

## **SOUTH BUCKS DISTRICT COUNCIL**

### **MINUTES of the meeting of the CABINET held on 27 June 2019**

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

Apologies for J Read  
absence:

#### **1. MINUTES**

The minutes of the meeting of Cabinet held on 13 March 2019 were approved and signed by the Cabinet Leader as a correct record.

#### **2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **3. FORWARD PLAN OF EXECUTIVE DECISIONS**

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

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

#### **4. END OF YEAR PERFORMANCE REPORT 2018/19**

Cabinet received a report on the annual performance of Council Services against pre-agreed performance indicators and service objectives for the end of year 2018-19.

Members noted that the only two issues raised were the number of private sector dwellings being vacant for more than six months which was due to no active intervention work being undertaken by the Housing Team during 2018/19 due to other workload demands and limited identification of suitable empty homes.

There had also been a dip in satisfaction in Evreham sports centre but due to action being taken this had now been improved and there was also an increase in customers.

Cabinet asked for their thanks to be passed to officers as this was the first time that all priority PIs were on target and during a time of transition with work being carried out on the new Buckinghamshire Council.

**RESOLVED** that the report be noted.

5. **CABINET APPOINTMENTS**

**RESOLVED** that

The following Cabinet appointments be confirmed:

**Representation of Joint Committees and other bodies:**

Chiltern and South Bucks Joint Committee

1. B. Gibbs
2. P. Hogan
3. N. Naylor
4. J. Read
5. D. Smith
6. L. Sullivan

*(Plus CDC Members, see CDC appointments)*

*The Cabinet Leader of the Council hosting the meeting will chair the meeting*

Joint Staffing Committee

1. R. Bagge
2. B. Harding
3. P. Kelly
- 4 N. Naylor
5. D. Saunders
6. L. Sullivan

*(Plus CDC Members, see CDC appointments)*

*Co-Chairmen to be elected at the first meeting in the Municipal Year*

Chiltern and South Bucks Joint Overview and Scrutiny Committee

1. Councillor Bradford
2. Councillor Bastiman

3. Councillor Bezzant
4. Councillor Egleton
5. Councillor Lewis

*(Plus CDC Members, see CDC appointments)*

*Co-Chairman to be elected at the first meeting of the Municipal Year*

Joint Waste Collection Committee ~

1. (Cabinet Member) Luisa Sullivan
2. (Non-Cabinet Member) – Vacant

*(Plus CDC and WDC Members)*

*Chairman/Vice-Chairman to be elected at the first meeting of the Municipal Year, except where an appointment has been made for two years*

Evreham Sports Centre Joint Management Committee ~

- |                              |                                |
|------------------------------|--------------------------------|
| South Bucks representatives: | 1. J. Jordan                   |
|                              | 2. P. Hogan (Portfolio Holder) |
|                              | 3. R. Sangster                 |

- |  |   |
|--|---|
| Buckinghamshire County<br>Representatives: | 1. Require confirmation from Bucks County Council |
|  | 2. Require confirmation from Bucks County Council |

*Chairman/Vice-Chairman to be elected at the first meeting of the Municipal Year*

The South Buckinghamshire Members Advisory Panel (8) ~

1. J. Read (Chairman\*)
2. R. Bagge
3. M. Bradford
4. T. Egleton
5. B. Gibbs
6. L. Hazell
7. P. Hogan
8. N. Naylor

## OUTSIDE BODIES

<b>Outside Body</b> <i>Executive functions ~</i>	<b>Representative[s]</b>	<b>Relevant Portfolio</b>	<b>Officer Contact</b>
Buckinghamshire Advantage District Council's Network	Nick Naylor	Leader	Bob Smith
Buckinghamshire Thames Valley Local Enterprise Partnership	John Read	Leader	Bob Smith
Bucks Planning Group	John Read	Planning and Economic Development	Mark Jaggard
Chiltern and South Bucks Strategic Partnership	Nick Naylor Paul Kelly Ralph Bagge John Read	Leader	Rachel Prance
Colne Valley Park Community Interest Company	Luisa Sullivan	Environment	Chris Marchant
Country Parks and Green Spaces Liaison Group	Luisa Sullivan	Environment	Chris Marchant
Groundwork South Trust Ltd	Luisa Sullivan	Environment	Simon Gray
Healthy Communities Partnership	Patrick Hogan	Healthy Communities	Martin Holt
Heathrow Airport Community Engagement Board	John Read	Planning and Economic Development	Ben Coakley
Local Government Association	Nick Naylor John Read (Deputy)	Leader	Bob Smith
L & Q Shires Neighbourhood Committee	Patrick Hogan	Healthy Communities	Michael Veryard
Natural Environment Partnership	Luisa Sullivan	Environment	Chris Marchant
New Denham Minerals Liaison Group	Luisa Sullivan	Environment	Ben Coakley

Padstones	Patrick Hogan Wendy Matthews [Deputy]	Healthy Communities	Michael Veryard
Park Lodge Farm Liaison Committee	Luisa Sullivan	Environment	Ben Coakley
Pinewood Community Liaison Group	Ralph Bagge Malcolm Bradford Wendy Matthews Luisa Sullivan	Leader	Bob Smith
South East England's Council	Ralph Bagge <i>on behalf of Leader</i>	Leader	Bob Smith

## 6. **AGREEMENT TO SIGN THE MOTOR NEURONE DISEASE (MND) CHARTER**

Cabinet received a report which sought approval that the Council signs the Motor Neurone Disease (MND) Charter which recognised and respected the rights of people with MND as set out in the Charter and also that the Council would work towards the Charter's vision of the right care, in the right place at the right time. Cabinet Members welcomed the Charter which would ensure that council's policies and procedures would enable people with MND to receive a rapid response to their needs and good quality care and support.

**RESOLVED** that Cabinet support and sign the Motor Neurone Disease (MND) Charter

## 7. **COMMUNITY GRANTS PROPOSAL**

Cabinet were asked to approve the process to award funding for the community project grants for the period 2019/20 and in addition to agree the Service Level Agreement funding for specific organisations for a three year period subject to a signed agreement. This would enable certainty of funding for the key organisations in receipt of a Service Level Agreement during the transitional period of the new Buckinghamshire Council. The Director of Services reported that ward members would be allocated funding of £1096 where they could make recommendations for which organisations it could be allocated to, who met the criteria shown at Appendix 1 of the supplement report.

Cabinet Members noted that this funding was within budget and emphasised the importance of ensuring that the application process was flexible as it was a relatively small award.

If after six months the funding had not been allocated by the ward member this funding could be transferred to the Chairman's Fund for awards to be distributed.

**RESOLVED** that

1 the community grant funding be agreed as follows:-

- a. £4,000 per annum to Rape Crisis
- b. £42,023 per annum to Three Rivers CAB
- c. £7,000 per annum to Wycombe Womens Aid
- d. £6,900 per annum to Connections

for the period 1st April 2019 to 31st March 2022, subject to a signed service level agreement

2. continued funding of £8,000 to Buckinghamshire County Council be agreed to provide the voluntary sector infrastructure support contract within South Bucks District and the wider Buckinghamshire area for the period 2019/20.

3. the Community Development Grant, lottery Community Central Pot and part of the Chairman's Fund be combined to establish the South Bucks Community Grants to be administered by the Council.

4. £5,000 be retained from the Chairman's Fund for small awards to be distributed by the Chairman.

5. the South Bucks Community Grants criteria detailed in Appendix 1 of the supplement report be agreed.

6. the award of funding of £1,096 from the South Bucks Community Grants fund is allocated to each Ward Member to advise on use, and it is delegated to the Healthy Communities Officer in consultation with the Ward Member to determine grants made.

#### 8. **CHILTERN AND SOUTH BUCKS LEISURE ADVISORY BOARD TERMS OF REFERENCE**

Cabinet were asked to agree the proposal to change the Joint Leisure Advisory Board name to the Active Life Advisory Board and to amend the Group's Terms of Reference accordingly to ensure that the Council was in the best position to contribute effectively to the public health agenda. As well as monitoring the leisure centre contract performance, projects now included social prescribing, community outreach to address social isolation, falls prevention and exercise referral.

**RESOLVED** that the name of the Board be amended including the terms of reference set out in the appendix to the report.

#### 9. **TREASURY MANAGEMENT - ANNUAL REPORT 2018/19**

Cabinet were asked to note the Treasury Management performance for 2018/19 as required by the Code of Practice for Treasury Management. The Director of Resources

referred to the loan from the Public Works Loan Board to finance the purchase of a budget hotel through Consilio Property Ltd – the value of the loan was £5,478,000 borrowed at an interest rate of 2.09% repayable over 10 years.

**RESOLVED** that the Treasury Management Performance for 2018/19 as required by the Code of Practice for Treasury Management be noted.

10. **CONSILIO BUSINESS PLAN**

Cabinet were asked to approve the Business Plan for Consilio Property Ltd. This report was also discussed by the Overview and Scrutiny Committee who were very supportive of the Business Plan. Once the Plan had been approved by Cabinet it could be tabled at the Consilio Property Ltd Annual General Meeting. The Director of Resources informed Members that following a slowdown in the property investment market and the issuing of further guidance from CIPFA, it was agreed by the Board that the new Business Plan should be reviewed to take account of this. It also included the process for liaison and reporting with the new Shadow Executive of the new Buckinghamshire Council.

**RESOLVED** that the Business Plan for the financial year 2019/20 as contained in the exempt appendix be approved.

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

The Policy Advisory Group Minutes in the supplement pack were noted.

12. **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.

13. **APPLICATION FOR DISCRETIONARY RATE RELIEF**

The Cabinet considered an application for discretionary rate relief. At a previous Cabinet Meeting Members had requested further information in support of the application for 2019/20 to enable them to decide whether the organisation had demonstrated that it was providing added value to the local community as currently the organisation had a number of access restrictions to residents. Members considered that the letter from the organisation did not include enough significant benefits for the community to award Discretionary Rate Relief.

**RESOLVED** that the relief should not be awarded for this organisation in this instance.

#### 14. **FARNHAM PARK PLAYING FIELDS**

Cabinet received a report on the options for Farnham Park Playing Fields. Over the past few years options had been explored to reduce the operational cost of the playing fields and to improve its usage for outdoor sports. In Autumn 2018 KKP consultants had been re-engaged to undertake further work focusing on discussing with various national sporting bodies their view of the sites potential and scope for providing funding towards the project.

The options in the report took account of the following:-

- optimising the layout of the pitches
- developing a single building including sufficient space for bar and catering facilities
- providing a flexible space for meeting rooms and community activities
- northern area of the sites being used for informal purposes such as dog walking and enhancing biodiversity.

Members noted that the Overview and Scrutiny Committee and The South Buckinghamshire Members Advisory Panel had been very supportive of making the most of this community asset, particularly in relation to the public health agenda. In terms of the next steps Members agreed that the Shadow Executive Leader should be made aware of this community asset including how the future vision for this project would fit into the new Buckinghamshire Council. Cabinet welcomed this approach.

**RESOLVED** that the Director of Resources prepare information to take forward discussions on the future vision of the site with the new Buckinghamshire Council and its value as a community facility and for the delivery of the new Council's public health objectives.

#### 15. **OPTIONS FOR PARKSIDE HOUSE, PARKSIDE CEMETERY, FULMER**

Cabinet received a report which set out a number of options for the future use of Parkside House, at Parkside Cemetery, Fulmer. The Policy Advisory Group had recommended that Parkside House be refurbished to provide two lettable units within the budget set out in Option B of the report with the aspiration of providing housing for key workers in the local area if that proved feasible. If this did not prove feasible for example there was no option to protect the Council's assets by excluding the right to buy, than the most appropriate financial option should be taken forward which met the Council's objective to optimise the effective use of resources and assets.

**RESOLVED** that



- 1 subject to a successful planning application, to appropriate Parkside House from its current use as tied cemetery accommodation to planning purposes pursuant to Section 122 of the Local Government Act 1972 and Sections 226 and 227 of the Town and Country Planning Act 1990
- 2 authority be delegated to the Director of Services in consultation with the Portfolio Holder for Resources to agree and implement the most appropriate financial option available for re-using Parkside House as residential accommodation after considering the feasibility of offering housing for key workers

16. **BAD DEBT WRITE OFF REQUEST**

Cabinet received a report on a write-off of a debt, which was not recoverable. This was related to homelessness bed and breakfast accommodation which occurred before June 2017. Cabinet Members noted that procedures were now in place to ensure that the Council had a robust recovery process to enable arrears on the charges for temporary accommodation to be dealt with efficiently and consistently. The Chief Executive reported that Internal Audit would undertake another audit on the recovery process to ensure its robustness following the implementation of the recommendations from the Overview and Scrutiny Committee's review of homelessness management.

**RESOLVED** that the write-off of the debt be agreed.

17. **CONSILIO BUSINESS PLAN APPENDICES**

The Consilio Business Plan Appendices were considered as part of item 8.2.

18. **HEALTHY COMMUNITIES - APPENDICES FOR COMMUNITY GRANTS PROPOSAL**

The appendices for the Community Grants proposal were considered as part of item 7.2.

**The meeting ended at 7.11 pm**

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