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CABINET

Meeting - 31 March 2015

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

48. MINUTES

The minutes of the meeting of the Cabinet held on 9 February 2015 were confirmed and signed by the Leader.

49. 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.

50. COMMUNITY

The Cabinet received the minutes of the Community Policy Advisory Group held on 3 March 2015 and the following were the subject of recommendations from the Portfolio Holder:

Minute 27 – Subscriptions and Donations

The PAG considered a report setting out the requests that had been received from community organisations totalling £84,365 for funding from the Subscription and Donation fund which totalled £31,680 in 2015/16. A sum of £8,708 had been designated to the Bucks Infrastructure Contract leaving a balance of £22,972 for allocation.

After considering the advice of the Portfolio Holder the Cabinet:

RESOLVED

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

Organisation	Amount £
Buckinghamshire Best Kept Village Competition	100
Bucks Vision, South East Division	500

Cabinet - 31 March 2015

Burnham Lighthouse	500
Burnham Youth Club	1000
Carers Bucks	1300
Chiltern CAB	500
The Chilterns MS Centre	1000
Contact the Elderly	240
Dorney Youth Club	541
Gap and Synergy	500
Garvin Avenue Over 65's Club	100
Padstones	6200
Rape Crisis	500
Relate	500
Thames Valley Adventure Playground	500
Wycombe Women's Aid	7000
Total allocated	£20,981

2. any funds remaining in the 2015/16 Subscriptions and Donations budget, after further applications for funding have been considered, be transferred to the Chairman's Fund.

Minute 28- Community Development Grants

Mrs Woolveridge declared a personal interest being a member of Gerrards Cross Conservation.

The PAG considered a report setting out the following applications for a Community Development Grant in 2014/15 in the sum stated:

- Rennie Grove Hospice Care - £970 (Contribution towards purchase of computers)
- Gerrards Cross Conservation - £763.67 (Contribution towards gardening tools)

After considering the advice of the Portfolio Holder it was

RESOLVED that the applications for funding be agreed.

Minute 29 – Leisure Contract Monitoring Review

The existing leisure contract monitoring arrangements for Evreham and Beacon Sports Centres have been in place since the appointment of GLL in April 2007 and the PAG considered a report setting out proposals to develop and improve the arrangements so that they capture the wide range of positive outcomes that the leisure contacts delivers.

After considering the advice of the Portfolio Holder and noting that there was no need to recommend to Council it was

RESOLVED that the new monitoring arrangements including the following be approved:

- New KIP's
- Implementation of new weighted ad hoc inspections
- Full audits to be carried out every 6 months.

And further

RESOLVED that the minutes of the meeting on 3 March 2015 be noted.

51. **ENVIRONMENT**

The Cabinet received the Part I minutes of the Environment Policy Advisory Group held on 18 February 2015 and the following were the subject of recommendations from the Portfolio Holder:

Minute 27 – Waste Management Planning Guidance

The PAG received a report explaining that there have been instances in the past where new developments have been completed but the inadequate provision for waste storage and collection had resulted in access and collection issues, placing additional strain on collection resources.

The report went on to set out a proposal for the document “Waste Management Design Guide” currently only used by the Environment Team to be made available to the Development Management Team and prospective applicants so that due regard is given to waste storage and collection arrangements when preparing applications.

The PAG, after noting the benefits of making waste planning guidance available to both the Development Management Team and prospective applicants/developers, considered the options as set out in paragraph 4.2 of the report on ways in which this could be achieved and indicated its support of Option 3 of producing a Guidance Note a draft copy of which was attached as an Appendix.

The report had also been considered by the Sustainable PAG on 17 March 2015 which had supported the proposal subject to the paragraph relating to Storage Facilities in Section 2.3 of the Guidelines being amended to include preventing nuisance from animals and the need to have regard to the safety of collection crews when designing the facilities.

After considering the advice of the Portfolio Holders for the Environment and Sustainable Development it was

<p>RESOLVED Cabinet that the Waste Management Design Guide attached to the report be adopted and made available on the website, subject to the amendment above.</p>
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Minute 28 - Beaconsfield Old Town Common Land - Licences for Use of Common Land

The PAG considered a report explaining that the common land in Beaconsfield is managed by the Council on behalf of the owners, Hall Barn Estates and Bucks County Council in accordance with Bylaws for the common land set out under the Commons Act 1899. Under the Scheme of Management the Council shall maintain the Common free from all encroachments and shall not permit any trespass on or partial enclosure thereof or on any part thereof.

As a result of a number of issues, including encroachments, the report set out a proposed approach for controlling the use of the common land by the issuing of licences.

The PAG, whilst recognising the need for a protocol, supported the proposed approach on the understanding that the controls were not overly bureaucratic and resource intensive to implement.

After considering the advice of the Portfolio Holder it was

RESOLVED that the proposed approach as set out in the report be pursued, having regard to the comments made by the PAG, and a further report be submitted to a future meeting of the PAG and Cabinet.

Minute 29 - Provision of Caddy Liners to Flats

Following the request made at the meeting on 14 June 2014, the PAG revisited via a report the issue of providing caddy liners to residents living in flats. The report set out the advantages and disadvantages of the Council continuing to provide caddy liners to flats including the costs which equated to between £8,000 and £14,280 per year.

After considering the advice of the Portfolio Holder it was

RESOLVED that the following approach as set out in paragraph 4.9 of the report be adopted:

- Flats are not automatically provided with a further supply of liners
- Property Managers are encouraged to purchase a supply to be made available to their residents. They can be given contact details to purchase direct from the supplier which will significantly reduce costs for residents compared to buying from supermarkets etc.
- A small stock of liners is kept available to use in extenuating circumstances i.e. in very poorly performing sites where a re-launch of the service is required. And also for Reception to sell, this can be replenished as and when necessary using existing budgets.
- From time to time the Waste Team may need to promote communal food waste collections, for example in low performing areas, in which case liners may be provided as an incentive but the budget for this can be built into the specific project (for example one pallet costs £2,284.80).

AND FURTHER

RESOLVED that the minutes of the meeting held on 18 February 2015 be received

52. **HEALTH AND HOUSING**

The Cabinet received the minutes of the Health and Housing Policy Advisory Group held on 19 February 2015 and the following were the subject of recommendations from the Portfolio Holder:

34. **Minute 34 - Local Lettings Policy**

Since the Local Lettings Policy was adopted in 2012 the Localism Act has given Councils more flexibility to determine who qualifies for their Allocation Policies and the PAG considered a report setting out proposed revisions to the LLP as set out in Appendix 2.

Having considered the advice of the Portfolio Holder it was

RECOMMENDED to Council that the revised Local Lettings Policy as set out in Appendix 2 of the report be adopted and that authority be delegated to the Director of Services, in consultation with the Portfolio Holder, to agree any minor amendments.

Minute 35 - Commuted Sums Update

The PAG considered a report providing an update on the Council's commuted sum income and expenditure relating to affordable housing and recommending funding allocations for future schemes.

The report explained that of the £4,931,259 received since January 2011 £3,126,642 had been spent, £585,358 committed but not spent leaving a balance of £1,219, 259 uncommitted. The report went on to set out options which if agreed would increase the committed sum to £1,345,358 and reduce the uncommitted funds to £459,259.

The PAG was advised that, following the recent receipt of an application for the Incentive to Purchase Scheme, it was now proposed that the Scheme should close once this application had been processed.

Having considered the advice of the Portfolio Holder it was

RESOLVED that

1. An additional sum of £800,000 be allocated to support the continuation of the Property Acquisition programme by London and Quadrant Housing.
2. The Council contributes up to £80,000 per acquisition to support the Property Acquisition programme by London and Quadrant Housing.
3. The existing allocations of funding to support the Your Choice scheme and the 'Downsizing – Incentive to Move' scheme remain unchanged
4. The 'Incentive to Purchase' scheme be brought to a close after the current pending application has been determined and the uncommitted scheme funds of £40,000 be re-allocated to support the Property Acquisition programme in (i) above.
5. The Council should no longer seek to prioritise 50% of vacancies generated via the Property Acquisition Scheme for working households and that the position be kept under review.

AND FURTHER

RESOLVED that the minutes of the meeting held on 19 February 2015 be received.

53. **RESOURCES**

The Cabinet received the minutes of the Resources Advisory Group held on 5 March 2015 and the following was the subject of a recommendation from the Portfolio Holder:

Minute 22 - Wyatts Covert Woodland - Proposed Transfer to Colne Valley CIC

The PAG considered a report setting out options for the future of the land at Wyatts Covert Woodland, Denham including its transfer to the Colne Valley Park Community Interest Company (CIC) with a one-off contribution of up to £15k to the CIC to improve the site for public use.one site

Having noted that CIC were currently negotiating with Bucks County Council to take on the adjacent Northmoor Hill Wood the PAG agreed that it would make sense if these two

woodlands, which are continuous, were managed as one site to the benefit of the landscape, wildlife and local community.
After considering the advice of the Portfolio Holder it was

RESOLVED that

1. the transfer of the land to the CIC be agreed as a Leasehold transfer for 99 years.
2. an endowment be made to the CIC of up to £15k. to be negotiated by the Head of Environment.
3. authority be delegated to the Head of Environment to advertise the proposed disposal in the local press in accordance with section 123 of the Local Government Act 1972.
4. if no objections are received in response to the advertisement the Head of Environment in consultation with the Resources Portfolio Holder, be authorised to proceed with the disposal and agree any minor details.
5. if objections are received in response to the advertisement the matter be reported back to the Cabinet via the PAG for further consideration.

AND FURTHER

RESOLVED that the minutes of the meeting held on 5 March 2015 be received.

54. **SUSTAINABLE DEVELOPMENT**

The Cabinet received the minutes of the Sustainable Policy Advisory Group held on 17 March 2015 and the following was the subject of a recommendation from the Portfolio Holder:

(NOTE: the recommendation in Minute 26 – Waste Management Planning Guidance - was agreed under Minute 51 above.)

Minute 27 – Wilton Park Development Brief Supplementary Planning Document

The PAG considered a report which amongst other things:

- gave feedback on the formal public consultation on the draft Wilton Park Development Brief Supplementary Planning Document which took place between 17 January 2014 and 28 February 2014; and
- outlined the changes made to the Supplementary Planning Document and supporting documents following the consultation.

The following appendices were circulated with the report:

- Wilton Park Development Brief SPD;
- Public Consultation Statement Update; and
- Habitat Regulations Assessment (HRA) Update for Burnham Beeches Special Area of Conservation

The PAG noted that in order to make the report consistent with the information provided in the SPD paragraph 4.9 iii should be amended as follows:

“Clarification that Minerva Way also provides vehicle access to a fishing pond immediately to the north of the cricket ground”:

The report explained the methods that had been used for carrying out the consultation on the Brief together with the responses received which had been in general supportive of the brief which was a reflection of the positive support that had been provided by officers in Planning Policy.

A number of issues e.g. community uses and long term funding and management arrangements to support community facilities and open space would become clearer as the proposals progressed and detailed applications were submitted. The implications of vacant building credits (which could impact on the amount of affordable housing provided by the development) and the extent to which they will apply to the redevelopment given most of the existing buildings on the site could be deemed to be “abandoned” and therefore not attracting such credits under the National Planning Policy Guidance were also noted.

Following the advice of the Portfolio Holder it was

RESOLVED that the Wilton Park Development Brief Supplementary Planning Document be adopted and authority be delegated to the Head of Sustainable Development, in consultation with the Portfolio Holder, to agree any further amendments.

AND FURTHER

RESOLVED that the minutes of the meeting held on 17 March 2015 be received.

55. 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 2015.

RESOLVED the minutes be noted.

56. PERFORMANCE MANAGEMENT QUARTERLY REPORT QUARTER 3

The Cabinet considered a report outlining the performance targets of Council services against performance indicators and service objectives during April-December 2014 as set out in appendices A and B.

The Cabinet’s attention was particularly drawn to the information in paragraph 4.2 relating to:

- Working days lost through sickness;
- Speed of processing new housing benefit and council tax benefit claims; and
- Temporary accommodation

RESOLVED that the report be noted.

57. PERFORMANCE INDICATOR ANNUAL REVIEW 2015/16

The Cabinet considered a report providing an update on the outcomes of the Performance Indicator review for 2015/2016 and seeking approval for the proposed changes to reporting.

Currently, 18 priority indicators are reported on a monthly basis, within the monthly budget pack. A further 46 activity indicators (data only – no targets) are also reported monthly.

Cabinet - 31 March 2015

The quarterly performance report includes 53 corporate indicators (formerly selected by MT and Cabinet), as well as the 18 priority indicators. A total of **71** performance indicators are reported quarterly.

Under the proposals for 2015/16 there would be 11 priority PIs (as set out in Appendix A) and 33 additional corporate PIs (as set out in Appendix B)– a total of 44.

The Cabinet indicated its support for the proposed changes and accordingly

RESOLVED –that Appendices A and B be noted and the proposed changes to priority and corporate performance indicators be agreed.

58. **EXEMPTIONS TO COUNCIL PROCEDURE RULES - CASH RECEIPT SYSTEM**

The Cabinet received a report explaining the action the Management Team had taken in accordance with delegated authority in agreeing an exemption to the Council's Contract Procedure Rules to permit SBDC to join the CDC contract for a cash receipting system.

RESOLVED that the report be noted.

59. **ANY OTHER BUSINESS**

Vote of Thanks

As this was the last meeting of the Cabinet before the District Elections Mr Reed took the opportunity to thank Mr Busby, Mrs Woolveridge, and Mrs Cranmer all of whom would not be standing for re-election, for all the support they had given to the Cabinet and Council over the years. The Council was recognised as one of the better performing ones due in no small part to the contributions of all three Cabinet Members, particularly Mr Busby who had provided strong and clear leadership during a challenging period of significant change.

60. **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 “

61. **PART II CABINET MINUTES**

(Paragraphs 1 and 3)

The Part II minutes of the meeting of the Cabinet held on 9 February 2015 were confirmed and signed by the Chairman.

62. **COMMUNITY**

Paragraphs 1 and 3

The Cabinet received the Part II minutes of the meeting of the Community PAG on 3 March 2015 which contained a recommendation relating to the Farnham Park Sports Field (Charitable Trust). After considering the advice of the Portfolio Holder the Cabinet

RESOLVED that capital resources be allocated to the Farnham Park Sports Field (Charitable Trust) in the sums indicated to enable essential works to be carried out.

63. **HEALTH AND HOUSING**

Paragraphs 1 and 3

The Cabinet received the Part II minutes of the meeting of the Health and Housing PAG held on 19 February which contained a recommendation relating to a request to waive the repayment of a Disabled Facilities Grant.

After considering the advice of the Portfolio Holder the Cabinet

RESOLVED that the application for a waiver to repay the disabled facilities grant be agreed.

64. **RESOURCES**

The Cabinet received the Part II minutes of the meeting of the Resources PAG held on 19 February 2015 which contained a recommendation relating to four applications for discretionary rate relief.

Having considered the advice of the Portfolio Holder the Cabinet

RESOLVED that applications 1, 2 and 4 be agreed and application 3 be refused.

65. **SUSTAINABLE DEVELOPMENT**

The Cabinet received the Part II minutes of the meeting of the Sustainable Development PAG held on 17 March 2015 which contained a recommendation relating to HS2 – Colne Valley Issues.

Having considered the advice of the Portfolio Holder the Cabinet

RESOLVED that authority be delegated to the Chief Executive, in consultation with the Portfolio Holder, to proceed on the basis set out in the recommendation.

The meeting terminated at 6.32 pm