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SOUTH BUCKS
District Council

Cabinet

Wednesday, 17 October 2018 at 6.00 pm

Room 6, Capswood, Oxford Road, Denham

S U P P L E M E N T A G E N D A 2

Item

8.3 Policy Advisory Group Minutes (*Pages 3-22*)

To note the attached PAG Minutes:-

Planning and Economic Development PAG - 13 September 2018 (Pages 3 - 8)

Customer Services PAG 17 September 2018 (Pages 9 - 14)

Resources PAG - 25 September 2018 (Pages 15 - 18)

Healthy Communities PAG - 2 October 2018 (Pages 19 -22)

Note: All reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman's discretion.

Membership: Cabinet

Councillors: B Gibbs
P Hogan
N Naylor
J Read
D Smith
L Sullivan

Date of next meeting – Wednesday, 12 December 2018

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PLANNING AND ECONOMIC DEVELOPMENT POLICY ADVISORY GROUP

Meeting 13 September 2018

Present: J Read (Chairman)
M Lewis and G Sandy

Also Present: R Bagge

107. APOLOGIES FOR ABSENCE

None

108. MINUTES

The minutes of the Planning and Economic Development PAG held on 11 June 2018 were approved.

109. DECLARATIONS OF INTEREST

None

110. REPORT FROM MEMBERS

The Portfolio Holder advised Members that staff had been recruited to the following posts:

Planning Enforcement Manager
Principal Economic Development Officer
Economic Development Officer

The Planning Enforcement Manager was due to be in post from Monday 17 September 2018.

111. CURRENT ISSUES

None

112. DELEGATION ARRANGEMENTS IN PLANNING ENFORCEMENT

Members considered a report proposing changes to the delegation arrangements on Planning Enforcement matters, taking into account the approval of the Local Enforcement Plan at the Cabinet meeting on 17 April 2018. The revised delegations would provide a mechanism for effective delivery of the plan in allowing officers to

act in a timely manner on all enforcement matters and not just in cases of urgency. It was noted that the recommendations would also be considered at meetings of the Planning Committee and Cabinet.

The proposed changes were in tracked changes in the Appendix.

Following advice from the Policy Advisory Group, the Portfolio Holder **RESOLVED to RECOMMEND to Cabinet**

That the revised delegations as set out in the Appendix to the report be agreed and recommended to Full Council for approval.

113. **THE ENVIRONMENTAL ASSESSMENT OF PLANS AND PROGRAMMES REGULATIONS 2004 – DELEGATED POWERS**

Members considered a Cabinet report seeking delegated authority to determine the need for environmental assessment of neighbourhood plans.

Local authorities are required to undertake environmental assessments for neighbourhood plans within their area. It was noted that this work was largely a technical exercise. The recommendation would allow the Head of Planning and Economic Development to make an environmental determination decision in a timely manner, in the timeframe set out within the regulations.

An amendment was made to the recommendation to include that the delegation be in consultation with the Portfolio Holder for Planning and Economic Development.

Following the advice of the PAG, the Portfolio Holder **RESOLVED to RECOMMEND to Cabinet**

That the statutory requirements of the Environmental Assessment of Plans and Programmes Regulations 2004 in relation to neighbourhood planning be delegated to the Head of Planning and Economic Development in consultation with the Portfolio Holder for Planning and Economic Development.

114. **COMMUNITY INFRASTRUCTURE LEVY**

Members considered a Cabinet report on the Community Infrastructure Levy (CIL) preliminary draft charging schedule. Members noted that this was a proposed charge on all new residential units of 100 square metres or more. The purpose of the charge was to ensure that contributions from new developments go towards improving infrastructure and supporting growth within the district.

It was advised that the consultation on the preliminary draft charge schedule was likely to be for 6 weeks in November – December 2018.

Members enquired as to what impact CIL would have on the viability and growth of the area, and were advised that contributions collected under CIL would create a revenue stream for the Council to invest in infrastructure to reflect the changing needs of local residents. By way of example, contributions could go towards a new school, fixing a junction, or improving/ maintaining community centre facilities.

It was noted that affordable housing and charitable units would not pay CIL.

It was expected that CIL would be adopted in summer 2020 alongside the Joint Local Plan.

Following consultation with the PAG, the Portfolio Holder **RESOLVED** to **RECOMMEND that Cabinet**

agree to consult on Community Infrastructure Levy Preliminary Draft Charging Schedule.

115. **PLANNING SERVICE UPDATE**

Members received an update on the Planning Service at item 10 on the agenda.

The Head of Planning and Economic Development informed Members that the computer system for the new Joint Planning Service was implemented by the Interim Head of Planning and Economic Development. The exemplary planning service action plan was being reviewed continuously, and it was noted that good progress had been made by the Interim Enforcement Manager, which was expected to continue under the new Enforcement Manager.

The Portfolio Holder thanked the Planning Team for their hard work to bring the services together.

It was noted that the PAG would receive a further update on the progress of the implementation of an exemplary Planning Service in 6 months.

RESOLVED:

That the report be noted.

116. **ENFORCEMENT UPDATE**

Members received a verbal update on enforcement matters at item 11 on the meeting agenda.

It was noted that the new Enforcement Manager was due to start on 17 September 2018. Members were advised that good progress had been made recently relating to the serving of notices. The level of engagement with residents and stakeholders had greatly improved in the last month.

The Head of Planning and Economic Development expressed thanks to the Legal Team for their hard work.

117. **UPDATE ON THE S106 REVIEW**

Members of the PAG considered an update report on the current position in respect of S106 agreements that include a developer contribution or schedule of works, as well as the method proposed for implementing processes to ensure effective S106 monitoring in the future.

The PAG were informed that a new post had been created whose primary role would be to monitor CIL and S106 contributions to ensure that monitoring is efficient and effective.

Councillor R Bagge left the meeting at 18:50

RESOLVED:

That the report be noted.

118. **HEATHROW UPDATE REPORT**

Members noted that information relating to this update report was not available prior to agenda publication, and therefore the report was circulated to Members of the PAG as a supplementary agenda item.

The PAG were informed that on 5 June 2018, government ministers indicated their support for the Heathrow expansion plan. The report set out the mitigation the Council is seeking from Heathrow.

There was an amendment to the wording of the second recommendation to read: 'to consider whether South Bucks District Council wishes to provide support to the HAL expansion proposals'

Councillor G Sandy left the meeting at 18:56.

Following advice of the PAG, the Portfolio Holder **RESOLVED** to **RECOMMEND that Cabinet**

- 1. note the government's position in regards to Heathrow Airport Limited (HAL) expansion proposals, the Council's position towards this, and the areas the Council is seeking mitigation and opportunities from HAL;**
- 2. noting the above, and on balance, if the local benefits are realised, to consider whether South Bucks District Council wishes to provide support to the HAL expansion proposals; and**
- 3. that the Council invite HAL to continue to actively work with officers at all levels to ensure that the potential benefits to the district are realised.**

119. **EXEMPT INFORMATION**

RESOLVED that under Section 100(A)(4) of the Local Government Act 1972 the following item(s) of business is not for publication to the press or public on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act.

120. **HS2 UPDATE REPORT**

Members received an update on the HS2 project. It was noted that HS2 had declared that stage 2 would now commence in June 2019.

RESOLVED:

- 1. that the report and progress made on the project be noted.**

And to RECOMMEND that Cabinet agree:

(i) the functions for the determination of any submissions pursuant to Schedule 17 of the HS2 Act be delegated to the Head of Planning and Economic Development. In the absence of the Head of Planning and Economic Development, that these functions be delegated to the Development Management Manager and/or an Area Team Leader under Regulation 3 of the Local Authorities Arrangements for the Discharge of Functions Regulations 2012 and the delegations and Constitution are updated accordingly;

(ii) the functions for the determination of any submission pursuant to

conditions attached to any Schedule 17 approval that have been imposed by the Local Planning Authority be delegated to the Head of Planning and Economic Development. In the absence of the Head of Planning and Economic Development, that these functions be delegated to the Development Management Manager and/or an Area Team Leader and/or a Principal Planning Officer under Regulation 3 of the Local Authorities Arrangements for the Discharge of Functions Regulations 2012 and the delegations and Constitution are updated accordingly; and

(iii) the functions for the determination of any request for non-material changes to approvals under paragraph 21 of Part 3 of Schedule 17 of the HS2 Act be delegated to the Head of Planning and Economic Development. In the absence of the Head of Planning and Economic Development, that these functions be delegated to the Development Management Manager and/or an Area Team Leader and/or a Principal Planning Officer under Regulation 3 of the Local Authorities Arrangements for the Discharge of Functions Regulations 2012 and the delegations and Constitution are updated accordingly.

The meeting terminated at 7.08 pm

CUSTOMER SERVICES AND BUSINESS SUPPORT POLICY ADVISORY GROUP**Meeting - 17 September 2018**

Present: D Smith (Chairman)
D Saunders

Apologies for absence: M Bezzant, T Egleton and R Reed

19. MINUTES

The minutes of the Customer Services and Business Support PAG held on 18 June 2018 were approved.

20. DECLARATIONS OF INTEREST

There were no declarations of interest.

21. VERBAL UPDATE ON THE JOINT ICT STRATEGY

The Head of Business Support provided an update on the Joint ICT Strategy. Approval was given by the Joint Committee on 28 June 2018 for the proposed Shared ICT Strategy.

At the same meeting, although not part of the ICT Strategy, approval was given to move Officers to using a shared email address of @chilternandsouthbucks.gov.uk. Approval to use the domain name was given by the Government Digital Service on 22 August 2018. The ICT Infrastructure Team completed work on configuring the email server by 7 September 2018 and the shared email address was now ready to use. Work had been undertaken with the Communications Team to ensure that residents were aware of the shared email address and for changes to be made to webpages and letter templates.

In response to this update Members were informed that staff would cease using the single email address on a service by service basis. Redirection of emails would be in place for a reasonable length of time.

In relation to the Shared ICT Strategy the Head of Business Support reported that a budget of £30,000 was authorised to cover the cost of employing external expertise to help develop the financial and technical business case for a move to a cloud delivery model. Technical workshops were planned for early October. The logical approach for a move to the cloud was to build on the existing in-house knowledge of Microsoft. Councils were not yet ready to move to a pilot for Windows 10 as not all core IT systems were Windows 10 compatible.

Members were also informed of the 'Delete the Data' project in line with the Information Governance Group programme. Files would be deleted if they were

between 7-10 years old or 5 years old if they had not been looked at for a long period of time. Under the General Data Protection Regulations it was important to get rid of information after it had been held for a period of time, particularly personal data. Staff would be asked to manage their email inbox to only keep recent emails. A Member commented that some departments deleted their data quickly whilst others held onto it for a longer period of time. Planning documents were held in perpetuity whereas other information such as licensing had a shorter shelf life.

Members asked whether a small specialist company would be used to hold cloud files and were informed that the Council was looking at Azure Cloud Services because of their experience. A question was asked about the possibility of a Unitary Council and was informed that this would be a long project. Wycombe were using the same provider but Aylesbury Vale District Council was working on different options.

The Head of Business Support reported that the following transformational projects were being supported:-

- Insourcing of the SBDC Rev\Bens IT systems
- The digitisation of the planning archive
- IT aspects of set up for the Customer Experience Programme
- Flexible and mobile working in Environment and Rev/Bens Services

Goss were providing the software for the Customer Experience Programme. There would be an overlap between the current and new supplier. The Head of Customer Services reported that the new system would be released shortly and they would be working closely with Service areas.

The Head of Business Support reported that with the insourcing of the SBDC Rev\Bens Team some staff would be working remotely as they did not live in the local area. They would be supported in mobile working arrangements. The system used by Northgate called Academy would be brought in-house. The system at Chiltern District Council was Civica. In the longer term one system would be investigated.

A Member asked about mobile working and what equipment would be made available in the future. The Head of Business Support reported that rather than have ipads they would look at Notebook/Surface Pro computers with touch screen. Reference was made to the shorter battery life and the need for wireless chargers to avoid the need of charging cables. Another question was asked about staff using their own devices, but this would be difficult because of the level of security required. However, with new Microsoft technology any mobile device would be secure.

22. **UPDATE ON REVENUES AND BENEFITS SERVICE TRANSITION**

The Head of Customer Services reported that the contract would finish at the end of October 2018 and work was being carried out building up the IT systems in house.

They would be testing the Academy System on 18 September 2018 and further testing would be undertaken by Capita.

Staff would be subject to TUPE and a letter has been issued to staff affected on their terms and conditions. Individual issues would be taken up with staff separately. Staff would also be subject to some changes such as change in pay date. As mentioned in the previous item some staff who lived outside the local area would have mobile working arrangements and the same contact details would apply to them. Managers would see remote workers a day a month for one to one meetings and training etc. Performance would be monitored through the IT system with reports on transactional information. From the end of October there would be a few days where transition arrangements would be in place and no processing would be undertaken. The new system should be up and running by 5 November 2018.

A decision was taken for cash receipting to be undertaken through the Civica system used by Chiltern District Council. This would take effect from 1 November 2018.

A Member asked about their new terms and conditions and was informed that the staff subject to TUPE would remain on their current terms and conditions until such a time as the Council considered whether to move them onto harmonised terms and conditions and if so staff would be consulted. A question was then asked about the two different systems being used in Chiltern and South Bucks District Council and the Head of Customer Services reported that they would look at procuring a single system but were waiting to see if any decision was made on modernising local government. It would be likely that the Council would look at considering procurement options in the New Year.

In terms of savings the Head of Customer Services reported that it was difficult to ascertain the cost of the service at this early stage.

23. **EXEMPT INFORMATION**

RESOLVED that under Section 100(A)(4) of the Local Government Act 1972 the following item(s) of business were not for publication to the press or public on the grounds that it involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act.

24. **APPLICATION FOR DISCRETIONARY RATE RELIEF (1)**

Members were asked to consider an application for Discretionary Rate Relief. The Council had been previously supporting this organisation by providing Discretionary Rate Relief over a number of years at the rate of 80%. The organisation was encouraged to review their internal arrangements in order to set themselves up as a registered charity whereby they would automatically qualify for 80% Mandatory Rate Relief removing the need for regular applications for Discretionary Rate Relief.

Charitable status had been not been achieved by September 2017 and Members agreed that Discretionary Rate Relief would be granted at the existing rate of 80% to 31 March 2018. On 1 February 2018 charitable status was confirmed and the 80% Discretionary Rate Relief was replaced with 80% Mandatory Rate Relief. This organisation has submitted an application for the 20% Discretionary Rate Relief top up.

Members noted the Council's Guidelines and Advice including that the majority of the funds go to local or national charities and that local residents could support those charities direct. Having considered the application, Members considered that it was not appropriate for the Council to exercise its discretion in granting the application for the 20% Discretionary Rate Relief and that it would not be in the interests of the taxpayers and prudent use of the Council's resources.

Having considered the advice of the PAG, the Portfolio Holder **AGREED** to **RECOMMEND** to Cabinet that the Discretionary Rate Relief be refused.

25. **APPLICATION FOR DISCRETIONARY RATE RELIEF (2)**

Members were asked to consider an application for Discretionary Rate Relief. This organisation had made payments in full for 2015 – 17 but then made an application for Discretionary Rate Relief for 2017 – 2019 as local users would not be able to afford the increase in costs, which was due to a recent assessment by the Valuation Office of their bigger premises.

Members noted the Council's Guidelines and Advice and the factors which had and had not been met. There was a clear link to the priorities of the Council detailed in the Joint Business Plan however there were a number of access restrictions to residents who could not benefit from the organisation. Members commented that this restricted the community value provided by the organisation.

Members considered that because the activities of the organisation met some of the Council's objectives in the Joint Business Plan on balance it was considered appropriate for the Council to exercise its discretion in this case and award 25% for one year. However, when the organisation applied for Discretionary Rate Relief next year further evidence should be provided by the organisation to show how they would provide added value to the community.

Having considered the advice of the PAG, the Portfolio Holder **AGREED** to **RECOMMEND** to Cabinet that an award of 25% Discretionary Rate Relief be awarded for one year.

The meeting terminated at 6.45 pm

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RESOURCES POLICY ADVISORY GROUP**Meeting - 25 September 2018**

Present: B Gibbs (Chairman)
R Bagge, S Chhokar, D Dhillon, J Jordan and P Kelly

44. APOLOGIES FOR ABSENCE

There were no apologies for absence.

45. MINUTES

The minutes of the Resources PAG held on 13 June were approved.

46. DECLARATIONS OF INTEREST

There were no declarations of interest.

47. GERRARDS CROSS CAR PARK

Members received a report which contained the final business case for the provision of additional parking in Station Road, Gerrards Cross and sought Member approval to progress the project. The PAG was advised that planning permission was issued by the Planning Committee on 17 August 2018 subject to 14 conditions, 3 of which had to be discharged prior to commencement. It was possible that construction could commence during 2019, however, this would result in the car park being closed over the 2019 Christmas period. The Business Case had therefore been based on the 'worst case' construction period of January to December 2020.

It was explained that the main factor behind the project was to meet parking need, with the business case exploring affordability. In the initial years the scheme would not generate extra net income for the Council as the extra income (£413k) was not sufficient to cover the cost of the loan (£555k). As the Council could take a long term view to meet the parking need, the business case demonstrated that the scheme would be affordable over the 40 year period. The PAG was advised that the business case was based on estimates and it could not be guaranteed how many people would use the car park and / or purchase season tickets however the business case was based on an initial daily charge of £6 which was less than the Chiltern Railways car park.

During discussion the following was discussed:

- Occupancy rate
- Percentage of increase in tariffs.
- The possibility of extension of the Gerrards Cross Station car park.
- Possible on street parking during the construction period.
- Provision of funds for ongoing maintenance.

Further during the discussion it was stated that the Mayor of Gerrards Cross had attended the Planning Committee and had spoken on behalf of residents in favour of the application to build. At the end of the discussion three of the members present expressed support for the recommendations and two expressed concern over the assumptions of usage and consequently whether this scheme was a good use of taxpayers' money.

Having considered the advice of the Policy Advisory Group, the Portfolio Holder agreed to **RECOMMEND** to Cabinet:

1. To approve the final business case for the project.
2. To note that the construction period will be January-December 2020 unless agreement can be reached to allow the car park to be closed over the 2019 Christmas trading period.
3. To recommend to Council that the Capital Programme for the Station Road Car Park be amended to the following:

| | |
|---------|------------|
| 2019/20 | £5,000,000 |
| 2020/21 | £8,051,000 |
4. That the Head of Environment be authorised to conclude the delivery agreement between Balfour Beatty and the Council for the construction phase.
5. That the Head of Finance be authorised to carry out the necessary arrangements to obtain the loan finance.

Note 1: Councillor Chhokar left the meeting at 6.45 p.m.

48. REDEVELOPMENT OF GERRARDS CROSS POLICE STATION

Members received a report which contained the final business case for the design and construction of the redevelopment of Gerrards Cross Police Station scheme and sought Members approval to progress the project. Planning permission was issued on 17 August 2018 subject to 22 conditions, of which 10 had to be discharged prior to commencement. The redevelopment would be for 34 apartments, of which 20 would be private rent apartments and 14 affordable rent apartments to meet the 40% affordable housing requirement.

The current estimated cost was £8.3m as set out in section 6 of the report. Mitigation measures had been arranged to minimise the risk of: asbestos removal; ecology (bat); contamination; statutory services; planning conditions to discharge. The cost did not include project risks such as archaeology, ordinance, judicial review cost and de-contamination beyond the provisional sum allowance.

The Next steps were outlined in point 17.1 of the report with the ultimate completion and handover scheduled for 1 May 2020.

The PAG was advised that the business case estimated the development would break even in year 12 and start to turn a profit from there. Members agreed that this was an exciting project which would meet the Council's affordable housing aspiration and benefit residents.

It was clarified that a housing association would receive a management fee built in to the planned costs of approximately £60k and as part of that agreement the housing association would be responsible for any damage caused to properties.

Members queried the increase in cost prediction from June 2018. It was explained that the finalised figures included figures for dealing with the mitigation measures as noted above and a further contingency sum of £200k was included. It was added that a further asbestos survey would be completed to establish the extent and instruct removal measures. Thames Valley Police had agreed to pay up to £200k of any de-contamination costs.

The PAG was clear that overspend on the project should not occur unless absolutely unavoidable. The PAG was advised that once the agreement had been signed with the contractor the majority of risks then became their responsibility which would avoid unexpected cost increases to the Council.

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It was explained that as it was intended that the property would be held in order to make a financial return, the Council were required to do this via a company. It was therefore proposed to dispose of the development to Consilio Property Limited, a wholly owned company set up by SBDC, once it was completed.

Having considered the advice of the Policy Advisory Group, the Portfolio Holder agreed to **RECOMMEND** to Cabinet:

1. To approve the final business case for the project.
2. That Members note the total proposed spend of £8.331m, which will be funded from the current approved Capital Budget for this scheme.
3. That the Head of Environment be authorised to conclude the delivery agreement between Wilmot Dixon and the Council for the construction phase.
4. That the Head of Finance be authorised to carry out the necessary agreements to obtain the loan finance.
5. That the Head of Environment be authorised to negotiate and conclude any necessary agreements to allow the development to proceed through to completion and note that the Head of Environment has exercised his delegated authority to make an application to the Secretary of Transport for a stopping up order pursuant to Section 247 of the Town and Country Planning Act 1990.
6. That the Director of Resources be authorised to dispose of the development to Consilio (the Council's wholly owned subsidiary).

Note 2: Councillor Dhillon left the meeting at 7.01 p.m.

49. **TREASURY MANAGEMENT – QUARTERLY REPORT QUARTER 1 2018/19**

Members received a report on the Treasury Management operation of the Council for April to June 2018. The Director of Resources summarised the positions as set out in pages 23 to 26 of the reports pack.

It was **RESOLVED** that Members noted the Treasury Management performance for Quarter 1 2018/19.

50. **EXEMPT INFORMATION**

RESOLVED that under Section 100(A)(4) of the Local Government Act 1972 the following item(s) of business is not for publication to the press or public on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act

51. **BAD DEBT WRITE OFF REQUEST**

Members received a report which sought Cabinet approval to write off a homelessness B&B debt as detailed in the confidential report. Due to the amount of debt involved, Cabinet approval was required to write off the sum.

A Member advised that the maximum nightly cost that Slough Borough Council paid for B&B accommodation was £80 and that South Bucks District Council should be aware of this to avoid being overcharged should similar situations arise in the future.

Having considered the advice of the Policy Advisory Group, the Portfolio Holder agreed to **RECOMMEND** to Cabinet:

1. To authorise the write-off.

The meeting terminated at 7.10 pm

HEALTHY COMMUNITIES POLICY ADVISORY GROUP

Meeting - 2 October 2018

Present: P Hogan (Chairman)
P Bastiman, M Bezzant, Dr W Matthews and D Pepler

Apologies for
absence: D Anthony

70. MINUTES

The minutes of the Healthy Communities PAG held on 12 June 2018 were approved.

71. DECLARATIONS OF INTEREST

There were no declarations of interest.

72. REPORTS FROM MEMBERS

No written reports received. Councillor Pepler advised that he hoped to bring a report on the recent meeting of the Buckinghamshire Healthcare Trust to the next Full Council meeting.

73. HEALTHY COMMUNITIES UPDATE

The PAG received an update report from the Head of Healthy Communities. Further updates to the report were given as below:

- The number of properties provided through the Private Sector Leasing Scheme had increased from 8 at the time of writing the report to 13.
- Debt recovery for nightly booked accommodation costs had risen from 75% to 83%.
- 99% of taxi drivers had now attended mandatory safeguarding training.

An update was requested on noise issues from Heathrow.

It was **RESOLVED** that the report be noted.

74. COMMUNITY LOTTERY PERFORMANCE

Members received an update report on the Chiltern & South Bucks Community Lottery. It was advised that the Lottery had now been serving as a valuable resource for local voluntary and community groups for 10 months. Pages 24-26 of the agenda pack showed a table of the causes currently involved in the scheme together with the number of tickets sold and annual funds raised. Officers felt that, although the Lottery had benefitted a number of good causes already, there was still work to be done to attract new groups and also increase the engagement with existing causes to help them increase ticket sales.

Councillor Pepler declared an interest due to his involvement in Burnham Youth Club.

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An update was requested on the Heart of Bucks and SBDC grant funding allocations further to the report presented to the PAG on 12 June 2018.

It was **RESOLVED** that the report be noted.

75. BUCKS HOME CHOICE ALLOCATION POLICY

A report was presented which set out the draft revised Bucks Home Choice Allocations Policy for allocating social housing tenancies. The report sought comments from Members on the Policy and approval for the Head of Healthy Communities to agree the final version of the Policy for consultation.

Members were informed that the Policy had last been reviewed in 2014. It was therefore recommended that the Policy be revised and updated to ensure that it complied with changes in legislation and guidance, including the Homelessness Reduction Act.

Having considered the advice of the PAG, the Portfolio Holder **RESOLVED** that following comments from Members the final draft Bucks Home Choice Allocations Policy be agreed for consultation by the Head of Healthy Communities in consultation with the Portfolio Holder for Healthy Communities and subject to the agreement of Aylesbury Vale District Council, Chiltern District Council and Wycombe District Council.

76. BATH ROAD DEPOT

The PAG received a report which updated Members on the progress of the scheme to provide emergency housing units for temporary accommodation at the Bath Road Depot site. Members were informed that the off-site construction of the units was nearing completion and that the units would be delivered to site shortly. Photographs of the completed units were circulated to Members prior to the meeting.

It was advised that the ground floor units would include wet-rooms for disabled use, and that the units had been designed to be inexpensive to maintain. The accommodation would be managed by Bucks Housing Association following the handover in December 2018. It was noted that the cost of the scheme would be paid back within 13 years due to a reduction in Emergency Housing costs and a lease income from the units.

Members requested an update on repairs to 801 Bath Road following the recent flood.

It was **RESOLVED** that the report be noted.

77. HOUSING STRATEGY

Members considered a report to Cabinet which set out the finalised version of the Joint Housing Strategy for Chiltern and South Bucks District Councils. It was noted that comments made by Members as part of the consultation stage had been taken into account when producing the finalised strategy.

It was **RESOLVED** that the report be noted.

78. CHILTERN AND SOUTH BUCKS PLAYING PITCH STRATEGY

The PAG received a report which presented the updated Chiltern and South Bucks Playing Pitch Strategy following the request from Members for an additional round of public consultation to verify the Strategy's accuracy. Members were advised that, once agreed, the Strategy would provide a valuable resource to sports clubs, schools and Town & Parish Councils that will support them in

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securing external funding by demonstrating clear evidence of additional need. It was noted that the Strategy would also inform the emerging Local Plan and would be regularly reviewed once adopted.

Members were advised that, once the Strategy had been approved, it would be promoted within the local community to encourage external grant applications. Groups would also be signposted to relevant funding sources.

It was **RESOLVED** that the report be noted.

79. CHILTERN AND SOUTH BUCKS OPEN SPACE STRATEGY

A report was presented which set out the revised Chiltern and South Bucks Open Spaces Strategy following an additional round of consultation with Town & Parish Councils and other key stakeholders to verify the Strategy's accuracy. Members were advised that the Strategy had previously been presented to the PAG on 22 February 2018 not 12 June 2018 as mentioned in the report.

The PAG were informed that feedback from Town & Parish Councils and other stakeholders had been very useful in informing the Strategy which had been largely positive regarding local space provision. Some issues had been identified around a lack of play provision and signage and promotion of public spaces. Once approved, the Strategy would be distributed to Town & Parish Councils and community groups and would play a key role in informing both the Joint Local Plan and Neighbourhood Plans. Information events would be held before the end of 2018 to promote the Strategy amongst key stakeholders.

Members stressed the importance of promoting public open spaces on a District-wide basis, and it was noted that this would link in with economic development aims. Promoting open spaces would also tie in with the need to promote activities such as walking which play an integral part in supporting The Buckinghamshire Health and Wellbeing Strategy.

It was **RESOLVED** that the report be noted.

80. PERFORMANCE OF THE LEISURE PROVIDER: ANNUAL REPORT

The PAG received a report on the performance of the Leisure Contract with GLL for 2017. Members were informed that the Beacon Centre and the Evreham Sports Centre had generated a turnover in excess of £500,000 with over 170,000 annual visits and had provided the Council with a net income of around £34,000. A successful outreach programme had also been delivered which had targeted hard to reach communities.

It was advised that reductions in staffing costs had not resulted in a reduction in the quality of the service provided and had allowed staff to acquire additional qualifications and skills.

It was **RESOLVED** that the report be noted.

The meeting terminated at 7.00 pm

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