

Date of Publication: 18 July 2014
Deadline for Call-in: Midnight 25 July 2014

CABINET

Meeting - 15 July 2014

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

Apologies for absence: None

1. MINUTES

The minutes of the meeting of the Cabinet held on 8 April 2014 were confirmed and signed by the Leader.

2. 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.

3. BUDGET AND MEDIUM TERM FINANCIAL STRATEGY

The Cabinet received a report, divided into the following three sections, providing an initial review of the Council's Medium Term Financial Strategy (MTFS):

- Key Issues;
- Strategic Risks; and
- Budget Process for 2015/16

The Cabinet, after noting the key issues, concurred in the view expressed in the summary that the reduction in Government funding in the coming years will continue to be a significant factor in shaping the Council's budget for the next two to three years and agreed that there will be a need to identify ways to reduce net expenditure and review main income streams.

RESOLVED that the report be noted.

4. COMMUNITY

A. The Cabinet received the minutes of the Community Policy Advisory Group held on 17 June 2014 and the following were the subject of a recommendation from the Portfolio Holder:

Minute 3 - South Bucks District Council Year 2 Plan of the Inspiring a Generation Legacy Programme

The PAG received a report which set out the Year 2 action plan of the Inspiring a Generation Legacy Programme (IGLP) for South Bucks (2013 - 2016) which builds on the success of the Olympics and Paralympics.

Having considered the advice of the Portfolio Holder the Cabinet

RESOLVED that

1. the proposed Year 2 Plan of the South Bucks District Council 2012 Inspiring a Generation Legacy Programme be approved;
2. authority be delegated to the Director of Services, in consultation with the Portfolio Holder, to make any minor changes to the Programme during the year.

Minute 4 - Anti-Social Behaviour Crime and Policing Act 2014

The PAG received a report which informed Members of the incoming Anti-Social Behaviour (ASB) powers and the likely implications for the Council, the Community Safety Partnership and South Bucks residents.

This report was also considered by the Health and Housing PAG.

Having considered the advice of the Portfolio Holder and a proposal to involve the appropriate portfolio holder in the exercise of the Council's functions and enforcement powers, the Cabinet

RESOLVED that authority to exercise the Council's functions and enforcement powers under the Anti-Social, Crime and Policing Act (whether as part of joint arrangements or otherwise) be delegated to the Head of Health and Housing, in consultation with the appropriate portfolio holder, including but not restricted to:-

- a. appointment of authorised officers
- b. in consultation with the Head of Legal and Democratic Services, securing injunctions to prevent nuisance and annoyance
- c. the issue of closure notices and securing of closure orders
- d. the issue of community protection notices
- e. the implementation of public space protection orders.

Minute 7 – The Laurels at Farnham Park Playing Fields

The PAG received a Part II report which set out a number of options regarding the possible future use of The Laurels at Farnham Park Playing Fields.

Having considered the advice of the Portfolio Holder, the Cabinet

RESOLVED that

1. option 3, as set out in the report, be approved as the preferred option
2. authority to decide whether to accept the offer and agree the terms of the lease in line with the valuers recommendation be delegated to the Director of Services in consultation with the Portfolio Holder and the Head of Legal and Democratic Services.

Minute 8 – Farnham Park Charitable Trust Progress Report

The PAG received a Part II report which updated Members on the Farnham Park Sports Fields (Charitable Trust) and the activities which it is responsible for at Farnham Park Playing Fields and The South Buckinghamshire Golf Course. The report also set out a Flexible

Cabinet - 15 July 2014

Membership package and a proposal to delegate authority to the General Manager to carry out a number of operational activities.

Following a reference to the official opening of the Clubhouse on 5 July, the Cabinet asked for their thanks to be conveyed to the staff concerned for all their efforts in making the event such an outstanding success.

Having considered the advice of the Portfolio Holder, the Cabinet

RESOLVED that

1. the new Flexible Membership package and fees as set out in the report be approved
2. in order to enable the General Manager to respond effectively to market and trading conditions/demands, authority be delegated to the General Manager to deal with the day to day running and operation of The South Buckinghamshire, including introducing new memberships, running campaigns, and changing prices etc. as necessary, in consultation with the Director of Services.

And further

RESOLVED that the minutes of the meeting of the Community PAG held on 17 June 2014 be noted.

B. The Cabinet received the minutes of the virtual meeting of the Community Policy Advisory Group held on 1 July 2014 and the following were the subject of a recommendation from the Portfolio Holder:

Minute 9 – Subscriptions and Donations Grants – The Chiltern Dial-a-Ride

The PAG was invited to consider an application from The Chiltern's Dial-A-Ride (CDAR) for a grant of £2000 from the Subscriptions and Donations Budget for 2014/15 of which £4177 remained unallocated.

Having considered the advice of the Portfolio Holder, the Cabinet

RESOLVED that a grant of £2000 be made to The Chiltern's Dial-A- Ride from the Subscriptions and Donations budget for 2014/15.

Minute 10 – Community Development Grants – Bucks Army Cadet League HQ

The PAG was invited to comment on an application from the Bucks Army Cadet League HQ for funding of £1150 from the Community Development Grants Budget 2014/15 of £15k as a contribution towards the £3600 they require to purchase new tents.

Having considered the advice of the Portfolio Holder, the Cabinet

RESOLVED that a capital grant of £1150 be awarded to Bucks Army Cadet League HQ from the Capital Grants Budget 2014/15 as a contribution towards the cost of purchasing new tents.

And further

RESOLVED that the minutes of the virtual meeting of the Community PAG held on 1 July 2014 be noted.

5. **ENVIRONMENT**

The Cabinet received the minutes of the Environment Policy Advisory Group held on 18 June 2014 and the following were the subject of a recommendation from the Portfolio Holder:

Minute 3 – Beaconsfield Old Town Common Land – Parking and Common Land Swap Proposals and Tarmac Repairs

The PAG received a report and a presentation by RTA Associates on the results of the consultation for the proposed parking and land swap on Beaconsfield Common Land.

The PAG were of the opinion that the consultation results had shown that there was no clear mandate to progress with the introduction of limited parking controls and swapping of part of the common land to an adjacent grassed area. The Council wanted to offer something overall for Beaconsfield, but had not succeeded.

The report also sought funding for urgent tarmac repairs on the common land due to the poor state of the existing car park surfacing on the northern side of London End.

Having considered the advice of the Portfolio Holder, the Cabinet

RESOLVED that

1. as the outcome of the consultation was that there was no clear mandate to progress with the introduction of limited parking controls and swapping of part of the common land to an adjacent grassed area, no further action be taken and the common land be continued to be managed by the Council within current constraints.
2. funding of £45,000 be added to the capital programme for urgent tarmac repairs on the common land.

Minute 4 - Christmas Free Parking

The PAG considered a report as whether to offer free parking at the Council's car parks on two Saturdays in December 2014 in order to encourage the use of local shops within the District. The report also set out a proposal for the matter to be dealt with under delegated authority in future years.

Having considered the advice of the Portfolio Holder, the Cabinet

RESOLVED that

1. approval be given to allow free parking in the Council's car parks on 13 and 20 December (two Saturdays) in December 2014.
2. authority be delegated to the Head of Environment, in consultation with the Portfolio Holder, to allow free parking for two Saturdays in subsequent years in December in the Council's car parks.

Minute 5 - Burnham School Car Parking Plan

The PAG considered a report seeking authority to allow free parking at Summers Road car park for parents dropping off and picking up children from St Peters School in Burnham for a 6 months trial period to alleviate congestion.

Having considered the advice of the Portfolio Holder, the Cabinet

RESOLVED that

1. a trial scheme be introduced to allow free parking at Summers Road car park for parents of children at St Peter's School.
2. authority be delegated to the Head of Environment, in consultation with the Portfolio Holder, to agree the details of the scheme.

Minute 6 - Flats Service Review Report

The PAG received a report on the proposed service review for flats. The aim of the review was to provide residents with an improved service and thereby increase the amount of recycling collected and resident participation in flats by bringing collection services in line with the rest of the district.

Due to the number of properties to be reviewed and the complexities involved in flats collections, additional staffing resources would be required. The PAG were therefore asked to advise the Portfolio Holder on whether to recommend to Cabinet an extension of the Recycling Assistant post for a further six months.

Having considered the advice of the Portfolio Holder, the Cabinet

RESOLVED that

1. an additional £13,994 Revenue budget to fund a six month extension of the Recycling Assistant Post be approved.
2. the ongoing provision of liners to flats in order to maximise participation and the amount of food waste collected be reviewed following the rollout.

Minute 7 - Garden Waste Renewals

The PAG received a report which asked Members to advise the Portfolio Holder on the internal policy of how garden waste renewals should be handled for 2015/16 and beyond for the subscription based garden waste collection scheme which started on 31st March 2014.

The report set out two possible options:

- Option 1: a resident's renewal date to be 12 months after their first payment is received; or
Option 2: the renewal date for all residents to be the first day of the new financial year.

In supporting option 2, the PAG noted a number of key considerations as set out in section 3.2 of the report, including the implications of a sliding scale of charges and the potential early renewal discount reduction. Members were in support of the proposal to delegate authority to the Director of Services, in consultation with the Portfolio Holder, to agree a further early bird discount scheme.

Having considered the advice of the Portfolio Holder, the Cabinet

RESOLVED that

1. option 2 be agreed and the key considerations as set out in the report be noted.
2. authority be delegated to the Director of Services, in consultation with the Portfolio Holder, to agree a further early bird discount scheme for early renewal at the agreed reduced price.

Minute 8 - Grounds Maintenance Contract Future

The PAG received a report seeking agreement to extend the joint grounds maintenance contract with Wycombe and Chiltern District Council. The Council already operated a joint

Cabinet - 15 July 2014

contract with John O'Connor (Grounds Maintenance). The contract was for an initial term of five years from 1 April 2010 and could jointly be extended for up to 3 years.

It was noted that Bucks County Council were currently looking into possibility of devolving grass cutting to parishes. No extension could be made to the joint grounds maintenance contract until Bucks County Council has made a decision. The PAG were therefore asked to advise the Portfolio Holder on whether to recommend to Cabinet that delegated authority be given to Director of Services in consultation with the Portfolio Holder, to agree the length of the extension of the contract once Bucks County Council have made their decision regarding devolving grass cutting to parishes.

Having considered the advice of the Portfolio Holder, the Cabinet

RESOLVED that authority be delegated to the Director of Services in consultation with the Portfolio Holder to agree the length of the extension of the contract.

Minute 9 - Waste Collection Service Update

The PAG received a report providing an update on the progression of the new refuse and recycling collection service.

The PAG also received a presentation from the Head of Environment on the new Joint Waste Strategy 2014-20 produced by the Waste Partnership for Buckinghamshire. The PAG were advised that a new joint strategy was required as the old strategy was out of date and no longer fit for purpose.

Having considered the advice of the PAG, which supported the Joint Waste Strategy, the Portfolio Holder **AGREED** to **RECOMMEND** to Cabinet that the Joint Waste Strategy 2014-20, be adopted.

The Cabinet noted that they were due to discuss this item later on in the agenda.

And further

RESOLVED that the minutes of the meeting of the Environment PAG held on 18 June 2014.

6. RESOURCES

The Cabinet received the minutes of the Resources Advisory Group held on 26 June 2014 and the following was the subject of a recommendation from the Portfolio Holder:

Minute 5 - Land by East Lodge, Manor House, Stoke Poges

(Schedule 12A Part 1 Para (3) - because of information relating to the financial and business affairs of any particular individual.)

Following the decision made by the Cabinet on 19 November 2013, the PAG considered a report setting out the discussion held with the current owner and the offer they had made in respect of the period of the lease.

Having considered the advice of the Portfolio Holder, the Cabinet

RESOLVED that

1. the revised terms and conditions as set out in the report be agreed with the lease being granted for 99 years.
2. authority be delegated to the Director of Services in consultation with the Portfolio Holder to agree any minor amendments to the terms and conditions.

And further

RESOLVED that the minutes of the meeting of the Resources PAG held on 26 June 2014 be noted.

7. **HEALTH AND HOUSING**

The Cabinet received the minutes of the Health and Housing Policy Advisory Group held on 24 June 2014 and the following were the subject of a recommendation from the Portfolio Holder:

Minute 3 - Anti-Social Behaviour Crime and Policing Act 2014

The PAG received a report which informed Members of the incoming Anti-Social Behaviour (ASB) powers and the likely implications for the Council, the Community Safety Partnership and South Bucks residents.

This report was also considered by the Community PAG

Having considered the advice of the Portfolio Holder and a proposal to involve the appropriate portfolio holder in the exercise of the Council's functions and enforcement powers, the Cabinet

RESOLVED that authority to exercise the Council's functions and enforcement powers under the Anti-Social, Crime and Policing Act (whether as part of joint arrangements or otherwise) be delegated to the Head of Health and Housing, in consultation with the appropriate portfolio holder, including but not restricted to:-

- a. appointment of authorised officers
- b. in consultation with the Head of Legal and Democratic Services, securing injunctions to prevent nuisance and annoyance
- c. the issue of closure notices and securing of closure orders
- d. the issue of community protection notices
- e. the implementation of public space protection orders.

Minute 4 – Flooding Update

The PAG considered a report seeking changes to the Housing Financial Assistance Policy to enable householders and businesses impacted by flooding to access assistance through the Government's Flood Repair and Renewal and Business Support.

Having considered the advice of the Portfolio Holder, the Cabinet

RESOLVED that the amendments to the Housing Financial Assistance Policy, as detailed in Appendix 1 of the report, be approved to enable the Repair and Renewal Grant to be provided to businesses and homeowners.

Minute 6 – Greenhouse Gas Report 2013/14

The PAG received a report which sought members views on the draft Greenhouse Gas Report for submission to Department of Energy and Climate Change (DECC). The report also highlighted the Council's recent energy and cost savings and Reduction Targets.

Having considered the advice of the Portfolio Holder, the Cabinet

RESOLVED that the draft Greenhouse Gas Report along with continuing the 5% year on year reduction target within the report at Appendix A be endorsed prior to the report being presented to DECC and uploaded on to the Council's website.

Minute 10 – Leasing Scheme to Provide Temporary Accommodation

When the PAG considered a leasing scheme to provide temporary accommodation at its meeting on 6th March 2014 it was minuted:

“The initiative would be subject to a further report to Health and Housing PAG, which would contain a detailed proposal and would seek recommendation to Cabinet for a decision to go ahead”.

However, as officers worked with Thames Valley Police (TVP) and Bucks Housing Association (BHA) to progress the scheme, it was established that BHA would need to enter into a lease with TVP by the beginning of June 2014 in order that the Association could have the minimum 12 month lease period that it required to make the scheme viable. Otherwise, BHA would have to withdraw and the scheme could not proceed.

In view of the urgency of the situation and the potential benefits identified for the Council, the Director of Services used the powers delegated to him to enter into an agreement for the provision of temporary accommodation with BHA in partnership with TVP.

Having considered the advice of the Portfolio Holder the Cabinet

RESOLVED that the action taken by the Director of Services to enter into the “Agreement for the Provision of Temporary Accommodation” with Bucks Housing Association be endorsed.

And further

RESOLVED that the minutes of the meeting of the Health and Housing PAG held on 24 June 2014 be noted.

8. SUSTAINABLE DEVELOPMENT

The Cabinet received the minutes of the Sustainable Policy Advisory Group held on 12 June 2014 and the following were the subject of a recommendation from the Portfolio Holder:

Minute 3 - Townscape Character Assessment

The PAG considered a report setting out the outcome of an assessment of the townscape settlements in South Bucks carried out by consultancy firm Tibbalds.

Having considered the advice of the Portfolio Holder the Cabinet

RESOLVED that the South Bucks Townscape Character Study Part 2, February 2014 prepared by Tibbalds on behalf of the Council be adopted as interim planning guidance.

Minute 5 - Definition of Key Shopping area for Development Management Purposes

Following changes to permitted development rules which came into effect on 6 April 2014 allowing a change of use to residential from shops provided the shop was not larger than 150 sq. m, the PAG considered a report setting out a proposal that the following District and Local centres as defined in the Core Strategy and Proposals Map be categorised as “Key Shopping Areas” for the purpose of interpreting the new legislation:

- *District centres - Beaconsfield New Town and Gerrards Cross*
- *Local centres – Beaconsfield Old Town, Burnham, Farnham Common, Iver Village and Denham Green*

Having considered the advice of the Portfolio Holder, the Cabinet

RESOLVED that new definition for Shopping Areas be adopted for development management purposes.

And further

RESOLVED that the minutes of the meeting of the Sustainable Development PAG held on 12 June 2014 be noted.

9. **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 2 April 2014.

10. **JOINT BUSINESS PLAN REPORT 2014-19**

The Cabinet received a report asking Members to consider the draft Joint Business Plan 2014-2019 and to delegate authority to the Chief Executive and Leader to carry out any necessary alterations/corrections to the document prior to publication.

The Joint Business Plan, attached as appendix B, set out the aims and priorities of both Councils over the next five years. The opportunity was taken to move away from a strict observance of the five Sustainable Community Strategy themes towards three shared headline objectives:

- Delivering cost- effective, customer- focused services;
- Working towards safe and healthier local communities;
- Striving to conserve the environment and promote sustainability.

A separate one page aims and objectives summary was attached as Appendix A. The intention was for this to be sent out with Council Tax Notices after refreshing it early next year.

In connection with the recommendation in the report, following a proposal that the Deputy Leader should be involved in the delegated authority in the absence of the Leader, the Cabinet

RESOLVED that the Joint Business Plan 2014-2019 be approved and authority be delegated to the Chief Executive and Leader (or in his absence the Deputy Leader) to carry out any necessary alterations/corrections to the document prior to publication.

11. **JOINT WASTE STRATEGY REVIEW**

The Cabinet were asked to consider the revised Buckinghamshire's Joint Waste Strategy following a review undertaken by the Joint Waste Committee for Bucks.

The new strategy set out the aims and objectives for both District and County Councils in terms of waste prevention, collection and disposal. The presentation attached to the report provided further details on the strategy refresh.

Cabinet - 15 July 2014

The Cabinet noted that following the comments of the Environment PAG, who were in support of adopting the revised strategy, the Portfolio Holder had recommended the adoption of the revised strategy to Cabinet.

RESOLVED that the revised Joint Waste Strategy for Buckinghamshire be adopted.

12. DRAFT ANNUAL REPORT 2014

The Cabinet received a draft of the Annual Report 2014 which included census details, aims and priorities, key achievements, and financial summary.

A full set of performance indicator tables was included and divided between each Portfolio responsibility.

The following amendments were made to the Introduction by the Leader:

- In the third paragraph replace “chose” with “choose”
- Update the fourth paragraph to reflect that the official launch of The South Buckinghamshire Golf Course has taken place

It was also agreed that a footnote should be added after the table on page 103 showing the cost of running council services between April 2013 and March 2014 to provide more information on Internal charge adjustments,

After noting that the deadline for the receipt of comments was 29th July the Cabinet

RESOLVED that the Annual Report, as amended, be approved in principle and in the event of further comments being received by the deadline authority be delegated to the Chief Executive, in consultation with the Leader, to make any minor changes prior to publication.

13. MEMBERS ALLOWANCES 2013/14

The Cabinet received a report providing details of allowances paid to members during the financial year 2013/14

RESOLVED that the report be noted and the schedule of payments be published on the Council's website.

The meeting terminated at 6.37 pm