



Council

Wednesday, 14 November 2018 at 6.00 pm

Council Chamber - Capswood, Oxford Road, Denham

MINUTES SUPPLEMENT A G E N D A

Item

7. Committee Recommendations (*Pages 3 - 56*)

There are recommendations from the Licensing Committee on 26 September 2018 and Planning Committee on 10 October 2018 which were also considered by Cabinet and these reports are itemised under item 8 (item 8.1 relating to Planning Committee and item 8.2 relating to Licensing Committee.)

There are no further recommendations from the following Committees of the Council, Members are therefore asked to note that the following meetings have taken place since the last Council meeting, and that the Minutes are available to view in the supplement Minute set.

1. Audit and Standards – 23 July & 27 September 2018
2. Cabinet – 17 October 2018
3. Governance & Electoral Arrangements – 29 October 2018
4. Joint Staffing Committee – 18 July 2018
5. Licensing Committee – 26 September 2018
6. Overview and Scrutiny Committee – 8 October 2018
7. Planning Committee – 15 August, 10 October, 7 November 2018 (to follow)

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

Membership: Council

Councillors: Dr W Matthews (Chairman)
D Pepler (Vice-Chairman)
D Anthony
R Bagge
P Bastiman
M Bezzant
M Bradford
S Chhokar
D Dhillon
T Egleton
B Gibbs
P Griffin
B Harding
L Hazell
P Hogan
G Hollis
J Jordan
P Kelly
M Lewis
J Lowen-Cooper
N Naylor
J Read
R Reed
G Sandy
R Sangster
D Saunders
D Smith
L Sullivan

Date of next meeting – Wednesday, 27 February 2019

Audio/Visual Recording of Meetings

This meeting might be filmed, photographed, audio-recorded or reported by a party other than the 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 Democratic Services. Members of the press please contact the Communications Team.

If you would like this document in large print or an alternative format, please contact 01895 837236; email

democraticservices@southbucks.gov.uk

AUDIT AND STANDARDS COMMITTEE (SBDC)

Meeting - 23 July 2018

Present: D Anthony (Chairman)
L Hazell

Apologies for absence: P Griffin, P Hogan, G Hollis and R Sangster

58. MINUTES

The minutes of the Audit and Standards Committee held on 15 March and 26 May 2018 were approved and signed by the Chairman as a correct record.

59. DECLARATIONS OF INTEREST

There were no declarations of interest.

60. PRESENTATION - PRUDENTIAL CODE BRIEFING

Members received a briefing on the Prudential Code which was included in the agenda pack. The briefing sought to make Members aware of the code and to provide an overview of its contents.

During the presentation the Director of Resources highlighted the following issues:-

- The key elements of the prudential code were the capital strategy and the treasury management strategy and its relevance to major capital projects.
- The objectives of the Prudential Code were to provide a framework for local authority capital finance and treasury management that would ensure for individual local authorities that capital expenditure and investment plans were affordable and all external borrowing and other long term liabilities were within prudent and sustainable levels. Treasury management and other investment decisions should be taken in accordance with professional good practice.
- Prudential indicators were designed to demonstrate the impact of investment decisions on the Council's future financial position and were forward looking.
- Key indicators for the Council would be the ratio of financing costs to net revenue stream, which indicates the affordability of debt. Estimated capital expenditure and estimated capital financing requirements would be the key indicators for prudence.
- The role of Members was to understand the Capital Strategy and the Treasury Management Strategy so they could effectively scrutinise them and be

satisfied they reflected their overarching aims. The Capital Strategy must be clear and easy to understand. In particular if commercial investments form part of the strategies Members must understand the risks and how they would be managed. The Council has a number of large scale projects such as the Gerrards Cross Police Station and car park.

- There was no external debt yet but this could change.
- Statutory advice would be given by the Section 151 officer.
- With the Treasury Management Strategy higher returns brought higher risks and reduced liquidity. This would be approved by Members at the February Council.

A Member commented that they understood the risks and were happy with the information they received from officers to make informed decisions. However, with bigger decisions such as setting up Consilio it was important that Members understood the impact of these decisions and were able to probe deeper so that they could make an informed decision in an open and transparent way. The Director of Resources reported that the business case should include a financial analysis on the return on investment over a certain time period and this had been shown for the car park and police station project so Members could make a judgement that the return on investment was acceptable which could also include non-financial benefits.

Another Member commented that it was important to look at value for money on a case by case basis and there was a range of different criteria to look at for investment decisions which should meet an agreed standard. The Director of Resources used Consilio as an example which was an investment vehicle and it was useful to have some kind of benchmark and what the Council would expect to see before they financed a particular investment. The Council would look at each individual project on its own merit.

Reference was made to figures changing in projects during the course of the decision making process which made it difficult to make an informed decision. The Director of Resources commented that figures would change whilst it was a draft business case but there would be certainty before the final business case was accepted.

In terms of the contractual basis of loans the prudential indicators would come into play with a financial analysis as part of the final business case, being undertaken to understand the impact on capital financing and the capital expenditure ratio and the cost of borrowing. A further question was asked about restrictive covenants. The Director of Resources reported that the Council was investing in property not just buildings and the Council had to be satisfied that the investment and risks could be managed appropriately. The Section 151 Officer would advise Members that he was satisfied that the risks to the Council were acceptable.

61. SOCIAL MEDIA POLICY

The Committee considered a report which set out the proposed social media policy for Members. It was advised that the purpose of the policy was to encourage Members to use social media effectively, whilst also highlighting the associated risks and personal responsibilities. A social media guide was included with the policy, and it was noted that training would also be offered to Members who wished to learn more.

The Senior Communications Officer reported that this policy should be used at work and also at home and it set out the principles which Members were expected to follow when using social media and their expected code of conduct, when online. All Members had been offered training which included a presentation from the Leader of Sevenoaks Council who was an expert in this area. The policy also included information on corporate style and made Members aware of the risks of using social media and the law relating to it. However, Members were encouraged to use and recognise the benefit of social media.

The Head of Legal and Democratic Services informed Members that Chiltern District Council has asked that a reference to the General Data Protection Regulations (GDPR) should be included in the policy. Members were happy that this be included.

A Member asked whether they needed permission to speak to the press. The Senior Communications Officer commented that the Member needed to be clear whether they were expressing the Council's view, which would need to be agreed through the Communications Team, or their own individual view which could be given freely with regard to the Code of Conduct. The Communications Team were available to provide advice. Reference was made to being particularly careful about Twitter as the media used this as a key information source.

RESOLVED

1. That a social media policy for Members as set out in Appendix A of the report be agreed, and the final wording be delegated to the Chief Executive for approval in consultation with the Chairman.
2. That the social media guidance contained in Appendix B of the report be approved.

62. REVIEW OF PROTOCOL ON THE ROLE OF THE INDEPENDENT PERSON

Members received a report which set out the proposed amendments to the Protocol on the Role of the Independent Person, which could be seen at Appendix 1 of the agenda pack. The Committee were informed that the key amendments related to clarification of the role including when the Independent Person's view would be sought and the process through which Members could request the advice of the Independent Person. The requirement for the Monitoring Officer to meet quarterly

with the Independent Person would be replaced with meetings being held at least annually.

The Head of Legal and Democratic Services reported that one of the Independent Persons had reviewed the report and had no additional comments. Since the protocol had been adopted in 2013 it had been updated once. The Council's complaints procedure provides for the Monitoring Officer to consult with the Independent Persons at Stage 2 before deciding whether a complaint should be referred for investigation. Members noted that the amended protocol removed the requirement for IPs to complete a register of interest as they were no longer co-opted Members of the Council. However, they would still need to disclose any potential conflicts of interest in matters they were consulted on. Subject to a typographical amendment it was:-

RESOLVED that the updated Protocol attached at Appendix 1 of the report be approved.

63. **COMPLAINTS MONITORING REPORT**

The Committee received a report which detailed the complaints monitoring information for 2017/18. The Head of Legal and Democratic Services reported that historically the number of formal complaints in South Bucks District Council has been low. However, there had been an increasing number of complaints about SBDC councillors in the last 2 financial years, together with an increase in complaints against parish councillors in the last financial year. Members were informed that 7 of the complaints (4 against SBDC councillors and 3 against town/parish councillors) were from the same complainant and 4 related to the consideration of the same planning application. If these complaints were not included there were only 2 separate complaints. The total for 2016/17 should say 4 not 1.

In terms of complaint handling one complaint about a town/parish councillor was rejected at the initial assessment and the remaining 8 were considered by the Monitoring Officer at Stage 2. One of the complaints had been referred for investigation, which was ongoing and no further action taken on the other 7. No specific action in relation to standards issues was recommended but member training was on the Committee's Work Programme for consideration later in the year.

RESOLVED that the complaints monitoring information for 2017/18 be noted.

64. **CASELAW UPDATE - HARVEY V LEDBURY TOWN COUNCIL**

A report was presented which provided Members with information about a recent High Court judgement concerning the lawfulness of sanctions imposed by a Town Council in Herefordshire against a councillor following a complaint about her conduct. Members were was advised that the judgement meant that complaints

relating to a breach of the Code of Conduct by Parish/Town councillors need to be referred to the Monitoring Officer of the principal Council in accordance with the Member Complaints Procedure, rather than being dealt with internally by the Parish/Town Council. The National Association of Local Councils was looking at this case and would provide further advice to town and parish councils.

RESOLVED that the report be noted.

65. **CHANGES TO CONTRACT PROCEDURE RULES**

The Committee received a report which set out the proposed changes to the Council's Contracts Procedure Rules, which could be seen at Appendix A of the agenda pack.

Members were informed that the proposed increase to spend thresholds would reduce the time and effort needed to undertake the procurement process. However, it was noted that a balance needed to be struck between building relationships with trusted contractors and ensuring best value.

Chiltern District Council Audit and Standards Committee had agreed that the threshold should be raised to £10,000 to reduce the additional work required for officers in obtaining multiple quotes. CDC Members felt that the threshold should not exceed £10,000 and should be reviewed after two years. In relation to the proposed new section covering bonds, CDC agreed that bonds should be considered for contracts over £50,000 and that the decision whether a Bond was required be delegated to the contract owner and a consulting officer.

A Member commented that they would have increased the threshold to £15,000 but that for clarity the Contract Procedural Rules should be the same for both Councils.

RECOMMENDED TO FULL COUNCIL that the revised Contracts Procedure Rules contained in Appendix A of the report be approved subject to the below amendments:

- 1. The spend threshold for a single quote be set at £10,000**
- 2. A bond be considered for contracts over £50,000, to be considered by the Contract Owner and a consulting officer**

66. **INTERNAL AUDIT - INTERIM PROGRESS REPORT**

The Committee received the Internal Audit progress report from TIAA which showed the details of audits finalised since the previous meeting. The changes to the 18/19 Plan were highlighted at Section 6 of the report.

In terms of the Joint Data Protection and Confidentiality Policy, reviews of these documents had been delayed but were now being addressed by members of the Business Support Team who would review and publish updated versions.

RESOLVED that the report be noted.

67. **INTERNAL AUDIT - FOLLOW UP**

Members considered the follow up review of 2017/18 Internal Audit reports from TIAA, which had been carried out in May and June 2018. The report showed 37 recommendations which had been implemented and highlighted areas where target dates had been revised due to operational reasons. These recommendations would be periodically monitored during 2018/19 as they reach their intended implementation dates.

RESOLVED that the report be noted.

68. **ANNUAL STATEMENT OF ACCOUNTS**

Members received a report which presented the Statement of Accounts for 2017/18, which could be seen at Appendix 1 of the agenda pack. The date for finalising the accounts had changed from 30 September to 31 July and Members congratulated officers for meeting this new deadline.

The first section in the report provided information on the costs of the Council's different operations, net of specific grants and income from fees and charges, to give the net cost of services of £10,411,000. The second section comprised items of income and expenditure relation to the Council as a whole i.e. not service specific – primarily the Parish Precepts of £2,241,000. The third section shows Financing and Investment Income and Expenditure and the fourth section - income from local taxation and general government grants, including Council Tax of £7,240,000.

The Principal Accountant went through the statement on page 172 of the agenda pack which showed the movement in the year of the different reserves held by the Authority, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and other reserves. Key points raised were as follows:

- The General Fund Balance decreased by £539,000 to £2,400,000. This was mainly due to adjustments relating to retained income from Non-Domestic Rates.
- Earmarked reserves decreased by £1,387,000 to £5,241,000. This was mainly due to use of reserves to finance new capital expenditure.
- The Authority's Capital Receipts Reserve decreased by £497,000 to £359,000. This was because receipts were used to fund the capital investment programme.

The key movement in the Council's unusable reserves were as follows:

- The Pensions deficit decreased by £1,255,000. The accumulated estimated pension fund deficit now stood at £30,229,000.
- The Revaluation Reserve balance decreased by £791,000 due to revaluation of the Authority's Property, Plant and Equipment.

There had been a difference in the estimated value and the actual value of the Buckinghamshire Pension Fund, of which the Council's share was £531,000. This amount was considered immaterial in the context of the overall Accounts and was not adjusted for.

Members welcomed the growth in business rates. A Member asked a question in relation to page 165 of the agenda pack in relation to non-domestic rates and the collection fund. The Principal Accountant commented that the accounting for business rates was complex and the amount taken to the general fund was set before the year commenced and this was adjusted for later in the accounts.

A Member asked what accountability there was for Portfolio Holders to balance their budget as some of the budgets had been overspent by a small amount. The Principal Accountant reported that reasons were given for any budget variance and this could be related to non-controllable costs. An example was given for homelessness which was a statutory duty that had to be fulfilled with limited ability to manage numbers. This had been overspend by £0.25 million. Homelessness had been identified as a financial risk. The Director of Resources reported that the Council was looking at areas to expand the supply of affordable housing and using sites such as Bath Road to use as temporary accommodation. The new Homelessness Prevention Act had added pressure on council resources.

RESOLVED that the final 2017/18 Statement of Accounts be approved by the Audit and Standards Committee and signed by the Chairman in accordance with the Accounts and Audit Regulations.

69. **ANNUAL GOVERNANCE STATEMENT**

The Committee received a report which requested that Members review the Authority's Governance Framework and approve the Annual Governance Statement for 2017/18. Members were taken through the key sources of assurance and it was agreed that these were satisfactory.

The Head of Finance reported that essentially for there to be good corporate governance there needs to be clear corporate objectives supported by four effective frameworks covering governance, Performance Management, Risk Management and Policies & Procedures and in order to assess the arrangements it is helpful to draw on

five sources of assurance namely – Management Review, Statutory Officer Review, Internal Audit, External Audit and Other Reviews.

The main Governance and control issues were detailed in section 6 of the Annual Governance Statement (Appendix 4) and it was suggested that there were no other significant issues to add. Members noted that Business Continuity Plans would continue to be developed.

RESOLVED that the Annual Governance Statement be approved.

70. **EXTERNAL AUDIT ANNUAL RESULTS REPORT**

Members considered the Annual Results Report from external auditors Ernst & Young (EY). An updated report was circulated to the Committee at the start of the meeting, which reflected the difference in the valuation of the Pension Fund. The External Auditors reported that the method of calculating the future pension liabilities were complex. The Actuary had estimated the value of the Fund at the year end and this estimated figure had been included in the Accounts. Since then there had been volatility in the stock market so the actual value of the fund differed to this estimate. There was no cause for concern as although the estimated figure was different to the actual figure the amount was not material in the context of the overall accounts and therefore an unqualified opinion could be given.

A Member expressed concern about the difference in figures of £531k and the impact on the Pension Fund for Buckinghamshire overall. The deficit overall was small in comparison with the total cost of the Pension Fund and showed the position of the Fund at a point in time.

The External Auditors reported that there had been no changes to their fees. The Chairman thanked the finance and audit team for their hard work in meeting the earlier deadline for preparation of the accounts and representatives from EY thanked officers for their assistance.

RESOLVED that the report be noted.

71. **EXTERNAL AUDIT LETTER TO THOSE CHARGED WITH GOVERNANCE**

Members considered the proposed response to the External Auditor's letter requesting information on how the Committee gained assurance from management. A Member asked whether Portfolio Holders agreed this document. The Head of Finance reported that this Committee had the delegated authority to agree the proposed response. The Annual Governance Statement was signed off by the Leader of the Council.

RESOLVED that the proposed response to the External Auditor's letter at Appendix 2 be agreed.

72. **EXTERNAL AUDIT 1819 FEE LETTER**

The annual fee letter from external auditors EY was presented to the Committee. It was noted that, due to the Council's participation in the national Public Sector Audit Appointments scheme, the audit fee for 2018/19 would be 23% lower than the previous year.

RESOLVED that the External Audit Fee Letter for 2018/19 be noted.

73. **PURCHASE CARD EXPENDITURE ANALYSIS**

The Committee received a report which showed a breakdown of the procurement card spend for 2017/18.

RESOLVED that the report be noted.

74. **AUDIT WORK PROGRAMME**

The Committee received the Audit Work Programme.

RESOLVED that the Audit Work Programme be agreed.

75. **STANDARDS WORK PROGRAMME**

The Committee received the Standards Work Programme.

RESOLVED that the Standards Work Programme be agreed.

The meeting terminated at 7.52 pm

This page is intentionally left blank

AUDIT AND STANDARDS COMMITTEE

Meeting - 27 September 2018

Present: D Anthony (Chairman)
G Hollis and R Sangster

Apologies
for absence: Councillors P Griffin, L Hazell, P Hogan and
Independent Persons; Mr Dobson and Mr Hopkins

76. MINUTES

The Minutes of the Audit and Standards Committee held on 23 July 2018 were approved and signed by the Chairman as a correct record.

77. DECLARATIONS OF INTEREST

There were no declarations of interest.

78. ANNUAL REVIEW OF CODE OF CONDUCT AND COMPLAINTS PROCEDURE

The meeting was informed that the Independent Persons had received a copy of this report and Mr Dobson confirmed that he had no comments.

The proposed addition to paragraph 6 on Disclosure of personal interests was added to clarify the situation for Members. It was a reminder that having disclosed a personal interest, the Member was still entitled to speak and vote on an item of business.

The Complaints Procedure had been recently reviewed and there were no further changes recommended at this time. The Committee were informed that one complaint had been investigated and details of that would be reported to a future meeting. It was asked whether there had been an increase in the number of complaints and the monitoring officer confirmed that there had been an increase in 2017/18 but this was largely due to multiple complaints from one complainant.

There was a query regarding prejudicial interests on page 22; that Members do not have a prejudicial interest in any business of the Council where that business relates to the functions of the Council in respect of all allowance, payment or indemnity given to Members. It was confirmed that this exemption was required because Members had to vote on their own allowances.

RESOLVED

1. That Council be recommended to agree an addition to Paragraph 6 of the

code of conduct to clarify that a Member who declares a personal interest is still entitled to speak and vote on the item of business as shown at Appendix 1.

2. That the arrangements for dealing with complaints remain fit for purpose.

79. COMMITTEE ON STANDARDS IN PUBLIC LIFE ANNUAL REPORT

The Committee for Standards in Public Life (CSPL) have published their Annual Report and Watching Brief for 2018-19. They have undertaken a review of local government standards and a consultation was undertaken in January. The results of this review were expected in December 2018 and would be reported to a future meeting of the Committee. The Watching Brief included good governance in academies and the National Health Service and therefore it was not expected that local government would be the main focus.

RESOLVED that the report be noted.

80. STANDARDS WORK PROGRAMME

The Committee received the Standards Work Programme.

RESOLVED that the Standards Work Programme be agreed.

81. INTERIM PROGRESS REPORT ON INTERNAL AUDIT

Chris Harris from TIAA Internal Auditors advised that 4 audits had been completed and none of these had priority 1 or 2 recommendations (Appendix A). Good progress had been made against the 2018-19 Annual Plan. With regard to point 7; "we have not been advised of any frauds or irregularities", the Committee questioned this point but it was advised that this was a standard phrase which was usually used unless fraud had been found.

The Committee asked for an update on the housing situation. It was advised that processes had been tightened up to ensure that claimants were in receipt of housing benefit or universal credit. The number of families in bed and breakfast accommodation had halved due to the increased success in finding suitable private tenancies which were more cost effective. The demand for help with homelessness had not changed however.

RESOLVED that the report be noted.

82. FRAUD AND CORRUPTION ANNUAL REPORT

The Committee were advised of the Anti-Fraud activity undertaken in 2017/18. The main area of work had been benefit fraud. Checks had also been made to ensure that bed and breakfast places paid for had been taken up. A review of the single person discount claimed had also been checked as many claimants forget to inform the Council when their circumstances changed. Electoral roll data had been used to help with the investigation.

In 2017/18 there had been 40 cases of benefit fraud referred by South Bucks DC to the DWP's Single Fraud Investigation Service. It was noted in the table that 10 of these cases had been investigated. One of these cases was referred for potential prosecution and it was confirmed that the DWP would prosecute not SBDC.

The Corporate Fraud Audit Plan for 2018/19 included anti-fraud workshops for managers, to develop anti-fraud work across the Revenues service and training on the Regulation of Investigative Powers Act (RIPA).

RESOLVED that the report be noted.

83. **COMPARISON OF ASSURANCE LEVELS**

Chris Harris was pleased to advise that the trends had been fairly static with no deterioration in assurance levels. The assurance levels were generally "substantial" or "reasonable" with the exception of Waste Services – Health and Safety. Risk Management was not included but this was on the programme for the coming year.

With Waste Service concerns relating to Chiltern DC, Chris Harris was able to confirm that all their recommendations had been acted upon and they were pleased that this had now been done.

RESOLVED that the report be noted.

84. **APPROVAL OF FARNHAM CHARITABLE TRUST ACCOUNTS**

The Farnham Charitable Trust Accounts were presented for approval. The main figures were highlighted in the table on page 101. The Actual Outturn for 2017/18 was a £219k loss and this was £129k higher than budgeted. The main elements of the deficit arose from costs of the Playing Fields, and the loss of income for the golf operation due to exceptionally bad weather in the second half of the year.

The Golf Club budgeted to make a small profit but had been significantly affected by the weather. There also had been additional staffing costs for staff moving on to SBDC terms and conditions and meeting legal obligations in terms of equal pay and the minimum wage.

There were reserves of £1.4 million in the Endowment Fund but use of these funds was restricted. Funds to redevelop the Club House had been secured from Sport England in 2014 and other funds had been raised following the sale of cottages in 1998/99.

The Committee noted that there was a commitment to provide leisure facilities in this location but were concerned that the level of losses each year and that these seem to be increasing. They questioned whether the new Club House should have been built considering the level of use. It was acknowledged that plans to improve the financial position of the golf operation and make it more financially sustainable had been previously acted upon, but this would not have made any impact on the costs of the playing fields which had lacked investment for many years. The Committee were in agreement that more radical

solutions needed to be considered as the current situation, especially in respect of the playing fields cannot continue indefinitely.

Philip Moretti and Philip Mullis of Wilkins Kennedy Audit Services attended the meeting and it was confirmed that the Audit Committee would be able to agree the figures as presented. It was noted that some assets have been fully depreciated but were still in use therefore the Trust should review the useful lives assigned to assets. There was also a bad debt provided for but credit control processes were improving.

It was noted that the income budgets set had been consistently missed and it was asked if these could be better estimated. However it was accepted that this is difficult for income significantly affected by weather.

It was asked whether the Council had to back the accounts and Wilkins Kennedy confirmed that the accounts could only be signed off with the support of the major creditor (SBDC).

The Audit Committee expressed concern at the use of unrestricted funds and requested that it be referred to the Overview & Scrutiny Committee to consider the Farnham Park situation. Councillor G Hollis was prepared to speak at that Committee to represent the Audit Committee.

RESOLVED

1. To approve the 2017/18 accounts
2. To request further consideration by the Overview & Scrutiny Committee of the future of the services provided at Farnham Park.

85. AUDIT COMMITTEE WORK PROGRAMME

The Committee received the Audit Committee Work Programme.

RESOLVED that the Audit Work Programme be agreed.

The meeting terminated at 6.56 pm

GOVERNANCE AND ELECTORAL ARRANGEMENTS COMMITTEE

Meeting - 29 October 2018

Present: P Hogan (Chairman)
Dr W Matthews, D Anthony, D Pepler and D Smith

Apologies for
absence: J Lowen-Cooper

29. DECLARATIONS OF INTEREST

No interests were declared.

30. MINUTES

The minutes of the Governance and Electoral Arrangements Committee held on 26 June 2018 were approved and signed by the Chairman as a correct record.

31. TO CONSIDER THE FIRST CONSULTATION RESPONSES ON THE COMMUNITY GOVERNANCE REVIEW

At the previous meeting the Committee agreed to conduct a Community Governance Review for Denham, Stoke Poges and Farnham Royal parish councils. This followed requests received from those parish councils for South Bucks District Council to the review and change the governance arrangements in place, specifically relating to council size and the warding arrangements for those parish councils. At that meeting authority was delegated to the Head of Legal and Democratic Services, in consultation with the Chairman, to agree the Terms of Reference of the review.

A public consultation took place from 3 September to 12 October 2018 inviting local electors and other interested parties to submit their views and comments on the current governance arrangements for the three parish councils, or to propose changes. Members considered the responses to the consultation, relevant guidance, electorate ratios and the proposed draft recommendations for the three parishes, as set out in the report.

Denham Parish Council's initial request proposed that all wards be removed from the parish so that it becomes an unwarded parish. During the consultation 3 representations were received proposing that all parish wards be removed in Denham. None of the representations received suggested that there be any change to the council size.

Stoke Poges Parish Council's initial request proposed that the council size be reduced from 13 to 9 Parish Councillors. During the consultation, responses proposed that the number of councillors be reduced from 13 to 9, 10, or 11.

Guidance suggests that 11 Councillors is recommended for an electorate of 3,500, and 12 for an electorate of 4,400. A reduction in Council size to 11 Councillors would bring the elector ratio up from 300 to 355 which is closer to the South Bucks Parish Council average of 384. One representation also proposed that parish wards be removed; however there are no parish wards at present.

Farnham Royal Parish Council's initial request proposed removing the current three parish wards so that it became an unwarded parish. One representation received during the consultation recommended this approach. Another representation received recommended that a minimum of two wards be retained in order to align with the two county electoral divisions. The guidance recommends that principal council boundaries align with parish wards. No representations were received regarding the council size.

The next stage of the review was to submit the Committee's draft recommendations to public consultation. The representations received during this second stage of consultation would then be considered by the Committee at the next meeting on 16 January 2019. The Committee would then be asked to agree final recommendations for consideration by Full Council.

Following a discussion it was **RESOLVED** that:

1. The representations received during the first consultation, as set out in Appendix 3, be noted.
2. The following draft recommendations be agreed:
 - a) Denham Parish Council – remove all parish wards
 - b) Stoke Poges Parish Council – reduce the size of the council from 13 to 11 parish councillors
 - c) Farnham Royal Parish Council – remove 1 parish ward (by combining Farnham Royal South with Farnham Royal Central) to create a total of 2 parish wards

32. **CONSULTATION ON THE DETAILED PROPOSALS FOR THE MODERNISATION OF THE ANNUAL CANVASS IN ENGLAND, SCOTLAND AND WALES.**

The Government was consulting on proposed changes to the annual canvass – the annual check carried out by Electoral Registration Officers (EROs) to ensure that the electoral register remained accurate and up-to-date.

Currently all ERO's must conduct an annual canvass prior to the publication of the revised electoral register on 1 December by writing to every household asking for the details on the electoral register to be confirmed or to advise of any changes. Pilots had been carried out by some EROs trialling new ways of conducting the annual canvass for example by using telephone and email contact methods. The majority of households' details remain unchanged each year, but Councils are currently still required to chase households where no response has been provided, even where details may remain the same.

The Government's proposals were aimed at streamlining the annual canvass, informed by the pilots carried out, to enable EROs to focus resources on encouraging responses from properties and electors that may not be registered. The proposals included using a data matching exercise at the start of the annual canvass to determine the level of contact required. In summary, three routes were proposed. Route one would be used where all electors' details could be confirmed as correct using national and local data matching. Those households would then receive one piece of correspondence and the ERO would not necessarily need to chase up non responding properties. Route two would be used where data matching had identified that information may not be correct or up-to-date. EROs would still be required to chase up responses using two reminders plus a personal canvass, similarly to the current annual canvass. Route three would be used where multiple occupants live at the same address. A single officer would then be asked to provide a list of people eligible to register to vote at the property. The ERO could then issue Invitations to Register (application form to register to vote) to those residents.

A draft response to the Government's consultation on reforming the annual canvass was considered by the Committee, and after noting a number of minor formatting changes that would be made to the consultation response, it was **RESOLVED** that:

1. The Government's consultation on reforming the annual canvass be noted.
2. Authority be delegated to the Head of Legal and Democratic Services, in consultation with the Chairman of the Governance and Electoral Arrangements Committee, to submit a response to the consultation.

The meeting terminated at 6.43 pm

This page is intentionally left blank

LICENSING COMMITTEE

Meeting - 26 September 2018

Present: T Egleton (Chairman)
D Anthony, J Jordan, D Pepler, G Sandy and D Smith

Apologies for absence: P Griffin, P Hogan, M Lewis and R Sangster

22. MINUTES

The minutes of the Licensing Committee held on 21 June 2018 were approved and signed by the Chairman as a correct record.

23. DECLARATIONS OF INTEREST

There were no declarations of interest.

24. REVIEW OF GAMBLING ACT 2005 STATEMENT OF PRINCIPLES

Members received a report on the outcome of the consultation on the revised Gambling Act 2005 Statement of Principles so that they could consider the responses received so that the draft Statement of Principles could be recommended to Cabinet and Full Council for adoption. Section 349 of the 2005 Act required all licensing authorities to prepare and publish a statement of the principles that they intend to apply in exercising their functions under the 2005 Act.

The Licensing Manager reported that three responses had been received during the consultation period which had lasted six weeks, these were attached at Appendix 2, the first of which was from GamCare advising that although they did not have the resources to comment on an individual Council's Statement of Principles, they had provided some general guidance and information to be considered. Members were informed that no changes were proposed as a result of the information provided by GamCare as the draft Statement of Principles already included information in accordance with the guidance and information. It was also considered more appropriate to have information and web links on the Council's website to signpost residents to organisations such as GamCare.

The second response received was from The Bingo Association which raised concerns with Part B, Section 6 of the draft Statement relating to the number of category B3 gaming machines on bingo premises. The Bingo Association's response was correct in that pursuant to The Gambling Act 2005 (Gaming Machines in Adult Gaming Centres and Bingo Premises) Order 2011, no numerical limit to B3 machines could be

imposed, therefore reference to this should be removed from the draft Statement of Principles.

The final response was from Gosschalks Solicitors on behalf of the Association of British Bookmakers. The majority of the response provided contained general guidance and no changes were proposed as a result of these as it was already adequately addressed in the draft Statement. However, there were some specific areas which were referred to below:- :

- The response stated that the Statement of Principles referred to the Council 'promoting' the licensing objectives, whereas there was no duty for the Council to do so under the Act. Having looked at the sections in which the promotion of the objectives was mentioned, it was not viewed as being inconsistent with the 2005 Act and as such no changes were proposed.
- The next comment related to a new section of the draft Statement of Principles regarding local area risk assessments (Part B, section 2). The draft Statement of Principles proposed a list of factors that the Council expected operators to consider as part of the risk assessment process. The consultation response raised issue with the bullet points relating to areas of deprivation and levels of unemployment. It was suggested that the section of the report was reworded to remove direct references to these matters whilst retaining the essence of what was intended. It was therefore proposed by officers that the bullet points were amended to read:
 - *'The demographics of the area in relation to all groups that could be deemed as vulnerable or more susceptible to problem gambling;'*
- The response also mentioned that some references to the Gambling Commission Guidance need amending following the most recent edition of the guidance being released. All references to the guidance have been checked and amended as required.
- It was further proposed that the paragraph titled 'Location' under the premises section of the report was removed from the Draft Statement of Principles as a result of it no longer being necessary in light of the addition of Local Area Risk Assessments and the Local Area Profile.
- The response referred to the Conditions and suggested that further information was added to the draft policy, however it was felt that the sections in the Draft Statement of Principles were sufficient and that any additions would be considered as duplication. This was also the case in relation to the reference to the "Betting premises – including tracks" section of the Draft Statement of Principles.

Licensing Committee - 26 September 2018

The Licensing Manager then informed Members that Appendix A of the draft Statement required amendment as follows – List of Consultees should state 'Bodies representing the interests of persons carrying on gambling businesses within South Bucks District Council' and not Chiltern District Council and with reference to other Councils should refer to Chiltern District Council and not South Bucks District Council.

During discussion Members noted the following :-

- There were no Bingo Halls in South Bucks District Council.
- An application for a Betting Shop had not been made for five years. A Member commented that there probably had been a reduction in numbers because of the convenience of online gambling.
- The Statement was identical to Chiltern District Council except the names were reversed. However it was noted that there was a slight difference in layout.
- The Council provided advice to problem gamblers and also betting shops provided good advice.
- Not many public houses had gaming machines anymore because it changed the environment and there was a preference to provide food rather than gambling facilities.

Having considered the responses to the consultation it was proposed by Cllr Sandy to agree the Officer recommendations and the amendments to Appendix A of the draft Policy. This proposal was seconded by Cllr Pepler and agreed at a vote and:-

RESOLVED that

1. The responses to the consultation attached at Appendix 2 of the report be noted
2. Members approved the draft Statement of Principles attached at Appendix 1 with Appendix A being amended to refer to "within South Bucks District Council" and "other Councils" referring to Chiltern District Council.

RECOMMENDED that

3. Cabinet approve the draft Statement of Principles attached at Appendix 1 of the report as amended with or without modification and recommend it to Council for adoption.
4. Council adopt the approved draft Statement of Principles as amended at its meeting on 14 November 2018 for publication at least 4 weeks prior to coming into effect for the period 31 January 2019 to 30 January 2022.

Licensing Committee - 26 September 2018

The meeting terminated at 6.17 pm

JOINT STAFFING COMMITTEE

Meeting - 18 July 2018

Present: N Naylor (Chairman), R Bagge, I Darby, P Jones, P Kelly, D Phillips, D Saunders, M Smith and M Stannard

Apologies for absence: B Harding, C M Jones and L Sullivan

41. ELECTION OF CO-CHAIRMEN

It was **RESOLVED** that Councillor I Darby and Councillor N Naylor be appointed Co-Chairmen of the Committee for 2018/19.

42. MINUTES

The minutes of the Joint Staffing Committee held on 26 March 2018 were approved and signed by the Chairman as a correct record.

43. DECLARATIONS OF INTEREST

There were no declarations of interest.

44. CUSTOMER SERVICES PROGRAMME STAFFING IMPLICATIONS

The Committee considered a report relating to the staffing implications of the Customer Experience Programme. The Project Manager reported that the full business case for the Programme was approved by the Joint Committee on 28 June 2018. A procurement process had been undertaken for a technical solution. There was currently a procurement process for a technical solution. The Outline and Full Business Case identified the need for additional posts in Customer Services to form the Support Team to mobilise, design and test solutions. The Team would be recruited to at the commencement of the Programme and the aim was to recruit internally. External recruitment would be pursued if this was not possible. The Support Team would initially manage the implementation and delivery of the programme and would then be responsible for the administration of the Customer Services systems, analysis of data, customer insight, training and managing the website as an access channel.

The Principal HR Adviser reported that they were confident that they would be able to fill these roles internally and recruitment would be ringfenced. Functional analysis had been undertaken within the service areas and group activities undertaken, this would inform the percentage of activity that could be transferred to Customer

Services. Analysis has shown that customer facing activity made up a small part of many jobs but not a large part of very many. Therefore some of the salary budgets would be transferred to the customer services budget depending on how customer facing their service was but all services would have a transformation target equivalent to 3.75% of salary budgets. Any restructuring activity would be undertaken by Heads of Service but there would be a 'light touch' approach.

RESOLVED that:-

- 1. The proposed customer service structure be approved.**
- 2. The proposed restructuring methodology be noted**
- 3. The fact that the Chief Executive has delegated authority to approve individual business cases be noted with the proviso that fundamental changes and changes outside the budget would need to come to the Joint Staffing Committee for agreement.**
- 4. The Joint Staffing Committee would be kept updated on the progress of the roll out of this Programme and approval would be sought for changes proposed that come outside the Chief Executive's delegated authority.**

45. INVESTORS IN PEOPLE AWARD

The Committee received a report which sought Members views on whether to apply for re-accreditation of the Investors in People (IIP) Standard for South Bucks and Chiltern District Council or whether to take an alternative approach. The IIP accreditation expired in December 2018 and August 2019 respectively and if it is decided to renew both together this would need to commence in September 2018.

The HR Manager reported that there were a number of reasons not to renew the IIP. The estimated cost of renewal was £10,400 for CDC (previous assessment was 4k), £7,800 for SBDC (previous assessment £4k). In addition the process of accreditation was time-consuming and the IIP award may possibly no longer have the same prestige as it did previously.

However, it was recognised that there was great value in the Councils taking a critical look at their leadership and management practices and comparing these with best practice and identifying areas to improve. This can be achieved at a lower cost or zero cost by arranging an alternative form of assessment from an independent expert such as South East Employers, the LGA or through a reciprocal peer review arrangement with for example WDC and AVDC.

Members noted that if IIP accreditation was not renewed the budget could be invested directly in to employee and leadership development e.g. funding the on-going roll out of the Management Development Programme, introducing a "Change Ready" Programme, developing health and well-being initiatives, introduce customer

service improvement workshops. In addition the Council could enter into awards to receive recognition of the excellent work being carried out.

A Member commented that they were surprised how little the IIP cost and wanted reassurance that the alternate methods would not cost the Council more money. He also asked for more information on the 'change-ready' courses. The HR Manager reported that she was already organising these courses. She commented that with regard to IIP the amount of indirect costs were considerable in terms of staff time and this could not be underestimated. The HR Manager reported that when she had spoken to new staff they commented that they had not noticed the IIP logo when applying for jobs and also the Unions did not think it made any difference. The Member agreed that having alternative awards could be more valuable for enticing staff.

Following a question on what staff would miss by not having the IIP, Members noted that nothing would be missed as better alternatives would be put in place and there was no evidence to show that IIP provided value for money.

The CDC Leader also commented that the current awards held by the Council publicised good practice. The SBDC Leader asked for reassurance that these alternatives would be within the same budget or less than the current budget and the HR Manager reported that she would liaise with the Chief Executive to redeploy the existing IIP budget. The Head of Finance had set aside funding in the budget for the IIP of £18,200. A Member commented that it may be better to have an external peer review rather than internal and the HR Manager responded that she would look at costs for this. Members agreed that the alternative approach looked to provide better value for money which could be looked at through the budget scrutiny process in the Autumn .

RESOLVED that:-

- 1. CDC and SBDC Councils do not undertake further IIP accreditation: and instead**
 - arrange an independent assessment of the leadership and management practices in the Councils through an alternative method such as a reciprocal peer review arrangement with Wycombe District Council and Aylesbury Vale District Council or through the South East Employers or another independent expert.**
 - explore options to enter in to a business award to seek recognition and promotion for the work the Councils undertake.**
 - the budget set aside for IIP accreditation be invested directly into corporate wide staff development initiatives such as a "Change Ready" programme, the continued roll out of the Management Development Programme, health and well-being initiatives, raising customer service standards training.**

2. Authority be delegated to the Chief Executive to arrange the three alternatives outlined above in recommendation 1 in discussion with the HR Manager and redeploy the existing IIP budget accordingly.

46. HR UPDATE

The HR Manager provided an update to Members and in particular drew Member's attention to the following:-

- The sickness figures for April/May had fallen significantly and they were still awaiting information for June. Managers and the HR Team were particularly focussing on this issue to ensure a robust and consistent approach was taken.
- Collaborative work was being carried out with District Councils. This included the 'change ready' workshops as it was important that staff were able to cope successfully with change and maximise the opportunities it could bring.
- In May the Chief Executive launched the Health and Wellbeing Statement and Annual Action Plan. The launch coincided with Mental Health Awareness Week and each day of that week the Council promoted different health and wellbeing initiatives including workshops delivered by MIND. The Health and Wellbeing Forum met regularly and initiatives were put forward by staff at all levels and all service areas.
- The second cohort were half way through their course for the Management Development Programme. The first cohort were being offered further development and they were also being encouraged to continue to meet in their action learning sets.
- They were rolling out 'it starts with you' courses.
- The figures in 2.3.1 were wrong and would be amended to clarify that these were annualised figures "by month" not "per month".

A Member asked about pilates and yoga and whether these classes were continuing and the HR Manager confirmed that these classes were still in place. Feedback on the MIND programme was being followed up and this would be further promoted following a question at the 'meet Bob' sessions. Reference was made to sickness absences and that it would be helpful to compare sickness absences with last year's figures. The HR Manager reported that this information could be made available but it would be inappropriate to split sickness figures by Department as it could identify people on long term sickness.

Reference was made to the number of days lost to absence but that figures were still high. The SBDC Leader reported that the number of days had gone down significantly but further work needed to be undertaken. Another Member commented that the HR figures were significantly better and thanked the HR team for their work on this area.

RESOLVED

That the report be noted.

47. STAFF SOCIAL MEDIA POLICY

The Committee received the report which contained the new social media policy and guidance. The Senior Communications Officer reported that this policy should be used at work and also at home and it set out the principles which staff were expected to follow when using social media and their expected code of conduct, when online. The Communications Team hold the central list of accounts including access and password security. All Members of staff had been offered training.

The policy also included information on corporate style and made staff aware of the risks of using social media and the law relating to it. However, staff were encouraged to use and recognise the benefit of social media. A Member asked about using facebook and it was suggested that they speak to the Communications Team for further information.

RESOLVED that:-

- 1. The social media policy for staff be approved at Appendix A of the report**
- 2. The social media guidance contained in Appendix B of the report be approved**

The meeting terminated at 7.13 pm

This page is intentionally left blank

OVERVIEW AND SCRUTINY COMMITTEE

Meeting - 8 October 2018

Present: M Bradford (Chairman)
P Bastiman, M Bezzant, T Egleton, M Lewis and D Saunders

Apologies for absence: D Dhillon and P Kelly

66. DECLARATIONS OF INTEREST

There were no declarations of interest.

67. MINUTES

The minutes of the Overview and Scrutiny Committee held on 19 June 2018 were approved and signed by the Chairman of the Committee as a correct record.

68. PERFORMANCE REPORT QUARTER 1 2018-19

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 2018-19.

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

Members asked for further information on the progress of the Planning Shared Service and that a report be submitted to the next meeting. In relation to waste, Members noted that the crews had been working more slowly in the Summer due to the period of high temperature. There would be an update at the next meeting on recycling. A Member congratulated officers on the use of social media to help increase recycling.

RESOLVED that the report be noted.

69. BUCKS HOME CHOICE ALLOCATION POLICY

Members of the Overview and Scrutiny Committee received a report on the proposed revisions to the Bucks Home Choice Allocations Policy ahead of the full consultation. Bucks Home Choice was the choice based lettings scheme that was operated jointly by Aylesbury Vale DC, Chiltern, South Bucks and Wycombe DC for the allocation of

social housing tenancies. The Councils shared a common database and IT system for recording applications, advertising tenancies and making allocations but each Council still operated its own housing register. The last revision to the Allocations Policy was in 2014. There had also been new national legislation and guidance with the implementation of the Homelessness Reduction Act 2017. Appendix 1 of the report outlined the key changes and Appendix 2, a copy of the draft revised policy. The draft Policy would be issued for consultation and be finalised by Members in the Spring 2019.

RESOLVED that the report be noted.

70. APPROVAL OF THE JOINT CHILTERN AND SOUTH BUCKS HOUSING (AFFORDABLE HOUSING AND HOMELESSNESS) STRATEGY

Members of the Overview and Scrutiny Committee received a report on the finalized version of the Chiltern and South Bucks District Council Joint Housing Strategy (Affordable Housing and Homelessness 2018-2021). This Strategy needed to be reviewed and updated in view of the current housing situation across the two Districts and new statutory requirements that have come into force. Members had no comments on the final version.

RESOLVED that the report be noted.

71. CHILTERN AND SOUTH BUCKS PLAYING PITCH STRATEGY

Members of the Overview and Scrutiny Committee received a report on the proposed 2018-36 Chiltern and South Bucks Playing Pitch Strategy. The main aim of the Strategy was to help inform the newly emerging Local Plan and also to provide clear localised priorities to develop sustainable facilities that support increased participation. In addition it provided a robust evidence source to support local sports clubs, Town and Parish Councils and other community groups to access external funding such as that provided by Sports England.

The Leisure and Community Manager reported that there was a current shortfall in the following areas :-

- 3 X Football 3G rubber crumb pitches which would increase to an additional 5 by 2036 with the anticipated growth in population
- Whilst the adult demand was currently being met now and in the future, there was a shortfall of 23 junior 11v11 match sessions based on future population projections.
- There was a future shortfall of 11.25 match and training sessions for Rugby Union
- There was a future demand for adventure golf

During discussion the following points were raised:-

- A Member commented that this was an important resource for different organisations including clubs to apply for funding where there was a shortfall in provision and that match funding could also be given.
- A Member referred to the shortfall and commented whether there could be a change in the configuration to help meet demand e.g. if there were enough adult facilities whether this could be changed to junior facilities. The figures were based on future population figures rather than being demand led and on the number of clubs in the District as a whole. A number of sports clubs were suffering financially across the Country as their facilities had not been updated and residents were going to other clubs with better facilities. However, some clubs were thriving such as Beaconsfield Rugby Club. The Council had a role to play to help clubs that were not bringing in investment by helping them to submit bids etc and the provision of a multi-use facility could also attract increased use.
- Organisations needed to be organised in order to attract investment and it also helped to obtain charitable status.

RESOLVED that the report be noted.

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

Members of the Overview and Scrutiny Committee received a report on the proposed Chiltern and South Bucks Open Space Pitch Strategy. The main aim of the Strategy was to help inform the new Local Plan. Improving access and the quality of open space provision contributed directly to improving the health and wellbeing of residents and could attract inward investment. Members had requested that there should be a further round of consultation with the Districts Town and Parish Councils and other key stakeholders to verify the accuracy of the Strategy.

The scope of the open space assessment criteria was detailed in the report and included areas such as amenity greenspace, allotments and community gardens. The methodology employed to reach the Strategy's conclusions included a number of elements, which were included in the report, such as the creation of a qualitative template to include key elements of design and maintenance and use of accessibility standards. The key findings were in the Appendix to the report such as the shortage of play sites and play sites needing new safety surfacing to avoid risk in the future and better signage to make open spaces more welcoming.

During discussion the following points were noted:-

- Open spaces should be protected from development and this Strategy played a key part in protecting open spaces.
- The Strategy played a key role in terms of open spaces being clean and well-maintained and there were a range of groups to ensure that maintenance was

of a high standards e.g.voluntary organisations played a key role in partnership with the District Council such as enforcement and environmental health.

RESOLVED that the report be noted.

73. **CABINET RESPONSE TO TASK AND FINISH GROUP RECOMMENDATIONS ON THE MEDIUM TERM FINANCIAL STRATEGY**

Members of the Task and Finish Group had put forward recommendations to Cabinet on the Medium Term Financial Strategy and Cabinet had provided a response. Work on the budget was currently being undertaken for the next financial year which would specifically address these recommendations in reports to the Policy Advisory Groups and reference would also be made in the overall report on the budget in February 2019.

Members welcomed the Cabinet response and noted that all recommendations had been accepted but emphasized that it was important to monitor their implementation. In January 2019 the Committee would review the budget proposed by the Cabinet as required under the Constitution and this would be an opportunity to assess the impact of the their recommendations. A Member asked whether Members of the Overview and Scrutiny Committee could scrutinize and challenge Portfolio Holders during the budget process. The Director of Resources reported that the PAG meetings were open to all Members who could attend to ask questions to the Portfolio Holder. However, it would not be feasible to hold another set of meetings in order for this additional scrutiny to take place. Cabinet had been very supportive of the work carried out by the Task and Finish Group and each report to the PAG would include the action taken or not taken by the Portfolio Holder (including reasons) to address the recommendations made by the Group in order to be transparent. A table could be produced of the overall changes as a result of the recommendations.

RESOLVED that the report be noted and that a further report be submitted to the Overview and Scrutiny Committee in January 2019 as required under the Constitution.

74. **FREEDOM OF INFORMATION MANAGEMENT AND RIPA ANNUAL REPORT**

Members of the Overview and Scrutiny Committee received a report which provided an update on the public engagement with the FOI Act 2000, Environmental Information Regulations 2004, the Data Protection Act 2018/General Data Protection Regulations, the Transparency Code of Practice , the INSPIRE Regualations, RIPA, Protection of Freedoms Act 2012.

Members noted that the number of FOI requests remained static from the year before. The service areas that received the most FOI requests were Business Support and Healthy Communities. The majority of requests were for commercial information that would be useful for businesses and also in relation to housing. There was also a number of requests from the media and researchers. In terms of Subject Access

Requests there had been very few submitted, however they could be time consuming. In the first five months there had been six SAR requests and some of these related to enforcement actions. RIPA related to surveillance activities and training had been given to appropriate staff as required by the legislation.

During discussion a Member queried why SBDC had increased by 1.83% and CDC had decreased by 18.94%. The Director of Resources reported that it was not always obvious why statistics changed. However, CDC had previously received a number of requests relating to HS2 which had reduced. A Member asked a question in relation to surveillance and noted that information could be picked up through data matching which could show signs of fraud and therefore surveillance was not cost effective, as it could be time consuming and it was important to have enough evidence to justify a prosecution.

RESOLVED that the report be noted.

75. **SICKNESS ABSENCE UPDATE**

Members of the Overview and Scrutiny Committee received a report giving some analysis of sickness absence with the Council. The Human Resources Manager reported that sickness absence had fallen and that in April, May, June and July the average number of days absent per employee across the two Councils was 2.76 in April and 2.10 in July for short term absence. For long term absence the average was 4 days. In 2017/18 the sickness absence performance indicator was a maximum of 10 days on average per employee a year.

A national survey dated May 2018 reported that on average public sector employees had 8.5 days of absence in 2017 and the same in 2016, whereas absence rates were considerably lower in the private sector showing an average of 5.6 days per employee. In 2017/18 Wycombe District Council was 6.81 on average a year per employee and Aylesbury Vale DC were currently producing their figures.

The HR Manager reported that the reduced sickness figures could be due to a number of issues such as:-

- Supporting Line Managers in monitoring absence and taking the appropriate action to follow the Sickness Absence Policy
- Running workshops on 'Promoting a Positive Attendance Culture'
- Providing regular reports to Management Team
- Promoting Health and Wellbeing including the Mental Health Awareness Week and the introduction of Wellness Action Plans and the setting up of the Health and Wellbeing Forum
- A Workshop on Mental Wellness which was run by MIND

During discussion Members discussed the following points:-

- A Member asked if it was possible to split the sickness figures between physical and mental health. The HR Manager reported that this would be easier for long term sickness but more difficult for short term sickness, which usually tended to be physical. Overall the HR Manager considered that there was 70% physical illness and 30% mental health illness with respect to long term absence at the current time.
- There was a slow rise in mental health illness and staff would be referred to Occupational Health to obtain a medical opinion early on and to provide advice and support. Staff did not have to disclose everything but were encouraged to do so. Poor mental health could be triggered by a number of issues. The HR Manager reported that it was important to continue to have conversations with staff while they were on sick leave and to have a return to work meeting to continue to make them feel valued.
- The investment in the Middle Manager Course was successful providing tools for Managers to have difficult conversations with staff and also to have confidence in their role.
- There could be an increase in sickness during the winter months, but staff were encouraged to have flu vaccinations. There had also been sleep workshops to promote a healthy lifestyle.
- Initiatives had been put forward to help health and wellbeing which had not used a lot of resources such as the use of the Richmond Fellowship and promoting good practice such as walking meetings.

RESOLVED that the report be noted.

76. BUCKS HEALTH AND ADULT SOCIAL CARE SELECT COMMITTEE

Members received the Minutes of the meeting(s) of the Buckinghamshire County Council Health and Adult Social Care Select Committee held on 24 July 2018

It was **RESOLVED** that the Minutes of the Buckinghamshire County Council Health and Adult Social Care Select Committee be noted.

77. BUCKS CHILDREN'S SELECT COMMITTEE

Members received the Minutes of the meeting(s) of the Buckinghamshire County Council Children's Social Care and Learning Select Committee held on 10 July 2018.

It was **RESOLVED** that the Minutes of the Buckinghamshire County Council Children's Social Care and Learning Select Committee be noted.

78. MEMBERS QUESTIONS AND ANSWERS

There were no questions.

79. WORK PROGRAMME

Overview and Scrutiny Committee - 8 October 2018

The Committee considered the Overview and Scrutiny Work Programme with the additional items relating to the Planning Shared Service and recycling updates.

RESOLVED that the Overview and Scrutiny Work Programme be agreed.

The meeting terminated at 7.15 pm

This page is intentionally left blank

PLANNING COMMITTEE (SBDC)

Meeting - 15 August 2018

Present: R Bagge (Chairman)**
M Bezzant, T Egleton**, P Hogan**, J Jordan*, M Lewis*,
Dr W Matthews*, D Smith**, D Pepler* (substitute for B Gibbs) and
L Hazell* (substitute for D Anthony)

**attended all site visits*

***attended site visit for application 18/00884/RVC only*

Also Present: B Harding, J Read and R Reed

Apologies for absence: D Anthony and B Gibbs

11. MINUTES

The minutes of the Planning Committee held on 18 July 2018 were approved and signed by the Chairman as a correct record.

12. DECLARATIONS OF INTEREST

There were no declarations of interest under the Code of Conduct.

Councillor R Bagge declared that as the former Leader of the Cabinet when the development proposals for applications 17/02396/FUL and PL/18/2173/FA were first promoted he would not take part in the determination of those two applications and would leave the Chamber. The Vice-Chairman of the Committee, Councillor J Jordan would be the Chairman for those two applications.

Councillor T Egleton declared that as a former Member of Cabinet when the proposals for applications 17/02396/FUL and PL/18/2173/FA were first promoted he would not take part in the determination of those two applications and would leave the Chamber.

Councillor P Hogan and Councillor D Smith declared that as current Members of the Cabinet that had promoted the proposals for applications 17/02396/FUL and PL/18/2173/FA they would not take part in the determination of those two applications and would leave the Chamber.

13. **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:

Note 1: Councillors Bagge, Egleton, Hogan and Smith left the Chamber at 4.22 p.m. whilst the following application was discussed. Councillor Jordan stepped in as Chairman.

		Decision
Plan Number:	17/02396/FUL	P
Applicant:	South Bucks District Council	
Proposal:	Redevelopment of site to provide 34 new residential units (class C3), set out in 4 blocks of accommodation, comprising 6x1 bed and 28x2 bed apartments, together with associated car parking and access, private and shared amenity space, landscaping and other ancillary works at Police Station, Oxford Road, Denham, Buckinghamshire, SL9 7AL	

Notes:

1. A site visit was undertaken by Members.
2. There was no public speaking on this application.
3. The Planning Officer referred to the addendum report provided and advised that there would not be a requirement for a S106 Planning Obligation due to the proposal being on the Council's own land and South Bucks District Council being the applicant. The District Council, as Local Planning Authority could not have an agreement with itself as the applicant. An additional condition as seen on pages 3-4 of the addendum report was to be added and the officer recommendation was therefore to grant conditional permission.
4. The Planning Officer reported that the County Ecologist was satisfied with the final ecological survey submitted and two further conditions as worded on page 4 of the addendum report would be included.
5. The Planning Officer advised that as set out in the Committee report, the Lead Local Flood Authority raised no objections subject to the inclusion of two conditions as confirmed on page 5 of the addendum report.

Planning Committee (SBDC) - 15 August 2018

Councillor L Hazell proposed that the application be permitted subject to the conditions and informatives as per the officer's report, as varied in the addendum report. This proposal was seconded by Councillor D Pepler and agreed unanimously at a vote.

RESOLVED:

That the application be granted conditional permission subject to the conditions and informatives as per the officer's report and the additional conditions outlined in the officer's addendum report.

Note 2: Councillors Bagge, Egleton, Hogan and Smith re-entered the Chamber at 4.35 p.m.

		Decision
Plan Number:	18/00884/RVC	P
Applicant:	Mr Charlie Reed	
Proposal:	Variation of condition 5 to Application No: 17/01979/FUL to allow new roof height at Grafton House, 31 Camp Road, Gerrards Cross, Buckinghamshire, SL9 7PG	

Notes:

1. A site visit was undertaken by Members.
2. There was no public speaking on this application.
3. A second letter of objection had been received from a former objector which reiterated and reinforced the points raised in the Officer report.

Councillor L Hazell proposed that the application be permitted subject to the conditions outlined in the officer's report. This proposal was seconded by Councillor J Jordan and agreed unanimously at a vote.

RESOLVED:

That the application be permitted subject to the conditions as outlined in the officer's report.

Note 3: Councillors Bagge, Egleton, Hogan and Smith left the Chamber at 4.45 p.m. whilst the following application was discussed. Councillor Jordan stepped in as Chairman.

		Decision
Plan Number:	PL/18/2173/FA	P
Applicant:	Balfour Beatty Civil Engineering Ltd	
Proposal:	Construction of multi-storey car park, comprising a total of 442 car parking spaces and associated landscaping at Car Park, 42-46 Station Road, Gerrards Cross, Buckinghamshire.	

Notes:

1. A site visit was undertaken by Members.
2. Dr R Rowsell spoke on behalf of the objectors.
3. Mr H Shepherd spoke on behalf of the applicant and Mayor C Brown, Gerrards Cross Town Council spoke in support of the application.
4. Two further letters of objection had been received reiterating and expanding on points already listed in the report.
5. The Planning Officer confirmed that a signed Legal Unilateral agreement had been received and therefore the officer recommendation was for conditional permission to be granted.
6. The Planning Officer referred to the addendum report provided and reported that the Lead Local Flood Authority's SuDS Officer had reviewed the additional information submitted to them and recommended the re-wording of Condition 4 as seen on page 8 of the addendum report.
7. The Planning Officer advised that in the absence of comprehensive samples, Condition 6 would be amended as seen on page 9 of the addendum report to reflect that samples must be submitted and approved by the Local Planning Authority prior to installation of the external cladding.
8. The Planning Officer reported that the applicant's agent had confirmed that 15 motorcycle and 15 cycle spaces would be incorporated within the existing layout.

Councillor W Matthews proposed that the application be permitted subject to the conditions and informatives as per the officer's report with the amendments to conditions 4 and 6 as noted in the addendum report. This proposal was seconded by Councillor M Bezzant and agreed unanimously at a vote.

RESOLVED:

That the application be granted conditional permission subject to the conditions and informatives as per the officer's report inclusive of the amended conditions 4 and 6 as outlined in the officer's addendum report.

Note 4: Councillors Bagge, Egleton, Hogan and Smith re-entered the Chamber at 5.23 p.m.

(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 Planning and Economic Development.

14. VERBAL UPDATE ON ENFORCEMENT MATTERS

The Head of Planning and Economic Development reported that following on from the previous meeting of the Planning Committee it was hoped that enforcement notices would soon be issued for the illegal airport parking sites and it was confirmed that a further update would be circulated to Members once the enforcement notices had been issued.

There were additional enforcement cases that were to be addressed and these would be brought to a future meeting of the Planning Committee for approval.

15. 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.

The meeting terminated at 5.29 pm

This page is intentionally left blank

PLANNING COMMITTEE

Meeting - 10 October 2018

Present: R Bagge (Chairman)
D Anthony, M Bezzant, T Egleton, B Gibbs, P Hogan, M Lewis,
Dr W Matthews and D Smith

Apologies for absence: J Jordan

16. MINUTES

The minutes of the Planning Committee held on 15 August 2018 were approved and signed by the Chairman as a correct record.

17. DECLARATIONS OF INTEREST

Cllr Hogan declared a Personal Interest under the Council's Code of Conduct on Application 17/01191/FUL as he was a Member of Beaconsfield Town Council who have made representations about this application. He had not attended any meetings when this application was discussed by the Town Council nor expressed a view on the application and has not pre-determined the application.

Cllr Dr Matthews declared a Personal Interest under the Council's Code of Conduct on Application PL/18/2189/FA as she was the Chairman of Iver Parish Council and a Member of Richings Park Residents Association who have made representations about this application. She had not attended any meetings when this application was discussed by the Town Council or Richings Park Residents Association nor expressed a view on the application and has not pre-determined the application.

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.

Planning Committee - 10 October 2018

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

		Decision
Plan Number:	17/01191/FUL	D (INF)
Applicant:	Mr Brendan Joy	
Proposal:	Redevelopment of site to provide detached building comprising 5 apartments, incorporating basement car parking, creation of vehicular access, access ramp, refuse store and landscaping works at 70 Ledborough Lane Beaconsfield, Buckinghamshire HP9 2DG	
<p>Notes:</p> <ol style="list-style-type: none"> 1. A site visit was undertaken by Members. 2. There was no public speaking on this application 3. The Planning Officer informed Members that when this application was originally submitted, over a year ago, it was considered that it fell within the development type of a 'minor other' application. Since the application was submitted, the Council had reviewed the national criteria for development types and now considered that this application fell within the definition of what constituted a major application for the purposes of consultation and advertisement. Officers confirmed that the application could not be determined by Members until the consultation period had ended. 4. The Planning Officer also advised Members of a minor revision to condition 13 which should say "District" rather than "County" Planning Authority. 5. Two further letters of objection had been received on 9 October 2018. 6. The Planning Officer confirmed that the ridge height was comparable to other houses in the street. 7. Clarification was sought by Members on the artificial vegetation screen. <p>Cllr D Anthony proposed that whilst he was happy for the decision to be deferred until after the consultation period had ended, due to the number of objections the application should be referred back to Planning Committee for determination rather than the decision being delegated to officers as recommended. This proposal was seconded by Cllr Lewis and agreed unanimously at a vote. It was accordingly</p> <p>RESOLVED: That the application be deferred until the end of the consultation period and be brought back to the next Planning Committee for consideration.</p>		
		Decision
Plan Number:	17/01853/FUL	P
Applicant:	Mr & Mrs Pomerence	
Proposal:	Redevelopment of site to provide 8 detached dwellings with integral garages at Cut Heath House, Parsonage Lane, Farnham Common, Buckinghamshire SL2 3PA	
<p>Notes:</p> <ol style="list-style-type: none"> 1. A site visit was undertaken by Members 2. Mr Peter Lomax spoke on behalf of the objectors. 3. Mr Robert Clarke spoke on behalf of the applicant. 4. The Planning Officer advised Members that the application had been referred back to the Planning Committee because it was considered that the original May Committee report did not clearly highlight that the proposal would result in the loss of a tree from the site, which was covered by a Tree Preservation Order. As such Members were not clearly made aware of all the material planning considerations relevant to the application. It was also considered that notwithstanding the updated NPPF there had 		

Planning Committee - 10 October 2018

been no changes in material planning circumstances or policy since the May Committee meeting when Members were satisfied that the Scheme was acceptable subject to the prior completion of a Section 106 planning obligation.

5. The Planning Officer referred to the application plans which had not been changed and he also displayed the Tree Protection Plan submitted with the application which showed the removal of the protected Oak Tree.
6. The Planning Officer confirmed that as all other matters remained the same it was considered that the only issue that needed to be assessed by Members was the proposed loss of the protected Oak Tree.

Cllr P Hogan proposed that the application be delegated to the Head of Planning and Economic Development to approve subject to the satisfactory prior completion of a Section 106 Planning Obligation Agreement relating to affordable housing. That if the Section 106 agreement cannot be completed, the application be refused for such reasons as considered appropriate This proposal was seconded by Cllr D Anthony and agreed at a vote. It was accordingly

RESOLVED:

That the application be delegated to the Head of Planning and Economic Development to approve subject to the satisfactory prior completion of a Section 106 Planning Obligation Agreement relating to affordable housing. If the Section 106 agreement cannot be completed, the application be refused for such reasons as considered appropriate.

		Decision
Plan Number:	PL/18/2189/FA	R
Applicant:	Mr Aggarwal	
Proposal:	Extension to existing driveway to provide additional parking incorporating landscaping. Front gates and railings at 57 Wellesley Avenue, Iver, Buckinghamshire SL0 9BP.	

Notes:

1. A site visit was undertaken by Members.
2. Mr Ajay Koshal and Mike Kightley spoke on behalf of the objectors.
3. A further objection was received on 9 October 2018.

Cllr Dr W Matthews proposed refusal of the application for reasons of the effect on public amenity that it would not be consistent with the overall character and open design of the area and it would have an adverse impact on the public realm. This proposal was seconded by Cllr T Egleton and agreed at a vote.

RESOLVED that the application be refused for reasons of the effect on public amenity, inconsistency with the overall character and open design of the area and adverse impact on the public realm.

(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 Planning and Economic Development.

19. DELEGATED ARRANGEMENTS ON PLANNING ENFORCEMENT

The Committee received a report which recommended changes to the delegation arrangements on Planning Enforcement matters to take account of the recent approval of the Local Enforcement Plan. Members of the Planning and Economic Development PAG had been consulted and had supported the recommended changes. The report would also be considered by the Cabinet before a recommendation was made to Full Council. The Appendix set out in tracked changes the recommended changes to the Scheme of Delegation. Chiltern District Council Planning Committee had also been supportive of the recommended changes.

Following discussion Members were also in agreement with the recommended changes. However, they emphasised that the Planning Committee and Local Members should be updated regularly on enforcement issues and use of the delegations. Members welcomed the delegated decision making which were based on national best practice and would ensure that officers could respond to enforcement issues in an effective and timely manner.

The Officer recommendation that the revised delegations as set out in the Appendix to the report be agreed and recommended to Full Council for approval was put to the Committee by the Chairman and agreed at a vote.

RESOLVED that the revised delegations as set out in the Appendix to the report be agreed and:-

RECOMMENDED to Full Council that the revised delegations as set out in the Appendix to the report be approved.

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

The meeting terminated at 5.25 pm

CABINET

Meeting - 17 October 2018

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

153. MINUTES

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

154. DECLARATIONS OF INTEREST

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

155. 28 DAY NOTICE OF EXECUTIVE DECISIONS

The Cabinet received a copy of the 28 day Notice and Forward Plan prepared in accordance with Regulation 9 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 setting out the key (and non-key) decisions the Cabinet was intending to make at public and private meetings.

RESOLVED that the 28 Day Notice be noted.

156. PERFORMANCE REPORT QUARTER 1 2018-19

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

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

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

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

RESOLVED that Cabinet note the performance reports.

157. **DELEGATION ARRANGEMENTS IN PLANNING ENFORCEMENT**

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

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

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

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

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

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

RESOLVED that the statutory requirements of the Environmental Assessment of Plans and Programmes Regulations 2004 in relation to neighbourhood planning be delegated to the Head of Planning and Economic Development in consultation with the Portfolio Holder for Planning and Economic Development in respect of determinations under Regulation 9.

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

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

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

160. **HEATHROW AIRPORT UPDATE**

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

RESOLVED

1. that the Government's position in regards to the Heathrow Airport Limited (HAL) expansion proposals, the Council's position towards this and the areas the Council was seeking mitigation and opportunities from HAL, be noted
2. noting the above, South Bucks District Council wishes to move its position from neutral to support for the HAL expansion proposals
3. that the Council invite HAL to continue to actively work with officers at all levels to ensure that the potential benefits to the District are realised.

161. **JOINT HOUSING STRATEGY**

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

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

RECOMMENDED to Council

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

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

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

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

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

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

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

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

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

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

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

165. **GERRARDS CROSS CAR PARK**

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

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

RESOLVED that

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

RECOMMENDED to Full Council that the Capital Programme for the Station Road Car Park be amended to the following:

2019/20	£5,000,000
2020/21	£8,051,000

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

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

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

RESOLVED that

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

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

The Policy Advisory Group Minutes were noted as follows:-

Planning and Economic Development PAG - 13 September 2018

Customer Services PAG - 17 September 2018

Resources PAG - 25 September 2018

Healthy Communities PAG - 2 October 2018

168. EXCLUSION OF PUBLIC

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

169. **HS2 UPDATE REPORT**

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

RESOLVED that

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

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

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

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

RESOLVED that the Discretionary Rate Relief be refused.

171. APPLICATION FOR DISCRETIONARY RATE RELIEF (2)

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

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

172. BAD DEBT WRITE OFF REQUEST

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

RESOLVED that the write off of the debt be authorised.

The meeting terminated at 6.37 pm