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Notice of Meeting

Cabinet

Councillors Simon Werner (Chair), Lynne Jones (Vice-Chair), Richard Coe, Geoff Hill, Joshua Reynolds, Catherine Del Campo, Adam Bermange, Karen Davies and Amy Tisi

Wednesday 29 November 2023 7.00 pm

Grey Room - York House - Windsor & on [RBWM YouTube](#)

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Agenda

Part I

Item	Description	Page
1	Apologies for Absence To receive any apologies for absence.	-
2	Declarations of Interest To receive any declarations of interest from Cabinet Members.	7 - 8
3	Minutes To consider the minutes of the meeting held on Wednesday 25 October 2023.	9 - 14
4	Appointments To note and agree the following appointments: <ul style="list-style-type: none">• Rev Matthew Scott - Free Churches (representing Baptist) in Group A on SACRE.• Rachel Beaumont - Church of England in Group B on SACRE.	-
5	Forward Plan To consider the Forward Plan for the period December 2023 to March 2024 and the recommendation made by the Corporate Overview and Scrutiny Panel on Pickins Piece, Horton.	15 - 32
6	In-year Monthly Budget Update <i>Deputy Leader of the Council and Cabinet Member for Finance</i> To receive the monthly in-year budget update and: <ul style="list-style-type: none">i) To note that the forecast revenue outturn for the year is an overspend on services of £7.396m which reduces to an overspend of £3.688m when including unallocated contingency budgets and changes to funding budgets (para 4);	33 - 50

	<p>ii) To note that the Council's approach to in-year budget monitoring and management is being strengthened – as part of a wider approach to improving corporate governance at RBWM - as set out in paragraph 5.1; and</p> <p>iii) To note the forecast capital outturn is expenditure of £46.332m against a budget of £87.784m (para 10).</p>	
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Cabinet Member Reports

7	<p>EV ChargePoint Procurement</p> <p><i>Cabinet Member for Highways and Transport, Customer Service Centre & Employment</i></p> <p>To note the report and agree:</p> <p>i) Invitation to tender and tender evaluation documents for the delivery, operation and maintenance of EV chargepoints are prepared for issue through the Oxford Dynamic Purchasing System, and included in a bid for government Local EV Infrastructure funding.</p>	To Follow
8	<p>Annual update on demand for school places</p> <p><i>Cabinet Member for Children's Services, Education & Windsor</i></p> <p>To note the report and:</p> <p>i) Supports discussions around a potential bulge class at Datchet St Mary's CE Primary School for September 2025.</p> <p>ii) Delays the opening of a new primary school at Chiltern Road, Maidenhead, until at least September 2026, and requests that this be reconsidered in Autumn 2024.</p> <p>iii) Requests that further places for junior age children are provided in Maidenhead using existing spare physical capacity.</p> <p>iv) Requests that proposals for temporary reductions in Published Admission Numbers are agreed with Windsor first and middle schools, to reduce the number of projected surplus places in the town.</p> <p>v) Requests that public consultation is carried out changes to the Royal Borough's school admissions arrangements for September 2025, as set out in paragraph 5.7.</p> <p>vi) Requests that officers work with Alexander First School and the Ministry of Defence on plans to rethink education and community provision on the Broom Farm Estate in Windsor.</p> <p>vii) Requests further investigation of the potential to expand Churchmead School, in consultation with neighbouring local authorities.</p>	51 - 126
9	<p>Highway Services Contracts – Award</p> <p><i>Cabinet Member for Highways and Transport, Customer Service Centre & Employment</i></p>	127 - 142

	<p>To note the report and delegate authority to the Executive Director of Place Services in consultation with the Cabinet Member for Highways and Transport, Customer Service Centre and Employment to:</p> <p>i) Approve the appointment of the identified Preferred Bidders (See PART II – Appendix B) following a Tender process which has been undertaken by the Council for the following Highways Services Contracts:</p> <ul style="list-style-type: none"> • Lot 1 – Highways Maintenance and Capital Works • Lot 2 – Street Cleansing • Lot 3 – Highway, Transport and Bridge Professional Services • Lot 4 – Traffic Signal & ITS Maintenance <p>ii) Award the Lot 1 contract to the Preferred Bidder for an initial period of 7 years with options for two extension periods of 4 and 3 years. (7+4+3).</p> <p>iii) Award the Lot 2 contract to the Preferred Bidder for an initial period of 7 years with options for two extension periods of 4 and 3 years. (7+4+3).</p> <p>iv) Award the Lot 3 contract to the Preferred Bidder for an initial period of 7 years with options for two extension periods of 4 and 3 years. (7+4+3).</p> <p>v) Award the Lot 4 contract to the Preferred Bidder for an initial period of 7 years with options for two extension periods of 4 and 3 years. (7+4+3).</p>	
10	<p>York Road Phase I, Maidenhead</p> <p><i>Cabinet Member for Planning, Legal & Asset Management</i></p> <p>To note the report and:</p> <p>i) Approve RBWM entering into a formal contract with Countryside outside of the Development Agreement to capture the capital value from Countryside’s headlease sale as relates to the notional 4,000 sq. ft commercial floorspace.</p> <p>ii) Delegate authority to the Executive Director of Place in consultation with the Cabinet Member for Planning, Legal and Asset Management and Managing Director of the Property Company to complete the contract with Countryside.</p>	143 - 160
11	<p>Early Adoption of Fees & Charges</p> <p><i>Deputy Leader of the Council and Cabinet Member for Finance</i></p> <p>To note the report and agree:</p> <p>i) To increase fees and charges detailed at Appendix A, from 1st January 2024. This includes a wide range of fees and charges, but excludes parking.</p> <p>ii) To go out to public consultation on the proposed parking fees and charges set out at Appendix B, for 21 days, ahead of proposed</p>	161 - 208

	<p>implementation of revised fees and charges from February 2024.</p> <p>iii) Agrees that the Executive Director of Place Services in consultation with the Leader, Cabinet Member for Finance and Cabinet member for Highways and Transport, will approve revised parking fees and charges, following the end of the consultation period and analysis of the feedback; and implement these after the mandatory 28-day notice period.</p>	
12	<p>Council Tax Base 2024/25</p> <p><i>Deputy Leader of the Council and Cabinet Member for Finance</i></p> <p>To note the report and:</p> <p>i) Approve the Council Tax base for the whole of the Borough area, for 2024/25 at 69,742.5 as detailed in this report and appendices. This is a decrease of 507.7 over the 2023/24 base, a 0.72% decrease.</p> <p>ii) Note a Council Tax collection rate of 98.5% for 2024/25.</p> <p>iii) Note an estimated deficit on the Council Tax Collection Fund in 2023/24 of £0.801m of which the Council's share is £0.633m.</p>	To Follow
13	<p>LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC</p> <p>Agenda items 9 and 10 are supported by annexes containing exempt information as defined in Schedule 12A of the Local Government Act 1972. If Cabinet wishes to discuss the content of these annexes in detail, it may choose to move the following resolution:</p> <p>“That pursuant to Regulation 4 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2012 and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of items 9 and 10 which involves the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:</p> <p>(3) Information relating to the financial or business affairs of any particular person (including the authority holding that information).”</p>	

Part II

Cabinet Member Reports

14	Highway Services Contracts – Award To consider Appendix B & Appendix C in Part II if required.	209 - 216
15	York Road Phase I, Maidenhead To consider Appendix C & D in Part II if required.	217 - 236

By attending this meeting, participants are consenting to the audio & visual recording being permitted and acknowledge that this shall remain accessible in the public domain permanently.

Please contact Oran Norris-Browne, Oran.Norris-Browne@rbwm.gov.uk, with any special requests that you may have when attending this meeting.

Published: Tuesday 21 November 2023



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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:

- a) any unpaid directorships
 - b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
 - c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
- of which you are a member or in a position of general control or management

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, or a body included under Other Registerable Interests in Table 2 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 financial interest or well-being of a body included under Other Registerable Interests as set out in Table 2 (as set out above and in 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 (referred to in the paragraph above) **affects** the 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

WEDNESDAY 25 OCTOBER 2023

PRESENT: Councillors Simon Werner (Chair), Lynne Jones (Vice-Chair), Richard Coe, Geoff Hill, Joshua Reynolds, Catherine Del Campo, Adam Bermange and Karen Davies

Present Virtually: Councillor Amy Tisi

Also in attendance: Councillor Ewan Larcombe

Also in attendance virtually: Councillors Maureen Hunt, Mandy Brar and Mark Wilson

Officers: Oran Norris-Browne, Stephen Evans, Lin Ferguson, Elizabeth Griffiths, Andrew Durrant, Elaine Browne, Kevin McDaniel and Lucy Kourpas

Officers in attendance virtually: Andrew Vallance, Tim Golabek and Becky Hatch

Apologies for Absence

No apologies for absence were received, however it was noted that Councillor Tisi was attending virtually, so could not vote, however was still able to take part in the debates.

Declarations of Interest

No declarations of interest were made.

Minutes

RESOLVED UNANIMOUSLY: That the minutes of the meeting held on Wednesday 27 September 2023 were approved.

Appointments

The appointment of Margaret Smith to The Free Churches (representing Quakers) in Group A on the Standing Advisory Council on Religious Education (SACRE).

Forward Plan

Cabinet noted the Forward Plan for the next four months.

Cabinet Members then requested some additions to be made to the Forward Plan.

Councillor Davies said that she wished for an item to be added for roughly 12 months' time that would review the Council's air quality improvement plan, following the installation of additional air quality monitoring stations within the borough.

Councillor Hill asked for a report on fees and charges to be brought to November's Cabinet meeting and stated that the Maidenhead Parking Strategy would now come to January's Cabinet meeting, as it would be first going to an Overview & Scrutiny Panel.

Councillor Jones asked for the monthly in-year budget reports to be added each month, to allow residents to see that it would come to Cabinet on a monthly basis.

The Chair drew attention to the e-petition that was currently live collecting signatures on the Council's website. He wished for a review of the decision be brought to the November meeting, in light of the petition being requested.

Leasing of Sport Pavilion in Braywick Park, Maidenhead

AGREED: That the order of the agenda was changed so that agenda items 11, 9 and 10 were heard first in that order.

Councillor Bermange, Cabinet Member for Planning, Legal & Asset Management, introduced the report by stating that the current building had been vacant since 2021 following the surrender of the former lease. Since then, the Council had been liable for all outgoing at the property, without receiving any income through rent. There were previous plans for the Maidenhead Heritage Centre to purchase the building, however this ultimately did not work out due to reasons such as a much bigger budget being required to allow the building to function in the long term.

Councillor Bermange said that in the wake of the Council's financial position, all decisions needed to be made in the best interests of both social factors and financial security. He then said that it was very important that the introduction of the support within this area for a new leisure activity, did not conflict with any other sports that were on offer within the same vicinity, such as what was provided at the Braywick Leisure Centre.

Manish Garg then addressed the Cabinet as a registered public speaker for 3 minutes on behalf of the Maidenhead Hindu Society.

The Chair thanked Manish Garg for his comments and commented on how badly the Maidenhead Hindu Society had been treated by the previous administration over the last few years. He wished to meet with them outside of the meeting to see how they could work together moving forward.

Councillor Reynolds, Cabinet Member for Communities and Leisure, said that the deal that was being presented to Cabinet was a very good one financially. He also praised recommendation iii) within the report which allowed the Executive Director of Place of their nominee to consult with user groups within the vicinity of the premises, to iron out any issues or concerns that they may still have. He said that he would be meeting with them also on 21 November 2023.

Councillor Hill, Cabinet Member for Highways and Transport, Customer Service Centre and Employment, said that as Ward Councillor for the area, he was delighted that someone had agreed to take it upon themselves to make use of the property. He sympathised with the Maidenhead Hindu Society, however praised the Chair and Councillor Reynolds' commitment to working with them going forward. He also wished to commend the financial deal that had been struck.

Councillor Jones agreed with the comments made by Councillor Hill with regards to the financial deal that had been agreed and commented on the fact that no additional money was required to provide the building with maintenance, which was also a positive.

AGREED: That Cabinet noted the report and:

- i) Approved the leasing of the former Sportsable Pavillion, Braywick Park to Padel Berkshire**
- ii) Delegated authority to the Executive Director of Place Services in consultation with the Cabinet Member for Planning, Legal and Asset Management, to conclude the negotiation of a new agreement for lease and lease to Padel Berkshire**

- iii) **Approved the Executive Director of Place or their nominee to consult with the Braywick Park Users Group for their views on the re-use of the building and external areas for a new sporting facility**
- iv) **Approved the use of the Public Open Space Application and Consultation process and delegates the decision to the nominated officer.**

Achieving for Children (AfC) Annual Reports 2022/23

Councillor Tisi, Cabinet Member for Children's Services, Education and Windsor, introduced the report by providing some background information as to what Achieving for Children (AfC) was, which would provide members of the public with some clarity on the differentiation between AfC and RBWM. She made it clear that this was a jointly owned service along with Richmond and Kingston and acknowledged that in the past, it had been said that the borough perhaps did not have a tight enough grip on AfC, however this would change with the introduction of a new AfC Ownership Board and regular director meetings.

Councillor Tisi said that AfC were working extremely hard and had made progress on a number of key services. The Department for Education (DfE) had recently removed the borough's written statement of action for example, as the progress that had been made by AfC was noticeable, along with other key strengths that were showcased by AfC. The holiday offer for children who were entitled to free school meals was going from strength to strength too, with 832 children being provided with activities and meals in 2022.

Lastly, Councillor Tisi briefly outlined what both the equalities, diversity and inclusion report included along with the financial accounts of AfC, which showed the cost of services to the borough to be a growing concern. She then thanked the People Overview & Scrutiny for their comments on the report as it came before them prior to it appearing before the Cabinet.

Lucy Kourpas, Chief Operating & Finance Officer for AfC, echoed Councillor Tisi's comments and the good work that the borough had done in the last few years. She also said that as a joint owner of AfC, independent auditors had been appointed and confirmed that they had determined that the accounts showed a true and fair reflection.

Councillor Coe, Cabinet Member for Environmental Services, said that the high number of children on free school meals who had participated in the summer activities showcased the amount of child poverty that sadly existed within the UK.

Councillor Bermange asked what the main goals were for the current financial year. Lucy Kourpas replied by saying that work would continue to support families through the cost-of-living crisis all year round. They were also doing a lot of work in the early help services and SEND services, to provide children with access to all of the services that they may need.

Lin Ferguson, Executive Director of Children's Services and Education, echoed Lucy's comments and added a further two points. The first was pupils who were not ready for school after Covid, there were a number of projects that were in place to assist these children. The second was that since covid, some children were also struggling with confidence in attending school.

AGREED: That Cabinet noted and agreed to the below reports:

- i) **The Achieving for Children Impact Report**
- ii) **The Achieving for Children Equalities Report**
- iii) **The Achieving for Children Annual Report and Accounts**

Achieving for Children (AfC) Contract

Councillor Tisi introduced the report, by stating that officers had considered 3 different options in terms of AfC moving forward. Option 1 was to extend the contract with AfC, option 2 was to bring the service back in house and option 3 was to go out to tender for another provider. The option that had been recommended to Cabinet was option 1, to extend the contract for 5 years from 1 August 2024 to 31 July 2029. She then outlined the reasons as to why this was the recommendation being put forward by herself and officers.

Councillor Jones expressed her gratitude that all options were considered before making a decision and praised the finances that were involved.

AGREED: That Cabinet noted the report and approved the extension of the contract with Achieving for Children (AfC) Community Interest Company (CIC) for five years from 1 August 2024 to 31 July 2029.

Quarterly Assurance Report

Councillor Tisi left the meeting.

The Chair then used his discretion and invited Councillor Larcombe forward to speak. He reminded Cabinet that he was the Council's appointee at the Thames Regional Flood and Coastal Committee and that in January 2024 he would have to raise his hand along with other representatives in the Thames Catchment area to spend in the region of £100m for a year. He wished to make the Cabinet aware of this in case they were not aware. He referred back to the motion that had been passed at Council earlier in October 2023, on the commitment to managing the borough's finances. He was wary of the Council's current debt standing at £203m, but overall asked if the £10m commitment that was made by the Council was still on the table.

The Chair thanked him for his comments and said that it was his understanding that the £10m being discussed was a commitment made by the Council and that it did not appear in the budget. He then thanked Councillor Larcombe for all he did on flooding and offered to meet him with Councillor Jones in the future to discuss finance when it came to flooding.

The Chair, Councillor Werner, Leader of the Council and Cabinet Member for Community Partnerships, Public Protection and Maidenhead, then introduced the Quarterly Assurance Report. He began by saying that this was a new approach to performance management at the Council. The Cabinet would scrutinise performance on a quarterly basis, along with the budget on a monthly basis. The aim of this was for improved governance at the Council and implored the Corporate Overview & Scrutiny Panel to scrutinise these reports too, moving forward.

The Chair then wished to make a minor change to recommendation ii) which did read 'identify any areas that Cabinet may wish to recommend for scrutiny to the Corporate Overview & Scrutiny Panel', so that it would instead read 'ask the Corporate Overview & Scrutiny Panel to consider the Quarterly Performance Report and identify areas where improvements could be made'.

Councillor Jones welcomed the report and said that it was certainly a welcome and major step forward in openness and transparency. She asked for it to go further still in future by having the report identify what things needed to be addressed, with a better understanding of complaints and the effects that it would have.

Councillor Reynolds said that it was certainly the right thing to do and that it also allowed non-Cabinet Members to have a better look into performance within the Council and not just the Cabinet.

Councillor Coe said that openness and transparency was also a great way to drive improvement within services provided by the borough.

AGREED: That the Cabinet noted the report and:

- i) **Reviewed the Quarterly Assurance Report setting out progress against the performance indicators and risk register.**
- ii) **Asked the Corporate Overview & Scrutiny Panel to consider the Quarterly Performance Report and identify areas where improvements could be made.**

2023/24 Month 5 Revenue Monitoring Report

Councillor Jones, Deputy Leader of the Council and Cabinet Member for Finance, introduced the report and provided fellow Cabinet Members with an outline of the Council's in-year budget position, which was an overspend at month 5 of £7.312m, which reduced to an overspend of £3.589, when including unallocated contingency budgets and changes to funding budgets. She then said that Councillors from all parties had been invited to 3 separate briefings on the Council's financial position, with the opportunity to ask questions, further showcasing openness and transparency.

Councillor Jones said that cost of servicing debt, remained a key concern. However, a difference was starting to be seen, with the introduction of things such as a Spending Review Panel. Currently, over £2m worth of savings that were included in the 23/24 budget, appeared to be unachievable. She then outlined some of the projects that were ongoing to identify cost saving exercises, such as a communication campaign centred around parking.

Councillor Jones stressed that it was of vital importance to keep borrowing levels low. As an example, if £20m was borrowed and paid for over 20 years at current rates, this would see an additional revenue cost of £1.5m per year. To conclude, Councillor Jones outlined the virements that were shown in Appendix B, which the Cabinet were being asked to agree too.

Councillor Hill said that parking revenue was £532,000 up compared to at the same point in the previous year. The communications campaign to increase parking numbers in both Windsor and Maidenhead also appeared to be working, with numbers being up in car parks such as Vicus Way. There had also been a very big up take in the resident discount scheme in recent times too.

Councillor Coe commended the effort being made by Councillor Jones and officers.

Councillor Bermange thanked Councillor Jones for bringing forward the report and her commitment to bringing a report to Cabinet on a monthly basis.

AGREED: That Cabinet noted the report and:

- i) **Noted the forecast revenue outturn for the year at M5 was an overspend on services of £7.312m which reduces to an overspend of £3.589m when including unallocated contingency budgets and changes to funding budgets (para 4).**
- ii) **Noted that the Council's approach to in-year budget monitoring and management was being strengthened – as part of a wider approach to improving corporate governance at RBWM - as set out in paragraph 5.1.**
- iii) **Noted the forecast capital outturn was expenditure of £47.769m against a budget of £87.199m (para 10); and**
- iv) **Agreed the virements in Appendix B.**

A308/Holyport Road junction improvements

Councillor Hill introduced the report by stating that the roundabout in question was in great need of an upgrade. He said that it was a hazard to drivers, especially as the A308 was so straight, coming onto the roundabout. Within the public consultation that had been carried out, members of the public had strongly expressed that they did not want traffic lights placed at the location and that a compact roundabout was the sought-after way forward. The cost would be £1.3m, which would be coming from the Berkshire Local Enterprise Partnership (£1m) and from the Community infrastructure Levy (£300,000).

Councillor Reynolds said that it was very important to see the results of the consultation and said that the report was a perfect example of the Council listening to its residents by addressing an important issue that had been requested by residents and following the feedback from the public on traffic lights, via the consultation.

AGREED: That Cabinet noted the report and approved the installation of a compact roundabout at the junction of A308 Windsor Road with Holyport Road and delegated authority to the Service Lead for Transport to finalise the detailed design.

York Road Phase I, Maidenhead

This item was withdrawn from the agenda.

The Chair said that the Cabinet were committed to getting the best value from all of its assets and said that the report would come back to November's Cabinet meeting with additional options being presented such as potentially keeping the units, or instead renting them out.

Councillor Bermange agreed with the comments made by the Chair and said that as the Cabinet Member, he was happy with this route forward.

The meeting, which began at 7.02 pm, finished at 8.00 pm

CHAIR.....

DATE.....

Changes made to the Cabinet Forward Plan since the Cabinet meeting on 25.10.23:

Item	Scheduled date	New date	Reason for change
Council Tax Base 2024/25	29.11.23	-	New Item
Building Heights and Tall Buildings Supplementary Planning Document - Adoption	13.12.23	-	New Item
Review of the MUFC Decision	29.11.23	13.12.23	To allow further time for the E-Petition to close with a final signature count, which officers can use within the Cabinet report
Maidenhead parking Strategy	24.01.24	-	New Item
In-Year Monthly Budget Monitoring Reports	Nov, Dec, Jan, Feb	-	New Items
Empty Property Strategy	29.11.23	23.04.24	To allow further time for input from the Cabinet Member and Officers to help shape the strategy.
Draft Budget 24/25	29.11.23	13.12.23	To allow further time for officers to draft the budget and consult Cabinet Members

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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. Email: democratic.services@rbwm.gov.uk

FORWARD PLAN

ITEM	Private Meeting - contains exempt/confidential information ? See categories below.	Short Description	Key Decision , Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings	Date and name of meeting	Date of Council decision (if required)
✓ Sale of Pickins Piece, Horton	Open -	Disposal of agricultural land at Pickins Piece, Horton. The site is unused, attracting fly tipping and requiring ongoing security and management. An unconditional offer has been received for the land.	No	Cabinet Member for Planning, Legal & Asset Management (Councillor Adam Bermange)	Ian Brazier-Dubber	Internal	Cabinet 29 Nov 2023	
December In-Year Monthly Budget Update	Open -	A monthly report to provide an update on the Council's finances.	No	Deputy Leader of the Council and Cabinet Member for Finance (Councillor Lynne Jones)	Elizabeth Griffiths	Internal	Cabinet 13 Dec 2023	
Review of the Cabinet Decision to not dispose of the Open Space	Open -	In July 2023, the Cabinet agreed to implement the decision to not	Yes	Cabinet Member for Communities & Leisure (Councillor Joshua Reynolds)	Ian Brazier-Dubber, Andrew Durrant	Internal	Cabinet 13 Dec 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, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date and name of meeting	Date of Council decision (if required)
18 Land at Braywick Park, Maidenhead		dispose of the Open Space Land at Braywick Park, Maidenhead. Since then, a petition was hosted on the Council's website to collect signatures, for the Cabinet to reconsider their decision. In October 2023, the Chair of Cabinet said that the Cabinet would review the decision again at their November Cabinet meeting. This was regardless of the Petition's closure date. Cabinet will need to decide on whether they wish to publish a new Open Space Notice for this land.						
School Condition Allocation 2024/25	Part exempt -	Report to seek approval of school condition projects to be included in the 2024/25 capital programme, as	Yes	Cabinet Member for Children's Services, Education & Windsor (Councillor Amy Tisi)	Lin Ferguson, Lynne Penn	Internal	Cabinet 13 Dec 2023	

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		funded by the School Condition Allocation.						
19 Procurement of Stop Smoking Services	Open -	<p>The contract for RBWM's current Stop Smoking Service ends on 31 March 2024. The RBWM Public Health went out to tender for a new Stop Smoking Service on Friday 15 September 2022 to appoint a new provider to deliver the Stop Smoking Service from the 1st April 2024, the total contract price was £480k (£120k per annum) for an initial 2-year period, with the option of a possible extension of 1+1 years.</p> <p>On 4 October 2023 the government announced that it is investing an</p>	Yes	Cabinet Member for Adults, Health & Housing Services (Councillor Catherine del Campo)	Kevin McDaniel, Jonas Thompson-McCormick	Internal	Cabinet 13 Dec 2023	

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20		<p>additional £70 million per year to support local authority-led stop smoking services. For RBWM, this will result in receiving an indicative £128k per annum between 2024/25 - 2028/29. And so, the financial envelope of the RBWM Stop Smoking Service may be increased up to £248k per annum. Due to this announcement, it was also decided to increase the duration of the contract by a further year, meaning that the contract term will now be 2+1+1+1. The minimum contract value of the Stop Smoking services will now exceed £600k (excluding the</p>						

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ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date and name of meeting	Date of Council decision (if required)
21		<p>indicative funding from the government), therefore meeting the relevant threshold to now be considered as a Key Decision.</p> <p>Public Health are now seeking approval from Cabinet to approve delegated decision-making authority to be granted to the Executive Director of Adult Services and Health and the Cabinet Member for Adults Services, Health and Housing, to approve the outcome of the current Stop Smoking Procurement.</p>						
Article 4 Direction—removal of	Open -	The report recommends that a non-immediate	Yes	Cabinet Member for Planning, Legal & Asset	Ian Motuel, Adrien Waite	External consultation will take place subject	Cabinet 13 Dec 2023	

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22 permitted development rights to change of use from Class E (commercial class) to C3 (residential)		Article 4 direction be introduced to remove permitted development rights for changes of use from Class E to residential on protected employment sites set out in BLP Policy ED2. Following Cabinet's approval, this would be subject to public consultation for at least 28 days and it is anticipated that a report would then be taken back to Cabinet to confirm the Article 4 direction. The Article 4 would then come into force 12 month's after initial publication of the notice.		Management (Councillor Adam Bermange)		to Cabinet approval		
Mill Lane Conservation Area Appraisal	Open -	The Mill Lane Conservation Area is located in Clewer Village to	Yes	Cabinet Member for Planning, Legal & Asset Management	Adrien Waite	Internal	Cabinet 13 Dec 2023	

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23		the north-west of Windsor. The area was designated in 1974 but does not have a Conservation Area Appraisal. A Conservation Area Appraisal is an important document for development management purposes that explains the importance of a conservation area and describes how this can be retained and enhanced, particularly when new works are proposed. This report seeks Cabinet approval for the draft Mill Lane Conservation Area Appraisal and agreement to undertake a period of public consultation on the document. The		(Councillor Adam Bermange)				

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		appraisal will then be revised to take account of the views of local residents and interested parties, and submitted to Cabinet for final approval.						
Building Heights and Tall Buildings Supplementary Planning Document - Adoption	Open -	<p>This report seeks approval for the adoption of the Building Height and Tall Buildings Supplementary Planning Document (SPD).</p> <p>Borough Local Plan Policy QP3a commits the Council to preparing a Building Height and Tall Buildings SPD. The SPD provides that guidance and sets out in detail what the Council considers to be appropriate in terms of location, height, and design</p>	Yes	Cabinet Member for Planning, Legal & Asset Management (Councillor Adam Bermange)	Andrew Durrant, Adrien Waite	Internal	Cabinet 13 Dec 2023	

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ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date and name of meeting	Date of Council decision (if required)
25		<p>for tall building developments throughout the borough. The adoption of the SPD will help the Council to ensure that any proposed tall development that comes forward is appropriate and of the highest quality.</p> <p>Once adopted, the SPD will be an important material consideration in the determination of planning applications.</p>						
Draft 2024/25 Budget	Open -	Cabinet will be asked to consider and approve the draft budget for 2024/25.	Yes	Deputy Leader of the Council and Cabinet Member for Finance (Councillor Lynne Jones)	Elizabeth Griffiths, Andrew Vallance	Internal	Cabinet 13 Dec 2023	
January In-Year Monthly Budget Update	Open -	A monthly report to provide an update on the Council's finances.	No	Deputy Leader of the Council and Cabinet Member for Finance (Councillor Lynne Jones)	Elizabeth Griffiths	Internal	Cabinet 24 Jan 2024	

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ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date and name of meeting	Date of Council decision (if required)
Maidenhead Parking Strategy	Open -	To provide an update on parking provision in Maidenhead Town Centre	No	Cabinet Member for Highways and Transport, Customer Service Centre & Employment (Councillor Geoff Hill)	Alysse Strachan, Neil Walter	Internal process	Cabinet 24 Jan 2024	
February In-Year Monthly Budget Update	Open -	A monthly report to provide an update on the Council's finances.	No	Deputy Leader of the Council and Cabinet Member for Finance (Councillor Lynne Jones)	Elizabeth Griffiths	Internal	Cabinet 28 Feb 2024	
20 Empty Property Strategy	Open -	Cabinet to agree RBWM's Empty Property Strategy. The Empty Property Strategy aims to work with empty homeowners to increase the supply of housing. The strategy will set out the approach RBWM will take to provide a clear direction for addressing empty homes which blight communities and adversely affect	Yes	Cabinet Member for Adults, Health & Housing Services (Councillor Catherine del Campo)	Andrew Durrant, Amanda Gregory	Consultation may be required with residents, landlords.	Cabinet 24 Apr 2024	

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

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

- 1 Information relating to any individual.
- 2 Information which is likely to reveal the identity of an individual.
- 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- 4 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- 5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- 6 Information which reveals that the authority proposes:
 - (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.

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

CORPORATE OVERVIEW AND SCRUTINY PANEL

Monday 6 November 2023

Present: Councillors Chris Moriarty (Chair), Mark Howard (Vice-Chair), David Buckley, Maureen Hunt, Helen Price, Gary Reeves, Julian Sharpe, Julian Tisi and Mark Wilson

Also in attendance: Councillors Lynne Jones, Joshua Reynolds, Adam Bermange, Jack Douglas and Gurch Singh

Officers: Mark Beeley, Stephen Evans, Elizabeth Griffiths, Andrew Durrant, Kevin McDaniel, Nikki Craig and Andrew Vallance

Officers in attendance virtually: Lin Ferguson, Amanda Gregory, Chris Joyce, Alysse Strachan, Ian Brazier-Dubber and Radhika Thirunarayana-Govindarajan

Sale of Pickins Piece, Horton

AGREED UNANIMOUSLY: That the order of agenda items was changed, so that Pickins Piece, Horton, was considered next on the agenda.

Ian Brazier-Dubber, Managing Director of RBWM Property Company, outlined the report. Cabinet were being asked to decide what to do with a piece of land, around two acres in size, just outside the village of Horton. The council had owned the site as open grazing land for a number of years but over recent years it had become disused and had been under consideration to be disposed of. The sale of the land had gone out to market, with four offers initially being received. All four offers were subject to planning permission being granted. After considering these, it was decided that the land should be sold for £200,000 as a straight sale. The Community Land Trust had offered £100,000 which was subject to a local housing survey. These were the two main options being considered.

Lizzie Jones was representing the Windsor and Maidenhead Community Land Trust and had registered to speak on the item. She clarified that the Community Land Trust's offer was an 'open book' arrangement depending on certain factors at the site. They would appreciate any consultation that could be done with Horton Parish Council, particularly if a significant site was planned for the land.

Councillor Price commented that the report had only been received by the Panel late on Friday afternoon and this was only one working day in advance of the meeting. A second version had also been circulated but it was not clear where changes had been made, while the Equalities Impact Assessment had been circulated earlier today. The report claimed that various options had been considered but did not outline what these options were. Councillor Price believed the £50,000 fee if the land was to be developed on was very low. It was concerning that the offer from the Community Land Trust had been misrepresented.

Ian Brazier-Dubber said that the report had been a work in progress, he was happy to support further conversations with Horton Parish Council and the Community Land Trust. The site was in the green belt and there were a number of mature trees which would make development difficult.

Councillor Buckley felt that the report was not ready to be considered by Cabinet as the decision had not been scrutinised and would impact local residents. He suggested that the report should be pushed back on the Cabinet Forward Plan. Councillor Buckley argued that the report failed on value for money, legal obligations and equalities. The land was gained in around 1970 and had been allocated for development in the past, it was surrounded by social housing and there was a good argument for the land to be used to increase the supply of social housing. Councillor Buckley claimed that Horton Parish Council had attempted to carry out a tree survey on the land but the site locks had been changed by the RBWM Property Company. He believed that the council had only recently cleared the fly tipping on the site and incurred this expenditure, as they wanted to sell the land. There were other options that should be explored and this would be to the benefit of the local community.

Ian Brazier-Dubber said that the land was owned by the council and the site had been cleared earlier this year. The Property Company had not actively stopped anyone from using the land.

Councillor Buckley hoped that following the meeting the Property Company would reengage with the Parish Council and the local community.

Councillor Hunt felt that the land was in a prime position and was surrounded by housing. She gave examples of similar plots of land which had been sold for significantly more. This was a good opportunity for the council to build social housing of which there was a short supply.

Ian Brazier-Dubber made the Panel aware that the original bids had been over £1 million but these had been subject to planning permission. There were concerns about what planning permission could be granted for the site which was why these options had not been pursued. It was difficult to compare sites, as each piece of land was different and there were various factors involved which could affect the value.

Councillor Adam Bermange, Cabinet for Planning, Legal and Asset Management, addressed the Panel. The new administration were committed to a more active Overview and Scrutiny function and he was glad to see the report considered. He apologised for the way the Community Land Trust's offer had been portrayed. The figure being offered for the site could seem small but this was taking into account the location of the site being in the green belt and other planning challenges. There was some merit in selling the land and gaining the capital receipt now, as this would also reduce the ongoing maintenance costs.

Councillor Sharpe felt that it was odd that the council was selling off land in the green belt which it had earmarked for development. He asked if there was a shortage of social housing, were the council looking for land to build more houses, and if green belt land was still needed why was this land being disposed of. Councillor Sharpe asked if the land could be used as a Suitable Alternative Natural Green Space (SANG). He suggested that the report should not be considered for a decision by Cabinet until all of the options had been fully considered.

Ian Brazier-Dubber confirmed that there was a need for more affordable and social housing. The Borough Local Plan set out land to be earmarked for housing development and this had been adopted in February 2022. Pickins Piece was not allocated for housing and had been removed after review by the planning inspectorate. SANG sites were normally in urban developments, this site was remote and not near any large scale development. This decision was seen as the disposal of land and the value which this could get on the market.

Councillor Sharpe considered that if the land was taken out of the green belt, the land would be worth much more.

Ian Brazier-Dubber said that would be for the council to decide when the next Borough Local Plan came forward. However, this would mean maintenance costs would continue until this came through.

Councillor Bermange added that the council would need to demonstrate to the planning inspectorate that there were exceptional circumstances to release the land from the green belt. There were challenges on this land which would make it difficult to put it forward for adoption.

Councillor Sharpe asked how likely it was that the Community Land Trust would be able to build on the site, should it be sold to them.

Councillor Bermange suggested that the Community Land Trust would be looking at more limited development, the sale would still leave the site in the green belt.

Councillor Wilson was pleased to see the report considered by scrutiny before going to Cabinet. He was concerned that the report was not robust. The report claimed that the site was prone to extensive flooding but it was located in flood zone 1 so this was not high risk. Other sites had been in the green belt before being built on and these were more significant than the site being considered. He wondered why the company which had bid for the site wanted it. Councillor Wilson argued that the council was throwing money away with the current proposal. He would be interested in seeing the Community Land Trust offer in greater detail or other options which the site could be used for.

Councillor Howard felt the process had not been transparent and he had concerns over the sale. There was a huge need for social housing, he noted that the company who were looking to buy the land had been involved in care homes previously. In his ward of Cookham, there had been two sites which had been taken out of the green belt by the Borough Local Plan and this was a relatively quick process. The Community Land Trust offer should be welcomed and could help fill local needs. Councillor Howard was concerned by the report.

Councillor Buckley agreed that there had been other sites taken out of the green belt for inclusion in the Borough Local Plan. Local need should be prioritised in addition to gaining best value for money.

Councillor J Tisi was pleased to see a number of Cabinet Members in attendance at the meeting and that the report had been considered by scrutiny before Cabinet. A number of concerns had been raised and it seemed like the proposed decision was hasty, particularly as there had been offers of up to £1.5 million.

Councillor Reeves made the point that the council had been the victim of rushed sale of land in the past. There was no need to sell the land at the earliest opportunity. He was confused by the Community Land Trust offer, it sounded like a lot depended on the planning permission being granted for the council to be paid for the sale but it was not clear what the plans could be.

Ian Brazier-Dubber clarified that this was correct, the sale would only go through should planning permission be granted. This condition would be placed on the contract.

Councillor Reeves suggested that the council should look at how fly tipping could be reduced so that the £10,000 spent on maintenance each year would not be needed.

Councillor Howard requested that the Property Company engaged with residents and worked in partnership with the council to gain something from the site. Land was scarce and it would be more worthwhile to lease the land rather than to sell it.

The Chair considered the recommendation which the Panel could make to Cabinet, it was clear from the discussion that Panel Members felt the report should be delayed.

Councillor Sharpe said that the report should either be delayed to allow for further options to be explored or that Cabinet made their own decision but noted the concerns of the Panel.

Mark Beeley, Principal Democratic Services Officer – Overview and Scrutiny, explained that the Panel could make a recommendation to Cabinet, for example they could recommend that the report was pushed back on the Cabinet Forward Plan to allow for more time.

Councillor Howard proposed that the report was flawed, there were serious concerns and that as a result the report was delayed until the proposal had been reviewed and refined.

Councillor Buckley felt the recommendation should be for Cabinet to defer the item.

Councillor Hunt said that Cabinet could decide themselves to delay the report if they wished.

Mark Beeley clarified that the Panel was unable to force Cabinet to delay the report, the Panel could only make a recommendation which would be considered by Cabinet.

Councillor Wilson added that it was important that Cabinet noted the Panel's comments and concerns.

Councillor Buckley proposed a recommendation that the report was delayed on the Cabinet Forward Plan and was considered at a later date, noting the comments and concerns by the Panel. This was seconded by Councillor Howard.

A named vote was taken.

Recommendation that the report was delayed on the Cabinet Forward Plan and was considered at a later date, noting the comments and concerns by the Panel. (Motion)	
Councillor Chris Moriarty	For
Councillor Mark Howard	For
Councillor David Buckley	For
Councillor Maureen Hunt	For
Councillor Helen Price	For
Councillor Gary Reeves	For
Councillor Julian Sharpe	For
Councillor Julian Tisi	For
Councillor Mark Wilson	For
Carried	

AGREED UNANIMOUSLY: That the Corporate Overview and Scrutiny recommended to Cabinet:

- i) That the Pickins Piece, Horton decision was delayed on the Cabinet Forward Plan and was not considered at the meeting in November.**
- ii) That the comments and concerns by the Panel were noted by Cabinet.**

Report Title:	2023/24 Month 7 Revenue Monitoring Report
Contains Confidential or Exempt Information	No - Part I
Cabinet Member:	Councillor Jones, Deputy Leader and Cabinet Member for Finance
Meeting and Date:	Cabinet – 29 th November 2023
Responsible Officer(s):	Elizabeth Griffiths, Executive Director of Resources Andrew Vallance, Deputy Director of Finance
Wards affected:	All



REPORT SUMMARY

This report details the forecast outturn against budget for the 2023/24 financial year. It includes the revenue and capital budgets along with the 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 £7.396m which reduces to an overspend of £3.688m when including unallocated contingency budgets and changes to funding budgets (para 4);**
- ii) notes that the Council’s approach to in-year budget monitoring and management is being strengthened – as part of a wider approach to improving corporate governance at RBWM - as set out in paragraph 5.1; and**
- iii) notes the forecast capital outturn is expenditure of £46.332m against a budget of £87.784m (para 10).**

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. SUMMARY

- 3.1 RBWM faces significant financial challenges. In the Cabinet meeting of 27th of September, the Chief Executive and S151 Officer gave an update to Cabinet, stating that the Council's reserves would be so significantly depleted by the current forecast in year overspend and projected gap in next year's budget that the Council would no longer be able to finance its budget and is therefore at risk of issuing a S114 notice.
- 3.2 The position at month 7 is worse than that reported at month 5, but this does not truly reflect the improvements in processes and approach that have been quickly implemented over the last couple of months to reduce the in year overspend. This work has been done at pace and has required the cooperation of all directorates and the ongoing support of members, all of which has happened. The positive effects were able to be seen immediately in the month 6 results which showed an improvement on month 5 of almost a million pounds. The most significant area of improvement was the Place directorate which reduced contract costs, project costs and increased income.
- 3.3 In month 7 however, we had an unanticipated increase in demand in Adult Services, some of which were individually expensive placements, and additional audit fees in Resources for the completion of the 2020/21 audit of £450k, of which £400k has been included in the forecast. These two items alone have worsened the position by almost £1m. While this is discouraging, it reflects the volatility we are facing and it should be noted that without the exceptional efforts already in place, the overall position would be an additional million pounds worse than that forecast in month 5 as opposed to appearing seemingly unchanged.
- 3.4 As a further inclusion in the report, to allow for greater transparency and understanding of the underlying issues, the Council has included a table of known financial risks. These are acknowledged, under discussion and where possible, have been quantified but are not included in the forecast position reported. These are both positive and negative. Mitigations are either in place or are being developed by the services.
- 3.5 The Spending Control Panel is running successfully and not only providing challenge to requests being raised, but also promoting a change in thinking and approach across budget owners which in turn is reducing spend before it gets to the panel. New processes such as these are initially iterative to address any outlying examples that are raised but these are being resolved quickly with the support of finance and IT to ensure that the process is smooth. All non essential spend over £500 is referred to the panel.
- 3.6 Budget challenge sessions have been concluded successfully with all services, initially with officers, moving to challenge from the Chief Executive and culminating in challenge sessions with members of Cabinet with the Leader and the Lead member for Finance in every session. These have been extensive but have proved to be a collaborative and effective way to reduce the forecast budget gap for next year.

- 3.7 The key variances in each directorate are outlined below. The main pressures remain unchanged and are mainly an increase in both costs and usage in demand led services. These increases are being offset where possible by the use of external grants and earmarked reserves although there is a firm acknowledgement in the budget process that these are temporary alleviations. The remainder is largely higher than expected inflationary increases in contracts. All of these increases have been negotiated down as much as possible but, as they stand, have been unavoidably incurred, are ongoing, and are therefore expected to flow into next year's budget requirement meaning that large offsetting savings must be found to compensate for them.
- 3.8 Forecasts are expected to have a certain level of volatility during the year, especially on demand led budgets which to some extent are beyond our control. Directorates have been asked to establish clear action plans to address the current in year situation. Where feasibly, any measures identified to improve next year's budget will be implemented as early as possible, allowing for benefits to be realised in this current financial year.
- 3.9 The cost of servicing debt remains a key concern and the forecast increase in interest costs is a large contributor to next year's budget gap. In order to address this, all current and proposed capital expenditure is under review in order to reduce any new borrowing requirements and all assets are being evaluated to identify any potential disposals which would generate capital receipts which could be used to repay some of the existing debt. A review of the borrowing strategy and the current cashflow forecasts is also in progress.
- 3.10 This report also covers capital expenditure and debt recovery which are two high focus areas with significant impact on our current financial position. All current capital expenditure is under review and subject to budget challenge session review. Additional resource has been put in place to recover debt with areas that currently fall outside of normal processing being given additional attention.
- 3.11 Monthly reviews of the financial position are given to the Executive Leadership Team and Cabinet. Improvements to the Governance of our Property Company and all outsourced partners are underway and new boards have either been set up, or are in the process of being set up, to monitor and drive performance, transformation and cross departmental projects.
- 3.12 The organisation as a whole is responding to the challenge with regular communications, staff Q&A sessions and member involvement. Both Cabinet and Council have voiced and agreed their support to resolving the situation. The challenge is significant but both officers and members have risen to it. The response has been swift and assured and the effect on both in year overspend and next year's budget gap, well underway.

4. KEY IMPLICATIONS

- 4.1 The Council faces considerable financial risks that could have a significant and immediate impact on its finances. However, whilst reserves are currently above the minimum level that the S151 Officer deemed required in the Feb 23 budget papers to protect against financial and service risks (7.9m), they remain low compared to the optimum level that should be held.

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
General Fund Reserves	<£7.9m	£7.9m to £12m	£12m to £15m	> £15m	Ongoing

5. 2023/24 MONTH 7 REVENUE FORECAST OUTTURN

- 5.1 The month 7 forecast is an overspend on service budgets of £7.396m. Assuming the contingency budget is applied and the budgeted contribution to general reserves not made, this reduces to an overspend of £3.688m. The movement between months 5 and 7 is detailed in the table below.

Table 3: 2023/24 Month 7 Revenue Budget Forecast

	Current Budget	Forecast Outturn Mth 5	Forecast Outturn Mth 6	Forecast Outturn Mth 7	Over / (under) spend Mth7	Change since Month 5
	£000	£000			£000	£000
Adult Social Care and Health	40,455	44,879	45,032	46,170	5,715	1,291
Children's Services	27,758	27,974	27,973	28,024	266	50
Place	11,672	14,648	13,700	13,869	2,197	(779)
Resources	12,324	11,508	11,217	11,542	(782)	34
Chief Executive Department	1,013	992	1,013	1,013	0	21
TOTAL SERVICE EXPENDITURE	93,222	100,001	98,935	100,618	7,396	617
Contingency and Corporate Budgets	2,983	541	682	739	(2,244)	198
Other funding and non-service expenditure	(96,205)	(96,953)	(97,290)	(97,669)	(1,464)	(716)
DECREASE IN GENERAL FUND RESERVE	0	3,589	2,327	3,688	3,688	99

GENERAL FUND	
Opening balance	(10,213)
Transfer out	0
CLOSING BALANCE	(6,525)

- 5.2 This shows an improvement at month 6 but a worsening at month 7 and would lead to a significant reduction in the level of already low general reserves.
- 5.3 Although the overall position is very similar in month 7 compared to month 5, there have been significant changes:
- The forecast outturn for Adults has increased by nearly £1.3m as its expenditure is demand led
 - The Resources directorate have reduced their expected saving because of circa £400k of additional audit fees requested by Deloitte, our external auditors, on the 2020/21 audit.
 - The Place directorate have reduced their forecast deficit by nearly £800k by finding in-year savings, despite continued pressure on planning fee income and the effect of inflation on contract prices

6. ADULT SOCIAL CARE AND HEALTH

- 6.1 The Adult Social Care & Health directorate forecast outturn at M7 is an overspend of £5.715m.

Table 4: Adult Social Care and Health

	Budget £000	Forecast Outturn Mth 5 £000	Forecast Outturn Mth 6 £000	Forecast Outturn Mth 7 £000	Over / (under) spend Mth 7 £000	Change Since Mth 5 £000
Exec Director & Commissioning	1,704	1,713	1,782	2,010	306	297
Adult Social Care	38,506	42,996	43,005	43,915	5,409	919
Transformation and Community	170	170	170	170	0	0
Public Health Spend	5,392	5,403	5,392	5,392	0	(11)
Public Health Grant	(5,317)	(5,403)	(5,317)	(5,317)	0	86
Total	40,455	44,879	45,032	46,170	5,715	1,291

- 6.2 The overspend is primarily due to the residential care costs of older people. There also continue to be workforce challenges, meaning all savings in respect of staff costs are unlikely to be met. There are currently £1.27m (31%) of targeted revenue budget savings which remain RAG rated red, meaning that there is a significant risk that they won't be achieved.
- 6.3 The worsening forecast between months 5 and 7 is also due to:
- A significant increase in LD placement costs of nearly £400k, including one new client costing £5,200 per week

- £115k due to 3 new clients in OPPD temporary care
- Increased agency spend in OP & PD (£59k) and in Mental Health (£128k)
- £120k of the projected saving on reducing bad debt costs is unlikely to be achieved

6.4 Ongoing actions to address the overspend include establishing a rigorous panel process for new care placements, the Homefirst project that seeks to support people as they leave hospital to reduce the risk of care home placements, and a targeted review of care packages between August and November. There are early indications that the panel review and Homefirst are having positive impacts, but with demand led services we must wait to see longer term trends before drawing firm conclusions.

6.5 There is significant inflationary pressure from all providers, especially those with no contractually agreed terms. This is particularly noticeable in residential and nursing home places where we are seeing requests for 8-16% uplifts on existing placements, having budgeted 5%.

6.6 Other risks include:

- Predicting the client income figure in the forecast outturn
- Further bad debt write offs
- Further inflationary pressures on fees

7. CHILDREN'S SERVICES

7.1 The Children's directorate forecast outturn at M7 is an overspend of £0.266m.

Table 5: Children's Services

	Budget	Forecast Outturn Mth 5	Forecast Outturn Mth 6	Forecast Outturn Mth 7	Over / (under) spend Mth 7	Change Since Mth 5
	£000	£000	£000	£000	£000	£000
Management & Business Services	3,158	3,315	3,226	3,242	84	(73)
Education	1,279	1,261	1,036	1,041	(238)	(220)
SEN & Disabilities	3,676	3,891	4,071	4,205	529	314
Social Care and Early Help	21,043	20,806	21,324	21,225	182	419
Public Health	(11)	87	(11)	(16)	(5)	(103)
RBWM Retained Grant Budgets	(1,387)	(1,387)	(1,673)	(1,673)	(286)	(286)
Total	27,758	27,973	27,973	28,024	266	51

7.2 There are continuing pressures on SEN Transport costs and Legal support costs. However, this has been mostly mitigated by using appropriate government grants to offset costs.

- 7.3 Since month 3 there has been a high cost placement costing £14k per week. Cost outliers such as this cause disproportionate pressures on the budget and can quickly consume additional budget allowance for growth in demand, meaning that this expected growth then becomes an overspend.
- 7.4 There are currently £0.550m (18%) of targeted revenue budget savings which remain RAG rated RED, meaning there is a significant risk they will not be achieved.
- 7.5 Ongoing actions to address the areas of budget pressure include a new process to hear SEN appeals to ensure only eligible young people are offered transport.

8. PLACE

- 8.1 The Place directorate forecast outturn at M7 is an overspend of £2.197m. This is a reduction of nearly £800k since period 5.

Table 6: Place

	Budget	Forecast Outturn Mth 5	Forecast Outturn Mth 6	Forecast Outturn Mth 7	Over / (under) spend	Change Since Mth 5
	£000	£000	£000	£000	£000	£000
Executive Director of Place	20	20	20	20	0	0
Neighbourhood Services	9,277	11,615	10,935	10,970	1,693	(645)
Planning Service	1,331	1,661	1,661	1,725	394	64
Communities including Leisure	(1,250)	(882)	(1,032)	(1,032)	218	(150)
Housing	2,018	1,959	1,841	1,889	(129)	(70)
Property	(2,908)	(2,908)	(2,908)	(2,908)	0	0
Infrastructure, Sustainability & Transport	3,184	3,183	3,183	3,205	21	22
Total	11,672	14,648	13,700	13,869	2,197	(779)

- 8.2 The overspend includes the following significant factors:

- Contract costs, including £0.600m on the SERCO contract and £0.360m on the Volker highways contract, have risen sharply due to inflation staying higher than expected for longer than expected.
- Daily parking income has improved significantly with performance at 92% of income targets but there remains an underachievement of parking income targets partly due to the continued lower levels of season ticket sales at 77% of budgeted income(1.020m). The service believe this to be due to the change in working habits post pandemic with more and more people working from home.
- Increase in reprocessing rates on waste recycling (£0.465m) that are reporting higher than anticipated, mainly due to stockpiling of material in

overseas markets and paper mills in Europe being shut due to energy crisis.

- Continued uncertainty on the leisure services contract renewal (£0.560m).
- A reduction in major planning applications, reflecting the current economic situation, leading to a shortfall in planning fees income (£0.395m)

8.3 The predicted overspend has decreased between months 5 and 7 partly due to

- A reduction in contractual costs (£0.200m)
- A review of existing projects (£0.200m)
- Applying earmarked reserves (£0.118m)

8.4 Further risks in Place include:

- Pressures on Temporary Accommodation budgets from increasing levels of homelessness
- Increase in the required levels of tree maintenance across the borough
- Insufficient Housing Grant Funding to cover the increased costs of housing refugees

8.5 The Place Directorate Leadership Team are developing a range of other in-year actions to address the overspend, these include:

- Forecasting – working across service teams to ensure full year forecasts are accurate.
- Contract Management – working within existing contract frameworks, officers are identifying potential cost saving opportunities, which are also informing future procurements.
- Parking income – Development of a parking strategy and communications campaign to increase parking use in key locations such as Maidenhead. There is also a review of additional on-street parking provision that will support ongoing service cost.
- Potentially increasing fees and charges from February 2024 (rather than April 2024) (£0.150m). These are still to be agreed but would have a positive impact on the overspend as above.

9.5 There are currently, £0.220m (9%) of targeted revenue budget savings which remain RAG rated red, meaning that there is a significant risk they will not be achieved.

9. RESOURCES

9.1 The Resources directorate forecast at M7 is an underspend of £782k.

Table 7: Resources

	Budget	Forecast Outturn Mth 5	Forecast Outturn Mth 6	Forecast Outturn Mth 7	Over / (under) spend Mth 7	Change Since Mth 5
	£000	£000	£000	£000	£000	£000
Executive Director of Resources	155	126	83	83	(72)	(43)
Revs & Bens, Library & Res Services	4,389	3,811	3,584	3,522	(867)	(289)
Housing Benefit	(377)	(377)	(346)	(346)	31	31
HR, Corporate Projects & IT	3,346	3,321	3,288	3,301	(45)	(20)
Corporate Management	(196)	(146)	(146)	304	500	450
Finance	1,615	1,575	1,554	1,549	(66)	(26)
Governance	2,368	2,363	2,318	2,280	(88)	(83)
Legal Services	1,024	835	882	849	(175)	14
Total Resources	12,324	11,508	11,217	11,542	(782)	34

9.2 The underspends in the table above are mainly related to staff vacancies and government grant funding, although some of the grant income forecast in this latter category this latter has not yet been received as it is typically notified by central government on an ad hoc basis throughout the year. There are no planned savings in this directorate which are RAG rated red.

9.3 The corporate management overspend is caused by increased external auditors' fees. Officers are currently challenging the size of the requested increase.

10. SUNDRY DEBT

10.1 The current level of overdue sundry debt is £7.969m. On subsidiary systems there is also debt of £2.917m and £0.140m in relation to Housing Overpayments and Housing Rents respectively. This remains an area of high focus.

10.2 Some of the efficiency savings in this year's budget relate to reductions in debt. As such, work is currently ongoing to establish a more holistic, corporate led approach to debt. This includes:

- clearer and more frequent reporting of debt to encourage directorates to engage in the debt recovery process;

- data cleansing, including write off of historic uncollectable debts, to allow efforts to be focused on collectable debts. Debts are only ever approved to be written off where they are truly uncollectable.
- ensuring processes are in place for debt on subsidiary systems that are not covered by regular corporate processes (e.g. Housing Rents)
- adopting a tailored approach where relevant, such as Adult Social Care where Optalis has recently recruited a dedicated income collection officer.
- Review of billing processes and collection of current debtors. While increased effort has been put into the reduction of aged debt, it's important to improve early collection so the problem does not reoccur.

Table 8: Aged Debt and bad debt provision

	> 1 month	> 2 month	> 6 month	> 1 year	Total	Cost of Bad Debt Prov
	£000	£000	£000	£000	£000	£000
Adults & Health						
Adult Social Care	231	670	691	2,612	4,205	360
Deferred Payments	20	148	64	498	729	0
Children's Services	16	21	9	6	52	7
Place						
Housing	47	2	3	21	1,356	81
Commercial property	74	149	517	114	908	172
Other Place	399	203	225	101	625	12
Resources	47	5	9	3	94	-27
Total Agresso Debt	627	1,593	1,003	4,747	7,969	605

Debt on other systems:

HB Overpayments	2,917	0
Housing Rents	140	88
Total overdue debt	11,026	693

11. CAPITAL

- 11.1 The 2023/24 budget of £88.267m includes the original capital programme budget of £34.766m approved by Council in February 2023 and an expenditure slippage of budget of £52.929m carried-forward from 2022/23.
- 11.2 The capital budget for the current financial year is summarised in Table 9 below.

- 11.3 All capital expenditure from 2023/24 is currently under review in order to minimise borrowing requirements and reduce spend where possible.

Table 9: Capital programme outturn

	Budget	Reprofiled to 24/25	Forecast 23/24 Outturn	YTD spend
	£000		£000	£000
ASC and Health	1,738	(859)	751	233
Children's Services	15,044	(4,049)	11,395	5,345
Place	67,228	(34,294)	31,960	9,639
Resources	3,774	(42)	2,226	694
Total	87,784	(39,244)	46,332	15,911

- 11.4 Table 10 below summarises how the capital programme for 2023/24 is financed:

Table 10: Financing of the capital programme

	Over / (under) spend
	£000
	£000
Government Grants	15,577
Other Grants	901
Community Infrastructure Levy	13,684
S106	1,959
Capital Receipts & contributions	200
Borrowing	14,011
Total	46,332

12. LEGAL IMPLICATIONS

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

13. RISK MANAGEMENT

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

14.POTENTIAL IMPACTS

14.1 Equalities. There are no direct impacts.

14.2 Climate change/sustainability. There are no direct impacts.

14.3 Data Protection/GDPR. There are no direct impacts.

15.CONULTATION

15.1 None.

16.TIMETABLE FOR IMPLEMENTATION

Implementation date if not called in: 'Immediately'.

17.APPENDICES

17.1 This report is supported by two appendices:

Appendix A Revenue monitoring statement
Appendix B Risks and assumptions

18.BACKGROUND DOCUMENTS

18.1 This report is supported by one background document, the budget report to [Council February 2023](#).

19.CONULTATION

Name of consultee	Post held	Date sent	Date returned
<i>Mandatory: Statutory Officers (or deputies)</i>			
Elizabeth Griffiths	Executive Director of Resources	17/11/23	18/11/23
Elaine Browne	Monitoring Officer	17/11/23	21/11/23
<i>Deputies</i>			
Andrew Vallance	Deputy Director of Finance	Report Author	Report Author
Jane Cryer	Principal Lawyer & Deputy Monitoring Officer	17/11/23	
<i>Directors</i>			
Stephen Evans	Chief Executive	17/11/23	21/11/23
Andrew Durrant	Executive Director of Place	17/11/23	

Lin Ferguson	Executive Director of Children's Services	17/11/23	
Kevin McDaniel	Executive Director of Adult Services and Health	17/11/23	

Confirmation relevant Cabinet Member(s) consulted	Deputy Leader and Cabinet Member for Finance	Yes
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REPORT HISTORY

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

Report Author: Andrew Vallance, Deputy Director of Finance
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Service	Current budget	Forecast outturn	Forecast variance
	£000	£000	£000
Chief Executive Department			
Chief Executive	244	244	0
Strategy & Performance	769	769	0
TOTAL CHIEF EXECUTIVE	1,013	1,013	0
Children's Services			
Director of Children's Services	(79)	(79)	0
Achieving for Children Contract	44,686	44,952	266
Children's Services - Retained	58,870	58,870	0
Dedicated Schools Grant - Income	(75,719)	(75,719)	0
TOTAL CHILDREN'S SERVICES	27,758	28,024	266
Adult Social Care and Health			
Executive Director and Commissioning	1,704	2,010	306
Adult Social Care	38,506	43,915	5,409
Better Care Fund - Spend	14,579	14,579	0
Better Care Fund - Income	(14,579)	(14,579)	0
Transformation and Community	170	170	0
Public Health Spend	5,392	5,392	0
Public Health Grant	(5,317)	(5,317)	0
TOTAL ADULT SOCIAL CARE and HEALTH	40,455	46,170	5,715
Resources			
Executive Director of Resources	155	83	(72)
Revenues, Benefits, Library & Resident Services	4,389	3,522	(867)
Housing Benefit	(377)	(346)	31
Human Resources, Corporate Projects & IT	3,346	3,301	(45)
Corporate Management	(196)	304	500
Finance	1,615	1,549	(66)
Governance	2,368	2,280	(88)
Legal services	1,024	849	(175)
TOTAL RESOURCES	12,324	11,542	(782)
Place			
Executive Director of Place	20	20	0
Neighbourhood Services	9,277	10,970	1,693
Planning Service	1,331	1,725	394
Communities including Leisure	(1,250)	(1,032)	218
Housing	2,018	1,889	(129)
Property	(2,908)	(2,908)	0
Infrastructure, Sustainability & Transport	3,184	3,205	21
TOTAL PLACE	11,672	13,869	2,197
TOTAL SERVICE EXPENDITURE	93,222	100,618	7,396
Sources of funding and non-service expenditure			
Contingency and Corporate Budgets	2,983	739	(2,244)
Precepts and Levies	2,066	2,066	0
Financing and investment (income) and expenditure	5,180	4,653	(527)
Taxation and non-specific grant income	(110,629)	(110,629)	0
Minimum Revenue Provision	3,139	3,268	129
Transfer to / (from) earmarked reserves	(361)	(1,358)	(997)
Contribution to Pension Fund deficit	4,400	4,331	(69)
TOTAL FUNDING AND NON-SERVICE EXPENDITURE	(93,222)	(96,930)	(3,708)
(INCREASE) DECREASE IN GENERAL FUND	0	3,688	3,688

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Appendix B: Risks and Assumptions

Directorate	Description	Estimated impact if known Adverse / (Favourable)
Adults & Health	Provision for CHC funding At the end of 2022/23 we provided for a CHC case for which health have offered to pay 35% (£0.103m). we are still disputing this, but there is a danger that we could become liable for 100%. This is not in the current forecast.	(103)
Adults & Health	Funded Nursing Care (FNC) The Council pays FNC as part of its nursing block fees, though some service users do not qualify for FNC. We are projected to pay £0.244m more FNC than it receives (£0.162m in 22/23). There may be potential to increase the FNC agreed with ICBs and increase FNC income - assume 50%. This is not in the current forecast.	(122)
Adults & Health	Invoicing Based on information from Frimley ICB we have not yet issued invoices for some clients using RBWM day services. Potential additional income £0.027m. This is not in the current forecast.	(27)
Adults & Health	Forward look No adjustment has been made to the projections for potential new client services. This could be of significant value, particularly in LD. But currently forecasts are based on current cohort.	
Adults & Health	Client income Client income is an area of the budget the finance team have struggled to find capacity to forecast in any detail. Work is ongoing but is manual and time intensive. A high level review suggests the projected income could be between £0.130m over budget to £0.900m under budget. work is continuing with the aim of including a more considered position in M8. This process will improve with the implementation of the new system in 2024.	(130) – 900
Adults & Health	Bad debt provision Although there is a project underway concerning the large amount of old debt in Adult Social Care, it is looking increasingly unlikely that it will be realised in the year.	350
Adults & Health	Notification of care packages The forecast is proving particularly challenging due to late notification of care packages. when this pre-dates 1 April it also means we have to take costs related to previous years if these had not been accrued. So far prior year costs not accrued have been identified that total £0.250m. As an example, we have been made aware of services in October 2023 that backdate to December 2022. Risk acknowledged but no figure agreed yet.	
Adults & Health	Revenue costs associated with Mosaic There may be additional costs associated with the implementation of Mosaic that are not yet in the forecast. For example, data migration costs.	
Adults & Health	Public Health replacement spend	190

Appendix B: Risks and Assumptions

Directorate	Description	Estimated impact if known Adverse / (Favourable)
	The budget assumes Public Health funding of £0.190m will be received for preventative services (day care and supported employment). However, the Public Health team have previously indicated that such funding is predicated on a more substantive case being made. The forecast assumes Public Health will continue to provide this funding.	
Adults & Health	2023/24 uplifts Uplifts are still being agreed for 23/24 so fees may still increase. Risk acknowledged but no figure agreed yet.	
Place	Housing Grant Funding Asylum Dispersal Grant, which might not be sufficient to cover the actual volume of refugees. This is monitored monthly. This is not in the current forecast.	300
Place	Tree maintenance Predicted increase in re-active maintenance as a result of ongoing inspections by end of March '24, currently in process to review the forecast (Finance) to agree value of the risk. This is not in the current forecast.	138
Place	Leisure centre The water consumption from the water flume drainage defect at Braywick Leisure Centre is continuing to leak, with no rectification provided yet. This is not in the current forecast.	40
Place	Temporary Accommodation The forecast is currently being monitored closely , currently the forecast is in line with what has been reported however numbers and costs can change as more people become Homeless. This is not in the current forecast. In addition it should be noted that since Housing Rents moved from Agresso to ARA, this may have reduced the clarity of information in the recovery of housing rents. Risk acknowledged but no figure agreed yet.	
Resources	Audit The Audit Fees for 20/21 – the majority (£0.400m) has been built into the forecast but there is a risk of a further £0.050m. Negotiations with PSAA with regards to the 20/21 fees. The 21/22 and 22/23 audit fees are also an estimate. The risk in these is acknowledged but no figure agreed yet. This is largely dependent on the decision to be taken by central govt on the “catchup” audits to be done on these years. Announcement imminent. PSAA has not published 23/24 audit fees - they are due to do so by 30/11/2023.	50
Resources	Bad Debt There has been £0.190m corporate bad debt savings rated amber, because of capacity issues this hasn't been developed as quickly as possible. The current bad debt stands at £0.215m of which £0.100m has been added into forecast.	115

Report Title:	Demand for school places
Contains Confidential or Exempt Information	No - Part I
Cabinet Member:	Councillor Amy Tisi, Cabinet member for Children’s Services, Education and Windsor
Meeting and Date:	Cabinet, 29 November 2023
Responsible Officer(s):	Lin Ferguson, Executive Director Children’s Services and Education
Wards affected:	All wards



REPORT SUMMARY

This report sets out the latest, 2023, projections of demand for school places in the Royal Borough.

The projections suggest that a bulge class may be needed in Datchet for September 2025, to address a one-off jump in demand for Reception places. The report considers whether the new primary school at Chiltern Road, Maidenhead, should open in September 2025, or if this can be delayed due to significant expected surplus of places in other Maidenhead primary schools. A shortage of places for older primary children in Maidenhead is highlighted, alongside a possible expansion of Churchmead School in Datchet. Conversely, Windsor is facing falling demand, and action is needed to manage the surplus of places in first and middle schools.

The recommendations in this report will 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.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

- i) Supports discussions around a potential bulge class at Datchet St Mary’s CE Primary School for September 2025.**
- ii) Delays the opening of a new primary school at Chiltern Road, Maidenhead, until at least September 2026, and requests that this be reconsidered in Autumn 2024.**
- iii) Requests that further places for junior age children are provided in Maidenhead using existing spare physical capacity.**
- iv) Requests that proposals for temporary reductions in Published Admission Numbers are agreed with Windsor first and middle schools, to reduce the number of projected surplus places in the town.**
- v) Requests that public consultation is carried out changes to the Royal Borough’s school admissions arrangements for September 2025, as set out in paragraph 5.7.**

- vi) **Requests that officers work with Alexander First School and the Ministry of Defence on plans to rethink education and community provision on the Broom Farm Estate in Windsor.**
- vii) **Requests further investigation of the potential to expand Churchmead School, in consultation with neighbouring local authorities.**

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

Background

2.1 The Royal Borough of Windsor and Maidenhead has a legal duty to ensure that there are sufficient school places to meet demand¹. This report provides:

- The 2023 projections for future demand for school places in the borough.
- An assessment of the options available to meet rising and falling demand for school places in different parts of the borough.

The current school expansion programme

2.2 The Royal Borough has completed its secondary school expansion programme, providing up to 1,500 new secondary, middle and upper school places over the period 2017/18 to 2023/24.

2.3 The final project, to expand Windsor Girls' School, was completed in September 2023. This provided a new sixth form block, allowing the school to permanently expand to 230 pupils per year group.

2.4 Appendix A summarises the progress on the projects in the secondary school expansion programme.

The medium-term need for places in 2023 to 2027

2.5 Projections of future demand are done annually and reported to the Department for Education (DfE) in the School Capacity (SCAP) survey in July.

2.6 The projections take into account demographic data (including new housing) and changing parental preference.

2.7 The demographic picture continues to be complex, adding additional uncertainty into the projections. In summary:

- the birth rate remains low compared the peaks reached between 2006/07 and 2011/12 (who then started Reception between September 2011 and September 2016).
- levels of net inward migration into the borough for children aged 0 to 4 have varied significantly in recent years. A generally higher level of net inward movement in the years leading up to 2018/19 was followed by a significant fall during the pandemic period. Net inward migration across the borough as a whole has now recovered and is similar to levels seen in the pre-pandemic period. The variation in the level of migration impacts heavily on the pupil projections.

¹ Section 14, Education Act 1996.

- there is continuing pressure from international arrivals, from Hong Kong, Ukraine and refugees placed in local hotels, as well as immigration more generally. This is impacting on all year groups.
- 2.8 There is more information about the changing birth rate, changes to net inward migration and international arrivals in Appendix B.
- 2.9 The projections and commentary are available on the borough's website at:
<https://www.rbwm.gov.uk/home/schools-and-education/school-organisation-places-and-planning/pupil-number-projections>
- 2.10 The commentary is also provided as Appendix C to this report, available by electronic distribution only. The data is summarised in Tables 1 to 9 in this report.
- 2.11 The Royal Borough has a policy of ensuring that there is a surplus of approximately 5% on school places. In other words, there should be around 5% more school places than expected demand, particularly at school intake points (Reception for primary and first schools, Year 5 for middle schools, Year 7 for secondary schools and Year 9 for upper schools). This allows for the operation of parental choice, provides space for families who move into the area later on and also means that there are still enough places if demand is slightly higher than projected.
- 2.12 For 2023, the DfE also requested pupil projections for future special educational needs demand. This is an area of ongoing work and initial projections are expected in early 2024.

Table 1: 2023 projections and commentary for intakes into Ascot primary schools

- White cells indicate a surplus of 5% or more.
- Grey cells indicate a surplus of between 0 and 4.9%.
- Black cells indicate a deficit of places.

		Actual for academic year starting in Sept.				Projected for academic year starting in Sept.				
		2019	2020	2021	2022	2023	2024	2025	2026	2027
Number on roll in Reception:		132	138	122	123	115	138	133	124	127
Surplus/deficit	No.	+18	+12	+28	+27	+35	+12	+17	+26	+23
on published admissions numbers, including all temporary increases/decreases and agreed expansion schemes:	%	+12%	+8%	+19%	+18%	+24%	+8%	+11%	+18%	+16%

Commentary for Ascot primary schools

- 2.13 No further action is currently proposed at present for Ascot. The projections show that there will be enough places until 2027. Demand from residents within Ascot is projected to remain relatively low but will recover from the September 2023 dip. The surplus of places is expected to remain well above the target of 5%. The projections include around 0.8 (24) out-borough pupils at intake.
- 2.14 Following the adoption of the Borough Local Plan, significant new housing is expected in the Ascot area. Some large developments are already underway. This will start to impact on demand towards the end of the projection period and is included in the numbers given in Table 1. There is expected to be enough capacity within the projections period to meet this demand, but in the longer-term new primary provision may be needed.
- 2.15 Net inward migration for 0 to 4 year olds rose again in the year to August 2022², with an average 9% growth in cohort sizes. This is a significant recovery from the pandemic period, and close to the pre-pandemic average of 12% annual growth. Primary schools in Ascot have taken a small number of children from Ukraine and Hong Kong (less than 15).
- 2.16 Year groups in Ascot primary schools tend to grow in size as they move up from Reception to Year 6, and some year groups are now close to full. Continued high levels of net inward migration could lead to potential shortages of places at Key Stage 2, and consideration may, therefore, need to be given to a bulge class.
- 2.17 The projections are higher than those from 2021, reflecting a recovery in net inward migration. If this completely recovers to pre-pandemic levels then future Reception numbers may be slightly higher than projected.

² Latest available information for use in the 2023 pupil projections.

Table 2: 2023 projections and commentary for intakes into Datchet and Wraysbury primary schools

- White cells indicate a surplus of 5% or more.
- Grey cells indicate a surplus of between 0 and 4.9%.
- **Black cells** indicate a deficit of places.

		Actual for academic year starting in Sept.				Projected for academic year starting in Sept.				
		2019	2020	2021	2022	2023	2024	2025	2026	2027
Number on roll in Reception:		89	88	84	75	84	79	107	78	79
Surplus/deficit	No.	+1	+2	+6	+16	+6	+11	-17	+12	+11
on published admissions numbers,				+18%				+14%		+12%
including all temporary						+12%				
increases/decreases and agreed		+1%	+2%	+7%		+7%				
expansion schemes:										
	%							-18%		

Commentary for Datchet and Wraysbury primary schools

55

- 2.18 A bulge class may be needed in Datchet and Wraysbury for the September 2025 intake. There are expected to be enough places to meet demand for most of the projections period, but high net inward migration appears to have resulted in a bulge in demand in 2025. This is concentrated in Datchet, rather than Wraysbury. These projections include around 0.5 FE (15) out-borough pupils at intake.
- 2.19 Relatively little new housing is planned for the Datchet and Wraysbury area during the next five years, so impact on demand for places will be minimal.
- 2.20 Net inward migration for 0 to 4 year olds for the year to August 2022 was high, with 5% growth in cohort sizes, compared to a pre-pandemic average of little or no growth. Net inward migration was not significantly impacted during the pandemic period. Primary schools in Datchet and Wraysbury have taken a very small number (<5) of children from Ukraine and Hong Kong.
- 2.21 Most year groups are expected to continue to have capacity for families moving into the area during the projection period.
- 2.22 The projections are slightly higher than those from 2022, but with the effect of net inward migration increasing the size of the bulge in demand expected for September 2025. Paragraphs 2.73 to 2.77 set out the next steps for primary provision in Datchet and Wraysbury.

Table 3: 2023 projections and commentary for intakes into Maidenhead primary schools

- White cells indicate a surplus of 5% or more.
- Grey cells indicate a surplus of between 0 and 4.9%.
- Black cells indicate a deficit of places.

		Actual				Projected				
		for academic year starting September				for academic year starting September				
		2019	2020	2021	2022	2023	2024	2025	2026	2027
Number on roll in Reception:		890	898	876	875	861	836	866	812	821
Surplus/deficit	No.	+81	+73	+96	+97	+111	+106	+76	+130	+151
on published admissions numbers, including all temporary increases/decreases and agreed expansion schemes:	%	+8%	+8%	+10%	+10%	+11%	+11%	+8%	+14%	+16%

Commentary for Maidenhead primary schools

56

- 2.23 Action is likely to be required to provide more Reception places in South East Maidenhead, and to provide additional places for junior age groups. The projections for the town as a whole suggest that there will be enough school places at Reception to meet *overall* demand in the projection period. The surplus of places could increase to 16% surplus by September 2027. The projections include around 0.8 FE (24 children) of out-borough demand.
- 2.24 The figures include the loss, from September 2024, of 30 Reception places at Lowbrook Academy as it reverts to 30 places again due to limited accommodation. This is also reflected in Table 3a below (which shows projections for different parts of Maidenhead).
- 2.25 The current overall projection for Reception masks significant variation within the town. Whilst most parts of Maidenhead are expected to experience static or falling demand, South East Maidenhead continues to grow, leading to potential shortages of places locally. Conversely, a sharper fall in demand is expected in south-west Maidenhead, where lower numbers of births are leading to reduced cohort sizes for future intakes (see Table 3a).
- 2.26 New housing continues to add to demand for primary school places in the town. Recent and planned development is expected to add more than a form of entry to primary demand by September 2026. This demand is included within the figures given in Table 3a.
- 2.27 Having dropped during the pandemic period, net inward migration for 0 to 4 year olds has now increased significantly, with cohorts growing by 7% on average in the year to August 2022. This compares to a pre-pandemic average of 5%. Part of this is due to international migration – primary schools in Maidenhead have 40+ children on roll from Ukraine and Hong Kong, a similar number of

refugee children (currently accommodated at the Holiday Inn). In addition, primary schools have more than 120 children on roll who have arrived from other international locations since September 2021.

- 2.28 The increased net inward migration has led to some shortfalls in places, particularly in junior year groups. Spare places are now increasingly concentrated in schools on the edges of Maidenhead or in the surrounding villages.
- 2.29 The 2023 projections are higher than those from 2022, due to higher net inward migration. Paragraphs 2.78 to 2.106 set out the next steps for primary provision in Maidenhead.

Table 3a: Projected Year R surplus/deficits in Maidenhead, by subarea

Subarea	Actual				Projected				
	2019	2020	2021	2022	2023	2024	2025	2026	2027
Bisham and Cookham	+21	+23	+11	+18	+26	+24	+17	+38	+37
Central Maidenhead	+3	0	+4	+4	+1	+9	-1	+9	+6
Maidenhead Villages	+7	+12	+30	+26	+20	+21	+26	+26	+25
North East Maidenhead	+5	+8	+26	+18	+27	+28	+23	+31	+30
North West Maidenhead	+9	+10	+16	+17	+2	+11	+7	+21	+21
South East Maidenhead	+28	+0	-3	0	+1	-1	-20	-22	-24
South West Maidenhead	+9	+20	+12	+14	+34	+4	+12	+14	+44
Maidenhead total*	+81	+73	+96	+97	+112	+96	+64	+117	+138
Maidenhead % total surplus	+8.3	+7.5	+9.9	+10.0	+11.5	+10.2	+6.8	+12.4	+14.2

*The Maidenhead total given in Table 3 is, in some cases, slightly different to the sum of the subarea projections.

- 2.30 Note that the projections used for Table 3a are based on existing trends to 2022, then adjusted to reflect the movement of pupils from one subarea to another due to lack of places in 2023 and/or parental preference. This means that these projections do not necessarily fully reflect underlying demand locally.

2.31 The schools in each subarea are:

- Bisham and Cookham: Bisham, Cookham Dean, Cookham Rise, Holy Trinity (Cookham).
- Central Maidenhead: Boyne Hill, Larchfield, St Edmund Campion (and All Saints Junior).
- Maidenhead Villages: Burchetts Green; Knowl Hill; Waltham St Lawrence; White Waltham.
- North East Maidenhead: Riverside, St Luke's, St Mary's.
- North West Maidenhead: Alwyn; Furze Platt Federation (and Courthouse Junior).
- South East Maidenhead: Braywick Court; Holyport; Oldfield.
- South West Maidenhead: Lowbrook; Wessex; Woodlands Park.

Table 4: 2023 projections and commentary for intakes into Windsor first schools

- White cells indicate a surplus of 5% or more.
- Grey cells indicate a surplus of between 0 and 4.9%.
- Black cells indicate a deficit of places.

		Actual for academic year starting September				Projected for academic year starting in Sept.				
		2019	2020	2021	2022	2023	2024	2025	2026	2027
Number on roll in Reception:		503	490	458	454	462	462	437	424	420
Surplus/deficit	No.	+42	+55	+72	+76	+68	+68	+93	+106	+110
on published admissions numbers, including all temporary increases/decreases and agreed expansion schemes:	%	+8%	+10%	+14%	+14%	+13%	+13%	+18%	+20%	+21%

Commentary for Windsor first schools

58

- 2.32 Action may be required to temporarily reduce the number of first school places, to manage high projected surpluses. The projections suggest that demand for Reception places is set to continue falling, with the surplus of places potentially reaching 18% by September 2025. This is well above the 5% surplus place target. The projections include around 1.9 FE (57) out-borough children.
- 2.33 The figures above include the temporary reduction in places at Kings' Court First School from 45 to 30.
- 2.34 There is some variation in the projected demand across the town, with Windsor North and Windsor South likely to experience greater reductions in demand (on current levels) than the rest of the area (see Table 4a).
- 2.35 Following the adoption of the Borough Local Plan, some new housing is expected in the Windsor area. This will start to impact on demand towards the end of the projection period and is included in the numbers given in Table 4. There is expected to be enough capacity within the projections period to meet this demand, but in the longer-term new first school provision may be needed.
- 2.36 Net inward migration for 0 to 4 year olds in the year to August 2022 was roughly zero, contrasting with pre-pandemic annual growth of 2%. Net inward migration is expected to rise in Windsor but is likely to remain below levels in other parts of the borough. First schools in Windsor have taken a small number of children from Ukraine and Hong Kong (<10). Other international migration into Windsor schools is also relatively low.
- 2.37 The 2023 projections are higher than those from 2022 projections, due to the slight recovery in net inward migration. Paragraphs 2.107 to 2.116 set out the next steps for first school provision in Windsor.

Table 4a: Projected Year R surplus/deficits in Windsor, by subarea

Subarea	Actual				Projected				
	2019	2020	2021	2022	2023	2024	2025	2026	2027
East Windsor	+3	+5	+7	+4	+6	-5	+16	+13	+14
Eton	+18	+15	+13	-3	+3	+5	+4	+10	+10
Windsor North	+5	+10	+23	+26	+20	+27	+23	+33	+32
Windsor South	+8	+5	+24	+30	+29	+34	+32	+40	+40
Windsor Villages	+8	+20	+5	+6	+11	+6	+12	+10	+9
Windsor total	+42	+55	+72	+76	+68	+68	+88	+105	+105
Windsor % total surplus	+7.7	+10.1	+13.6	+14.3	+12.8	+12.9	+17.6	+20.1	+20.8

*The Windsor total given in Table 4 is, in some cases, slightly different to the sum of the subarea projections.

2.38 The schools in each subarea are:

- East Windsor: Oakfield; Queen Anne; Trinity St Stephen.
- Eton: Eton Porny, Eton Wick.
- Windsor North: Dedworth Green, Homer, St Edwards.
- Windsor South: Alexander; Clewer Green; Hilltop.
- Windsor Villages: Braywood, King's Court, The Royal.

Table 5: 2023 projections for intakes into Ascot secondary schools

- White cells indicate a surplus of 5% or more.
- Grey cells indicate a surplus of between 0 and 4.9%.
- **Black cells** indicate a deficit of places.

		Actual for academic year starting Sept:				Projected for academic year starting September:					
		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Number on roll in Year 7:		302	270	270	270	270	270	270	270	270	270
Surplus/deficit	No.	-2	0	0	0	0	0	0	0	0	0
on published admissions numbers, including all temporary increases/decreases and agreed expansion schemes:	%		0%	0%	0%	0%	0%	0%	0%	0%	0%
		-1%									

Commentary for Ascot secondary schools

- 2.39 No further action is currently planned for Ascot secondary school provision. The projections indicate that there should be enough places for Ascot and designated area residents in the projection period. There is not expected to be a surplus of places during the projection period as any empty places are usually filled by out-borough applicants. The projections include approximately 4 FE (120 pupils) of out-borough demand. A significant part of this is from within the school's designated area, which covers parts of Bracknell Forest.
- 2.40 Following the adoption of the Borough Local Plan, significant new housing is expected in the Ascot area. This is likely to eventually impact on secondary demand mainly through increased numbers transferring up from the primary schools. It is expected that there will be enough secondary school capacity to meet this demand during the projections period, but more spaces may be needed in the longer-term.
- 2.41 Charters School has taken a small number of children from Ukraine and Hong Kong (<10) since September 2021.
- 2.42 The 2023 projections are in line with those from 2022.

Table 6: 2023 projections for intakes into Datchet and Wraysbury secondary schools

- White cells indicate a surplus of 5% or more.
- Grey cells indicate a surplus of between 0 and 4.9%.
- Black cells indicate a deficit of places.

		Actual for academic year starting Sept:				Projected for academic year starting September:					
		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Number on roll in Year 7:		92	90	118	120	125	123	124	129	126	127
Surplus/deficit	No.	+18	+30	+2	0	-5	-3	-4	-9	-6	-7
on published admissions numbers, including all temporary increases/decreases and agreed expansion schemes:	%	+16%	+25%	+2%	0%	-4%	-2%	-3%	-7%	-5%	-6%

Commentary for Datchet and Wraysbury secondary schools

61

- 2.43 The projections indicate that there is likely to be a deficit of places over the projection period. Whilst there will be sufficient places for Datchet and Wraysbury residents who apply for Year 7 places on time, late and in-year applicants may find it more difficult to get a place. A significant part of the school’s designated area covers Slough, where demand for secondary school places had been falling. Recent high levels of net inward migration into the town mean, however, that demand is set to rise again. Further work is needed on how this will affect Churchmead CE Secondary School. The projections include approximately 2.7 FE of out-borough demand, which is an increase on previous years and a reflection of the school’s increased popularity.
- 2.44 Around 0.7 FE (21 pupils) resident in Datchet and Wraysbury indicate a preference for one or more selective schools on average, and around two-thirds are successful as at National Offer Day.
- 2.45 Relatively little new housing is planned for the Datchet and Wraysbury area during the next five years, so impact on demand for places will be minimal.
- 2.46 There has been no known movement of children from Ukraine or Hong Kong into Churchmead School; however, it is possible that some of the refugees placed into a hotel in Datchet are of secondary school age and may require a place.
- 2.47 The 2023 projections are higher than those from 2022. The projections assume that recent trends in the numbers of out-borough children attending Churchmead, and Datchet & Wraysbury residents attending out-borough schools, will continue. Paragraphs 2.117 to 2.120 set out the next steps for secondary provision in Datchet and Wraysbury.
- 2.48 Churchmead School has opened a sixth form, with up to 40 places in September 2023, and 80 from September 2024.

Table 7: 2023 projections for intakes into Maidenhead secondary schools

- White cells indicate a surplus of 5% or more.
- Grey cells indicate a surplus of between 0 and 4.9%.
- **Black cells** indicate a deficit of places.

		Actual for academic year starting Sept:				Projected for academic year starting September:					
		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Number on roll in Year 7:		954	988	928	974	1,019	966	935	950	970	973
Surplus/deficit	No.	+63	+76	+136	+90	+57	+116	+147	+132	+112	+109
on published admissions numbers, including all temporary increases/decreases and agreed expansion schemes.	%	+6%	+7%	+13%	+8%	+5%	+11%	+14%	+12%	+10%	+10%

Commentary for Maidenhead secondary schools

- 2.49 No further action is currently proposed for Maidenhead secondary schools. The projections show that there will be enough places to meet demand during the period to 2028. The surplus of places is expected to be above the 5% target for the projections period. The projections include approximately 6.4 FE of out-borough children, which is below previous projections.
- 2.50 Five of the six secondary schools in the town are full for Year 7 in September 2023, despite there being 1,082 places, and only 972 applicants (as at National Offer Day). At the start of term, there remained a small number of girls without Year 7 places in a Maidenhead school (there still being spare places for boys at Desborough College).
- 2.51 This is due to an expected peak in the numbers transferring from primary schools, combined with a significant fall in the number of Maidenhead children taking up places in selective schools in neighbouring local authorities. This dropped from 143 in 2022 to 106 in 2023 (on National Offer Day), well below the longer-term average of 142.
- 2.52 In addition, almost 200 Year 7 places in Maidenhead have been taken by out-borough pupils in September 2023. Under the statutory School Admissions Code, children are considered for places at schools for which they have expressed a 'preference'. Three schools still had places after all Maidenhead residents who had expressed a preference for those schools had been considered. These schools then filled up on out-borough applicants, meaning that no spaces were available to offer to parents whose children had not been offered a place at any of their preferred schools. Excluding late applicants, all children without a place on National Offer Day would have been offered a Maidenhead school place, if they had indicated a preference at one or more of the three schools referred to above.
- 2.53 Changes have been made to the borough's admissions criteria to minimise the risk of this happening in future.

- 2.54 The reasons for the decline in selective school applications and allocations is not clear, but evidence suggest that proportionally fewer Maidenhead applicants were getting the required score in the 11+. There was also a peak in demand for secondary school places in neighbouring areas, which may have had an impact, alongside changes to the designated areas for selective schools in Wycombe. These projections assume that a lower proportion of borough residents will, in future, take up places in the selective sector. This increases the number of Maidenhead residents needing a school place in the town.
- 2.55 New housing continues to add to demand for school places in the town. This is expected to lead to increased numbers transferring up from the primary schools, as well as more in-year admissions.
- 2.56 Net inward migration is also having an impact. In the year to January 2023 all primary age cohorts grew in size, by an average of 2%. This contrasts with the longer-term trend, where primary schools in Maidenhead have tended to lose pupils as cohorts move up through the schools. Future transfer groups are, therefore, likely to be larger than previously predicted. Part of this is due to international migration – secondary schools in Maidenhead have 30+ children on roll from Ukraine and Hong Kong, and around 10 refugee children (currently accommodated at the Holiday Inn). In addition, the schools have more than 90 children on roll who have arrived from other international locations since September 2021.
- 2.57 Two of the secondary schools have reduced their places in Year 8, leaving very few available for pupils moving into Maidenhead.
- 2.58 Although it is expected that there will be enough secondary school capacity to meet this demand during the projections period, the current Year 7 is likely to remain difficult for in-year admissions. Overall, more spaces may be needed in the longer-term.
- 2.59 The 2023 projections are higher than those from 2022, reflecting the changes outlined above.

Table 8: 2023 projections for intakes into Windsor middle schools

- White cells indicate a surplus of 5% or more.
- Grey cells indicate a surplus of between 0 and 4.9%.
- Black cells indicate a deficit of places.

		Actual for academic year starting Sept:				Projected for academic year starting September:					
		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Number on roll in Year 5:		494	467	479	491	479	446	459	436	421	434
Surplus/deficit	No.	+46	+43	+61	+49	+61	+94	+81	+104	+119	+106
on published admissions numbers, including all temporary increases/decreases and agreed expansion schemes:	%	+9%	+8%	+11%	+9%	+11%	+17%	+15%	+19%	+22%	+20%

Commentary for Windsor middle schools

64

- 2.60 No further action is proposed for Windsor middle schools, although temporary reductions in capacity may be required towards the end of the projections period. The projections show that there will be enough places to meet demand during the period to 2028. The surplus of places will be well above the 5% target, potentially rising to 22% by September 2027. The projections include around 1.9 FE (57 pupils) of out-borough demand. This is higher than historically - most of these children will be transferring up from the first schools. A further 1.0 FE (30 children) come from Datchet/Wraysbury, half of whom are on roll in a first school.
- 2.61 The number of Year 6 children in middle schools indicating a preference for one or more selective schools fell this year to 0.9 FE (26 pupils) and around two-thirds were successful. This movement means that middle schools lose some children at the end of Year 6.
- 2.62 Following the adoption of the Borough Local Plan, some new housing is expected in the Windsor area. This is likely to eventually impact on middle demand mainly through increased numbers transferring up from the first schools. There will also be additional in-year admissions to the middle schools. It is expected that there will be enough middle school capacity to meet this demand during the projections period, but more spaces may be needed in the longer-term.
- 2.63 Middle schools in Windsor have taken a small number of children (<15) from Ukraine and Hong Kong since September 2021. There has also been some other international migration into the area, with around 15 children on roll who have moved in since September 2021.
- 2.64 The 2022 projections are slightly higher than those from last year, reflecting an increased proportion of residents choosing a Windsor middle school at the end of Year 4, as well as recovering net inward migration rates.

Table 9: 2023 projections for intakes into Windsor upper schools

- White cells indicate a surplus of 5% or more.
- Grey cells indicate a surplus of between 0 and 4.9%.
- Black cells indicate a deficit of places.

		Actual for academic year starting Sept:				Projected for academic year starting September:					
		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Number on roll in Year 9:		449	468	488	480	483	473	490	493	480	454
Surplus/deficit	No.	+49	+30	+10	+26	+11	+21	+4	+1	+14	+40
on published admissions numbers, including all temporary increases/decreases and agreed expansion schemes:	%	+10%	+6%	+2%	+5%	+2%	+4%	+1%	0%	+3%	+8%

Commentary for Windsor upper schools

65

- 2.65 No further upper school places are planned in Windsor during the projection period. The projections show that the surplus of places will be low during the projection period to 2026. This follows the approval of plans to expand Windsor Girls' School by 22 places per year group, to ensure that there are enough upper school places for girls. The accommodation for this expansion has now been completed.
- 2.66 The projections include approximately 2.5 FE (75 children) of out-borough demand, which is an increase on last year and reflects an upward trend in out-borough demand. Around two-thirds of out-borough pupils are already on roll in a Windsor middle school.
- 2.67 Both upper schools received a significant number of late applications for September 2023, which could reflect increasing net inward migration into Windsor.
- 2.68 Following the adoption of the Borough Local Plan, some new housing is expected in the Windsor area. This is likely to eventually impact on upper school demand mainly through increased numbers transferring up from the first and middle schools. It is expected that there will be enough upper school capacity to meet this demand during the projections period, but more spaces may be needed in the longer-term.
- 2.69 Upper schools in Windsor have taken a small number of children (<10) from Ukraine and Hong Kong since September 2021. There has also been some other international migration into the area, with around 10 children on roll who have moved in since September 2021.
- 2.70 The 2023 projections are slightly higher than those from last year.

Further actions for school places in the borough

2.71 In summary, based on the 2023 pupil projections:

- **Ascot Primary** - no new school places currently planned, need to keep demand for junior places under review.
- **Datchet/Wraysbury Primary** - likely to need a bulge class for September 2025.
- **Maidenhead Primary** - new places expected to be needed in South East Maidenhead and as bulge classes in junior year groups.
- **Windsor First** - temporary reductions in places advised.
- **Ascot Secondary** - no new school places currently needed.
- **Datchet/Wraysbury Secondary** - further work on demand from out-borough feeder schools to be undertaken.
- **Maidenhead Secondary** - no new school places currently needed.
- **Windsor Middle** - temporary reductions in places advised.
- **Windsor Upper** - no new school places currently needed.

2.72 The following sections discuss the areas of further work in more detail.

Further actions for Datchet and Wraysbury primary schools

2.73 Datchet St Mary's C of E Primary Academy has previously taken a bulge class to meet local demand and has sufficient classroom space to do so again. There are, therefore, no capital implications in terms of meeting the potential bulge in demand.

2.74 The main concern for schools considering bulge classes is around the revenue funding, and particularly the funding for the additional teacher/teaching assistant(s). In response to the likely need for bulge classes, the Schools' Forum has considered and approved amendments to the funding arrangements intended to address these concerns.

2.75 There is more detail in Section 0 of this report.

2.76 The alternative to opening a bulge class is to provide home to school transport to those schools with places. These would be in Windsor, where there will be capacity. It is very likely that there would be home to school transport implications as Datchet is more than two miles from most of the Windsor schools. This would impact on the borough's revenue budget.

2.77 Discussions with Datchet St Marys C of E Primary School about a possible bulge class have now started. A final decision can be taken together with the school in early 2025 as applications for Reception places are made.

Further actions for Maidenhead primary schools (Reception intake)

- 2.78 Cabinet considered a report in November 2021 on the outcome of public consultation for more primary school provision in the Maidenhead area. This followed pupil projections showing increasing demand for primary school places in the town. Following revised demographic data, then showing falls in net inward migration as a result of the pandemic and associated lockdowns, school expansion plans were put on hold.
- 2.79 In principle support was, nevertheless, given to opening a free school on the unoccupied Chiltern Road site³ in Maidenhead to allow the borough to respond to future rising demand in South East Maidenhead.
- 2.80 In August 2022 Cabinet agreed to the remodelling and refurbishment of the Chiltern Road site, to enable it to be temporarily used as a SEND careers hub. This refurbishment has now been completed and the site is in use until at least July 2025 as a SEND careers hub run by Manor Green School.
- 2.81 In December 2022 Cabinet considered last year's pupil projections, which showed the first signs of a post-pandemic recovery in net inward migration and strong indications for a local shortfall of primary school places in South East Maidenhead from September 2025. Cabinet reconfirmed the 'in principle' support for a new school on the Chiltern Road site, having regard for the target of 5% surplus places, both locally and across Maidenhead as a whole.
- 2.82 The latest projections continue to show, in Table 3a, rising demand for primary school places in South East Maidenhead, with an expected local shortfall of 20 Reception places from September 2025. Almost all of the growth within the South East Maidenhead area is concentrated in the town centre locality, bound by the A308 on the west, the A4 on the north, Reform Road on the east, and extending through Braywick Park to the south.
- 2.83 This locality has significant new housing – 429 dwellings were constructed in the period 2020/21 to 2022/23, and a further 2,345 are planned for the next decade. The impact of this housing is taken into account in these projections and is driving the continued expected local growth in demand.
- 2.84 Some of the demand from South East Maidenhead is already being moved into neighbouring subareas. There are, however, still projected to be significant surpluses of Reception places in North East Maidenhead, and in North West and South West Maidenhead towards the end of the projection period. Central Maidenhead is expected to remain almost full.
- 2.85 As at Autumn 2023, there are 49 Reception places available at four schools in Maidenhead town, and 63 at four schools in the surrounding villages. Opening new primary provision in South East Maidenhead needs, therefore, to be balanced against retaining surpluses in neighbouring areas. Table 10 sets out the issues, with some additional commentary below.

³ Formerly Oldfield Primary School (before it moved to Bray Road) and then Forest Bridge School (before it moved to Braywick Park).

Table 10: Pros and cons of options for proceeding with new primary school provision on the Chiltern Road site

Option	Opening a new primary school on the Chiltern Road site in September 2025	Delay opening until at least September 2026
Pros:	<ul style="list-style-type: none"> • Provides 30 places per year group close to main area of growth in Reception intakes. • Avoids children being taught outside their home area and requiring costly home to school transport. • The building is ready for occupation by a primary school, following significant investment in remodelling and refurbishment. • Additional places may, over time, also assist with issues with places in-year admissions in Maidenhead town (see paragraphs 2.100 to 2.106). 	<ul style="list-style-type: none"> • Avoids adding new primary school places at a time when Reception intakes across the area are low, leading to a higher surplus of places. • Helps reduce the risk of schools getting deficit revenue budgets, due to low numbers. • There are currently Reception places available in other schools in the town. The closest is Riverside Primary School, which has just been graded 'Good' by Ofsted. • Will allow the SEND Careers Hub to remain onsite for at least one more year. • The site will remain available for use as a primary school with a later opening date.
Cons:	<ul style="list-style-type: none"> • Will add to the overall surplus of places across the town. • Likely to increase the risk of some primary schools running deficit revenue budgets. • Would require the SEND Careers Hub to vacate the site and find new premises. 	<ul style="list-style-type: none"> • Will result in South East Maidenhead residents being taught outside the immediate local area, and possibly much further afield in the village schools, although changes to school designated areas could avoid some of this. • Likely to result in higher home to school transport costs, impacting on the borough's revenue budget. • Doesn't provide any additional places to meeting ongoing shortages for in-year admissions in the town. • The Council has invested capital resources into the new primary provision, for the purposes of providing school places to meet the demand from South East Maidenhead. • If projected demand in South East Maidenhead is higher than anticipated the local shortage will be more acute.
Recommendation:	This is not the recommended option.	This is the recommended option, as it will minimise the level of surplus places, whilst keeping the option of opening the new primary school in future years.

- 2.86 Opening a primary school on the Chiltern Road site would provide another form of entry – 30 places per year group - close to the main area of growth (roughly 0.7 miles walk from town centre). This will ensure that there is enough primary school capacity to meet local demand from new housing, so that children can be taught in their local community.
- 2.87 If the school is not opened, then many children resident in South East Maidenhead will need to find places at schools in other parts of Maidenhead. There is only one primary school with spaces currently in Reception that is a similar distance from the town centre. This is Riverside Primary and Nursery School, which is 0.8 miles from the town centre.
- 2.88 The other schools in Maidenhead town with Reception places are St Mary's Catholic Primary (1.2 miles), (Wessex Primary (2.5 miles) and Woodlands Park (3.3 miles). The schools in the surrounding villages with space at Reception are generally even further away (Bisham Academy – 4.2 miles; Knowl Hill CE Primary – 5.0 miles; White Waltham CE Primary – 4.9 miles). Children could qualify to home to school transport, increasing demands on the borough's revenue budget.
- 2.89 Some of this could be addressed by amending the school designated areas in the centre of Maidenhead, to give residents in the area of growth priority for other local schools. This would minimise the risk of pupils having to travel further and would push other demand out towards schools with space.
- 2.90 Paragraphs 2.100 to 2.106 describe the shortage of places for available for in-year admissions in Maidenhead, particularly at Key Stage 2. The proposed new primary school could assist with this, though as the school will probably fill up from the bottom it will take seven years for a class to open for each year group.
- 2.91 There are, however, also a number of disadvantages to opening the new school in September 2025. Table 3 shows that the overall demand in Maidenhead for Reception places in September 2025 is expected to be similar to demand in September 2023, where there are currently 112 empty Reception places. Even taking into account the reduced Reception places available at Lowbrook this will leave an overall surplus of 106 empty Reception places (11%) in September 2025, and 14% in September 2026.
- 2.92 This would lead to schools having high numbers of empty places, potentially threatening their long-term financial viability and resulting in more schools with revenue deficits. If a school with a deficit becomes a sponsored academy, the deficit balance then becomes a revenue issue for the local authority.
- 2.93 This could potentially be managed by reducing intakes at other schools in the town, as part of a rebalancing of provision to address new patterns of demand. This is likely to be controversial and would require further discussions with schools.
- 2.94 Any decision to postpone to opening of a primary school on the Chiltern Road site can be revisited in the future. The lease to the SEND Careers Hub, run by Manor Green School, will continue to have a break clause allowing the borough to terminate the lease at a future date.

- 2.95 If the primary school is delayed and demand for Reception places is higher than anticipated there are schools with the physical capacity to take bulge classes (Riverside, Holyport Primary) at Reception.
- 2.96 Local residents have been kept informed of developments regarding the Chiltern Road site, and the borough will write to them again following any decision by Cabinet on the future use of the site.
- 2.97 The recommendation of this report is that new primary school places should be delayed until at least September 2026, to minimise the surplus of places across the town. The situation will need to be kept under review and should be considered by Cabinet again in Autumn 2024.
- 2.98 Additionally, a proposal has been discussed with Riverside Primary and Nursery School to extend their designated area south to cover more of the Maidenhead town centre. The southern boundary currently runs along the A4 from the Thames to Maidenhead/Bourne End railway line. The proposal would extend it southwards to also cover the area between the A4 and the main Reading/London railway line, with Frascati Way as the western boundary. This area includes a significant number of new dwellings and is currently in the designated area for Oldfield Primary School. This will continue to be the case – Oldfield Primary School’s designated area will not be changed as part of this proposal.
- 2.99 Any changes to Riverside’s designated area will need to be consulted on, and this report therefore recommends that consultation the amendments is carried out this winter, in accordance with the requirements of the School Admissions Code. The outcome of the consultation will be reported to Cabinet in February 2024 and, if approved, would be in place for September 2025. More details about this consultation are set out in paragraphs 5.3 to 5.7.

Further actions for Maidenhead primary schools (in-year admissions)

- 2.100 Table 11 shows the number of spare places available this Autumn in Maidenhead primary schools. There are very few spare places available in Year Groups 4, 5 and 6 in Maidenhead town. There are some places available in those year groups in primary schools outside Maidenhead.

Table 11: Spare places in Maidenhead primary schools, Autumn 2023

	Yr R	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6
Maidenhead Town	44	31	23	31	6	1	1
Maidenhead Villages	64	53	49	33	27	34	25
Total	108	84	72	64	33	35	26

- 2.101 This shortage is due to:
 - relatively large cohorts still working their way through the primary year groups.
 - high levels of net inward migration. Historically, the primary schools in Maidenhead have tended to lose children (to other local authorities and/or to the independent sector), as cohorts move up through the schools. In the last two years, however, there has been significant net inward movement, across all year groups.

- a reduction in the number of available places at some schools, as intakes to those schools have fallen. Three schools with junior year groups have reduced their intakes in recent years. A fourth school has not changed its intake but does have the physical capacity to take an additional year group.

2.102 The shortage of places in Years 4, 5 and 6 could be addressed by opening one or more ‘bulge’ classes. This is where a school takes an additional class in one year group. Other year groups are not affected, and the bulge class closes once the larger year group leaves school (in this case at the end of Year 6). Despite several requests from the local authority, none of the four schools with physical capacity has agreed to take a bulge class.

2.103 As set out in Table 12, two of the schools are academies, and so are in control of their own admissions. Two are community schools - the Royal Borough is the admissions authority and could choose to open bulge classes without the agreement of the schools.

Table 12: Spare places in Maidenhead primary schools, Autumn 2023

School	Type	Previous intake	Current intake
Maidenhead Town			
All Saints CE Junior	Academy	90	60
Courthouse Junior	Community	105	90
Riverside Primary	Community	60	60
Maidenhead Villages			
Holyport CE Primary	Academy	60	30

2.104 It is hoped that the changes to the Schools’ Growth Fund approved by the Schools’ Forum (see paragraph 2.74 and Section 4) will make it easier to encourage schools to take bulge classes and/or a small number of additional children in each junior class.

2.105 The alternative to providing additional places in schools within the town is to provide home to school transport to those schools with places in the villages outside Maidenhead. Most of the places are in schools that are five or more miles distant from Maidenhead town centre, which means that these children will be taught outside their local communities. Section 0 provides further details around the costs of providing this additional home to school transport.

2.106 This report recommends further discussions with Maidenhead schools to provide more junior places to meet the demand from families moving into the town, using existing physical capacity.

Further actions for Windsor First and Middle Schools

2.107 Although the expected fall in demand in Windsor is not as severe as projected in previous years, there are still going to be significant surpluses of places. This is likely to threaten the financial viability of some schools unless action is taken.

2.108 There have been some initial discussions around the potential for temporary reductions in Published Admission Numbers (PANs) at Windsor schools.

These will allow schools to reduce their intakes, but no accommodation will be removed. This will allow schools to expand again as demand rises.

- 2.109 The target for surplus places is 5%. In the context of the projected Windsor numbers this would mean reducing the number of Windsor Reception places by at least 30 by September 2025 and 60 by September 2026. Windsor Year 5 places could be reduced by at least 30 in September 2025, and 60 by September 2026.
- 2.110 The number of first schools that could have their PAN reduced is relatively small, as schools could not be reduced below 30 places per year group. There is more flexibility around the middle schools. The potential reductions are set out in Table 13.
- 2.111 The borough would not, generally, support a reduction in PAN to a number that is not a multiple of 30. This is because this provides whole year group classes, avoiding the mixing of different year groups in one class. Whilst a number of schools do successfully operate this model, it tends to be unpopular with parents and staff if introduced.
- 2.112 If there is no agreement to reduce PANs, then the Royal Borough can, as the Admissions Authority, implement reductions at community schools, without the agreement of the school. In those cases, the governing body will have the right of appeal to the Office of the Schools' Adjudicator. For academies and Voluntary Aided schools, the Royal Borough can engage with the DfE/Diocesan Authorities to encourage reductions.

Table 13: Potential PAN reductions in Windsor schools

School	Type	Current PAN	Possible PAN
First Schools			
Clewer Green CE	Academy	60	30 or 45
Hilltop First	Community	45	30
Homer First	Community	45	30
Oakfield First	Academy	60	30 or 45
St Edward's Catholic	Voluntary Aided	60	30 or 45
Middle Schools			
Dedworth Middle	Academy	180	150 or 120
St Edward's RFE	Voluntary Aided	120	90
St Peter's CE Middle	Academy	90	60
Trevelyan	Academy	150	120

- 2.113 To date, no school (aside from King's Court First School) has agreed to a reduction in their PAN. This report recommends restarting these discussions, with the aim of agreeing temporary reductions for September 2025. Any that can be agreed for community or voluntary controlled schools can be included in the proposed consultation on admissions arrangements already recommended in this report (paragraph 2.99).
- 2.114 In the longer-term, Alexander First School has been working with the Ministry of Defence on a scheme that will consider the regeneration of the Broom Farm Estate in Windsor. Regeneration could potentially see a significant increase in

the number of dwellings on the site, the majority of which would be family housing.

2.115 This would also provide an opportunity to rethink the education and community provision within the estate. A rebuilt and possibly expanded school could include, for example, boarding provision in order to better serve families where the parent(s) are deployed elsewhere for a period.

2.116 This report recommends that the Royal Borough works with the school and the Ministry of Defence as these plans develop.

Further actions for Datchet and Wraysbury secondary schools

2.117 Churchmead School is full at Year 7 intake and has a waiting list in several year groups. The 2023 Year 7 was oversubscribed on first preferences, and the school want to explore expansion to up 150 places per year group.

2.118 At present, there are enough places at Churchmead to meet demand from residents of Datchet and Wraysbury who apply on time. There is, however, continued demand from Slough and Buckinghamshire – Churchmead’s ‘designated area’ covers part of Slough and Bucks, and the school formally serves ten out-borough feeder schools.

2.119 The recent opening of a sixth form at the school seems likely to further encourage local residents to attend. This could, in turn reduce the number of out-borough children attending, putting pressure on capacity in their home areas.

2.120 Discussions with Slough Borough Council and Buckinghamshire are underway to establish likely future demand from those areas, and whether this can be met within existing capacity. Options for potentially joint funding of an expansion could be explored.

Options

Table 14: Options arising from this report

Option	Comments
Supports discussions around a potential bulge class at Datchet St Mary’s CE Primary School for September 2025. This is the recommended option.	This will enable the school and local authority to prepare for a possible bulge class and take a final decision as applications for places are made in early 2025.
Delays the opening of a new primary school at Chiltern Road, Maidenhead, until at least September 2026, and requests that this be reconsidered in Autumn 2024. This is the recommended option.	This will keep the level of available places as at present, whilst retaining the option of opening the school in 2026.
Further places for junior age children are provided in Maidenhead using existing spare physical capacity. This is the recommended option.	More spaces are needed for this cohort of children in Maidenhead, who will otherwise need to be transported to available spaces in the surrounding village schools.
Proposals for temporary reductions in Published Admission Numbers (PANs)	Planned PAN reductions will help to minimise the number of

Option	Comments
<p>are agreed with Windsor first and middle schools, to reduce the number of projected surplus places in the town. This is the recommended option.</p>	<p>schools with high levels of surplus places that are financially unsustainable.</p>
<p>Requests that public consultation is carried out changes to the Royal Borough's school admissions arrangements for September 2025. This is the recommended option.</p>	<p>This will allow the borough to amend the school admissions arrangements, in line with the requirements of the School Admissions Code, to assist with the challenges laid out in this report.</p>
<p>That officers work with Alexander First School and the Ministry of Defence on plans to rethink education and community provision on the Broom Farm Estate in Windsor. This is the recommended option.</p>	<p>This is an opportunity to develop education provision for one of the more deprived communities in the borough.</p>
<p>Further investigation of the potential to expand Churchmead School, in consultation with neighbouring local authorities. This is the recommended option.</p>	<p>This is the next step in considering any expansion for the school.</p>
<p>Do nothing. This is not the recommended option.</p>	<p>The 'do nothing' option will mean that shortages and surpluses of places in different parts of the borough could become more acute.</p>

3. KEY IMPLICATIONS

Outcome	Unmet	Met	Exceeded/ significantly exceeded	Date of delivery
Enough places for Datchet and Wraysbury residents at Reception in September 2025.	1 or more Datchet/Wraysbury residents are left without a local school place for Reception in September 2025.	All Datchet/Wraysbury residents have a local school place for Reception in September 2025.	n/a	1 st September 2025
Enough places for Maidenhead residents at Reception in September 2025.	1 or more Maidenhead residents are left without a local school place for Reception in September 2025.	All Maidenhead residents have a local school place for Reception in September 2025.	n/a	1 st September 2025
Additional places for junior age children are created in Maidenhead.	No additional places for junior age children are created in Maidenhead.	Additional places for junior age children are created in Maidenhead.	n/a	31 st January 2024
Reduced PANs are agreed for Windsor first and middle schools.	PAN reductions are not agreed.	PAN reductions of 30 Reception and 30 Year 5 places are agreed for September 2025.	n/a	31 st January 2024
Admissions arrangements are amended.	Admissions arrangements are not amended.	Admissions arrangements are amended in 2024.	n/a	1 st April 2024
Development of education and community provision on Broom Farm Estate.	n/a	n/a	n/a	None
Consideration of expansion for Churchmead School.	n/a	n/a	n/a	31 st January 2024

4. FINANCIAL DETAILS / VALUE FOR MONEY

Capital

- 4.1 There are no capital implications arising directly from the recommendations in this report.

Revenue – Schools’ Growth Fund

- 4.2 The Schools’ Growth Fund, which is used to provide revenue support to expanding schools, is part of the Dedicated Schools Grant (DSG). Changes to this fund do not, therefore, directly impact on the borough’s revenue funding.
- 4.3 Changes to the DSG must be approved by the Schools’ Forum.
- 4.4 The borough has been considering changes to the Schools’ Growth Fund in response to the need for additional ‘bulge’ classes in Datchet and Wraysbury. Under previous ‘School Growth Fund’ arrangements schools got the full funding to run a bulge class for one year only. Revenue to support the additional teaching staff in subsequent years was expected to be generated by the additional pupil numbers reported in the Autumn school census.
- 4.5 Sufficient revenue funding was, however, only be generated if the bulge class was mostly full. This didn’t always happen, however, and led to some schools running deficit budgets.
- 4.6 A number of changes have been agreed, therefore, by the Schools’ Forum at their meeting on 16th November 2023. In summary, these are:
- Increase funding for growing schools (based on either the Age Weighted Pupil Unit or a lump sum) to comply with DfE minimum funding rules.
 - Bulge class revenue protection for 2nd year it is in place, and tapered funding for subsequent years.
 - Place funding for classes above the Published Admissions Number.
- 4.7 The Schools’ Growth Fund currently has sufficient funding to cover existing commitments and a number of additional bulge classes over the next few years.
- 4.8 It is hoped that this will make it more attractive for schools to open bulge classes and/or admit small numbers above their intakes.
- 4.9 Where school numbers are falling, especially in Windsor, it is proposed that schools should reduce their PANs. The school funding arrangements do not provide any mechanism for requiring schools to reduce PANs to avoid deficits. Schools are encouraged to take actions to control and reduce school deficits – one of which is to stabilise the school numbers and, where appropriate, reduce PANS. It is hoped, therefore, that the risk of falling into deficit due to low demand will encourage schools to reduce PANs where needed.
- ### Revenue – Home to school transport
- 4.10 The home to school transport revenue budget is directly funded by the council. Any increase, therefore, in home to school transport eligibility directly affects the council’s revenue.

- 4.11 If there are insufficient school places in Maidenhead or Datchet, it may become necessary to provide free home to school transport to the nearest school with places.
- 4.12 A market testing exercise carried out earlier this year indicated that a 16 seat minibus running from central Maidenhead to Knowl Hill or Bisham (where there are currently spaces in most year groups) would cost £34k per annum. A 30 seat coach would be £61k per annum. Costs from Datchet to Windsor would be similar, depending on exactly which schools had places available in September 2025.
- 4.13 There is, therefore, a clear risk of adding to the home to school transport costs quite significantly, if it continues to be difficult to place junior age children in Maidenhead schools, or if a bulge class is needed and not added at Datchet.
- 4.14 A similar risk arises from delaying the opening of a new primary school on the Chiltern Road site. This could be offset by redrawing designated areas to give residents of the growth areas in South East Maidenhead priority to other local schools. This would make it more likely they would get a school close to their home address.

5. LEGAL IMPLICATIONS

Ensuring sufficient school places

- 5.1 Local authorities are under a statutory duty to ensure that there are sufficient school places in their area. This is set out in the Education Act 1996, Section 14, subsections 1 and 2.
- 5.2 There is no legal duty to provide any particular level of surplus places.

Making changes to school admissions arrangements

- 5.3 The School Admissions Code sets out how school admissions arrangements must be managed. The Royal Borough is the admissions authority for community and voluntary controlled schools. The Diocesan bodies are the admissions authorities for voluntary aided schools, whilst academy trusts carry out that function for their schools.
- 5.4 All admissions authorities are required to consult where they propose a decrease in the published admission number. Community and voluntary controlled schools can object to the Office of the Schools' Adjudicator if they don't agree with a proposed reduction in their PAN⁴.
- 5.5 Consultation must last for a minimum of 6 weeks and must take place between 1st October and 31st January. Any consultation taking place this winter would be in relation to the arrangements for September 2025⁵.
- 5.6 After this, there is the opportunity to seek an amendment to the admissions arrangements via the Office of the Schools Adjudicator.
- 5.7 This report recommends that consultation be carried out on:

⁴ [School Admissions Code](#), Page 9, Department for Education, September 2021.

⁵ [School Admissions Code](#), Page 18, Department for Education, September 2021.

- extending the designated area for Riverside Primary and Nursery School southwards to cover more of the town centre.
- reductions in Published Admission Numbers at Windsor community and voluntary controlled schools where there is agreement for the change.

6. RISK MANAGEMENT

Table 15: Impact of risk and mitigation

Threat or risk.	Impact with no mitigations in place or if all mitigations fail.	Likelihood of risk occurring with no mitigations in place.	Mitigations currently in place.	Mitigations proposed.	Impact of risk once all mitigations in place and working.	Likelihood of risk occurring with all mitigations in place.
There is a risk that the pupil projections will be significantly different to actual demand. This appears to be a higher risk in recent years, due to Covid-19, and changing national and international migration. This could result in current strategies being inadequate, leading to acute surpluses or shortages of places e.g. in South East Maidenhead.	Major	High	Produce pupil projections annually. Provide a surplus of places, so that there is capacity in the system. Monitor a wide range of sources of information to help make sense of emerging trends.	None further.	Major	Medium
There is a risk that schools don't agree to bulge classes or otherwise taking more pupils. This could result in shortages of places in Maidenhead and Datchet.	Major	High	None	Adoption of new Schools Growth Fund arrangements should make it more attractive to schools.	Major	Medium

Threat or risk.	Impact with no mitigations in place or if all mitigations fail.	Likelihood of risk occurring with no mitigations in place.	Mitigations currently in place.	Mitigations proposed.	Impact of risk once all mitigations in place and working.	Likelihood of risk occurring with all mitigations in place.
<p>There is a risk of increased home to school transport costs if more school places aren't provided as per the recommendations. This will increase the revenue cost to the council.</p> <p>The same risk also arises from not opening the new primary school at Chiltern Road in September 2025.</p>	Major	High	None.	<p>Providing more school places where they are required.</p> <p>Redrawing school designated area boundaries to increase the chances of children getting into a local school.</p>	Medium	Medium
<p>There is a risk that schools in Windsor won't agree to temporary reductions in PANs. This could lead to schools becoming financially unsustainable.</p>	Major	High	None.	<p>Reduce PANs at community schools without support from the school(s).</p> <p>Engage with the DfE/Diocesan Authorities to encourage PAN reductions.</p>	Low	Medium

7. POTENTIAL IMPACTS

- 7.1 Equalities. An EQIA is contained at Appendix D.
- 7.2 Climate change/sustainability. There are no climate change or sustainability implications arising directly from this report.
- 7.3 Data Protection/GDPR. There are no data protection or GDPR implications arising from this report.

8. CONSULTATION

- 8.1 No consultation has been carried out in relation to this report. The 2023 projections and analysis have been shared with schools.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 Implementation date if not called in: immediate.

10. APPENDICES

- 10.1 This report is supported by four appendices:
- Appendix A – summary of secondary programme.
 - Appendix B – summary of net inward migration, births data and arrivals from overseas.
 - Appendix C – SCAP commentary.
 - Appendix D – EqIA.

11. BACKGROUND DOCUMENTS

- 11.1 This report is supported by three background documents:
- [Demand for school places](#), Report to Cabinet, November 2021 (item 6b).
 - [Demand for new primary school places in Maidenhead](#), Report to Cabinet, November 2021 (item 6c)
 - [Temporary use of Chiltern Road School Site – Manor Green SEND Careers Hub](#), Report to Cabinet, August 2022 (item 6e)
 - [Demand for school places](#), Report to Cabinet, December 2022 (item 9).
 - [School Admissions Code](#), DfE, September 2021.

12. CONSULTATION

Name of consultee	Post held	Date sent	Date returned
<i>Mandatory: Statutory Officers (or deputy)</i>			
Elizabeth Griffiths	Executive Director of Resources/S151 Officer	11/10/23	
Elaine Browne	Deputy Director of Law & Governance & Monitoring Officer	11/10/23	01/11/23
<i>Deputies:</i>			
Andrew Vallance	Deputy Director of Finance & Deputy S151 Officer	11/10/23	01/11/23
Jane Cryer	Principal Lawyer & Deputy Monitoring Officer	11/10/23	
<i>Mandatory: Procurement Manager (or deputy) - if report requests approval to go to tender or award a contract</i>			
Lyn Hitchinson	Procurement Manager	11/10/23	11/10/23
<i>Mandatory: Data Protection Officer (or deputy) - if decision will result in processing of personal data; to advise on DPIA</i>			
Samantha Wootton	Data Protection Officer	11/10/23	
<i>Mandatory: Equalities Officer – to advise on EQiA, or agree an EQiA is not required</i>			
Ellen McManus-Fry	Equalities & Engagement Officer	11/10/23	
<i>Other consultees:</i>			
<i>Directors (where relevant)</i>			
Stephen Evans	Chief Executive	11/10/23	
Andrew Durrant	Executive Director of Place	11/10/23	
Kevin McDaniel	Executive Director of Adult Social Care & Health	11/10/23	
Lin Ferguson	Executive Director of Children's Services & Education	11/10/23	27/10/23
<i>Assistant Directors (where relevant)</i>			
	Assistant Director of		
	Assistant Director of		
	Assistant Director of		
<i>External (where relevant)</i>			
N/A			

Confirmation relevant Cabinet Member(s) consulted	Cabinet member for Children's Services, Education and Windsor	Yes
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REPORT HISTORY

Decision type:	Urgency item?	To follow item?
Key decision: First entered into the Cabinet Forward Plan: 18/07/2022	No	No

Report Author: Ben Wright, School Place Planning and Capital Programme
Manager

Appendix A: Approved school expansion programme

Approved school expansion programme sets out the final secondary school expansion programme.

Table A1: Approved school expansion programme

Area	School	Phase	Original PAN	New PAN	PAN increase No. /FE*	First year of new intake (Sept.)
Ascot	Charters School	1	240	270	+30 / +1.0	2017
Maidenhead	Cox Green School	1	176	206	+30 / +1.0	2017
Maidenhead	Furze Platt Senior School	1	193	223	+30 / +1.0	2017
Windsor	Dedworth Middle School	1	120	150	+30 / +1.0	2017
Windsor	The Windsor Boys' School	1	230	260	+30 / +1.0	2017
Windsor	Windsor Girls' School	1	178	208	+30 / +1.0	2017
Maidenhead	Furze Platt Senior School	2	193	253	+60 / +2.0	2018
Windsor	Dedworth Middle School	2	150	180	+30 / +1.0	2018
Windsor	St Peter's CE Middle	3	60	90	+30 / +1.0	2019
Windsor	Windsor Girls' School	4	208	230	+22 / +0.7	2022

*FE means Form of Entry. 1 FE = one class of 30 children per year group.

A further 6 places per year group were also added at Newlands' Girls School. This scheme, funded largely by S106 contributions, was not part of the formal secondary expansion programme but nevertheless increased the number of places available. Cox Green School has also further increased its PAN to 210, adding a final six additional places per year group.

These schemes were as follows:

- The Windsor Boys' School completed.
- Windsor Girls' School completed.
- Charters School completed.
- Cox Green School completed.
- Newlands Girls' School completed.
- Dedworth Middle School completed.
- Furze Platt Senior School completed.
- St Peter's CE Middle School completed.
- Windsor Girls' School completed.

APPENDIX B: 2023 SUMMARY OF BIRTHS DATA, LOCAL AND INTERNATIONAL MIGRATION.

1. Introduction

- 1.1 This appendix takes a brief look at some of the wider demographic information that is impacting demand for school places in the Royal Borough of Windsor and Maidenhead.

2. Births Data

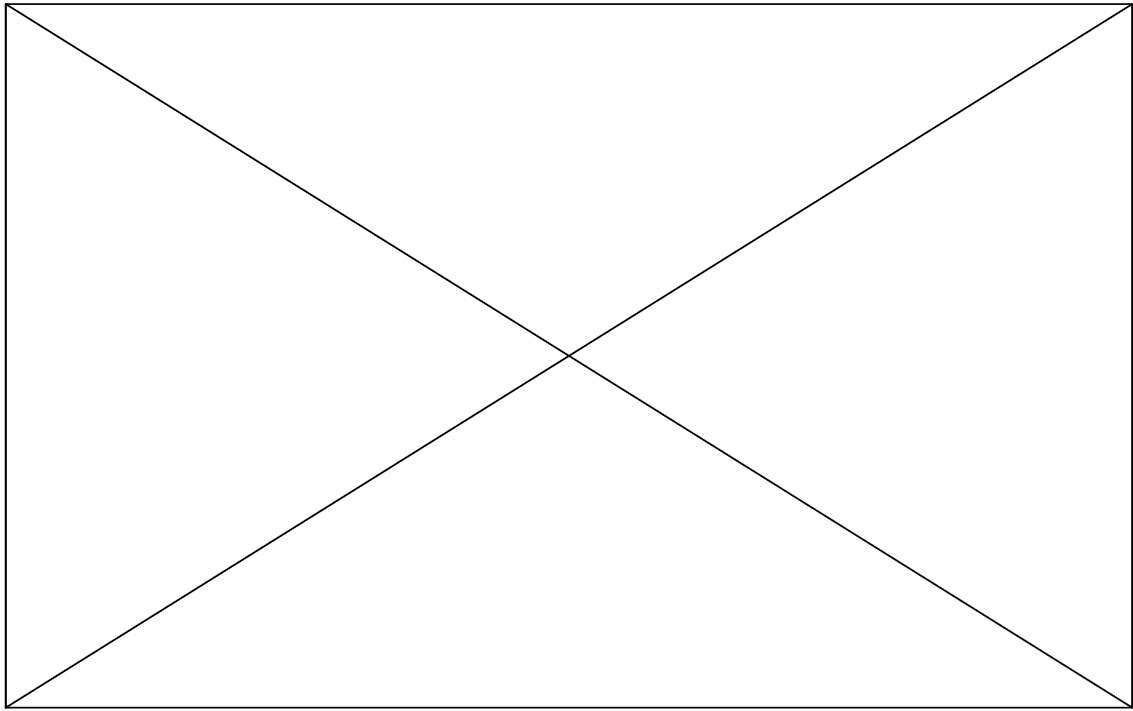
Births nationally

- 2.1 The Office of the National Statistics (ONS) released their latest analysis of national births data in August¹. In the release, the ONS note:
- the number of live births in 2022 for England and Wales fell to 605,479, a 3.1% decrease on 2021, and the lowest since 2002. This continues the recent trend of decreasing births observed before the Covid-19 pandemic (and is well below the 2012 peak of 729,674).
 - the total fertility rate (TFR) for England and Wales for 2022 is not yet available.
 - the number of stillbirths nationally decreased to 4.0 stillbirths per 1,000 total births, slightly above the record low in 2020 of 3.9.
- 2.2 The TFR is the average number of live children that a group of women would bear by the end of their child-bearing years if the current trends on births (adjusted according to the age to the women in that group) applied throughout that period.
- 2.3 Table B1 sets out the live birth numbers and TFR for England and Wales for the period 2010 to 2021. Please note that this information relates to the calendar year. There will be differences, therefore, with data published elsewhere by the borough in relation to school place planning, which is based on academic year figures.
- 2.4 It is worth noting that there is little evidence from these figures of any significant national impact from the pandemic on birth rates. Children born in the 2021 calendar year would have been conceived between April 2020 and March 2021, coinciding with the first, second and third national lockdown periods² (yellow row in the table). There is a small rise in births in this period, but this hasn't affected the downward trend.

¹ [Births in England and Wales: 2022](#). Office of National Statistics, 17 August 2023

² March to June 2020; November 2020 and January to March 2021. There were varying levels of restrictions in place in between these periods.

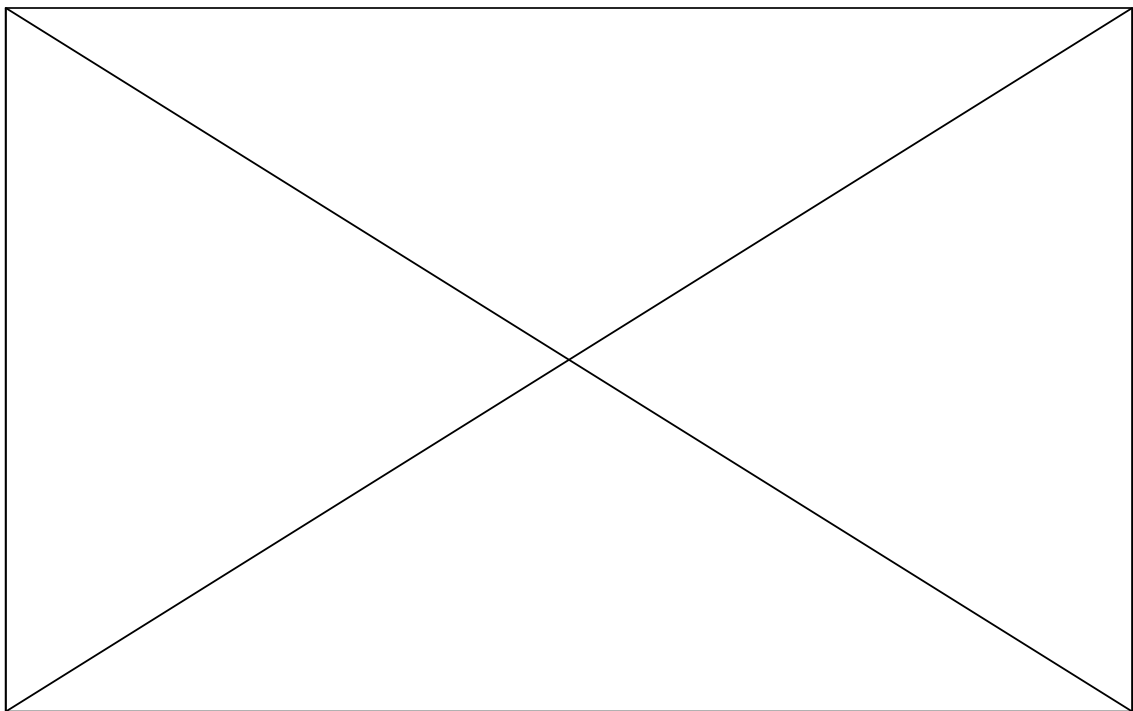
Table B1: Live Births and TFR rates for England and Wales



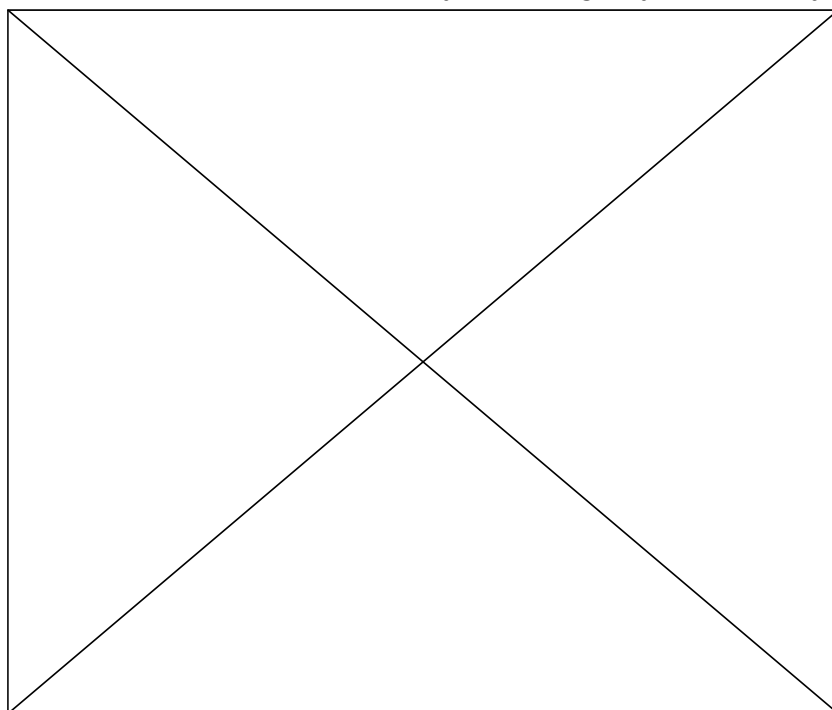
Live births data for the Royal Borough of Windsor and Maidenhead

2.5 Live births data for the 2022 calendar for the Royal Borough is not yet available from the Office of National Statistics. Table B2 shows the available information, to 2021.

Table B2: Live Births and TFR rates for the Royal Borough



2.6 We do have the live births data by academic year up to 2021/22, as given in Table B3. TFR data is not available.

Table B3: Live Births for the Royal Borough by academic year³

2.7 The number of live births in the Royal Borough of Windsor and Maidenhead in 2021/22 was 1,372. This is the lowest recorded figure in at least two decades (not shown) and represents a 27% decrease since 2009/10. There is no indication in these figures of a bulge caused by the pandemic, although there does appear to be one in the calendar year data in Table B2.

Live births data for areas within the Royal Borough

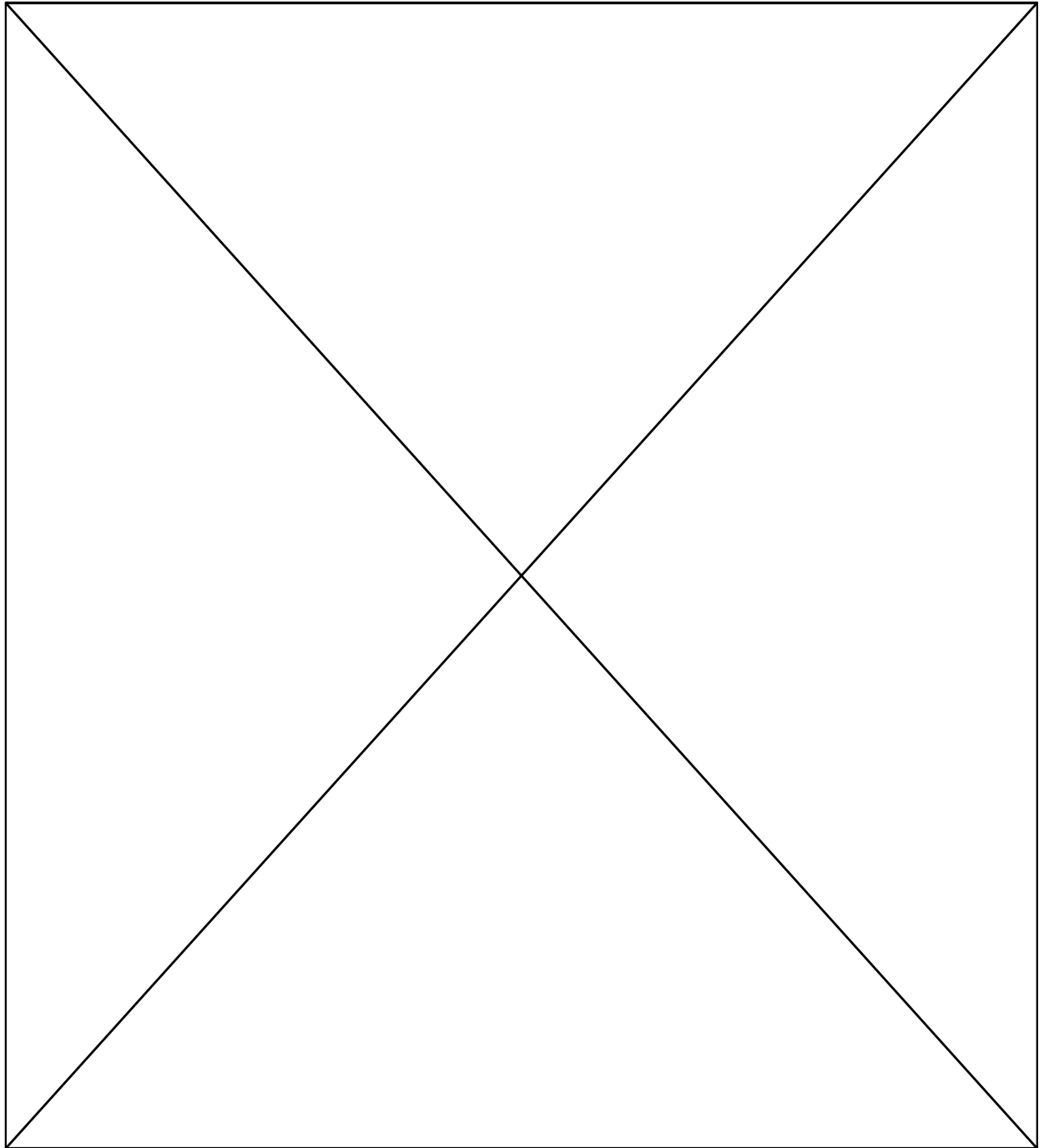
2.8 Data on the number of live births for different parts of the borough is available by aggregating data to the borough's school place planning areas:

- Ascot.
- Datchet and Wraysbury.
- Maidenhead.
- Windsor.

2.9 Table B4 shows the live births data for the different areas, by academic year, for the period 2013 to 2021.

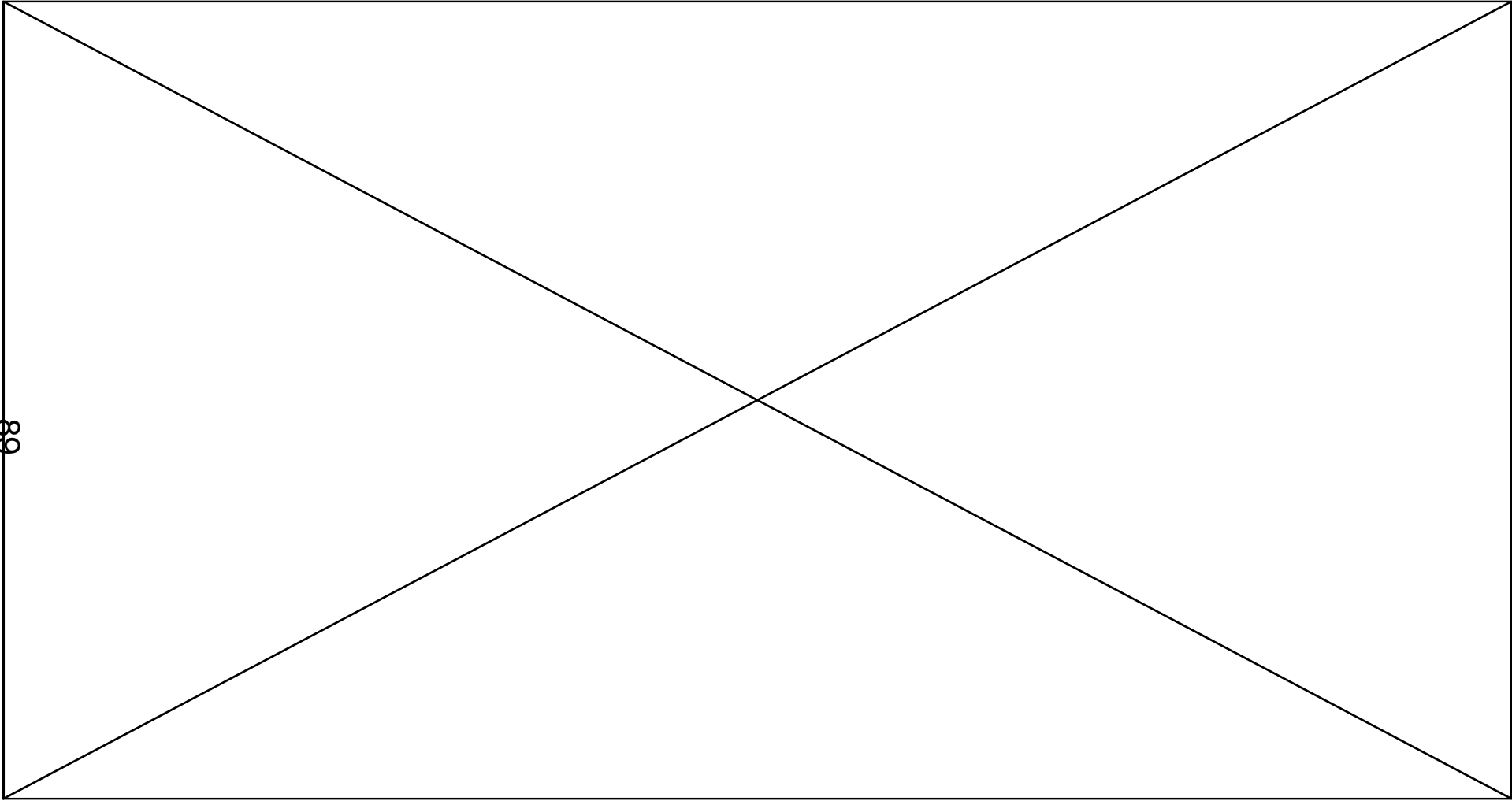
³ ONS - Source: Office for National Statistics under the Open Government Licence.

Table B4: Live Births for areas within the Royal Borough



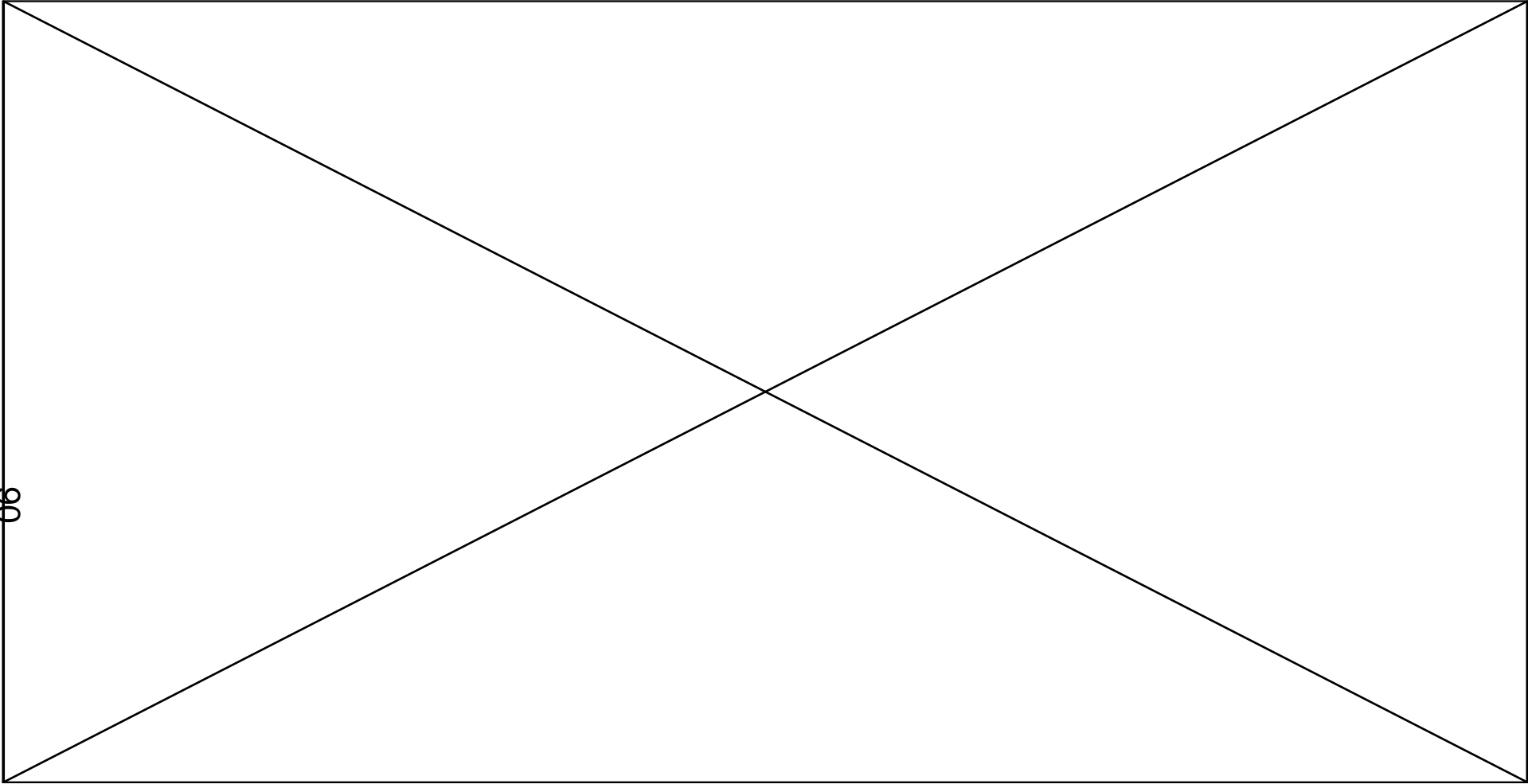
- 2.10 The areas within the Royal Borough show similar trends to the overall pattern. The number of births in 2021/22 is the lowest since at least 2009/10 for both Maidenhead and Windsor. Ascot had a lower number of births in 2018/19, whilst in Datchet and Wraysbury the 2021/22 figures are still well above the 2018/19 number.
- 2.11 Table B5 gives the live births data for smaller geographical areas within the borough.

Table B5: Live Births for school place planning subareas within the Royal Borough



68

Table B5: Live Births for school place planning subareas within the Royal Borough (continued)



06

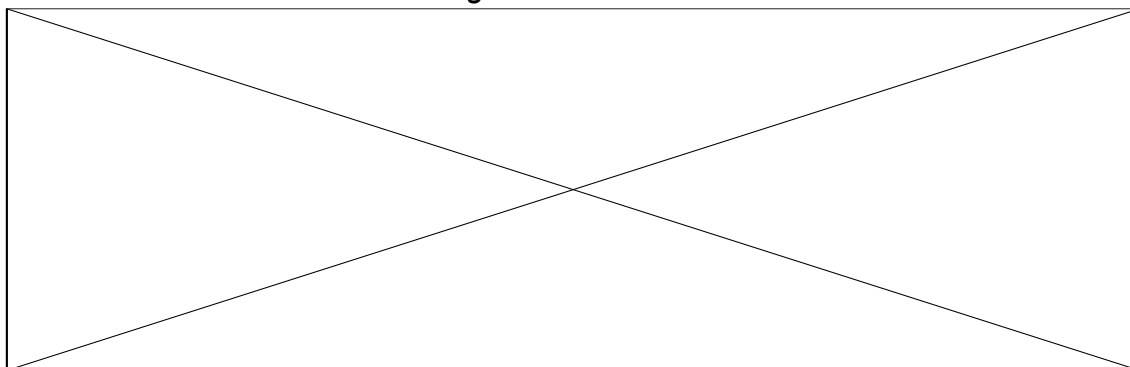
3. International Migration into the UK

Overall migration

- 3.1 The birth rate isn't the only factor that impacts on demand for school places. Migration in and out of the Royal Borough is also important, whether driven by national trends or more local aspects such as new housing.
- 3.2 The latest available release from the Office of National Statistics relating to international migration is from May 2023⁴. This is a new dataset from the ONS and is not directly comparable to previous figures. The impact of the pandemic has created some significant challenges for the ONS in updating their international migration statistics.
- 3.3 The key points in that release are:
- in the year ending December 2022, around 606,000 more people moved to the UK, intending to stay for 12 months or more, than left. This figure is the net migration, which is the balance between immigration and emigration.
 - this is a significant increase on the numbers last report here (for the year ending June 2021), where the net migration was around 232,000.
 - the positive net migration figures are being driven almost entirely by non-EU migration for work, study and humanitarian purposes, including those arriving from Hong Kong and Ukraine. The composition of this changed in 2022, as 39% of those arriving did so for study related reasons, compared to 47% in 2021. Those arriving on humanitarian routes increased from 9% to 19% over the same period.
 - EU net inward migration continues to fall, with more EU citizens leaving.
 - The ONS believe that recent increases in net inward migration may have levelled off in the last quarters of 2022.
- 3.4 Due to the changed methodology, there is no historical dataset prior to the year ending December 2018. The figures are also higher than those reported here last year, as the ONS now include asylum seekers in the estimates. The figures are provided in Tables B6 and B7.

Table B6: Net migration into the UK

⁴ [Long-term international migration, provisional](#), Office of National Statistics, May 2023.

Table B7: EU and Non-EU net migration into the UK

- 3.5 The figures are clearly affected by the pandemic, with the national lockdown periods affecting the year to December 2020. The year to December 2021 includes the third lockdown period.

Migration into the United Kingdom via specific schemes

Hong Kong

- 3.6 In July 2020 the British Government announced a new visa route for Hong Kong residents who hold a British National Overseas - BN(O) - passport. This allowed BNO passport holders to live and work in the UK for five years, with a path to citizenship.
- 3.7 These changes came into effect on 31st January 2021. The Home Office estimated that there are 2.9 million BN(O) status holders eligible to move to the UK, with a further 2.3 million estimated eligible dependents. The Home Office impact assessment's central range analysis estimated between 123,000 and 153,700 BN(O) holders/dependents arriving in the UK in 2021, and between 258,000 and 322,240 over the five-year period from 31st January 2021⁵.
- 3.8 Latest figures from the government show there were 182,600 applications for the BN(O) route up to the end of June 2023⁶. 147,649 had been considered and approved, and 123,800 people have arrived in the UK on the scheme as at June 2023. The number of applications has fallen from over 30,000 per quarter when the scheme was launched, to 9,800 in the latest quarter, April to June 2023⁷.

Afghanistan

- 3.9 The UK has two schemes specifically for Afghan nationals to relocate to the country:
- [Afghan Relocations and Assistance Policy](#) (ARAP), which launched in April 2021.
 - [Afghan Citizens Resettlement Scheme](#) (ACRS), which launched in January 2022.
- 3.10 ARAP offers Afghan citizens who worked alongside the UK government (and meets the ARAP criteria) relocation to the UK. ACRS is aimed at vulnerable groups, including women and girls at risk, and members of minority groups at risk.
- 3.11 The numbers resettled under these schemes is likely to be much lower than the Hong Kong numbers. The ACRS scheme plans to resettle 5,000 people in the first year, and up to 20,000 over the coming years⁸.

⁵ [Media factsheet: Hong Kong BN\(O\) Visa Route](#), Home Office, 24 February 2022.

⁶ [Immigration statistics, year ending June 2023](#), Home Office, August 2023.

⁷ [How many people come to the UK each year \(including visitors\)?](#), Home Office, August 2023.

⁸ [Afghan citizens resettlement scheme](#), Home Office, October 2023.

- 3.12 The Home Office estimates that, as at June 2023, 24,000 people had arrived from Afghanistan as part of the resettlement programmes. 12,788 have so far been granted 'Indefinite Leave to Remain'. 6,575 (half of whom are children) are in temporary accommodation in 55 hotels, and 11,392 have moved into a home, or been matched to home. The remainder have made their own accommodation arrangements⁹.
- 3.13 The impact on individual local authorities and schools is likely to be relatively small in numerical terms, although clearly there may be challenges arising from language barriers and mental health.

Ukraine

- 3.14 Since the Russian invasion of Ukraine, the UK has offered two routes for refugees into the UK:
- [Ukraine Family Scheme](#), for Ukrainians who have family already settled in the UK.
 - [Ukraine Sponsorship Scheme \(Homes for Ukraine\)](#), where a sponsor can provide accommodation for a minimum of 6 months.
- 3.15 Both routes only currently provide leave to remain in the UK for up to three years. It seems likely that at least some will then apply for British citizenship. Applications to extend existing visas can also be made under the [Ukraine Extension Scheme](#).
- 3.16 As at October 2023, 104,200 applications had been made under the Ukraine Family Scheme, and 211,900 under the Ukraine Sponsorship Scheme (totalling 316,100). 242,300 of these applications had been granted by the same date, and 189,600 had arrived in the UK¹⁰. The number of weekly arrivals peaked at around 10,000 in May 2022, and is now averaging around 1,000 per week.
- 3.17 41,000 applications have been made to extend stays in the UK beyond three years, of which 28,900 have currently been granted.
- 3.18 Data for the period to June 2023 suggests that nearly a third of the arrivals are under the age of 18¹¹.

⁹ [Afghan Resettlement Programme: operational data](#), Home Office, September 2023.

¹⁰ [Ukraine Family Scheme...visa data](#), Home Office, October 2023.

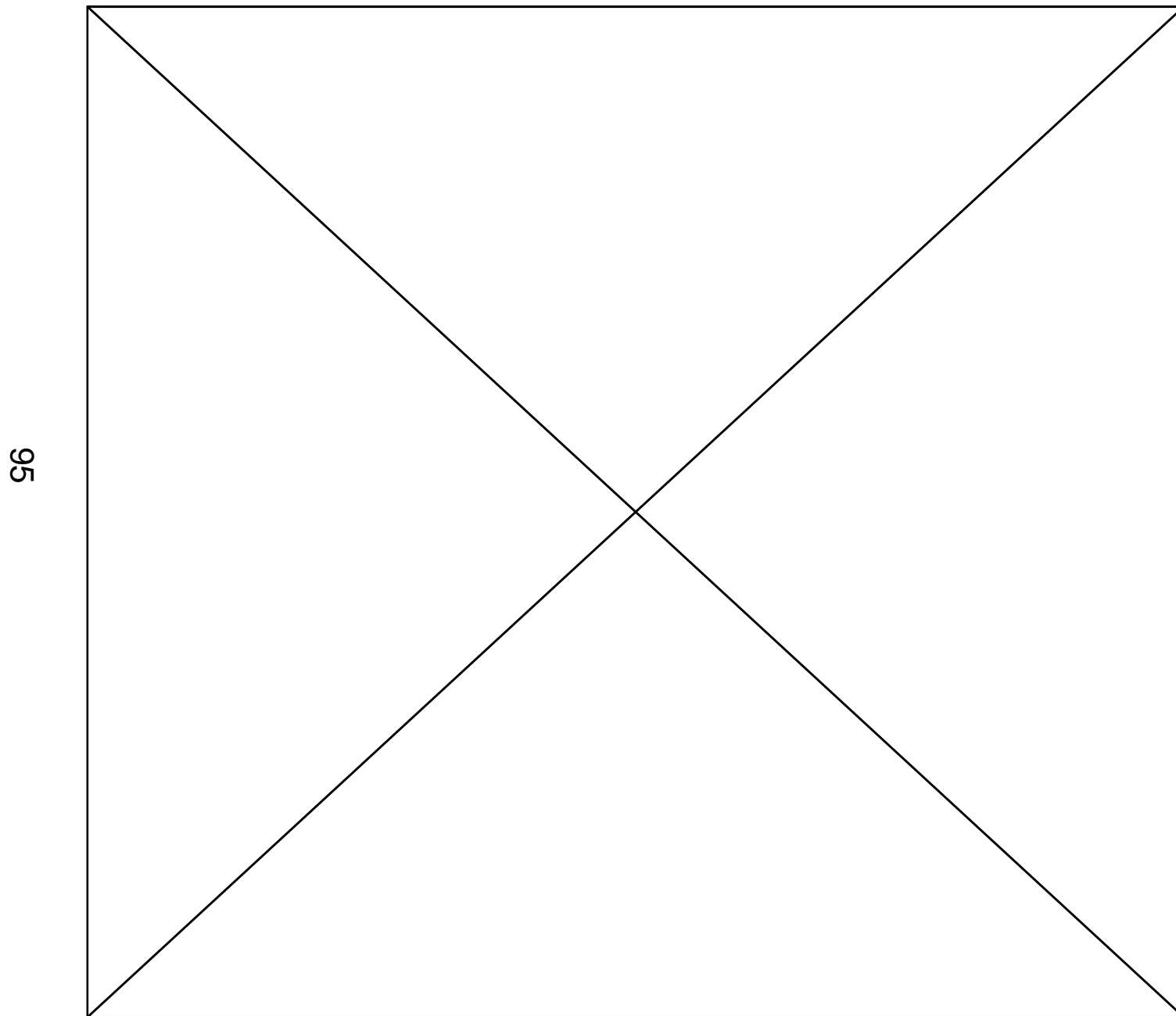
¹¹ [Homes for Ukraine Sponsorship Scheme.visa data by age and sex of applicant](#), Home Office, August 2023.

4. Net inward migration in the Royal Borough of Windsor and Maidenhead

Overall migration

- 4.1 Information about international migration into local authority areas is not available in the way it is for the UK as a whole. It does, however, provide a context within which locally produced migration figures (which don't distinguish between national and international migration) can be considered.
- 4.2 The locally produced migration figures used for the pupil projections are derived from data provided by the NHS. Each Autumn the NHS provides the local authority with a breakdown of the number of children aged 0 to 18 who are resident in the borough as at 31st August.
- 4.3 This information is provided by postcode, which means that the data can be aggregated to various levels, including by town, e.g. Maidenhead. As the data is provided annually, we can compare figures from the different datasets to calculate net inward migration over time.
- 4.4 Note that the 2023 pupil projections use the NHS datasets provided annually from 2015 to 2022, as the 2023 data only becomes available in October 2023, three months after the deadline for submitting the projections to the DfE.
- 4.5 Table B8 is based on the NHS data and shows the change in size for each age group, or cohort, as they get older. The table shows the number of children resident in the borough of a particular age in one year, and the number a year later, when the children are also a year older. The table is limited to the 0 to 4 year olds, as this is the data used in the projection of future demand for Reception places, and is shown for the years 2015 to 2023.
- 4.6 By way of an example, the section in red in Table B8 says that:
- in August 2018 there were 1,793 children resident in the Royal Borough aged 2.
 - a year later, in August 2019, that same cohort of children was aged 3.
 - there were 1,885 children in that cohort.
 - this is an increase of 92, although there will have been many more movements of children in and out of the borough in the cohort over this period.
 - the net movement was, therefore, +92.
 - proportionally, the 2019 cohort was 1.05 times the size it was in 2018.
- 4.7 Table B8 colour codes the proportions calculated, so that yellow cells show strong year on year growth in cohort size, whilst blue cells show decreasing cohort sizes.

Table B8: Change in size of Royal Borough resident cohorts, as they get older each year



4.8 Table B9 condenses the proportional change given in Table B8 and also provides:

- the five-year average for the proportional change in size for each cohort as it ages by a year. Four averages can be calculated on the available data, and these are given in the last four rows at the bottom of the table. The cells with a red border show that, for the cohorts of two-year-olds turning into three year olds, the 5 year average annual change was 1.031 between 2017 and 2022. This is based on the average of the figures for the movements from 2017 to 2018, 2018 to 2019, 2019 to 2020, 2020 to 2021 and 2021 to 2022 (also bordered in red).
- the average annual proportional change for age groups 0 to 4.

Table B9: Change in size of Royal Borough resident cohorts, with averages

4.9 Table B9 shows that, in the period 2015 to 2019, most cohorts aged 0 to 4 grew in size from year to year in the Royal Borough. Only two of the 16 data points in that period are below 1, which indicates a shrinking cohort.

4.10 In early 2020, however, the covid pandemic resulted in national lockdown for most of the second half of the 2019/20 academic year. The impact on net migration into the Royal Borough is shown here. Between 2019 and 2020 three of the four 0 to 4 cohorts shrank, and one (the youngest) only grew slightly. The average proportional growth across all 0 to 4 cohorts fell to just 0.996 (shown in the penultimate column). The impact across all cohorts aged 0 to 18 was even worse, with a drop to just 0.97.

4.11 That impact continued into the 2020/21 academic year, with relatively low growth (compared to pre-pandemic levels) of 1.015 in cohort sizes for 0- to 4-year-olds between 2020 and 2021.

4.12 The data for the most recent years, however, suggest a recovery (for 0- to 4-year-olds) since August 2021, with average growth of 1.047 in the year to

August 2022, and 1.028 in the year to August 2023. This is similar levels seen in the pre-pandemic period.

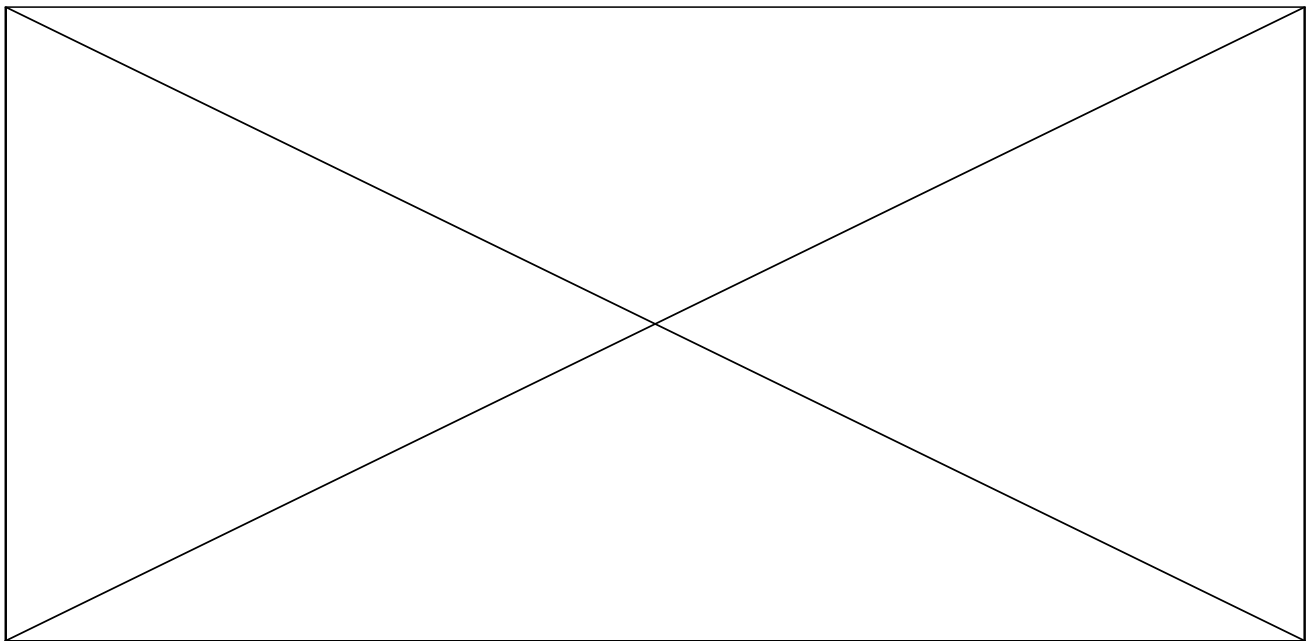
4.13 Due to the volatility in the proportional change in cohort sizes, the pupil projections model uses five-year averages, as given in the last four rows of Table B9. These rows give the five-year averages for four periods:

- 2015 to 2020 (as used for the 2021 pupil projections).
- 2016 to 2021 (as used for the 2022 pupil projections).
- 2017 to 2022 (as used for the 2023 pupil projections).
- 2018 to 2023 (as will be used for the 2024 pupil projections).

4.14 The pre-pandemic five-year average growth for cohorts aged 0 to 4 was 1.035. The impact of the pandemic shows in subsequent five-year averages, which fell to 1.019 in 2021. As net migration has recovered again, the five-year average has risen, reaching 1.031 this year.

4.15 Table B10 summarises the changing average proportion growth in cohorts aged 0 to 4, by area in the borough.

Table B10: Average change in size of cohorts aged 0 to 4, by area



4.16 Based on the year to August 2023, net inward migration in:

- Ascot has recovered to pre-pandemic levels.
- Datchet & Wraysbury is higher than in the pre-pandemic period.
- Maidenhead has recovered to pre-pandemic levels.
- Windsor is still significantly below pre-pandemic levels.

4.17 This new data will need to be properly integrated into the pupil projections model for 2024, but some initial rough work suggests that this new information does not yet change the conclusions around the need for new school places given in the main report.

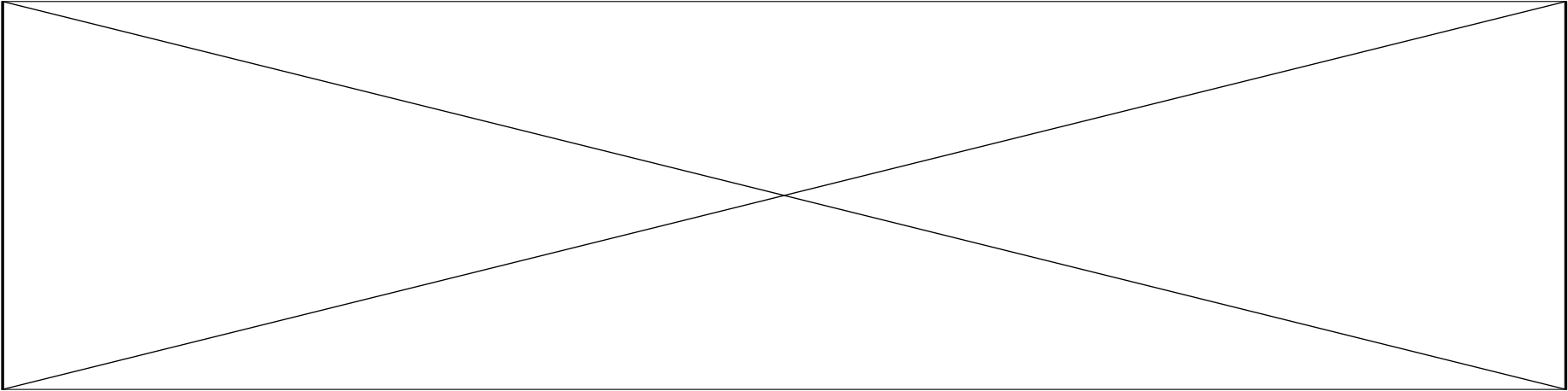
4.18 Of course, the values given in the tables above only seem to change by relatively small amounts. The smallest five-year average figure given in Table B9 is 1.005, whilst the largest is 1.066. However, applying this to 1,000 pupils means a year-on-year growth in a

single cohort of either 5 pupils ($1,000 \times 1.005 = 1,005$) or of 66 pupils ($1,000 \times 1.066 = 1,066$). This is illustrated in full in Table B11.

- 4.19 Table B11 shows two scenarios, both calculating the likely future sizes of resident cohorts in the Royal Borough aged 0 to 4 for the Reception intakes in September 2024 to 2027. Scenario 1 uses the five-year average proportional change in cohort size used for the 2022 projections, as based on the 2016 to 2022 data from Table B9. Scenario 2 uses the latest five-year average proportional change in cohort size, as based on the 2018 to 2023 data from Table B9.
- 4.20 The black cells show the resulting projected cohort sizes. In Scenario 1, the cohort applying for September 2027 Reception places is expected to have 1,427 children. In Scenario 2, the post-pandemic recovery in net inward migration suggests that cohort will have 1,495 children. This is a difference of 68 pupils, more than two classes, at 2.3 Forms of Entry.
- 4.21 The pupil projection model is slightly more sophisticated than outlined above, as it also takes account of net migration into new housing, which is then discounted from the migration factors (as the impact of new housing is added via the pupil yields). Nevertheless, net migration remains a very significant factor, and relatively small changes in the rates can have major impacts on future projections.

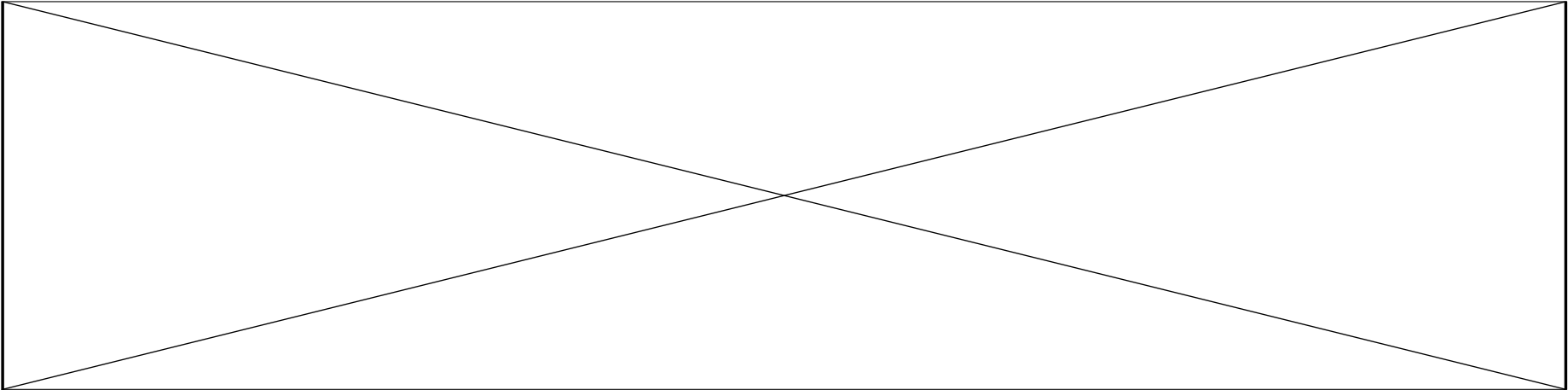
Table B11: difference scenarios showing the impact of lower and higher proportional change on future cohort sizes

Scenario 1: calculated using the average proportional change from 2016 to 2021:



66

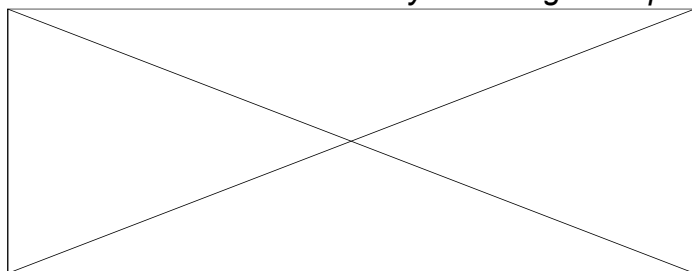
Scenario 2: calculated using the average proportional change from 2018 to 2023:



International migration into the Royal Borough via specific schemes

4.22 Some limited information is available on international migration into the Royal Borough via the specific schemes, as set out in Table B12.

Table B12: Arrivals in the Royal Borough on specific schemes (as at June 2023)¹²



4.23 There is no information available on the numbers arriving in the Royal Borough from Hong Kong. In general, arrivals from Hong Kong are moving into privately rented or purchased properties. It seems likely that the majority will now stay in the UK.

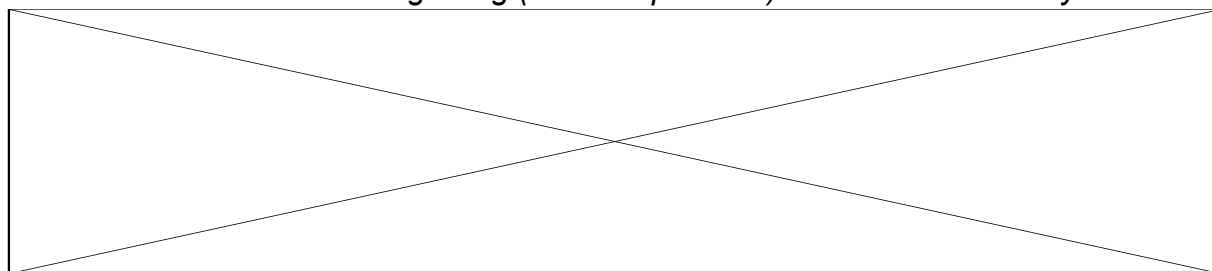
4.24 The Supported Asylum numbers represent those temporarily housed in the borough’s two contingency accommodation hotels (the Holiday Inn in Maidenhead and the Manor Hotel in Datchet) and those in dispersed accommodation. As at June 2023 there were 384 people housed in the hotels, with the remaining 12 in other accommodation.

International migration into Royal Borough schools

Hong Kong

4.25 Table B13 shows the breakdown of arrivals from Hong Kong on roll in schools in the borough, by school area and type. The figures in these tables only provide the numbers on roll as at May 2023.

Table B13: Arrivals from Hong Kong (since Sept. 2021) in schools as at May 2023



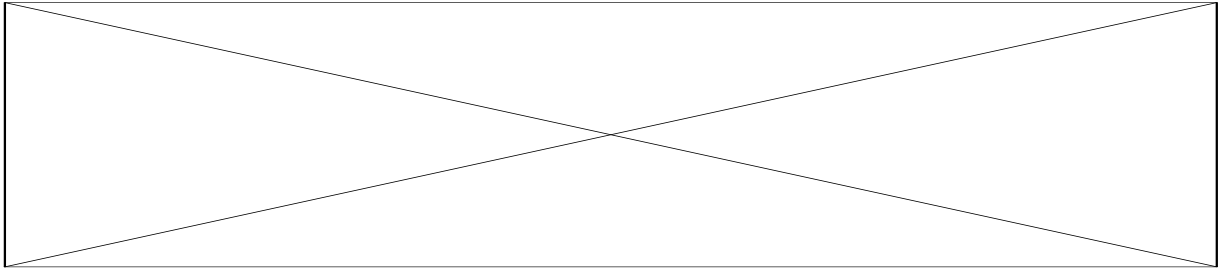
4.26 Most arrivals from Hong Kong over the past few years have started school at the beginning of the academic year.

Ukraine

4.27 Table B14 shows the breakdown of arrivals from Ukraine on roll in schools in the borough, by school area and type. These children will primarily have been admitted to the UK under the Ukraine Family Scheme or Ukraine Sponsorship Scheme. Generally, therefore, these children (and their families) will have been moving into space in homes generously offered by residents of the Royal Borough.

¹² [Regional and local authority data on immigration groups, year ending June 2023](#), Home Office, August 2023.

Table B14: Arrivals from Ukraine (since January 2022) in schools as at May 2023

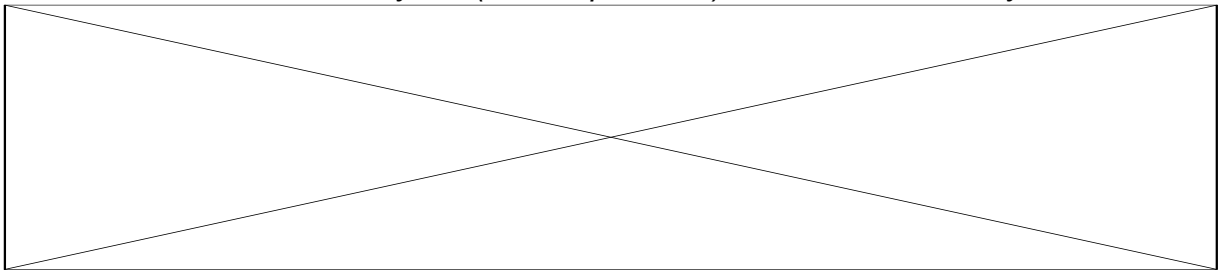


- 4.28 These children have been taken by schools across the borough. The majority started school in the borough in 2022. Only a small number (less than 10) started in 2023.
- 4.29 There is much less certainty about whether these children will remain in the UK long-term, as at present leave to remain is limited to three years. If and when the situation in Ukraine improves, it is possible that many families may return.

Other refugees (Holiday Inn)

- 4.30 The Holiday Inn in Maidenhead was closed to the public from 1st April 2022 and since then has been used to accommodate refugees seeking asylum. Families accommodated here may be moved on to other accommodation at short notice. There is currently no information about how long the hotel will remain in use as refugee accommodation.
- 4.31 Table B15 shows the breakdown of these children by school, as at May 2023.

Table B15: Arrivals in Holiday Inn (since April 2022) in schools as at May 2023

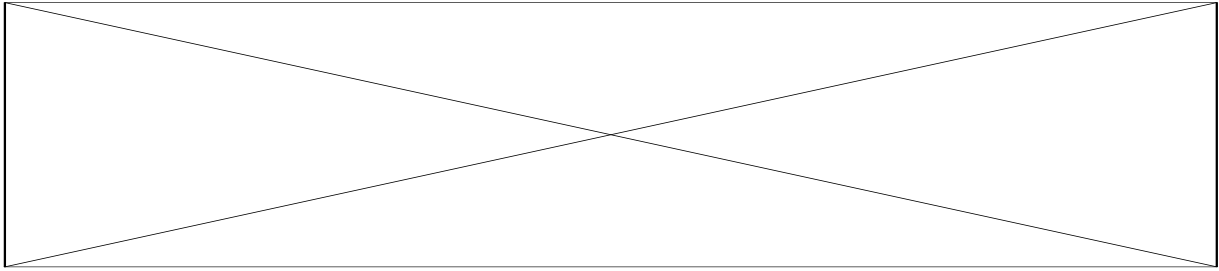


- 4.32 Most have been of primary school age, with around a third of secondary school age. Most of these children arrived at the Holiday Inn before October 2022.
- 4.33 There is no breakdown of these children by country of origin, but these numbers do include Afghan children admitted under the ARAP and/or ACRS schemes (see paragraph 3.9)
- 4.34 A second hotel in Datchet for refugees seeking asylum does not yet appear to have generated any children in the borough. There is a concern that some of the ‘adults’ may still be of statutory school age.

Totals admitted through special immigration routes or as refugees seeking asylum

- 4.35 Table B16 gives the total numbers admitted to borough schools from Hong Kong, Ukraine or as refugees seeking asylum, by area and type of school.

Table B16: Arrivals from specific schemes (since Sept. 2021) in schools as at May 2023

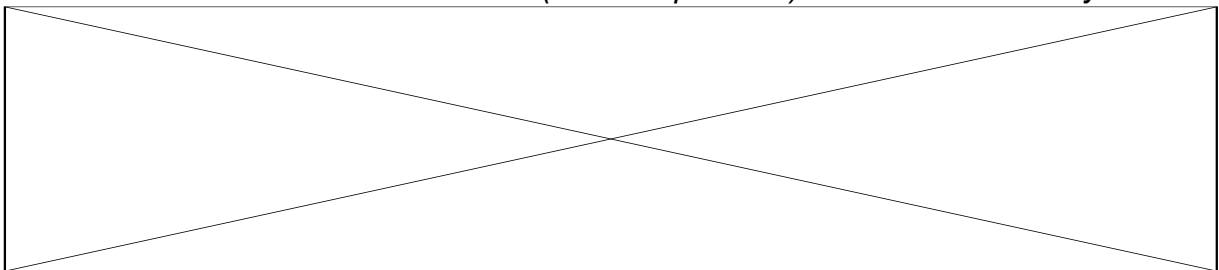


4.36 Maidenhead schools have taken nearly three-quarters of these applicants, and almost half have gone to primary schools in the town.

Other international immigration

4.37 Since September 2021 there has also been significant movement into borough schools from other countries via the standard immigration routes. The breakdown of the country of origin has not yet been collated. Table B17 provides the total numbers admitted to borough schools by receiving school area and school type.

Table B17: Other international arrivals (since Sept. 2021) in schools as at May 2023



4.38 Again, the bulk of the movement has been into Maidenhead primary schools.

4.39 It is possible that the availability of new housing (which is mainly in Maidenhead) is attracting more families. This is accounted for in the pupil projections, to avoid double-counting through migration factors and pupil yields.

5. Conclusion

5.1 There continues to a complex demographic situation with a low birth rate, new housing and rapidly changing patterns of net inward migration following on from the pandemic and exacerbated by international events. This makes projecting demand for school places more complicated than usual, leading to higher risks around the accuracy of those projections. This makes it more important to have a strategy allowing new school places to be created at relatively short notice, across all year groups.

APPENDIX C - Schools Capacity Survey 2023 - Local Authority CommentaryLocal Authority Name: **The Royal Borough of Windsor and Maidenhead**Local Authority Number: **868**

Black text – the template from the Department for Education

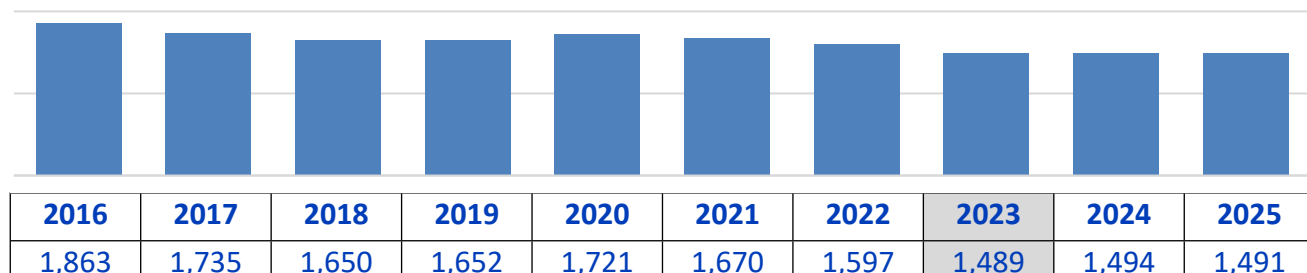
Blue text – the Royal Borough's response.

1. General LA overview indicating LA wide trends (Primary and Secondary age).

The Royal Borough of Windsor and Maidenhead has both a two-tier and a three-tier system. Windsor, Eton and Old Windsor operate a three-tier system with first, middle and upper schools. The rest of the borough, including Maidenhead and Ascot, has a two-tier system.

2. Factors affecting overall LA pupil numbers e.g. migration, housing development, live births. If you experience cross local authority boundary movement please identify the other local authorities involved and the scale of places affected.

The chart and table below shows the numbers of children resident, based on the Births data plotted against the year in which that cohort starts Reception. The shaded box indicates the cohort that started in September 2023. The borough does not yet have the 2021/22 births data.



The number of births in the Royal Borough continues to be much lower than the peaks in the last decade.

Net inward migration of children aged 0 to 4 is recovering to pre-pandemic levels in most parts of the borough. This is based on comparisons of the numbers of children resident in the borough by age group, from the NHS GP registrations data.

The number of new dwellings being completed is also rising again, post-pandemic. Significant levels of new housing in Maidenhead in particular will help offset the falling birth rate.

There is significant cross-border movement. Some borough schools have designated areas that cover parts of neighbouring local authority areas (and vice versa). Two neighbouring authorities also have grammar school systems, leading to large flows of pupils in and out of the borough at secondary transfer.

The Royal Borough has a policy of providing 5% surplus places wherever possible. This is to maximise parental choice, ensure that there are places available for children moving into the area and provide some leeway in case the projections underestimate the actual level of demand.

NOTE – this commentary provides two sets of projections for each area:

- (a) The Full Projection.** This projection is the borough’s projection of places and Includes demand from the borough’s current best estimates of all future new housing.
- (b) Maximum cohort projection.** This takes into account the impact of inward and outward migration, and new housing as a cohort moves up through the schools, and gives the largest projected size of that cohort.

Demographic data for the cohorts starting in 2027 and beyond is based on ONS 2020-based interim National Population Projections and their % change in 4 year olds in England from the previous year.

Ukraine/Hong-Kong/other refugees

Schools in the Royal Borough of Windsor and Maidenhead have admitted significant numbers of pupils in recent years from outside the UK. As at the summer 2023 school census, schools in the borough had nearly 70 children from Ukraine and almost 60 from Hong Kong on roll.

In most cases, families from Hong Kong are moving into properties they have rented or bought. Families from Ukraine are mostly living with residents in the borough who have taken them in as part of one of the government’s sponsorship schemes. Both sets of children are currently concentrated mainly in Maidenhead and Maidenhead schools.

The Royal Borough also has a refugee processing centre at the Holiday Inn, in Maidenhead. Nearly 60 children from this centre are now on roll at Maidenhead schools. There is currently little clarity about the long-term future for the centre or the families living there.

There has also been significant other international migration into the area, with nearly 300 children on roll (at least) who had started since September 2021 and who had previously lived abroad. There is insufficient historical data available yet to make a comparison with earlier years, but anecdotally, these figures seem high.

In most cases, small adjustments to the pupil forecasts have been made to reflect the influx of new children after the January school census (on which the projections are normally based).

3. Summary of PRIMARY AGE pupil places in individual planning areas experiencing pressure on places either currently or projected and for which action is required to address.

You should include the local factors affecting each area identified and the impact of those factors, relating them, where appropriate, to the Local Authority wide factors described in 2 above in addition to area specific issues. Schools experiencing particular shortfalls of places, current or projected, should be identified here.

8680001 Ascot Primary Schools

There are five primary schools in Ascot. Part of the area is served by a Bracknell Forest School – Ascot Heath Primary School.

Demographic trends

- Adjusting for migration, the resident Reception age cohort for September 2023 (128) is much lower than the 2022 figure of 166, reflecting a significant dip in local demographics (row ‘a’).
- Demand will rise again for September 2024 and September 2025. In 2026, the numbers are expected to drop again.
- Net inward migration into Ascot has recovered from lows experienced during the first lockdown period in 2020, when cohorts aged 0 to 4 only grew by 4% over the year to August 2020. In the year to August 2022, the growth was 9%, much closer to the pre-pandemic average of 12%. These figures exclude, as far as possible, the impact of new housing (see also section on Ukraine/Hong-Kong/Other refugees below).
- A longer-term average is used to calculate expected net inward migration and its impact on future cohort sizes.
- Demographic data for the cohorts starting in 2027 and beyond is based on ONS 2020-based interim National Population Projections and their % change in 4 year olds in England from the previous year.

New housing

There continues to be a low level of additional demand arising from new housing in Ascot. By the end of the projection period, recent and planned developments are expected to increase the number of Reception pupils annually by 18 (row ‘b’), reflecting significant new developments now underway in the Ascot area. This is in addition to normal inward migration and will help offset some of the lower demand projected in later years.

row	Year	Actual intakes				Projected intakes						
		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
a	Transfer Cohort*	157	157	161	166	128	178	163	143	143	143	143
b	Housing demand	-	-	-	-	2	3	6	8	12	15	18
c	Total transfer cohort	157	157	161	166	130	181	169	151	155	158	161
d	Reception PAN	150	150	150	150	150	150	150	150	150	150	150
e	Temporary places	-	-	-	-	-	-	-	-	-	-	-
f	Planned places	-	-	-	-	-	-	-	-	-	-	-
g	Total places	150	150	150	150	150	150	150	150	150	150	150
h	Actual Intake NOR	132	138	122	123	115	<i>allocated places as at July 2023</i>					
i	FULL projection					115	138	133	124	127	130	133
j	Surplus/Deficit	+18	+12	+28	+27	+35	+12	+17	+26	+23	+20	+17
k	% Surplus/Deficit	+12%	+8%	+19%	+18%	+24%	+8%	+11%	+18%	+16%	+13%	+11%
l	Places to give 5% surplus	0	0	0	0	0	0	0	0	0	0	0
m	Maximum cohort size	-	-	-	-	126	154	147	135	136	139	142
o	Surplus/deficit	-	-	-	-	+24	-4	+3	+15	+14	+11	+8

*this is the no. of children resident in Ascot (including North Ascot) , based on GP registrations data, adjusted for net migration.

The projections

- The projections show that there will be sufficient Reception places available in the period to September 2026 (rows 'i' and 'j'). It is expected that there will be sufficient places in subsequent years.
- The surplus of places (row 'k') is expected to be higher than the target of 5% for most of the projection period. Numerically, the number of surplus places is expected to be relatively small.
- Around 0.8 FE demand comes from out-borough children, and this is projected to continue. Roughly half of this movement is into the Catholic primary school, which traditionally takes from a wider area.
- Historically, Ascot cohorts have grown as they move up through the schools, and this is expected to continue (row 'm'). This growth did pause during the year to Spring 2022 (the second half of the pandemic period) but has subsequently resumed. This will help reduce the overall surpluses of places in lower year groups but could lead to issues in higher year groups, where there are already limited places available.

The projected numbers are higher than the 2022 projections, following the recovery in net inward migration.

Ukraine/Hong-Kong/other refugees

As at the summer 2023 school census, primary schools in Ascot had a small number of children (<15) from Ukraine and Hong Kong on roll. There has also been some other international migration into the area, with almost 20 children on roll (at least) who had started since September 2021 and who had previously lived abroad.

Actions (current/planned) to address shortage/excess of places. Include no. of places to be added/removed in each school and by what date. You should include funding, levels & sources, allocated to the creation of additional places in each area.

The relatively high proportion of surplus places in infant classes may continue to present some challenges to local schools. Conversely, limited places in junior classes may lead to difficulties in finding local places for families moving into the area. The local authority will need to work with schools to determine the best way forward on both issues.

In response to planned new housing in the area, feasibility works have already been carried out on the possibility of expanding local primary schools. Any proposals for new school places which be brought forward for public consultation as and when demand rises.

8680004 Datchet & Wraysbury Primary Schools

There are two primary schools in Datchet and Wraysbury.

Demographic trends

- Adjusting for migration, the resident Reception age cohort for September 2023 (118) is significantly smaller than that for 2022 (99) (row 'a'). The September 2022 intake was significantly smaller than usual.
- The cohort starting in Reception in September 2024 (born 2019/20), is expected to be relatively small, but will be followed by a bulge year in 2025, due to a high level of births in the area in that cohort. This is particularly evident in Datchet, rather than Wraysbury.
- The level of net inward migration into Datchet & Wraysbury had not changed significantly over the pandemic period, but there was significant movement into the area in the year to August 2022. Cohorts aged 0 to 4 increased, on average, by 5% in this period. This has also contributed to the potential for a bulge year in 2025 (see also section on Ukraine/Hong-Kong/Other refugees below).
- A longer-term average is used to calculate expected net inward migration and its impact on future cohort sizes.
- Demographic data for the cohorts starting in 2027 and beyond is based on ONS 2020-based interim National Population Projections and their % change in 4 year olds in England from the previous year.

New housing

There continues to be a low level of additional demand arising from new housing in Datchet and Wraysbury. By the end of the projection period, recent and planned developments are expected to increase the number of Reception pupils annually by 3 (row 'b'). This is in addition to normal inward migration.

row	Year	Actual intakes				Projected intakes						
		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
a	Transfer cohort*	120	111	126	99	118	112	144	110	110	110	110
b	Housing demand	-	-	-	-	0	0	1	1	2	2	3
c	Total transfer cohort	120	111	126	99	118	112	145	111	112	112	113
d	Reception PAN	90	90	90	90	90	90	90	90	90	90	90
e	Temporary places	-	-	-	-	-	-	-	-	-	-	-
f	Planned places	-	-	-	-	-	-	-	-	-	-	-
g	Total places	90	90	90	90	90	90	90	90	90	90	90
h	Actual intake NOR	89	88	84	74	86	<i>allocated places as at July 2023</i>					
i	FULL projection					84	79	107	78	79	79	80
j	Surplus/deficit	+1	+2	+6	+16	+6	+11	-17	+12	+11	+11	+10
k	% Surplus/deficit	+1%	+2%	+7%	+18%	+7%	+12%	-18%	+14%	+12%	+13%	+11%
l	Places to give 5% surplus	0	0	0	0	0	0	+22	0	0	0	0
m	Maximum cohort size	-	-	-	-	85	81	108	81	81	79	80
o	Surplus/deficit	-	-	-	-	+5	+9	-18	+9	+9	+11	+10

*this is the number of children resident in Datchet & Wraysbury, based on GP registrations data, adjusted for net migration.

The projections

- The projections show that there should be sufficient places to meet demand during much of the projection period (rows 'i' and 'j'). A shortage of places is projected in September 2025, however, due to the demographic bulge resulting from recent inward migration.
- Around 0.5 FE of Datchet and Wraysbury residents take up Reception places in Windsor each year, and this is projected to continue.
- The surplus of places is expected to vary widely, with surpluses of up to 14% in most years, but a deficit of 18% in September 2025 (row 'k').
- The projections include approximately 0.5 FE of borough demand.

- There is generally only a small amount of growth in the cohort sizes as they move up through the schools (row 'm'). This is partly because roughly 1.0 FE of residents take up places in Windsor middle schools at the end of Year 4. Around a third are on roll at Datchet and Wraysbury schools (the others mainly having taken up places at Reception). As with other parts of the borough, inward migration to the schools slowed during the pandemic period, but has returned to normal more recently.

The projected numbers are generally higher than those from 2022, but with the effect of net inward migration increasing the size of the bulge expected in 2025.

Ukraine/Hong-Kong/other refugees

As at the summer 2023 school census, primary schools in Datchet & Wraysbury had a very small number of children (<5) from Ukraine and Hong Kong on roll. There has been little other international migration into the area, with less than 5 children on roll who had started since September 2021 and who had previously lived abroad.

Actions (current/planned) to address shortage/excess of places. Include no. of places to be added/removed in each school and by what date. You should include funding, levels & sources, allocated to the creation of additional places in each area.

No additional primary school places are currently planned, but consideration will now need to be given to making additional provision available for September 2025 to accommodate the expected bulge.

Although there are only a relatively small number of new dwellings expected in the Datchet and Wraysbury area over the longer-term, feasibility works have nevertheless been carried out on the possibility of expanding the local primary schools. Any proposals for new school places will be brought forward for public consultation as and when demand rises.

8680003 Maidenhead Primary Schools

There are twenty-five primary schools in Maidenhead, including four infant and three junior schools.

Demographic trends

- Adjusting for migration, the resident Reception age cohort for September 2023 (994) is significantly below the cohort for 2022 (1,037), and lower than most of the earlier cohorts shown (row 'a').
- The underlying cohort size is set to continue falling, in response to reduced birth rates.
- The level of net inward migration into Maidenhead fell sharply during the pandemic. Average annual growth in cohort sizes across ages 0 to 4 fell to 1% growth in the year to August 2020, and 2% the following year. This to the pre-pandemic average of 5% growth. In the year to August 2022, however, net inward migration increased significantly to 7% growth¹. These figures exclude, as far as possible, the impact of new housing (see also section on Ukraine/Hong-Kong/Other refugees below).
- A longer-term average is used to calculate expected net inward migration and its impact on future cohort sizes.
- Demographic data for the cohorts starting in 2027 and beyond is based on ONS 2020-based interim National Population Projections and their % change in 4 year olds in England from the previous year.

New housing

There continues to be significant additional demand arising from new housing in Maidenhead. By the end of the projection period, recent and planned developments are expected to increase the number of Reception pupils by 82 (row 'c'). This is in addition to inward migration described above, and partially offsets reductions in cohort sizes.

row	Year	Actual intakes				Projected intakes						
		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
a	Transfer cohort*	1,053	1,060	989	1,037	994	964	1,009	947	941	946	947
b	Housing demand	-	-	-	-	5	14	21	32	46	63	82
c	Total transfer cohort	1,053	1,060	989	1,037	999	978	1,030	979	987	1,009	1,029
d	Reception PAN	971	971	972	972	972	942	942	942	972	972	972
e	Temporary places	-	-	-	-	-	-	-	-	-	-	-
f	Planned places	-	-	-	-	-	-	-	-	-	-	-
g	'Mothballed' places	-	(30)	(30)	(30)	(30)	(30)	(30)	(30)	(30)	(30)	(30)
h	Total places	971	971	972	972	972	942	942	942	972	972	972
i	Actual intake NOR	890	898	876	875	862	<i>allocated places as at July 2023</i>					
j	FULL projection					861	836	866	812	821	843	861
k	Surplus/deficit	+81	+73	+96	+97	+111	+106	+76	+130	+151	+129	+111
l	% Surplus/deficit	+8%	+8%	+10%	+10%	+11%	+11%	+8%	+14%	+16%	+13%	+11%
m	Places to give 5% surplus	0	0	0	0	0	0	0	0	0	0	0
n	Maximum cohort size	-	-	-	-	886	863	898	847	853	872	881
o	Surplus/deficit	-	-	-	-	+86	+79	+44	+95	+119	+100	+91

*this is the number of children resident in Maidenhead, based on GP registrations data and adjusted for net migration.

**Mothballed places indicate temporary PAN reductions, which could be reversed if needed. These are *not* included in the places total.

The projections

- The projections show that there will be sufficient places overall in Reception (rows 'j' and 'k') during the projection period.
- The surplus of places is expected to be between 8% and 16%, which is well above the target of 5%.
- Cohort sizes expected to grow as they move up the schools (row 'n') as net inward migration affects all year groups. Junior year groups in the town are now virtually full. There are some places available

¹ A 5% difference on growth doesn't seem significant, but a cohort of 1,000 will grow to 1,311 over four years on a 7% growth rate. It grows to 1,082 on a 2% growth rate. This is a difference of 229 children, equivalent to more than seven fewer Reception classes.

in village schools, but these are some distance away from most of the movers in. If net inward migration remains high, then this issue may start to affect infant year groups as well.

- The projections include approximately 0.8 FE out-borough demand.
- The overall projection masks significant variation within the town. Whilst most parts of Maidenhead are expected to experience static or falling demand, South East Maidenhead continues to grow, adding almost a form of entry by September 2025.
- Conversely, a sharper fall in demand is expected in south-west Maidenhead, where lower numbers of births are leading to reduced cohort sizes for the future intakes.

The projected numbers are higher than the 2022 projections, as the impact of increased net migration is factored in.

Ukraine/Hong-Kong/other refugees

As at the summer 2023 school census, primary schools in Maidenhead had a significant number of children from Ukraine (20+) and Hong Kong (20+) on roll. The presence of a refugee processing centre at the Holiday Inn in Maidenhead also means that there are 40+ refugee children on roll in local primary schools. Other International migration into the area has been high, with over 120 children on roll who had started since September 2021 and who had previously lived abroad.

Actions (current/planned) to address shortage/excess of places. Include no. of places to be added/removed in each school and by what date. You should include funding, levels & sources, allocated to the creation of additional places in each area.

It is likely that one or more bulge classes will be needed as soon as possible to address shortages of junior places in Maidenhead. Efforts will continue to be made to bring mothballed school capacity back into use. This can be financially challenging for schools where sufficient revenue funding may not be available to sustain bulge classes over the longer-term.

The vacant primary school site on Chiltern Road, Maidenhead, is currently being remodelled and refurbished to allow it to return to primary school use, most likely from September 2025. This could assist with the expected shortfall in places expected in South East Maidenhead. A final decision on a 2025 opening is likely to be made later in 2023.

Due to the significant numbers of new dwellings planned for the Maidenhead area, feasibility works have already been carried out on the possibility of expanding local primary schools.

8680002 Windsor First Schools

There are fourteen first schools in Windsor.

Demographic trends

- Adjusting for migration, the resident Reception age cohort for Sept. 2023 (456) is smaller than last year's (476), but significantly lower than in the preceding years (row 'a').
- The cohort starting Reception in September 2024 is expected to be a similar size to this year's. Subsequent cohorts are projected to be smaller, subject to changing patterns of migration.
- The level of net inward migration into Windsor fell during the pandemic period, but has recovered slightly since. The average of 1% shrinkage in cohort sizes across ages 0 to 4 in the year to August 2021 has improved to no change (on average) in the year to August 2022. This is still below the pre-pandemic average of 2% growth². These figures exclude, as far as possible, the impact of new housing.
- Recent information suggests that the next set of demographic data will show a further recovery in the net inward migration rates (see also section on Ukraine/Hong-Kong/Other refugees below).
- A longer-term average is used to calculate expected net inward migration and its impact on future cohort sizes.
- Demographic data for the cohorts starting in 2027 and beyond is based on ONS 2020-based interim National Population Projections and their % change in 4 year olds in England from the previous year.

New housing

There continues to be some additional demand arising from new housing in Windsor. By the end of the projection period, recent and planned developments are expected to increase the number of Reception pupils by 10 (row 'b'). This is in addition to normal inward migration.

row	Year	Actual intakes				Projected intakes						
		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
a	Transfer cohort*	559	522	469	476	456	469	428	416	414	416	416
b	Housing demand	-	-	-	-	3	2	4	5	7	8	10
c	Total transfer cohort	559	522	469	476	459	471	432	421	421	424	426
d	Reception PAN	545	545	545	545	545	545	545	545	545	545	545
e	Temporary places	-	-	-	-	-	-	-	-	-	-	-
f	Planned places	-	-	-	-	-	-	-	-	-	-	-
g	'Mothballed' places	-	-	(15)	(15)	(15)	(15)	(15)	(15)	(15)	(15)	(15)
h	Total places	545	545	530	530	530	530	530	530	530	530	530
i	Actual intake NOR	503	490	458	454	463	allocated places as at July 2023					
j	FULL projection					462	462	437	424	420	423	426
k	Surplus/deficit	+42	+55	+72	+76	+68	+68	+93	+106	+110	+107	+104
l	% Surplus/deficit	+8%	+10%	+14%	+14%	+13%	+13%	+18%	+20%	+21%	+20%	+20%
m	Places to give 5% surplus	0	0	0	0	0	0	0	0	0	0	0
n	Maximum cohort size	-	-	-	-	466	469	440	429	427	428	432
o	Surplus/deficit	-	-	-	-	+79	+76	+105	+116	+118	+117	+113

*this is the number of children resident in Windsor, based on GP registrations data and adjusted for net migration.

**Mothballed places indicate temporary PAN reductions, which could be reversed if needed. These are *not* included in the places total.

² A 2% difference on growth doesn't seem significant, but a cohort of 500 will grow to 541 over four years on a 2% growth rate, compared to remaining at 500 on 0% change. This difference of 41 children is equivalent to nearly one and a half Reception classes.

The projections

- The projections show that there will be sufficient Reception places during the projection period (rows 'j' and 'k').
- The surplus of places at Reception could reach 18% in September 2025, and will be well above the 5% surplus place target (row 'l') during the projection period.
- One school (Kings Court First School) has already reduced its Published Admission Number in response to lower local demand. These places could be brought back into use if necessary (row 'g').
- There is some growth in the cohort size (row 'n') as they move up through the schools.
- The projections include approximately 1.9 FE out-borough demand, in line with last year's projections.
- There is some variation in the projected demand across the town, with south Windsor likely to experience greater reductions in demand (on current levels) than the rest of the area.

The projected numbers are higher than the 2022 projections, reflecting the slight recovery in levels of net inward migration.

Ukraine/Hong-Kong/other refugees

As at the summer 2023 school census, first schools in Windsor had a small number of children (<10) from Ukraine and Hong Kong on roll. There has also been some other international migration into the area, with around 20 children on roll who had started since September 2021 and who had previously lived abroad.

Actions (current/planned) to address shortage/excess of places. Include no. of places to be added/removed in each school and by what date. You should include funding, levels & sources, allocated to the creation of additional places in each area.

The projected surpluses of places at Reception will pose significant challenges to first schools in the area. Discussions with local schools have already started on reducing capacity to avoid high levels of surplus places, whilst still preserving the capacity within the system to cope with future increases in the birth rate and the impact of new housing.

In response to planned new housing in the area, feasibility works have already been carried out on the possibility of expanding local first schools in the longer-term. Any proposals for new school places which be brought forward for public consultation as and when demand rises.

4. Summary of SECONDARY AGE pupil places in individual planning areas experiencing pressure on places either currently or projected and for which action is required to address.

8680005 Ascot Secondary Schools

There is one secondary school in Ascot, Charters School. It admits children from the five Ascot primary schools, and also has formal links with two Bracknell Forest schools.

Demographic trends

- Based on historical primary to secondary transfers.
- The Year 6 transfer cohort in 2023 is significantly smaller than the 2022 cohort (row ‘a’); 150 compared to 179. This represents a return to the normal cohort size following a local bulge in demand.
- Subsequent transfer cohorts are expected to remain at around 150 pupils for much of the projection period (row ‘a’), perhaps starting to reduce by the end of the projection period.
- The Ascot resident Year 6 transfer cohort – those who live in Ascot and go to a primary school in Ascot – follows a similar pattern (row ‘b’).
- Although lower demand at Reception in the local primary schools might be expected to lead to lower secondary school demand, the primary schools continue to experience high levels of inward migration. Although this dipped during the pandemic period, cohorts grew by approximately 3% in the year to Spring 2023. This growth helps boost the numbers that then transfer to secondary school (see also section on Ukraine/Hong-Kong/Other refugees below).
- The cohorts at the feeder Bracknell schools are not expected to change significantly.

New housing

There continues to be a low level of additional demand arising from new housing in Ascot. By the end of the projection period, recent and planned developments are expected to increase the number of Year 7 pupils annually by 7 (row ‘b’), reflecting significant new developments now underway in the Ascot area. This is in addition to normal inward migration and will help offset some of the lower demand projected in later years.

row	Year	Actual intakes				Projected intakes						
		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
a	Total transfer cohort*	154	149	151	179	150	148	147	147	147	139	141
b	Resident cohort**	118	115	131	103	118	120	110	123	114	110	87
c	Housing demand	-	-	-	-	0	0	2	3	5	6	7
d	Total transfer cohort	154	149	151	179	150	148	150	151	152	145	147
e	Year 7 PAN	270	270	270	270	270	270	270	270	270	270	270
f	Temporary places	30		-	-	-	-	-	-	-	-	-
g	Planned places	-	-	-	-	-	-	-	-	-	-	-
h	Total places	300	270	270	270	270	270	270	270	270	270	270
i	Actual intake NOR	302	270	270	270	271	<i>allocated places as at July 2023</i>					
j	FULL projection					270	270	270	270	270	270	267
k	Surplus/deficit	-2	0	0	0	-0	-0	+0	+0	-0	-0	+3
l	% Surplus/deficit	-1%	0%	0%	0%	-0%	-0%	+0%	+0%	-0%	-0%	+1%
m	Places to give 5% surplus	+17	+14	+14	+14	+14	+14	+13	+13	+14	+14	+10
n	Maximum cohort size	-	-	-	-	272	272	272	272	272	272	271
o	Surplus/deficit	-	-	-	-	-2	-2	-2	-2	-2	-2	-1

*this is total number of children on roll in an Ascot school in Year 6.

**this is the number of children resident in Ascot and on roll in an Ascot school in Year 6.

The projections

- The projections indicate that there should be enough places during the projection period (rows ‘j’ and ‘k’) to meet demand, particularly when compared to demand from Ascot (row ‘b’).

- The projections include approximately 4 FE of out-borough demand. A significant part of this is from within the school's designated area. The popularity of the school means that any spare places following the admission of designated area children are usually filled by children from further afield.
- As the school is full, no growth in cohort sizes is expected as children move up through the school (row 'n'). This can create issues for families moving into the area with older children.

The 2023 projections are in line with those from 2022.

Ukraine/Hong-Kong/other refugees

As at the summer 2023 school census, the secondary school in Ascot had a small number of children (<10) from Ukraine and Hong Kong on roll. There has also been a small amount of other international migration into the area, with around 5 children on roll who had started since September 2021 and who had previously lived abroad.

Actions (current/planned) to address shortage/excess of places. Include no. of places to be added/removed in each school and by what date. You should include funding, levels & sources, allocated to the creation of additional places in each area.

No further expansions are currently planned. Due to the numbers of new dwellings planned for the Ascot area, feasibility works have been carried out on the possibility of expanding Charters School. Any proposals for new school places will be brought forward for public consultation as and when demand rises.

8680009 Datchet and Wraysbury Secondary Schools

There is one secondary school in Datchet and Wraysbury, Churchmead School. It admits children from the two local primary schools, and also has formal links with a number of Slough schools. Many of the children on roll at Churchmead live in Slough and attended a Slough primary school.

Demographic trends

- Based on historical primary to secondary transfers.
- The Year 6 transfer cohort from Datchet and Wraysbury schools in 2023 is smaller than the 2022 cohort (row 'a'); 75 compared to 80.
- Subsequent transfer cohorts from these schools will be perhaps slightly smaller than in recent years.
- The Datchet and Wraysbury resident Year 6 transfer cohort – those who live in Datchet/Wraysbury and go to a primary school in Datchet/Wraysbury – shows a similar pattern (row 'b').
- The local primary schools tend to lose children as cohorts move up through the year groups, particularly at the end of Year 4 when some transfer to middle schools in Windsor. The pandemic also slowed the net inward migration into the primary schools, though this has now recovered.
- Churchmead is also affected by trends in Slough, as the school's designated area covers part of the town. Following significant net inward migration into Slough, a second peak in transfers from Year 6 into secondary schools is expected in September 2026 and 2027. This is likely to impact on demand for Churchmead.

New housing

There continues to be a low level of additional demand arising from new housing in Datchet and Wraysbury. By the end of the projection period, recent and planned developments are expected to increase the number of Year 7 pupils annually by 3 (row 'c'). This is in addition to normal inward migration.

row	Year	Actual intakes				Projected intakes						
		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
a	Total transfer cohort*	66	88	93	80	75	66	69	73	68	68	61
b	Resident cohort**	45	72	73	65	57	49	56	53	47	54	42
c	Housing demand	-	-	-	-	0	0	0	0	1	2	3
d	Total transfer cohort	66	88	93	80	75	66	69	73	68	69	63
e	Year 7 PAN	110	120	120	120	120	120	120	120	120	120	120
f	Temporary places	-	-	-	-	-	-	-	-	-	-	-
g	Planned places	-	-	-	-	-	-	-	-	-	-	-
h	Total places	110	120	120	120	120	120	120	120	120	120	120
i	Actual intake NOR	92	90	118	120	122	<i>allocated places as at July 2023</i>					
j	FULL projection					125	123	124	129	126	127	124
k	Surplus/deficit	+18	+30	+2	0	-5	-3	-4	-9	-6	-7	-4
l	% Surplus/deficit	+16%	+25%	+2%	0%	-4%	-2%	-3%	-7%	-5%	-6%	-3%
m	Places to give 5% surplus	0	0	+4	+6	+11	+9	+10	+15	+12	+13	+10
n	Maximum cohort size	-	-	-	-	130	129	129	134	131	132	128
o	Surplus/deficit	-	-	-	-	-10	-9	-9	-14	-11	-12	-8

*this is the total number of children on roll in a Datchet & Wraysbury school in Year 6.

**this is the number of children resident in Datchet and Wraysbury and on roll in a Datchet & Wraysbury school in Year 6.

The projections

- The projections now indicate a shortfall of provision at Churchmead (rows 'j' and 'k'). Whilst there is likely to continue to be sufficient provision for on-time applicants applying from Datchet & Wraysbury, there is already a shortfall for demand from Slough feeder schools.
- The level of surplus places is expected, therefore, to remain in deficit during the projection period (row 'k').

- The school continues to attract more children transferring from the Datchet and Wraysbury primary schools.
- The projections include approximately 2.7 FE out-borough demand, which is higher than previously and reflects increased popularity. As noted above, a significant part of the school's designated area covers Slough.
- Some growth in cohort size is now expected as they move up through school (row 'm').
- The number of Datchet & Wraysbury children taking up places in selective schools in neighbouring local authorities remains in line with the historical average of around 0.6 FE. 23% of Datchet & Wraysbury applicants put a selective school down as a preferred school for September 2023, and 76% of these were allocated a place at one.
- Churchmead School has opened a sixth form with effect from September 2023. The school will be taking up to 40 pupils into Year 12, who will then move into Year 13 in September 2024. This will create a sixth form of up to 80 places.

The 2023 projections are higher than those from 2022.

Ukraine/Hong-Kong/other refugees

As at the summer 2023 school census, the secondary school in Datchet had no known children from Ukraine and Hong Kong on roll. There has been a small amount of other international migration into the area, with around 5 children on roll who had started since September 2021 and who had previously lived abroad.

Actions (current/planned) to address shortage/excess of places. Include no. of places to be added/removed in each school and by what date. You should include funding, levels & sources, allocated to the creation of additional places in each area.

The Royal Borough of Windsor and Maidenhead will work with Slough Borough Council and Churchmead School to assess future demand from the feeder schools in Slough, to assist with a potential case for expansion at the school.

Although there are only a relatively small number of new dwellings expected in the Datchet and Wraysbury area, feasibility works have nevertheless been carried out on the possibility of expanding Churchmead School. Any proposals for new school places will be brought forward for public consultation as and when demand rises.

8680008 Maidenhead Secondary Schools

There are six secondary schools in Maidenhead, including two single-sex schools (one for boys and one for girls). One of the secondary schools reserves part of its intake for boarders.

Demographic trends

- Based on historical primary to secondary transfers.
- The Year 6 transfer cohort in 2023 is larger than the 2022 cohort (row 'a'); 946 compared to 875.
- The Year 6 cohort due to start in September 2023 is a bulge. Subsequent cohorts are expected fall slightly for 2024, 2025 and 2026, and rising again for September 2027.
- The Maidenhead resident Year 6 transfer cohort – those who live in Maidenhead and go to a primary school in Maidenhead – follows a similar pattern (row 'b').
- In the past, primary schools in Maidenhead have tended to lose pupils as the cohorts have moved up through the year groups. In the year to January 2023, however, every single year group grew in size, by an average of 2% (0.4 FE). This reflects significantly increased net inward migration which will, in turn, is leading to larger transfer year groups in the future.

New housing

There continues to be significant additional demand arising from new housing in Maidenhead. By the end of the projection period, recent and planned developments are expected to increase the number of Year 7 by 36 (row 'c'). This is in addition to inward migration described above, and is also helping to boost future cohort sizes at secondary transfer.

row	Year	Actual intakes				Projected intakes						
		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
a	Total transfer cohort*	876	892	913	875	946	891	869	871	892	898	886
b	Resident cohort**	801	808	805	774	829	841	803	816	846	846	847
c	Housing demand	-	-	-	-	0	3	9	15	22	29	36
d	Total transfer cohort	876	892	913	875	946	894	878	885	914	927	922
e	Year 7 PAN	1,008	1,038	1,064	1,064	1,064	1,082	1,082	1,082	1,082	1,082	1,082
f	Temporary places	9	26	0	-	12	-	-	-	-	-	-
g	Planned places	-	-	-	-	-	-	-	-	-	-	-
h	Total places	876	892	913	875	946	891	869	871	892	898	886
i	Actual intake NOR	954	988	928	974	1,025	allocated places as at July 2023					
j	FULL projection					1,019	966	935	950	970	973	977
k	Surplus/deficit	+63	+76	+136	+90	+57	+116	+147	+132	+112	+109	+105
l	% Surplus/deficit	+6%	+7%	+13%	+8%	+5%	+11%	+14%	+12%	+10%	+10%	+10%
m	Places to give 5% surplus	0	0	0	0	0	0	0	0	0	0	0
n	Maximum cohort size	-	-	-	-	1,083	1,009	978	994	1,016	1,020	1,023
o	Surplus/deficit	-	-	-	-	-7	+73	+104	+88	+66	+62	+59

*this is the total number of children on roll in a Maidenhead school in Year 6.

**this is the number of children resident in Maidenhead and on roll in a Maidenhead school in Year 6.

The projections

- The projections suggest sufficient places available in Year 7 to meet demand during the projection period (rows 'j' and 'k').
- The surplus of places is expected to remain well above the target of 5% for the projection period.
- The number of Maidenhead children taking up places in selective schools in neighbouring local authorities dropped significantly for September 2023 (as at National Offer Day) to 106, down from 143 the previous year. The reasons for this decline are not completely clear but appear to be due to proportionally fewer Maidenhead applicants getting the required score in the 11+, and a peak in demand for secondary school places in those neighbouring local authority areas.

- Combined with a peak in Maidenhead, this has meant five of the six secondary schools are completely full in Year 7 for September 2023. The only school that has places is for boys and, unfortunately, (as at August 2023) there are still a small number of girls without school places.
- Accordingly, significantly more Maidenhead residents are now being educated in Maidenhead schools at Year 7 from September 2023.
- Almost 200 Year 7 places in Maidenhead are taken by out-borough pupils. Through the legal operation of the Co-ordinated Admissions Scheme, these pupils had priority for place(s) over Maidenhead residents who had not expressed a preference for the same school(s). The number of out-borough pupils allocated places is lower than the recent average, as more places have been taken by Maidenhead residents.
- It is not currently clear whether the change in selective preferences and allocations is a one off, or more permanent. This will only start to become clearer as applications for Year 7 places in September 2024 come through. These projections assume that, going forward, the number of Maidenhead residents taking up selective schools will be lower than previously. This has the effect of increasing the projected demand for schools in the town.
- The projections include approximately 6.4 FE out-borough demand, which is lower than last year.
- The increase in inward net migration is expected to lead to continued growth in the cohort sizes as they move up through the schools (row 'n'). This may lead to pressures with places for families moving into the area.

The 2023 projections are higher than those from 2022, reflecting the changes outlined above.

Ukraine/Hong-Kong/other refugees

As at the summer 2023 school census, secondary schools in Maidenhead had a significant number of children from Ukraine (10+) and Hong Kong (20+) on roll. The presence of a refugee processing centre at the Holiday Inn in Maidenhead also means that there are 10+ refugee children on roll in local secondary schools. Other International migration into the area has been high, with over 90 children on roll who had started since September 2021 and who had previously lived abroad.

Actions (current/planned) to address shortage/excess of places. Include no. of places to be added/removed in each school and by what date. You should include funding, levels & sources, allocated to the creation of additional places in each area.

There are currently no further plans for expansion, although the provision of a new secondary school is being considered in the longer-term. The timing of this will be kept under review in response to the issues described above.

Due to the numbers of new dwellings planned for the Maidenhead area, feasibility works have also been carried out on the possibility of expanding the secondary schools. Any proposals for new school places will be brought forward for public consultation as and when demand rises.

8680006 Windsor Middle Schools

There are four middle schools in Windsor: three in Windsor itself; the fourth in Old Windsor village.

Demographic trends

- Based on historical first to middle transfers.
- The total Year 4 transfer cohort in 2023 is smaller than the 2022 cohort (row 'a'); 467 compared to 482.
- The size of the Year 4 cohort is set to gradually decline in size, reflecting reductions in the intakes to the Windsor first schools (row 'a').
- The Windsor resident Year 4 transfer cohort – those who live in Windsor and go to a first school in Windsor – follows a similar pattern (row 'b').
- In the past, first schools in Windsor have tended to lose pupils as the cohorts have moved up through the year groups. This worsened in the pandemic period, when cohorts dropped in size by an average of 3% between 2020 and 2021. There was significant movement into the first schools between 2022 and 2023 (see section on Ukraine/Hong-Kong/Other refugees below). This has slightly increased the numbers expected to transfer into middle schools in the future.

New housing

There continues to be some additional demand arising from new housing in Windsor. By the end of the projection period, recent and planned developments are expected to increase the number of Reception pupils by 10 (row 'c'). This is in addition to normal inward migration and will slightly offset the underlying reduction in demand.

row	Year	Actual intakes				Projected intakes						
		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
a	Transfer cohort*	514	498	497	482	467	448	460	443	425	435	434
b	Resident cohort**	429	421	409	402	377	356	374	333	329	334	340
c	Housing demand	-	-	-	-	2	3	5	7	7	10	10
d	Total transfer cohort	514	498	497	482	469	451	465	450	432	445	444
e	Year 5 PAN	510	510	540	540	540	540	540	540	540	540	540
f	Temporary places	30	-	-	-	-	-	-	-	-	-	-
g	Planned places	-	-	-	-	-	-	-	-	-	-	-
h	Total places	540	510	540	540	540	540	540	540	540	540	540
i	Actual intake NOR	494	467	479	491	482	<i>allocated places as at July 2023</i>					
j	FULL projection					479	446	459	436	421	434	432
k	Surplus/deficit	+46	+43	+61	+49	+61	+94	+81	+104	+119	+106	+108
l	% Surplus/deficit	+9%	+8%	+11%	+9%	+11%	+17%	+15%	+19%	+22%	+20%	+20%
m	Places to give 5% surplus	0	0	0	0	0	0	0	0	0	0	0
n	Maximum cohort size	-	-	-	-	488	459	468	448	435	444	445
o	Surplus/deficit	-	-	-	-	+52	+81	+72	+92	+105	+96	+95

*this is the total number of children on roll in Windsor schools in Year 4.

**this is the number of children resident in Windsor and on roll in Windsor schools in Year 4.

The projections

- The projections show that there will be sufficient places to meet demand during the period to 2029 (row 'j').
- The surplus of places will be well above the 5% target, potentially rising to over 20% towards the end of the projection period (rows 'k' and 'l').
- The projections include approximately 1.9 FE out-borough demand, which is higher than the 1.5 FE historically. Most of these children are already on roll in the first schools.
- The projections also include approximately 1.0 FE from Datchet/Wraysbury residents, which is a slight increase on recent years. Roughly half are on roll in the first schools.

- As cohorts move up through the Windsor middle schools, there is generally some growth in Year 5 numbers, before a loss of pupils at the end of Year 6 when some pupils transfer to secondary schools outside the area. The maximum projected cohort size is shown in row 'n'.
- As at National Offer Day, the number of Windsor children taking up places in selective schools in neighbouring local authorities at the end of Year 6 was low compared to the average of previous years. The proportion of Windsor residents applying fell to 7% (from an 11% average in the previous 4 years), and the proportion of successful applicants was also slightly lower). The 16 successful applicants (0.5FE) compares with 0.9 FE for September 2022.

The projections are generally slightly higher than the 2022 projections, largely reflecting the increased net inward migration to the first schools.

Ukraine/Hong-Kong/other refugees

As at the summer 2023 school census, middle schools in Windsor had a small number of children (<15) from Ukraine and Hong Kong on roll. There has also been a small amount of other international migration into the area, with around 15 children on roll who had started since September 2021 and who had previously lived abroad.

Actions (current/planned) to address shortage/excess of places. Include no. of places to be added/removed in each school and by what date. You should include funding, levels & sources, allocated to the creation of additional places in each area.

The projected surpluses of places at Year 5 will pose significant challenges to middle schools in the area. Discussions with local schools have already started on reducing capacity to avoid high levels of surplus places, whilst still preserving the capacity within the system to cope with future increases in the birth rate and the impact of new housing.

In response to planned new housing in the area, feasibility works have already been carried out on the possibility of expanding local first schools in the longer-term. Any proposals for new school places which be brought forward for public consultation as and when demand rises.

8680007 Windsor Upper Schools

There are two upper schools in Windsor, one for boys and one for girls, which together form the Windsor Learning Partnership (WLP). Windsor is also currently served by a secondary school (Holyport College) that has a boarding intake at Year 9, prioritising children from the Windsor system. Historically, only around 4 of these places are taken up by borough residents. The remaining 14 places are not, therefore, included in the Year 9 PAN given below. Holyport College has previously had a day pupil intake at Year 9, but this ended in September 2022.

Demographic trends

- Based on historical middle to upper transfers.
- The Year 8 transfer cohort in 2023 is almost the same size as the 2022 cohort (row 'a'); 447 compared to 443.
- The size of the Year 8 cohort is set to remain roughly the same size for most of the projection period. The cohorts starting Year 9 in September 2028 onwards are expected smaller (row 'a').
- The Windsor resident Year 8 transfer cohort – those who live in Windsor and go to a middle school in Windsor – follows a similar pattern (row 'b').
- In the past, middle schools in Windsor have tended to lose pupils at the end of Year 6 as children moved to secondary schools in other areas. The pandemic has not significantly changed the level of net inward migration into the middle schools. There was some limited additional inward movement between 2022 and 2023 (see section on Ukraine/Hong-Kong/Other refugees below), but this has not changed the numbers expected to transfer into middle schools in the future.

New housing

There continues to be some additional demand arising from new housing in Windsor. By the end of the projection period, recent and planned developments are expected to increase the number of Reception pupils by 9 (row 'c'). This is in addition to normal inward migration and will slightly offset the underlying reduction in demand.

row	Year	Actual intakes				Projected intakes						
		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
a	Total transfer cohort*	418	429	448	437	447	444	458	455	442	410	419
b	Resident cohort**	335	334	357	344	345	353	366	352	333	314	330
c	Housing demand	-	-	-	-	0	0	2	3	5	8	9
d	Total transfer cohort	418	429	448	437	447	444	460	458	447	418	428
e	Year 9 PAN	498	498	498	498	472	472	472	472	472	472	472
f	Temporary places	-	-	-	8	22	-	-	-	-	-	-
g	Planned places	-	-	-	-	-	22	22	22	22	22	22
h	Total places	498	498	498	506	494	494	494	494	494	494	494
i	Actual intake NOR	449	468	488	480	485	<i>allocated places as at July 2023</i>					
j	FULL projection					483	473	490	493	480	454	462
k	Surplus/deficit	+49	+30	+10	+26	+11	+21	+4	+1	+14	+40	+32
l	% Surplus/deficit	+10%	+6%	+2%	+5%	+2%	+4%	+1%	+0%	+3%	+8%	+7%
m	Places to give 5% surplus	0	0	0	0	+13	+3	+20	+23	+9	0	0
n	Maximum cohort size	-	-	-	-	497	484	499	502	486	460	469
o	Surplus/deficit	-	-	-	-	-3	+10	-5	-8	+8	+34	+25

*this is the total number of children on roll in Windsor schools in Year 8.

**this is the number of children resident in Windsor and on roll in Windsor schools in Year 8.

The projections

- The projections show that the demand will remain close to current levels for most of the projection period. Lower demand is expected from September 2028 onwards (row 'j').

- The surplus of places is expected to be very low during most of the projection period. From September 2028, the surplus is expected to rise, as lower numbers feed through from the middle schools (rows 'k' and 'l').
- The reduction of the Year 9 places at Holyport College from September 2022 has required the expansion of Windsor Girls' School, adding 22 places per year group (rows 'f' and 'g').
- There have been a significant number of late applications for the two upper schools, which could reflect increased inward migration. This has significantly boosted the projections for 2023, with a similar adjustment made for subsequent years.
- The projections include approximately 2.5 FE out-borough demand, which is higher than in the past. This reflects an upward trend in out-borough numbers in recent years. Roughly two-thirds of these children are transferring up from the middle schools.
- There is a small amount of growth as the cohorts move up through the schools (row 'o'). This slightly reduces the level of surplus places in the cohort as it gets older.

The 2023 projections are high than those from 2022, reflecting recent increased demand.

Ukraine/Hong-Kong/other refugees

As at the summer 2023 school census, upper schools in Windsor had a small number of children (<10) from Ukraine and Hong Kong on roll. There has also been a small amount of other international migration into the area, with around 10 children on roll who had started since September 2021 and who had previously lived abroad.

Actions (current/planned) to address shortage/excess of places. Include no. of places to be added/removed in each school and by what date. You should include funding, levels & sources, allocated to the creation of additional places in each area.

The expansion of Windsor Girls' School, by 22 places per year group, will be complete by September 2023, allowing the school to take up to 230 pupils per year group. No further actions are currently planned for the upper schools, although increased levels of inward migration could prove a challenge to in-year admissions.

Due to the numbers of new dwellings planned for the Windsor area, feasibility works have been carried out on the possibility of expanding the upper schools. Any proposals for new school places will be brought forward for public consultation as and when demand rises.

Appendix D: Equality Impact Assessment

For support in completing this EQIA, please consult the EQIA Guidance Document or contact equality@rbwm.gov.uk

1. Background Information

Title of policy/strategy/plan:	Demand for school places
Service area:	Operations
Directorate:	Children's Services

Provide a brief explanation of the proposal:

- What are its intended outcomes?
- Who will deliver it?
- Is it a new proposal or a change to an existing one?

This report reports on the projected demand for school places over the next five years and proposes a number of actions to ensure there are sufficient school places to meet demand. The borough also needs to ensure that there are not too many school places, as this can risk schools going into deficit due to low numbers.

2. Relevance Check

Is this proposal likely to directly impact people, communities or RBWM employees?

- If No, please explain why not, including how you've considered equality issues.
- Will this proposal need a EQIA at a later stage (for example, for a forthcoming action plan)?

Yes.

If 'No', proceed to 'Sign off'. If unsure, please contact equality@rbwm.gov.uk

3. Evidence Gathering and Stakeholder Engagement

Who will be affected by this proposal? For example, users of a particular service, residents of a geographical area, staff.
Children and young people educated, or due to be educated, at schools in the Royal Borough.
Among those affected by the proposal, are protected characteristics (age, sex, disability, race, religion, sexual orientation, gender reassignment, pregnancy/maternity, marriage/civil partnership) disproportionately represented? For example, compared to the general population do a higher proportion have disabilities?
No.
What engagement/consultation has been undertaken or planned? <ul style="list-style-type: none">• How has/will equality considerations be taken into account?• Where known, what were the outcomes of this engagement?
There has been no specific consultation on the proposals outlined in the report. Where proposed changes are being made through changes to the Royal Borough's school admissions arrangements, these will be consulted on this winter.
What sources of data and evidence have been used in this assessment? Please consult the Equalities Evidence Grid for relevant data. Examples of other possible sources of information are in the Guidance document.
N/A

4. Equality Analysis

Please detail, **using supporting evidence**:

- How the protected characteristics below might influence the needs and experiences of individuals, in relation to this proposal.
- How these characteristics might affect the impact of this proposal.

Tick positive/negative impact as appropriate. If there is no impact, or a neutral impact, state 'Not Applicable'

More information on each protected characteristic is provided in the Guidance document.

	Details and supporting evidence	Potential positive impact	Potential negative impact
Age	The recommendations mainly address the provision of school capacity for primary and middle school age children in the borough, in line with statutory duties to provide school places to meet demand.	N/A	N/A
Disability	The proposals do not impact on provision specifically for children and young people with SEND.	N/A	N/A
Sex	N/A	N/A	N/A
Race, ethnicity and religion	The proposals do not change the existing pattern of faith and non-faith schools in the borough.	N/A	N/A
Sexual orientation and gender reassignment	N/A	N/A	N/A
Pregnancy and maternity	N/A	N/A	N/A
Marriage and civil partnership	N/A	N/A	N/A
Armed forces community	One recommendation concerns potential future proposals affecting the army community in the Broom Farm Estate in Windsor. An EqIA is likely to be required if and when specific proposals are brought forward for consideration.	N/A	N/A
Socio-economic considerations e.g. low income, poverty	N/A	N/A	N/A
Children in care/Care leavers	The recommendations in this report are unlikely to change arrangements for children in care receiving school places.	N/A	N/A

5. Impact Assessment and Monitoring

If you have not identified any disproportionate impacts and the questions below are not applicable, leave them blank and proceed to Sign Off.

What measures have been taken to ensure that groups with protected characteristics are able to benefit from this change, or are not disadvantaged by it?

For example, adjustments needed to accommodate the needs of a particular group

N/A

Where a potential negative impact cannot be avoided, what measures have been put in place to mitigate or minimise this?

For planned future actions, provide the name of the responsible individual and the target date for implementation.

N/A

How will the equality impacts identified here be monitored and reviewed in the future?

See guidance document for examples of appropriate stages to review an EQIA.

N/A

6. Sign Off

Completed by: Ben Wright School Place Planning & Capital Programme Manager	Date: 24/10/2023
Approved by: Lynne Penn Associate Director Operations	Date: 24/10/2023

If this version of the EQIA has been reviewed and/or updated:

Reviewed by:	Date:
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Report Title:	Highways Services Contracts - Procurement Outcome and Selection of Preferred Bidders
Contains Confidential or Exempt Information	Part I: Main Report Part II: Appendix B – Tender outcome – scores and evaluation. Part II: Appendix C – Financial impact of report’s recommendation. Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972
Cabinet Member:	Cllr Hill, Cabinet Member for Highways and Transport, Customer Service Centre and Employment
Meeting and Date:	29 November 2023
Responsible Officer(s):	Andrew Durrant – Executive Director of Place Services Alysse Strachan – Assistant Director Neighbourhood Services
Wards affected:	ALL

REPORT SUMMARY

The Council’s current contract for Highway Maintenance & Management reached the end of its initial term in March 2022. Approval was obtained to extend the contract until March 2024 to enable a robust, compliant and effective procurement process to take place.

On 1st December 2022 Cabinet received a report and approved recommendations relating to the procurement of contracts to deliver Highway Services as part of a new service model. The recommendations in the report proposed grouping services into lots as part of the procurement exercise and to bring certain functions, including highway inspections, back in-house to provide better quality and cost control.

Strengthening the in-house team, with clearly aligned contract management will ensure the highest standards of service delivery are met. Each contract is clearly defined and underpinned by a performance management framework with key performance indicators (KPIs) that if missed will trigger contractual implications (including financial implications) on the supplier. There are also opportunities to review and modify specific areas of the service with the contractors during the term of the contracts where service improvements and cost efficiencies are identified. The new service model including the new contractual arrangements will deliver improved quality, and value for money services for residents.

This report provides details of the outcome of the procurement exercise undertaken for the Council’s new Highways Services Contracts, which are planned to commence from 1st April 2024. The report explains the procurement process that was followed and the outcome in determining a Preferred Bidder following technical and commercial evaluation.

Preferred Bidders, evaluation outcomes and financial implications are contained in PART II – Appendices B and C.

The Highways Services (in scope of this procurement) consists of 4 lots which will cover services summarised below:

- **Lot 1 - Highway Maintenance and Capital Works**
 - Routine, reactive and minor planned maintenance of carriageways, footways and structures
 - Maintenance of signs and road markings
 - Gully clearance, drainage inspections and minor repairs
 - Minor and major project works including road resurfacing and bridge maintenance schemes
 - Responding to highway incidents and safety defects with emergency response 24/7 including on-call availability
 - Winter service (including route gritting and salt bins)

- **Lot 2 - Street Cleansing**
 - Reactive and planned cyclical road sweeping and litter removal
 - Public convenience management
 - Highway Litter bin emptying
 - Fly tipping removal
 - Graffiti removal

- **Lot 3 - Highway Transport and Bridge Professional Services**
 - Bridges and structures inspections and technical support
 - Drainage investigation
 - Design and project management for minor and major schemes
 - Road Safety Audits
 - Highway asset management and programme development support
 - Abnormal Load management and assessment

- **Lot 4 - Traffic Signal and ITS (Integrated Traffic System) Maintenance**
 - Annual routine maintenance including inspection of ITS infrastructure
 - Reactive Maintenance including fault and defect repair
 - Emergency response including 24/7 call out requirement
 - Maintenance of variable message signage (VMS), rising bollard and anti-terrorism assets

The new contracts will directly support the vision of creating a sustainable Borough of opportunity and innovation; will create Inspiring Places, RBWM being a Council that is trusted to deliver against its promises to residents and businesses; and will create and maintain a high standard of infrastructure to connect neighbourhoods and allow businesses to prosper.

1. DETAILS OF RECOMMENDATIONS

RECOMMENDATIONS: That Cabinet notes the report and:

- 1. That Cabinet delegates authority to the Director of Place Services in consultation with the Cabinet Member for Highways and Transport, Customer Service Centre and Employment to:**

- i) **Approve the appointment of the identified Preferred Bidders (See PART II – Appendix B) following a Tender process which has been undertaken by the Council for the following Highways Services Contracts:**
- Lot 1 – Highways Maintenance and Capital Works
 - Lot 2 – Street Cleansing
 - Lot 3 – Highway, Transport and Bridge Professional Services
 - Lot 4 – Traffic Signal & ITS Maintenance
- ii) **Award the Lot 1 contract to the Preferred Bidder for an initial period of 7 years with options for two extension periods of 4 and 3 years. (7+4+3).**
- iii) **Award the Lot 2 contract to the Preferred Bidder for an initial period of 7 years with options for two extension periods of 4 and 3 years. (7+4+3).**
- iv) **Award the Lot 3 contract to the Preferred Bidder for an initial period of 7 years with options for two extension periods of 4 and 3 years. (7+4+3).**
- v) **Award the Lot 4 contract to the Preferred Bidder for an initial period of 7 years with options for two extension periods of 4 and 3 years. (7+4+3).**

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

Options

Table 1: Options arising from this report

Option	Comments
Award contracts to the Preferred Bidders as detailed in the PART 2 paper This is the recommended option	The Preferred Bidders have been selected following a compliant, competitive procurement exercise following the 2015 Public Contracts Regulations and RBWMs Contracts and Tendering Rules.
Extend the existing Contracts	This is not possible as all compliant extensions have already been utilised. The Council would be at risk of a legal procurement challenge if any further extensions were awarded.
Do Nothing and or re-tender	This is not possible as the Council would be out of contract with existing Suppliers and at risk of a legal procurement challenge if it non-compliantly extended existing contracts. Services could not be delivered so the Council would not be able to fulfil its statutory and regulatory duties.

- 2.1 The recommendation to appoint the Preferred Bidders follows a rigorous and compliant competitive procurement (Open Procedure) process following the 2015 Public Contracts Regulations. External consultants CJ Founds Associates drafted the specifications, commercial models and industry standard recognised NEC4 contracts for Lots 1, 2 and 3, with Lot 4 being a Council standard services contract. These were developed following workshops, guidance and direction from RBWM operational, procurement and legal teams.
- 2.2 Lot 4 – Traffic Signal and ITS Maintenance was added as an additional lot after the original Cabinet report of 1st December 2022, recognising the existing contract was approaching renewal and to include it as part of this multi-Lotted tender package.

Tender Process

- 2.3 In July 2022 a series of soft market engagement sessions took place with suppliers to understand current market conditions and how best to align our contracts with suppliers. This intelligence along with feedback from officers and Members shaped the new service model and contract lots that were approved by Cabinet on 1st December 2022. Through the early part of 2023 the new contract/ invitation to tender (ITT) documents were produced for each lot.
- 2.4 An FTS and Contracts Finder Notices were published enabling an Open Procedure tender to commence on 11th May 2023 for an initial 8-week period, with a return date of 4th July 2023. The tender period was subsequently extended by a further 4 weeks, at the request of suppliers to enable more developed bids to be received. Technical and commercial clarifications across all lots were dealt with during the tender period, including a number of detailed clarifications, demonstrating the transparency and scrutiny potential bidders were applying to their respective submissions. The final tender return date was 8th August 2023.
- 2.5 Evaluation was completed throughout August and September, which included further clarification questions of bidders on technical commitments and their financial proposals. Following satisfactory responses received, final evaluation and moderation was completed followed by the calculation of the final total scores (combination of technical and commercial scores). Bidders with the highest overall total scores for each lot are recommended in this report as Preferred Bidders.
- 2.6 For Lot 1 (Highway Maintenance and Capital Works) 4 submissions were received by the due submission date and time.
- 2.7 For Lot 2 (Street Cleansing) 2 submissions were received by the due submission date and time.
- 2.8 For Lot 3 (Highway, Transport & Bridge Professional Services) 1 submission was received by the due submission date and time.
- 2.9 For Lot 4 (Traffic Signal & ITS Maintenance) 2 submissions were received by the due submission date and time.

- 2.10 All tenders submitted were of a high standard and provided a great deal of confidence to evaluators that the Council had received competitive and credible submissions from leading market suppliers. All bidders were able to demonstrate an excellent track record in similar service delivery for other local authorities and offer innovative solutions that will support improved service delivery over future years.

3. KEY IMPLICATIONS

- 3.1 The approval of the recommendations in this report will allow contracts to be entered into with the Preferred Bidders. Contracts will be mobilised in advance of 1st April 2024. This will ensure that statutory and legal obligations can be met as the Highway Authority.
- 3.2 An assurance and governance structure for each Contract lot will ensure the highest standards of service delivery in accordance with the respective contracts are met. This will be underpinned by a performance management framework with KPIs that if missed will trigger contractual implications (including financial implications) on the supplier. The KPIs are aligned to service requirements and corporate objectives, and will be reviewed over the duration of the contract to ensure they remain relevant, challenging and achievable. This could include changes to reflect efficiencies developed for specific services. Any changes to the KPIs would be approved at the contract strategic board.
- 3.3 Suppliers are measured against a range of technical criteria, including overall service delivery, performance management and professional standards, collaboration, working with stakeholders and continuous improvement. They are also measured against their social and economic outcomes, their carbon reduction and sustainability plans. All Preferred Bidders have provided strong evidence demonstrating their experience and expertise to deliver services. They also provided strong commitments that will support community and societal benefits across the Borough, working with local employment organisations, social and community enterprises and local supply chain partners.
- 3.4 Alongside the new contracts, a parallel piece of work is ongoing to review and restructure the Highways service which will support the new operating model required for these contracts and for the functions being brought back in house. This will ensure that contractual arrangements are well managed and provide a stronger interface for Members, improving services for residents. Highway inspections, work programme management and monitoring the quality of works will all be directly delivered, giving greater control, accountability and resilience to the council which also strengthens the ability to defend claims.

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Agree to the recommendations and award contracts in readiness for 1 st April 2024 commencement date	Recommendations not agreed and new contract not implemented by 1 st April 2024	Agreed award	N/A	N/A	1 st April 2024
Maintain Band 3 (Highest) status for Highway Asset Management defined by the Department for Transport (DfT)	Band 3 status not maintained	Band 3 status			April 2025 (anticipated date published by DfT)
Maintain or improve customer satisfaction levels for a range of highway maintenance and street cleansing benchmarking indicators measured by the National Highways & Transport Survey (NHT)	Overall Satisfaction levels reduce	Overall Satisfaction levels are maintained	Overall Satisfaction levels increase	N/A	31 st October 2025 (first survey results relating to new contracts)
Road condition indicators for Principal and non-Principal roads maintained or improved (baseline 4% in need of repair)	>4% in need of repair	4% in need of repair	<4% in need of repair		April 2025 (anticipated date published by DfT)

4. FINANCIAL DETAILS / VALUE FOR MONEY

4.1 Table 3 is showing a cumulative revenue surplus of £805,427 over 7 years, equating to an average of £115,061 per annum.

Table 3: Financial impact of report's recommendations

REVENUE EXPENDITURE	1-year Baseline (Average)	1-year Forecast (Average)	1-year Deficit/ (Surplus) (Average)	7-year Deficit/ (Surplus)
	Expenditure	Expenditure	Total	Total
	£	£	£	£
New contracts (Lots 1-4) & In-house inspections, asset management and quality monitoring	5,098,119	4,983,058	(115,061)	(805,427)
Total	5,098,119	4,983,058	(115,061)	(805,427)

4.2 The average forecasted expenditure includes tender submissions for Lots 1-4, received from the Preferred Bidders and are representative of current market prices. These prices are subject to annual inflation from April 2025.

4.3 The surplus averaging £115,061 per annum will be used to mitigate the current budget pressure.

4.4 Table 4 is showing the deficit/(surplus) as reported under Table 3 split by financial Year (FY).

Table 4: Financial impact of report's recommendations in detail by FY

REVENUE EXPENDITURE	Baseline	Forecast	Deficit/ (Surplus) (Average)	7-year Deficit/ (Surplus)
	Expenditure	Expenditure	Total	Total
	£	£	£	£
FY24/25	5,098,119	5,011,695	(86,424)	(86,424)
FY25/26	5,098,119	4,978,285	(119,834)	(206,258)
FY26/27	5,098,119	4,978,285	(119,834)	(326,091)
FY27/28	5,098,119	4,978,285	(119,834)	(445,925)
FY28/29	5,098,119	4,978,285	(119,834)	(565,759)
FY29/30	5,098,119	4,978,285	(119,834)	(685,593)
FY30/31	5,098,119	4,978,285	(119,834)	(805,427)
Total 7-year	35,686,834	34,881,407	(805,427)	(805,427)
Average per annum	5,098,119	4,983,058	(115,061)	(115,061)

4.5 The forecasted expenditure changes favourably from FY25/26 as a result of one-off mobilisation costs, included in year 1 of the contracts (FY24/25). The surplus in year 1 (FY24/25) is £86,424 and £119,834 from year 2 and onwards.

4.6 The detailed financial impact of the report's recommendation is commercially sensitive and is therefore included in Appendices B and C, which are Part II by virtue of paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972.

- 4.7 All financial implications are contained within existing resources. In addition to the core services funded from revenue, Preferred Bidders for Lot 1 and Lot 3 will be delivering schemes from the capital programme. The scope of works and associated design costs will be contained within the programme funding approved each year. The capital programme for Highways is significantly supported by grant funding from the Department for Transport (DfT).
- 4.8 Contracts for Lots 1 to 3 are awarded under the NEC form of contract, which provides the Council with a combination of different pricing mechanisms to deliver the services. This flexibility enables the Council to deliver services in the most cost-effective way. This includes the option to review and modify specific areas of the service with the contractors during the term of the contracts where service improvements and cost efficiencies are identified, whilst maintaining the integrity of the contract and the procurement process.
- 4.9 The NEC contract mechanisms also provides the Council with control around the volume of work and programmes that are instructed within any financial year. This allows the Council to manage delivery within budget limits.

5. LEGAL IMPLICATIONS

- 5.1 There are no extraordinary Legal implications associated with the recommendations contained within this report. The contract has been procured in line with the Council's constitution and the Public Contracts Regulations 2015. The Council's Legal Services Team have been involved throughout the procurement and will support contract mobilisation activities and contract sealing.
- 5.2 Bidders were presented with Contract Terms and Conditions as part of the tender document suite. Suppliers were able to propose amendments to the terms during the clarification phase. The Authority reviewed the proposals and presented bidders with amended versions of the Contract Terms and Conditions showing where we had made amendment before the submission date. Bidders were made aware that no further changes would be made and that there would be no negotiation post submission or post award.
- 5.3 As with the existing contract arrangements, the Council undertakes the role of Highway Authority, which provides statutory powers to operate and maintain a safe highway asset for all road users. Highway Authorities often work with suppliers to discharge these statutory duties, through service contracts, whereby the supplier delivers services which discharge the Authorities duties under the Highways Act 1980.
- 5.4 TUPE regulations will apply to some roles transferring back to the Council from existing Suppliers. The Council will work closely with suppliers to ensure consultation and transfers are undertaken in accordance with the Regulations and are seamless.

- 5.5 New Lease Agreements for both Tinkers Lane and Stafferton Way Depots will be drawn-up by Legal Services under the new contracts, with input from the Property and Assets Team.

6. RISK MANAGEMENT

- 6.1 The Council has conducted a compliant tender process following the 2015 Public Contracts Regulations (PCR 2015). This provides assurance that the procurement process has been undertaken in an open, fair, transparent manner, giving all bidders equal treatment. Whilst there is always a risk of a challenge to the outcome and selection of a Preferred Bidder, which could result in delay to the contract award, the Council believes the procurement and outcomes to be suitably robust and compliant.
- 6.2 If the Council chooses not to award a contract/s, it would be at risk of not being able to deliver its statutory and regulatory duties as Highway Authority. Any further extension/s to existing contracts will be non-compliant and would be more likely to attract a challenge from industry suppliers that procurement legislation has not been followed and the original advertised term of the existing contract/s has been exceeded.
- 6.3 Operational risks associated with the delivery of the contracts will be managed in accordance with the new contracts, with a greater degree of control and transparency embedded into the new NEC contracts, including stronger governance and earlier warnings of forward issues and challenges. A Risks and Issues Register will be developed for all service areas during mobilisation and will be reviewed monthly by the operational management team to consider the effectiveness of mitigations and actions. Any escalated risks will be aligned to the Council's corporate risk management procedures.
- 6.4 Financial Risk management associated with the delivery of the contracts will be managed under the various pricing mechanisms available to the Council, including fixed price, target cost and cost reimbursable. This provides the greatest flexibility to the Council to instruct types of work using different pricing mechanisms to ensure continual best value for money and affordable service area budgets. CreditSafe scores and turnover for all Preferred Bidders were checked by Corporate Accountancy and they all met the Council minimum requirements.
- 6.5 Reputational risk will be managed by the operational teams with responsibility held between both supplier and Council teams. Dedicated resources have been proposed by suppliers to manage stakeholder communications, interface with Members, residents and business across the Borough.

Table 4: Impact of risk and mitigation

<i>Threat or risk</i>	<i>Impact with no mitigations in place or if all mitigations fail</i>	<i>Likelihood of risk occurring with no mitigations in place.</i>	<i>Mitigations currently in place</i>	<i>Mitigations proposed</i>	<i>Impact of risk once all mitigations in place and working</i>	<i>Likelihood of risk occurring with all mitigations in place.</i>
There is a risk that an unsuccessful bidder may challenge the outcome of the tender process creating delay and uncertainty	Moderate	Medium	Thorough review and assurance of compliant tender process throughout process	Transparent and detailed feedback to all bidders to demonstrate evaluation and outcomes	Moderate	Low
Delay in appointing Preferred Bidders to each lot resulting in delayed start after 1 st April 2024.	Moderate	Low	Clear mobilisation timescales for both Council and supplier	Detailed engagement plan for all decision makers and relevant parties who have responsibilities to deliver the contract	Minor	Low
Lack of resource capacity to mobilise the new contracts and prepare for the functions brought back in house	Moderate	Low	Clear mobilisation plans in place for both Council and supplier Cross-department support Specialist support	Resource capacity and capability closely monitored Ensure supporting structure in place Early engagement with staff	Minor	Low

7. POTENTIAL IMPACTS

7.1 *Equalities.* An Equality Impact Assessment has been produced and is available as Appendix A to this PART 1 Report.

7.2 *Climate change/sustainability.* All Preferred Bidders have provided commitments to produce a Carbon Reduction Plan that will align with the Council's net zero approach. Supplier's commitments include electrification of plant, equipment and fleet, energy saving improvements to depots, efficient scheduling of activities to reduce multiple vehicle journeys; and sustainable and local sourcing.

7.3 *Data Protection/GDPR.* All preferred Suppliers have provided details and commitments to ensure they remain compliant with Data Protection and GDPR

requirements. This will be monitored regularly throughout the contract and will feature as part of annual performance audits.

- 7.4 *Staff and HR Matters.* The preferred Suppliers for Lots 1 and 2 have provided commitments to recruit locally within the Borough. All transferring staff from the existing contract will be brought back-in-house by 31st March 2024. There are no known TUPE implications for existing staff at this time.

8. CONSULTATION

- 8.1 Cabinet Paper on proposed options was considered and approved at Cabinet on 1st December 2022, developed further to consultation with officers and Members.
- 8.2 Cabinet Members and Senior Officers have been regularly updated through the procurement process.
- 8.3 Officers presented to Councillor Hill, Cabinet Member for Highways and Transport, Customer Service Centre and Employment, and Councillor Coe, Cabinet Member for Environmental Services on 12th July 2023 on the details of how the proposed contracts will operate.
- 8.4 The Assistant Director Neighbourhood Services and the Highway Services Manager have briefed the Executive Leadership Team (ELT) on 4th October and 25th October 2023 on the tender outcome and proposed recommendations.
- 8.5 The Section 151 Officer has been briefed by the Place Directorate Finance Partner.
- 8.6 The Procurement Manager has been involved throughout the procurement, evaluation and Preferred Bidder identification.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 Implementation date if not called in is Immediately.

The full implementation stages are set out below:

Table 5: Implementation timetable

Date	Details
29th Nov 2023	Cabinet Approval
07th Dec 2023	Cabinet Call-in Period ends (5 days)
08th Dec 2023	Award Letters Issued
09th Dec 2023	10-day Standstill Period commences
18th Dec 2023	Standstill Period finishes
19th Dec 2023	Contracts sent to provider for signature
02nd Jan 2024	Pre-mobilisation activity commences
08th Jan 2024	Mobilisation Commences
01st April 2024	Contract Commences

10. APPENDICES

10.1 This report is supported by the following appendices:

- Appendix A - Equality Impact Assessment
- Appendix B - Tender Outcome - Scores and Evaluation (Part II)
- Appendix C - Financial impact of report's recommendation (Part II)

11. BACKGROUND DOCUMENTS

11.1 Cabinet Report 01st December 2022.

11.2 Tender documents were published on the Council's Tender Portal on 11th May 2023.

12. CONSULTATION

Name of consultee	Post held	Date sent	Date returned
<i>Mandatory: Statutory Officer (or deputy)</i>			
Elizabeth Griffiths	Executive Director of Resources & S151 Officer	17.10.23	23.10.23
Elaine Browne	Deputy Director of Law & Governance & Monitoring Officer	17.10.23	23.10.23
<i>Deputies:</i>			
Andrew Vallance	Deputy Director of Finance & Deputy S151 Officer	12.10.23	
Jane Cryer	Principal Lawyer & Deputy Monitoring Officer	17.10.23	
<i>Mandatory: Procurement Manager (or deputy) - if report requests approval to go to tender or award a contract</i>			
Lyn Hitchinson	Procurement Manager	09.10.023	10.10.23
<i>Mandatory: Data Protection Officer (or deputy) - if decision will result in processing of personal data; to advise on DPIA</i>			
Samantha Wootton	Data Protection Officer	17.10.23	
<i>Mandatory: Equalities Officer – to advise on EQiA, or agree an EQiA is not required</i>			
Ellen McManus-Fry	Equalities & Engagement Officer	17.10.23	
<i>Other consultees:</i>			
<i>Directors (where relevant)</i>			
Stephen Evans	Chief Executive	17.10.23	25.10.23
Andrew Durrant	Executive Director of Place	11.10.23	16.10.23
<i>Assistant Directors (where relevant)</i>			
Andrew Vallance	Deputy Director of Finance & Deputy S151 Officer	12/10/23	

Alysse Strachan	Assistant Director Neighbourhood Services	09/10/2023	10/10/23
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Confirmation relevant Cabinet Member(s) consulted	Cllr Hill, Cabinet Member for Cabinet Member for Highways and Transport, Customer Service Centre and Employment Cllr Coe, Cabinet Member for Environmental Services	Yes
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REPORT HISTORY

Decision type:	Urgency item?	To follow item?
Key Decision. First entered onto the Forward Plan 17 Aug 2022	No	No

Report Author: Chris Wheeler, Highway Services Manager, Neighbourhood Services

Appendix A - Equality Impact Assessment

For support in completing this EQIA, please consult the EQIA Guidance Document or contact equality@rbwm.gov.uk

1. Background Information

Title of policy/strategy/plan:	Highway Services Contracts
Service area:	Neighbourhood Services
Directorate:	Place

Provide a brief explanation of the proposal:

- What are its intended outcomes?
- Who will deliver it?
- Is it a new proposal or a change to an existing one?

These contracts are required to maintain and improve the borough's Highway network and fulfil RBWM duties as Highway Authority.

Highway Inspections, asset management and quality monitoring will be carried out by RBWM officers to support contract management. The contracts will be delivered by Third Parties.

These services are already delivered through contracts for RBWM. The new contracts cover the same services in different groupings (lots).

2. Relevance Check

Is this proposal likely to directly impact people, communities or RBWM employees?

- If No, please explain why not, including how you've considered equality issues.
- Will this proposal need a EQIA at a later stage? (for example, for a forthcoming action plan)

No as no change to existing service provision. All people will benefit from a well-maintained Highway network.

If 'No', proceed to 'Sign off'. If unsure, please contact equality@rbwm.gov.uk

3. Evidence Gathering and Stakeholder Engagement

<p>Who will be affected by this proposal? For example, users of a particular service, residents of a geographical area, staff</p>
<p>Among those affected by the proposal, are protected characteristics (age, sex, disability, race, religion, sexual orientation, gender reassignment, pregnancy/maternity, marriage/civil partnership) disproportionately represented? For example, compared to the general population do a higher proportion have disabilities?</p>
<p>What engagement/consultation has been undertaken or planned?</p> <ul style="list-style-type: none"> • How has/will equality considerations be taken into account? • Where known, what were the outcomes of this engagement?
<p>What sources of data and evidence have been used in this assessment? Please consult the Equalities Evidence Grid for relevant data. Examples of other possible sources of information are in the Guidance document.</p>

4. Equality Analysis

Please detail, **using supporting evidence**:

- How the protected characteristics below might influence the needs and experiences of individuals, in relation to this proposal.
- How these characteristics might affect the impact of this proposal.

Tick positive/negative impact as appropriate. If there is no impact, or a neutral impact, state 'Not Applicable'.

More information on each protected characteristic is provided in the Guidance document.

	Details and supporting evidence	Potential positive impact	Potential negative impact
Age			
Disability			
Sex			
Race, ethnicity and religion			
Sexual orientation and gender reassignment			
Pregnancy and maternity			
Marriage and civil partnership			
Armed forces community			
Socio-economic considerations e.g. low income, poverty			
Children in care/Care leavers			

5. Impact Assessment and Monitoring

If you have not identified any disproportionate impacts and the questions below are not applicable, leave them blank and proceed to Sign Off.

What measures have been taken to ensure that groups with protected characteristics are able to benefit from this change, or are not disadvantaged by it?

For example, adjustments needed to accommodate the needs of a particular group

Where a potential negative impact cannot be avoided, what measures have been put in place to mitigate or minimise this?

- For planned future actions, provide the name of the responsible individual and the target date for implementation.

How will the equality impacts identified here be monitored and reviewed in the future?

See guidance document for examples of appropriate stages to review an EQIA.

6. Sign Off

Completed by: Chris Wheeler	Date: 06/10/23
Approved by: Alysse Strachan	Date: 09/10/23

If this version of the EQIA has been reviewed and/or updated:

Reviewed by:	Date:
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Report Title:	York Road Phase I, Maidenhead
Contains Confidential or Exempt Information	No – Part I Main Cabinet Report Yes - Part II– Appendices C and D (Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)
Cabinet Member:	Cllr Bermange Cabinet Member for Planning, Legal and Asset Management Cllr Jones Cabinet Member for Finance
Meeting and Date:	Cabinet Meeting – 29 November 2023
Responsible Officer(s):	Andrew Durrant, Executive Director of Place
Wards affected:	St Mary's

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REPORT SUMMARY

1. The report provides information for Cabinet to note in relation to the potential 'windfall' from Countryside's anticipated headlease sale in the commercial units and the contractual obligation to provide a 4,000 sq.ft of commercial floorspace under the York Road Development Agreement with Countryside, but now not being provided. However, there is no legal or contractual mechanism within the Development Agreement to capture the resulting capital value.
2. To enable RBWM to capture this capital value, a separate legal agreement will need to be entered into with Countryside.
3. York Road - Phase I comprises Trinity Place and Cooper Court (see Site Plan - **Appendix B**). The 4,000 sq.ft of commercial floorspace is located within two occupied spaces in Cooper Court currently occupied by Masters and Anytime Fitness and therefore no longer physically available, as the space was never taken up by RBWM, but Countryside still owes RBWM the legal obligation. Consequently, they were tasked with enabling RBWM to realise the capital value proportion relating to the 4,000 sq.ft of commercial floorspace due to a lack of resource at the Council. Therefore, this is a notional commercial floorspace that RBWM is seeking the capital value of. Countryside are currently marketing and selling the residential and commercial plots by way of granting leases or sale of the whole portfolio.
4. Cabinet is to note that the land sale for York Road Phase 1 has been fully realised. At this stage, Countryside has been able to let the majority of the commercial floorspaces save for two remaining vacant commercial floorspaces being Units 1.2 and 2.3a. The commercial floorspaces have been let as follows (see Floor Plans - **Appendix B**):
 - Unit 1.1 – Knead Pizza (opened in December 2022)
 - Unit 1.3 – Hoppy Place (opened in June 2022)
 - Unit 2.1 – Masters (opened in November 2022)
 - Units 2.2 to 2.3 – Anytime Fitness (opened in May 2022)

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

- i) Approves RBWM entering into a formal contract with Countryside outside of the Development Agreement to capture the capital value from Countryside’s headlease sale as relates to the notional 4,000 sq. ft commercial floorspace.
- ii) Delegate authority to the Executive Director of Place in consultation with the Cabinet Member for Planning, Legal and Asset Management and Managing Director of the Property Company to complete the contract with Countryside.

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

Options

Table 1: Options arising from this report

Option 1	Comments
<p>Note terms and approve the entering into a formal contract with Countryside for the Council’s receipt of the capital value to be realised from the sale of Countryside’s headlease relating to the contractual obligation to provide a 4,000 sq.ft of commercial floorspace.</p> <p>This is the recommended option</p>	<p>Approving the formal contract will enable and provide a welcomed capital receipt to RBWM which it may otherwise not have realised. The receipt will enable the delivery of part of the Council’s strategic objectives.</p> <p>It forms part of the Property Company’s Business Plan, as well as a strategic delivery objective for RBWM.</p>
<p>Option 2</p> <p>Do Nothing</p> <p>This is not recommended</p>	<p>RBWM will not have the benefit of the capital receipt from the reversionary sale by Countryside.</p>

2.1 The structure of the proposed contract is based on Countryside carrying out the marketing and sale of the commercial units within an agreed target date of 24 months from the date of the contract with three main routes for RBWM to realise the capital receipt.

A form of sequential disposal strategy with Countryside is proposed, as they are taking the sales and marketing risk. These include **Route A** – via a Commercial Portfolio Disposal, **Route B** – via a Series of Commercial Leases Disposal or **Route C** – via Settlement Payment or Target Date Extension

If by the target date, Countryside has not been able to dispose of the commercial units as a portfolio or individually in accordance with either Route A or B above, RBWM could require Countryside to make a settlement payment in accordance with **Appendix C** or agree with Countryside to extend the target date to 30 months from the date of the contract (i.e. an extension of 6 months from the original target date of 24 months) to realise the sale. Alternatively, the Council could propose to extend the original target date to a date of its choosing. The rationale for the

extension of the target date is to afford flexibility to enable completion of the sale of the commercial units if the sales process has already commenced by Countryside.

3. KEY IMPLICATIONS

3.1 The main implication is that of capital receipt by RBWM from the sale of Countryside's reversion interest, as relates to the notional 4,000 sq.ft of commercial floorspace now not being provided to Maidenhead Heritage Centre.

3.2 There will be some time lag, in this case 24 months after the date of the contract or a defined period in agreement with RBWM, before the capital receipt for the reversion is realised. This is simply because of the marketing period required to promote and sell the commercial units as a portfolio asset or the grant of individual leases.

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Route A – Reversionary Lease Disposal – Disposal portfolio of all commercial units by way of a Reversionary Lease prior to 24 months from the contract date.	Nov 2025 (Subject to RBWM not extending the target date)	Oct 2025	Dec 2025 (Subject to RBWM not extending the target date)	n/a	Oct 2025
Route B – Reversionary Leases Disposal – Disposal of series of Reversionary Leases prior to 24 months	Aug 2025 (Subject to RBWM not extending the target date)	July 2025	Sept 2025 (Subject to RBWM not extending the target date)	n/a	July 2025
Route C – Settlement Payment or Target Date Extension - No disposals via Route A or B, RBWM to	Nov 2025 (Subject to RBWM not extending the target date)	Oct 2025	Dec 2025 (Subject to RBWM not extending the target date)	n/a	Oct 2025

receive a settlement payment or agree with Countryside to extend the target date to 30 months from the contract date.					
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4. FINANCIAL DETAILS / VALUE FOR MONEY

4.1 This report provides information for Cabinet to note in relation to the potential capital receipt from the sale of Countryside's reversion interest and the contractual obligation to provide RBWM with a 4,000 sq.ft of commercial floorspace which was not taken up in return for a minimum capital receipt in accordance with the Site Proposal under the Development Agreement with Countryside.

4.2 The minimum capital value has been assessed (see **Appendix C**) based on the capitalisation of the average rents achieved for the letting of the commercial units 2.1 to 2.3 within the area which otherwise would have been the space to be occupied by RBWM or a third-party occupier. The total commercial floorspace footage for units 2.1 to 2.3 is 9,259 sq.ft of which 4,000 sq.ft (i.e. 43.2% of the total) relates to the contractual obligation Countryside has towards RBWM and the basis of this cabinet report.

4.3 The net capital receipt to RBWM will have considered the deductions in terms of lettings fees and costs based on actual expenditure incurred by Countryside and evidenced by invoices and payments made. These include the following, Lettings Agents fees, Letting Solicitor's fees, Marketing, Professional and Planning (non-material amendment) fees, Capital Contributions towards Mezzanine Staircase and Level Access Platform Lift. The deductions for the investment sale fees and costs are assumed based on Legal, Sale Agent and Marketing to enable the proposed sale.

4.4 There are no revenue and capital expenditure costs assumed for RBWM, as Countryside are carrying and taking on the lettings and sales risks associated with the commercial units. Ultimately, it is assumed Countryside will sell off the commercial units as they are developers which typically do not hold assets long term.

4.5 An alternative to the receipt of capital value was considered with Countryside. This explored the possibility of RBWM generating a rental income stream on a long-term basis in lieu of receiving the capital value. However, this prospect did not gain the desired traction with Countryside because of the significant adverse impact it will have on their return on investment as it will be a disincentive to the investor market of having a portion of the future income from the commercial units earmarked to a 3rd party, in this instance, RBWM. The consideration and perception of the investor market, as advised by Countryside, is such that the opportunity will be considered encumbered with the effect of either a lack of interest

or of significant low interest where the level of return does not make it worthwhile to dispose of the headlease in the commercial units. As a result, Countryside do not want to be saddled with an interest they cannot dispose of, as they are not seeking to hold their headlease long-term.

4.6 As a result of this, Countryside confirmed they do not have any risk appetite to agree to a strategy of a long-term rental income stream to benefit RBWM.

5. LEGAL IMPLICATIONS

5.1 The legal implication on RBWM of the proposed freehold reversion sale as relate to the notional 4,000 sq. ft commercial floorspace is limited. The Council maintains its freehold interest in land.

5.2 Countryside are taking the sales and marketing risks under the Development Agreement and by RBWM approving the entry into contract with Countryside outside of the prevailing Development Agreement enables the Council a legal mechanism to capture the capital value and provides the legal safeguard in so doing.

5.3 The Framework and Development Agreements with Countryside for the delivery of York Road means this proposal remains within the scope of the Public Contracts Regulations 2015 (“PCR 2015”) given the procurement process to selecting Countryside as RBWM’s contractual joint venture partner.

5.4 There is a draft contract in place which has been extensively negotiated with Countryside subject to the approval of RBWM.

5.5 Countryside are a trader developer, meaning they purchase land in order to sell on, or purchase land in order to develop and sell on. They are not a property investor that would acquire, develop and hold land or property, where a long-term investment is created, with the intent to secure a mix of rental income and capital growth. The distinction is important, because profits of a trade are taxed entirely as income; whilst profit on sale of property held as an investment is taxed as chargeable gain.

5.6 Countryside’s business model as a trader developer therefore means that no assets, residential or commercial, are held as investments. Countryside’s developed commercial property is predominately sold with the benefit of commercial occupational leases in place and therefore the rental income stream is passed to the purchasing property investor.

6. RISK MANAGEMENT

Table 3: Impact of risk and mitigation

Risk	Level of uncontrolled risk	Controls	Level of controlled risk
Planning –Non material amendments were previously approved by the LPA in relation to the	Low	Planning consultation with the LPA. Approval in place.	Low

commercial units which enabled Countryside to let the units.			
Contractual – Contractual dispute	Medium	Contractual safeguards including expert determination, Interest accrual on sum not paid and clearly defined obligations on Countryside. There is restriction on registration at Land Registry until RBWM is in full receipt of all payment. There is also restriction on permitted disposal on Countryside as relates to its headlease.	Medium
Financial - Countryside going insolvent.	Medium	There is Parent Company Guarantee.	Medium
Income Reduction or Lack of Sale – Weakened demand for rental or sale of commercial properties against the backdrop of a weakened economy.	Medium	A minimum capital receipt as payment settlement is provided for in the event Countryside is not able to realise the sale by the target date or a defined period to be agreed.	Medium

7. POTENTIAL IMPACTS

7.1 Equalities. The receipted funds could be used to contribute towards future affordable housing provision for those who are on low incomes or unable to access such housing in the private sector. An Equality Impact Assessment is included at **Appendix A**.

7.2 Sustainability – The York Road development is sustainable given its location within the Town Centre with the development designed and constructed in accordance with the Approved Documents to meet the prevailing Building Regulations requirements and comply with RBWM's Corporate objectives.

7.3 Data Protection/GDPR. Screening form completed. GDPR is not relevant for this proposal and project, but a Data Protection/GDPR Assessment is included at **Appendix D**.

8. CONSULTATION

8.1 A Council Members briefing was provided on the 6th September 2023 to Cllrs Bermange and Jones. A further consultation was provided on the 17th November 2023 which included Cllr Werner.

8.2 This proposal has been considered by the Executive Leadership Team for RBWM prior to Cabinet approval.

8.3 There are no LPA consultation requirements given the nature of the proposal.

9. TIMETABLE FOR IMPLEMENTATION

9.1 Implementation date if not called is 8th December 2023.. The full implementation stages are set out in table 4.

Table 4: Implementation timetable

Date	Details
11 October/6 November 2023	RBWM Executive Leadership Team Briefing
29 November 2023	RBWM Cabinet Meeting
8 December 2023	Expiry of Call In Period
11 December 2023	Completion of Contracts with Countryside

10. APPENDICES

10.1 This report is supported by 4 appendices:

- Appendix A – Equality Impact Assessment – NOT APPLICABLE TO PROPOSAL
- Appendix B – Site Plan and Block Elevations/Commercial Units Floor Plans
- Appendix C – Minimum Capital Value Calculation **Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.**
- Appendix D - Data Protection Impact Assessment **Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.**

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 Officer (or deputy)</i>			
Elizabeth Griffiths	Executive Director of Resources & S151 Officer	02/10/23	11/10/23 At ELT Briefing 6/11/23 Star Chamber Presentation

			17/11/23 Via email
Elaine Browne	Deputy Director of Law & Governance & Monitoring Officer	02/10/23	12/10/23 Via email
<i>Deputies:</i>			
Andrew Vallance	Deputy Director of Finance & Deputy S151 Officer	02/10/23	
Jane Cryer	Principal Lawyer & Deputy Monitoring Officer		
<i>Mandatory:</i> Procurement Manager (or deputy) - if report requests approval to go to tender or award a contract			
Lyn Hitchinson	Procurement Manager		
<i>Mandatory:</i> Data Protection Officer (or deputy) - if decision will result in processing of personal data; to advise on DPIA			
Samantha Wootton	Data Protection Officer	03/10/23	26/10/23
<i>Mandatory:</i> Equalities Officer – to advise on EQiA, or agree an EQiA is not required			
Ellen McManus-Fry	Equalities & Engagement Officer		
<i>Other consultees:</i>			
<i>Directors (where relevant)</i>			
Stephen Evans	Chief Executive	02/10/23	11/10/23 At ELT Briefing 17/11/23 Via email
Andrew Durrant	Executive Director of Place	02/10/23	11/10/23 At ELT Briefing 17/11/23 Via email
Kevin McDaniel	Executive Director of Adult Social Care & Health	02/10/23	11/10/23 At ELT Briefing 17/11/23 Via email
Lin Ferguson	Executive Director of Children's Services & Education	02/10/23	11/10/23 At ELT Briefing

Confirmation relevant Cabinet Member(s) consulted	Cllr Adam Bermange - Cabinet Member for Planning, Legal and Asset Management.	Yes (06/09/23) (17/11/23)
	Cllr Lynne Jones – Deputy Leader of Council and Cabinet Member for Finance	Yes (06/09/23) (17/11/23)
	Cllr Werner – Leader of Council	Yes (17/11/23)

REPORT HISTORY

Decision type:	Urgency item?	To follow item?
Key decision: First entered into the Cabinet Forward Plan: September 2023	No	No

Report Author: Emmanuel Ogedengbe, Head of Development, 07827 880171

Appendix A - Equality Impact Assessment

For support in completing this EQIA, please consult the EQIA Guidance Document or contact equality@rbwm.gov.uk

NOT APPLICABLE OR RELEVANT TO PROPOSAL

1. Background Information

Title of policy/strategy/plan:	
Service area:	<u>RBWM Property Company Limited</u>
Directorate:	<u>Place</u>

Provide a brief explanation of the proposal:

- What are its intended outcomes?
- Who will deliver it?
- Is it a new proposal or a change to an existing one?

The proposal is for the potential 'windfall' from Countryside's reversion sale as capital receipt in lieu of the 4,000 sq.ft of commercial floorspace now not being provided due to the lack of take up under the Development Agreement with Countryside.

The overall aim of this proposal is to enter into a formal contract with Countryside for the Council's apportionment from the reversion sale by Countryside.

2. Relevance Check

Is this proposal likely to directly impact people, communities or RBWM employees?

- If No, please explain why not, including how you've considered equality issues.
- Will this proposal need a EQIA at a later stage? (for example, for a forthcoming action plan)

No, as the proposal relates to the receipt of income.

If 'No', proceed to 'Sign off'. If unsure, please contact equality@rbwm.gov.uk

3. Evidence Gathering and Stakeholder Engagement

Who will be affected by this proposal? For example, users of a particular service, residents of a geographical area, staff
None.
Among those affected by the proposal, are protected characteristics (age, sex, disability, race, religion, sexual orientation, gender reassignment, pregnancy/maternity, marriage/civil partnership) disproportionately represented? For example, compared to the general population do a higher proportion have disabilities?
What engagement/consultation has been undertaken or planned? <ul style="list-style-type: none">• How has/will equality considerations be taken into account?• Where known, what were the outcomes of this engagement?
What sources of data and evidence have been used in this assessment? Please consult the Equalities Evidence Grid for relevant data. Examples of other possible sources of information are in the Guidance document.
Sources of Data used do not impact Equalities.

4. Equality Analysis

Please detail, **using supporting evidence**:

- How the protected characteristics below might influence the needs and experiences of individuals, in relation to this proposal.
- How these characteristics might affect the impact of this proposal.

Tick positive/negative impact as appropriate. If there is no impact, or a neutral impact, state 'Not Applicable'

More information on each protected characteristic is provided in the Guidance document.

	Details and supporting evidence	Potential positive impact	Potential negative impact
Age			N/A
Disability			N/A
Sex			N/A
Race, ethnicity and religion			N/A
Sexual orientation and gender reassignment			N/A
Pregnancy and maternity			N/A
Marriage and civil partnership			N/A
Armed forces community			N/A
Socio-economic considerations e.g. low income, poverty			N/A
Children in care/Care leavers			N/A

5. Impact Assessment and Monitoring

If you have not identified any disproportionate impacts and the questions below are not applicable, leave them blank and proceed to Sign Off.

What measures have been taken to ensure that groups with protected characteristics are able to benefit from this change, or are not disadvantaged by it?

For example, adjustments needed to accommodate the needs of a particular group

Where a potential negative impact cannot be avoided, what measures have been put in place to mitigate or minimise this?

- For planned future actions, provide the name of the responsible individual and the target date for implementation.

How will the equality impacts identified here be monitored and reviewed in the future?

See guidance document for examples of appropriate stages to review an EQIA.

6. Sign Off

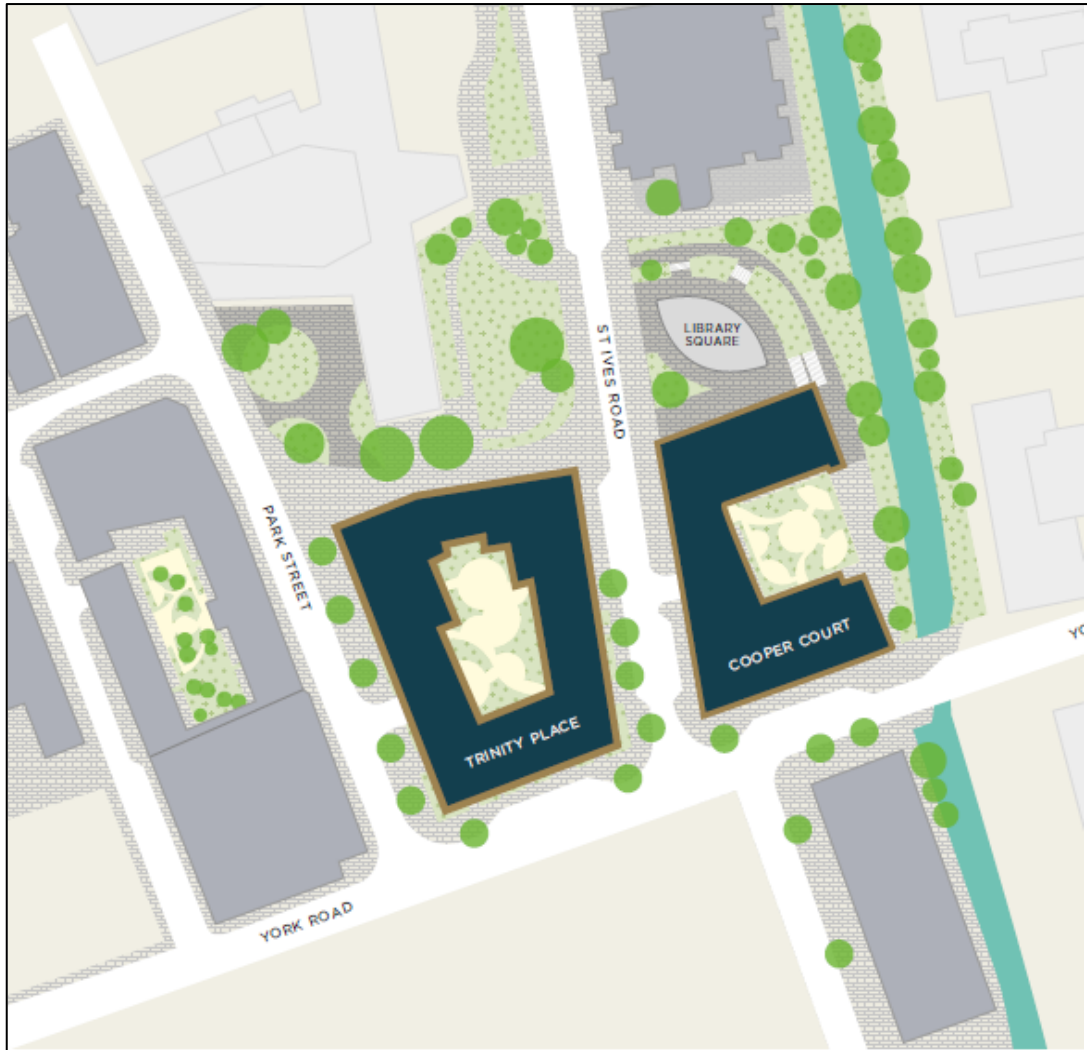
Completed by: Emmanuel Ogedengbe	Date: 17/11/23
Approved by:	Date:

If this version of the EQIA has been reviewed and/or updated:

Reviewed by:	Date:
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APPENDIX B

YORK ROAD PHASE 1 SITE PLAN



APPENDIX B



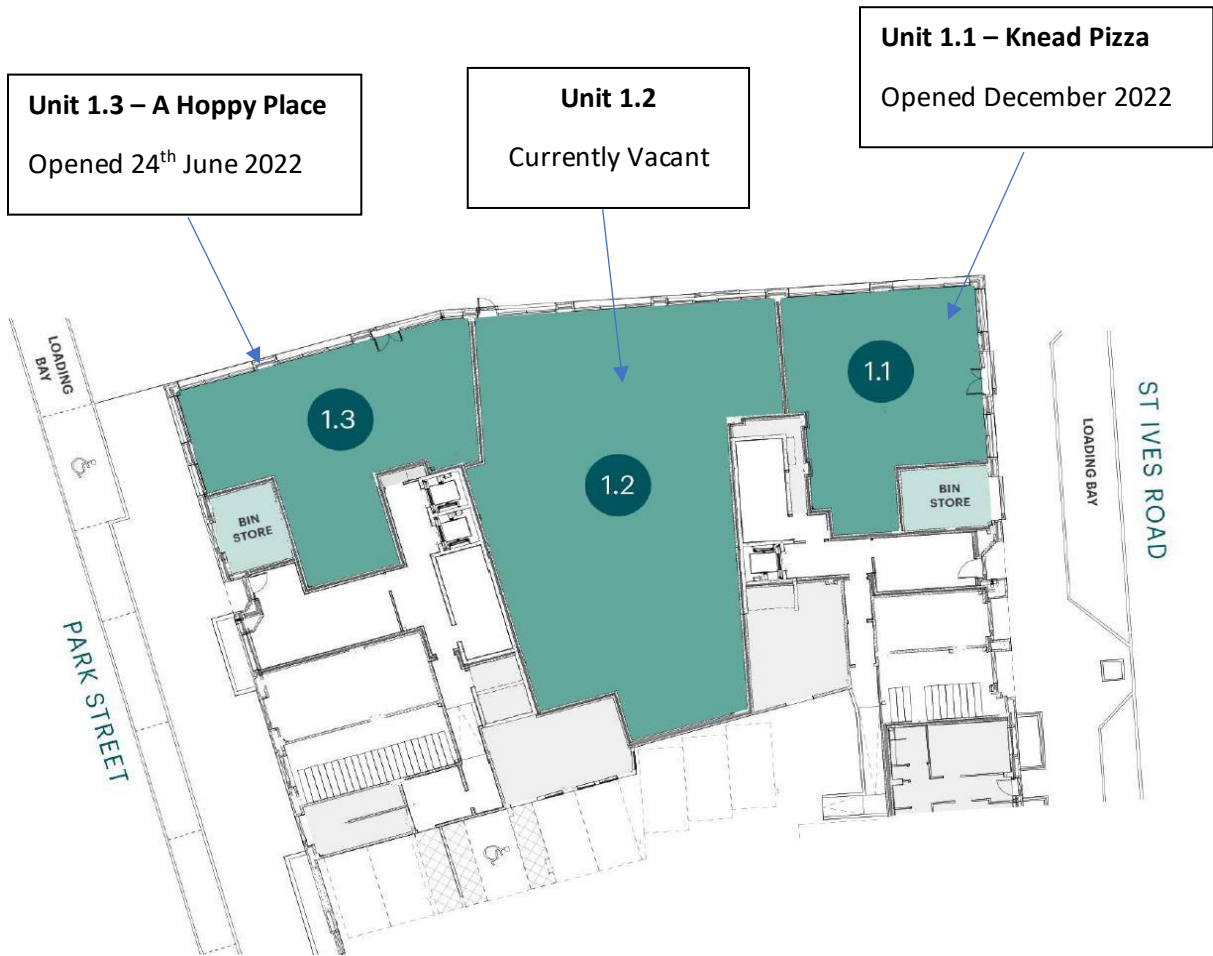
BLOCK D – TRINITY PLACE, YORK ROAD



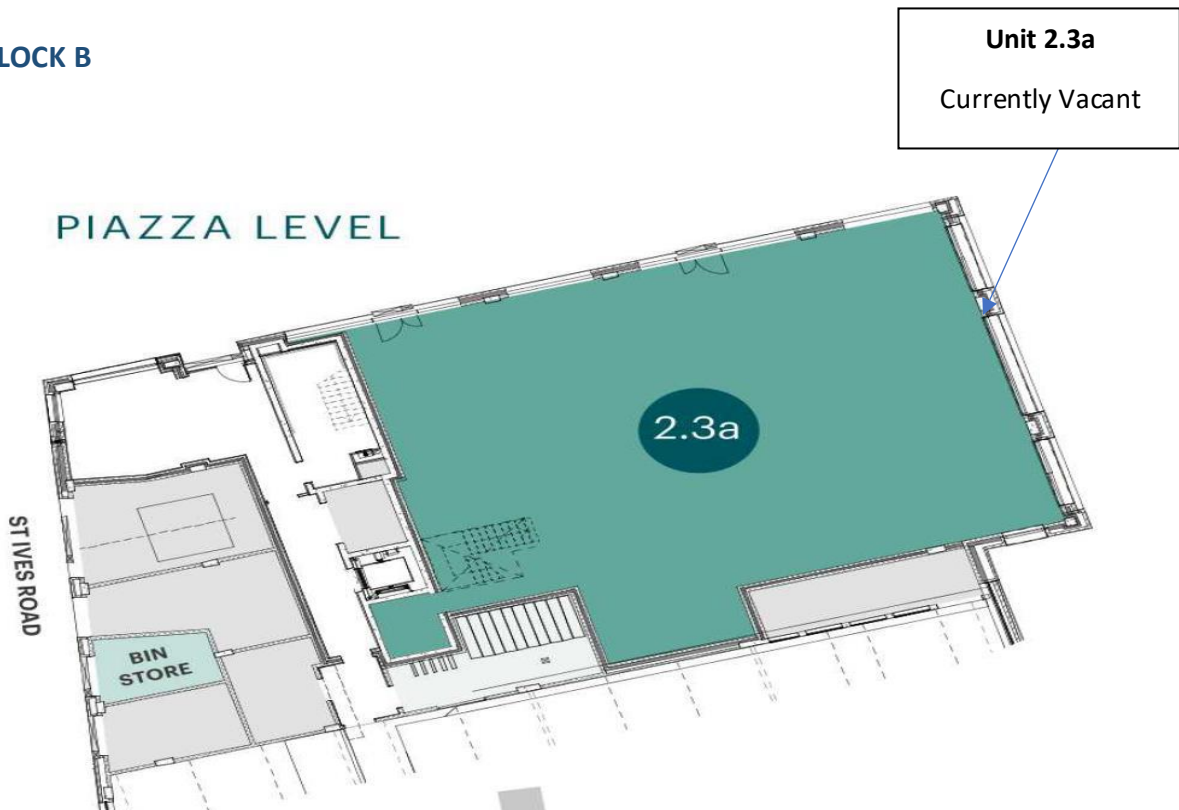
BLOCK B – WATERMARK - COOPER COURT, YORK ROAD

APPENDIX B

BLOCK D



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APPENDIX B

BLOCK B

STREAM LEVEL



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Report Title:	Proposed increases to fees and charges
Contains Confidential or Exempt Information	No
Cabinet Member:	Councillor Jones, Cabinet Member for Finance
Meeting and Date:	Cabinet 29 th November 2023
Responsible Officer(s):	Elizabeth Griffiths, Executive Director for Resources Becky Hatch, Assistant Director for Strategy & Communications
Wards affected:	All

www.rbwm.gov.uk



REPORT SUMMARY

At Cabinet on 27 September, an action plan was agreed in response to the serious financial position the council faces. One of the actions in the plan was to look to maximise income from fees and charges to help close the council's budget gap. The action plan was also subsequently agreed by Full Council.

It is in this context that this report invites Cabinet to agree the early adoption of increases to a range of fees and charges (F&C's) for the financial year 2024/25 as set out in Appendix A. It is proposed to increase fees and charges to the levels detailed in Appendix A from 1 January 2024, in order to assist with ameliorating the council's overall financial position and to help close the budget gap for the 2023/24 financial year. This would generate an estimated £0.160m (£0.411m including parking) of additional income for the council for the remainder of this financial year (up to 31 March 2024) with the full year benefit for the 2024/25 financial year estimated to be £0.639m (£2.273m including parking). This will be included in the draft budget report, coming to Cabinet in December.

The proposed changes in parking fees and charges are set out in Appendix B, and Cabinet is asked to agree for these to go out to public consultation in December, for implementation in February 2024, following consideration of consultation feedback. The package of parking changes would generate an estimated £0.251m of additional income for the council in 2023/24.

Please note that this report is being considered as an urgency item, following the agreement of the Chair of Corporate Overview & Scrutiny. This report was originally due to be part of the Draft Budget Cabinet Report, which will now be considered by Cabinet in December. The Fees and Charges report is being taken forward separately, to enable changes to fees and charges to be implemented according to the planned timetable, set out below. The separation of the two reports, meant that the Fees and Charges report was entered on to the Forward Plan, with less than the 28 day notice period.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and agrees:

- i) To increase fees and charges detailed at Appendix A, from 1st January 2024. This includes a wide range of fees and charges, but excludes parking.
- ii) To go out to public consultation on the proposed parking fees and charges set out at Appendix B, for 21 days, ahead of proposed implementation of revised fees and charges from February 2024.
- iii) Agrees that the Executive Director of Place Services in consultation with the Leader, Cabinet Member for Finance and Cabinet member for Highways and Transport, will approve revised parking fees and charges, following the end of the consultation period and analysis of the feedback; and implement these after the mandatory 28-day notice period.

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

Options

Table 1: Options arising from this report

Option	Comments
To approve the proposed fees and charges set out at Appendix A for implementation from 1 st January 2024, and for the revised parking fees and charges set out at Appendix B, to go out to public consultation.	This is the recommended option
To amend the proposed schedule of fees and charges prior to implementation and / or public consultation.	Appendixes A and B sets out the recommended schedule of increases, following review and benchmarking with other local authorities.
To delay the timeline for consulting on and implementing the revised fees and charges.	It is proposed that increases in fees and charges are brought in ahead of the 2024/25 financial year, in order to assist with reducing overspend and balance this year's budget. A delay would negate this opportunity.
To not approve the proposed fees and charges in Appendix B.	The action plan for responding to the council's budget gap, agreed by both Cabinet and Full Council, includes maximising fees and charges. If not approved there will be significant pressure on the 2023/24 budget, which will require further savings or income generation in other areas.

3. KEY IMPLICATIONS

- 3.1 The financial outlook for RBWM continues to be very challenging, as set out in the Month 6 and 7 Budget Monitoring Reports, which are also being discussed by Cabinet. The council is taking urgent and continued action to reduce spend and generate income, but remains at risk of having to issue a Section 114 notice. Higher than expected inflation is driving increases in costs across all areas of council spend, including costs of placements, contracts, salaries, goods and services. The costs of servicing the council's £203m debt, have risen to £8m this year and will rise further in 2024/25. Increases in costs and demand, in particular within adult social care, children's services and housing have driven pressures on the 2023-24 budget, which was agreed in February 2023.
- 3.2 At Cabinet on 27 September, Members approved an action plan for response which included maximising income from fees and charges. Within this context, it is necessary for the council to consider options for maximising income, to address the budget shortfall in the current financial year, as well as for the 2024-25 financial year and beyond. We are exploring additional opportunities to generate commercial income, secure external grant funding and to bring in additional revenue from our buildings and assets. The council has also reviewed all of its fees and charges. The early implementation of increases to fees and charges is proposed, where this is possible, in order to generate increased income which will help to mitigate in year and 2024/25 budget pressures.
- 3.3 The Royal Borough continues to have the lowest council tax in the country, outside of London. The low level of council tax results in an inability to raise funds to the same amount as other councils and provides the council with a lower level of income with which to fund services. This means that we need to look to other sources of income, to allow us to achieve a balanced budget. Our residents benefit from having lower council tax bills than households in neighbouring areas. However, this needs to be balanced by generating revenue from higher fees and charges in other areas, in order to support the delivery of essential services.
- 3.4 The increases in fees and charges proposed in Appendices A and B have been calculated to take into account rates of inflation and the associated costs of providing services. Some fees are charged on a cost-recovery basis, and therefore any increases are calculated to reflect increased costs due to inflation and to accurately represent officer time. Other fees are discretionary, meaning that the council decides on the appropriate level. Whether a charge is discretionary or non-discretionary is indicated in Appendix A.
- 3.5 Where fees are discretionary, benchmarking has been undertaken to compare the proposed fees and charges with comparable local authorities and private sector providers, where relevant. Equality and socio-economic impacts have been considered with mitigation of negative impacts on disadvantaged groups, for example, through concessions, where appropriate. Where relevant, fees and charges are set to encourage behaviours which support the council's wider priorities. An Equality Impacts Assessment is included at Appendix C.

- 3.6 Changes to parking charges are set out at Appendix B. The changes include proposals to freeze parking charges in our two main town centre multi-storey car parks (Hines Meadow and Victoria Street) for the first three hours. This supplements our existing one hour free residents' parking offer at these car parks and selected others. This proposal encourages residents to enjoy leisure activities and shopping within their local town centre, and supports a thriving local economy. Within the consultation, we will present alternative options on resident parking permits, to gauge public views, before taking a final decision on charges. Both of these options presented include a tapering of charges, with second and third resident parking permits charged at a higher rate than the first permit, to ensure that we can keep charges lower for single car households.
- 3.7 Not all of our fees and charges will be changed before 1st April 2024 and a substantial number of non-discretionary fees and charges will remain unchanged for the next financial year. Those fees that are set by central government will either remain the same for the next financial year, or where there are increases, these will be implemented from 1st April 2024.
- 3.8 Some fees are still being discussed as part of the ongoing budget-setting process or wider policy reviews. These will be shared at February Cabinet, for agreement as part of the 2024-25 Budget and Medium Term Financial Plan. These include building regulations fees; scrap metal collection licenses; and taxi licensing. Licensing of Hackney Carriages and Private Hire Vehicles is linked to legislative changes on three-year licensing, and is currently under review, alongside wider consultation on livery and security checks.
- 3.9 Other fees have already been set for the academic or financial year, or sporting season, and an earlier than expected increase is therefore not recommended. These include home to school transport fees, which have been agreed for the academic year 2023-24; wedding venue licensing costs, which have been set for the financial year 2023-24; and fees for sports pitches and events. Proposed changes to fees and charges in these areas will be included within the wider Budget report coming to Cabinet in February 2024, and will be implemented for the 2024-25 Financial Year.
- 3.10 Some new charges are being proposed, for new services, or services which have been previously provided free of charge. In the main, these charges will not be implemented from 1st January, to enable engagement with relevant service users and to provide sufficient notice to those affected. However, some new charges, notably within planning, are included at Appendix A.

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Fees as set out in Appendix A, are increased on 1 st	Income generated by 1 st April 2024 <£0.41m	Income generated = £0.41m	Income generated >£0.41m	Income generated >£0.6m	1 January 2024

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
January 2024					

4. FINANCIAL CONTEXT:

4.1 The table below sets out the financial implications of increasing the fees and charges set out in Appendices A and B, in both the current financial year and 2024/25.

Table 3: Financial impact of report's recommendations

REVENUE COSTS	2023/24	2024/25
Additional income	£0.411m	£2.273m

5. LEGAL IMPLICATIONS

5.1 Some services the council provides are mandatory and governed by specific legislation whilst other services provided are discretionary. Discretionary Services are those which the council is permitted to provide but not required to provide.

5.2 In the absence of specific powers or prohibitions on charging for services, the Council has the power to charge a person for discretionary services under Section 93 of the Local Government Act 2003 and under the power of general competence found in Section 1 of the Localism Act 2011. The Council cannot use these powers to make a profit, however the Council can include the full cost of all aspects of the service provision when calculating the costs.

5.3 The Council must ensure that taking one financial year with another the income from any charges for a service does not exceed the cost of providing the relevant service. Any surpluses or under recovery of income should be addressed through a regular review of the Fees and Charges Policy. Statutory Guidance 'General Power for Best Value Authorities to Charge for Discretionary Services (2003)' was issued by the Secretary of State which needs to be considered in the exercise of the charging powers and which addresses the above principles in greater detail.

5.4 Increases in parking fees and charges are subject to public consultation. The Road Traffic Regulation Act 1984 allows for parking tariff changes and minor changes to the charging period to be made by way of a Variation Order and made effective by publication of Notice. The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 which sets out the procedure we must follow, namely that the council must take appropriate steps to a) inform persons likely to be affected by the modifications; b) giving those persons an opportunity of making representations; and c) ensuring that any such representations are duly considered by the authority.

6. RISK MANAGEMENT

6.1 Failure to close the budget gap in 2023-24, would necessitate using reserves to balance the budget this financial year. This would reduce reserves for 2024-25 and beyond, and put the council at risk of being unable to maintain minimum levels of reserves and achieve a balanced budget.

7. POTENTIAL IMPACTS

7.1 **Equalities.** An Equality Impact Assessment is available at **Appendix C**. This draws out the equality implications of fees and charges increases, and shares mitigating actions where appropriate.

7.2 **Climate change/sustainability.** Promoting sustainability and tackling climate change are embedded within our decision-making process and inform decisions on a wide range of service areas, including parking and waste charges.

7.3 **Data Protection/GDPR.** There are no data protection implications for this report.

8. CONSULTATION:

8.1 Proposed changes to Parking fees and charges will be shared for public consultation for 21 days. Following analysis of feedback from the consultation, 28 days notice will be given of the final agreed increases. The consultation will be promoted through the RBWM Together online platform and shared through social media, the Residents Newsletter and with stakeholder groups.

8.2 In addition, services will undertake engagement with service users of specific services, to communicate the proposed increases in charges. This will include residents attending sessions at day centres.

9. TIMETABLE FOR IMPLEMENTATION:

Date	Activity
29-Nov-23	Cabinet
11-Dec-23	Start of consultation period: Parking Fees and Charges
01-Jan-24	Operation of early adopted Fees and Charges (except Parking)
	End 21-day consultation period (Parking Fees and Charges)
8 Jan-24	28 day notice period (Parking Fees and Charges)
5 Feb-24	Implementation of early adopted Parking Fees and Charges

10. APPENDICES

10.1 This report is supported by three appendices:

- **Appendix A** – Proposed increases in Fees and Charges
- **Appendix B** – Proposed changes to Parking fees and Charges for public consultation
- **Appendix C** – Equality Impact Assessment

11. CONSULTATION

Name of consultee	Post held	Date sent	Date returned
<i>Mandatory:</i>		<i>Statutory Officer (or deputy)</i>	
Elizabeth Griffiths	Executive Director of Resources & S151 Officer	16/11/23	21/11/23
Elaine Browne	Deputy Director of Law & Governance & Monitoring Officer	16/11/23	21/11/23
<i>Deputies:</i>			
Andrew Vallance	Deputy Director of Finance & Deputy S151 Officer		
Jane Cryer	Principal Lawyer & Deputy Monitoring Officer		
<i>Mandatory:</i>		<i>Equalities Officer – to advise on EQiA, or agree an EQiA is not required</i>	
Ellen McManus-Fry	Equalities & Engagement Officer	13/11/23	20/11/23
<i>Other consultees:</i>			
<i>Directors (where relevant)</i>			
Stephen Evans	Chief Executive	16/11/23	21/11/23
Andrew Durrant	Executive Director of Place	16/11/23	21/11/23
Kevin McDaniel	Executive Director of Adult Social Care & Health	16/11/23	16/11/23
Lin Ferguson	Executive Director of Children's Services & Education	16/11/23	20/11/23

Confirmation relevant Cabinet Member(s) consulted	All Cabinet Members consulted.	Yes
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REPORT HISTORY

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

Report Author: Becky Hatch, Assistant Director for Strategy and Communications
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ADULTS AND HEALTH DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
ADULT SOCIAL CARE			
Residential placements (including short term/temporary) RBWM commissioned homes			
Residential home placements	Full cost recovery	Full cost recovery	Discretionary
Nursing home placements (Funded Nursing Care deducted where applicable)	Full cost recovery	Full cost recovery	Discretionary
Homeside Close and Winston Court - Standard Charge to other Funding Bodies	Per week 1,948.32	1,804.00	Discretionary
Respite provisions for people with Learning Disabilities Operated by Optalis			
Residents funded by RBWM including Personal Budget Holders	Per night 197.90	186.00	Discretionary
Other Funding Bodies, Mon-Thu	Per night 586.44	543.00	Discretionary
Other Funding Bodies, Fri-Sun	Per night 683.64	633.00	Discretionary
Residential Respite			
In residential and nursing homes, arranged by the Council	Per week Full cost recovery	Full cost recovery	Discretionary
Administration fee for self-funders			
Administration fee for setting up care arrangements	One-off 412.50	375.00	Discretionary
Annual fee for ongoing management of care arrangements	Annual 382.80	348.00	Discretionary
Deferred payments			
Set up fee	One-off 1,453.10	1,321.00	Discretionary
Management fee	Annual 412.50	375.00	Discretionary
<i>Note 1: Both the set up fee and management fee charged in first year and do not include disbursements or other fees incurred.</i>			
Homecare -			
Standard Charge	Per hour 20.99	19.95	Discretionary
Live in Carer	Full cost recovery	Full cost recovery	Discretionary
Sleep in Services	Full cost recovery	Full cost recovery	Discretionary
<i>Note 2: The Executive Director - Adults & Health, in liaison with the Lead Member for Adult Social Care, sets this rate.</i>			
Meals on Wheels	Per meal 5.85	5.50	Discretionary
Day activities or centres morning or afternoon session in day centre			
Ratio 1:1 - RBWM and AfC commissioned residents / Personal Budget Holders	Per session 110.66	104.00	Discretionary
Ratio 1:2 - RBWM and AfC commissioned residents / Personal Budget Holders	Per session 55.33	52.00	Discretionary
Ratio 1:3 - RBWM and AfC commissioned residents / Personal Budget Holders	Per session 37.24	35.00	Discretionary
Ratio 1:5 - RBWM and AfC commissioned residents / Personal Budget Holders	Per session 22.34	21.00	Discretionary
Ratio 1:10 - RBWM and AfC commissioned residents / Personal Budget Holders	Per session 10.64	10.00	Discretionary
Ratio 1:1 - Other Funding Bodies and full cost payers	Per session 140.40	130.00	Discretionary
Ratio 1:2 - Other Funding Bodies and full cost payers	Per session 99.36	92.00	Discretionary
Ratio 1:3 - Other Funding Bodies and full cost payers	Per session 71.28	66.00	Discretionary
Ratio 1:5 - Other Funding Bodies and full cost payers	Per session 45.36	42.00	Discretionary
Ratio 1:10 - Other Funding Bodies and full cost payers	Per session 25.92	24.00	Discretionary

ADULTS AND HEALTH DIRECTORATE		2024/25 £	2023/24 £	Discretionary / non-discretionary
Continuing Health Care charge where care staff are separately funded				
Ratio 1:1	Per session	71.28	26.37	Discretionary
Other Funding Bodies midday meal supervision				
Ratio 1:1		66.96	62.00	Discretionary
Ratio 1:2		46.44	43.00	Discretionary
Ratio 1:3		32.40	30.00	Discretionary
Ratio 1:5		19.44	18.00	Discretionary
Ratio 1:10		9.72	9.00	Discretionary
Transport				
Learning Disability	Per journey	8.51	8.00	Discretionary
Older persons single Journey to day centre/activity (max 2 charges per session)	Per journey	6.38	6.00	Discretionary
Older People Day activities or centres				
RBWM commissioned residents / Personal Budget Holders		76.67	72.06	
Other Funding Bodies and full cost payers		77.82	72.06	
Blue Badge	Per badge	10.00	10.00	Non-discretionary
Direct Payments - Rates payable to service user.				
Standard Rate - care provided by homecare agency	Per hour	20.99	SEE NOTE 2 below	Discretionary
Sleeping Night Service	Per night	71.76	69.00	Discretionary
Employment of Personal Assistant - start up and emergency reserve	One-off	556.40	535.00	Discretionary
Employment of Personal Assistant - standard rate including all oncosts	Per hour	15.93	15.32	Discretionary

PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
COMMUNICATIONS & MARKETING			
Film unit tariff (primary rates)			
Major production - significant presence, equipment and ongoing disruption, typically involving 30+ crew	Price on application	Price on application	Discretionary
Large production - creating some level of disruption and disturbance	Price on application	Price on application	Discretionary
Medium production - little disturbance, usually for one day only with equipment and lights, typical 8+ crew	Price on application	Price on application	Discretionary
Small production - student & charity productions	38.00	35.00	Discretionary
Facility fee			
Standard application processing (application provided with over 1 weeks notice of filming date)	160.00	150.00	Discretionary
Late application processing (application provided within 1 weeks notice of filming date)	215.00	200.00	Discretionary
Additional roads processing - per every 5 additional roads	50.00	45.00	Discretionary
Application Amendment	130.00	120.00	Discretionary
Location advice (advice or research that exceeds 1 hour of officer time)	45.00	40.00	Discretionary
Site Visit (any requests for a film officer to visit the filming site on the day)	65.00	60.00	Discretionary
Drone use	160.00	150.00	Discretionary
Cancellation	All facility fees incurred	All facility fees incurred	
<i>Primary rates 'per day' can be negotiated at the officer's discretion.</i>			
<i>When a primary rate is applied it forfeits the facility fee for the application process - however if location advice and/or site visit exceed £100 this is to be included.</i>			
<i>Primary rates may vary depending on the size of the crew.</i>			

PLACE DIRECTORATE		2024/25 £	2023/24 £	Increase %	Discretionary / non-discretionary
PUBLIC HALLS					
Guildhall, Windsor					
Commercial rates day hire 8am - 5pm, Mon - Thu	Per hour	800.00	750.00	6.7%	Discretionary
Commercial rates day hire 8am - 5pm, Fri - Sun	Per hour	955.00	895.00	6.7%	Discretionary
Commercial rates day hire 8am - 5pm, Bank Holidays	Per hour	1,300.00	1,200.00	8.3%	Discretionary
Evening Hire - 5pm - 11.00pm (Mon-Thu)		1,900.00	Prices available on request		Discretionary
Evening Hire - 5pm - 11.00pm (Fri-Sun)		2,250.00			
Advantage card holder day hire 8am - 5pm, Mon - Thu	Per hour	700.00	650.00	7.7%	Discretionary
Advantage card holder day hire 8am - 5pm, Fri - Sun	Per hour	855.00	800.00	6.9%	Discretionary
Advantage card holder day hire 8am - 5pm, Bank Holidays	Per hour	1,200.00	1,000.00	20.0%	Discretionary
Borough based registered charities day hire (Mon-Fri only)		20% discount	20% discount		Discretionary
Cornmarket private hire (negotiable)		Starting from £300	Starting from £500		
<i>Weddings over 50 guests will incur an additional £100 staffing fee.</i>					
<i>Any additional rates will need to be agreed with the Sales & Events team.</i>					
<i>Discounts for multiple bookings or extended hire can be agreed with the sales and event team</i>					

PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
COMMUNITY, PROTECTION & ENFORCEMENT SERVICES			
Environmental Protection			
Converted to a PSPO*	100.00	100.00	Non-discretionary
Standard Fixed Penalty Notice for Environmental Protection Property	102.00	102.00	Non-discretionary
Environmental Protection Act - LA Pollution Prevention Control (dependant on type of process tested)	Set by DEFRA	Set by DEFRA	Non-discretionary
Scrap Metal Licensing: Collector Licence	250.00	250.00	Non-discretionary
Scrap Metal Licensing: Site Licence	373.00	373.00	Non-discretionary
Fixed Penalty Notice for fly tipping	428.00	428.00	Non-discretionary
Fixed Penalty Notice for failing to produce documentation for the transfer of waste	321.00	321.00	Non-discretionary
<i>*£100 reduced to £75 if paid within 14 days</i>			
CCTV (New charge in 2024/25 and fees exclusive of VAT)			
Search Fee for CCTV recording	100.00	New charge	Discretionary
Release Fee for CCTV recording	100.00	New charge	Discretionary
Service access request fee	100.00	New charge	Discretionary
Trading Standards			
Weights & measures fees	Per hour 70.00	70.00	Discretionary
Petroleum licences	See website	See website	Non-discretionary
Explosives licences	See website	See website	Non-discretionary
The Smoke And Carbon Monoxide Alarm (England) Regulations 2015 - penalty charges			
First offence paid within 14 days	1,000.00	1,000.00	Non-discretionary
First offence paid later than 14 days	2,000.00	2,000.00	Non-discretionary
Second offence	3,000.00	3,000.00	Non-discretionary
Third and subsequent offences	5,000.00	5,000.00	Non-discretionary
Community safety / anti-social behaviour			
Dog Faeces Fixed Penalty Notice*	100.00	100.00	Non-discretionary
Fixed Penalty Notice for Breach of Public Space Protection Officer (PSPO)*	100.00	100.00	Non-discretionary
Fixed Penalty Notice for Breach of Community Protection Notice (CPN)*	100.00	100.00	Non-discretionary
Fixed Penalty Notice for Littering*	100.00	100.00	Non-discretionary
Fixed Penalty Notice for Graffiti (New Fee)*	100.00	100.00	Non-discretionary
Civil Penalty of Littering for Vehicle (New Fee)*	100.00	100.00	Non-discretionary
<i>*£100 reduced to £75 if paid within 14 days</i>			
Licensing Act 2003			
Personal Licences (set by statute)	37.00	See website	Non-discretionary
Annual Fee for Premises Licences (set by statute)	See website	See website	Non-discretionary
Sexual Venue Licensing (Per Premises)	5,000.00	5,000.00	Discretionary
Sex Shop Licences (Per Premises)	5,000.00	5,000.00	Discretionary

PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
Betting Premises (excluding Tracks)			
New application	3,000.00	3,000.00	Non-discretionary
Annual fee	600.00	600.00	Non-discretionary
Application to vary	1,500.00	1,500.00	Non-discretionary
Application to transfer	1,200.00	1,200.00	Non-discretionary
Application for re-instatement	1,200.00	1,200.00	Non-discretionary
Application for provisional statement	3,000.00	3,000.00	Non-discretionary
Licence application (provisional statement holders)	1,200.00	1,200.00	Non-discretionary
Copy licence	25.00	25.00	Non-discretionary
Notification of change	50.00	50.00	Non-discretionary
Tracks			
New application	2,500.00	2,500.00	Non-discretionary
Annual fee	1,000.00	1,000.00	Non-discretionary
Application to vary	1,250.00	1,250.00	Non-discretionary
Application to transfer	950.00	950.00	Non-discretionary
Application for re-instatement	950.00	950.00	Non-discretionary
Application for provisional statement	2,500.00	2,500.00	Non-discretionary
Licence application (provisional statement holders)	950.00	950.00	Non-discretionary
Copy licence	25.00	25.00	Non-discretionary
Notification of change	50.00	50.00	Non-discretionary
Safety of Sports Ground Act 1975			
Issuing of a safety certificate	1,105.00	1,105.00	Non-discretionary
Amendment of a safety certificate	553.00	553.00	Non-discretionary
Replacement of a safety certificate	553.00	553.00	Non-discretionary
Transfer of a safety certificate	553.00	553.00	Non-discretionary
Cancellation of a safety certificate	553.00	553.00	Non-discretionary
Adult gaming centre			
New application	2,184.28	2,184.28	Non-discretionary
Annual fee	1,094.98	1,094.98	Non-discretionary
Application to vary	1,094.98	1,094.98	Non-discretionary
Application to transfer	1,315.01	1,315.01	Non-discretionary
Application for re-instatement	1,315.01	1,315.01	Non-discretionary
Application for provisional statement	2,183.76	2,183.76	Non-discretionary
Licence application (provisional statement holders)	1,314.49	1,314.49	Non-discretionary
Copy licence	32.02	32.02	Non-discretionary
Notification of change	32.02	32.02	Non-discretionary
Other statutory licences - set by licensing panel			
Street trading	3,000.00	3,000.00	Discretionary

PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary	
ENVIRONMENTAL HEALTH - COMMERCIAL SERVICES				
Freezer failure certificate	500.00	176.97	Discretionary	
Private water supplies - laboratory costs plus officer hourly rate	Set by statute	Set by statute	Non-discretionary	
Food hygiene rescore visit	350.00	275.00	Discretionary	
Health & Safety Work Act S28 - cost of officer time (min 2hrs)	36.09	93.50	Discretionary	
Breeding of dogs - single species and single activity only. NEW LICENCE	678.00	678.00	Non-discretionary	
Breeding of dogs - single species and single activity only. RENEWAL LICENCE	456.00	456.00	Non-discretionary	
Animal boarding (kennel or cattery) - single species and single activity only. NEW LICENCE	678.00	678.00	Non-discretionary	
Animal boarding (kennel or cattery) - single species and single activity only. RENEWAL LICENCE	456.00	456.00	Non-discretionary	
Home Boarders for dogs - single activity only NEW LICENCE	417.00	417.00	Non-discretionary	
Home Boarders for dogs - single activity only RENEWAL LICENCE	377.00	377.00	Non-discretionary	
Franchisee Arrangers Licence - NEW APPLICATION	417.00	417.00	Non-discretionary	
Franchisee Arrangers Licence - RENEWAL APPLICATION	377.00	377.00	Non-discretionary	
Franchisee Arrangers Licence - assessment of hobby host	377.00	377.00	Non-discretionary	
Dog Day Care - NEW LICENCE	504.00	504.00	Non-discretionary	
Dog Day Care - RENEWAL LICENCE	456.00	456.00	Non-discretionary	
Combined animal welfare activities (e.g. dogs and cats boarding)- NEW LICENCE	748.00	748.00	Non-discretionary	
Combined animal welfare activities (e.g., dogs and cats boarding)- RENEWAL LICENCE	560.00	560.00	Non-discretionary	
Hiring out of horses - NEW LICENCE (Does not include fee per horse)	634.00	634.00	Non-discretionary	
Hiring out of horses - RENEWAL LICENCE (Does not include fee per horse)	508.00	508.00	Non-discretionary	
Fees per horse: 1-10 horses - £15/horse; 11-50 horses - £10/horse; more than 50 horses - £8/horse				
1-10 horses	Per horse	15.00	15.00	Non-discretionary
11-50 horses	Per horse	10.00	10.00	Non-discretionary
More than 50 horses	Per horse	8.00	8.00	Non-discretionary
Hiring out of horses - ANNUAL INSPECTION (Does not include fee per horse)		214.00	214.00	Non-discretionary
Fees per horse: 1-10 horses - £15/horse; 11-50 horses - £10/horse; more than 50 horses - £8/horse			Non-discretionary	
1-10 horses	Per horse	15.00	15.00	Non-discretionary
11-50 horses	Per horse	10.00	10.00	Non-discretionary
More than 50 horses	Per horse	8.00	8.00	Non-discretionary
Sale of pets - NEW LICENCE	678.00	678.00	Non-discretionary	
Sale of pets - RENEWAL LICENCE	541.00	541.00	Non-discretionary	
Dangerous animals (Commercial/Outdoor) - NEW LICENCE (inc Vet Fees)	356.00	356.00	Non-discretionary	
Dangerous animals (Commercial/Outdoor) - RENEWAL LICENCE (inc Vet Fees)	191.00	191.00	Non-discretionary	
Zoo Licence - New or Renewal up to 6yrs (Does not include vet or officer fees)	473.55	451.00	Non-discretionary	
Zoo Licence - Other Inspection (Officer hourly rate -does not include vet fee)	68.00	396.00	Non-discretionary	
Animals for exhibit (Performing animals) - NEW LICENCE (does not include Vet fees)	483.00	483.00	Non-discretionary	
Animals for exhibit (Performing animals) - RENEWAL LICENCE	405.00	405.00	Non-discretionary	
Animal Licence Star Rating rescore	239.40	228.00	Non-discretionary	
Animal Licence Star Rating appeal (re-imbursed if appeal upheld)	94.50	90.00	Non-discretionary	

PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
Animal Licence Variation	212.89	80.00	Non-discretionary
Animal Licence Transfer in death	84.00	80.00	Non-discretionary
Skin Piercing - Registration of premises and one practitioner	322.50	269.50	Non-discretionary
Skin Piercing Registration Certificate - additional practitioner existing premise	107.83	90.20	Non-discretionary
Skin Piercing - Administrative amendment of existing Registration Certificate Officer hourly rate min 1hr	68.00	46.75	Non-discretionary
Skin Piercing - replacement copy of Registration Certificate	34.00	22.00	Non-discretionary
Skin Piercing Registration Certificate - New procedure existing premise	107.83	90.20	Non-discretionary
RESIDENTIAL SERVICES			
Domestic pest control service - set by SDK Environmental Ltd	See website	See website	Discretionary
Housing Act notice	350.00	300.00	Non-discretionary
Enforcement - works in default	75.00	50.00	Non-discretionary
Houses In Multiple Occupation (HMO Licences) - basic compliance with 5 bedrooms	1,000.00	920.70	Non-discretionary
Houses In Multiple Occupation (HMO Licences) - additional rooms	50.00	30.80	Non-discretionary
Houses In Multiple Occupation (HMO Licences) - renewal of licence and subsequent properties	850.00	847.00	Non-discretionary
Follow ups of incomplete applications	50.00	44.00	Non-discretionary
Copy licence	30.00	22.00	Non-discretionary
The Smoke And Carbon Monoxide Alarm (England) Regulations 2015 - Penalty Charges			
First offence paid within 14 days	1,000.00	1,000.00	Non-discretionary
First offence not paid within 14 days	2,000.00	2,000.00	Non-discretionary
Second offence	3,000.00	3,000.00	Non-discretionary
Third and subsequent offences	5,000.00	5,000.00	Non-discretionary
Mobile Homes Act 2013			
Licensing of caravan sites for static or touring caravans for use as a holiday accommodation	536.00	487.30	Non-discretionary
New licence additional fee per pitch	19.40	17.60	Non-discretionary
Transfer of licence	226.30	205.70	Non-discretionary
Alteration of conditions (per hour)	36.09	50.00	Non-discretionary
Annual inspection fee per pitch	18.10	16.50	Non-discretionary
Enforcement action (per hour)	36.09	50.00	Non-discretionary
Deposit, vary or deleting site rules	142.80	129.80	Non-discretionary
Civil Penalty Notices for Housing Act 2004 (maximum penalty)	30,000.00	30,000.00	Non-discretionary
Integrated Pollution Prevention and Control			
<i>Application fee for a permit for an installation. Part B activity or solvent emission activity</i>			
Any Part 1 reduced fee activity (other than those in items II and vehicle finishers)	155.00	155.00	Non-discretionary
PVR I and PVR II activities carried on at the same service station	257.00	257.00	Non-discretionary
Vehicle refinishers, any Part 2 reduced fee activity, any Part 3 reduced fee activity or any Part 4 reduced fee activity	362.00	362.00	Non-discretionary

PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
Any other Part B activity or any other solvent emission activity	1,650.00	1,650.00	Non-discretionary
<i>Application fee for grant of a permit for mobile plant (per permit)</i>			
Applications for 1-2 authorisations (per authorisation)	1,650.00	1,650.00	Non-discretionary
Applications for 3-7 authorisations (per authorisation)	985.00	985.00	Non-discretionary
Applications for 8 or more authorisations (per additional authorisation)	498.00	498.00	Non-discretionary
<i>Fee for the application for a transfer of a permit</i>			
Transfer of a permit authorising a reduced fee activity (partial transfer)	47.00	47.00	Non-discretionary
Transfer of a permit authorising any other Part B activity or any other solvent emission activity (partial)	497.00	497.00	Non-discretionary
Transfer of a permit authorising any other Part B activity or any other solvent emission activity (total)	169.00	169.00	Non-discretionary
<i>Substantial change</i>			
Standard process	1,050.00	1,050.00	Non-discretionary
Standard Process with substantial change and new PPC Activity	1,650.00	1,650.00	Non-discretionary
Reduced Fee Activity	102.00	102.00	Non-discretionary
<i>Amount of subsistence charge payable: installations</i>			
Any Part 1 reduced fee activity (other than those in items II & Vehicle finishers)			
Low risk	79.00	79.00	Non-discretionary
Medium risk	158.00	158.00	Non-discretionary
High risk	237.00	237.00	Non-discretionary
PVR I and PVR II activities carried on or at the same service station			
Low risk	113.00	113.00	Non-discretionary
Medium risk	226.00	226.00	Non-discretionary
High risk	341.00	341.00	Non-discretionary
Vehicle finishers, any Part 2 reduced fee activity, any Part 3 reduced fee activity or any Part 4 reduced fee activity			
Low risk	228.00	228.00	Non-discretionary
Medium risk	365.00	365.00	Non-discretionary
High risk	548.00	548.00	Non-discretionary
Any other Part B activity or any other solvent emission activity			
Low risk	772.00	772.00	Non-discretionary
Medium risk	1,161.00	1,161.00	Non-discretionary
High risk	1,747.00	1,747.00	Non-discretionary
<i>Amount of subsistence charge payable: mobile plant</i>			
Operator holding 1-2 authorisations (per authorisation)			
Low risk	646.00	646.00	Non-discretionary
Medium risk	1,034.00	1,034.00	Non-discretionary
High risk	1,506.00	1,506.00	Non-discretionary

PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
<i>Operator holding 3-7 authorisations (per authorisation)</i>			
Low risk	385.00	385.00	Non-discretionary
Medium risk	617.00	617.00	Non-discretionary
High risk	924.00	924.00	Non-discretionary
<i>Operator holding 8 or more authorisations (per additional authorisation)</i>			
Low risk	198.00	198.00	Non-discretionary
Medium risk	316.00	316.00	Non-discretionary
High risk	473.00	473.00	Non-discretionary
Application fee for Part A2 installation			
Application for Permit	3,363.00	3,363.00	Non-discretionary
Additional fee for operating without a permit	1,188.00	1,188.00	Non-discretionary
Annual subsistence fee			
Low risk	1,446.00	1,446.00	Non-discretionary
Medium risk	1,610.00	1,610.00	Non-discretionary
High risk	2,333.00	2,333.00	Non-discretionary
Substantial variation	202.00	202.00	Non-discretionary
Transfer of permit - partial	698.00	698.00	Non-discretionary
Transfer of permit - transfer	235.00	235.00	Non-discretionary
Surrender	698.00	698.00	Non-discretionary
Late payment fee	52.00	52.00	Non-discretionary
Dog Warden Services (SDK Environmental)			
Kennel Fee	33.00	33.00	Discretionary
Delivery back to owner	38.50	38.50	Discretionary
Statutory fee	25.00	25.00	Non-discretionary
In-hour collection	55.00	55.00	Discretionary
Out of hours collection	95.00	95.00	Discretionary
The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 (MEES)			
Renting out a non-compliant property for less than 3 months (plus publication penalty)	2,000.00	2,000.00	Non-discretionary
Renting out a non-compliant property for 3 months or more (plus publication penalty)	4,000.00	4,000.00	Non-discretionary
Publication for providing false or misleading information on the PRS Exemptions Register	1,000.00	1,000.00	Non-discretionary
Publication for failure to comply with a Compliance Notice	2,000.00	2,000.00	Non-discretionary

PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
WASTE			
Special collection service, trade waste and other - one item	45.00	42.50	Discretionary
Special collection service, trade waste and other - two items	52.00	49.50	Discretionary
Special collection service, trade waste and other - three items	60.50	57.50	Discretionary
Special collection service, trade waste and other - four items	68.00	64.50	Discretionary
Special collection service, trade waste and other - five items (maximum)	75.50	71.50	Discretionary
Special collection service, trade waste and other- fridges / freezers	50.00	42.50	Discretionary
Waste bin for new development	120.00	100.00	Discretionary
Green waste subscribed collection service	85.00	75.00	Discretionary

PLACE DIRECTORATE		2024/25 £	2023/24 £	Discretionary / non-discretionary
HIGHWAYS & TRANSPORT				
Consultation with Highways		Price on application	Price on application	Discretionary
Other Highway Services				
Provision of accident information (for 3 years records for road up to 1-5km / over 1km pro-rata)		220.00	200.00	Discretionary
Provision of accident information (for 3 years records for road over 5km pro-rata)		Price on application	Price on application	Discretionary
Provision of accident information (for 5 years records for road up to 1-5km/ over 1km pro-rata)		365.00	330.00	Discretionary
Provision of accident information (for 3 years records for road over 5km pro-rata)		Price on application	Price on application	Discretionary
Provision of existing traffic signal data		275.00	250.00	Discretionary
Provision of personal injury accident database & traffic flow management system statistics		365.00	330.00	Discretionary
Traffic count information (for up to 2 count stations)	First 2 Station	365.00	330.00	Discretionary
Traffic count information (for every 2 count stations after)	Each	200.00	180.00	Discretionary
Provision of junction traffic model data		Price on application	Price on application	Discretionary
Access to / use of Borough traffic computer model		8,250.00	7,500.00	Discretionary
Research Into Archives (Where Not Part Of Statutory Function) - first 3 hours		330.00	300.00	Discretionary
Research Into Archives (Where Not Part Of Statutory Function) - subsequent hours	Per hour	90.00	80.00	Discretionary
Provision of hard copy statutory records (viewing only via website free)		95.00	85.00	Discretionary
Provision of supplementary information		175.00	160.00	Discretionary
Provision of hard copy statutory records - expediated service		135.00	120.00	Discretionary
Provision of supplementary information - expediated service		265.00	240.00	Discretionary
Site inspection - up to 3 hours		300.00	200.00	Discretionary
Site inspection - over 3 hours		450.00	330.00	Discretionary
Highway licences				
Street Café application fee for 3 year licence, (£150 refund if refused)		699.60	636.00	Discretionary
Straight forward renewals		163.90	149.00	Discretionary
Street cafes - area fee	Per m ²	163.90	149.00	Discretionary
Display of goods - town centre (£150 refund if refused)	Per m ²	699.60	636.00	Discretionary
Display of goods - non town centre (£50 refund if refused)	Per m ²	163.90	149.00	Discretionary
Display of goods - area fee (for 3 years)	Per m ²	163.90	149.00	Discretionary
No adhering to licence conditions - charge per condition		88.00	80.00	Discretionary
Removal charge per item		55.00	50.00	Discretionary
Storage charge per item	Per day	11.00	10.00	Discretionary
Removal of A Boards - charge Per A Board		165.00	150.00	Discretionary
S116 extinguishment of adopted highways and rights of way (minimum)		7,810.00	7,100.00	Discretionary
Skip licences				
Skip company registration fee		101.20	92.00	Discretionary
Skip company registration fee - admin fee per application including 1 week fee		82.50	75.00	Discretionary
Skip company registration fee - weekly charge (2 Weeks)		121.00	110.00	Discretionary
Skip company registration fee - weekly charge (3 Weeks)		171.60	156.00	Discretionary
Skip company registration fee - weekly charge (4 weeks)		227.70	207.00	Discretionary
Skip - removal of unauthorised builders skips		537.90	489.00	Discretionary
Minimum charge for skip collection and one day storage		537.90	489.00	Discretionary

PLACE DIRECTORATE		2024/25 £	2023/24 £	Discretionary / non-discretionary
Skip collection additional days		61.60	56.00	Discretionary
Unauthorised unlicensed skips on the adopted highway		550.00	500.00	Discretionary
S169 residential scaffolding licences				
Application fees		63.80	58.00	Discretionary
Licence fees for 8 wks (renewable every 8 wks)		170.50	155.00	Discretionary
Unauthorised placement of scaffolding for a residential build / works		468.60	426.00	Discretionary
S169 commercial scaffolding licences				
Application fees		66.00	60.00	Discretionary
Minor road (less than 50m2)	0 to 2 months	601.70	547.00	Discretionary
Minor road (less than 50m2)	3 to 4 months	1,111.00	1,010.00	Discretionary
Minor road (less than 50m2)*	5 to 6 months	1,609.30	1,463.00	Discretionary
Minor road (More than 50m2)	0 to 2 months	3,207.60	2,916.00	Discretionary
Minor road (more than 50m2)	3 to 4 months	3,575.00	3,250.00	Discretionary
Minor road (more than 50m2)*	5 to 6 months	4,067.80	3,698.00	Discretionary
Major road or high amenity road (less than 50m2)	0 to 2 months	1,268.30	1,153.00	Discretionary
Major road or high amenity road (less than 50m2)	3 to 4 months	2,229.70	2,027.00	Discretionary
Major road or high amenity road (less than 50m2)*	5 to 6 months	3,263.70	2,967.00	Discretionary
Major road or high amenity road (more than 50m2)	0 to 2 months	6,487.80	5,898.00	Discretionary
Major road or high amenity road (more than 50m2)	3 to 4 months	7,153.30	6,503.00	Discretionary
Major road or high amenity road (more than 50m2)*	5 to 6 months	8,136.70	7,397.00	Discretionary
Not adhering to licence conditions		101.20	92.00	Discretionary
Unauthorised commercial scaffold / hoarding on minor road (less than 50m2)		1,334.30	1,213.00	Discretionary
Unauthorised commercial scaffold / hoarding on minor road (more than 50m2)		6,481.20	5,892.00	Discretionary
Unauthorised commercial scaffold / hoarding on major road or high amenity road (less than 50m2)		2,668.60	2,426.00	Discretionary
Unauthorised commercial scaffold / hoarding on major road or high amenity road (more than 50m2)		13,107.60	11,916.00	Discretionary
<i>* For periods greater than 6 months, a combination of above durations will be used to calculate fees.</i>				
S172 hoarding licences				
Application fees		63.80	58.00	Discretionary
Minor road (less than 50m2)	0 to 2 months	601.70	547.00	Discretionary
Minor road (less than 50m2)	3 to 4 months	1,111.00	1,010.00	Discretionary
Minor road (less than 50m2)*	5 to 6 months	1,609.30	1,463.00	Discretionary
Minor road (more than 50m2)	0 to 2 months	3,207.60	2,916.00	Discretionary
Minor road (more than 50m2)	3 to 4 months	3,575.00	3,250.00	Discretionary
Minor road (more than 50m2)*	5 to 6 months	4,067.80	3,698.00	Discretionary
Major road or high amenity road (less than 50m2)	0 to 2 months	1,268.30	1,153.00	Discretionary
Major road or high amenity road (less than 50m2)	3 to 4 months	2,229.70	2,027.00	Discretionary
Major road or high amenity road (less than 50m2)*	5 to 6 months	3,219.70	2,927.00	Discretionary
Major road or high amenity road (more than 50m2)	0 to 2 months	6,487.80	5,898.00	Discretionary
Major road or high amenity road (more than 50m2)	3 to 4 months	7,153.30	6,503.00	Discretionary
Major road or high amenity road (more than 50m2)*	5 to 6 months	8,136.70	7,397.00	Discretionary
Not adhering to licence conditions		101.20	92.00	Discretionary

PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
Unauthorised hoarding on minor road (less than 50m2)	1,334.30	1,213.00	Discretionary
Unauthorised hoarding on minor road (more than 50m2)	6,481.20	5,892.00	Discretionary
Unauthorised hoarding on major road or high amenity road (less than 50m2)	2,668.60	2,426.00	Discretionary
Unauthorised hoarding on major road or high amenity road (more than 50m2)	13,107.60	11,916.00	Discretionary
<i>* For periods greater than 6 months, a combination of above durations will be used to calculate fees.</i>			
Other Structures including cranes			
Application fee*	63.80	58.00	Discretionary
Licence fee on approval	687.50	625.00	Discretionary
Not adhering to licence conditions	101.20	92.00	Discretionary
Unauthorised placement of structures / cranes on the highway	2,076.80	1,888.00	Discretionary
Mobile access platforms			
Mobile access platforms application fee*	66.00	60.00	Discretionary
Mobile access platforms licence fee on approval	299.20	272.00	Discretionary
Not adhering to licence conditions	1,300.20	1,182.00	Discretionary
Unauthorised placement of structures/cranes on the highway			
S74 NRSWA Charges for late completions. Fees range depending on circumstances and are set by statute			
S76 NRSWA inspection fees. Fees range depending on circumstances and are set by statute			
S50 NRSWA private apparatus in the highway licences*			
Application fee	63.80	58.00	Discretionary
Licence fee on approval	628.10	571.00	Discretionary
Not adhering to licence conditions	101.20	92.00	Discretionary
Licence to rectify a defect within guarantee period (not NRSWA)	347.60	316.00	Discretionary
Filming - including internal consultation - comms*	Actual cost + 20% admin	Actual cost + 20% admin	Discretionary
<i>* Road space booking application or road closure application might be required to facilitate</i>			
Crane Oversail licence application	831.60	756.00	Discretionary
Urgent Crane Oversail licence application	1,659.90	1,509.00	Discretionary
Area fee Per m2	13.20	12.00	Discretionary
S184 construction of vehicle crossings			
Domestic application fee	66.00	60.00	Discretionary
Domestic licence fee on approval	209.00	190.00	Discretionary
Domestic not adhering to licence conditions	101.20	92.00	Discretionary
Creation of unauthorised domestic dropped crossing	663.30	603.00	Discretionary
Heavy Duty Crossing			
Heavy duty crossing application fee	63.80	58.00	Discretionary
Heavy duty admin fee commercial	850.30	773.00	Discretionary
Heavy duty not adhering to licence conditions	101.20	92.00	Discretionary
Creation of unauthorised heavy duty dropped crossing	1,832.60	1,666.00	Discretionary
S142 licence to plant and maintain shrubs, trees, etc. minimum charge for non-commercial	789.80	718.00	Discretionary
S142 licence to plant and maintain shrubs, trees, etc. minimum charge for commercial	1,578.50	1,435.00	Discretionary
S154 cutting or felling trees etc overhanging the highway (actual costs with a minimum of)	492.80	448.00	Discretionary
S178 apparatus over highway - (banners/signs) (discretion to reduce charge)	313.50	285.00	Discretionary

PLACE DIRECTORATE		2024/25 £	2023/24 £	Discretionary / non-discretionary
S171 temporary excavation of the highway				
Application fee		63.80	58.00	Discretionary
Licence fee on approval		630.30	573.00	Discretionary
Unauthorised excavation of the highway		1,391.50	1,265.00	Discretionary
Not adhering to licence conditions		101.20	92.00	Discretionary
Licence to rectify a defect within guarantee period (not NRSWA)		347.60	316.00	Discretionary
Charge per act (plus licence fee below): £50 Admin / 135 Licence - 2wks and 135 every two weeks		243.10	221.00	Discretionary
S171 Storing materials on the highway, including rubbish etc.				
Application fee		63.80	58.00	Discretionary
Licence fee on approval for first 2 weeks		133.10	121.00	Discretionary
Licence fee on approval for every 2 weeks after		199.10	181.00	Discretionary
Unauthorised storing materials on the highway		465.30	423.00	Discretionary
Not adhering to licence conditions		101.20	92.00	Discretionary
-licence fee	Plus	167.20	152.00	Discretionary
S179 control of construction of cellars under streets		Actual cost + 20% admin	Actual cost + 20% admin	Discretionary
S180 control of openings into cellars, under streets, pavement lights, etc		Actual cost + 20% admin	Actual cost + 20% admin	Discretionary
S176/177 construction over highway / canopies (flat fee plus area fee below)		940.50	855.00	Discretionary
S176/177 construction over highway / canopies (area fee)	Per m ²	15.40	14.00	Discretionary
Temporary Traffic Regulation Orders				
S14. Road Traffic Regulations (if advertising covered by applicant discount of £800)		1,995.00	1,995.00	Discretionary
S16A Road Traffic Act 1984 / Major Event if closure of 1 road or Public Right of Way*		3,190.00	2,900.00	Discretionary
S16A Road Traffic Act 1984 / Major Event if closure of 2 - 5 roads / Public Right of Way*		6,936.60	6,306.00	Discretionary
S16A Road Traffic Act 1984 / Major Event if closure of 6 - 9 roads or Public Right of Way*		8,323.70	7,567.00	Discretionary
S16A Road Traffic Act 1984 / Major Event if closure of 10 and over roads or Public Right of Way*		10,406.00	9,460.00	Discretionary
S14. Road Traffic Regulations for Local Interest Event (plus advertising costs at rate charged)		189.00	0.00	Discretionary
Unauthorised road closure		3,678.40	3,344.00	Discretionary
Access protection markings		165.00	145.00	Discretionary
Suspension of parking controls (flat fee for 4)		997.00	997.00	Discretionary
Introduction of temporary parking controls		1,995.00	1,996.00	Discretionary
Assistance with development of temporary traffic plans	Per hour	130.90	119.00	Discretionary
Lane closure request on dual carriageway (Not NRSWA)		348.70	317.00	Discretionary
Road space booking for works (Not NRSWA)		285.00	252.00	Discretionary
Road space booking for events		695.00	631.00	Discretionary
Road space bookings for Charitable and Local Community Interest events		189.00	171.00	Discretionary
Unauthorised placement of Traffic Management measures on the Highway (Not NRSWA)		1,650.00	1,500.00	Discretionary
<i>* if advertising covered by applicant discount of £1,000 applies</i>				
Highways Signage				
Removal of illegal signage relating to local event	Per sign	200.00	181.00	Discretionary
Removal of illegal signage relating to developer	Per sign	495.00	450.00	Discretionary
Repeat offender removal of illegal signage relating to developer	Per sign	715.00	650.00	Discretionary
Removal of estate agent boards from adopted highway land	Per sign	165.00	150.00	Discretionary

PLACE DIRECTORATE		2024/25 £	2023/24 £	Discretionary / non-discretionary
Removal of any other signage placed in adopted highway land	Per sign	126.50	115.00	Discretionary
Developer site signage - application fee (Up to 1 m ² , thereafter, pro-rata)		170.50	155.00	Discretionary
Developer site signage - inspection fee		99.00	90.00	Discretionary
Developer site signage - removal of illegal directional signs	Per sign	352.00	320.00	Discretionary
Developer site signage - removal of illegal signs for repeat offenders		742.50	675.00	Discretionary
New Roads & Street Act inspections / permits				
S50 NRSWA private apparatus in the highway licences. First application flat fee		693.00	630.00	Discretionary
S50 NRSWA private apparatus in the highway licences. Second and subsequent application flat fee		346.50	315.00	Discretionary
Other Traffic Management Charges				
Application for temporary traffic signals (Not NRSWA) (Includes Vat)		249.70	227.00	Discretionary
Switching on / off permanent traffic signals (working hours)		506.00	460.00	Discretionary
Switching on / off permanent traffic signals (evenings and Saturdays)		748.00	680.00	Discretionary
Switching on / off permanent traffic signals (Sundays and bank holidays)		990.00	900.00	Discretionary
Hourly charge for temporary traffic signals (not NRSWA) - traffic sensitive streets	Per hour	275.00	250.00	Discretionary
Hourly charge for temporary traffic signals (not NRSWA) - other streets	Per hour	88.00	80.00	Discretionary
Hourly charge for temporary traffic signals (not NRSWA) - surcharge for peak hour operation	Per hour	220.00	200.00	Discretionary
Special signing - application of tourist / visitor information signs		187.00	170.00	Discretionary
Special signing - installation of tourist / visitor information signs		Actual cost plus 20% admin	Actual cost plus 20% admin	Discretionary
Special signing - application of shopping / business signs		352.00	320.00	Discretionary
Special signing - installation of shopping / business signs		Actual cost plus 20% admin	Actual cost plus 20% admin	Discretionary
S50 placing temporary traffic counter / CCTV camera on the highway		198.00	180.00	Discretionary
Unauthorised survey equipment on the highway		550.00	500.00	Discretionary
Bike-ability training	Per pupil	5.50	5.00	Discretionary
Highway development control charges for adopted and unadopted roads				
S38/278 fees - up to £1m construction costs (13% but minimum charge)		5,000.00	4,500.00	Discretionary
S38/278 fees - over £1m construction costs (13% but minimum charge)		5,000.00	4,500.00	Discretionary
For structures / roads not being adopted - technical approval		Actual cost + 20% admin	Actual cost + 20% admin	Discretionary
Renegotiation of S38/278 contract period		2,000.00	1,500.00	Discretionary
4.8m wide block paved road + two 2m verges		2,000.00	1,500.00	Discretionary
5.0m wide road, two 2m footways and two 1m verges		2,500.00	1,900.00	Discretionary
5.5m wide road, two 2m footways and two 1m verges		3,000.00	2,300.00	Discretionary
6.7m wide road, two 2.5m footways and two 1m verges		4,000.00	3,000.00	Discretionary
Individual 2.0m footpath including lighting		1,000.00	700.00	Discretionary
Checking and approving interim and final travel plans small developments		1,500.00	1,200.00	Discretionary
Checking and approving interim and final travel plans standard developments		3,000.00	2,500.00	Discretionary
Checking and approving interim and final travel plans large / complex developments		6,000.00	5,000.00	Discretionary
Auditing of road safety audits		850.00	700.00	Discretionary
Design of street lighting schemes		750.00	550.00	Discretionary
Residential with Advantage Card - single item		Actual cost	Actual cost	Discretionary

PLACE DIRECTORATE		2024/25 £	2023/24 £	Discretionary / non-discretionary
Commercial		Actual cost + 20%	Actual cost + 20%	Discretionary
Technical approval of traffic signals -standard (four way) installation		1,000.00	900.00	Discretionary
Technical approval of traffic signals - complex installation		1,750.00	1,500.00	Discretionary
Highway commuted sums				
Soakaways over 20 years		29,700.00	27,000.00	Discretionary
High friction surfacing over 5 years	Per m ²	13.20	12.00	Discretionary
Pumping stations over 10 years (minimum)		27,500.00	25,000.00	Discretionary
Standard street lighting over 20 years		2,000.00	1,800.00	Discretionary
Ornamental lighting over 20 years	Per item	3,200.00	2,800.00	Discretionary
Traffic signals over 20 years per single pole	Per item	20,000.00	18,000.00	Discretionary
Extra height pole	Per item	22,000.00	20,000.00	Discretionary
Cantilever pole	Per item	23,500.00	21,000.00	Discretionary
Illuminated traffic signs and bollards over 10 years =<1m ²		800.00	700.00	Discretionary
Illuminated traffic signs and bollards over 10 years > 1m ²		1,650.00	1,500.00	Discretionary
Road markings 50% of initial cost (minimum)		1,450.00	1,300.00	Discretionary
CCTV cameras over 10 years	Per item	25,000.00	21,000.00	Discretionary
Structures (cost to be agreed between local authority and contractor)		50% of cost	50% of cost	Discretionary
Pedestrian safety barriers (cost to be agreed between local authority and contractor)		50% of cost	50% of cost	Discretionary
Trees on adopted highway (standard tree up to 12cm girth)	Per tree	1,000.00	800.00	Discretionary
Trees on adopted highway (heavy standard tree between 12cm to 14cm girth)	Per tree	1,200.00	1,000.00	Discretionary
Trees on adopted highway (extra heavy standard tree between 14cm to 20cm girth)	Per tree	1,500.00	1,300.00	Discretionary
Trees on adopted highway (semi-mature tree 20cm girth or larger) - minimum	Per tree	3,100.00	2,800.00	Discretionary
Trees on adopted highway (semi-mature tree 20cm girth or larger) - maximum	Per tree	7,250.00	6,500.00	Discretionary
Grass cutting on adopted highway	Per m ²	15.00	13.00	Discretionary
Shrubs and planting areas maintenance	Per m ²	155.00	140.00	Discretionary
Other commuted sums		By agreement	By agreement	Discretionary

PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
PLANNING & DEVELOPMENT			
Pre-Application Advice (Including VAT)			
<p>The fees for pre-application planning advice are charged as below for the service outlined in the updated Pre-application Protocol and charged on an individual cost relating to the types of staff required and level of advice provided. Advice for schemes outside of those listed in the schedule below will only be offered where agreed by a Senior Manager in the Planning Department and would be a bespoke fee arrangement or Planning Performance Agreement based on the hourly rates for the required officers, including administration fees. Charges for using the transport model are in addition to those set out below. Charges for review of viability studies or other work requiring the appointment of external consultants will be agreed on a case by case basis and funded by the applicant.</p>			
<p>Parish Councils, local community groups for all categories of development</p>	50% off respective fee	50% off respective fee	Discretionary
Pre-application fees for all new dwellings, commercial development or mixed schemes			
Householder Pre-application Fast Track (Response within 5 working days)	750.00	New charge	
Householder Pre-application (Response within 20 working days)	300.00	New charge	
Residential: per unit	426.00	380.00	Discretionary
Residential: more than 1 unit - maximum of 49 units. Schemes of 50 units or more be required to enter into a PPA	20,854.00	18,620.00	Discretionary
Non-residential: No increase in gross floor space	241.00	215.00	Discretionary
Non-residential: Increase in gross floor space fee per 75m ² up to maximum of 9,999 m ² .	392.00	350.00	Discretionary
<i>Schemes of 10,000 sq m or more will be required to enter into a PPA</i>			
Planning decisions and related documents	18.15	16.50	Discretionary
Retrieval and copying from archive of planning documents - 1st A4 page	2.55	2.30	Discretionary
Retrieval and copying from archive of planning documents - subsequent pages	0.60	0.55	Discretionary
Use of RBWM Transport Model data by developers.	On Request-bespoke charge dependent on application requirement	On Request-bespoke charge dependent on application requirement	Discretionary
Hourly Rates & attendance at requested meetings (where requests are accepted by LPA)			
Head of Service	Per hour 280.00	250.00	Discretionary
Development Management Service or Policy Manager	Per hour 213.00	190.00	Discretionary
Team Leader	Per hour 185.00	165.00	Discretionary
Principal Officer	Per hour 168.00	150.00	Discretionary
Senior Officer	Per hour 141.00	126.00	Discretionary
Officer	Per hour 127.00	113.50	Discretionary
Specialist Officer Advice	Per hour 141.00	126.00	Discretionary
High Hedge Complaints	997.00	890.00	Discretionary
Enforcement			
Requests for confirmation of compliance with an Enforcement Notice, Breach of Condition Notice or other similar Notice	300.00	New charge	
Requests to withdraw an extant Enforcement Notice, Breach of Condition Notice or other similar Notice	300.00	New charge	
S106 Management, Maintenance, Compliance & Monitoring			
Major applications - Consideration of application to amend or vary requirements of a legal agreement (excluding solicitors/legal	1,500.00	1051.00	Discretionary
Minor and other applications - Consideration of application to amend or vary requirements of a legal agreement (excluding solic	600.00	540.00	Discretionary
Discharge of non-financial obligations (e.g. landscape plans, woodland management plans)	300.00	143.00	Discretionary

PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
Monitoring of non-financial S106 obligations Monitoring & management of viability appraisals for development Confirmation that the obligations of a S106 legal agreement have been discharged <i>(Note: Charges for checking & monitoring travel plans refer to Highway Charges)</i>	350.00 Hourly Monitoring Officer rate 250.00	282.00 Hourly Monitoring Officer rate 201.00	Discretionary Discretionary Discretionary
Strategic Access Management Monitoring			
Bedsit / 1 bed dwelling	470.83	470.83	Discretionary
2 bed dwelling	620.98	620.98	Discretionary
3 bed dwelling	835.96	835.96	Discretionary
4 bed dwelling	951.52	951.52	Discretionary
5+ bed dwelling	1,241.96	1,241.96	Discretionary
Allen's Field, Ascot Suitable Alternative Natural Greenspace - provision / maintenance			
Bedsit / 1 bed dwelling	9,356.11	9,356.11	Discretionary
2 bed dwelling	10,208.93	10,208.93	Discretionary
3 bed dwelling	11,357.25	11,357.25	Discretionary
4 bed dwelling	11,959.24	11,959.24	Discretionary
5+ bed dwelling	13,477.43	13,477.43	Discretionary

PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
STREET NAMING AND NUMBERING			
Change of name of named properties if not part of formal address (fees inclusive of VAT)			
Research into archives (where not part of statutory function) set as a minimum of	322.00	280.00	Discretionary
Research into archives (where not part of statutory function) charge per hour after 3 hours	83.00	72.00	Discretionary
Provision of hard copy of plans (A4)	83.00	72.00	Discretionary
Provision of supplementary information	171.00	149.00	Discretionary
Street naming and numbering of existing properties (fees are inclusive of VAT)			
Change of address for existing properties	191.00	166.00	Discretionary
Street name change	578.00	503.00	Discretionary
Rename street where requested by residents - base charge	58.00	50.00	Discretionary
Rename street where requested by residents - advertising	2,266.00	1,970.00	Discretionary
Rename street where requested by residents - street name plate charges (charge is variable)	At cost + 20%	At cost + 20%	Discretionary
Street naming and numbering of new properties (fees are exempt of VAT)			
New Developments 1	191.00	166.00	Discretionary
New Developments 2	381.00	331.00	Discretionary
New Developments 3	570.00	496.00	Discretionary
New Developments 4	761.00	662.00	Discretionary
New Developments 5	951.00	827.00	Discretionary
New Developments 6-25	1,352.00	1,176.00	Discretionary
New Developments 26+	1,880.00	1,635.00	Discretionary
Additional charge for naming of building	281.00	244.00	Discretionary
<i>Includes the registration of replacement dwelling of same name and property conversions</i>			

PLACE DIRECTORATE		2024/25 £	2023/24 £	Discretionary / non-discretionary	
OUTDOOR FACILITIES					
Allotments					
	Grade A+, per 250m2, resident	Per annum	456.00	380.00	Discretionary
	Grade A, per 250m2, resident	Per annum	120.00	100.00	Discretionary
	Grade B, per 250m2, resident	Per annum	106.80	89.00	Discretionary
	Grade A+, per 250m2, non-resident	Per annum	910.80	759.00	Discretionary
	Grade A, per 250m2, non-resident	Per annum	242.40	202.00	Discretionary
	Grade B, per 250m2, non-resident	Per annum	210.00	175.00	Discretionary
	Water charge per plot (New charge in 2024/25)	Per annum	20.00	New charge	Discretionary
Cemeteries and churchyards					
	Standard burial, grant of exclusive right of burial for 50 years including right to erect memorial, resident		1,930.85	1,679.00	Discretionary
	Standard burial for three (Braywick Cemetery only), resident		1,900.95	1,653.00	Discretionary
	Standard burial for two, resident		1,620.35	1,409.00	Discretionary
	Standard burial for two (Oakley Green Cemetery only), resident		1,620.35	1,409.00	Discretionary
	Standard burial for one, resident		1,463.95	1,273.00	Discretionary
	Standard burial child 7 to 17 years, resident		0.00	0.00	Non-discretionary
	Standard burial child up to 6 years, resident		0.00	0.00	Non-discretionary
	Standard burial additional charge for a casket, resident		623.30	542.00	Discretionary
	Standard burial re-open for 2nd burial 6ft depth, resident		1,620.35	1,409.00	Discretionary
	Standard burial re-open for 2nd burial 4ft depth, resident		1,460.50	1,270.00	Discretionary
	Standard burial, grant of exclusive right of burial for 50 years including right to erect memorial, non-resident		3,861.70	3,361.00	Discretionary
	Standard burial for three (Braywick Cemetery only), non-resident		3,801.90	3,297.00	Discretionary
	Standard burial for two, non-resident		3,240.70	2,813.00	Discretionary
	Standard burial for two (Oakley Green Cemetery only), non-resident		3,240.70	2,813.00	Discretionary
	Standard burial for one, non-resident		2,927.90	2,542.00	Discretionary
	Standard burial child 7 to 17 years, non-resident		1,210.95	1,053.00	Discretionary
	Standard burial child up to 6 years, non-resident		580.75	505.00	Discretionary
	Standard burial additional charge for a casket, non-resident		1,246.60	1,084.00	Discretionary
	Standard burial re-open for 2nd burial 6ft depth, non-resident (unless original burial was for a borough resident, in which case resident fee is charged)		3,240.70	1,409.00	Discretionary
	Standard burial re-open for 2nd burial 4ft depth, non-resident (unless original burial was for a borough resident, in which case resident fee is charged)		2,921.00	1,273.00	Discretionary
	<i>* (unless original burial was for a borough resident, in which case resident fee is charged)</i>				
Infant burial					
	Grant of exclusive right of burial for 50 years, including right to erect memorial, resident		0.00	0.00	Non-discretionary
	Burial fee, resident		0.00	0.00	Non-discretionary
	Grant of exclusive right of burial for 50 years, including right to erect memorial, non-resident		822.00	822.00	Discretionary
	Burial fee, non-resident		325.00	325.00	Discretionary
Cremation plot					
	Grant of exclusive right of burial for 50 years, including right to erect memorial, resident		941.85	819.00	Discretionary
	New Cremation Plot (2 caskets per plot), resident		509.45	443.00	Discretionary
	Re-open for a second interment of ashes, resident		509.45	443.00	Discretionary
	Grant of exclusive right of burial for 50 years, including right to erect memorial, non-resident		1,883.70	1,636.00	Discretionary
	New Cremation Plot (2 caskets per plot), non-resident		1,018.90	882.00	Discretionary
	Re-open for a second interment of ashes, non-resident (unless original burial was for a borough resident, in which case resident fee is charged)		1,018.90	443.00	Discretionary
Cremation chamber					
	Grant of exclusive right of burial for 10 years, erect memorial, interment of ashes (Oakley Green cemetery), resident		1,010.85	879.00	Discretionary
	Renew grant of exclusive right of burial for a further 10 years, resident		496.80	432.00	Discretionary
	Re-open for a second interment of ashes, resident		347.30	302.00	Discretionary
	Grant of exclusive right of burial for 10 years, erect memorial, interment of ashes (Oakley Green cemetery), non-resident		2,021.70	1,760.00	Discretionary

PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
Renew grant of exclusive right of burial for a further 10 years, non-resident	993.60	867.00	Discretionary
Re-open for a second interment of ashes, non-resident (unless original burial was for a borough resident, in which case resident fee is charged)	694.60	302.00	Discretionary
Memorials			
Additional inscription / replacement stone	67.85	59.00	Discretionary
Wall plaque	86.25	75.00	Discretionary
Cremation tablet	86.25	75.00	Discretionary
Vase or book on cremation plot or grave	86.25	75.00	Discretionary
Reservation of wall plaque for 7 years	86.25	75.00	Discretionary
Stake in ground plaque - prices from:-	244.95	213.00	Discretionary
Miscellaneous			
Record research fee, resident	86.25	75.00	Discretionary
Reservation - grave or cremation plot for 7 years (renewal at 50% of current rate), resident	1,900.95	1,653.00	Discretionary
Inter cremated remains in Garden of Remembrance, resident	290.95	253.00	Discretionary
Interment outside prescribed hours (minimum charge), resident	681.95	593.00	Discretionary
Minimum cost for specific needs, resident	681.95	593.00	Discretionary
Private grave registration transfer, resident	86.25	75.00	Discretionary
Use of chapel at Oakley Green only, resident	248.40	216.00	Discretionary
Copy of Deed, resident	86.25	75.00	Discretionary
Record research fee, non-resident	172.50	75.00	Discretionary
Reservation - grave or cremation plot for 7 years (renewal at 50% of current rate), non-resident	3,801.90	1,653.00	Discretionary
Inter cremated remains in Garden of Remembrance, non-resident	581.90	253.00	Discretionary
Interment outside prescribed hours (minimum charge), non-resident	1,363.90	593.00	Discretionary
Minimum cost for specific needs, non-resident	1,363.90	593.00	Discretionary
Private grave registration transfer, non-resident	172.50	75.00	Discretionary
Use of chapel at Oakley Green only, non-resident	496.80	216.00	Discretionary
Copy of Deed, non-resident	172.50	75.00	Discretionary
Rights of way - actual costs + advertising (including VAT) minimum charges:			
S118 Stopping up of footpaths, bridleways & restricted byways	2,395.40	1,711.00	Discretionary
S119 Diversion of footpaths, bridleways & restricted byways	2,395.40	1,711.00	Discretionary
S257 Town & Country Planning Act 1980 Diversion Orders	2,395.40	1,711.00	Discretionary
S1 & 14 Road Traffic Regulation Act 1984 Traffic Regulation Orders	0.00	0.00	Non-discretionary
Provision of hard copy of definitive map extract (viewing only free of charge)	76.00	72.00	Discretionary
Land owner declaration (Highways Act 1980 / Commons Act 2006)	376.00	358.00	Discretionary
Land owner declaration (Highways Act 1980 / Commons Act 2006) - subsequent declaration	76.00	72.00	Discretionary
Events in parks (New charge in 2024/25)			
Application submission fee (non refundable)	25.00	New charge	Discretionary
Community/Charity & Not-for-Profit Events/Activities - Small 0-499 people	Per day 260.00	New charge	Discretionary
Community/Charity & Not-for-Profit Events/Activities - Medium 500-2499 people	Per day 525.00	New charge	Discretionary
Community/Charity & Not-for-Profit Events/Activities - Large 2500-4999 people	Per day 1,575.00	New charge	Discretionary
Community/Charity & Not-for-Profit Events/Activities - Extra large 5000-10,000 people	Per day 2,100.00	New charge	Discretionary
Community/Charity & Not-for-Profit Events/Activities - Above 10,000 people	Per day Price on application	New charge	Discretionary
Commercial Events/Activities - Small 0-499 people	Per day 520.00	New charge	Discretionary
Commercial Events/Activities - Medium 500-2499 people	Per day 1,050.00	New charge	Discretionary
Commercial Events/Activities - Large 2500-4999 people	Per day 3,150.00	New charge	Discretionary
Commercial Events/Activities - Extra large 5000-10,000 people	Per day 4,200.00	New charge	Discretionary
Commercial Events/Activities - Above 10,000 people	Per day Price on application	New charge	Discretionary
Non operational days on site eg for set up and break down	50% of applicable hire cost	New charge	Discretionary
Provision of bins for community events	Per bin and Delivery Price on application	New charge	Discretionary

PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
Officer Site visit with specialist staff - e.g. Parks/Events officer	80.00	New charge	Discretionary

RESOURCES DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
INSURANCE Insurance Admin charges for Street Furniture Cost recovery (inclusive of VAT) Administration Charge on top of cost of repair Recoveries with a value < £1,000 Recoveries with a value > £1,000 and < £2,000 Recoveries with a value > £2,000			
	199.00	180.00	Discretionary
	265.00	240.00	Discretionary
	395.00	360.00	Discretionary

RESOURCES DIRECTORATE		2024/25 £	2023/24 £	Discretionary / non-discretionary
LIBRARIES				
Overdue returns (Per Loan Period)				
Adult Books	Per day	0.35	0.30	Discretionary
Adult Books	Maximum per item	14.00	12.60	Discretionary
Children's / Teenage Books	Per day	0.10	0.05	Discretionary
Children's / Teenage Books	Maximum per item	16.00	12.60	Discretionary
DVDs	Per day	0.75	0.68	Discretionary
DVDs	Maximum per item	15.00	12.60	Discretionary
Audio / Visual Loan Charges				
DVD (Advantage Card Holder)	Per item for 1 week	3.20	3.00	Discretionary
DVD (non-Advantage Card Holder)	Per item for 1 week	3.35	3.10	Discretionary
Reservations				
Adult books from SELMS partnership libraries		3.00	3.00	Discretionary
Inter-Library Loans with Advantage Card		10.70	10.00	Discretionary
Inter-Library Loans without Advantage Card		12.80	12.00	Discretionary
Inter-Library Loans: Student Discount Rate with Advantage Card		2.90	2.70	Discretionary
Inter-Library Loans: Student Discount Rate without Advantage Card		2.90	2.70	Discretionary
Inter-Library Loans				
Urgent and Specialists administration (in addition to British Library Charge)		9.10	8.50	Discretionary
Music scores and play sets administration (in addition to courier charge)		10.70	10.00	Discretionary
Library events				
Library event charges will be determined on a case by case basis to cover costs and reflect demand				Discretionary
Library School Offers				
RDS: 100 books per year, unlimited exchange		406.00	380.00	Discretionary
RDS: 200 books per year, unlimited exchange		822.00	770.00	Discretionary
RDS: 400 books per year, unlimited exchange		1,440.00	1,350.00	Discretionary
RDS: 750 books per year, unlimited exchange		2,561.00	2,400.00	Discretionary
RDS: 950 books per year, unlimited exchange		2,988.00	2,800.00	Discretionary
Topic boxes per term		96.00	90.00	Discretionary
Sessions each		123.00	115.00	Discretionary
Library Services				
Printing from Electronic Information sources: black and white	Per A4 sheet	0.30	0.25	Discretionary
Printing from Electronic Information sources: colour	Per A4 sheet	0.60	0.50	Discretionary
Research (first 30 mins free)	Per 15 minutes (or part)	17.50	16.00	Discretionary
Advocacy/ Inclusions	Per 60 minutes (or part)	123.00	115.00	Discretionary
Photocopying				
Black and White	Per A4 copy	0.30	0.25	Discretionary

RESOURCES DIRECTORATE		2024/25 £	2023/24 £	Discretionary / non-discretionary
Black and White	Per A3 copy	0.60	0.50	Discretionary
Colour	Per A4 copy	0.60	0.50	Discretionary
Colour	Per A3 copy	1.20	1.00	Discretionary
Microform & Microfiche				
Printing from Microform & Microfiche	Per A4 copy	0.60	0.50	Discretionary
Printing from Microform & Microfiche: Handling P&P (minimum)		2.70	2.50	Discretionary
Printing from Microform & Microfiche: Printing from customer's microform		0.60	0.50	Discretionary
Lost and damaged items				
Advantage Card Replacement		5.40	5.00	Discretionary
Bus Pass Replacement		16.00	15.00	Discretionary
Room & Exhibition Hire (All Libraries)				
Commercial Organisations	Per hour	53.40	50.00	Discretionary
Commercial Organisations	Per 1/2 day	117.40	110.00	Discretionary
Commercial Organisations	Per day	202.80	190.00	Discretionary
Non-Commercial Organisations (charged services)	Per hour	37.40	35.00	Discretionary
Non-Commercial Organisations (charged services)	Per 1/2 day	75.00	70.00	Discretionary
Non-Commercial Organisations (charged services)	Per day	106.70	100.00	Discretionary
Other Borough Based Community Groups	Per hour	16.00	15.00	Discretionary
Other Borough Based Community Groups	Per 1/2 day	42.70	40.00	Discretionary
Other Borough Based Community Groups	Per day	53.35	50.00	Discretionary
(Kitchen facilities included in all rates per hire, refreshments price per hire on app.)				
Cancellation fee for bookings cancelled within one month		20% of fee	20% of fee	Discretionary
Weekly or 'subsequent day' rates negotiable				
Interview Room				
Commercial Organisations	Per hour	32.10	30.00	Discretionary
Commercial Organisations	Per 1/2 day	64.10	60.00	Discretionary
Commercial Organisations	Per day	106.70	100.00	Discretionary
Non-Commercial Organisations (charged services)	Per hour	19.25	18.00	Discretionary
Non-Commercial Organisations (charged services)	Per 1/2 day	37.35	35.00	Discretionary
Non-Commercial Organisations (charged services)	Per day	57.65	54.00	Discretionary
Other Borough Based Community Groups	Per hour	6.40	6.00	Discretionary
Other Borough Based Community Groups	Per 1/2 day	19.25	18.00	Discretionary
Other Borough Based Community Groups	Per day	29.90	28.00	Discretionary
Use of library computer				
Guest' (non-members)	Per 1/2 hour	N/A	N/A	Discretionary
Library Members	Per 1/2 hour	0.50	0.50	Discretionary
Advantage Card holders (45mins per day free)	Per 1/2 hour	0.50	0.50	Discretionary

RSOURCES DIRECTORATE		2024/25	2023/24	Discretionary /
		£	£	non-discretionary
DESBOROUGH SUITE				
Commercial rates				
Desborough suite	08:00 - 13:00	1,380.00	1,279.00	Discretionary
Desborough suite	13:00 - 18:30	1,380.00	1,279.00	Discretionary
Desborough suite	18:30+	1,850.00	1,710.00	Discretionary
Desborough suite	All day	3,360.00	3,108.00	Discretionary
Auditorium	08:00 - 13:00	999.00	925.00	Discretionary
Auditorium	13:00 - 18:30	999.00	925.00	Discretionary
Auditorium	18:30+	1,300.00	1,203.00	Discretionary
Auditorium	All day	2,280.00	2,106.00	Discretionary
Receptions / dinner dance	08:00 - 13:00	555.00	512.00	Discretionary
Receptions / dinner dance	13:00 - 18:30	555.00	512.00	Discretionary
Receptions / dinner dance	18:30+	1,390.00	1,279.00	Discretionary
Receptions / dinner dance	All day	2,080.00	1,927.00	Discretionary
Meeting room	Per hour	125.00	117.00	Discretionary
Meeting room	Per hour	125.00	117.00	Discretionary
Meeting room	Per hour	160.00	147.00	Discretionary
Meeting room	Per hour	125.00	117.00	Discretionary
Additional time after 23.30	Per hour	520.00	482.00	Discretionary
Non-commercial rates - whole suite (dance schools / theatre groups / Borough based registered charities)				
Rehearsal / set up: Monday - Friday	08:00 - 13:00	95.00	88.00	Discretionary
Rehearsal / set up: Monday - Friday	13:00 - 18:30	95.00	88.00	Discretionary
Rehearsal / set up: Monday - Friday	18:30+	165.00	153.00	Discretionary
Rehearsal / set up: Monday - Friday	All day	275.00	254.00	Discretionary
Rehearsal / set up: Saturday	08:00 - 13:00	135.00	124.00	Discretionary
Rehearsal / set up: Saturday	13:00 - 18:30	135.00	124.00	Discretionary
Rehearsal / set up: Saturday	18:30+	210.00	194.00	Discretionary
Rehearsal / set up: Saturday	All day	290.00	270.00	Discretionary
Rehearsal / set up: Sunday	08:00 - 13:00	135.00	124.00	Discretionary
Rehearsal / set up: Sunday	13:00 - 18:30	135.00	124.00	Discretionary
Rehearsal / set up: Sunday	18:30+	230.00	212.00	Discretionary
Rehearsal / set up: Sunday	All day	395.00	365.00	Discretionary
Performance / function	08:00 - 13:00	210.00	195.00	Discretionary
Performance / function	13:00 - 18:30	210.00	195.00	Discretionary
Performance / function	18:30+	290.00	265.00	Discretionary
Performance / function	All day	650.00	602.00	Discretionary
Additional time after 23.30	Per hour	150.00	140.00	Discretionary
Kitchen hire-price on application (unavailable Mon-Fri 08:00 - 16:00)				

RESOURCES DIRECTORATE	2024/25 £	2023/24 £	Increase %	Discretionary / non-discretionary
LOCAL LAND CHARGES				
Table Of Search Fees (Excluding VAT)				
Standard Official Search (LLC1 and CON29R)	164.00	153.50	6.8%	Discretionary
Official Certificate of Search (Form LLC1 only) - no VAT	50.50	47.50	6.3%	Discretionary
Enquiries of Local Authority (Form CON29R only) part 1 enquiries*	105.50	98.50	7.1%	Discretionary
Additional Parcels of Land (each)	80.00	75.50	6.0%	Discretionary
CON 290 Enquiries-with the original search (dealing with individual questions)	56.00	52.00	7.7%	Discretionary
*Standalone CON29R and CON290 searches attract an additional fee (one per search) No VAT	3.80	3.40	11.8%	Discretionary
Repeat Searches (LLC1 and CON29R) within 2 months of original search	68.00	64.00	6.3%	Discretionary
Component data for CON29R questions		On request		
LEGAL FEES (Excluding VAT)				
Legal services hourly rate	Per hour 200.00	150.00	33.3%	Discretionary
Highways matters legal fees				
Joint S278/38 Agreement (including proforma) minimum non-refundable - <i>thereafter at hourly rates</i>	4,150.00	3,750.00	10.7%	Discretionary
S38 Agreement - minimum non-refundable - <i>thereafter hourly rates</i>	4,150.00	3,750.00	10.7%	Discretionary
Crane oversailing licence (charge dependant on complexity/urgency) - minimum non-refundable, <i>thereafter hourly rates</i>	1,650.00	1,500.00	10.0%	Discretionary
Oversail licence (charge dependant on complexity/urgency) - minimum non-refundable - <i>thereafter at hourly rates</i>	825.00	750.00	10.0%	Discretionary
Undersail licence (charge dependant on complexity/urgency) - minimum non-refundable - <i>thereafter at hourly rates</i>	825.00	750.00	10.0%	Discretionary
Planning matters legal fees				
S106 Bilateral Agreement (including proforma) minimum non-refundable - <i>thereafter at hourly rates</i>	2,750.00	2,500.00	10.0%	Discretionary
S106 unilateral undertakings (including proforma) minimum non-refundable - <i>thereafter at hourly rates</i>	2,750.00	1,500.00	83.3%	Discretionary
S106 unilateral undertakings (carbon offset provisions only) minimum non-refundable - <i>thereafter at hourly rates</i>	795.00	720.00	10.4%	Discretionary
S106 Deed of Variation / Deed of Covenant minimum non-refundable - <i>thereafter at hourly rates</i>	715.00	650.00	10.0%	Discretionary
S106 agreement (SANG mitigation - purchasing 3rd party SANG capacity) minimum non-refundable, <i>thereafter hourly rates</i>	1,750.00	1,500.00	16.7%	Discretionary
S106 agreement (SANG mitigation at Allen's Field) minimum non-refundable - <i>thereafter at hourly rates</i>	720.00	650.00	10.8%	Discretionary
Miscellaneous legal fees				
DS1 minimum non-refundable - <i>thereafter at hourly rates</i>	300.00	300.00	0.0%	Discretionary
Legal Fees - Retrieval and copy of legal documents from archive minimum non-refundable - <i>thereafter at hourly rates</i>	55.00	50.00	10.0%	Discretionary

RESOURCES DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
DEPUTYSHIP			
Estates Winding Up Fee - Level 1 Basic requirements assuming that there is a valid will and next of kin / solicitor in place to administer the estate. - Notify DWP - Notify Court of Protection / Office of the Public Guardian - Notify other financial institutions - Complete BD8 - Settle funeral and other final bills - Distribute estate to executors	294.00	280.00	Discretionary
Estates Winding Up Fee - Level 2 Basic requirements above, plus any of the additional work required. - Completion of final account report for Court of Protection - Advising or assisting on the completion of Probate applications - Referring the estate to Treasury Solicitors - Liaising with Treasury Solicitors	364.00	346.00	Discretionary
Estates Winding Up Fee - Level 3 Include some or all of levels 1 and 2, plus the additional work. - Collecting Death Certificate - Registering the death - Arranging the funeral	508.00	484.00	Discretionary
OFFICE OF THE PUBLIC GUARDIAN / COURT OF PROTECTION			
Remuneration of Local Authority deputies - fees are exempt of VAT and set by the Court of Protection			
Category I: Work up to and including appointment of a deputy for property and affairs	745.00	745.00	Non-discretionary
Category II: Annual fee local authority appointed deputy for property and affairs:			
- For the first year	775.00	775.00	Non-discretionary
- For the second and subsequent years	650.00	650.00	Non-discretionary
Where net assets are below £16,000, the local authority Deputy may take an annual fee not exceeding 3% net assets.			
Category III - Annual property management fee	300.00	300.00	Non-discretionary
Category IV - Preparation and lodgement of an annual report or account to the Public Guardian	216.00	216.00	Non-discretionary

RESOURCES DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
SUPERINTENDENT REGISTRAR			
General Searches			
General Search in indexes in Office not exceeding 6 successive hours	18.00	18.00	Non-discretionary
Certificates - Prices set by Statute			
Issue of Certificate (Standard 14-day despatch)	11.00	11.00	Non-discretionary
Issue of Certificate (Express 24-48 hours despatch)	35.00	35.00	Non-discretionary
Multilingual Standard Form (MSF)	N/A	N/A	Non-discretionary
Attestation of Foreign Pensions (Proof of Life)	23.00	22.00	Discretionary
Marriages - Prices set by Statute			
Attending outside office to be given notice of marriage of house-bound or detained person	46.00	46.00	Non-discretionary
Entering a notice of marriage in a marriage notice book	35.00	35.00	Non-discretionary
Attending a Marriage at a registered building	84.00	84.00	Non-discretionary
Attending a Marriage at the Register Office	46.00	46.00	Non-discretionary
Certification Of Worship And Registration For Marriage			
Certification of a place of meeting for religious worship-statutory fee	29.00	29.00	Non-discretionary
Registration of a building for the solemnisation of marriages-statutory fee	123.00	123.00	Non-discretionary
Marriage and Civil Partnership Ceremonies in Licenced Venues			
Monday to Thursday (up to / including 5:00pm)	610.00	587.00	Discretionary
Monday to Thursday (after 5.00pm if available)	676.00	650.00	Discretionary
Fridays and Saturdays (up to / including 5pm)	676.00	650.00	Discretionary
Friday and Saturday (after 5pm if available)	745.00	718.00	Discretionary
Sundays and Bank Holidays (up to / including 5pm)	745.00	718.00	Discretionary
Sundays and Bank Holidays after 5pm	785.00	755.00	Discretionary
Marriage and Civil Partnership Ceremonies in Maidenhead Ceremony Room			
Monday to Thursday (up to / including 3:30pm)	290.00	278.00	Discretionary
Monday to Thursday (after 3.30pm if available)	360.00	330.00	Discretionary
Friday to Saturday	360.00	330.00	Discretionary
Saturday (after 12pm if available)	460.00	440.00	Discretionary
Sunday	550.00	524.00	Discretionary
Bank Holiday	680.00	650.00	Discretionary

RESOURCES DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
Citizenship Ceremonies			
Per Ceremony	80.00	80.00	Non-discretionary
Private Citizenship Ceremonies - Register Office:			
Monday to Friday per individual	205.00	195.00	Discretionary
Monday Friday per couple / family	348.00	330.00	Discretionary
Saturday -individual or couple / family	348.00	330.00	Discretionary
Baby Naming And Reaffirmation (inclusive of VAT)			
Register Office - Monday to Thursday	325.00	305.00	Discretionary
Register Office - Friday and Saturday (up to 12pm)	365.00	345.00	Discretionary
Register Office - Saturday (after 12pm)	475.00	445.00	Discretionary
Register Office - Sunday	545.00	515.00	Discretionary
Register Office - Bank Holidays	625.00	585.00	Discretionary
Outside Venues - Monday to Thursday	465.00	435.00	Discretionary
Outside Venues - Friday and Saturday	605.00	570.00	Discretionary
Outside Venues - Sunday	695.00	655.00	Discretionary
Outside Venues - Bank Holidays	695.00	655.00	
Booking Fee	50.00	n/a	Discretionary
Changing the name on a venue license	45.00	42.00	Discretionary

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PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
CAR PARKING			
Alexandra, Windsor (198 spaces)			
Charges apply Monday - Sunday 09.00-21.00 (including Bank Holidays)			
Up to 1 hour	2.30	2.00	Discretionary
1 to 2 hours	4.60	4.00	Discretionary
2 to 3 hours	7.00	6.10	Discretionary
3 to 4 hours	9.30	8.10	Discretionary
4 to 5 hours	14.70	12.80	Discretionary
Over 5 hours	18.60	16.20	Discretionary
Season tickets (3 months)	500.00	435.00	Discretionary
Season tickets (6 months)	990.00	860.00	Discretionary
Season tickets (per annum)	1,955.00	1,700.00	Discretionary
Alms Road, Windsor (130 spaces) - see separate tariff for Windsor Dials			
Charges apply Monday - Sunday 09.00-21.00 (including Bank Holidays)			
Up to 1 hour	2.30	2.00	Discretionary
1 to 2 hours	4.60	4.00	Discretionary
2 to 3 hours	7.00	6.10	Discretionary
3 to 4 hours	9.30	8.10	Discretionary
4 to 5 hours	14.70	12.80	Discretionary
Over 5 hours	18.60	16.20	Discretionary
Season tickets (3 months)	500.00	435.00	Discretionary
Season tickets (6 months)	990.00	860.00	Discretionary
Season tickets (per annum)	1,955.00	1,700.00	Discretionary
Ascot High Street (98 spaces)	Free	Free	Discretionary
The Avenue, Datchet (113 spaces)			
Charges apply Monday - Sunday 09.00-18.00 (Bank Holidays free)			
Up to 1 hour	1.40	1.20	Discretionary
1 to 2 hours	2.30	2.00	Discretionary
2 to 3 hours	4.60	4.00	Discretionary
3 to 4 hours	5.80	5.00	Discretionary
4 to 5 hours	8.30	7.20	Discretionary
Over 5 hours	9.90	8.60	Discretionary
Season tickets (3 months)	305.00	265.00	Discretionary
Season tickets (6 months)	575.00	500.00	Discretionary
Season tickets (per annum)	1,125.00	980.00	Discretionary
Boulton Lock, Maidenhead (87 spaces)			
Charges apply Monday - Sunday 09.00-21.00 (including Bank Holidays)			
Up to 1 hour	1.40	1.20	Discretionary
1 to 2 hours	2.20	1.90	Discretionary
2 to 3 hours	3.00	2.60	Discretionary
3 to 4 hours	4.50	3.90	Discretionary
4 to 5 hours	5.80	5.00	Discretionary
Over 5 hours	7.10	6.20	Discretionary
Braywick Nature Park, Maidenhead 08:00-21:00 (12 spaces)	Free	Free	Discretionary
Braywick Sports Ground, Maidenhead (575 spaces)			
Charges apply Monday - Saturday 09.00-21.00 (Sundays and Bank Holidays free)			
Up to 1 hour	1.60	1.40	Discretionary
1 to 2 hours	3.30	2.90	Discretionary
2 to 3 hours	5.20	4.50	Discretionary
3 to 4 hours	6.80	5.90	Discretionary
4 to 5 hours	10.20	8.90	Discretionary
Over 5 hours	13.50	11.70	Discretionary
Season tickets (3 months)	220.00	190.00	Discretionary
Season tickets (6 months)	400.00	350.00	Discretionary
Season tickets (per annum)	760.00	660.00	Discretionary
Centrica, Windsor	Free	Free	Discretionary
<i>(Saturdays, Sundays & Bank Holidays in peak periods only - locked at 19:00 (134 spaces))</i>			
Coronation Road, Littlewick Green (24 spaces)	Free	Free	Discretionary
East Berks College, Windsor (112 spaces)			
Charges apply Monday - Sunday 09.00-21.00 (including Bank Holidays)			
Up to 1 hour	2.10	1.80	Discretionary
1 to 2 hours	3.00	2.60	Discretionary
2 to 3 hours	4.40	3.80	Discretionary
3 to 4 hours	6.40	5.60	Discretionary
4 to 5 hours	9.60	8.30	Discretionary
Over 5 hours	12.10	10.50	Discretionary
Eton Court, Eton (57 spaces)			
Charges apply Monday - Sunday 09.00-21.00 (including Bank Holidays)			
Up to 1 hour	2.20	1.90	Discretionary
1 to 2 hours	4.40	3.80	Discretionary
2 to 3 hours	6.70	5.80	Discretionary
3 to 4 hours	10.80	9.40	Discretionary
4 to 5 hours	13.30	11.60	Discretionary
Over 5 hours	15.30	13.30	Discretionary
Season tickets (3 months)	415.00	360.00	Discretionary
Season tickets (6 months)	815.00	710.00	Discretionary
Season tickets (per annum)	1,610.00	1,400.00	Discretionary
Grenfell Park, Maidenhead (18 spaces)	Free	Free	Discretionary
Grove Road, Maidenhead (82 spaces)			
Charges apply Monday - Saturday 09.00-21.00 (Sundays and Bank Holidays free)			
Up to 1 hour	2.10	1.80	Discretionary
1 to 2 hours	4.10	3.60	Discretionary
2 to 3 hours	6.10	5.30	Discretionary
Hines Meadow Multi Storey Maidenhead (1,280 spaces)			
Charges apply Monday - Saturday 09.00-21.00 (Sundays and Bank Holidays free)			
Up to 1 hour	1.40	1.40	Discretionary
1 to 2 hours	2.90	2.90	Discretionary
2 to 3 hours	4.50	4.50	Discretionary
3 to 4 hours	7.50	6.50	Discretionary
4 to 5 hours	8.30	7.20	Discretionary
Over 5 hours	13.30	11.60	Discretionary
Season tickets (3 months)	370.00	320.00	Discretionary
Season tickets (6 months)	715.00	620.00	Discretionary
Season tickets (per annum)	1,380.00	1,200.00	Discretionary
Home Park, Windsor (181 spaces)			
Charges apply Monday - Sunday 09.00-16.00 (Bank Holidays free)			
Up to 1 hour	1.50	1.30	Discretionary
1 to 2 hours	3.10	2.70	Discretionary
2 to 3 hours	5.60	4.90	Discretionary
3 to 4 hours	7.10	6.20	Discretionary
4 to 5 hours	8.30	7.20	Discretionary
Over 5 hours	10.20	8.90	Discretionary
Season tickets (3 months)	310.00	270.00	Discretionary
Season tickets (6 months)	600.00	520.00	Discretionary
Season tickets (per annum)	1,185.00	1,030.00	Discretionary

Horton Road, Datchet (60 spaces)			
Charges apply Monday - Sunday 09.00-18.00 (Bank Holidays free)			
Up to 1 hour	0.80	0.70	Discretionary
1 to 2 hours	1.50	1.30	Discretionary
2 to 3 hours	3.10	2.70	Discretionary
3 to 4 hours	4.50	3.90	Discretionary
4 to 5 hours	5.80	5.00	Discretionary
Over 5 hours	7.00	6.10	Discretionary
King Edward VII Ave, Windsor (192 spaces)			
Charges apply Monday - Sunday 09.00-21.00 (including Bank Holidays)			
Up to 1 hour	2.20	1.90	Discretionary
1 to 2 hours	4.10	3.60	Discretionary
2 to 3 hours	6.70	5.80	Discretionary
3 to 4 hours	9.10	7.90	Discretionary
4 to 5 hours	11.00	9.60	Discretionary
Over 5 hours	12.80	11.10	Discretionary
Season tickets (3 months)	430.00	375.00	Discretionary
Season tickets (6 months)	860.00	750.00	Discretionary
Season tickets (per annum)	1,670.00	1,450.00	Discretionary
Meadow Lane, Eton (102 spaces)			
Charges apply Monday - Sunday 09.00-21.00 (including Bank Holidays)			
Up to 1 hour	2.20	1.90	Discretionary
1 to 2 hours	4.40	3.80	Discretionary
2 to 3 hours	6.70	5.80	Discretionary
3 to 4 hours	10.80	9.40	Discretionary
4 to 5 hours	13.30	11.60	Discretionary
Over 5 hours	15.30	13.30	Discretionary
Season tickets (3 months)	415.00	360.00	Discretionary
Season tickets (6 months)	815.00	710.00	Discretionary
Season tickets (per annum)	1,610.00	1,400.00	Discretionary
Oak Lane (annual contract spaces for residents only)	60.00	60.00	Discretionary
River St, Windsor (145 spaces)			
Charges apply Monday - Sunday 09.00-21.00 (including Bank Holidays)			
Up to 1 hour	6.80	5.90	Discretionary
1 to 2 hours	10.50	9.10	Discretionary
2 to 3 hours	13.30	11.60	Discretionary
3 to 4 hours	17.80	15.50	Discretionary
4 to 5 hours	20.50	17.80	Discretionary
Over 5 hours	25.50	22.20	Discretionary
Romney Lock, Windsor (94 spaces)			
Charges apply Monday - Sunday 09.00-21.00 (including Bank Holidays)			
Up to 1 hour	2.20	1.90	Discretionary
1 to 2 hours	4.10	3.60	Discretionary
2 to 3 hours	6.70	5.80	Discretionary
3 to 4 hours	9.10	7.90	Discretionary
4 to 5 hours	11.00	9.60	Discretionary
Over 5 hours	12.80	11.10	Discretionary
Season tickets (3 months)	430.00	375.00	Discretionary
Season tickets (6 months)	860.00	750.00	Discretionary
Season tickets (per annum)	1,670.00	1,450.00	Discretionary
Stafferton Way Multi Storey, Maidenhead (576 spaces)			
Charges apply Monday - Saturday 09.00-21.00 (Sundays and Bank Holidays free)			
Daily charge	10.80	9.40	Discretionary
Season tickets (3 months)	370.00	320.00	Discretionary
Season tickets (6 months)	715.00	620.00	Discretionary
Season tickets (per annum)	1,380.00	1,200.00	Discretionary
Town Moor, Maidenhead (Blackmoor Lane) (28 spaces)			
Charges apply Monday - Sunday 09.00-21.00 (including Bank Holidays)			
Up to 3 hours	1.40	1.20	Discretionary
Over 3 hours	5.40	4.70	Discretionary
Trevelyan School, Windsor (76 spaces)			
Charges apply Monday - Sunday (including Bank Holidays), Monday - Friday 09.15-14.45 & 15.45-21.00, Saturday - Sunday 09.00-21.00			
Up to 1 hour	0.60	0.50	Discretionary
Up to 2 hours	1.20	1.00	Discretionary
Up to 3 hours	2.30	2.00	Discretionary
Over 3 hours	8.10	7.00	Discretionary
Victoria Street Multi Storey, Windsor (206 spaces)			
Charges apply Monday - Sunday 09.00-21.00 (including Bank Holidays)			
Up to 1 hour	2.60	2.60	Discretionary
1 to 2 hours	4.40	4.40	Discretionary
2 to 3 hours	7.10	7.10	Discretionary
3 to 4 hours	14.00	12.20	Discretionary
4 to 5 hours	15.40	13.40	Discretionary
Over 5 hours	21.20	18.40	Discretionary
Vicus Way Multi Storey, Maidenhead (500 spaces)			
Charges apply Monday - Saturday 09.00-21.00 (Sundays and Bank Holidays free)			
Up to 1 hour	1.20	1.00	Discretionary
1 to 2 hours	2.30	2.00	Discretionary
2 to 3 hours	3.50	3.00	Discretionary
Over 3 Hours	6.90	6.00	Discretionary
Season tickets (1 month)	115.00	100.00	Discretionary
Season tickets (3 months)	345.00	300.00	Discretionary
Season tickets (6 months)	660.00	575.00	Discretionary
Season tickets (per annum)	1,265.00	1,100.00	Discretionary
West Street, Maidenhead (59 spaces)			
Charges apply Monday - Saturday 09.00-21.00 (Sundays and Bank Holidays free)			
Up to 1 hour	2.10	1.80	Discretionary
Up to 2 hours	4.10	3.60	Discretionary
Up to 3 hours	6.10	5.30	Discretionary
Windsor Dials (via Alma Road), Windsor (250 spaces)			
Car Park available on Saturdays, Sundays, Bank Holidays 09.00-21.00			
Up to 1 hour	2.30	2.00	Discretionary
1 to 2 hours	4.60	4.00	Discretionary
2 to 3 hours	7.00	6.10	Discretionary
3 to 4 hours	9.30	8.10	Discretionary
4 to 5 hours	14.70	12.80	Discretionary
Over 5 hours	18.60	16.20	Discretionary
Windsor Library (15 spaces)			
Charges apply Monday - Sunday 09.00-21.00 (Bank Holidays free)			
Up to 30 mins	0.70	0.60	Discretionary
Up to 1 hour	3.30	2.90	Discretionary
1 to 2 hours	6.70	5.80	Discretionary
York House, Windsor (92 spaces)			
Weekends & Bank Holidays (up to 4 hours charge)	4.70	4.10	Discretionary
Weekends & Bank Holidays (over 4 hours charge)	9.30	8.10	Discretionary
Coach Park (Alma Road), Windsor (74 spaces)			
Charges apply Monday - Sunday 09.00-21.00 (including Bank Holidays)			
Up to 1 hour	17.50	14.00	Discretionary
Prepaid tickets (1 hour)	16.00	13.00	Discretionary
Up to 4 hours	35.00	29.00	Discretionary
Prepaid tickets (4 hours)	29.00	25.00	Discretionary
Up to 10 hours (equivalent to all day as evenings free)	45.00	39.00	Discretionary
Prepaid tickets (10 hours) (equivalent to all day as evenings free)	40.00	34.00	Discretionary
Christmas period (cars only)	4.00	3.50	Discretionary

Windsor Leisure Centre (249 spaces)				
Charges apply Monday - Sunday 09.00-21.00 (including Bank Holidays)				
Up to 1 hour	1.80		1.60	Discretionary
Up to 2 hours	2.80		2.40	Discretionary
Up to 3 hours	5.40		4.70	Discretionary
Up to 4 hours	15.40		13.40	Discretionary
Up to 5 hours	17.80		15.50	Discretionary
Over 5 hours	23.60		20.50	Discretionary
On-Street Parking				
Barry Avenue up to 1 hour	2.90		2.50	Discretionary
Barry Avenue 1 to 2 hours	5.90		5.10	Discretionary
St. Leonards Road (Shops) up to 1 hour	1.00		0.90	Discretionary
St. Leonards Road (Shops) 1 to 2 hours	2.50		2.20	Discretionary
Central (Includes Datchet Road, Park Street, Sheet Street, Victoria Street, Farm Yard & Thameside) up to 1 hour	1.70		1.50	Discretionary
Albert St, Alma Rd, Beaumont Rd, Bexley St, Clarence Rd, Duke St (charges apply Monday - Friday 08.30 - 17.30) up to 1 hour	0.90		0.80	Discretionary
Albert St, Alma Rd, Beaumont Rd, Bexley St, Clarence Rd, Duke St (charges apply Monday - Friday 08.30 - 17.30) 1 to 2 hours	1.70		1.50	Discretionary
Fawcett Rd, Frances Rd, Oxford Rd (charges apply Monday - Friday 08.30 - 17.30) up to 1 hour	0.90		0.80	Discretionary
Fawcett Rd, Frances Rd, Oxford Rd (charges apply Monday - Friday 08.30 - 17.30) 1 to 2 hours	1.70		1.50	Discretionary
Queens Rd, Vansittart Rd, Stovell Rd (charges apply Monday - Friday 08.30 - 17.30) up to 1 hour	0.90		0.80	Discretionary
Queens Rd, Vansittart Rd, Stovell Rd (charges apply Monday - Friday 08.30 - 17.30) 1 to 2 hours	1.70		1.50	Discretionary
Alma Rd, Clarence Rd, St Leonards Rd (charges Apply Monday - Sunday 8am - 8pm) up to 1 hour	0.90		0.80	Discretionary
Alma Rd, Clarence Rd, St Leonards Rd (charges Apply Monday - Sunday 8am - 8pm) 1 to 2 hours	1.70		1.50	Discretionary
Alexandra Rd, Claremont Rd, Devereux Rd, Dorset Rd, Grove Rd, St Leonards Ave, St Marks Rd, Helena Rd up to 1 hour	1.30		1.10	Discretionary
The Avenue & Windsor Road (Datchet) up to 1 hour	1.30		1.10	Discretionary
The Avenue & Windsor Road (Datchet) 1 to 2 hours	2.20		1.90	Discretionary
The Avenue & Windsor Road (Datchet) 2 to 3 hours	4.40		3.80	Discretionary
The Avenue & Windsor Road (Datchet) 3 to 4 hours	5.30		4.60	Discretionary
The Avenue & Windsor Road (Datchet) over 4 hours	7.90		6.90	Discretionary
Eton (2 hour maximum stay) up to 30 minutes	0.80		0.70	Discretionary
Eton (2 hour maximum stay) up to 1 hour	2.70		2.30	Discretionary
Eton (2 hour maximum stay) up to 2 hours	4.00		3.50	Discretionary
Penalty Charge Notices				
Higher level contraventions	70.00		70.00	Non-discretionary
Higher level contraventions discounted if paid within 14 days	35.00		35.00	Non-discretionary
Lower level contraventions	50.00		50.00	Non-discretionary
Lower level contraventions discounted if paid within 14 days	25.00		25.00	Non-discretionary
Fixed Penalty Notices				
Fixed Penalty Notice for fly tipping 1 item £100 (litter) Small (up to 6 bags) £400 Large £1,000	1,000.00		400.00	Non-discretionary
Fixed Penalty Notice for failing to produce documentation for the transfer of waste	300.00		300.00	Non-discretionary
Fixed Penalty Notice for duty of care, reduced to £180 if paid within 14 days	300.00		300.00	Non-discretionary
Fixed Penalty Notice for littering reduced to £100 if paid within 14 days	150.00		100.00	Non-discretionary
Fixed Penalty Notice for dog fouling and other dog control offences, reduced to £100 if paid within 14 days	150.00		100.00	Non-discretionary
Fixed Penalty Notice for flyposting/graffiti, reduced to £75 if paid within 14 days	100.00		100.00	Non-discretionary
Business permits				
Business parking permits				
Windsor: outer areas				
First permit	850.00		720.00	Discretionary
Second permit	1,000.00		840.00	Discretionary
Third permit	1,100.00		950.00	Discretionary
Windsor: inner areas				
Eton and Datchet first permit	420.00		360.00	Discretionary
Eton and Datchet second permit	300.00		200.00	Discretionary
Eton and Datchet third permit	500.00		420.00	Discretionary
Eton and Datchet fourth permit	700.00		580.00	Discretionary
Eton and Datchet fourth permit	900.00		800.00	Discretionary
Parking suspensions and dispensations				
Suspension of parking bay (per bay)	35.00		27.00	Discretionary
Parking dispensations - late charge	70.00		60.00	Discretionary
Parking dispensations - 1st day	35.00		27.00	Discretionary
Parking dispensations - additional days	7.00		6.00	Discretionary
Parking dispensations - 1 week	60.00		49.00	Discretionary
Parking dispensations - 2 weeks	95.00		82.00	Discretionary
Parking dispensations - 3 weeks	130.00		115.00	Discretionary
Parking dispensations - 4 weeks	160.00		143.00	Discretionary
Special parking / access permit	70.00		60.00	Discretionary
Special parking/ access permit - late charge	70.00		60.00	Discretionary
Permits (including Electric vehicles)				
	Consultation Option A:	Consultation Option B:		
	Resident Permit Charges	Resident Permit Charges		
1st Resident Permit	75.00	50.00	50.00	Discretionary
2nd Resident Permit	150.00	225.00	75.00	Discretionary
3rd Resident Permit	220.00	330.00	110.00	Discretionary
2 hours Visitor Voucher	1.50	1.50	1.00	Discretionary
6 hours Visitor Voucher	3.00	3.00	2.00	Discretionary
24 hours Visitor Voucher	4.50	4.50	4.00	Discretionary
1st Visitor Permit	100.00	100.00	55.00	Discretionary
2nd Visitor Permit	150.00	150.00	75.00	Discretionary
3rd Visitor Permit	220.00	220.00	110.00	Discretionary
1st Waiver Permit	100.00	100.00	55.00	Discretionary
2nd Waiver Permit	150.00	150.00	75.00	Discretionary
3rd Waiver Permit	220.00	220.00	110.00	Discretionary
Commercial Permits	300.00	300.00	165.00	Discretionary

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Equality Impact Assessment – Fees & Charges changes

Background Information

Service area:	Discretionary Fees & charges relating to all service areas, except Childrens Services
Directorate:	See above
Proposal:	Non-statutory Fees & Charges
Completed by: Adrian Neighbour Date: 20/11/23	Approved by: Becky Hatch Date: 21/11/23

Provide a brief explanation of the budget proposal/s:

- What are the intended outcomes?
- Who will be affected by the proposal?
- Does this conflict with any statutory responsibilities or requirements?

The early adoption of increases in non-statutory fees and charges (F&C's) within the remaining financial year 2023/24 (from: 1/1/2024) & full financial year 2024/25 is intended to increase the income available to the Council, to help ameliorate financial pressures. The low council tax payable by residents in the Royal Borough means that income from residents is limited and this approach will increase the council's income and help to reduce the budget gap.

The list of proposed fees and charges which will be increased is wide ranging and is not displayed in full here. Most of these proposals reflect changes to existing fees and charges; a smaller number are new fees and charges to services or facilities that were previously free.

This impact assessment relates to fees and charges planned by all council services, except for Children's Services. Any increase in fees and charges will have a greater impact on those who have fewer financial resources, and those who use the specific affected services. A full list of all proposed increases to fees and charges are set out within Appendices A & B of the accompanying Fees and Charges Cabinet Report.

A summary of the selected fees and charges which are likely to have particular equality impacts can be found below.

Adults

Residential placement charges
 Respite provision for people with learning disabilities
 Day centre and day activities fees
 Transport for people with learning disabilities and older adults

Place

Parking charges

Allotment fees

Resources

Library computer fees

Bus pass replacement

The proposed changes in relation to parking fees and charges are due to go out to public consultation in December 2023, for implementation in February 2024, following consideration of consultation feedback. Public consultations are not planned for the other proposed fees and charges increases, although engagement will take place with service users, as appropriate.

Equality Impact Analysis

	How do the protected characteristics influence the needs of individuals within this proposal? How might these characteristics affect the impact of the proposal? (If no influence on impact, state 'N/A')	Potential positive impact (Tick where relevant)	Potential negative impact (Tick where relevant)
Age	A number of the proposed increases will impact upon services aimed specifically at older people, particularly the increases to charges associated with Adult Services such as residential care, Meals on Wheels, etc. Increases to fees and charges may result in older people and their carers reducing their use of certain services..		✓
Disability	A number of the proposed increases will impact upon services aimed specifically at people with disability and their carers, particularly the increases to charges associated with Adult Services such as day centres, transport, and respite provision. Increases to fees and charges may result in disabled people and their carers reducing their use of certain services.		✓
Sex	Fees and charges increases will impact all sections of the population, but are not expected to disproportionately affect people on the basis of sex.		✓
Race, Ethnicity and Religion/Belief	Fees and charges increases will impact all sections of the population, but are not expected to disproportionately affect people		

	on the basis of race, ethnicity or religion/belief.		
Sexual Orientation and Gender Reassignment	Fees and charges increases will impact all sections of the population, but are not expected to disproportionately affect people on the basis of sexual orientation or gender reassignment.		
Pregnancy and Maternity	Fees and charges increases will impact all sections of the population, but are not expected to disproportionately affect people on the basis of pregnancy and maternity.		
Care experience (children in care and care leavers)	Children's Services are not affected by these proposals. Fees and charges increases will impact all sections of the population, but are not expected to disproportionately affect people on the basis of care experience.		
Socio-economic disadvantage (e.g. low income, poverty)	Residents on low income and experiencing socio-economic disadvantage will be more affected by increases in fees and charges than the rest of the population due to their reduced financial resources. Some charges may also disproportionately affect those on lower incomes, such as charges for the use of library computer which are more likely to impact those who do not have access to a computer at home.		✓
Marriage and Civil Partnership (in respect of employment discrimination only)	Fees and charges increases will impact all sections of the population, but are not expected to disproportionately affect people on the basis of marriage and civil partnership		
Armed Forces Community (in respect of access to public services)	Fees and charges increases will impact all sections of the population, but are not expected to disproportionately affect people on the basis of their membership of the Armed Forces community		

Where a potential negative impact has been identified, what measures would be put in place to mitigate or minimise it?

- Increases in Adult Service Transport costs for the elderly and the disabled are to be kept at the rate of inflation. The service will engage with service users to communicate the changes.
- Adult Service Homecare charges are to be set at 'cost' or below the rate of inflation. The service will engage with service users to communicate the changes.
- Adult Service care meals-on-wheels service are to be set at below the rate of inflation. The service will engage with service users to communicate the changes.
- The council will engage with service users of adults services who pay per session to communicate the fees increase.
- F&C's relating to Deputyships & Winding-up of Estates are to be set below the rate of inflation.

- Tapered charging structure relating to 1st Resident/Visitor/Waiver permits, together with 24hrs visitor permits serve to help single/lower income households with single car ownership.
- Parking charges in the two main town centre shopping car parks (Hines Meadow and Victoria Street) are proposed to be frozen for the first three hours of parking, and the one hour free resident parking offer will be retained.
- Non-discretionary F&C's relating to the Blue Badge Scheme are to be frozen.
- Charges on use of computers in libraries are to be frozen, and retaining 45 minutes free for Advantage Card holders to avoid negative impacts on those without computer access at home.
- Marriage and Civil Partnership Ceremonies in Licenced Venues are to be set below the rate of inflation.
- F&C's relating to the replacement of bus passes are to be kept at the rate of inflation.

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