issued a Notice of Dispute highlighting two areas of dispute; inaccurate Bill of Quantities and failure to follow the variation process. It was agreed that rather than pursuing the dispute process, officers from both parties would work together to resolve the issues in partnership and in good faith.
- 4.2 A report and presentation were taken to the Communities Overview & Scrutiny Panel on 18 November 2021 to review performance and current challenges of the contract. Both papers are shown in Appendix B & C respectively. Tivoli highlighted the contractual and operational issues experienced and apologised for poor service. They listened to feedback from Members, Parishes and residents and provided reassurance on future operations.
- 4.3 When scrutinising the contract and specification, it highlighted a number of areas/initiatives within the contract which have seen significant increases in costs, these are shown in Table 2 below.
- 4.4 It may therefore be possible to reduce the overall contract sum by exploring options for alternative service delivery. Officers have been investigating these initiatives and work is ongoing to ascertain the costs to deliver the same service with different providers and any impact this may have on the service standards.

Table 2: Initiatives for alternative delivery

Initiative	Options	Potential cost impact (if known)
Pets corner Ray Mill Island	Explore options for the provision of Pet's Corner on Ray Mill Island including	£40,000

	options to generate income from the site through e.g. animal sponsorships, keeper for a day experience, corporate sponsorship or to consult on closing the facility. Full cost of provision is c.£40k/ annum	
Litter and dog bins	Review litter and dog waste bins with regards to placement and frequency of emptying	
Gate opening and closing	Look at stopping opening and closing of gates at most parks to reduce use of overtime and allow greater access to parks for residents where appropriate.	£17,000-£51,000
Grass cutting specification	There are some areas where it may be possible to change the standard without a major impact to the service	£9,000
Public conveniences	Cleaning and maintenance of public toilets in parks. The option of moving this into the street cleansing contract (which includes the cleansing of on street public conveniences) has been explored and has shown that it would not provide a saving and would significantly increase the cost of providing this service. At this point we will retain this provision as part of the Tivoli contract and look to explore the consolidation of all toilets within the new street cleansing contract from 2024 onwards.	£43,000
Mechanical cleansing	Mechanical sweeping of hard surfaces- explore saving to be achieved by moving this into the street cleansing contract	£25,000-£40,000
Disposal of waste from parks and open spaces	Explore whether there would be a saving from moving the disposal of waste from a separate collection contract with Tivoli to waste being disposed of within the Borough's waste disposal contract through the waste transfer station and when this could be implemented. Initial indications are that the borough would be able to dispose of the waste at a cheaper rate than Tivoli are currently paying.	£15,000-£30,000

4.5 There are additional options which can be explored but would potentially need further consultation with Ward Councillors and residents. These options are shown in Table 3, however the current financial impact is unknown.

Table 3: : Initiatives for further consultation

Initiative	Options
Fees and charges	All fees and charges to parks, open spaces and cemeteries to be reviewed during 2022/23 to ensure that they are priced

	in line with neighbouring boroughs and with a view to covering cost of maintenance.
Standards and service levels	Explore options to reduce number of cuts per year on appropriate highways verges to increase biodiversity including commitment to “No Mow May” in certain locations.
Community engagement	Opportunities for interested local residents to adopt highways verges and public open space for biodiversity friendly uses. Development of Friends Groups and Volunteers to support work in parks.
Increase biodiversity	Opportunities to increase biodiversity value e.g. conservation grazing, more area of conservation grass and other more wild planting.
Management of parks and open spaces in Parish areas	Work with parishes to look at where it may be appropriate to pass ownership or management of some parks and open spaces to the parishes and where they may wish to contribute to enhanced standards in certain areas.

4.6 A revised annual contract price is required. This would be agreed with the following terms:

- Exploration of the initiatives in Table 2 **Error! Reference source not found.** to find more suitable or alternative service delivery
- Revision of performance KPI’s to better reflect the true picture of the service. The proposed areas to consider for use in new indicators would include key works within the contract
- Agreed suite of inflationary uplifts to be agreed year on year (as per the contract).
- Joint project to be undertaken to review mapping of highways verges to ensure that all verges are included within the contract with appropriate maintenance regimes in place. There are currently some gaps in the areas included in the contract or inconsistencies in the data e.g. where an area is included in the contract for grass cutting where in fact a hedge exists in the location. This work would give us a good basis for discussions around biodiversity improvements and agreement on areas that could be managed differently.

4.7 As detailed above the Tivoli contract is now performing to the expected service standards. It is proposed that there is a revision of performance KPI’s to better reflect the true picture of the service. New indicators would be formed around the following areas:

- Grass cutting
- Litter
- Burials, internments and cemetery maintenance
- Cleaning
- Hedges

- 4.8 The new KPI measures will better reflect the performance of the contract and allow areas to be targeted for improvement if necessary, with a more robust approach to contract management.
- 4.9 The revised measures will retain the current indicators for justified complaints received regarding the contract and the joint inspections of sites across the borough to assess performance on the ground. There will also still be an indicator relating to play area inspections.
- 4.10 Officers will aim to agree the new performance indicators by October 2022 and will then apply them retrospectively to cover the 2022-23 financial year. These are to be confirmed annually and will be based on indices including RPI, National Living Wage, Fuel Indices and Landfill Tax impact where appropriate. They will then be used for the remainder of the contract but will be reviewed jointly with Tivoli.

Table 4: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Quality Grounds maintenance contract is delivered to specification across the borough	Grounds maintenance service is delivered to substandard specification	Grounds maintenance contract is delivered to specification across the borough	Increased quality Grounds Maintenance delivered	Overall contractual saving made	Within contract year

5. FINANCIAL DETAILS / VALUE FOR MONEY

- 5.1 This section of the report is deemed to be **Part II - Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972** and is shown in Appendix D.

6. LEGAL IMPLICATIONS

- 6.1 There are no legal implications arising from the recommendations in this report as clauses within the existing contract allow for changes to be made to the specification and for annual contractual uplifts.
- 6.2 If the agreed position is to resolve through dispute resolution, then there may be future legal implications and legal advice would need to be sought. This would involve following the dispute resolution process detailed within the contract.

- 6.3 If the Officers are unable to resolve the dispute within 30 days of service, then it will be referred to a Senior Officer to resolve within a further 30 days.
- 6.4 If the dispute is not resolved, it will move to mediation in accordance with the Centre for Effective Dispute Resolution (CEDR) Model Mediation Procedure and the need to serve an Alternate Dispute Resolution (ADR) notice.
- 6.5 If the dispute is still not resolved within 90 days of the notice, then it will be resolved by arbitration.
- 6.6 This process may lead to termination of the contract and the need to procure a new contract for the provision of grounds maintenance.

7. RISK MANAGEMENT

- 7.1 The risk of the recommended option is low. Tivoli are already providing the service and as shown in the performance data above, are performing to a good standard.
- 7.2 Entering into dispute with Tivoli will carry a risk of poor performance while negotiations take place. There would be increased costs in procuring a new contract which may also have an increased annual price.

8. POTENTIAL IMPACTS

- 8.1 **Equalities.** An Equality Impact Assessment is available as Appendix A.
- 8.2 **Climate change/sustainability.** There are no impacts on climate change/sustainability of the recommended options.
- 8.3 Some of the future options to be considered may bring increased bio-diversity and supports one of the key themes of the Environment and Climate Strategy, natural environment: supporting biodiversity, health and wellbeing.
- 8.4 **Data Protection/GDPR.** There are no data protection/GDPR issues for consideration

9. CONSULTATION

- 9.1 A report was taken to the Communities Overview & Scrutiny Panel on 18 November 2021 to review performance, this report is shown in Appendix B. Tivoli presented their current position and challenges at this panel, the presentation can be seen in Appendix C.

10. TIMETABLE FOR IMPLEMENTATION

- 10.1 Implementation date is immediate if not called in. The full implementation stages are set out in Table 5.

Table 5: Implementation Timetable

Date	Details
September 2022	Re-engagement with Parish council's
October 2022	Mechanical sweeping of hard surfaces- explore saving to be achieved by moving this into the street cleansing contract.
October to December 2022	Look at stopping the opening and closing of gates at most parks to reduce use of overtime and allow greater access to parks for residents where appropriate.
November 2022	Explore whether the waste disposal from litter bins and parks litter picking can be moved from separate collection from Tivoli into borough's waste disposal contract and whether this would result in a saving.
November 2022	Recruitment to parks & Countryside Team following the retirement of two key members of staff. There are currently issues with recruiting to these roles which is impacting on the ability to monitor the contract and respond to enquiries.
April 2023	Explore options for the provision of 'Pet's Corner' on Ray Mill Island including options to generate income from the site through e.g. animal sponsorships, keeper for a day experience, corporate sponsorship or to consult on closing the facility.
April 2024	Explore the provision and consolidation of all public toilets within the new street cleansing contract. This will need further consultation.

11. APPENDICES

11.1 This report is supported by three appendices:

- Appendix A - Equality Impact Assessment
- Appendix B - RBWM Report for Communities Overview & Scrutiny Panel
- Appendix C - Tivoli presentation at Communities Overview & Scrutiny Panel
- Appendix D – Financial Impact (Part II)

12. BACKGROUND DOCUMENTS

12.1 There are no other background documents associated with this report.

13. CONSULTATION

Name of consultee	Post held	Date sent	Date returned
<i>Mandatory:</i>			
<i>Statutory Officers (or deputies)</i>			
Adele Taylor	Executive Director of Resources/S151 Officer	22/08/22	
Emma Duncan	Director of Law, Strategy & Public Health/ Monitoring Officer	22/08/22	26/08/2022
<i>Deputies:</i>			

Andrew Vallance	Head of Finance (Deputy S151 Officer)	22/08/22	
Elaine Browne	Head of Law (Deputy Monitoring Officer)	22/08/22	
Karen Shepherd	Head of Governance (Deputy Monitoring Officer)	22/08/22	
Mandatory:	<i>Procurement Manager (or deputy) - if report requests approval to go to tender or award a contract</i>		
Lyn Hitchinson	Procurement Manager	22/08/22	
Mandatory:	<i>Data Protection Officer (or deputy) - if decision will result in processing of personal data; to advise on DPIA</i>		
Emma Young	Data Protection Officer	22/08/22	26/08/2022
Mandatory:	<i>Equalities Officer – to advise on EQiA, or agree an EQiA is not required</i>		
Ellen McManus	Equalities & Engagement Officer	22/08/22	
Other consultees:			
Julian McGowan	Senior Finance Business Partner	13/09/22	13/09/22
Directors (where relevant)			
Duncan Sharkey	Chief Executive/DASS	22/08/22	
Andrew Durrant	Executive Director of Place	22/08/22	23/08/22
Kevin McDaniel	Executive Director of People Services		
Heads of Service (where relevant)			
Chris Joyce	Head of Infrastructure, Sustainability and Economic Development	22/08/22	06/09/22
External (where relevant)			

Confirmation relevant Cabinet Member(s) consulted	Cabinet Member for Environmental Services, Parks & Countryside & Maidenhead.	Yes/No
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REPORT HISTORY

Decision type:	Urgency item?	To follow item?
Key decision Cabinet Forward Plan: July 2022	No	No

Report Author: Alysse Strachan, Head of Neighbourhood Services
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14. APPENDIX A - EQUALITY IMPACT ASSESSMENT

Essential information

Items to be assessed: (please mark 'x')

Strategy		Policy		Plan		Project		Service/Procedure	X
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Responsible officer	Naomi Markham	Service area	Environmental Services	Directorate	Place
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Stage 1: EqlA Screening (mandatory)	Date created: 12/08/2022	Stage 2 : Full assessment (if applicable)	Date created : xx/xx/xxxx
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Approved by Head of Service / Overseeing group/body / Project Sponsor:

"I am satisfied that an equality impact has been undertaken adequately."

Signed by (print):

Dated: 12/08/2022

Guidance notes

What is an EqlA and why do we need to do it?

The Equality Act 2010 places a 'General Duty' on all public bodies to have 'due regard' to:

Eliminating discrimination, harassment and victimisation and any other conduct prohibited under the Act.

Advancing equality of opportunity between those with 'protected characteristics' and those without them.

Fostering good relations between those with 'protected characteristics' and those without them.

EqlAs are a systematic way of taking equal opportunities into consideration when making a decision, and should be conducted when there is a new or reviewed strategy, policy, plan, project, service or procedure in order to determine whether there will likely be a detrimental and/or disproportionate impact on particular groups, including those within the workforce and customer/public groups. All completed EqlA Screenings are required to be publicly available on the council's website once they have been signed off by the relevant Head of Service or Strategic/Policy/Operational Group or Project Sponsor.

What are the "protected characteristics" under the law?

The following are protected characteristics under the Equality Act 2010: age; disability (including physical, learning and mental health conditions); gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

What's the process for conducting an EqlA?

The process for conducting an EqlA is set out at the end of this document. In brief, a Screening Assessment should be conducted for every new or reviewed strategy, policy, plan, project, service or procedure and the outcome of the Screening Assessment will indicate whether a Full Assessment should be undertaken.

Openness and transparency

RBWM has a 'Specific Duty' to publish information about people affected by our policies and practices. Your completed assessment should be sent to the Strategy & Performance Team for publication to the RBWM website once it has been signed off by the relevant manager, and/or Strategic, Policy, or Operational Group. If your proposals are being made to Cabinet or any other Committee, please append a copy of your completed Screening or Full Assessment to your report.

Enforcement

Judicial review of an authority can be taken by any person, including the Equality and Human Rights Commission (EHRC) or a group of people, with an interest, in respect of alleged failure to comply with the general equality duty. Only the EHRC can enforce the specific duties. A failure to comply with the specific duties may however be used as evidence of a failure to comply with the general duty.

Stage 1: Screening (Mandatory)

What is the overall aim of your proposed strategy/policy/project etc and what are its key objectives?

To ensure the continued delivery of a quality grounds maintenance service across the borough. To enable this to continue an inflationary uplift is required to the contract.

290

1.2 What evidence is available to suggest that your proposal could have an impact on people (including staff and customers) with protected characteristics? Consider each of the protected characteristics in turn and identify whether your proposal is Relevant or Not Relevant to that characteristic. If Relevant, please assess the level of impact as either High / Medium / Low and whether the impact is Positive (i.e. contributes to promoting equality or improving relations within an equality group) or Negative (i.e. could disadvantage them). Please document your evidence for each assessment you make, including a justification of why you may have identified the proposal as “Not Relevant”.

Protected characteristics	Relevance	Level	Positive/negative	Evidence
Age	Not Relevant			<p><i>Key data: The estimated median age of the local population is 42.6yrs [Source: ONS mid-year estimates 2020].</i></p> <p><i>An estimated 20.2% of the local population are aged 0-15, and estimated 61% of the local population are aged 16-64yrs and an estimated 18.9% of the local population are aged 65+yrs. [Source: ONS mid-year estimates 2020, taken from Berkshire Observatory]</i></p> <p>No change to service, financial adjustment only</p>
Disability	Not Relevant			No change to service, financial adjustment only
Gender re-assignment	Not Relevant			No change to service, financial adjustment only
Marriage/civil partnership	Not Relevant			No change to service, financial adjustment only
Pregnancy and maternity	Not Relevant			No change to service, financial adjustment only
Race	Not Relevant			<p><i>Key data: The 2011 Census indicates that 86.1% of the local population is White and 13.9% of the local population is BAME. The borough has a higher Asian/Asian British population (9.6%) than the South East (5.2%) and England (7.8%). The forthcoming 2021 Census data is expected to show a rise in the BAME population. [Source: 2011 Census, taken from Berkshire Observatory]</i></p> <p>No change to service, financial adjustment only</p>

Religion and belief	Not Relevant			<p><i>Key data: The 2011 Census indicates that 62.3% of the local population is Christian, 21.7% no religion, 3.9% Muslim, 2% Sikh, 1.8% Hindu, 0.5% Buddhist, 0.4% other religion, and 0.3% Jewish. [Source: 2011 Census, taken from Berkshire Observatory]</i></p> <p>No change to service, financial adjustment only</p>
Sex	Not Relevant			<p><i>Key data: In 2020 an estimated 49.6% of the local population is male and 50.4% female. [Source: ONS mid-year estimates 2020, taken from Berkshire Observatory]</i></p> <p>No change to service, financial adjustment only</p>
Sexual orientation	Not Relevant			<p>No change to service, financial adjustment only</p>

Outcome, action and public reporting

Screening Assessment Outcome	Yes / No / Not at this stage	Further Action Required / Action to be taken	Responsible Officer and / or Lead Strategic Group	Timescale for Resolution of negative impact / Delivery of positive impact
Was a significant level of negative impact identified?	No	None		
Does the strategy, policy, plan etc require amendment to have a positive impact?	No	None		

If you answered **yes** to either / both of the questions above a Full Assessment is advisable and so please proceed to Stage 2. If you answered “No” or “Not at this Stage” to either / both of the questions above please consider any next steps that may be taken (e.g. monitor future impacts as part of implementation, re-screen the project at its next delivery milestone etc).

Stage 2 : Full assessment

2.1 : Scope and define

2.1.1 Who are the main beneficiaries of the proposed strategy / policy / plan / project / service / procedure? List the groups who the work is targeting/aimed at.

2.1.2 Who has been involved in the creation of the proposed strategy / policy / plan / project / service / procedure? List those groups who the work is targeting/aimed at.

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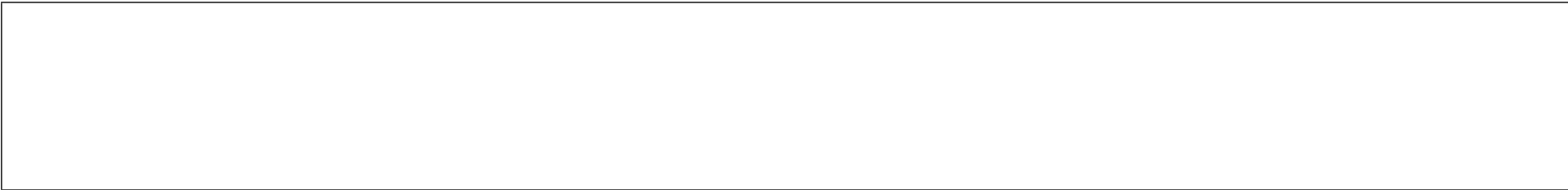
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2.2 : Information gathering/evidence

2.2.1 What secondary data have you used in this assessment? Common sources of secondary data include: censuses, organisational records.

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2.2.2 What primary data have you used to inform this assessment? Common sources of primary data include: consultation through interviews, focus groups, questionnaires.



Eliminate discrimination, harassment, victimisation

Protected Characteristic	Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No)	If yes, to what level? (High / Medium / Low)	Negative impact : Does the proposal disadvantage them (Yes / No)	If yes, to what level? (High / Medium / Low)	Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic.
Age					
Disability					
Gender reassignment					
Marriage and civil partnership					
Pregnancy and maternity					
Race					
Religion and belief					
Sex					
Sexual orientation					

Advance equality of opportunity

Protected Characteristic	Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No)	If yes, to what level? (High / Medium / Low)	Negative impact : Does the proposal disadvantage them (Yes / No)	If yes, to what level? (High / Medium / Low)	Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic.
Age					
Disability					
Gender reassignment					
Marriage and civil partnership					
Pregnancy and maternity					
Race					
Religion and belief					
Sex					
Sexual orientation					

Foster good relations

298

Protected Characteristic	Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No)	If yes, to what level? (High / Medium / Low)	Negative impact : Does the proposal disadvantage them (Yes / No)	If yes, to what level? (High / Medium / Low)	Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic.
Age					
Disability					
Gender reassignment					
Marriage and civil partnership					
Pregnancy and maternity					
Race					
Religion and belief					
Sex					
Sexual orientation					

2.4 Has your delivery plan been updated to incorporate the activities identified in this assessment to mitigate any identified negative impacts? If so please summarise any updates.
These could be service, equality, project or other delivery plans. If you did not have sufficient data to complete a thorough impact assessment, then an action should be incorporated to collect this information in the future.

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Report Title:	Review of the performance of Tivoli Contract for Grounds Maintenance
Contains Confidential or Exempt Information	No - Part I
Cabinet Member:	Councillor Coppinger, Lead Member for Planning, Environmental Services, and Maidenhead
Meeting and Date:	Communities Overview & Scrutiny Panel 18 November 2021
Responsible Officer(s):	Andrew Durrant, Executive Director of Place Services Alysse Strachan, Head of Neighbourhood Services
Wards affected:	All

REPORT SUMMARY

This report provides panel members with detail of the council's current grounds maintenance contract held by Tivoli Group Ltd, its specification and an update on the current performance and service delivery plans for the Tivoli Contract across the Royal Borough of Windsor and Maidenhead. Tivoli will be in attendance at committee on 18 November to give a presentation, which will cover more operational detail to support the published report.

It is recognised that this contract has an important impact on the way residents view RBWM in relation to the way green spaces in the borough are maintained and that there have been significant issues with the performance of the Tivoli Contract this year, leading to increased enquiries and complaints from residents and Councillors. Negotiations between RBWM and Tivoli have been ongoing over the last year and during the pandemic but have not been fully resolved to date.

RBWM and Tivoli have more recently entered into formal contractual dispute, with the aim to work in good faith to resolve the issues raised. Officers are now in weekly negotiations with Tivoli to resolve the dispute and are reviewing the findings from the previous task and finish groups, which will set out the direction of travel for the future.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATIONS:

- i. That Communities Overview & Scrutiny Panel notes the report and associated presentation information, providing panel members with the opportunity to ask questions thereon.**
- ii. That Communities Overview & Scrutiny Panel help shape the anticipated outcomes and contract review process with associated timescales following committee.**

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

Options

Option	Comments
Note the report and comment This is the recommended option	None

This report recommends noting the content and seeks members views and questions arising from it. The presentation by Tivoli will also provide members with the opportunity to speak directly to the service provider about service delivery and future service delivery plans that will ultimately contribute to improved service levels for RBWM residents.

3. Grounds Maintenance Contract – Background & Context

The Royal Borough's Grounds Maintenance Contract service is one of the most visible services provided within the council. Its reliability is key to success; specifically, that grass is cut regularly, hedges and shrubs are maintained, Cemeteries are maintained, and burials undertaken, litter bins and dog waste bins are emptied regularly, play parks, open spaces and sports pitches are maintained to the required standards, aviaries are maintained and where required standards are not met, this is rectified quickly.

Any shortfalls in these aspects have an impact on how residents and visitors perceive the service and often the Royal Borough will encounter reputational damage which is hard to recover from and does not give residents the confidence that we are delivering quality services.

Since June this year when initial concerns were raised about the contract performance, service delivery has improved considerably. At the time it was agreed that a report would be taken to the Communities Overview & Scrutiny Panel to review performance.

Contract procurement took place in September 2015. At the time it was a joint procurement with Wokingham Borough Council, advertised as three separate lots:

- Lot 1 - RBWM
- Lot 2 - Wokingham BC
- Lot 3 - RBWM and Wokingham BC.

As a result of the procurement process a decision was made to award Lot 3 to ISS, who were the incumbent contractor in RBWM. A summary of key dates and events is provided below:

- Initial Term 1st April 2016 to 30th September 2026 (10.5 years)
- Extension option: 1st October 2026 – 30th September 2031 (5 years)
- Contract Price £1.2m per annum
- ISS were acquired and Tivoli group was set up and started trading on 1st June 2018.

- Novation of contract to Tivoli was signed in March 2019. Separate contract with Tivoli for grounds maintenance for schools in RBWM was signed in May 2019.

The Contract was awarded based on a partnership approach with a set amount for the contract (£1.2 million p/a), within which all work should be completed. There is flexibility within the contract to agree changes e.g. reduce frequency of cutting in some areas to increase it in others or changes to how things were managed e.g. more litter bins to reduce need to litter pick etc.

Contract Specification

The Contract defines the standard to be achieved, rather than define the precise method by which the Service Provider will be required to perform the Service. The Standard to be achieved will differ on each site, dependent on the location and the activities that are carried out on the elements that make up the site, i.e. the grass, shrub beds, hedges, etc. as well as the frequencies of those activities.

Scope of the Services

The work mainly comprises the maintenance of land and facilities in the Council's parks, cemeteries, highways and open spaces including:

- Litter collection and path/road sweeping/spraying
- Grass cutting
- Shrub and rose bed maintenance
- Spring and summer bedding – provision, planting and maintenance
- Hedges - hand and tractor cut
- Litter picking prior to maintenance operations, plus clearance of leaves and minor tree debris
- Play area inspection and maintenance
- Hard Surface weed spraying
- Spraying and general maintenance of paths and other hard surfaces, walls, features, street furniture and fence lines etc. to remove and keep down weeds and moss
- Maintenance of Sports areas including lawn tennis, cricket, football and rugby pitches
- Daily care and maintenance of birds and small animals
- Litter control including bin and dog bin emptying (the Council still retains separate bins for both)
 - i). Cemetery maintenance including grave digging and Conducting Interments
 - ii). Other miscellaneous work, e.g. edging of grassed areas, cleaning of toilets and pavilions

There are a number of outcomes that are the drivers for the contract specification:

Key Outcomes for the Service Provider to deliver

1. High quality horticultural standards on high profile sites
2. Improved resident and user satisfaction levels
3. Minimal customer complaints over the course of the contract with resolution at first point of contact (direct to Service Provider)
4. Service performed to at least minimum specified standard on every site

Key Outcomes to be shared responsibility with Client & Service Provider

- i). Partnership working and problem-solving approach to provide added value
- ii). Sustainable and minimal costs for operational activity
- iii). Improved service for specific areas, to be identified during the course of the contract, by adjusting existing resources.
- iv). Achieve savings and generate new income streams over the course of the contract term
- v). Increase community involvement and volunteering

The table below sets out the main operational tasks:

Operational Task	Area	Details
1	Grass Areas	<ul style="list-style-type: none"> • Mowing and maintaining up to standard all grassed areas within the contract. • Litter, including faeces, must be picked up prior to mowing. • Creating new wildflower and grassland regimes.
2	Hedges	<ul style="list-style-type: none"> • Pruning and maintaining, up to standard, all hedges within the contract
3	Mixed Border Maintenance	<ul style="list-style-type: none"> • To maintain shrubs, roses and other border plants in a shape appropriate to their cultivar, to keep them vigorous and to keep their beds tidy and weed free on beds within or adjacent to grass areas, and to leave them in that way after a maintenance visit on all other areas.
4	Copses	<ul style="list-style-type: none"> • Maintaining a range of woodlands, copses and thickets according to good woodland management practice, to develop and enhance biodiversity and not be a source of Justified Complaint.
5	Minor Tree Works	<ul style="list-style-type: none"> • The maintenance of the Council's tree stock, which can be reached from ground level (without use of ladders, elevated work platform or climbing equipment), will be expected to control problematic epicormic growth or crown raise vegetation to prevent growth which obscures signage, interferes with access and sightlines etc.

6	Spring and Summer Bedding	<ul style="list-style-type: none"> The Service Provider is required to prepare the specified flower beds and planters ready to accept bedding plants, supply and plant out displays in May and October/Nov and maintain the beds throughout the year
7	Grass Sports Pitches and Courts	<ul style="list-style-type: none"> Inspecting grass sports playing surfaces, facilities (not including buildings) and equipment and maintaining to the required standard on all such areas within the contract. This includes preparing them for play, marking out, and erecting appropriate equipment relevant to the sport (e.g. goal posts on football pitches, nets to tennis courts etc.). These activities are sport specific and may be seasonal or all-year round.
8	Mobile Cleaning	<ul style="list-style-type: none"> This term has been used to define a group of related operations within the Management Area. These include, but are not limited to, the general collection of any litter, leaves and minor tree debris from the site being visited, the removal of dog faeces and the cleaning and maintenance of toilets, pavilions, bridges, pavilions and paths and all other hard or gravelled surfaces (including tennis courts, tracks and play area safer surfacing), and the removal of graffiti.
9	Cemetery Maintenance and Attendants	<ul style="list-style-type: none"> The provision of a full and complete cemetery maintenance service
10	Play Areas and Young People's Provision	<ul style="list-style-type: none"> To visually inspect and maintain RBWM play and young people's equipment and facilities across the Borough to ensure safety and usability.
11	Aviaries	<ul style="list-style-type: none"> To maintain all aviaries and animal enclosures having due regard to the health and security of all birds, animal species and the health and safety of the public, and to ensure compliance with the Secretary of State's standards of modern zoo practice, where applicable, which will normally require 5 to 6 hours of work every day in maintaining the health & cleanliness of the birds, animals and enclosures.

4. Contract Performance Management

Contract Management is currently undertaken within Neighbourhood Services in the Environmental Services Team, which also manages waste and recycling and street cleansing. The Parks and Countryside team have also recently moved into

Environmental Services, which consolidates management of this service area within one section and allows for more robust contract management. There is a Contract Manager responsible for the Tivoli, Serco, Urbaser and waste disposal contracts. Within the Parks and Countryside team there are two staff who have day to day contact with Tivoli, looking at issues with parks, cemeteries and other contractual issues. These staff carry out the monthly joint inspections with Tivoli staff, which feed into the KPIs for the contract. These are discussed along with other contract and performance issues at monthly contract meetings.

Staff within the parks and countryside team are also responsible for bookings for the sports pitches and for liaising with families and undertakers to arrange for burials in the cemeteries maintained by Tivoli.

Contract and performance management has, until recently, been irregular and has been affected by the changes to Tivoli and RBWM personnel over the past two years. Discussions have been taking place with Tivoli and task and finish groups were set up to look at the Tivoli contract with three workstreams:

- Bills of quantities
- Mapping and finance
- Performance indicators (which will start once other workstreams are resolved).

This exercise brought to light several variances between the contract specification and the assets within the Royal Borough. These variances are being discussed and resolved through the dispute resolution process set out in the contract but are creating a very difficult contract for Tivoli to deliver within the existing resources.

Regular Contract meetings have been taking place where RBWM have provided evidence of the poor service delivery experienced this year. The below details a timeline of more recent activity:

September 2021

Tivoli produced an updated recovery programme, which detailed a timeline of when the standards would be returned to contractual requirements. In addition to this, they produced works programmes for various areas to show when standards will be met although until recently, officers had little confidence in the timescales proposed. However, it is understood that standards have now returned in most areas and the normal maintenance schedules are now being followed.

Tivoli wrote to RBWM to with a Notice of Dispute highlighting two areas of dispute; inaccurate Bill of Quantities and failure to follow the variation process.

RBWM established a working group to manage the dispute process consisting of the members below:

Andrew Durrant	Executive Director of Place
Alysse Strachan	Head of Neighbourhoods
Naomi Markham	Environmental Services Manager

Elaine Brown	Head of Law & Deputy Monitoring Officer
Lyn Hitchinson	Procurement Manager
Mark Pattison	Project Management Officer

Service failures raised have been addressed in liaison with Tivoli through the normal contract management process.

October 2021

RBWM formally responded to the dispute correspondence.

There are now weekly meetings in place with Tivoli to resolve the areas of dispute in good faith. Officers are working to resolve historic payment issues that have not been formalised and reviewing the Bill of Quantities workstream. Once this position has been agreed then a decision can be made on the best course of action with the contract moving forward.

If the Officers are unable to resolve the dispute within 30 days of service, then it will be referred to a Senior Officer to resolve within a further 30 days. It has been jointly agreed to extend this initial 30 day period to enable outstanding issues to be resolved. If the dispute is not resolved then, it will move to mediation in accordance with the Centre for Effective Dispute Resolution (CEDR) Model Mediation Procedure and serve an Alternate Dispute Resolution (ADR) notice. If the dispute is still not resolved within 90 days of the notice, then it will be resolved by arbitration.

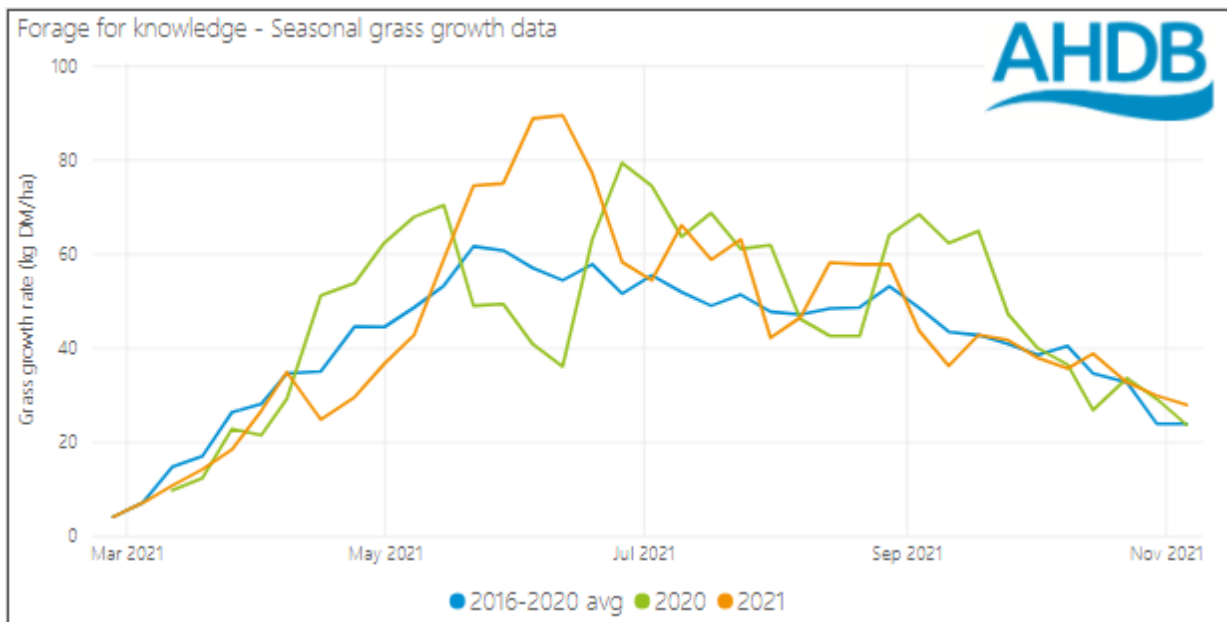
The Parks & Countryside team moved under the management of the Environmental Services Manager, this has enabled closer working between the Manager and the team who monitor the performance on the ground.

5. Local & national issues

The grounds maintenance contract has been exposed to several local issues, many of which have equally been felt across the country and within a number of similar public service contracts. This section summaries the main issues that have presented the Tivoli contract with a number of challenges to maintain expected standard.

Growing season - The continued growing season this year is the worst in over a decade. This year has presented several challenges for grounds maintenance contractors across the country. The rate at which the grass plant grows depends on the climatic conditions; this season has been particularly hot and wet which results in grass growing quickly and therefore needs to be cut more regularly to meet the contract specifications.

Indicatively the below graph (orange 2021) shows the conditions experienced on the ground and from June onwards the hot and wet conditions continued. Normally grass would 'burn off' during the summer months when Tivoli would tackle weeds and hedging. This year this it has not been possible, with the teams focusing on keeping on top of the grass cutting which has been a struggle due to the aggressive nature of the growth. In "normal" times, Tivoli would get additional seasonal staff but this has been difficult due to labour shortages.



Labour shortages – Tivoli have been facing the challenges that most blue-collar industries have had recently, in recruiting and retaining a workforce at close to the minimum wage caused by Brexit/Furlough and the competition from Distributors/Hospitality etc for staff. In answer to these issues, Tivoli have undertaken 3 targeted actions:

- Rolled out Skills Based Pay (SBP) at a cost to of £500k this year to reflect people’s skills and increase retention. It also includes a North and South pay differential to recognise cost of living.
- Onboarded a significant number of sub-contractors
- Looked at short term labour solutions for the summer to get seasonal staff in, which are normally in abundance. Again, this at a significant cost i.e. base labour under Skill Based Pay is around £9.50 per hour in the South versus in certain hot spot areas where they are having to pay agency costs of around £16.00 per hour to tackle these shortages.

The pandemic – less so this year than last but Tivoli have experienced on several contracts whole teams go down following the isolation rules; thankfully no major cases of Covid have occurred but operationally it is difficult to manage especially when dealing with the first two points. Tivoli have experienced staff shortages from Covid with staff having to recover, self-isolate or care for family members.

Machinery – Tivoli have experienced several breakdowns with vehicles and have employed an additional mechanic to mitigate the delays caused by machinery failures. There have been problems with the supply of parts caused by ongoing supply chain issues with European factories not producing the required parts or the parts being delayed by transport issues.

Performance against Contract

Recognising the current issues detailed above, the priority this year has been to maintain parks to a high standard to allow for outdoor socialising while Covid restrictions remained in place and as people chose to spend time meeting friends and family outdoors. There are also certain parts of the contract such as burials which are time critical and must be carried out on schedule. There have sadly been a higher number of burials than usual this year, taking more time to complete the associated tasks as a result. Other parts of the contract such as management of the aviaries at Ray Mill Island, opening and closing of gates, opening and closing and cleaning of public toilets with parks and inspections of play equipment and emptying of litter and dog waste bins are regular tasks requiring daily action which cannot be left for longer periods.

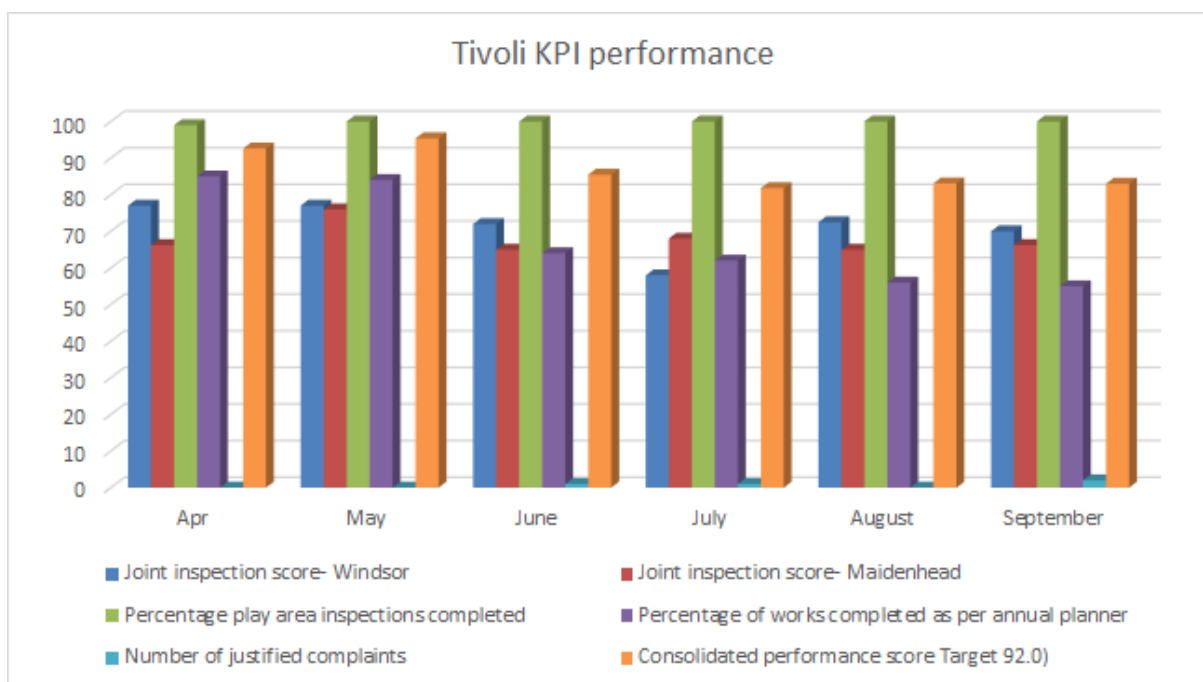
This means that the main areas of concern have been around cutting of highways verges, shrub bed maintenance and management of vegetation, which have been, by necessity, a lower priority this year. Combined with the difficult growing season, this has led to some areas which have fallen below the required standard. It should, however, be noted, that some areas of complaint regarding overhanging vegetation are not covered by the Tivoli contract. There is an overhanging vegetation process in place where the vegetation is coming from land adjacent to the highway. However, this is not a quick process as it involves contacting the owner or occupier of the land and requesting they cut back vegetation and then following this up with more formal action within set timescales where this does not happen.

KPIs

There are six KPIs by which to measure the service provider’s performance and to measure the way in which the outcomes are being delivered.

The below graph shows the KPI performance for April to September 2021. KPIs focus on the scores from joint inspections of parks and cemeteries, which are carried out on a selection of representative sites on a monthly basis by RBWM officers and Tivoli staff. The KPI measures are the percentage of play area inspections completed, the percentage of the work programme completed in year to date and the number of justified complaints about the contract performance, which result in a consolidated performance score. The target for the consolidated performance score is 92. The scores this year have been as follows:

Apr	May	June	July	August	September
92.64	95.40	85.49	81.81	83.08	83.01

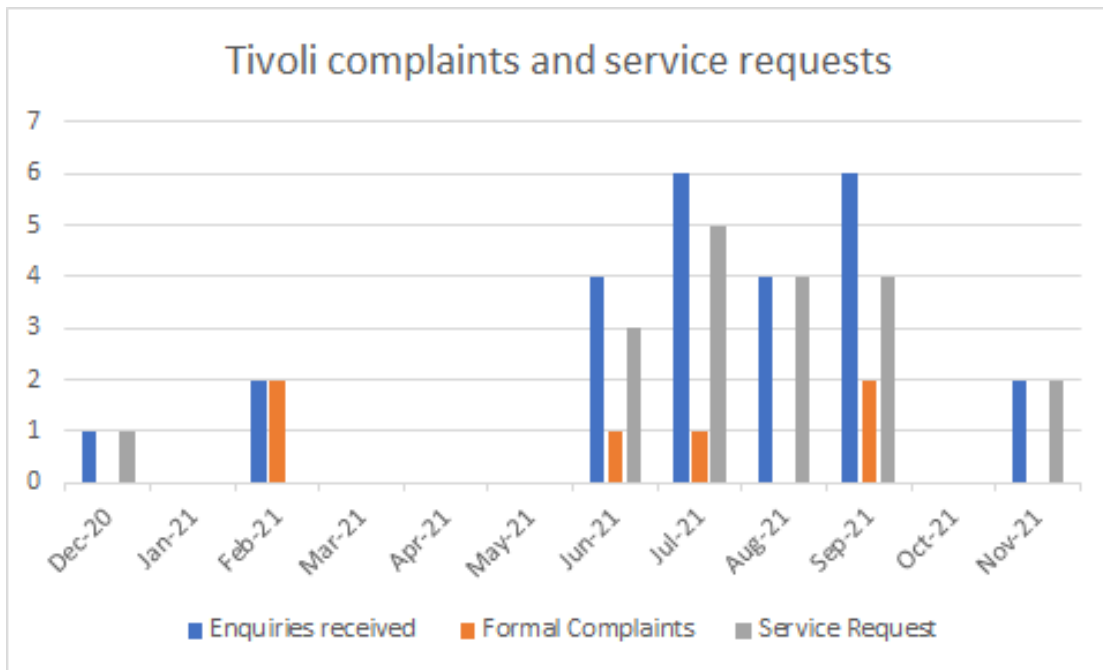


The joint inspections have broadly shown the areas surveyed to be in a generally good state with some minor issues, such as weeds in shrub beds, or small areas of grass not cut to the required standard. None of the inspections have resulted in a poor score of an individual site, and generally, the actions noted by the inspections as requiring improvement, have been actioned within a reasonable timescale.

The number of formal complaints about the contract has been low and play area inspections have been completed on schedule on almost all occasions, with the monthly percentage completion being 99% or 100% in each month.

The area resulting in a reduction of the scores has been the percentage of the work programme completed. This relates to delays in grass cutting, vegetation management and shrub bed maintenance, which have been affected by the difficulties in the growing season, staff shortages and machinery breakdowns more than other areas of the contract. These areas were deemed a lower priority than other areas due to considerations around more outdoor socialising this year.

When assessing the performance of the council's contracts it is also important to look at the number of complaints and service requests received through the formal complaints route about the services being provided and the overall number of contacts received about the services. For the services provided by Tivoli the number of formal complaints and service requests through the complaints team is very low, although there has been an increase between June and September 2021; this is shown in the graph below:



The number of contacts received to the council resulting in a request to Tivoli is shown in the table below. This includes Report it forms received as well as emails and phone calls into the council:



As can be seen in the graph, the level of contacts is generally fairly low but has peaked during the summer period which reflect the decline in performance and is in line with the difficult growing season and heavy use of parks and open spaces. The number of contacts is now dropping back to more normal levels as the growing season slows and work is caught up.

Members, including Panel Members, Parish Councils and Residents were encouraged to provide relevant examples of issues with the performance to the Clerk ahead of the meeting on 18 November. This has demonstrated that a minority of enquires are still to be resolved despite having been raised some time ago. However, whilst investigating the other issues, it brought to light that some had not

been reported via the Report it function and had therefore not been captured on the complaints management system. There were also examples of enquiries, although valid, being reported that were not the responsibility of Tivoli but other contractors.

6. NEXT STEPS

Officers will continue to follow the dispute resolution process as detailed in the Contract; both RBWM and Tivoli are committed to resolving the dispute/s in good faith. As part of this process, RBWM and Tivoli will work together to resolve any variances highlighted by the task and finish groups. Officers can report back to the panel with the findings in April 2022 as suggested in the scoping document with a further review after the next growing season. In parallel to this, RBWM will continue to closely monitor the agreed level of performance specified in the contract.

Members and residents are encouraged to report any further issues via the Report it function on the website, this will ensure that the enquiries are captured and can be monitored through to resolution.

It is recommended that the Communities Overview & Scrutiny Panel note the contents of this report and the presentation by Tivoli and consider whether any further scrutiny of the performance of the Contract is required.

7. CONSULTATION

Name of consultee	Post held	Date sent	Date returned
Andrew Durrant	Executive Director of Place	05/11/21	10/11/21
Elaine Browne	Head of Law (Deputy Monitoring Officer)	08/11/21	10/11/21
Naomi Markham	Environmental Services Manager	08/11/21	10/11/21
Lyn Hitchinson	Procurement Manager	08/11/21	10/11/21
Mark Pattison	Project Management Officer	10/11/21	10/11/21

Report Author: Alysse Strachan, Head of Neighbourhoods alysse.strachan@rbwm.gov.uk
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313



Tivoli Group Ltd - Update

Royal Borough of Windsor & Maidenhead Communities Overview & Scrutiny Panel Meeting

18th November 2021

Who Are We?



314



30 years of grounds
maintenance experience,
serving the public &
private sector



1,400 colleagues
working with over
650 clients
UK wide



National Footprint,
with a focus of local
people working in local
communities



tivoli

Tivoli
came into existence in
June 2018



Our Services



Grounds
Maintenance

Landscape
Construction

Arboriculture

Winter Maintenance

Interior Plants &
Floristry

315



Business Overview - Accreditation & Awards



Tivoli's passion, its people and the exacting standards we uphold across each and every contract, regardless of size, is what enables us to secure prominent industry awards and accreditations year on year.



EMPLOYER RECOGNITION SCHEME

SILVER AWARD 2021

Proudly serving those who serve.



Certificate No:379712021

Business Overview – Testimonials



"My thanks indeed. Your professionalism and dedication is what stands out and enables us to be who we are."

Colonel Jonathan Brooking
Commander, Armour Centre and
Bovington Garrison

"I would just like to highlight the excellence of the grounds maintenance team at the IBS. As a team they have been stellar. Their service and durability over an exceptionally testing period has been outstanding – nothing is ever too much for them; they work all hours; and their productivity has been immense."

Lieutenant Colonel Damian Flanagan
Commanding Officer at The Infantry Battle School,
Brecon

"The team here do a tremendous job here and the site continues to look fantastic. Nothing seems to be too much trouble and they are very friendly and approachable. The work they have done over the winter period has also been first rate - they have been so proactive when gritting the site."

Andy Friel

"What a fantastic service we receive. We have had a spate of VIP visits here recently and the Site has been a great reflection on your Team and Company. A big thank you from me on behalf of our Commanding Officer."

Ian Gould
Squadron Leader at RAF Cosford

"The Grounds Maintenance Team Supervisor last night cut the pitch, in his own time, to ensure it was in the best condition possible for the match today and would show the site in the best possible light. This reflects the loyalty of our Industry Partner and their employees, and their support to the contract, and I feel deserves a special thank you."

Leanne Warner

Overview of RBWM Contract



History

- Contract procurement took place in September 2015 jointly with Wokingham Borough Council - awarded Lot 3 (RBWM & Wokingham BC) to ISS Landscaping, who were the incumbent contractor in RBWM.
- ISS Landscaping was acquired by Sullivan Street Partners who created Tivoli Group from this business - 1st June 2018.
- Novation of the contract to Tivoli was signed in March 2019.
- ω The Contract was awarded based on a partnership approach with a set amount for the contract (£1.2 ∞ million p/a), within which all work should be completed. There is flexibility within the contract to agree changes.
- During 2019/20, the contract lost Tivoli £400k whilst in 2020/21 a further loss of £125k was incurred – the reduction in loss was due to restructuring of the staff and back dated legislative increases.



Scope of the Services

The work mainly comprises the maintenance of land and facilities in the Council's parks, cemeteries, highways and open spaces including:

- ✓ Generic GM services – grass cutting, bed maintenance, weed control, hedge management
- ✓ Waste Management – litter picking, bin emptying of designated parks and open spaces
- ✓ Recreational areas management – play area inspections, maintenance of municipal sports facilities
- ✓ Maintenance – designated street furniture for contracted areas and toilet facilities
- ✓ Cemetery Maintenance and Burials
- ✓ Daily care and maintenance of birds and small animals
- ✓ Extra works including tree planting and watering

Contract Structure



- Significant senior management presence – COO/RD/Area Manager and shared contract manager (as per Lot 3 synergy savings). All have significant knowledge of this contract. Area Manager specifically brought back on to the relationship given prior knowledge of the client.
- Dedicated contract supervisor with significant local knowledge borne from 10 years + on the contract.
- Each area of service delivery has a dedicated supervisor (Grass/Cemetery/Play Ground and Sports) to ensure the teams are managed effectively on a day to day basis.
- 320 2 mechanics working from the Tinkers Lane depot to ensure the maintenance of machinery is kept up to date – one of the very few contracts in our portfolio that we have committed this too. This is in conjunction with back up from our machinery hub in Ford.
- Totally dedicated workforce who do NOTHING other than the work on the RBWM contract – Lot 3 award assumed some shared resource.

Service Delivery Status



- ✓ We understand some of the frustrations – we've been in FM 25 years plus and it's the toughest year to date.
- ✓ RBWM is renown for its green spaces so we know what a prestigious contract this is to be associated with.
- ✓ Regular meetings between the two parties have occurred to tackle the issues of delivery and the need for improvements. We hope the efforts during the latter half of the season have demonstrated our commitment to this.
- ✓ Investigation by task and finish groups brought to light several variances between the contract specification and the assets within the Royal Borough.
- ✓ These discussions have also highlighted both parties haven't operated the contract in the manner that was intended and this has lead to difficulties in assessing what should and shouldn't be done and the overall contract value.
- ✓ There is a collaborative approach now that has achieved more in 8 weeks than the previous two years of unformalized discussions.



Economic/Environmental Challenges



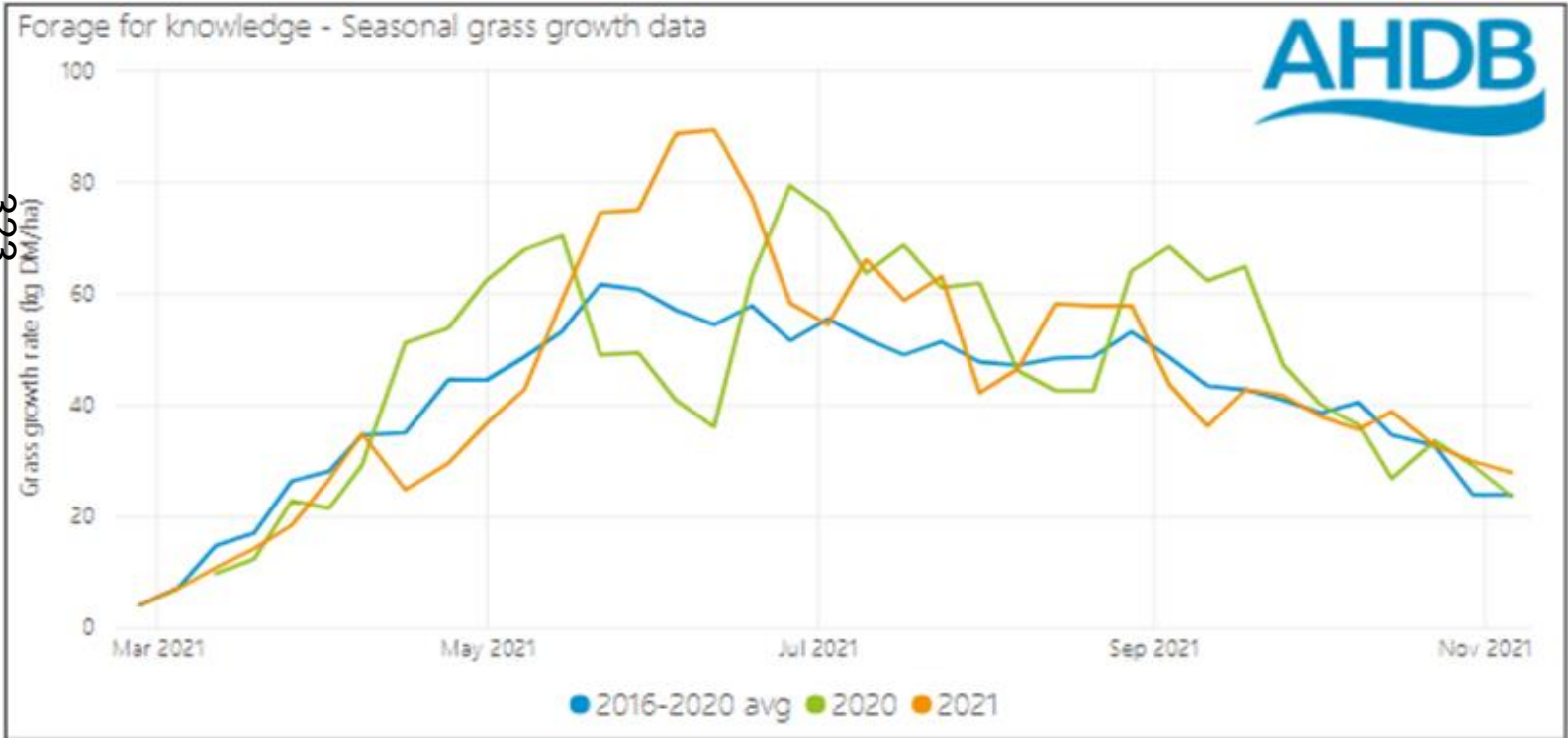
The grounds maintenance contract has been exposed to micro and macro issues, many of which have equally been felt across the country and within a number of similar public service contracts:

- Covid-19 recovery
- Brexit impact on:
 - Labour market
 - Machinery/vehicle availability and parts
- Climatic change extending season
- Contract frustrated due to unforeseen challenges and no longer fit for purpose
- AND

Economic/Environmental Challenges - continued

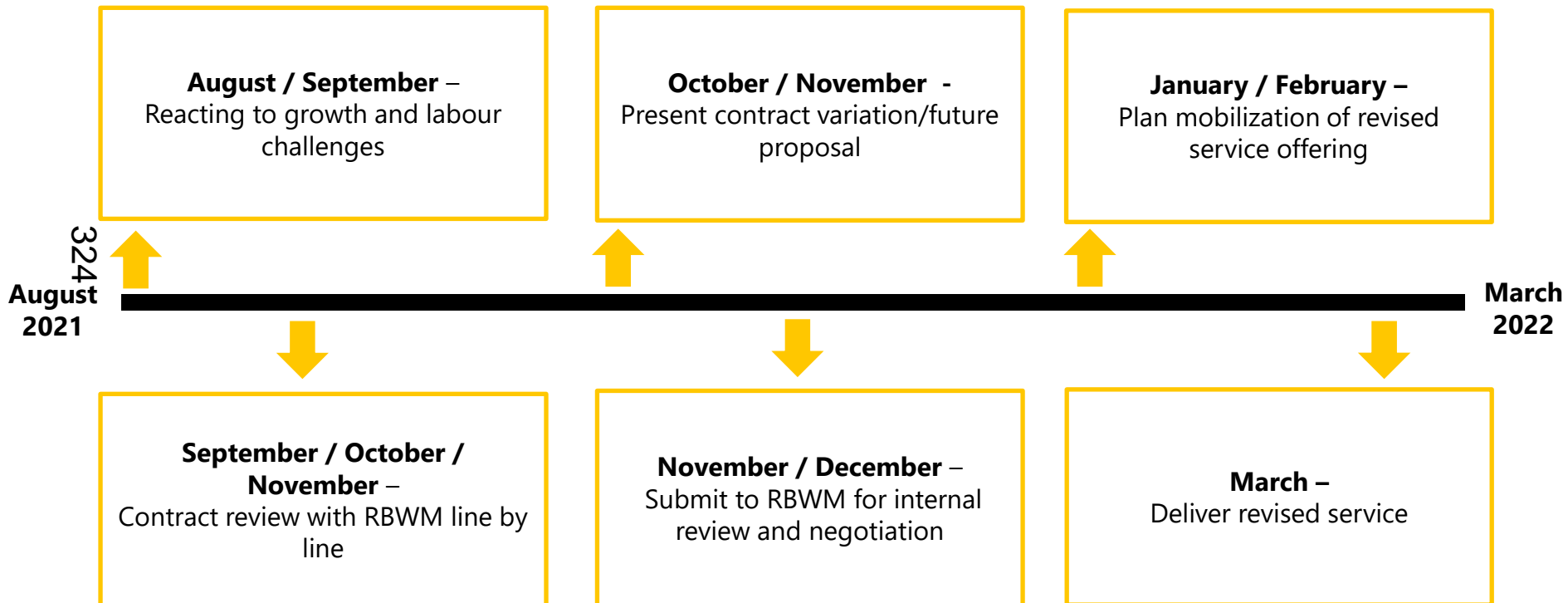


- Exceptional vegetation growth for this year (shown below)



323

Recovery Plan - Timeline of Contract Improvement



Recovery Plan - Detail



We now believe that standards have returned in most areas and the normal maintenance schedules are now being followed. The plan included the following

- Additional resource (agency/sub-contractors)
- Short term hire
- Reactive scheduling to support RBWM respond to complaints
- ³²⁵In place since summer

It must be noted, it is 17 degrees today and the grass is still growing – we require ground temperatures to be below 8 degrees for this to stop. In conjunction leaf fall has started in October but given the warmer conditions, it will likely continue into December and January given the medium term forecast .

Enablers & blockers - moving forward



- **Enablers**
- Good working relationship has developed from what was previously adversarial – both parties understand in these uncertain terms what has to improve and why. Never before have green spaces been so important !
- Everything is being done in a professional/considered approach and within the contractual framework – notes are taken and recorded on this to provide once and for all, evidence of all aspects pertaining to the service delivery and agreed actions
- 326 Tivoli are listening to what RBWM and residents want whilst RBWM is listening to what constraints Tivoli have had historically
- **Blockers**
- Contractual limitations – austerity contract restricts what can be achieved

Our Commitment to RBWM



- We want the relationship to work – it has the possibility to be a “showcase” contract for both parties – it is one of the most beautiful boroughs in the country
- We don’t want to deliver a poor service – it’s not the reputation we want and our NPS scores this year show that – they’ve increased from 31 to 40 this year despite Covid issues
- We want to enhance service delivery but it has to be fit for both parties moving into 2022 and beyond.

327



tivoli

www.tivoliservices.com

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