



## **Cabinet**

**Wednesday, 12 December 2018 at 6.00 pm**

**Room 6, Capswood, Oxford Road, Denham**

### **A G E N D A**

#### Item

1. Evacuation Procedure
2. Apologies for Absence
3. Minutes (*Pages 5 - 12*)

To approve the minutes of the Cabinet held on 17 October 2018 and the minutes of the Special Meeting held on 28 November 2018 (to follow).

4. Declarations of Interest
5. 28 day Notice of Executive Decisions

*Appendix A: Cabinet 28 Day Notice (Pages 13 - 20)*

6. Draft Revenue Budget 2019/20 (*Pages 21 - 26*)

*Appendix A - Revenue Outturn (Pages 27 - 28)*

*Appendix B - Subjective breakdown of draft budget (Pages 29 - 30)*

*Appendix C - Local Authority Finance Settlement (there is no report to follow as the Provisional Local Government Settlement has been deferred)*

7. South Bucks Country Park (*Pages 31 - 34*)

*Appendix A - Final Scheme Design (Pages 35 - 36)*

*Appendix B - Relevant Sections of the Countryside Act 1968 (Pages 37 - 38)*

8. Policy Advisory Group Minutes (available in supplement pack)

Customer Services and Business Support PAG – 19 November 2018

Environment PAG – 20 November 2018 (to follow)

Healthy Communities PAG – 21 November 2018

Planning and Economic Development PAG – 29 November 2018 (to follow)

Resources PAG – 6 December 2018 (to follow)

9. Exclusion of Public

To resolve that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

Paragraph 3 Information relating to the financial or business affairs of any particular persons (including the authority holding that information).

10. HS2 Community and Environment Fund and Business and Local Economy Fund (*Pages 39 - 42*)

*Reasons for restriction: Paragraph(s) 3*

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

**Date of next meeting – Wednesday, 6 February 2019**

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**CABINET****Meeting - 17 October 2018**

Present: B Gibbs, P Hogan, N Naylor, J Read, D Smith and L Sullivan

**153. MINUTES**

The minutes of the meeting of Cabinet held on 27 June 2018 were approved and signed by the Leader as a correct record.

**154. DECLARATIONS OF INTEREST**

Cllrs Gibbs and Hogan declared a personal and prejudicial interest in item 170 as Directors of the Charitable Organisation and left the room whilst this item was discussed.

**155. 28 DAY NOTICE OF EXECUTIVE DECISIONS**

The Cabinet received a copy of the 28 day Notice and Forward Plan 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.

**RESOLVED** that the 28 Day Notice be noted.

**156. PERFORMANCE REPORT QUARTER 1 2018-19**

Cabinet received a report which outlined the annual performance of Council services against pre-agreed performance indicators and service objectives for Quarter 1 of 2018-19.

Members noted from the report that of the total 32 Performance Indicators (PIs), which had been reported this quarter, 29 were on target, 1 was slightly off target and 2 off target. The off target PIs related to the number of food business inspections which was because officers had had to undertake significant enforcement involving court action for poor hygiene standards at a number of premises. The number of calls to ICT helpdesk being resolved in the agreed timescales was slightly below target due to resources being pulled from the team to cope with the Vworkspace rollout. Members were pleased with the performance from Quarter 1 of the year.

The Cabinet wanted to pass on their congratulations to the Head of Service and her Customer Services Team who had won an award accredited by the Institute of

Revenues, Ratings and Valuation as the best District Council Revenues & Benefits Team in the Country.

**RESOLVED** that Cabinet note the performance reports.

157. **DELEGATION ARRANGEMENTS IN PLANNING ENFORCEMENT**

Cabinet received a report which recommended changes to the delegation arrangements on Planning Enforcement matters to take account of the recent approval of the Local Enforcement Plan. The revised delegations would provide a mechanism for effective delivery of the Local Enforcement Plan in allowing officers to act in a timely manner on all enforcement matters and not just in cases of urgency.

The Portfolio Holder for Planning and Economic Development reported that the recommendations had been supported at the Planning Committee on 10 October 2018 and the CDC Planning Committee on 4 October 2018.

**RECOMMENDED to Council** that the revised delegations as set out in the Appendix to the report be agreed.

158. **THE ENVIRONMENTAL ASSESSMENT OF PLANS AND PROGRAMMES REGULATIONS 2004 - DELEGATED POWERS**

Cabinet received a report which sought delegated authority to determine the need for environmental assessment of plans, specifically neighbourhood plans.

The Portfolio Holder for Planning and Economic Development highlighted the amendment in the recommendation to refer to Regulation 9. This recommendation had also been agreed at Chiltern District Council's Cabinet.

**RESOLVED** 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 in respect of determinations under Regulation 9.

159. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**

Cabinet received a report which sought the agreement of Cabinet to consult on the Community Infrastructure Levy (CIL) Preliminary Draft Charging Schedule with the aim to consult later this year. Implementing CIL would enable the Council to receive funding from development to fund and/ or improve infrastructure and support growth within the District.

**RESOLVED** that the consultation on the Community Infrastructure Levy Preliminary Draft Charging Schedule be agreed and final wording of the draft Schedule be delegated to the Head of Planning and Economic Development in consultation with the Portfolio Holder.

160. **HEATHROW AIRPORT UPDATE**

Cabinet received the report which provided an update on the expansion proposals of Heathrow Airport Ltd (HAL) which set out the Council's support for expansion and the mitigations and opportunities the Council was seeking from HAL. Cabinet welcomed the report.

**RESOLVED**

1. that the Government's position in regards to the Heathrow Airport Limited (HAL) expansion proposals, the Council's position towards this and the areas the Council was seeking mitigation and opportunities from HAL, be noted
2. noting the above, South Bucks District Council wishes to move its position from neutral to support for the HAL expansion proposals
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.

161. **JOINT HOUSING STRATEGY**

Cabinet received a report which sought authority to publish and implement the finalised version of the Chiltern District Council and South Bucks District Council Joint Housing Strategy (Affordable Housing and Homelessness) 2018-2021.

The Director of Resources reported that both Strategies needed to be reviewed and updated in view of the current housing situation across the two Districts and new statutory requirements that have come into force. The draft Strategy had been reviewed by the Overview and Scrutiny Committee. The Strategies provided an overview of the work and duties of both Authorities in responding to affordable housing need and meeting statutory homelessness duties.

**RECOMMENDED to Council**

1. that the final Joint Housing Strategy (Affordable Housing and Homelessness) 2018 – 2021 be approved
2. that the Head of Healthy Communities be authorised to make any final amendments to the document agreed by Members and to publish it in consultation with the Healthy Communities Portfolio Holder

**162. CHILTERN AND SOUTH BUCKS PLAYING PITCH STRATEGY**

Cabinet received a report on the proposed Chiltern and South Bucks Playing Pitch Strategy which would help to improve the quality and access to sports local playing pitches and directly contribute to improving the health and wellbeing of residents.

The Director of Resources reported that the Strategy helped inform the newly emerging Local Plan by providing a comprehensive evidence base as well as identifying current and future shortfalls in provision. Members had requested that it be subject to an additional round of public consultation with the District's Town and Parish Councils, sports clubs and the appropriate sports governing bodies. The Overview and Scrutiny Committee had been fully supportive of the Strategy.

**RESOLVED** that the proposed 2018-2036 Chiltern and South Bucks Playing Pitch Strategy for submission to Sport England for external accreditation be approved.

**163. CHILTERN AND SOUTH BUCKS OPEN SPACE STRATEGY**

Cabinet received a report on the draft Chiltern and South Bucks Open Space Strategy which detailed the Strategy's key findings and recommendations in relation to the quality and supply of open spaces/parks across the District. This Strategy had also been subject to an additional round of public consultation with the District's Town and Parish Councils and other key stakeholders and would be a key document in helping inform the new Local Plan. The Strategy had been fully supported by the Overview and Scrutiny Committee.

**RESOLVED** that the South Bucks and Chiltern Open Space Strategy be approved and that its findings be utilised to support the implementation of the new Chiltern and South Bucks Local Plan.

**164. GAMBLING ACT 2005 - STATEMENT OF PRINCIPLES REVIEW**

Cabinet received a report on the final revised draft Gambling Act 2005 Statement of Principles. The function of the Statement was to reflect locally specific gambling concerns and to reflect the Council's wider strategic objectives. It aimed to make clear the Council's expectations of gambling operators who have premises in the local area and allowed operators to respond to locally specific requirements and adjust their own policies and procedures as required. The document was reviewed every three years. Three responses had been received and had been reviewed by the Licensing Committee on 26 September 2018 following which the Statement was now being recommended to Council for adoption.

**RECOMMENDED to Council** that the draft Statement of Principles be adopted for publication at least 4 weeks prior to coming into effect for the period 31 January 2019 to 30 January 2022.

**165. GERRARDS CROSS CAR PARK**

Cabinet received a report which sought approval for the final business case for provision of additional parking in Station Road Gerrards Cross. Planning consent had been granted for expanding the Station Road Car Park to provide a total of 442 parking spaces and to enable this project to proceed the Council would need to invest a further estimated £13.051m. The proposal was for this to be financed by way of a loan from the Public Works Loan Board. The expanded car park was expected to increase annual income by £431,000.

It was reported that the original design had been modified to 'soften' the exterior appearance of the building and to set the building back by two metres with some planting at the front to enhance its appearance.

**RESOLVED** that

1. the final business case for the project be approved.
2. the construction period would be January-December 2020 unless agreement could be reached to allow the car park to be closed over the 2019 Christmas trading period, be noted.
3. the Head of Environment be authorised to conclude the delivery agreement between Balfour Beatty and the Council for the construction phase.
4. the Head of Finance be authorised to carry out the necessary arrangements to obtain the loan finance.

**RECOMMENDED** to Full 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

**166. REDEVELOPMENT OF GERRARDS CROSS POLICE STATION**

Cabinet received a report which sought approval to the final business case for the design and construction of the scheme. Planning consent had been granted for the redevelopment of the Gerrards Cross Police Station site for 34 apartments which would provide 20 private rent apartments and 14 affordable rent apartments – to meet the 40% affordable housing requirement. The project cost was to be financed by way of a loan from the Public Works Loan Board. The business case indicated that the rental return on this development would be sufficient to repay the capital expenditure over the lifetime of the asset.

Cabinet noted that the project would be completed in May 2020 and welcomed the consent for 14 affordable rent apartments to meet the 40% affordable housing requirement.

**RESOLVED** that

- 1 the final business case for the project be approved.
- 2 the total proposed spend of £8.331m, which would be funded from the current approved Capital Budget for this scheme be noted.
- 3 the Head of Environment be authorised to conclude the delivery agreement between Wilmot Dixon and the Council for the construction phase.
- 4 the Head of Finance be authorised to carry out the necessary arrangements to obtain the loan finance.
- 5 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 State for Transport for a stopping up order pursuant to Section 247 of the Town and Country Planning Act 1990.
- 6 the Director of Resources be authorised to dispose of the development to Consilio (the Council's wholly owned subsidiary).

**167. POLICY ADVISORY GROUP MINUTES (AVAILABLE IN SUPPLEMENT PACK)**

The Policy Advisory Group Minutes were noted as follows:-

Planning and Economic Development PAG - 13 September 2018

Customer Services PAG - 17 September 2018

Resources PAG - 25 September 2018

Healthy Communities PAG - 2 October 2018

**168. EXCLUSION OF PUBLIC**

**RESOLVED** that under section 100 (A) (4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following item(s) of business on the grounds that they involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

**169. HS2 UPDATE REPORT**

Cabinet received a report which provided Members with an update on the work for the HS2 project and asked for approval to adjust the current Scheme of Delegation in relation to Schedule 17 of the HS2 Act. Members were informed that these proposals would speed up responses times and improve efficiency in relation to local projects, the costs of which would be reimbursed by HS2 in full.

**RESOLVED** that

- (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.

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

Cabinet considered an application for Discretionary Rate Relief as set out in the report. Members decided that Discretionary Rate Relief should not be awarded as this

organisation already received 80% Mandatory Rate Relief and it was not considered appropriate for the Council to exercise its discretion in granting the application for the 20% Discretionary Rate Relief.

**RESOLVED** that the Discretionary Rate Relief be refused.

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

Cabinet considered an application for Discretionary Rate Relief as set out in the report. Members considered that whilst the organisation only met part of the relevant criteria listed for non-profit organisations agreement should be given for an award of 25% because this applicant's activities met some of the Council's objectives in the Joint Business Plan.

**RESOLVED** that an award of 25% Discretionary Rate Relief be awarded for one year.

172. **BAD DEBT WRITE OFF REQUEST**

Cabinet was requested to write off the debt detailed in the report.

**RESOLVED** that the write off of the debt be authorised.

The meeting terminated at 6.37 pm



**SOUTH BUCKS**  
District Council

**28 DAY NOTICE**

**LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)  
(MEETINGS AND ACCESS TO INFORMATION (ENGLAND) REGULATIONS 2012)**

This notice, published in accordance with Regulation 9 and Regulation 5 of the above Regulations, sets out the key decisions (and non-key decisions) that the Council's Cabinet intends to make at public or private meetings to be held within the next 28 days and beyond.

A further notice - [called the Agenda](#) – setting out the items to be considered (public and private) will be available no less than 5 working days before the meeting.

Key Decision (Y/N)	Report Title & Summary	Date Decision to be taken	Decision to be taken by	Consultation	Private Report	Lead Officer
<b>Leader (Councillor Nick Naylor)</b>						
Y	<b>Draft Revenue Budget 2019/20</b> To consider the draft revenue budget for 2019/20 including draft portfolio budgets	12 December 2018	Cabinet	Customer Services and Business Support Policy Advisory Group 19 Nov 2018  Environment PAG 20 Nov 2018  Healthy Communities PAG 21 Nov 2018  Planning and Economic Development PAG 29 Nov 2018  Resources PAG 6 Dec 2018	Open	Rodney Fincham  rodney.fincham@southbucks.gov.uk

Y	<b>Revenue Budget and Council Tax 2019/20</b> To agree the budget and set Council Tax for 2019/20	6 February 2019  27 February 2019	Cabinet  Council	Overview and Scrutiny Committee 29 Jan 2019	Open	Jim Burness  jim.burness@southbucks.gov.uk
<b>Planning and Economic Development (Councillor John Read)</b>						
Y	<b>Delegation arrangements in Planning Enforcement</b> To review the delegation arrangements in Planning Enforcement	17 October 2018  14 November 2018	Cabinet  Council	Planning and Economic Development Policy Advisory Group 13 Sep 2018  Planning Committee 10 Oct 2018	Open	Mark Jaggard  mark.jaggard@southbucks.gov.uk
Y	<b>The Environmental Assessment of Plans and Programmes Regulations 2004 – delegated powers</b> To seek delegated powers for officers to determine the need for environmental assessment of Neighbourhood Plans or Local Plans	17 October 2018  14 November 2018	Cabinet  Council	Planning and Economic Development Policy Advisory Group 13 Sep 2018	Open	David Waker  dwaker@chiltern.gov.uk
Y	<b>HS2 Update Report</b> To consider a report on the HS2 project  <i>Item amended 28 Nov 18</i>	29 Nov 2018  12 Dec 2018	Cabinet Member - Planning & Economic Development  Cabinet	Planning and Economic Development Policy Advisory Group 29 Nov 2018	Fully exempt	Ifath Nawaz  INawaz@chiltern.gov.uk
<b>Customer Services and Business Support (Councillor Duncan Smith)</b>						
No items for consideration						

Healthy Communities (Councillor Patrick Hogan)						
Y	<b>Joint Housing Strategy</b> Approval and adoption of the joint Chiltern and South Bucks Housing (Affordable Housing and Homelessness) Strategy	17 October 2018 14 November 2018	Cabinet Council	Healthy Communities Policy Advisory Group 2 Oct 2018	Open	Martin Holt <a href="mailto:martin.holt@southbucks.gov.uk">martin.holt@southbucks.gov.uk</a>
Y	<b>Review of Gambling Act 2005 Statement of Principles</b> Review of Gambling Act 2005 Statement of Principles - Report to provide members with details of responses received as part of the recent consultation	17 October 2018 14 November 2018	Cabinet Council	Licensing Committee 26 Sep 2018	Open	Charlie Robinson CRobinson@chiltern.gov.uk
Y	<b>Community Wellbeing Plans Annual Review</b> to review and report on the outcomes of the Community and Wellbeing Plans 2017/18	6 February 2019	Cabinet	Healthy Communities Policy Advisory Group 21 Nov 2018	Open	Martin Holt <a href="mailto:martin.holt@southbucks.gov.uk">martin.holt@southbucks.gov.uk</a>
Y	<b>Unauthorised Encampments</b> to advise on the number of illegal encampments during the last 12 months and consider options <i>Item amended 8 Nov 18</i>	6 February 2019	Cabinet	Healthy Communities Policy Advisory Group 21 Nov 2018	Fully exempt (para 5)	Martin Holt <a href="mailto:martin.holt@southbucks.gov.uk">martin.holt@southbucks.gov.uk</a>
N	<b>Update on Acquisition of Residential Property</b> To update on the programme to acquire residential property	For information		Healthy Communities Policy Advisory Group 21 Nov 2018	Open	Martin Holt <a href="mailto:martin.holt@southbucks.gov.uk">martin.holt@southbucks.gov.uk</a>
Y	<b>Air Quality Action Plan</b> To adopt the Air Quality Action Plan for Iver	13 March 2019	Cabinet	Healthy Communities Policy Advisory Group 28 Feb 2019	Open	Martin Holt <a href="mailto:martin.holt@southbucks.gov.uk">martin.holt@southbucks.gov.uk</a>

N	<b>Section 106 Funding Update</b> To update Members on the allocation of 106 funding for affordable housing projects  <i>Item added 15 Nov 2018</i>		Cabinet Member - Healthy Communities	Healthy Communities Policy Advisory Group 28 Feb 2019	Open	Martin Holt  <a href="mailto:martin.holt@southbucks.gov.uk">martin.holt@southbucks.gov.uk</a>
Y	<b>Bucks Home Choice Allocation Policy</b> To adopt the Bucks Home Choice Allocation Policy following consultation	13 March 2019  16 April 2019	Cabinet  Council	Healthy Communities Policy Advisory Group 28 Feb 2019	Open	Martin Holt  <a href="mailto:martin.holt@southbucks.gov.uk">martin.holt@southbucks.gov.uk</a>
Y	<b>Dog and Pest Control</b> To review proposals <i>Item amended 9 November 2018</i>	13 March 2019	Cabinet	Healthy Communities Policy Advisory Group 28 Feb 2019	Open	Martin Holt  <a href="mailto:martin.holt@southbucks.gov.uk">martin.holt@southbucks.gov.uk</a>
<b>Environment (Councillor Luisa Sullivan)</b>						
Y	<b>Review of remaining recycling centres</b> To consider approaches for the removal of the remaining recycling centres	6 February 2019	Cabinet	Chiltern, South Bucks & Wycombe Joint Waste Collection Committee 3 October 2018  Environment Policy Advisory Group 20 Nov 2018		Dan Sexton  dsexton@chiltern.gov.uk
Y	<b>Charging for refuse and recycling containers in the South Bucks District</b> To consider whether a charge for refuse and recycling containers under certain specified circumstances should be introduced in South Bucks	6 February 2019	Cabinet	Environment Policy Advisory Group 20 Nov 2018	Open	Chris Marchant  chris.marchant@southbucks.gov.uk

Y	<b>SBDC Parking</b> Members are asked to review parking charges	6 February 2019	Cabinet	Environment Policy Advisory Group 20 Nov 2018	Open	Julie Rushton  jrushton@chiltern.gov.uk
Y	<b>Electric Vehicle Charging</b> To consider introducing electric vehicle charging points in SBDC car parks  <i>Item added 15 Nov 2018</i>	6 February 2019	Cabinet	Environment Policy Advisory Group 20 Nov 2018	Open	Julie Rushton  jrushton@chiltern.gov.uk
N	<b>Cemeteries</b> To consider a report on cemetery charges and burial capacity		<i>For information</i>	Environment Policy Advisory Group 20 Nov 2018	Open	Chris Marchant  chris.marchant@southbucks.gov.uk
<b>Resources (Councillor Barbara Gibbs)</b>						
Y	<b>Redevelopment of Gerrards Cross Police Station</b> To approve the business case for the redevelopment project	17 October 2018  14 November 2018	Cabinet  Council	Resources Policy Advisory Group 25 Sep 2018	Open	Chris Marchant  chris.marchant@southbucks.gov.uk
Y	<b>South Bucks Country Park</b> Update on progress and Council to consider the site be designated a Country Park <i>Item amended 6 November 2018</i>	12 December 2018	Cabinet		Open	Jim Burness  Jim.Burness@Southbucks.gov.uk
Y	<b>Gerrards Cross Car Park</b> To approve the business case for the Gerrards Cross Car Park project	17 October 2018  14 November 2018	Cabinet  Council	Resources Policy Advisory Group 25 Sep 2018	Open	Chris Marchant  chris.marchant@southbucks.gov.uk

N	<b>Treasury Management Quarterly Report Q2 2018/19</b> Update on performance for Q2 2018/19	For information only		Resources Policy Advisory Group 6 Dec 2018	Open	Helen O'Keeffe  Helen.okeeffe@southbucks.gov.uk
N	<b>Parkside House</b> To consider options for Parkside House <i>Item amended 27 November 2018</i>	13 March 2019	Cabinet	Resources Policy Advisory Group 12 Feb 2019	Open	Chris Marchant  chris.marchant@southbucks.gov.uk

### Key Decision

The Regulations explains a "key decision" as an executive decision which is likely:-

- (a) to result in the local authority incurring expenditure which is, or the making of savings which are significant having regard to the relevant authority's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant authority.

With regard to (a) a key is a decision which has income or expenditure effect of £50,000 or more but excludes contracts for and expenditure on repairs, maintenance and improvements works within budget provision and approved policy where the contract or expenditure has either been properly and specifically approved by or on behalf of the Cabinet or by an Officer acting under delegated powers, save where Contract Standing Orders require the Cabinet itself to authorise acceptance of a tender and such acceptance has not previously been authorised or delegated by the Cabinet.

### Report Title and Summary

A summary and title of a report is listed in this column. Reports that will be considered at a meeting will be available 5 working dates before the meeting at <http://www.sbd-spider2.southbucks.gov.uk/democracy/uuCoverPage.aspx?bcr=1>

### Decision Maker & Date

This column shows by whom the Decision will be taken and the date the Decision is due to be taken.

### Consultation – How and When

This column shows the process of consultation, which takes place prior to Cabinet. To support the role of the Portfolio Holders, Policy Advisory Groups (PAGs) have been set up to provide advice and guidance. A report is submitted to the PAG for its consideration, following which the minutes of the PAG are submitted to Cabinet. Cabinet considers the advice of the Portfolio Holder and the PAG when making a decision. The dates of PAGs are shown on the following notice. Whilst meetings of the PAGs are not open to the public the agenda papers and reports (except those subject to prohibition or restriction) are published on the Council's website.

### Private Report and Reason Private

Members of the public are welcome to attend meetings of the Cabinet, however the public can be excluded for an item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1, subject to the qualifications and interpretations in Parts 2 and 3, of Schedule 12A to the Local Government Act 1972 (as amended). The relevant paragraphs are listed in the table below:

Paragraph	
1.	Information relating to any individual.
2.	Information which is likely to reveal the identity of any individual.
3.	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4.	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5.	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6.	Information which reveals that the authority proposes – (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
7.	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

### **Making Representations**

If you wish to make representations about why a meeting should not take place in private then submit your representations at least 10 clear working days before the meeting to Democratic and Electoral Services, South Bucks District Council, Capswood, Oxford Road, Uxbridge, UB9 4LH - email [democraticservices@southbucks.gov.uk](mailto:democraticservices@southbucks.gov.uk) so that they can be included in this further notice along with a statement of response to the representations as required under Regulation 5.

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<b>SUBJECT:</b>	<b>DRAFT REVENUE BUDGET 2019/20</b>
<b>REPORT OF:</b>	<b>Leader of the Council</b>
<b>RESPONSIBLE OFFICER</b>	<b>Jim Burness – Director of Resources</b>
<b>REPORT AUTHOR</b>	<b>Jim Burness</b> <a href="mailto:jim.burness@southbucks.gov.uk">jim.burness@southbucks.gov.uk</a> Tel: 01895 837217
<b>WARD/S AFFECTED</b>	<b>All</b>

## 1. Purpose of Report

1. To present the draft revenue expenditure budget for 2019/20.

## RECOMMENDATIONS

**1. The Cabinet considers the report and agrees that it forms the basis of the draft revenue budget for 2019/20, and is updated to reflect the outcomes of the Local Government Finance Settlement and related announcements.**

## 2. Executive Summary

- 2.1 It is the responsibility of the Cabinet to prepare a revenue budget for approval by the Council which will form the basis of setting the council tax. The recent development of the announcement of the decision to create a unitary authority in Buckinghamshire from 2020/21 does not affect the requirement on the Council to set a legal and prudent budget for 2019/20 that addresses the Council's aims and objectives. It will be necessary at a corporate level to make provision for the initial transition costs to the new unitary authority that will be incurred in 2019/20. This will be done when setting the final budget in February 2019 when there is more clarity around the transition process.
- 2.2 This report describes the progress to date based on:
  - The financial outturn for 2017/18 and information from the current year's budget monitoring.
  - The draft 2019/20 base budget built up using assumptions described in the report and which has been subject to discussion in PAGs.
- 2.3 The draft budget is set within the context of the Medium Term Financial Strategy (MTFS).

- 2.4 The overall PAG expenditure budget reflects a 5.12% increase on the current year's budget. The draft budget shows a provision planned use of General reserves as £55k, but the intention is to reduce this figure by the time the final budget is considered by Cabinet in February.

### 3. Reason for Recommendations

- 3.1 Members need to consider the service expenditure part of the budget, and that the overall budget is consistent with the Medium Term Financial Strategy. The overall budget will be finalised in February, and that will then lead to the confirmation of the level of council tax.

### 4. 2017/18 Outturn & Current 2018/19 Position

- 4.1 The revenue service budget outturn for 2017/18 is summarised in Appendix A. The key point to note from the outturn is that the overall expenditure funded from the council tax (Budget Requirement) was £217k more than the original budget. The main variances were as follows:
- Costs of homelessness and temporary accommodation. +£310k
  - Increase business rates for Capswood offices and delays in subletting vacant space. +£210k
  - Costs related to increasing council tax and business rates income, income accrues to Collection Fund and this significantly exceeds the costs. +£168k
  - Additional planning income and salary savings -£181k
- 4.2 Investment income was £37k under budget, and there was a saving of £133k on interest costs as delays to certain major capital schemes resulted in no external borrowing being undertaken.
- 4.3 At the end of the year, the Council's usable General Fund reserve stood at £2,399k. In addition, the Council has earmarked reserves of £794k primarily for the Local Plan Development (£515k). In addition the Council has £4,448k in respect of s106 funding for affordable housing.
- 4.4 In the current year the forecast outturn position net for service expenditure is shown below:

#### 2018/19 Portfolio Breakdown

	Original Budget	Latest Budget	Estimated Outturn	Variance (EO-LB)
	£	£	£	£
Healthy Community	1,748,216	1,748,215	1,852,165	103,950
Environment	2,851,158	2,851,158	2,813,658	-37,500
Planning and Economic Development	1,429,706	1,429,706	1,294,006	-135,700
Leader	7,932	7,931	8,141	210
Resources	991,380	991,379	1,080,999	89,620
Customer Services & Business Support	766,546	766,547	779,147	12,600
<b>Net Cost of Services</b>	<b>7,794,938</b>	<b>7,794,936</b>	<b>7,828,116</b>	<b>33,180</b>

4.5 The forecast overspend essentially relates to two factors:

- Higher costs of temporary accommodation, £270k
- Delay in letting Capswood office space, £63k.

Both these items were identified as financial risks in the February Budget report setting the current year's budget. As these two areas of overspend were identified at an early in the financial year, actions were taken to identify in year savings to offset the net overspend, which is now forecast to be £33k.

## 5. Draft Revenue Budget 2019/20

5.1 The budgets have been prepared in accordance with the following inflation assumptions:

- Salaries inflation of 2%
- Contracts inflation 2.8% (unless different rate specified within contract)
- Business rates 2.8%
- Gas 0%, Electricity 6.5% and Water 2.8%
- Insurance 0%
- Other 0%

5.2 Investment income has been budgeted to reduce to £100,000 to reflect lower available cash balances. This estimate will be finalised when the Treasury Management Strategy is considered by the Cabinet in February.

5.3 The draft budget based on the information presented to PAGs is summarised in the following table. The Council Tax Base figure is 33,186 which is a 1.48% increase on the council tax base for 2018/19. The draft budget is based on the working assumption that the budget will result in a £5 increase in council tax, which would be the maximum under the arrangements in place for the current year. This will be reviewed in February once the referendum limits for council tax in 2019/20 have been announced by the Government.

	<b>2019/20 £</b>
Customer Services & Business Support	1,361,371
Environment Portfolio	1,831,458
Healthy Communities Portfolio	1,170,745
Planning & Economic Development <sup>1</sup>	509,930
Resources Portfolio	2,858,702
<b>Total PAG Budgets</b>	<b>7,732,206</b>
Capital Charges etc	174,290
Borrowing costs	-

<sup>1</sup> Cost net of £285,760 use of LDF Reserve

	<b>2019/20 £</b>
Investment Income	-100,000
Use of Reserves (excl LDF)	
- Transformation	-93,788
- Waste Procurement	-60,600
Use of General Reserve	-55,431
<b>Budget Requirement</b>	<b>7,596,677</b>

- 5.4 The total net expenditure across the PAGs, £7,732k represents a 5.12% increase on the equivalent figure for 2018/19. This reduces to 2.7% when use of reserves is taken into account in arriving at the Budget Requirement. Appendix B shows the breakdown of the total budget by expenditure/income headings. The detailed budgets for each Portfolio area are contained in the reports to the various PAGs.
- 5.5 The draft budget makes provision for a 2% increase in pay, as agreed by the Joint Staffing Committee under the Local Pay Mechanism. At this stage the draft budget does not include any allowance for increase in parking charges, a decision on these will be taken in February.
- 5.6 When finalising the budget in February one of the issues to consider will be the level of reserves, general and earmarked, should be. This will take into account any implications of the formation of the new unitary authority in 2020/21, primarily in respect of any provision for transition costs to be incurred in 2019/20.

## 6. Budget and Finance Settlement 2019/20

- 6.1 On 6<sup>th</sup> December the Government published the Provisional Local Government Settlement for 2019/20. 2019/20 is the last year of the 4 Year Settlement, therefore there were only a limited number of changes that would impact on the Council's finances. Appendix C summarises the key points from the Settlement as they relate to South Bucks DC.

## 7. Risks

- 7.1 The key financial risks to be aware of in respect of 2019/20 are set out in the following table.

Risk	Response
The impact on the transition to the new Unitary District Council and the winding up of South Bucks DC on staffing levels.	Monitor staffing levels. Have in place policies/protocols across the affected authorities to manage staff recruitment and retention. Contingencies in place to organise as cost effectively as possible short term

Risk	Response
	agency/contractor arrangements to maintain essential services.
Growing mismatch between the local supply and demand of affordable housing increases pressure on temporary accommodation budgets.	Temporary accommodation budgets monitored, and options to provide temporary accommodation are explored including leasing arrangements with housing associations. Efforts made to identify sites for affordable housing developments. Funding made available via s106 agreements and other sources are effectively used. The issue Planning policies seek to narrow the supply and demand gap will be kept under review including issues of viability assessments.
Achievement of income targets assumed in the Budget	The major income areas of parking, planning and green waste are subject to external factors and therefore it is important to be regularly monitored and sufficient reserves held to offset any short term fluctuations.

## 8. Corporate Implications

- 8.1 This report sets out an initial draft Net Revenue Expenditure Budget for 2019/20. A final draft revenue budget will be produce in February for the Cabinet to consider.
- 8.2 It is a legal requirement that the revenue budget is balanced, and has been scrutinised by Members. The final draft budget that will be considered by the Cabinet in February will be scrutinised by Overview & Scrutiny Committee at the end of January.
- 8.3 The financial risks facing the authority are set out in the report. The Medium Term Financial Strategy financial information will be updated as part of the report to Cabinet in February 2018.

## 9. Links to Council Policy Objectives

- 9.1 The budget is essential to achieving all of the Council's objectives and priorities.

**10. Next Steps**

- Budget for final consideration by Cabinet in February prepared and consultation undertaken with Overview & Scrutiny Committee on 29<sup>th</sup> January 2019.
- Cabinet, 6<sup>th</sup> February 2019, makes recommendations on revenue budget and council tax level to Council, 27<sup>th</sup> February 2019.

<b>Background Papers:</b>	None
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## APPENDIX A

## SOUTH BUCKS DC REVENUE OUTTURN 2017/18

	Budget £'000	Outturn £'000	(Under)/ Over Spend £'000
Leader	8	13	5
Environment	2,032	1,970	-62
Healthy Communities	1,740	1,969	229
Customer Services and Business Support	523	666	143
Resources	1,757	1,969	212
Planning and Economic Development	1,890	1,528	-362
<b>Net Cost of Services</b>	<b>7,950</b>	<b>8,115</b>	<b>165</b>
Interest & Investment Income	-200	-163	37
Notional Interest Payable	211	211	-
Borrowing Costs - Interest	133	-	-133
Transfer from LDD Reserve	-268	-163	105
Transfer from Revenue Reserves	-5	-	5
S106 Commuted Sums	-38	154	192
Transfer from S106 Reserve	-	-154	-154
<b>Budget Requirement</b>	<b>7,783</b>	<b>8,000</b>	<b>217</b>

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## APPENDIX B

## SUBJECTIVE BREAKDOWN OF DRAFT 2019/20 BUDGET

2017/18 ACTUALS		2018/19 BUDGET	2019/20 BUDGET	% Change
£		£	£	
3,837,652	Direct Employee Expenses	2,803,180	2,911,220	3.9%
297,606	Indirect Employee Expenses	167,490	180,420	7.7%
971,767	Premises Related Expenses	822,935	945,027	14.8%
41,769	Transport Related Costs	25,240	31,440	24.6%
1,712,640	Supplies & Services	1,169,215	1,187,480	1.6%
3,612,451	Recharge from CDC	4,289,420	5,290,379	23.3%
4,116,456	Third Party Payments	4,075,904	3,368,123	-17.4%
16,058,612	Transfer Payments	15,224,856	15,640,830	2.7%
<b>30,648,953</b>	<b>Gross Running Expenses</b>	<b>28,578,240</b>	<b>29,554,919</b>	<b>3.4%</b>
(5,406,698)	Fees & Charges and Other Income	(4,146,492)	(4,362,987)	5.2%
(16,134,995)	Grant Income	(15,745,788)	(16,206,605)	2.9%
(638,341)	Recharge to CDC	(789,525)	(807,395)	2.3%
(5,000)	Recharge to Crem	(5,000)	(12,000)	140.0%
0	Recharge to Trust	0	0	
(445,332)	Funded from Earmarked Reserves	(467,791)	(365,366)	
(68,360)	Recharge to Capital	(68,360)	(68,360)	0.0%
<b>7,950,227</b>	<b>Net Running Expenses</b>	<b>7,355,284</b>	<b>7,732,206</b>	<b>5.1%</b>

The main budget changes between 2018/19 and 2019/20 are as follows:

Item	£k
Customer Services – implementation costs	136
Car parks and offices increase in NNDR	46
Business Support – Change from Updata to MLL infrastructure costs	46
Reduced Planning income	37
Increase in Joint Housing cost share (Impact of new legislation)	31
Evreham & Beacon Centres - NNDR saving (charitable relief)	-13
Cemeteries income	-19
Waste contract - extra income	-29
Bath Road Housing rental income	-30
Cost of Beacon Centre contract	-33
Capswood 1 Ground Floor letting	-50
Revenue Service - saving on R&B service transferring in house	-50
SPMG - Reduction in Grounds Maint cost & extra income	-58

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**South Bucks District Council Cabinet**

<b>SUBJECT</b>	<b>SOUTH BUCKS COUNTRY PARK</b>
<b>REPORT OF</b>	<b>Resources Portfolio Holder – Cllr Gibbs</b>
<b>RESPONSIBLE OFFICER</b>	<b>Director of Resources</b>
<b>REPORT AUTHOR</b>	<b>Jim Burness jim.burness@southbucks.gov.uk</b>
<b>WARD/S AFFECTED</b>	<b>All</b>

**1. Purpose of Report**

Following the determination of the planning application at the November Planning Committee, the Cabinet needs to confirm the intention implement the scheme, and that the site be designated a Country Park under the Countryside Act 1968.

**RECOMMENDATIONS:**

- 1. The scheme to develop a Country Park is progressed in line with the approved planning application and the agreed tender.**
- 2. That Cabinet formally designates the development once complete as a Country Park in accordance with the Countryside Act 1968.**

**2. Reasons for Recommendations**

In November the Planning Committee determined the application submitted for the site. The application was in conformity with the scheme drawn up and consulted on by the Council. The project will now progress to the implementation phase. As a result of the public consultation members had expressed the intention to designate the site as a country park if the scheme was implemented, which provides the site with greater protection from any future change of use, and additional powers around its operation.

**3. Content of Report**

- 3.1. In June 2017 the Cabinet agreed to progress to a planning application the proposal to develop of a country park at the former Academy 9 hole golf site which had closed in October 2016. The planning application was determined by the Planning Committee on 7<sup>th</sup> November. The plan of the approved scheme is attached as Appendix A for information.
- 3.2. The Planning Committee imposed a number of conditions on the development the main ones of which are as follows.

**South Bucks District Council Cabinet**

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- Production of a Construction Environmental Management Plan (Construction Traffic), which essentially covers how traffic movements will be routed and managed.
  - Plans for the management of surface water drainage
  - Production of a Construction Environment Management Plan (Biodiversity) for monitoring of the ecology of the site.
- 3.3. There are a number of steps that will now follow to implement the scheme. Firstly the contractual arrangements with the company that will be constructing the country park, Glendale Construction, need to be concluded, taking into account any conditions attached to the planning permission. This will include being satisfied that Glendale are fully meeting the requirements on them under the CL:AIR protocol governing the importation of material to the site, and this is built into the contract documentation.
- 3.4. Discussions will be concluded with the British Cycling Federation (BCF) regarding any financial contributions to the scheme in respect of the enclosed cycletrack. The Federation have been supportive of the scheme which they see as creating an important regional facility for public and club cycling, and have indicated they will assist the Council in applying to them for grant funding towards the cost of elements of the scheme such as the mountain bike trail and enclosed cycletrack.
- 3.5. A resource employed by the Council for the duration of the construction period, will be used to monitor on site working/activity and liaise with the local community on any issues.
- 3.6. The construction period is anticipated to commence in February, with pre-construction mobilisation commencing in January. The project is expected to take 24 - 30 months with facilities opening by summer 2021.
- 3.7. As part of the process in developing plans for the country park there was public support for designating the site as a country park. Under the Countryside Act 1968. This is an executive decision of the Cabinet, on the basis of the strong public support from the public consultation carried out.
- 3.8. The benefits of a designation are primarily around giving authorities powers to provide facilities compatible with the nature of the country park and make appropriate charges for facilities if they choose. It also clearly identifies the site as a public open space asset which would be a material feature in planning terms. Appendix B sets would the relevant section of the legislation.

**4. Consultation**

## South Bucks District Council Cabinet

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There was extensive public consultation on the project leading up to the submission of the planning application, including on the question of designating the facility as a country park. Members have been consulted over the course of the projected development via the South Buckinghamshire Panel.

### 5. Options

N/a.

### 6. Corporate Implications

6.1 Financial. The works to construct the country park are estimated in the draft contract to be £2,300k, but could vary depending on any funding provided by BCF. The estimated volume of material that will be imported to landscape the site is 400,000m<sup>3</sup>. This will result in an income to the Council over and above the construction costs of at least £750k, plus reimbursement of cost incurred to date in achieving planning permission. The Council will account for the VAT on the construction costs even though it is not making any payment of these costs, but the income it receives does not attract VAT.

6.2 The cost of the client monitoring, £80k, was factored in to the original financial estimates for the scheme.

6.3 In 2019 once the construction is fully underway, the operating budget for the site once it is handed over in 2021 will start to be prepared. This will identify the necessary contracts and service level agreements that need to be put in place.

6.4 Legal. The relevant elements related to the country park designation are appended to this report.

### 7. Links to Council Policy Objectives

The proposed redevelopment would contribute towards the Council's aim of promoting and supporting healthy life styles by encouraging exercise and physical activities. It strongly supports the objectives of the Healthy Communities Strategy.

### 8. Next Steps

- Update local stakeholders and community on the project
- Finalise contractual arrangements
- Discharge pre-commencement planning conditions
- Put in place site monitoring arrangements.

<b>Background Papers:</b>	None
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# FINAL SCHEME DESIGN

# Appendix A



### South Bucks Country Park Masterplan

-  Country Park Boundary
-  1 Pedestrian Footpath 1736 lin m
-  2 Closed Bike Circuit 1600 lin m
-  3 BMX Pump Track 120 lin m
-  4 Mountain Bike Trail 1629 lin
-  5 Green Gym and Trim Trail
-  6 Public Rights of Way Footpath
  - 6a** Surfaced Footpath - Formalised PROW surface
  - 6b** Grassed Footpath - Alignment of PROW retained
-  7 Childrens Alternative Play
-  8 Ampitheatre
-  9 Toddlers Playground
-  10 Sensory Garden
-  11 Bike Shelters
-  12 Community Hub
-  13 Revised Parking
-  14 Overflow Parking Areas
-  15 Coach parking
-  16 Existing Plant /Equipment Store

Project no./drawing no:	17-0065-003-C
Project name:	South Bucks Country Park
Drawing title:	Masterplan Revision C
Drawn/checked by:	KG/ JN, AS
Date:	16.05.2018
Scale:	1:1,250 at A1



**SOUTH BUCKS**  
District Council



**epd**  
environment planning and design

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Baseplan: Googlemaps 2107

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**Countryside Act 1968 – Relevant Sections**

(6) If it appears to a local authority that land provided or acquired by them before the coming into force of this section, as open country to be used for the purposes of Part V of the Act of 1949, can suitably be used as a country park, that land, or any part of it, shall, from such date as the local authority may determine, be treated for all the purposes of this Act as a country park provided under this section

(43) General provisions as to local authority powers conferred by Act.

(1) A local authority shall make available any facilities and services provided by them under this Act for those who do not normally reside in the area of the local authority as freely as for those who do.

(2) A local authority shall have power to make reasonable charges for any facilities or services provided by them under this Act and may arrange for any facilities or services which they have power to provide under this Act to be provided by some other person, and, where they make arrangements for any such facilities or services to be provided by some other person, may authorise that person to make reasonable charges.

(3) The services and facilities for which charges may be made under subsection (2) above include the use of any camping site, picnic site or parking place, of any waterway comprised in a country park, and of any part of a country park set aside for any particular form of recreation.

(4) Any power of a local authority under this Act to provide buildings or other premises for any purpose shall include power to equip them with such furniture and apparatus as may be reasonably necessary to enable them to be used for that purpose.

(5) Any power of a local authority under this Act to provide buildings or other premises, or any services or facilities, or anything else, shall include power to enter into agreements with any other authority or person for the use, on such terms as may be agreed, of anything, or any facilities or services, provided by, or under the control of, that other authority or person and, if it appears convenient, for the services of any staff employed in connection therewith.

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