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## **CABINET**

### **Meeting - 8 April 2014**

**Present:** Mr Reed, Mrs Cranmer, Mr Naylor, Mr D Smith and Mrs Woolveridge

**Apologies for absence:** Mr Busby

#### **52. MINUTES**

The minutes of the meeting of the Cabinet held on 10 February 2014. were confirmed and signed by the Deputy Leader.

#### **53. FORWARD PLAN OF EXECUTIVE DECISIONS**

The Cabinet received a copy of the 28 day Notice prepared in accordance with Regulation 9 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 setting out the key (and non-key) decisions the Cabinet was intending to make at public and private meetings.

The Cabinet also received a copy of the 28 day Notice setting out the key (and non-key) decisions the Chiltern and South Bucks Joint Committee were intending to make at public and private meetings.

**RESOLVED** that the 28 day Notices be noted.

#### **54. AUDIO SYSTEM**

The Cabinet considered a report setting out a proposal to replace the audio system used in the Council Chamber at an estimated cost of £24k based on 19 microphones.

Whilst supporting the proposal the Cabinet felt that the Resources Portfolio Holder should be involved in the whole procurement process and not just at the award of contract stage and that the cost should be limited to a maximum of £24k.

**RESOLVED** that

1. Authority be given to undertake a procurement exercise for a new audio system based on 19 microphones with the cost of up to a maximum of £24k being met from the capital programme.
2. Authority be delegated to the Director of Services, in consultation with the Resources Portfolio Holder, to commence and complete the procurement exercise including awarding the contract.

#### **55. COMMUNITY**

The Cabinet received the Part I minutes of the Community Policy Advisory Group held on 4 March 2014 and the following were the subject of a recommendation from the Portfolio Holder:

**Minute 47 - Community Safety Partnership Strategy 2014 - 17 and Potential Partnership Merger**

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The PAG had been invited to comment on (a) the new Community Safety Partnership (CSP) for 2014-17 and Action plan and (b) a proposal to merge the South Bucks CSP and the Chiltern CSP.

After noting the process that would need to be followed to achieve the proposed merger and considering the advice of the Portfolio Holder the Cabinet

**RESOLVED** that

1. The Community Safety Partnership Strategy 2014-17 and Action Plan be endorsed.
2. The proposal to merge the South Bucks CSP and Chiltern CSP be supported.

### Minute 49 - Subscriptions and Donations

The PAG had considered a number of applications for funding from the Subscription and Donation Fund which totalled £31,680 in 2014/15. A sum of £8,752.62 had been designated to the Bucks Infrastructure Contract leaving a balance of £22,927.38 for allocation.

The PAG had also considered a proposal for any funds remaining in the budget, once further applications had been processed, to be transferred to the Chairman's Fund.

After considering the advice of the Portfolio Holder the Cabinet

**RESOLVED** that

1. donations and subscriptions be awarded to the following organisations in the sum stated:

Organisation	Amount £
Headway South Bucks	500
Bucks Vision, South East Division	500
Chiltern Citizen Advice Bureau	1500
Madelene Paton Luncheon Club (Denham)	100
Garvin Avenue Over 65's Club	100
Carers Springboard (Gerrards Cross)	100
Wycombe Women's Aid	7000
Berkshire East and South Bucks Women's Aid	1000
Child Bereavement Trust	500
Alzheimer's Society	500
Padstones (Burnham)	6,200
Relate (Mid Thames and Buckinghamshire)	750
<b>Total allocated</b>	<b>£18,750</b>

2. any funds remaining in the Subscriptions and Donations budget, after further invitations for applications have been issued, be transferred to the Chairman's Fund.

### Minute 51 - Static CCTV Equipment

The PAG had considered a report identifying the options that were currently being considered for the use/removal of the equipment after 1 April 2014, and also seeking views on a proposal for signs to be erected by all the Council's CCTV indicating that the cameras are no longer in use.

Having considered the advice of the Portfolio Holder the Cabinet

**RESOLVED** that the CCTV equipment remain in place beyond April 2014 pending a review of the options and signs be erected to indicate that the cameras are no longer in use.

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After noting that the Portfolio Holder was still to speak to the Chairman on the issue raised in Minute 48 - Chairman's Fund Arrangements - the Cabinet further

**RESOLVED** that the minutes of the meeting of the Community PAG held on 4 March 2014 be noted.

### 56. ENVIRONMENT

The Cabinet received the Part I minutes of the Environment Policy Advisory Group held on 19 March 2014 and the following were the subject of a recommendation from the Portfolio Holder:

#### Minute 29 - Car Parking Survey Results

Following the decision of the Cabinet In November 2013 that a study should be carried out at an estimated cost of £25,000 to design possible solutions by expanding provision at one or more of the Council's car parks, the PAG had received a report and a presentation from Yes Engineering on the results of the survey of car parking capacity for Beaconsfield and Gerrards Cross.

The PAG were asked to advise the Portfolio Holder on whether to recommend to Cabinet that a design study should now be carried out with a view to providing further off street car park spaces in the District.

After considering the advice of the Portfolio Holder the Cabinet

**RESOLVED** that a design study be carried out with a view to providing further off street car parking spaces in the District.

#### Minute 30 - Littleworth Common New Higher Level Stewardship Application

The PAG had considered a proposal to re-apply to Natural England for funding under the Higher Level Stewardship for Littleworth Common for the 10 years from 2014/15.

In connection with the risks the Cabinet noted that every effort was being made to secure the owner's counter- signature to the application.

After considering the advice of the Portfolio Holder the Cabinet:

**RESOLVED** that authority be delegated to the Head of Environment, in consultation with the Portfolio Holder, to prepare and submit a new application for the Higher Level Stewardship funding from Natural England in respect of Littleworth Common for the 10 years from 2014/15.

In connection with Minute 32 - Update on Waste Roll Out - the Cabinet asked for their thanks to be communicated to the staff concerned for their efforts in ensuring that the roll out was completed successfully and smoothly.

**RESOLVED** that the Part I minutes of the meeting of the Environment PAG held on 19 March 2014 be noted.

### 57. HEALTH AND HOUSING

A.The Cabinet received the Part I minutes of the Health and Housing Policy Advisory Group held on 19 March 2014 and the following were the subject of a recommendation from the Portfolio Holder:

#### Minute 37 - Proposed Anti Dog Fouling Awareness Campaign

The PAG had considered a proposal to carry out a project aimed at raising awareness of the antisocial nature of dog fouling and encouraging dog walkers to behave responsibly. The project, the estimated cost of which was £3000 which would be met from existing budgets, would be developed along the lines of the successful initiative in Chiltern District Council in 2013.

After considering the advice of the Portfolio Holder the Cabinet:

**RESOLVED** that the Anti-Dog Fouling Awareness Campaign be supported at a cost of £3000 to be met from the existing community safety budget.

#### **Minute 40 - Signing of Declaration on Tobacco Control**

The PAG had received a report explaining that the Health and Wellbeing Board has asked that all the local authorities in Buckinghamshire to consider signing the Local Government Declaration on Tobacco Control. In signing this declaration the Council would be sending a message out to its local communities regarding its commitment to improving local public health for all of its residents.

After considering the advice of the Portfolio Holder the Cabinet

**RECOMMENDED** to Council that the Local Government Declaration on Tobacco Control be signed.

#### **Minute 46 - Stoke Poges Memorial Gardens - Contract Extension**

The PAG had received a report seeking authority to extend the current contract with Gavin Jones Ltd for grounds maintenance at Stoke Poges Memorial Gardens for a further three years from December.

After considering the advice of the Portfolio Holder the Cabinet

**RESOLVED** that

1. The contract with Gavin Jones for grounds maintenance at Stoke Poges Memorial Gardens be renewed for a further three years from December 2014.
2. Authority be delegated to the Director of Services to agree any necessary legal documentation.

And further

**RESOLVED** that the Part I minutes of the meeting of the Health and Housing PAG held on 6 March be noted.

B.The Cabinet received the minutes of the virtual meeting of the Health and Housing PAG held on 25 March 2014 and the following was the subject of a recommendation from the Portfolio Holder:

#### **Minute 48 - Pest and Dog Control Services - Extension**

The PAG had considered a proposal to extend the pest control, dog control and stray dog contract with SDK Environmental, due to expire on 31 March 2014, until 31 October 2014 pending completion of the framework tender for pest and dog control..

After considering the advice of the Portfolio Holder the Cabinet

**RESOLVED** that the service provided by SDK be extended until 31 October 2014 pending completion of the framework tender.

And further

**RESOLVED** that the minutes of the virtual meeting of the Health and Housing PAG held on 25 March 2014 be noted.

#### **C.Green Deal Communities Application**

The Cabinet received a report which the Chairman of Overview and Scrutiny Committee had agreed in accordance with Regulation 11 of the Local Authorities (Executive Arrangements) (Meetings and

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Access to Information) (England) Regulations 2012 should be considered as a matter of urgency as a decision could not be reasonably delayed, setting out the progress of the application made to the Department of Energy and Climate Change for funding of £2m to help drive forward Green Deal initiatives.

The Cabinet was very pleased to note that the bid, made in partnership with 15 other local authorities that form the Green Deal Together partnership with the National Energy Foundation, had been successful with the award of £2,574,991 which included a sum for additional support for installer training. The Council was one of only 24 local authorities to be offered a share of the £88m made available by DECC.

The success of the bid would enable the Council to lead the Consortium and the Green Deal Communities Project and also enable hard to treat properties to access energy efficiency improvements. The project would be delivered across the partnership by a Consultancy and Energy Management Company and the report sought authority to commence the procurement exercise.

After agreeing that the success of the bid demonstrated that, despite the changes the Council is going through, there were opportunities which if exploited, would deliver community leadership the Cabinet

### **RESOLVED** that

1. The Council's role as lead responsibility for the Green Deal Communities project be confirmed and authority be delegated to the Head of Health and Housing to enter into agreement with DECC and the other partners to the award of funding.
2. Agreement be given to the procurement of the Consultancy and Energy Management Company to deliver the project on behalf of the Partnership.

## 58. **RESOURCES**

The Cabinet received the Part I minutes of the Resources Advisory Group held on 20 March 2014 and the following were the subject of a recommendation from the Portfolio Holder:

### **Minute 47 - Additional Interview Room**

The PAG had received a further report demonstrating the need for and the actual cost of, the additional interview room

After considering the advice of the Portfolio Holder the Cabinet:

**RESOLVED** that an additional interview room be constructed at Capswood at a cost of £6,000.

### **Minute 48 - Car Parking Survey Results**

Following the decision of the Cabinet In November 2013 that a study should be carried out at an estimated cost of £25,000 to design possible solutions by expanding provision at one or more of the Council's car parks, the PAG had received a report on the results of the survey of car parking capacity for Beaconsfield and Gerrards Cross.

The PAG were asked to advise the Portfolio Holder on whether to recommend to Cabinet that a design study should now be carried out with a view to providing further off street car park spaces in the District.

After considering the advice of the Portfolio Holder the Cabinet:

**RESOLVED** that a design study be carried out with a view to providing further off street car parking spaces in the District.

And further

**RESOLVED** that the Part I minutes of the meeting of the Resources PAG held on 13 March 2014 be noted

59. **SUSTAINABLE DEVELOPMENT**

The Cabinet received the Part I minutes of the Sustainable Policy Advisory Group held on 13 March 2014 and the following were the subject of a recommendation from the Portfolio Holder:

**Minute 27 - Development Management Guidance Note for Burnham Beeches**

South Bucks, City of London (owners of the publically accessible part of the Beeches), Natural England and Environment Agency have been working together to produce evidence based planning policy to be included in the forthcoming Development Management Local Plan (DMLP). The City of London and South Bucks have jointly funded two evidence based studies: a visitors' survey and hydrology. A Development Management Guidance Note for Burnham Beeches stemming directly from the hydrology report had been developed and the PAG received a report seeking comments on this Guidance which should be treated as interim guidance until the DMLP is adopted.

After considering the advice of the Portfolio Holder the Cabinet

**RESOLVED** that the new Guidance Note for Burnham Beeches be approved for Development Management purposes

**Minute 28 - Duty to Cooperate and Planning for Strategic Cross Boundary Matters**

The PAG received a report on the Duty to Cooperate and Planning for Strategic Cross Boundary Matters which was created in the Localism Act 2011, It places a legal duty on local planning authorities, county councils and specified public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of local plan preparation relating to strategic cross-boundary matters.

The report set out a number of recommendations in relation to this new duty, and after considering the advice of the Portfolio Holder the Cabinet

**RESOLVED** that authority be delegated to the Head of Sustainable Development to respond, in consultation with the Portfolio Holder for Sustainable Development, to requests from other local planning authorities for input to their local plans/evidence base, and to provide comments to the Mayor of London on the London Plan.  
And further

**RESOLVED** that the Part I minutes of the meeting of the Sustainable PAG held on 13 March 2014 noted,

60. **CHILTERN AND SOUTH BUCKS JOINT COMMITTEE**

The Cabinet received for information the minutes of the meeting of the Chiltern and South Bucks Joint Committee held on 4 February 2014.

**RESOLVED** the minutes of the meeting of the Chiltern and South Bucks Joint Committee held on 4 February 2014 be noted.-

61. **PERFORMANCE INDICATOR REVIEW FOR 2014-15**

The Cabinet considered a report providing information on, and proposing amendments to, the Corporate and Priority Performance Indicators and targets for 2014 -15 as set out in appendices A and B

**RESOLVED** that

1. The Priority Indicator set (see Appendix A) and future performance targets for the next three years be approved.
2. The Corporate Performance Indicators (Appendix B) and future performance targets for the next 3 years be approved.

**62. DISCRETIONARY RATE RELIEF AND LOCAL COUNCIL TAX DISCOUNTS**

The Cabinet received a report seeking approval to the criteria for additional discounts and reliefs in respect of flooding, retail relief, new build relief and reoccupation relief as recommended in guidance provided by Department of Communities and Local Government. The report also sought authority to be delegated to the Head of Customer Services to administer these reliefs and discounts where the relevant criteria are met.

After noting the number of applications that might be received a discussion ensued on the most appropriate mechanism for involving members in the issue and following a suggestion it was agreed that reports on the awards made should be submitted to the Resources PAG biannually.

**RESOLVED** that

1. The following recommendations to grant Discretionary Rate Relief under section 47 of LGFA 88 be approved in the following circumstances:
  - 100% relief is granted to properties affected by flooding for a period of three months in accordance with the criteria in paragraph 4 of the report;
  - Relief of up to £1000 is granted to retail properties that meet the criteria in paragraphs 5.3 to 5.6 of the report subject to an application being received;
  - Unoccupied new build properties are granted relief to enable exemption from unoccupied property rates for a period of up to 18 months in accordance with the criteria in paragraphs 6.1 to 6.4 of the report; and
  - 50% relief is awarded for new occupations of previously empty retail properties in accordance with criteria recommended by Central Government.
2. Authority be delegated to the Head of Customer Services to award Discretionary Rates Relief where the application meets the criteria as approved above.
3. The criteria applicable to award a Council Tax discount under S13A of the Local Government Finance Act 1992 to properties affected by flooding be approved
4. Authority be delegated to the Head of Customer Services to award discounts where the application meets the approved criteria.
5. Reports setting out the action taken by the Head of Customer Services arising from the authority delegated in 2 and 4 above be submitted to the Resources PAG biannually.

**63. HUMAN RESOURCES PLAN SUMMARIES 2014-15**

The Cabinet received

After asking for the column "Portfolio Reporting to" to be amended to reflect the correct Portfolio Holder, the Cabinet

**RESOLVED** that the Human Resources Service Plan 2014-15 be noted.

**64. EXCLUSION OF PUBLIC**

"that under Section 100A(4) of the Local Government Act 1974 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act "

**65. COMMUNITY**

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The Cabinet received the Part II minutes of the meeting of the Community PAG held on 4 March 2014 and after considering the advice of the Portfolio Holder agreed the recommendation to grant a new lease as set out in minute 53.

### 66. RESOURCES

The Cabinet received the Part II minutes of the meeting of the Resources PAG and agreed the recommendations set out in the following Minutes:

- 52 Bath Road Depot
- 54 Boat Yard Mill Lane, Taplow
- 55 Application for Discretionary Rate Relief

The meeting terminated at 7.15 pm