



**SOUTH BUCKS**  
District Council

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## DEMOCRATIC AND ELECTORAL SERVICES

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Date:                      31 October 2016                      Direct Line:    01895 837225/837224

Dear Councillor

## COUNCIL

The next meeting of the Council will be held as follows:

**DATE:              TUESDAY, 8TH NOVEMBER, 2016**

**TIME:              6.00 PM**

**VENUE:            COUNCIL CHAMBER, CAPSWOOD, OXFORD ROAD, DENHAM**

Only apologies for absence received prior to the meeting will be recorded.

Yours faithfully

Jim Burness

### **Director of Resources**

To: All Members of The Council

### **Audio/Visual Recording of Meetings**

Please note: This meeting might be filmed, photographed, audio-recorded or reported by a party other than South Bucks District Council for subsequent broadcast or publication.

If you intend to film, photograph or audio record the proceedings or if you have any questions please contact the Democratic Services Officer (members of the press please contact the Communications Officer).



## **Declarations of Interest**

Any Member attending the meeting is reminded of the requirement to declare if he/she has a personal interest in any item of business, as defined in the Code of Conduct. If that interest is a prejudicial interest as defined in the Code the Member should also withdraw from the meeting.

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

(Pages)

1. **Presentation from Steve Finn and John Chesters of Blue Sky**  
To receive a presentation from Blue Sky, who specialise in supporting ex-offenders by placing them back into the workplace.
2. **Presentation from Andrew Smith of TVLEP**  
To receive a presentation from Thames Valley LEP concerning key objectives of delivery and enterprise ambitions.
3. **Apologies for absence**  
To receive any apologies for absence.
4. **Announcements**
  - (a) Chairman's Announcements  
To receive announcements by the Chairman of the Council, if any, and any communication he may desire to lay before the Council.
  - (b) Announcements from the Leader of the Cabinet  
To receive announcements from the Leader of the Cabinet, if any.
  - (c) Announcements from the Head of Paid Service  
To receive announcements from the Head of Paid Service, if any.
5. **Minutes**  
To confirm the minutes of the meeting of the Council held on 19 July 2016. **(7 - 12)**
6. **Questions**  
To answer questions (if any) from
  - (a) Members of the Council; and
  - (b) Members of the publicwhich have been put under Procedure Rules 9 and 10.
7. **Appointment of Chief Executive**  
To consider the report of the Director of Resources. **(13 - 14)**
8. **Cabinet Meeting**  
To receive the minutes of the meetings of the Cabinet held on:

	11 October 2016 - and to consider the recommendation(s) in the following minute:	<b>(15 - 20)</b>
	<b>Minute 19 – Medium Term Financial Strategy</b> , of which the background report can be found <a href="#">here</a> .	
	Minutes of 25 October 2016	<b>(21 - 22)</b>
<b>9.</b>	<b>Audit Committee</b>	
	To receive the minutes of the meeting of the Audit Committee held on 29 September 2016.	<b>(23 - 26)</b>
<b>10.</b>	<b>Licensing Committee</b>	
	<b>Hackney Carriage &amp; Private Hire Licensing Policy</b>	<b>(27 - 28)</b>
	To consider the report of the Interim Director of Services.	
	Appendix 1 can be found <a href="#">here</a> .	
	Appendix 2 can be found <a href="#">here</a> .	
	To receive the minutes of the meeting held on 5 October 2016.	<b>(29 - 30)</b>
<b>11.</b>	<b>Overview and Scrutiny Committee</b>	
	To receive the minutes of the meeting of the Overview and Scrutiny Committee held on 3 October 2016.	<b>(31 - 36)</b>
<b>12.</b>	<b>Personnel Committee</b>	
	To receive the minutes of the meeting of the Personnel Committee held on:	
	19 September 2016	<b>(37 - 40)</b>
	25 October 2016	<b>(41 - 42)</b>
<b>13.</b>	<b>Planning Committee</b>	
	To receive the minutes of the meeting of the Planning Committee held on:	
	3 August 2016	<b>(43 - 46)</b>
	31 August 2016	<b>(47 - 52)</b>
	28 September 2016	<b>(53 - 56)</b>
	26 October 2016	<b>(57 - 64)</b>
<b>14.</b>	<b>Members' Reports</b>	
	To receive reports from members:	
	<i>Dr Matthews - Health and Adult Social Care Select Committee Update June 2016</i>	<b>(65 - 66)</b>
	<i>Dr Matthews - Health and Adult Social Care Select Committee Update September 2016</i>	<b>(67 - 68)</b>
	<i>Dr Matthews - Health and Adult Social Care Select Committee Update October 2016</i>	<b>(69 - 70)</b>

Mr Pepler - Meeting of the Buckinghamshire Healthcare Trust held on 28 September 2016 (71 - 72)

15. **Democratic & Electoral Services Shared Service Review**

To consider the report of the Director of Resources. (73 - 74)

16. **Exclusion of Public**

The Leader to move the following resolution:-

"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 "

- |             |  |
|-------------|--|
| Paragraph 1 | Information relating to any individual   |
| Paragraph 3 | Information relating to the financial or business affairs of any particular persons (including the authority holding that information).  |
| Paragraph 4 | Information relating to any consultation or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter raising between the authority or a Minister of the Crown employees of, or office holders under, the authority. |

17. **Cabinet**

To receive the Part II minutes of the meeting of the Cabinet held on 25 October 2016 and to consider the recommendation in Minute 30. (75 - 76)

**Minute 30 - Station Road Car Park**, the background report can be found [here](#). (77 - 86)

Appendices can be found [here](#).

18. **Democratic & Electoral Services Shared Service Review**

The appendix referred to in item 14 can be found [here](#).

19. **Private Healthcare Provision for Senior Managers - 2017**

To receive the report of the Leader of the Council (87 - 88)

*Appendix A* (89 - 94)

*Appendix B* (95 - 96)

*Appendix C* (97 - 100)

The next meeting is due to take place on Wednesday, 1 March 2017

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**SOUTH BUCKS DISTRICT COUNCIL**

**Council - 19 July 2016**

Present: Councillors Mr Anthony, Mr Bagge, Mr Bastiman, Mr Chhokar, Mr D Dhillon, Mr Egleton, Mrs Gibbs, Mr Griffin, Mr Harding, Miss Hazell, Mr Hogan, Mr Hollis, Mrs Jordan, Mr Kelly, Mrs Lewis, Dr Matthews, Mr Naylor, Mr Pepler, Mr Reed, Mr D Smith, Mrs Sullivan and Mr Walters MBE

Apologies: Councillors Mr Bradford, Mrs Lowen-Cooper, Mr Read, Mr Samson, Mr Sandy and Mr Sangster

**6. TO RECEIVE A PRESENTATION BY THE CHIEF CONSTABLE**

The Chairman welcomed the Chief Constable, Francis Habgood, OPM, and the Police and Crime Commissioner, Anthony Stansfeld.

The meeting received a PowerPoint presentation from the Chief Constable, providing an annual overview of Policing in the Thames Valley.

As part of its annual inspections into police effectiveness, efficiency and legitimacy ([PEEL](#)) the inspection assessed how effective the force is at keeping people safe and reducing crime and anti-social behaviour. The inspection focused on four aspects of policing:

- preventing crime and anti-social behaviour;
- investigating crime and managing offenders;
- protecting vulnerable people and supporting victims;
- and tackling serious and organised crime.

Forces are assessed and given graded judgments. The categories are outstanding, good, requires improvement and inadequate. The Thames Valley was rated as follows:

Effectiveness – Good

- Protecting vulnerable people is a high priority
- Good at identifying vulnerability and assessing risk
- Wide range of functions use to prevent crime and ASB
- Strengthened how we identify repeat and vulnerable victims of ASB and work well with partners.

Efficiency – Good

- Good at using resources to meet demand
- Good track record of delivering savings – over £70m
- Delivered one of the biggest reductions in recorded crime and ASB
- Maintained high levels of public satisfaction

Legitimacy – Good

- Clear vision of an ethical, cultured and inclusive workforce
- Neighbourhood officers and staff engage well with communities
- Wide range of channels used to share information
- The Force is 'Well led' – open, professionally competent, with approachable leadership

The presentation spoke about the Commitment of the force:

- An emergency service that keeps people safe and brings offenders to justice
- Working together to build stronger, more resilient communities
- A modern police force that meets the needs of our communities
- A skilled and trusted workforce

The Police and Crime Commissioner updated members on the challenges and issues for 2016 and beyond which included:

- PCC Election
- The new political team nationally
- The Finances
- Special Capabilities
- The threat at a national level
- The local threat
- 5-Year Plan Consultation

During the question and answer session that ensued, a number of issues were clarified/explained by the Chief Constable and the Police and Crime Commissioner. One such question was regarding accident hotspots and speeding drivers along the A412, near George Green: during questioning, it emerged that police had been unaware of a speeding problem on this particular stretch of road, but would now be monitoring this.

The Chairman thanked the Chief Constable and the Police and Crime Commissioner for their attendance and the presentation.

## 7. CHAIRMAN'S ANNOUNCEMENTS

The Chairman paid tribute to ex Councillor Maureen Royston, who passed away on 29 June. Maureen Royston was first elected to the Council in 2003 – 2015. Maureen had served as Chairman of the Council in 2008 and 2009 and will be remembered as a well-respected Councillor. The meeting stood for one minute's silence, as a tribute to her memory.

The Chairman reported on recent functions and events he had attended on behalf of the Council which included:

19 May	Royal Garden Party, Buckingham Palace
5 June	Afternoon Reception hosted by the High Sheriff of Buckinghamshire
8 June	Queen's Birthday Street Party hosted by Denham E-Act Primary Academy & Chalfont Valley E-Act Primary Schools
18 June	Charity Ball hosted by the Chairman of Aylesbury Vale District Council
1 July	Bucks & Milton Keynes School Games Final hosted by Leap/Bucks & Milton Keynes Sports Board
1 July	Summer Reception hosted by the High Sheriff of Buckinghamshire
9 July	Thomas Gray Anniversary Celebrations hosted by The Stoke Poges Society

The Chairman reminded members of the Chairman's Charity Golf Day being held on 16 September at The South Buckinghamshire. Currently 24 teams had entered, with Audi sponsoring the hole-in-one event. Donations and sponsorship are still being accepted.



8. **MINUTES**

The minutes of the meeting of the Council and Annual Council held on 10 May 2016 were confirmed and signed by the Chairman.

9. **QUESTIONS**

The following question was asked of the Cabinet Portfolio Holder for Healthy Communities by Mr Iqbal in accordance with Council Procedure Rule 10:

*SBDC council have appointed one of their Cllrs. as the Armed Forces Champion since signing up to the Armed Forces Covenant in 2012, a highly commendable initiative, and one that has helped Armed Forces members and their families across the country. I would like to ask the following questions:*

- 1. Please highlight the role of the Armed Forces Champion and what responsibilities they have?*
- 2. What process of selection was used to identify the Cllr. who would become the Armed Forces Champion for SBDC?*

The Cabinet Portfolio Holder, Mr Kelly, replied as follows:

In June 2012 the Council resolved to sign up to the Buckinghamshire Armed Forces Community Covenant, and formally signed up in July 2012. The Covenant was part of a national initiative that seeks to redress the disadvantages that the armed forces community may face in comparison to other citizens, and to recognise sacrifices they have made.

The commencement of the Covenant was marked by an Armed Forces Flag-Raising event on 25 June 2012, where the Council was represented - as would be normal in such circumstances - by the Chairman of the Council, Cllr. Alan Walters MBE.

Cllr. Walters enthusiastically embraced the concept of the Covenant, attending a number of related events and championing its aspirations within the Council. The committed way in which Cllr. Walters supported the Covenant led to the Leader requesting him to continue in this role after his term as Chairman ended. It is not a role that requires formal annual approval to the position under the Council's Constitution.

As a champion, Cllr. Walters has sought to ensure that the authority helps members of the armed forces community to have the same access to services as any other resident, and that we do not disadvantage serving armed forces personnel, or their families or veterans. In doing so, he has championed the Council to consider how it can deliver against the Buckinghamshire Covenant Action Plan, for example:

- Support Buckinghamshire Mind to raise awareness of the need for mental health resilience amongst the armed forces community by service providers
- Raise awareness in schools of the pastoral Pupil Premium which could benefit service personnel children to access leisure and after school opportunities.
- Promote the covenant to businesses to consider how they can support the armed forces community
- Liaise with the Service Families Officer to raise awareness of employment and leisure opportunities
- Foster stronger links between the Council and armed service organisations

## Council - 19 July 2016

- Review the Bucks Home Choice Allocation policy to enable members of the Armed Forces Community to register for social housing
- Ensure the Council's Discretionary Council Tax Support Scheme properly recognises the situation faced by War Widows and Disabled Service Personnel.
- Make fellow Councillors aware of events being run to acknowledge and support the work of the armed forces.

10. **CABINET MEETING**

The Leader, Mr Bagge, presented the minutes of the meeting of the Cabinet held on 24 May, 28 June and 4 July 2016.

The following minutes were the subject of a recommendation to Council  
Minute 11 (c) – Delegated Authority for the Microchipping of Dogs (England) Regulations 2015.

**RESOLVED**

- To include the Animal Welfare Act 2006 and subordinate Regulations within the Council's Scheme of Delegation.
- That authority be delegated to the Head of Healthy Communities to appoint officers for all purposes in connection with the above legislation and to give the authority to officers to exercise any of the powers specified with the legislation.
- To authorise the Head of Legal and Democratic Services to amend Part E of the Constitution accordingly.

Minute 16(a) – Gerrards Cross Police Station Site.

**RESOLVED** to allocate monies as detailed in the part II report from the Capital Programme to this scheme.

And

**RESOLVED** that the minutes of the meeting held on 24 May, 28 June and 4 July 2016 be received.

The Leader sought permission from the Chairman to update members of the High Court decision on Pioneer House, Stoke Poges. The High Court's decision is to allow Khalsa Secondary Academy to remain in Stoke Poges. Counsel's advice is that the Council doesn't have a strong enough argument to appeal this decision.

11. **PLANNING COMMITTEE**

The minutes of the meetings of the Planning Committee held on 13 April, 10 May, 11 May, 8 June and 6 July 2016 were presented.

**RESOLVED** that the minutes be received.

12. **OVERVIEW AND SCRUTINY COMMITTEE**

The minutes of the meeting of the Overview & Scrutiny Committee held on 10 May and 30 June 2016 were presented.

**RESOLVED** that the minutes be received.

13. **LICENSING COMMITTEE**

The minutes of the meeting of the Licensing Committee held on 10 May and 29 June 2016 were presented.

Following consideration of the recommendation in Minute 7 – Film Classification and Reclassification under the Licensing Act 2003.

**RESOLVED** that

1. The Head of Healthy Communities be authorised to determine the classification and re-classification of films including appeals under the licensing legislation in accordance with Policy.
2. All cases not determined by the Head of Healthy Communities under delegated authority be dealt with by the Licensing Sub-Committee.
3. The level of fee for the classification of films to be set at £47, plus £1 per minute of the full length of the submitted film, plus any costs associated with the hire of any associated venue or equipment costs.
4. And the minutes of the meeting 10 May and 29 June be received.

14. **AUDIT COMMITTEE**

The minutes of the meeting of the Audit Committee held on 10 May and 28 June 2016 were presented.

Following consideration of the recommendation in Minute 11 – Proposed Amendment to the Financial Procedure Rules

**RESOLVED** that the

1. Financial Procedure Rules are amended to allow the Parking Manager to approve the write-off of irrecoverable penalty charge notices up to £150.
2. Minutes of the meeting held on 10 May and 28 June 2016 be received.

15. **PERSONNEL COMMITTEE**

The minutes of the meeting of the Personnel Committee held on 10 May and 27 June 2016 were presented.

**RESOLVED** that the minutes be received.

16. **MEMBERS' REPORTS**

The meeting received the reports of Mr Pepler on Health and Adult Social Care Select Committee held in May 2016 and Bucks Healthcare Trust Report held on 25 May 2016.

17. **EXCLUSION OF PUBLIC**

**RESOLVED** that under Section 100A(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Part I of Schedule 12A to the Act Paragraphs 1, 2, 3, 4.

Part II Personnel minutes

The part II minutes of the meeting held on 27 June 2016 were received.

Gerrards Cross Police Station Site

Members received the part II report relating to agenda item 6.

The meeting terminated at 7.17 pm

<b>SUBJECT:</b>	Appointment of Chief Executive
<b>REPORT OF:</b>	HR Manager
<b>RESPONSIBLE OFFICER</b>	Jim Burness, Director of Resources
<b>REPORT AUTHOR</b>	Judy Benson HR Manager
<b>WARD/S AFFECTED</b>	None

### 1. Purpose of Report

To seek approval to the recommendation of the Joint Appointments and Implementation Committee regarding the appointment of a shared Chief Executive/ Head of Paid Service (including the roles of Returning Officer and Electoral Registration Officer) following the recent recruitment and selection process.

### 2. Recommendation

**That the Council:**

- (i) Approve the recommendation of the Joint Appointments and Implementation Committee that Robert Smith be offered the appointment as Chief Executive and Head of Paid Service of South Bucks District Council shared with Chiltern District Council (to include the role of Returning Officer and Electoral Registration Officer for South Bucks District Council);**
- (ii) That the appointment be confirmed and remunerated in accordance with the approved salary grade; and**
- (iii) That the HR Manager in consultation with the Leaders of both Councils be authorised to finalise the arrangements and the start date for the appointment**

### 3. Reasons for Recommendation

The reasons are outlined in paragraph 4 of the report and ensure that the Council:

- (i) complies with the requirements in sections 4 and 7 of the Local Government and Housing Act 1989 to appoint a Head of Paid Service and to make this appointment on merit.
- (ii) complies with the requirement in section 35 of the Representation of the People Act 1983 to appoint an officer as the Returning Officer for the District
- (iii) complies with the requirement in section 8 of the Representation of the People Act 1983 to appoint an officer as the Electoral Registration Officer for the District.

### 4. Content of Report

- 4.1 In accordance with the Inter Authority Agreement between the Council and Chiltern District Council appointments to the senior management team including the post of shared Chief Executive and Head of Paid Service is delegated to the Joint Appointments and

Implementation Committee (JAIC). Under the Local Authorities (Standing Orders) (England) Regulations 2001 the appointment of statutory chief officers including the Head of Paid Service, is reserved for Full Council.

- 4.2 The post was advertised externally through relevant media and a total of 13 applications received. An adviser from the LGA was engaged to provide independent assistance alongside the HR Manager in the recruitment and shortlisting process. The JAIC met on 17 October to shortlist applicants based on meeting the required competencies listed in the person specification for the position. This resulted in 4 applicants being invited for the final selection process.
- 4.3 A meeting of JAIC took place on 26 October to complete the final selection process and involved a Group Task assessment to test the suitability of candidates for the post as well as a presentation to JAIC followed by an interview. The Committee were advised by the HR Manager supported by the adviser from the LGA .
- 4.4 Following the conclusion of the selection process JAIC considered the candidates and agreed to recommend that Robert Smith be offered the appointment on the agreed salary grade.

**5. Consultation**

In accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 the cabinet members of both councils were notified of JAIC’s recommendations and given the opportunity to object. No objections have been received.

**6. Corporate Implications**

Financial – The salary applicable to this post is within the budgeted salary range and there are therefore no additional financial implications.

Legal – As set out in the report

**7. Links to Council Policy Objectives**

There are no direct links to the policy objectives. But the Council has a statutory duty to appoint a Head of Paid Service, Returning Officer and Electoral Registration Officer.

**8. Next Steps**

Subject to Chiltern District Council approving JAIC’s recommendation at their meeting on 15 November a formal offer will be made to Robert Smith and contract arrangements concluded including agreeing an official start date.

<b>Background Papers:</b>	Application for the post Exempt: under paragraphs 1 and 3 of Schedule 12A Part 1 of Local Government Act 1972 – information relating to an individual and the financial or business affairs of any person (including the authority)
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**CABINET**

**Meeting - 11 October 2016**

Present: Mr Bagge, Mr Naylor, Mr Egleton, Mrs Sullivan and Mr Kelly

Also Present: None

Apologies for absence: None

**17. MINUTES**

The minutes of the meeting of the Cabinet held on 4 July 2016 were confirmed and signed by the Leader.

**18. FORWARD PLAN 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.

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 and Forward Plan be noted.

**19. MEDIUM TERM FINANCIAL STRATEGY 2017 - 2022**

The Cabinet considered a report containing the Council's Medium Term Financial Strategy which is integral to complying with the Prudential Code that will enable the Council to undertake external borrowing as part of the financing of the Strategy.

Members recognised the need to have a clear financial strategy to tackle the challenges to be faced in the coming years and discussed the importance of adapting to a new and different funding regime due to Central Government grants being withdrawn by 2020 and the introduction of an "additional tariff" to be paid back to the Treasury. It was discussed that if no action was taken to address this change, it would result in a funding gap of up to £1.6m by 2019/20.

As the financial strategy will require capital investment for the authority in excess of available capital resource there would be a requirement to undertake Prudential Borrowing, which would require the authority to meet the requirements of the Prudential Code.

The key principles underpinning the strategy are:

- The matching of expenditure and income in the medium term

- Optimising the use of Council assets to deliver or help finance Council priorities
- Aligning new expenditure to key Council priorities and to continue to provide value for money
- Having in place sound financial processes to control and monitor expenditure
- Awareness of the financial risks facing the authority and using this to inform the authority's level of financial reserves

The financial forecast in the Strategy assumes grant funding and tariff levels as included in the last Financial Settlement data. The Government had made an offer to local authorities that they can ask for these figures to remain unchanged over the period of the current spending review (i.e. until 2020/21). It was proposed that the Council accepts this offer on the basis of providing some certainty for planning purposes.

In response to the Government request, a joint efficiency plan had been produced for South Bucks and Chiltern District Councils.

The Medium Term Financial Strategy was the main driver for the Council's Treasury Management Strategy, especially as the authority was proposing to move from being debt free to Prudential borrowing, in light of this, it was noted the Treasury Management Strategy will need to be updated as part of its normal annual review, to reflect the new Medium Term Financial Strategy.

Following a question and answer session, it was clarified, if agreed, that the updated Medium Term Financial Strategy and Treasury Management Strategy would take effect from its Council Meeting in February 2017 and kept under annual review.

Members welcomed the strategy and it was

**RESOLVED** that:

1. The Treasury Management Strategy be updated to reflect the implications of the Medium Term Financial Strategy.
2. Council indicates its interest in taking up the Governments Four Year Funding Offer, and the Joint Efficiency Plan produced with Chiltern DC (Appendix B to the report), be agreed.

**Furthermore it was RECOMMENDED to Council that the**

**1. Medium Term Financial Strategy (shown as Appendix A to the report) be updated.**

## 20. **PERFORMANCE MANAGEMENT QUARTERLY REPORT QUARTER 1**

The Cabinet received a report outlining the performance of Council services against performance indicators and service objectives during Q1 April – June 2016/17.

Of the nine off-target PIs, five were priority PIs.



Sickness - working days lost due to sickness was off target mainly due to long-term sick absence. This relates to seven cases of long-term sickness absence. Personnel Committee are kept fully informed.

Housing - a national increase in demand for temporary accommodation and lack of affordable housing.

Processing of HB/CTB claims – speed of processing - This is expected to improve in Q2. There is usually lower performance during the first part of the year.

ICT Helpdesk – issues resolved within agreed timescales was off target due to an increase in workload caused by single network migrations at the same time as reduced capacity in the service.

Household refuse collections - number of containers missed per month was off target due to vehicle breakdowns and PDA (palmtop computer) issues).

After a question and answer session members noted the staff sickness PI's only included staff paid via SBDC payroll and did not include all staff working within a shared service. To be able to review the implications on service delivery and resilience, members stressed it would be helpful to receive the staff sickness PI's for both authorities.

**RESOLVED** that the report be noted.

## 21. ENVIRONMENT

No meeting was held.

## 22. RESOURCES

The Cabinet received the minutes of the Resources Advisory Group held on 27 September 2016 and the following was the subject of a recommendation from the Portfolio Holder.

After considering the advice of the Portfolio Holder the Cabinet:

### **RESOLVED that**

#### Beaconsfield, Burnham, Farnham Common

1. New car park charges for 2017/18, as outlined at Appendix C of the report be introduced.
2. An 8hr tariff on all car parks in Beaconsfield for 2017/18 be introduced.

#### Gerrards Cross

Following completion of the proposed multi-storey car park that:

3. New car park charges, as outlined at Appendix D, of the report be introduced,
4. An 8hr tariff on Packhorse Road and Station Road car parks be introduced.

All Car Parks (proposed for 2017/18)

5. Extend the car park charging periods from 08:00-18:00 to 08:00-20:00.
6. Amend the Off Street Parking Places Order to allow flexibility to designate short stay parking bays in long stay car parks where there is a need to do so to support the local community and authority be given to the Head of Environment in consultation with the relevant Portfolio Holder to make the changes where appropriate.
7. Introduce resident parking permits, to be valid Monday to Friday 6pm to 8am and all day Saturday/Sunday.
8. Introduce new season ticket prices to maintain a daily charge versus season ticket cost ratio.
9. Introduce a 12-month season ticket to provide more options to the customer and align season ticket periods with Chiltern District Council.

**And**

10. Authority be delegated to the Head of Environment to publish the necessary statutory Notice of proposed Amendments to the Off Street Parking Places Order.
11. If no valid objections are received in response to publication of the Notice, authority be delegated to the Interim Director of Services to make and publicise the necessary Amendment Order.
12. If valid objections are received in response to publication of the Notice, authority be delegated to the Interim Director of Services to deal with any such objections after consultation with the Portfolio Holder and to make and publicise the necessary Amendment Order with or without modifications as considered appropriate.

And that the minutes of the Resources Advisory Group held on 27 September 2016 be noted.

**23. HEALTHY COMMUNITIES**

The Cabinet received the minutes of the Health Communities Policy Advisory Group held on 15 September 2016.

Members were pleased to support local voluntary organisations such as the Rape Crisis (Wycombe, Chiltern and South Bucks), and were informed by Cllr. Kelly that an invitation had been extended to Members by Sue Lemon to visit the Rape Crisis offices (open every Thursday afternoon) in order to see the benefits of the funding.

**RESOLVED** that the minutes be noted.

**24. ANY OTHER BUSINESS WHICH THE LEADER DECIDES IS URGENT**

There was no urgent business.

**25. 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 ”

Paragraph 1 information relating to any individual

**26. SUSTAINABLE DEVELOPMENT**

Members were updated regarding the ongoing negotiations of the five Buckinghamshire authorities within HS2 concerning attaining an agreement on a SLA that would cover the Councils' costs when dealing with requests for works in connection with the construction of HS2.

**RESOLVED**

1. That progress made with regard to the Colne Valley Regional Park Panel be noted
2. That position on assurances received from HS2 on the Colne Valley and the HEX Langley Depot be noted
3. That the on-going negotiations with HS2 to agree a Service Level Agreement to cover future resources in dealing with Schedule 17 (of the HS2 Hybrid Bill) approvals (and Section 61 applications of the Control of Pollution Act) be noted
4. That the Acting Chief Executive in consultation with the Leader and Head of Legal and Democratic Services be authorised to approve any future settlement of the Service Level Agreement be agreed
5. To support Bucks CC with their petition to the House of Lord on:-
  - a. HGV issues in Iver;
  - b. Increasing the Community and Environment Fund and Business and Local Economy Fund; and
  - c. Appropriate sanctions being imposed on contractors for any breaches of the Code of Construction Practice in consultation with local authorities
6. That additional funding of £24,862 be provided on a contingency basis from the General Reserve until the end of April 2017 to cover the continuation of the existing HS2 Team with additional staff costs which are intended to be recoverable from HS2 and the latest position on expenditure be noted.

**27. RESOURCES PAG**

The Cabinet received the minutes of the Resources Policy Advisory Group held on 27 September 2016.

Members were advised a Cabinet meeting would be arranged to gain decisions on the next stage of the feasibility work for the Gerrards Cross Car Park.

**RESOLVED** that the minutes be noted.

**28. TERMINATION OF MEETING**

The meeting terminated at 6.45 pm

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**CABINET**

**Meeting - 25 October 2016**

Present: Mr Bagge, Mr Naylor, Mr Egleton, Mrs Sullivan and Mr Kelly

Also Present: None

Apologies for absence: None

**29. 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 ”

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

**30. STATION ROAD CAR PARK, GERRARDS CROSS**

The Cabinet considered a report on Gerrards Cross Car Park which detailed the progress made to date; the spend of consultancy costs and a predicted timetable for the project.

After discussion the Cabinet:

**RESOLVED** that:

1. The full business case be reported to the 7 February 2017 Cabinet meeting for decision
2. authority be given to the Interim Director of Services to negotiate any necessary agreements to enable this project to progress as indicated within the report and to conclude any necessary documentation.

And to **RECOMMEND** to Council to

3. Approve further consultancy costs to allow the project to proceed up until planning permission has been determined.
4. Approve further consultancy costs if planning permission is granted, to conclude the work on design, specification, costings and finalising the full business case which can then be reported to Cabinet.

The meeting terminated at 9.10 am

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**AUDIT COMMITTEE**

**Meeting - 29 September 2016**

Present: Mr Bradford (Chairman)  
Mr D Smith, Mr Hogan, Mr Hollis and Mr Sangster

Apologies for absence: Mrs Gibbs

15. **MINUTES**

The minutes from the meeting of the 28 June were confirmed and signed by the Chairman.

16. **EXTERNAL AUDIT RESULTS REPORT**

The Committee received the Annual Results Report by Ernst & Young which summarised the findings of the financial statements of the Council for the year ended 31 March 2016.

The Committee were advised by Ernst & Young that by the end of the evening's Committee, they would be able to issue an unqualified opinion on the accounts, and that with regards to Value for Money, the Council has made appropriate arrangements to secure economy, efficiency and effectiveness in its use of resources.

Discussion was had around the mechanism for valuation of specialist assets, with Ernst & Young clarifying that a range of methodology was available for this use, and that they had concluded that the methodologies used were acceptable.

It was therefore **RESOLVED** that the Chairman of the Audit Committee be authorised to sign and date the Letter of Representation.

17. **JOINT ANTI-FRAUD, BRIBERY AND CORRUPTION POLICY AND JOINT PROTECTED DISCLOSURE POLICY**

The Audit Committee received a report containing updates to the Joint Anti-Fraud, Bribery and Corruption Policy and the Whistleblowing Policy.

The Committee noted that the Whistleblowing policies and procedures underpinned the Anti-Fraud and Corruption Policy and had been renamed as the Joint Protected Disclosure Policy, in order to disassociate it from any historical stigma whilst simultaneously reinforcing the confidentiality of any concerns.

The Audit Committee therefore **RESOLVED** the adoption of the following policies:

1. Joint Anti-Fraud, Bribery and Corruption Policy
2. Joint Protected Disclosure Policy

18. **COMPLAINTS MONITORING PROCEDURE**

**Audit Committee - 29 September 2016**

Members of the Audit Committee received the annual Complaints Monitoring Report for 2015/16, containing details of Members who have breached the code of conduct, as well as complaints made against town and parish councils.

In 2015/16, no formal complaints were received about SBDC Members, with one complaint being made against a town council. An informal complaint was received regarding a District Councillor, but was in regards to conduct not covered by the Council's Complaints Procedure. Another complaint was raised concerning the conduct of a parish councillor, but was not pursued by the complainant.

In regards to the formal complaint in relation to a town councillor, the Monitoring Officer determined that the complaint should not be submitted for investigation under Stage 2 of the Complaints Procedure after discussions with the Independent Person and the Chairman of Planning Committee, but made informal recommendations on procedural matters to the town council. The decision was subsequently published on the SBDC website.,

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

**19. APPOINTMENT OF INDEPENDENT MEMBER**

A report was brought to the Committee that considered the arrangements and sought the agreement of the Audit Committee to re-advertise the vacancy for an Independent Person, with an amended role description reflecting new requirements to involve Independent Persons in dismissal procedures for statutory officers. Members indicated that if the second advertising exercise was unsuccessful consideration be given to offering a small retainer payment.

Members noted that the Council endeavoured to have two Independent Persons in order to ensure that there was adequate cover.

Further to the report, the Committee **RESOLVED**:

- To re-advertise for an Independent Person to fill the current vacancy
- That the role description and person specification set out in Appendix 1 be approved for recruitment purposes
- That the Director of Resources in consultation with the Chairman of Audit Committee and the Monitoring Officer be authorised to make a recommendation for appointment to Full Council following receipt of applications and interviews.

**20. FINAL 2015/16 STATEMENT OF ACCOUNTS**

In accordance with the Account and Audit Regulations, the Final Statement of Accounts for 2015/16 was presented to the Audit Committee for approval by 30 September 2016.

The Committee were advised that the external auditors had completed their audit and had no further changes to make to the accounts.

The Committee noted a number of issues arising from the Accounts including the following:



## Audit Committee - 29 September 2016

- The General Fund Balance had increased by £2,488,000 to £4,350,000 which was primarily due to adjustments relating to retained income from Non Domestic Rates.
- Earmarked Reserves decreased by £599,000 to £3,026,000.
- The Council's capital receipts reduced by £1,162,000 to £6,089,000 due to receipts being used to fund the Council's capital investment programme.
- The pension fund deficit decreased by £2,583,000, with the accumulated estimated pension fund deficit standing at £25,370,000.
- Capital expenditure totalled £1,538,000, funded by a combination of capital receipts and government grants.
- The Authority decreased the amount of cash that it holds by £1,732,000.

It was noted by Members that the outturn position was better than forecast, which will help the authority in the short term, but will not negate the longer-term funding challenges. Members also thought it may be prudent to spread depreciation of assets over a number of years, and to set money aside for when the assets required replacing.

It was accordingly **RESOLVED** that:

- The accounts be approved by the Audit Committee and signed off by the Chairman to signify the completion of the Authority's approval process.

## 21. INTERNAL AUDIT PROGRESS REPORT

The Committee considered an Internal Audit progress report from TIAA, including details of the status of the 2015/16 Audit Plan, the changes to the annual plan 2015/16, as well as progress against the annual plan for 2015/16.

Discussion was entered into by Members in regard to the ICT Update 2015/16 audit. The recent level of performance by this contractor has been unsatisfactory, and the matter has been escalated to Director level. The Director of Resources assured the Committee that he was now involved in the matter, and would keep Members updated of the options he would take and the progress to improve the service.

It was **RESOLVED** by the Committee that the progress against the Internal Audit Plan and findings arising from the Internal Audit work be noted.

## 22. COMPARISON OF IA ASSURANCE LEVELS

The Committee received a report from TIAA providing a comparison of assurance levels for the various systems audited between the years 2012/13 to 2015/16 as set out in a table in paragraph 2 of the report.

The Committee were advised that at this time there was no indication that the overall control framework at South Bucks had reduced as a result of the joint working with Chiltern Council and the transformation arising from the service reviews. Further trends would be undertaken at the end of 2016/17 financial year.

**RESOLVED** that the report be noted

**23. FARNHAM PARK CHARITABLE TRUST STATEMENT OF ACCOUNTS 2015/16**

Members considered a report requesting that the Audit Committee approve the Farnham Park Charitable Trust Annual Report and Accounts for 2015/16.

The Committee were advised that the external auditors had completed their audit and had no further changes to make to the accounts, with the report setting out amongst other things the Trustee's Annual Report, the Statement of Financial Activities and the Balance Sheet.

In response to concerns over the performance of the Financial Trust, the Director of Resources explained that the Academy was now closed and that the use of the Playing Fields was being reviewed in the light of the Council's developing Open Space Leisure Strategy.

A member suggested that due to the concerns raised over loss of income, and a £38,000 variance in expenditure, that the Farnham Park Trust be brought as an agenda item to the Overview and Scrutiny Committee on 30 January 2017.

The Committee **RESOLVED** to approve the Annual report and Accounts for 2015/16 for the Chairman to sign in order to signify the completion of the Charitable Trust's approval process.

**24. FARNHAM PARK CHARITABLE TRUST AUDIT RESULTS REPORT**

The Committee received the Management Report to the Trustee, prepared by Wilkins Kennedy, setting out their findings and recommendations on various matters which came to their attention during the course of the audit of the Charity Accounts of Farnham Park Sports Field for year ended 31 March 2016.

The Committee were advised by the auditors that they anticipate issuing an unqualified audit opinion for the year ended 31 March 2016 for the Charity, following receipt of approved accounts signed on behalf of the Trustee, and receipt of a signed letter of representation. Wilkins Kennedy also expressed that all opinions given within the report had been done so based on the continued support of the Charity by the Council.

**RESOLVED** that the Chairman of the Audit Committee be authorised to sign and date the Letter of Representation.

**25. WORK PROGRAMME**

The current work programme was noted by the Committee.

**26. ANY OTHER BUSINESS**

None.

The meeting terminated at 7.23 pm

<b>SUBJECT:</b>	<b>Hackney Carriage &amp; Private Hire Licensing Policy</b>
<b>REPORT OF:</b>	Interim Director of Services – Anita Cacchioli
<b>RESPONSIBLE OFFICER</b>	Head of Healthy Communities – Martin Holt
<b>REPORT AUTHOR</b>	Nathan March, 01494 732249, nmarch@chiltern.gov.uk
<b>WARD/S AFFECTED</b>	All

## 1. Purpose of Report

1.1 This report is to recommend to full Council the adoption of the draft hackney carriage and private hire policy, which is attached at Appendix 1.

### 1.2 RECOMMENDATION

1.3 It is recommended that

- i) The Council adopts the draft policy attached in Appendix 1 to come into effect on 21<sup>st</sup> November 2016.

## 2. Reasons for Recommendations

2.1 The draft policy was subject to a 12 week public consultation which has now concluded, amendments have been made to the draft policy and the Licensing Committee has taken into account all of the responses that were received as part of that consultation and considers the amended draft policy to be suitable for adoption by the Council.

## 3. Background

3.1 A review of the Council's adopted Hackney carriage and private hire policy was discussed previously by the Licensing Committee on 23<sup>rd</sup> March 2016 and the draft policy approved for consultation by the Committee.

3.2 A 12 week consultation period for the draft policy concluded on the 24<sup>th</sup> August 2016.

3.3 Consultation with the trade included direct text messaging and a letter to all licensed drivers and operators. The wider consultation involved a dedicated web page on the Council's website, use of social media, and emails to the police, Highways Authority, neighbouring authorities and interested stakeholders e.g. residents groups.

3.4 An informal drop in session for members of the trade was held during the consultation to allow any clarifications or items to be considered. A full day was set aside for this so that members of the trade could attend as and when able to do so; members of the Licensing team were available to answer questions the trade had in relation to the draft policy and consultation process.

3.5 There were 29 responses to the consultation. 25 from members of the trade, 2 from other licensing authorities and 2 internal responses from the Environmental Health Manager and

the Principal Environmental Protection Officer (Strategic Environment). Appendix 2 provides a summary of the responses received.

#### 4. **Draft policy amendments following consultation**

- 4.1 Following consideration of the responses to the consultation, a number of changes (including typographical errors and words of clarification) to the draft policy were agreed by the Licensing Committee on 5<sup>th</sup> October 2016.
- 4.2 Significant concerns were raised by the trade with regards to 2 issues which the Council has direct control over through its policy – door stickers and window tints. Although changes to the policy were not recommended to the Licensing Committee with regards to these issues, given the complex nature of each, further information was provided to the Committee as part of its consideration of the amended draft policy and the consultation responses.

#### 5. **Corporate Implications**

##### 5.1 Legal

The policy affects the approach that the Council will be taking for hackney carriage and private hire licensing. This will impact on the level of compliance and enforcement actions taken.

##### 5.2 Equalities Act 2010

The impact of the policy on equalities has been considered whilst conducting the review, and no adverse equality issues have been identified as a result so no further action or mitigation is considered necessary.

#### 6. **Links to Council Policy Objectives**

- 6.1 The adoption of an effective Hackney carriage and private hire policy links to all 3 of the Councils headline objectives:

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

#### 7. **Next Steps**

Once the Policy is adopted the Licensing team will inform the trade that it is in place and will take the necessary steps required to adjust its procedures in connection with hackney carriage and private hire licensing.

<b>Background Papers:</b>	<p>Draft South Bucks District Council Hackney Carriage and Private Hire Policy as recommended for adoption by the Licensing Committee on 5th October 2016</p> <p>Taxi and private hire vehicle licensing: best practice guidance 2 March 2010.</p>
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**LICENSING COMMITTEE**

**Meeting - 5 October 2016**

Present: Mr Walters MBE (Chairman)  
Mr D Smith, Mr Hogan, Mrs Jordan, Mr Pepler, Mr Read, Mr Sandy  
and Mr Sangster

Also Present: Mr Dhillon

Apologies for absence: Mr Samson and Mrs Lewis

10. **MINUTES**

The minutes of the meeting of the Licensing Committee held on 29 June 2016 were received and signed by the Chairman.

11. **HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING POLICY**

The Committee received a report providing Members with details of the responses to the 12 week consultation that took place on the draft Hackney Carriage and Private Hire Licensing Policy (previously seen at the 29 June 2016 Licensing Committee) in order for these responses to be considered, and the policy finalised prior to being recommended for adoption by Council.

Members were informed that following consultation, changes had been made to the policy where considered appropriate, in readiness for further consideration by the Committee. Members gave consideration to each of the issues raised through the consultation which were contained within the report.

The Licensing officer asked Members to pay particular detail to window tint levels, whilst also clarifying that this had been subject to a recent extensive consultation of its own - as such, Members made the decision to not apply any changes to the tint levels within the policy.

Additionally Members were advised that the door stickers had also attracted significant number of responses during the consultation. Following consideration of the information provided within the report, the Committee decided that door stickers should continue to be required on all licensed vehicles and so no changes were made to the draft policy on this issue.

Members therefore **RESOLVED** that the proposed changes, made by the Licensing officer, to the draft policy following the consultation were acceptable

And further **RECOMMENDED**

- that the draft policy be adopted by Council

**12. LICENSING ACT 2003 - PREMISES / CLUB PREMISES APPLICATIONS PENDING**

The Committee received a report from the Director of Services detailing Premises (Variations) applications pending to date.

The Licensing Officer informed the Committee that the Premises License for Beaconsfield Rugby Football Club had now been issued through the Sub-Committee.

**RESOLVED** that the report be noted

**13. LA03 SUB-COMMITTEES**

The Committee received a report from the Director of Services of details of the Schedule of Licensing Sub-Committees for the period 10 June to 15 September 2016.

The Licensing Officer informed the Committee that the Premises License for Beaconsfield Rugby Football Club had now been issued through the Sub-Committee, after a slight change in conditions.

**RESOLVED** that the report be noted

**14. HACKNEY AND PRIVATE HIRE SUB-COMMITTEE DETERMINATIONS**

The Committee received a report from the Director of Services detailing the Schedule of Taxi and Private Hire Licensing Sub-Committees for the period 10 June to 15 September 2016.

**RESOLVED** that the report be noted

**15. HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING**

The Committee received a report from the Director of Services detailing licences issued during the period 8 June to 14 September 2016.

**RESOLVED** that the report be noted

**16. LICENSING OF STREET COLLECTIONS**

The Committee received a report from the Director of Services detailing street collection permits issued during the period 8 June to 14 September 2016.

**RESOLVED** that the report be noted

**17. ANY OTHER BUSINESS**

None

The meeting terminated at 6.34 pm

**OVERVIEW AND SCRUTINY COMMITTEE**

**Meeting - 3 October 2016**

Present: Mr Hollis (Chairman)  
Mr Harding, Mrs Lowen-Cooper, Mr Read, Mr Sangster,  
Mr Walters MBE and Mrs Gibbs

Also Present: Mr Naylor, Mrs Matthews, Mr Reed, Mr Sandy and Mrs Sullivan

Apologies for absence: Mr Bastiman

**13. MINUTES**

The minutes of the meeting held on 30 June 2016 were confirmed and signed.

**14. AMBULANCE SERVICE PRESENTATION**

The Committee received a presentation from Andy Battye (Head of Operations) and Mark Ainsworth (Director of Operations) updating Members on the Ambulance Service's performance and challenges faced throughout the year.

Mr Battye explained to the Committee the differences between Red 1, Red 2 and Red 19 calls, and how Nature of Call was used to flag the highest priority calls, to aid with efficiency in dealing with calls. The Red 1 performance had improved since the previous year by 9%, with a demand increase of 5.71%. Performance of Red 2 was shown to be within a 1% improvement on the previous year, with a demand increase of 28.51%.

The nature of the challenges faced by the Ambulance Service were explained to the Committee, and included changes to the Healthcare Professional Emergency Response Model, Hospital Delays, distances to be covered within South Bucks, and financial pressures in relation to contract negotiations. The Ambulance Service highlighted that actively participating in recruitment and retention schemes.

The Committee were provided with details on the Community and Co-responders scheme, which are developing at a swift rate, growing from 9 to 31 schemes in 18 months. These were seen to alleviate pressure from the Ambulance Service, with designated local response, or crewed dynamic response vehicles.

Members were pleased to hear that the SCAS had received a rating of good from the Care Quality Commission, and after questions and answers, thanked both Andy Battye and Mark Ainsworth for their time and effort.

**15. CHILTERN AND SOUTH BUCKS LOCAL PLAN (2014 - 2036) PREFERRED OPTIONS PUBLIC CONSULTATION**

The Overview and Scrutiny Committee were asked to consider and comment on a report that would be received by the Joint Committee on 12 October, in order that the views of the

### Overview and Scrutiny Committee - 3 October 2016

Committee be taken into account when the Joint Committee makes its decision on the Green Belt Preferred Options consultation stage of the emerging Joint Local Plan.

The Principal Planning Officer précised the process, detailing that the open consultation between January and March 2016 had informed the scope of the Joint Local Plan, and indicated that the views of the Committee would form an integral part of the process going forward.

#### **The comments and views expressed by members are summarised below:**

- Tactics from Central Government could be seen as scaremongering
- Any imposition by Central Government could lead to political fallout and damage
- A reluctance to see the process progressing without further information on how representations would be judged
- The Council has no choice but to proceed with the Local Plan process and undertake consultation in accordance with government requirements
- Questions raised at the start of the plan process had still not been answered adequately, including issues around how sites were put forward for development by Officers. Without a thorough understanding of this, the Joint Local Plan process could not be fully supported
- Concern was expressed about the Iver Heath Fields proposal. It was felt any development would weaken the land at The Clump, breaking the green belt entirely. The land was noted to be a frequently-used public space and amenity, which fell entirely within the Colne Valley. Officers were asked to take these concerns into consideration and that red flag be raised in relation to this particular site.
- That HEDNA overstates needs and requires revisiting as a result of which it can be demonstrated that there is little or no need to build on Green Belt.
- Even if the Council brings forward these options, there is every indication that there is not even adequate, let alone satisfactory, sustainable funding available to establish and maintain what might be required in terms of infrastructure development. In particular Bucks County Council and NHS England have no funds available for this and one off grants/Section 106 payments /or CILs will be inadequate.
- That in the crowded Home Counties the proposals would detract from central government's avowed intention to regenerate the economies of the Midlands and the North whilst causing irrevocable damage to the environment and home owners' asset wealth in the south.
- It is a folly to continue to use taxpayer money in the development and pursuit of this planning policy process until we know whether or not it is the intention of the Minister for CLG to abolish this council following Bucks County Council's application for the establishment of a unitary council. If this means a delay in, or failure to deliver a new Local Plan, then so be it.
- It is doubted whether central government has the time, resources or inclination to take over the process from South Bucks as flagship a Tory council and to do so would gravely damage their political support.



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- Members of the council were not elected to simply roll over and do central governments bidding but to defend its residents' quality of life including their environment and the hard earned value of their homes gained by virtue of their merit.
- That the way in which the new local plan is emerging betrays the people of the district on both these counts and its methodology and conclusion (specifically HEDNA) should be revisited with immediate effect.

Further to this, it was **RECOMMEND** by the Committee that:

- The views of Overview and Scrutiny Committee be provided to Chiltern and South Bucks Joint Committee to take into account when it considers a report on the Chiltern and South Bucks Local Plan (2014 – 2036) Preferred Options Public Consultation on 12th October 2016.

#### 16. **REVIEW OF PLANNING ENFORCEMENT ARRANGEMENTS**

The Committee received a report detailing the findings of the Audit Review of Planning Enforcement arrangements, alongside the actions being taken to address areas of weakness.

The Head of Sustainable Development informed Members that those steps that could be applied to the service immediately had been applied, but that many of the actions would not be fully integrated until the Planning Shared Service review had been undertaken and implemented.

During discussions, the Committee submitted the view that the flowchart within TIAA's report was a suitable starting point for Officers, Members and residents in terms of understanding the Enforcement process, but suggested that timescales be added to the Council's own flowchart, leading to greater clarity of the expected service levels. It was clarified that within Planning Enforcement, a flowchart already existed and that the addition of timescales would emerge from the implementation of the Planning Shared Service review reflecting the resources available.

It was therefore **RESOLVED** by the Committee that the report be noted.

#### 17. **PLANNING PERFORMANCE REPORT 1 APRIL 2015 - 31 MARCH 2016**

The Committee considered a report containing details of Planning Performance for the period 1 April 2015 – 31 March 2016, set out within 4 tables:

- Table 1 - Determination of planning applications: this showed 97.88% of applications having been determined within 8/13 weeks, or with an agreed extension of time, and 15.9% of applications refused.
- Table 2 - Applications determined by planning committee or under delegated powers: detailed that 3.5% of applications had been determined by Planning Committee, and 96.5% had been determined under delegated powers.

### Overview and Scrutiny Committee - 3 October 2016

- Table 3 - Determination of appeals: 24.2% of appeals had been allowed when dealt with under delegated decision, and 40% allowed further to Committee decision to refuse permission contrary to officer recommendation.
- Table 4 – Complaints: the complaints referred to the Ombudsman numbered 7. The Head of Sustainable Development updated the Committee, by advising that none of the 7 complaints were upheld.

The Committee, after discussing the figures within the report, **RESOLVED** that the report be noted.

#### 18. ANNUAL SCRUTINY REVIEW

The Overview and Scrutiny Committee received a report containing the annual review of the committee at South Bucks, as part of the Authority's annual assurance process.

Members noted that Appendix A, attached to the report, summarised the work of the Committee for the financial year 2015/16 in table format which showed that the Committee's work provided a good coverage of the Council's service areas. Key themes included performance, finance, service planning and policy development, and reviews of specific topics.

After comments on the report, the Committee **RESOLVED** that the report be noted and used to provide supporting material for the Annual Governance Statement.

#### 19. SOUTH BUCKS DISTRICT COUNCIL PERFORMANCE REPORT Q1 2016-17

Members of the Overview and Scrutiny Committee received a report outlining the performance of Council Services against indicators and service objectives during Quarter 1 of 2015-16.

Members were able to note from the report that of the total 42 PIs, 9 were seen to be off-target (5 of these priority PI), with further detail of these within the two detailed performance tables accompanying the report:

- Appendix A – Priority indicators Q1 2016-17
- Appendix B – Quarterly corporate performance indicators Q1 2016-17

The working days lost due to sickness was shown to be off-target due to seven cases of long-term sickness absence. Four of the off-target Healthy Communities PIs related to housing, linked to the national increase in demand for temporary accommodation and lack of affordable housing, and this was something the Committee had discussed before. The Resources PI Speed of processing was off target due to changes of circumstances for HB/CTB claims and is expected to improve in Q2, with a general trend of lower performance during the first part of the year. The Percentage of calls to the ICT helpdesk resolved within agreed timescales was off target due to an increase in workload caused by single network migrations at the same time as reduced capacity within the service. Within Environment, Household refuse collections, number of containers missed per month was off target due to vehicle breakdowns and PDA issues.

**Overview and Scrutiny Committee - 3 October 2016**

The Committee therefore **RESOLVED** that the Performance Report be noted.

**20. BUCKS HEALTH AND ADULT SOCIAL CARE SELECT COMMITTEE**

The minutes of the meetings of the Bucks Health and Adult Social Care Select Committee of the 14 June, 21 June and 26 July 2016 were noted.

**21. BUCKS CHILDREN'S SOCIAL CARE AND LEARNING SELECT COMMITTEE**

The minutes of the meetings of the Bucks Children's Social Care and Learning Select Committee of the 5 July were noted.

**22. WORK PROGRAMME**

The work programme was noted by the Committee. The Chairman requested that Farnham Park be added to the agenda for the next meeting, to receive an update on performance, changes made, and how the asset would fit with the Council's Leisure objectives, and improving the financial viability of the Farnham Park operations.

Members also asked for an update at the next meeting on the Strategic Asset Review work being undertaken.

**23. ANY OTHER BUSINESS**

None.

The meeting terminated at 8.04 pm

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**PERSONNEL COMMITTEE**

**Meeting - 19 September 2016**

Present: Mr Harding (Chairman)  
Mr Bastiman, Mr Bradford, Mr Read and Mrs Sullivan

Also Present: Mr Bagge and Mr Reed

Apologies for absence: Mr Walters MBE

**12. MINUTES**

The minutes of the meeting of the Personnel Committee held on 27 June were confirmed and signed by the Chairman.

The Chairman requested that his disappointment be recorded regarding requests to receive draft Personnel agendas before publication. Despite raising this with the Acting Chief Executive, the Chairman had not received the last 3 draft Personnel agenda in time to review the contents before publication. The Chairman stressed the importance of receiving future draft Personnel agendas ensuring he is given sufficient time to review.

**13. HR UPDATE**

The Committee received a report providing an update on:

- Staff turnover within the Council, including details of specific recruitment activity
- Sickness absence, particularly relating to working days lost through sickness
- Health and Safety
- HR key projects and wider HR related developments

During the discussion, the Committee were made aware that of the 6 leavers in the period July – September 2016, 2 were due to retirement, with another 2 being due to promotion with another authority. It was reported that long term sickness levels were due to fall in the next reporting period, this was due to employees either leaving the Council or having returned to work.

The Members of the Personnel Committee were informed that the implementation of the harmonised absence management policy with the appropriate management guidelines, toolkit and management training would be rolled out during September, alongside the joint HR database absence management module.

**RESOLVED** that the report be noted.

**14. HARMONISED HR POLICIES - MATERNITY, PATERNITY & ADOPTION POLICY; PROBATIONARY PERIOD; JOB EVALUATION POLICY**

The Committee received a report detailing the final draft versions of the following harmonised policies:

- the Maternity, Paternity & Adoption Policy – Attached as Appendix 1
- the Probationary Policy – Attached as Appendix 2
- the Job Evaluation Policy – Attached as Appendix 3

The Committee were receiving these ahead of a 4 week consultation period, involving both staff and UNISON representatives.

With regards to the Maternity, Paternity & Adoption Policy, Members acknowledged that these were heavily regulated by statute, with the joint policies exceeding statutory minimums in two instances: the first week of paternity leave to be paid at the employee's normal rate of pay and; for employees who intend to return to work following maternity/adoption leave, an supplementary non-statutory payment is made for 12 weeks, at 50% of the employee's weekly wages – if an employee does not return to their employment, this must be repaid.

In terms of the Probationary Policy, Members recognised that the harmonised terms and conditions of employment specify a six-month probationary period for all new joiners – seeking to regulate the timing of formal probation review meetings across both Councils to the 3<sup>rd</sup> and 5<sup>th</sup> months of employment. Members requested an assurance that these reviews are undertaken, by way of incorporating this information via the HR update report to this Committee.

After questions and answers within the Committee, the Personnel Committee

**RESOLVED** to:

- approve the implementation of the policies subject to staff consultation.
- Delegate authority to the Acting Chief Executive in consultation with the Chairman of Personnel to undertake any minor amendments following the outcome of the staff consultation or future legislative changes.

**15. ANY OTHER BUSINESS**

None

**16. EXCLUSION OF PRESS AND PUBLIC**

That under Section 100(A)(4) of the Local Government Act 1972 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."

**17. MINUTES**

The Part II minutes of the meeting of the Personnel Committee held on 27 June 2016 were confirmed and signed by the Chairman.

**18. DEMOCRATIC AND ELECTORAL SERVICES TEAM SHARED SERVICES CONSULTATION DOCUMENT**

Committee considered the draft democratic and electoral services consultation documents that would be shared with the democratic and electoral services staff on 28 September 2016. The draft timetable was set out in detail in Appendix D; and in summary it was proposed to:

- start consultation on 28 September 2016
- end consultation on 28 October 2016
- conduct the selection process from 5 December 2016
- implement joint services 1 January 2017

The proposed new structure (as outlined in Appendix A) would create one new joint Democratic and Electoral Services Team with a single manager working across both Councils managing the team who will continue to be based at CDC and SBDC offices. All staff would be required to work flexibly as required.

The desirability of introducing career grades for all posts in the new structure was discussed and after receiving clarification on the HAY evaluation process, staff retention and recruitment within the current service and differences between proposed levels 1 and 2 for the Senior Democratic and Electoral Services Officer posts, the Committee considered that level 1 should be deleted from this Job Description and Person Specification in Appendix B.

After further clarification on Unison contact details contained in the consultation document at Appendix 1 and noting that that the structure would be implemented subject to taking into account any staff comments and being within the business case agreed by the Joint Committee and following consultation with the Joint Chairmen and the Cabinet Portfolio Holders from both Councils, it was

**RESOLVED**

- i) That subject to the change to the grading of the Senior Democratic and Electoral Services Officer posts the Democratic and Electoral Shared Service consultation document and appendices be agreed, prior to issuing to staff; and
- ii) That it be noted that the structure will be implemented subject to taking into account any staff comments and being within the business case in accordance with the authority delegated to the Acting Chief Executive in consultation with the Joint Chairmen and the Cabinet Portfolio Holders from both Councils.

The meeting terminated at 7.10 pm

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**PERSONNEL COMMITTEE**

**Meeting - 25 October 2016**

Present: Mr Walters MBE, Mr Bradford, Mr Read and Mrs Sullivan

Also Present: Mr Bagge Mr Bagge

Apologies for absence: Mr Harding

**19. MINUTES**

The minutes of the meeting of the Personnel Committee held on 19 September 2016 were confirmed and signed by the Chairman.

**20. EXCLUSION OF PRESS AND PUBLIC**

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.

**21. PRIVATE HEALTHCARE PROVISION FOR SENIOR MANAGERS - 2017**

The Committee considered a report seeking a decision on which option to pursue in relation to the future provision of private health care for senior managers, prior to going out to formal consultation with affected staff.

Members agreed that the private health care for senior managers should come to an end on 31 December 2016 and considered two options, offering staff a one off lump sum payment broadly based on an agreed sum comparable to one or two years private health provision.

Following a discussion, the majority of Members felt that compensation should be paid to all affected staff to mitigate any risk of challenge. Due to this being a change to current contractual terms of employment, requiring the agreement of the affected employee and that those employees will suffer a detriment as a result, it was suggested that a fair and equitable approach would be to offer two one off payments in January 2017 and January 2018 that are equal to the total average annual cost for 2016 of each employee, which is in line with the Council's two year pay protection period under harmonised terms and conditions.

**RESOLVED** that

1. subject to the agreement of the Joint Appointments and Implementation Committee, the provision of private health care for senior managers ceases on 31 December 2016, and
2. offer staff a payment broadly based on an agreed sum comparable the average costs of two years private health provision based on the current scheme to the affected staff in January 2017 and January 2018.
3. If staff leave within the 2 year period, the authority recovers any monies owed.

The meeting terminated at 6.55 pm

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**PLANNING COMMITTEE****Meeting - 3 August 2016**

Present: Mrs Lowen-Cooper (Chairman)  
Mr Chhokar, Mr Anthony, Mr Egleton, Mrs Gibbs, Miss Hazell,  
Mrs Jordan, Dr Matthews, Mr Samson and Mr D Smith\*

Apologies for absence: Mr Sandy

\*Members attended site visits

**17. MINUTES**

The minutes of the meeting held on 6 July 2016 were confirmed and signed by the Chairman.

**18. APPLICATIONS AND PLANS**

Key to the following decisions:

ADV - Consent to Display Adverts; ARM - Approval of Reserved Matters; CI - Certificate of Lawfulness Issued; CON - Conservation Area Consent; D - Deferred; D (INF) - Deferred for Further Information; D (SV) - Deferred for Site Visits; D (PO) - Deferred for Planning Obligation; D (NEG) - Deferred for Negotiations; FCG - Consent for Tree Work; PCR TPO Part Consent/Part Refusal; LBC - Listed Building Consent; OP - Outline Planning Permission; P - Application Permitted; R - Refused or Rejected; R (AO) – Refused against Officer recommendation; RC - Removal of Condition; TC - Temporary Consent; TP - Temporary Permission; ULBC - Unconditional Listed Building Consent; UP - Unconditional Permission; VG - Variation Granted; W - Application Withdrawn.

**(A) COMMITTEE DECISION REQUIRED FOLLOWING A SITE VISIT AND/OR PUBLIC SPEAKING:-**

		Decision
<b>Plan Number:</b>	16/00827/FUL	P
<b>Applicant:</b>	EAB Homes And Developments Ltd	
<b>Proposal:</b>	Erection of three x 3 bedroom terraced dwelling houses at Yule Cottage, 92 Candlemas Lane, Beaconsfield.	
Notes:		
1) A site visit was undertaken by members.		
2) One further objection was received.		
3) Prior to consideration of the application, Leila Sangar, on behalf of objectors, and Mark Longworth, the Agent, addressed the meeting.		
4) An amendment was made to Condition 3, altering the Michelmarsh Hampshire bricks to Welham Antique.		

## Planning Committee - 3 August 2016

		Decision
<b>Plan Number:</b>	16/01091/FUL	P
<b>Applicant:</b>	Mr & Mrs A Main	
<b>Proposal:</b>	Construction of detached dwelling with associated landscaping at Land to the rear of 25 Brownswood Road, Beaconsfield.	
Notes: 1) A site visit was undertaken by members. 2) One further objection was received. 3) Members requested that the requirement to plant replacement trees incorporated within condition 5 and clarified in Informative 2 be monitored.		

**(B) COMMITTEE DECISION REQUIRED WITHOUT A SITE VISIT OR PUBLIC SPEAKING:-**

		Decision
<b>Plan Number:</b>	16/00709/FUL	R
<b>Applicant:</b>	Mr F Iqbal	
<b>Proposal:</b>	Retrospective application for front porch and part first floor/part two storey side/rear extension to include demolition of single storey rear extensions at 14 Wooburn Green Lane, Holtspur, Beaconsfield.	
Notes: 1) Prior to consideration, members were informed that no comments had been passed by the Town Council.		

**(C) COMMITTEE OBSERVATION REQUIRED ON APPLICATIONS TO OTHER AUTHORITIES:-**

None

**(D) APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY**

The Committee received for information a list of the applications dealt with under delegated authority by the Head of Sustainable Development.

**19. ENFORCEMENT NOTICE PROGRESS REPORT**

The Committee received for information a progress report which set out the up-to-date position relating to Enforcement Notices.

Further verbal updates were given at the meeting as follows:

**Gladwins Wood, Pinstone Way, Tatling End** – a planning obligation has been entered into, which will be monitored along with the Enforcement Notice.

**Bellswood Farm, Bellswood Lane** – the Enforcement Notice has been complied with, and the appeal against the enforcement notice has been withdrawn.

**RESOLVED** that the report be noted.

**20. PLANNING APPEALS AND SCHEDULE OF OUTSTANDING MATTERS**

The Committee received for information a progress report which set out the up-to-date position relating to Planning Public Inquiries, Hearings and Court Dates.

**RESOLVED** that the report be noted

**21. REVOCATION OF HAZARDOUS SUBSTANCES CONSENT - GASHOLDER, MILL LANE, TAPLOW**

The Committee received a report concerning a request to pursue a revocation order of a Hazardous Substances Consent issued in relation to the storage of natural gas at the Maidenhead Gasholder Station, Mill Lane, Taplow.

The report detailed that the consent was originally granted when the gasholder was situated on the Mill Lane site in May 2000. As the gasholder has now been demolished, a revocation of the Hazardous Substances Consent was being sought in order that the restrictions on development can be lifted.

After discussion the Committee **RESOLVED** that:

1. a Revocation Order be made (and confirmed sought) in relation to a Hazardous Substances Consent dated 10<sup>th</sup> May 2000 ref. 00/00001/HS in relation to the storage of no more than 23.41 tonnes of natural gas at the Maidenhead Gasholder Station, Mill Lane, Taplow pursuant to Section 14(1) of the Planning (Hazardous Substances) Act 1990 for the reasons set out in the report.

**22. LAND AT APEX WORKS, WILLOW AVENUE, NEW DENHAM**

The Committee considered a report requesting authority to issue and serve an Enforcement Notice in respect of land at Apex Works, Willow Avenue, New Denham, Buckinghamshire, UB9 4AP.

The report detailed that the authorised use of the building is of two workshops with ancillary offices, with an unauthorised change of use appearing to have occurred in approximately July 2014 to a house in multiple occupation with a workshop. This was observed by an Environmental Control Officer in September 2014. Further to advice to cease this use, the owner submitted an application 15/0212/FUL to change the premises use to mixed B1 (office use) and C3 (residential use), which was refused in August 2015. A further site visit in December 2015 established that the unauthorised use had ceased.

Members were informed that in January 2016, the site was visited by an Officer acting upon further information, who learned that the unauthorised use was again occurring, with bedrooms throughout the first floor, and communal living space. An advert for this property as rental accommodation was viewed by the Officer, listing 8 occupiers in the building, with 12 rooms available to let.

Despite negotiations, the voluntary cessation of the unauthorised use had not been secured. It was therefore seen as expedient to take enforcement action to secure the cessation of the use of the site as a house in multiple occupation, and the removal from site of all fixtures, furnishings and domestic items pertaining to this use.

It was recommended that an enforcement notice is served, allowing 6 months for compliance - sufficient time for the occupiers to secure alternative accommodation. Those at the site have been informed in writing that authority is being sought to take enforcement action – served by hand by the Enforcement Manager on 13 June 2016, with written representations detailing the reasons that the enforcement notice be deemed unnecessary made by those at Apex Works.

The Committee considered the human rights that would be affected by the service of an enforcement notice and after questions and answers, the Committee **RESOLVED** that:

1. An Enforcement Notice be issued and served pursuant to section 172 of the Town and Country Planning Act 1990 in relation to the unauthorised change of use of the Site from two workshops with ancillary offices within Class B1 (c) of the Town and Country Planning (Use Classes) Order 1987 to a sui generis house in multiple occupation and workshop for the reasons of expediency set out in paragraph 4 within the report; and further
2. In the event that the Enforcement Notice was not complied with, authority was given to the Head of Legal and Democratic Services to take legal proceedings to secure compliance therewith.

The meeting terminated at 5.07 pm

**PLANNING COMMITTEE****Meeting - 31 August 2016**

Present: Mrs Lowen-Cooper\* (Chairman)  
Mr Chhokar, Mr Anthony\*, Mr Egleton\*, Mrs Gibbs\*, Mrs Jordan,  
Dr Matthews\*, Mr Samson and Mr D Smith\*

Apologies for absence: Miss Hazell and Mr Sandy

\*Members attended site visits

**23. MINUTES**

The minutes of the meeting held on 3 August were confirmed and signed by the Chairman.

**24. APPLICATIONS AND PLANS**

Key to the following decisions:

ADV - Consent to Display Adverts; ARM - Approval of Reserved Matters; CI - Certificate of Lawfulness Issued; CON - Conservation Area Consent; D - Deferred; D (INF) - Deferred for Further Information; D (SV) - Deferred for Site Visits; D (PO) - Deferred for Planning Obligation; D (NEG) - Deferred for Negotiations; FCG - Consent for Tree Work; PCR TPO Part Consent/Part Refusal; LBC - Listed Building Consent; OP - Outline Planning Permission; P - Application Permitted; R - Refused or Rejected; R (AO) – Refused against Officer recommendation; RC - Removal of Condition; TC - Temporary Consent; TP - Temporary Permission; ULBC - Unconditional Listed Building Consent; UP - Unconditional Permission; VG - Variation Granted; W - Application Withdrawn.

**(A) COMMITTEE DECISION REQUIRED FOLLOWING A SITE VISIT AND/OR PUBLIC SPEAKING:-**

		<b>Decision</b>
<b>Plan Number:</b>	16/00346/FUL	D(INF)
<b>Applicant:</b>	McCarthy and Stone	
<b>Proposal:</b>	Redevelopment of site to provide one block comprising 22 apartments of 'Retirement Living' for the elderly. Associated communal facilities, parking and landscaping. Construction of vehicular access at Phil Whitaker Cars, Beaconsfield Road, Farnham Common	
Notes: The application was withdrawn from the agenda by Officers, following further legal advice.		
		<b>Decision</b>
<b>Plan Number:</b>	16/00413/FUL	R(AO)
<b>Applicant:</b>	Logi Homes Ltd	
<b>Proposal:</b>	Replace detached dwelling with a pair of semi-detached dwellings with associated garaging and onsite parking	

## Planning Committee - 31 August 2016

	at 10 Baring Crescent, Beaconsfield	
Notes:		
<ol style="list-style-type: none"> <li>1. A site visit was undertaken by Members.</li> <li>2. Prior to consideration of the application, Brian Wark (on behalf of the objectors) addressed the meeting.</li> </ol>		
<p>RESOLVED that the application be refused on the grounds that the proposal constitutes a cramped over-development that is out of keeping with the character of the street scene. Use of the cramped parking arrangements will not be practical and the rear amenity areas are inadequate for dwellings of this scale. As such, this over-ambitious scheme is contrary to the requirements of policies EP3, H9 and TR7 of the South Bucks District Local plan (adopted March 1999).</p>		
		<b>Decision</b>
<b>Plan Number:</b>	16/00908/FUL	P
<b>Applicant:</b>	Mr & Mrs McManus	
<b>Proposal:</b>	Replacement dwelling at Dittisham House, 31 Marsham Way, Gerrards Cross	
Notes:		
<ol style="list-style-type: none"> <li>1. A site visit was undertaken by Members.</li> <li>2. One further letter of objection was received.</li> <li>3. Prior to consideration of the application, John Allkins (on behalf of the objectors) addressed the meeting.</li> <li>4. An additional 3 informatives were added by the Committee as follows: <ol style="list-style-type: none"> <li>i. During the implementation of the development regard should be had to avoiding construction traffic in the vicinity of the site during peak hours for school traffic at the beginning and end of the school day. In particular, lorries should be organised so that they do not come to and from the site during the hours of 08.30-09.00 in the morning and 15.30-16.00 in the afternoon.</li> <li>ii. The materials to be used for the development required under condition number 3 should be in keeping with the locality. For example the use of white render for the majority of the building and the use of black detailing for window surrounds etc. would be in keeping with the character of the area.</li> <li>iii. During construction of the development regard should be had to the local underground drainage and water run-off to ensure that there is no adverse impact on the area.</li> </ol> </li> </ol>		
		<b>Decision</b>
<b>Plan Number:</b>	16/01161/FUL	R(AO)
<b>Applicant:</b>	Mr Stribling	
<b>Proposal:</b>	Part retrospective application for conservatory and addition of fencing on top of existing wall at Beaconsfield Masonic and Community Centre, The Old School House, Windsor End, Beaconsfield	
Notes:		
<ol style="list-style-type: none"> <li>1. A site visit was undertaken by Members.</li> <li>2. Prior to consideration of the application, Paul Ormston (on behalf of the</li> </ol>		



## Planning Committee - 31 August 2016

objectors), and John Stribling (on behalf of the applicant) addressed the meeting.

**RESOLVED** that the application be refused as due to its inappropriate materials and design, the proposed development would fail to preserve or enhance the character or appearance of the Conservation Area and is unsympathetic to the appearance and setting of the listed building to which it is attached. As such the conservatory and fencing are contrary to the requirements of policies C1 and EP3 of the South Bucks District local Plan (adopted March 1999).

**ADDITIONAL INFORMATIVE:** the conservatory constitutes unauthorised and unlawful development that should be removed immediately. Failure to do so will result in the District Planning Authority considering the expediency of enforcement action to secure the permanent removal of the conservatory. The applicant is recommended to take immediate steps to obviate the need for such action.

		<b>Decision</b>
<b>Plan Number:</b>	16/01162/LBC	R(AO)
<b>Applicant:</b>	Mr Stribling	
<b>Proposal:</b>	Listed building consent application for Conservatory and addition of fencing on top of existing wall at Beaconsfield Masonic and Community Centre, The Old School House, Windsor End, Beaconsfield	

Notes:

1. A site visit was undertaken by Members.
2. Prior to consideration of the application, Paul Ormston (on behalf of the objectors), and John Stribling (on behalf of the applicant) addressed the meeting.

**RESOLVED** that the application be refused as due to its inappropriate materials and design, the proposed development would harm the character, appearance and setting of the listed building to which it is attached. As such the conservatory and fencing are contrary to the requirements of policy C6 of the South Bucks District local Plan (adopted March 1999).

**ADDITIONAL INFORMATIVE:** the conservatory constitutes unauthorised and unlawful development that should be removed immediately. Failure to do so will result in the District Planning Authority considering the expediency of enforcement action to secure the permanent removal of the conservatory. The applicant is recommended to take immediate steps to obviate the need for such action.

		<b>Decision</b>
<b>Plan Number:</b>	16/01298/FUL	R(AO)
<b>Applicant:</b>	Mr Ricky Bika	
<b>Proposal:</b>	Front porch. Part single part two storey part first floor front/side/rear extension incorporating integral garage at 41 St Huberts Close, Gerrards Cross	

Notes:

1. A site visit was undertaken by Members.
2. One further letter of objection was received.
3. Prior to consideration of the application, John Fidler and Perry Mahoney (on

behalf of the objectors), and Jon Dingle (on behalf of the applicant) addressed the meeting.

**RESOLVED** that due to its scale and design the proposed development is out of keeping with the character of the area and furthermore is unsympathetic and inappropriate in the context of this Area of Special Character as defined in the South Bucks Townscape Character Study Part 2 (February 2014). The development would be obtrusive and overdominant in the street scene and is beyond the reasonable limits of what would be appropriate. As such the proposed development is contrary to the requirements of policies EP3 and H11 of the South Bucks District Local Plan (adopted March 1999) and inconsistent with the guidance in the South Bucks Townscape Character Study.

**(B) COMMITTEE DECISION REQUIRED WITHOUT A SITE VISIT OR PUBLIC SPEAKING:-**

		Decision
<b>Plan Number:</b>	16/00744/FUL	P
<b>Applicant:</b>	Mr R Clarke	
<b>Proposal:</b>	Replacement dwelling with detached garage and entrance gates at Curzon House, 48 Penn Road, Beaconsfield	
Notes:		
1. Prior to consideration, Members were informed that this application had been brought back to Committee following the applicant providing further detail as requested by the Committee.		
<b>Plan Number:</b>	16/01263/FUL	P
<b>Applicant:</b>	South Bucks District Council	
<b>Proposal:</b>	Single storey industrial premises to contain 4 individual units for B1 (Business) and B8 (Storage or Distribution) use.	
Notes:		
1. Amendments were made to Condition 12 following further comments from the Strategic Environment Team.		

**(C) COMMITTEE OBSERVATION REQUIRED ON APPLICATIONS TO OTHER AUTHORITIES:-**

None

**(D) APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY**

The Committee received for information a list of the applications dealt with under delegated authority by the Head of Sustainable Development.

**25. ENFORCEMENT NOTICE PROGRESS REPORT**

The Committee received for information a progress report which set out the up-to-date position relating to Enforcement Notices.

Further verbal updates were given at the meeting as follows:

**South End Cottage, Middle Green, Wexham** – a warrant has been granted by the Magistrate’s Court for a site visit. This was issued on the 23 August, to be used within 1 month.

**RESOLVED** that the report be noted.

26. **PLANNING APPEALS AND SCHEDULE OF OUTSTANDING MATTERS**

The Committee received for information a progress report which set out the up-to-date position relating to Planning and Enforcement Appeals, Public Inquiries and Hearings.

**RESOLVED** that the report be noted

27. **LAND AT 61 SAVAY CLOSE, DENHAM**

The Committee received a report requesting the authority to issue and serve an Enforcement Notice in relation to unauthorised construction of a first floor balcony at 61 Savay Close, Denham, UB9 5NQ.

The report detailed that the construction of a first floor balcony at the rear of the property had occurred within the last four years, with a complaint being received in June 2013. Council Officers attempted to gain entry to the property, but have been unable to do so; as such, the unauthorised development has been viewed from neighbouring land.

The owners have been written to on numerous occasions, seeking both access to the property and the removal of the unauthorised development. Despite assurances from the owners that a planning application would be submitted, none have been forthcoming – a site visit on 1 August 2016 confirmed that the unauthorised development was still in situ and further to this, a letter had been sent to the owners informing them that authority was being sought to take enforcement action seeking the removal of the unauthorised development. Representations, received from the owners, were appended to the report and considered by the Committee.

Members were advised that the reasons for expediency included the unacceptable and inappropriate level of overlooking of the rear garden areas of the two neighbouring properties, 59 and 63 Savay Close, and an adverse impact on the residential amenities of these properties.

After discussion, the Committee **RESOLVED** that:

1. An Enforcement Notice be issued and served pursuant to Section 172 of the Town and Country Planning Act 1990 in relation to the unauthorised development being the construction of a first floor balcony to the rear of the property at 61 Savay Close, Denham, UB9 5NQ for the reasons of expediency set out in Section 4 of the Report and further in the event that the Enforcement Notice is not complied with that authority be given to the Head of Legal and Democratic Services to take legal proceedings to secure compliance therewith.

The meeting terminated at 6.02 pm

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**PLANNING COMMITTEE****Meeting - 28 September 2016**

Present: Mrs Lowen-Cooper (Chairman)  
Mr Chhokar, Mr Anthony\*, Mr Egleton\*, Miss Hazell\*, Mrs Jordan\*,  
Dr Matthews\*, Mr Sandy and Mr D Smith\*

Also Present: Mr Naylor

Apologies for absence: Mrs Gibbs

\*Members attended site visits.

**28. MINUTES**

The minutes of the meeting held on 31 August 2016 were confirmed and signed by the Chairman.

**29. APPLICATIONS AND PLANS**

Key to the following decisions:

ADV - Consent to Display Adverts; ARM - Approval of Reserved Matters; CI - Certificate of Lawfulness Issued; CON - Conservation Area Consent; D - Deferred; D (INF) - Deferred for Further Information; D (SV) - Deferred for Site Visits; D (PO) - Deferred for Planning Obligation; D (NEG) - Deferred for Negotiations; FCG - Consent for Tree Work; PCR TPO Part Consent/Part Refusal; LBC - Listed Building Consent; OP - Outline Planning Permission; P - Application Permitted; R - Refused or Rejected; R (AO) – Refused against Officer recommendation; RC - Removal of Condition; TC - Temporary Consent; TP - Temporary Permission; ULBC - Unconditional Listed Building Consent; UP - Unconditional Permission; VG - Variation Granted; W - Application Withdrawn.

**(A) COMMITTEE DECISION REQUIRED FOLLOWING A SITE VISIT AND/OR PUBLIC SPEAKING:-**

		<b>Decision</b>
<b>Plan Number:</b>	16/00346/FUL	R(AO)
<b>Applicant:</b>	McCarthy and Stone	
<b>Proposal:</b>	Redevelopment of site to provide one block comprising 22 apartments of 'Retirement Living' for the elderly. Associated communal facilities, parking and landscaping. Construction of vehicular access at Phil Whitaker Cars, Beaconsfield Road, Farnham Common, Buckinghamshire, SL2 3NE	
Notes:		
1. A site visit was undertaken by Members.		
2. Prior to consideration of the application, Paul Dickinson and Jerry Houdret (on		

behalf of the objectors), and Gavin Cooper (on behalf of the applicant) addressed the meeting.

3. One further email of objection was received.

**RESOLVED** that the application be refused, contrary to the officer recommendation, for the following reasons.

1. The proposed development, by virtue of its height, form, scale, massing, siting and layout, would appear out of scale with and overdominant, overbearing and obtrusive when viewed from the properties located to the north and east of the site and in particular when considered in the context of the extant planning permissions for the residential redevelopment of sites to the north and east of the application site. The proposed development would also overlook these sites to the north and east and would result in an unacceptable loss of privacy and daylight to both the existing and future occupiers of these sites. Consequently the proposal amounts to an overdevelopment of the site that would adversely affect the character and amenities of both the existing and proposed developments in its vicinity and in the locality in general, contrary to policies EP3, EP5 and H9 of the South Bucks District Local Plan (adopted March 1999).
2. The proposal has failed to include the provision of a sufficient amount of useable amenity space to serve this form of development satisfactorily, to the detriment of the future occupiers of the proposed development. This is also indicative of the proposal amounting to an overdevelopment of the site contrary to policy H9 of the South Bucks District Local Plan (adopted March 1999).

**(B) COMMITTEE DECISION REQUIRED WITHOUT A SITE VISIT OR PUBLIC SPEAKING:-**

The Committee received for information a list of the applications dealt with under delegated authority by the Head of Sustainable Development.

**(C) COMMITTEE OBSERVATION REQUIRED ON APPLICATIONS TO OTHER AUTHORITIES:-**

None

**(D) APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY**

The Committee received for information a list of the applications dealt with under delegated authority by the Head of Sustainable Development.

**30. ENFORCEMENT NOTICE PROGRESS REPORT**

The Committee received for information a progress report which set out the up-to-date position relating to Enforcement Notices.

**RESOLVED** that the report be noted.

31. **PLANNING APPEALS AND SCHEDULE OF OUTSTANDING MATTERS**

The Committee received for information a progress report which set out the up-to-date position relating to Planning Public Inquiries, Hearings and Court Dates.

**RESOLVED** that the report be noted

32. **LAND AT PLUM TREE COTTAGE, EAST BURNHAM LANE, FARNHAM ROYAL, BUCKINGHAMSHIRE, SL2 3TL**

The Members of the Planning Committee considered a report requesting authority to issue and serve an Enforcement Notice in relation to the unauthorised change of use of land at Plum Tree Cottage, East Burnham Lane, Farnham Royal, Bucks, SL2 3TL, to use for the stationing of a mobile home, occupied as a unit of independent residential accommodation, and the associated parking and/or storage of motor vehicles.

It was clarified to the Committee that the mobile home stationed at the property was currently entitled to be located there under Permitted Development rights, which allows a mobile home to be situated on the land whilst lawful repairs and maintenance are occurring. However – as Members were updated – information had come forward from the landowners' solicitor which informed the Council that unauthorised works are currently being undertaken to extend the building. As such, enforcement investigations are continuing.

A Part II report was also available to Members, with further detail of the personal circumstances of the two occupiers of the mobile home.

After discussion and questions and answers from Members, the Committee **RESOLVED**:

To delegate authority to the Head of Sustainable Development, in consultation with the Head of Legal & Democratic Services:

1. To issue and serve an Enforcement Notice or Enforcement Notices if appropriate, for those breaches of planning control and for the reasons for which he considers it to be expedient to take enforcement action; and
2. In the event that any Notice or Notices issued are not complied with, to take legal proceedings to secure compliance.

33. **EXCLUSION OF PRESS AND PUBLIC**

34. **LAND AT APEX WORKS, WILLOW AVENUE, NEW DENHAM, BUCKS, UB9 4AF**

The Committee received a report updating Members as to the current position on site, following the Committee's decision on 3 August 2016. This resulted from a site visit carried out by the Senior Housing Standards Officer on 2 September 2016, following the service of an Enforcement Notice on 4 August 2016.

The report detailed that there had been no evidence found of a material change of use, and further clarified that the Fire Safety service was keeping a close eye on the property particularly in respect of the safety of residents. Members were updated that an appeal against the Enforcement Notice has now been lodged.

It was therefore **RESOLVED** by the Committee that the current Enforcement Notice should be kept in place.

The meeting terminated at 5.13 pm



**PLANNING COMMITTEE****Meeting - 26 October 2016**

Present: Mrs Lowen-Cooper\* (Chairman)  
Mr Anthony\*, Miss Hazell\*, Mrs Jordan\*, Dr Matthews, Mr Samson  
and Mr Sandy\*

Apologies for absence: Mr Chhokar, Mr Egleton, Mrs Gibbs and Mr D Smith

\*Members attended site visits

**35. MINUTES**

The minutes of the meeting held on 28 September 2016 were confirmed and signed by the Chairman.

**36. MINUTES OF 31 AUGUST 2016**

The minutes of the 31 August meeting had been resubmitted due to incorrect formatting of sub headings.

**RESOLVED** that the new formatted minutes of the meeting held on 31 August 2016, as circulated to Members prior to this meeting, be confirmed and signed.

**37. APPLICATIONS AND PLANS**

Key to the following decisions:

ADV - Consent to Display Adverts; ARM - Approval of Reserved Matters; CI - Certificate of Lawfulness Issued; CON - Conservation Area Consent; D - Deferred; D (INF) - Deferred for Further Information; D (SV) - Deferred for Site Visits; D (PO) - Deferred for Planning Obligation; D (NEG) - Deferred for Negotiations; FCG - Consent for Tree Work; PCR TPO Part Consent/Part Refusal; LBC - Listed Building Consent; OP - Outline Planning Permission; P - Application Permitted; R - Refused or Rejected; R (AO) – Refused against Officer recommendation; RC - Removal of Condition; TC - Temporary Consent; TP - Temporary Permission; ULBC - Unconditional Listed Building Consent; UP - Unconditional Permission; VG - Variation Granted; W - Application Withdrawn.

**(A) COMMITTEE DECISION REQUIRED FOLLOWING A SITE VISIT AND/OR PUBLIC SPEAKING:-**

		<b>Decision</b>
<b>Plan Number:</b>	14/02436/FUL	P
<b>Applicant:</b>	Secretary of State for Education	

## Planning Committee - 26 October 2016

<b>Proposal:</b>	Acoustic fencing at Pioneer House, Hollybush Hill, Stoke Poges, SL2 4QP	
Notes:		
<ol style="list-style-type: none"> <li>1. A site visit was undertaken by Members.</li> <li>2. One further letter of objection was received, reiterating and expanding upon points already listed in the report.</li> <li>3. Prior to consideration of the application, Jo Brar (on behalf of the objectors) addressed the meeting.</li> <li>4. To include an additional condition - The required willow planting alongside the acoustic barrier shall be maintained so as to grow to and remain at a height of not less than 2.5 metres. Any plant that may be removed and/or dies within five years of planting shall be replaced during the first available planting season with the same species. The willow plants shall not be allowed to spread away from the acoustic barrier to the boundary of neighbouring properties.</li> </ol> <p>Reason: To minimise the visual impact occasioned by the development and to prevent the spread of willow into neighbouring properties. (Policies EP3 and EP4 of the South Bucks District Local Plan (adopted March 1999) refer.)'</p>		
		<b>Decision</b>
<b>Plan Number:</b>	16/01394/FUL	R(AO)
<b>Applicant:</b>	Mr Narinder Dhillon	
<b>Proposal:</b>	Redevelopment of site to provide four detached dwellings served by the existing access off Beeches Road at Land at Scopello, Beeches Road, Farnham Common, SL2 3PR	
Notes:		
<ol style="list-style-type: none"> <li>1. A site visit was undertaken by Members.</li> <li>2. Prior to consideration of the application, Orla Bonilla (on behalf of the objectors) and Sam Farmer (on behalf of the applicant) addressed the meeting.</li> <li>3. Two further letter of objection had been received; reiterating and expanding upon points already listed in the report and a further letter/questioning why is there more than one application for the same site.</li> <li>4. A further letter of objection received, raising concern about the shared driveway and other non-planning issues.</li> <li>5. Two further letters of objection received, reiterating concerns about traffic, lack of affordable housing, loss of privacy and overbearing impact, impact on hydrology and Burnham Beeches.</li> <li>6. Consultation response received from City of London (Burnham Beeches).</li> <li>7. In the report reference was made to General Permitted Development Order 1995 this should read General Permitted Development Order 2015.</li> </ol> <p>The Committee accordingly</p> <p><b>RESOLVED</b> that the application be refused on the grounds of overdevelopment of the site that will appear over dominant from neighbouring properties due to the excessive height and number of buildings. Due to its length and narrow width the access is inadequate to serve this number of dwellings in a satisfactory</p>		

## Planning Committee - 26 October 2016

manner and the applicant has failed to demonstrate adequate provision for bin storage. As such the proposed development is contrary to the requirements of policy EP3 of the South Bucks District Local Plan (adopted March 1999).		
		<b>Decision</b>
<b>Plan Number:</b>	16/01418/FUL	P
<b>Applicant:</b>	Rouse New Homes Ltd (correction due to a typographical error from Rouse to Rouse)	
<b>Proposal:</b>	Redevelopment of site to provide one detached dwelling and one pair of semi-detached dwellings with associated access at land rear of Honey Cottage and The Brooms, Green Lane, Farnham Common	
Notes:		
<ol style="list-style-type: none"> <li>1. A site visit was undertaken by Members.</li> <li>2. Prior to consideration of the application, Richard Lewis and Adrian Green (on behalf of the objectors) and Kryzs Lipinski (on behalf of the applicant) addressed the meeting</li> <li>3. Six further letters of objection had been received, reiterating and expanding upon points already listed in the report.</li> <li>4. An additional letter had been received stating incorrectly labelled plans.</li> </ol>		
		<b>Decision</b>
<b>Plan Number:</b>	16/01460/FUL	P
<b>Applicant:</b>	Mr & Mrs G Franks	
<b>Proposal:</b>	Replacement dwelling (Amendment to planning permission 15/00898/FUL) at Friars Cottage, 38 Fulmer Road, Gerrards Cross, SL9 7EE	
Notes:		
<ol style="list-style-type: none"> <li>1. A site visit was undertaken by Members.</li> <li>2. Prior to consideration of the application, Robin and Beverley Halliday (on behalf of the objectors) and Gavin Franks (the applicant) addressed the meeting.</li> <li>3. It was clarified the reference made to objections by the Town Council on page 51 of the report had actually been withdrawn by the Town Council.</li> </ol>		
		<b>Decision</b>
<b>Plan Number:</b>	16/01500/FUL	P
<b>Applicant:</b>	Halamar Developments Ltd	
<b>Proposal:</b>	Replacement dwelling with attached garage at 45 St Huberts Close, Gerrards Cross, SL9 7EN	
Notes:		
<ol style="list-style-type: none"> <li>1. A site visit had been carried out by Members</li> <li>2. Prior to consideration of the application, John Fidler (on behalf of the objectors) and Robert Clarke (the agent) addressed the meeting.</li> <li>3. In condition 12 to replace '(General Permitted Development) Order, 1995' with '(General Permitted Development)(England) Order, 2015'.</li> <li>4. An additional informative - Materials submitted under condition 7 to include a red brick that is in-keeping with the character of the area.</li> <li>5. An additional informative - to include additional shutters to the first floor</li> </ol>		

front elevation of the dwelling in order to help achieve a finish that respects the character of the area.

At 6:10.pm, due to a clash of meetings, Cllr Lin Hazell left the meeting.

		<b>Decision</b>
<b>Plan Number:</b>	16/01517/FUL	D(PO)
<b>Applicant:</b>	Fusion Residential	
<b>Proposal:</b>	Detached building containing six apartments incorporating basement and roof accommodation, access ramp and associated landscaping. Single storey concierge/refuse building and alteration to front boundary wall/gates and width of vehicular access at Northfield, 40 Penn Road, Beaconsfield, HP9 2LT	
Notes:		
<ol style="list-style-type: none"> <li>1. A site visit was undertaken by Members.</li> <li>2. Prior to consideration of the application, Alison Wheelhouse (on behalf of the objectors) and Robert Clarke (the agent) addressed the meeting.</li> <li>3. Cllr. Lowen-Cooper declared a personal interest as she is an ex-employee of a school nearby, and her daughter now works at the same school.</li> </ol>		
<b>RESOLVED</b> that the application be deferred and authority to grant planning permission be delegated to the Head of Sustainable Development subject to the completion of a unilateral agreement relating to affordable housing contribution.		

**(B) COMMITTEE DECISION REQUIRED WITHOUT A SITE VISIT OR PUBLIC SPEAKING:-**

None.

**(C) COMMITTEE OBSERVATION REQUIRED ON APPLICATIONS TO OTHER AUTHORITIES:-**

None

**(D) APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY**

The Committee received for information a list of the applications dealt with under delegated authority by the Head of Sustainable Development.

**38. ENFORCEMENT NOTICE PROGRESS REPORT**

The Committee received for information a progress report which set out the up-to-date position relating to Enforcement Notices.

**RESOLVED** that the report be noted.

**39. PLANNING APPEALS AND SCHEDULE OF OUTSTANDING MATTERS**

The Committee received for information a progress report which set out the up-to-date position relating to Planning Public Inquiries, Hearings and Court Dates.

**RESOLVED** that the report be noted

40. **LAND AND BUILDINGS AT AL MUHASSAN MOSQUE (MOSQUE AL-MOHSIN), WINDMILL LANE, FULMER, BUCKS SL3 6HF**

The Committee received a report seeking authority to issue and service an Enforcement Notice/s in respect of land and buildings at Al Muhassan Mosque, Windmill Road, Fulmer.

The use of the site is subject to a Section 106 Agreement dated 21 December 1990 which restricts further development and extensions on the site. This agreement was varied on 17 July 1992 regarding alterations and extensions to the main building. It was understood that the main building on the site has operated as a Mosque since 2013 and not alleged that an unauthorised material change of use has taken place.

The Planning Enforcement investigation confirms that there are other developments on the site for which no planning approval exists. A site visit carried out by officers on 26 July 2016 noted the unauthorised developments of construction of a wooden building, paving and steps associated with the open-air prayer area, an outdoor exercise area including the laying of materials and the erection of exercise equipment and erection of fencing and walls.

After considering the report the Committee supported the proposal and

**RESOLVED** that an Enforcement Notice/s relating to the unauthorised development comprising the erection of an outbuilding and associated covered walkway (number 1 on the plan) the erection of further outbuildings (numbers 2 and 3 on the plan), the creation of the open-air prayer area (number 4 of the plan), an outdoor exercise area (number 5 on the plan) and the erection of fencing and walls be issued and served pursuant to Section 172 of the Town and Country Planning Act 1990 regarding the breaches of planning control on land at Al Muhassan Mosque, Windmill Road, Fulmer, SL3 6HF for reasons as set out in the report.

41. **SOUTH END COTTAGE, MIDDLE GREEN, WEXHAM, SL3 6BS**

The Committee received a report seeking authority to issue and serve Planning Enforcement Notice/s in respect of the unauthorised erection of buildings/structures and use of land and buildings as a mixed residential/storage use at South End Cottage, Middle Green. Authority was also sought to issue and serve a section 215 Notice relating to the whole of the Site.

The site was formerly occupied by a single dwelling house, now demolished. Planning approval was granted for a replacement dwelling with basement. This required certain specified outbuildings on the site to be removed prior to commencement of development. Members were advised that the demolition of the original dwelling house is sufficient to be considered implementation of the planning permission.

After a site visit it was noted that a summerhouse was being used as a single dwelling house, for which no planning permission exists. This building should have been demolished prior to commencement of development. The tool store part of the Workshop appears to have been demolished. There are two open sided structures which have been erected in breach of planning control and which are being used to store vehicles, vehicle parts and equipment.

There is a scaffold structure on site, which is not facilitating any building works, but being used to store building materials. In addition there are 11 shipping containers on site being used for the storage of motor vehicles parts, tools and equipment and numerous motors vehicles on site including large numbers of vehicle chassis, axels, motors and gear boxes, vehicle body parts, trims, tail gates and plastic pipes and ducts from motor engines.

Members noted that no building work was currently being carried out and given the substantial quantity of stored materials on site there was no room to build the new dwelling.

After considering the report the Committee supported the proposal and

**RESOLVED** that

1. an Enforcement Notice/s is/are issued and served in relation to the unauthorised developments at South End Cottage, on such terms and for the reasons as may be considered appropriate by the Head of Sustainable Development in consultation with the Head of Legal and Democratic Services. In the event of non-compliance with the Notice, authority be delegated to the Head of Sustainable Development/Head of Legal and Democratic Services to instigate legal proceedings and/or direct action to secure compliance with the Notice.
2. A s215 Notice is issues and served pursuant to Section 215 of the Town and Country Planning Act 1990 in relation to South End Cottage regarding the adverse effect on the amenity of the area, on such terms and for the reasons as may be considered appropriate by the Head of Sustainable Development in consultation with the Head of Legal and Democratic Services. In the event of non-compliance with the Notice, authority be delegated to the Head of Sustainable Development/Head of Legal and Democratic Services to instigate legal proceedings and/or direct action to secure compliance with the Notice.

**42. URGENT BUSINESS**

The Chairman agreed to take the following item as a matter of urgency.

**Revocation of Hazardous Substance Consents – Gasholder, Mill Lane, Taplow.**

At its meeting of 3 August 2016 the Committee received a report concerning a request to pursue a revocation order of a Hazardous Substances Consent issued in relation to the storage of natural gas at the Maidenhead Gasholder Station, Mill Lane, Taplow.

The report detailed that the consent was originally granted when the gasholder was situated on the Mill Lane site in May 2000. As the gasholder has now been demolished, a revocation of the Hazardous Substances Consent was being sought in order that the restrictions on development can be lifted under consent number 00/00001/HS. .

However it has come to light that there are at least 2 other consent reference numbers that relate to this site. This matter needs to be resolved urgently because it prevents the sale and occupation of a number of dwellings on the site and this could affect the financial viability of the scheme, which could impact the ability to make the affordable housing provision and contribution and the financial contribution to education and police services as well as the ability of the developer to finance the public footbridge they are providing at the Council's

request. Therefore it was requested that 'Members agree the revocation of the Hazardous Substance Consents "for the site' rather than specifying any reference numbers.

**RESOLVED** that a Revocation Order be made (and confirmation sought) in relation to a Hazardous Substances Consents for the site in relation to the storage of no more than 23.41 tonnes of natural gas at the Maidenhead Gasholder Station, Mill Lane, Taplow pursuant to Section 14(1) of the Planning (Hazardous Substances) Act 1990 for the reasons set out above.

The meeting terminated at 6.53 pm

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**BUCKS HEALTH AND ADULT CARE SELECT COMMITTEE,****Update June 2016****1. Co-responder arrangements with the Fire Service**

A co-responder partnership between the Fire Service and the Ambulance service is being developed with the aim of supporting the Ambulance service at the most serious incidents it has to deal with, frequently road traffic accidents. A pilot working arrangement is being undertaken in one area. The initiative is very much supported by the staff and a training programme will be put in place, with volunteers being recruited for the pilot.

A wider trial is planned for the end of the year. The equipment carried on the fire engines will be updated to ambulance standards.

**2. Systems resilience group**

Such groups are being set up across the whole country and comprise representatives of all the different NHS and social care partners involved in the delivery of urgent care. The group monitors delivery against standards such as A&E performance, referral to treatment times, cancer waiting times, delayed transfer of care etc and assesses pressures on the systems such as winter pressures. There has also been a large increase in emergency admissions in Bucks over recent years. The Group is chaired by the Clinical Commissioning Director for Urgent Care from Chiltern CCG. The group is looking at improving urgent care and collaborative working.

There are funds available for whole system resilience including winter pressures. There is close co-operation between the Bucks and East Berks groups re Wexham Park Hospital and a proportion of the East Berks funding is allocated to Wexham to specifically service Bucks patients.

**3. Bucks adult safeguarding peer review**

This identified a number of strengths including effectiveness, staff training and good service user and carer responses. There is a need to improve communication and the co-ordination of different teams.

An action plan is being implemented, with a new permanent Head of Safeguarding being recruited.

Wendy Matthews  
June 2016

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**BUCKS HEALTH AND ADULT CARE SELECT COMMITTEE,**

**Update September 2016**

**1. Community pharmacy funding.**

The cut that was being imposed by the Dept of Health, which would have resulted in the loss of some smaller pharmacies with a consequent loss of service to the communities they serve, has been withdrawn.

**2. Maternity services at Wexham Park Hospital**

New facilities are being built and additional funding is being provided. A community hub model of provision is being considered. A staff retention programme is in place and the unit is almost fully staffed, unlike other many other units elsewhere. Bucks HCT community mid-wives are attached to each surgery who take care of pre- and post natal care, with patients being handed over to the hospital for the birth.

**3. CCG update**

Moving forward Chiltern and Aylesbury Vale CCGs are working closely together, with a view to merging. Louise Patten from Aylesbury is now leading the executive team for both CCGs and Dr Raj Bajwa has been appointed as the new Clinical Chair for Chiltern.

A joint AGM is being held on 15<sup>th</sup> September at Aylesbury.

**4. Vascular services**

A clear pathway for delivery of vascular services has been developed with all parts of the service provision fully on board. Most stroke/vascular services will be provided at Wycombe Hospital. Non- urgent specialist complex surgery will be carried out at the John Radcliffe Hospital in Oxford. Frimley and Harefield hospitals are still options available if patients wish to go to these.

Wendy Matthews  
September 2016

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**BUCKS HEALTH AND ADULT CARE SELECT COMMITTEE,**

**Update October 2016**

**1. Community pharmacy funding.**

The cut that was being imposed by the Dept of Health, which would have resulted in the loss of some smaller pharmacies with a consequent loss of service to the communities they serve, has now been confirmed.

**2. Over 75s Initiative**

This is a recent initiative by the clinical commissioning groups (CCGs) to focus on the needs of this age group of patients. This has had positive results in reducing the need for GP or hospital attendances.

**3. Bucks Health and Care Plan System**

The Government has asked all CCGs to speed up the implementation of their 5 year plans. As widely discussed, these set out a shift of focus of care from treatment to prevention. A funding gap is still apparent of around £200m over the next 5 years. A plan is being developed to address this and a survey of their estates is one part of this. There were questions raised about the cost of the various PFI schemes involved.

**4. Locality Working**

7 localities have been set up across Bucks. South Bucks is mainly within the Southern Locality, centred around Burham, Iver and Denham. Work is currently being carried out to map the needs in this area and integrated locality teams are being set up. It is envisaged that GP practices will be the hosts for community hubs and services. There will be a mechanism for self-referral to the community hubs. It is anticipated that this scheme will be in place in the next 6 months and there will be stakeholder/public meetings in the local area.

Wendy Matthews  
October 2016

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Report of The Meeting on 28<sup>th</sup> September 2016 of the Bucks Healthcare Trust

I attended this meeting which started with the Chief Executive's Report. It was expected that National Planning Guidance Concerning contracts for a 2 year period would be signed before Christmas. Clear measures were being taken and a committee was checking that they were keeping to National Guidance and maintaining National Standards. He also reported that the Chief Nurse had been appointed to the National Steering Group.

A report was received which updated the board on the Trust's Operating Plan. The future was challenging with 600 stroke patients from Wexham Park Hospital coming into the Trust and all acute strokes from Wexham Park being treated at High Wycombe from 2017. A & E performance a recovery plan was in progress but they would be facing winter pressures.

Following on from this was the Operational Performance report which set out a strategy for working with local authority partners such as Bucks County Council and other partners in a Health and Wellbeing Board which would deal with responsibilities to the public at large. It was indicated that cuts in grants to local authorities could affect public health.

The Operational Performance was then received which showed the areas where performance had either improved or deteriorated during the last financial year, they had been between 1 & 2% below target.

We then heard about improvements in the Outpatients Service Provision. Now on all referrals' the notes from the GPs were scanned into the Trust's computer system which was being modernised.

On the patient's Story a team from the Spinal unit at Stoke Mandeville gave a presentation. They described the history of the unit which is the only one of its nature in the Country. The ward called St Francis Ward has 9 beds and operates 24/7. It delivers safe and compassionate care to a range of ages and stages of Spinal Cord Injury rehabilitation and they have a current active case load of 135 Children and young people.

On infection Control there had been 7 cases of c difficile in August and over 5 months there had been 19 cases of which 15 were new and unrelated and one had spread from another patient. There had been 4 cases of MRSA in which 2 had been brought in from outside and 23 cases of E Coli. It was noted that no infections had resulted from surgery.

We then had a presentation by the Medical director on GIRFT i.e. getting it right the first time. She said that the NHS does not have enough money to cover all that it offers and referred to the Carter Report which created a model hospital that illustrated where savings

could be made that could be put into practise in the Trust.

The meeting received the Quality report. This showed that the mortality rate was below the expected range and the Crude mortality rate remained stable with a downward trend. With regard to falls there had been a 10% reduction in September compared with the same month in 2015. The Quality Committee had received 14 excellence reports.

From the Safe Staffing report it was recommended that there should be annual reviews of establishments across several areas, they should participate in piloting the National Associate Role and to redesign the roles across the community services using key members of the multidisciplinary team to make up fundamental workforce delivering care to patients.

With the Financial Report a deficit plan had been produced and while agency spends had improved there were still many risks. A cash repayment plan to the NHS had been successfully renegotiated and this had made it more affordable but there was the continued problem of more demand and not enough money to meet it

The Workforce Report was received. On recruitment of nurses there was now a 7% vacancy rate but by March 2017 this should be reduced to 6%. The achievement of this has been delayed because owing to bureaucracy involved in engaging nurses from overseas. 87% of the non-medical appraisals had been carried out with the National norm being 92%.

David Pepler

17<sup>th</sup> October 2016



<b>SUBJECT:</b>	<b>DEMOCRATIC &amp; ELECTORAL SERVICES SHARED SERVICE REVIEW</b>
<b>REPORT OF:</b>	<i>Portfolio Holder for Resources – Councillor Trevor Egleton</i>
<b>RESPONSIBLE OFFICER</b>	<i>Director of Resources – Jim Burness</i>
<b>REPORT AUTHOR</b>	<i>Head of Legal and Democratic Services - Joanna Swift, <a href="mailto:joanna.swift@southbucks.gov.uk">joanna.swift@southbucks.gov.uk</a></i>
<b>WARD/S AFFECTED</b>	<i>Not applicable</i>

### 1. Purpose of Report

To consider the recommendations arising from the Democratic & Electoral services shared service review.

#### RECOMMENDATIONS

- 1. That the case for a Shared Democratic & Electoral Service is proven, and that both Councils should proceed to establish a Shared Democratic & Electoral Service.**
- 2. That subject to consultation with staff and a formal agreement between the Councils, the services of staff in South Bucks District Council's Democratic and Electoral Service be put at the disposal of Chiltern District Council under Section 113 of the Local Government Act 1972 so they can work across the two local authority areas.**
- 3. That the Acting Chief Executive in consultation with the Cabinet Leader and the Head of Legal and Democratic Services be authorised to finalise the terms of any legal documentation required to give effect to recommendation 2 above.**

### 2. Content of Report

At a meeting on 2 August 2016, the Chiltern and South Bucks Joint Committee considered the Business Case for the Democratic & Electoral shared service. The Business Case is attached as a Private Appendix (1).

The Joint Committee endorsed all of the recommendations in the report.

Following legal advice and in order to be consistent with the previous approach used for shared service reviews, Full Council are asked to formally adopt the recommendations shown above. These recommendations were agreed by the Full Council at Chiltern District Council on 20 September.

### 3. Links to Council Policy Objectives

The efficient implementation of joint services reviews is linked to the Council's Key Aims and Objectives.

<b>Background Papers:</b>	None, other than those referred to in this report.
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