



Council

Tuesday, 19 November 2019 at 6.00 pm

Council Chamber, Capswood, Oxford Road, Denham

MINUTE SUPPLEMENT PACK

Item

8. Committee Recommendations (*Pages 3 - 50*)

There are recommendations from the Audit and Standards Committee which met on 10 July 2019 for consideration at this Council meeting.

Members are 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. Overview & Scrutiny Committee – 1 October 2019
2. Audit & Standards Committee – 10 July 2019 and 23 October 2019
3. Governance & Electoral Arrangements Committee – 10 October 2019
4. Licensing Committee – 25 September 2019 cancelled due to lack of business
5. Planning Committee – 24 July 2019, 21 August 2019, 18 September 2019 and 16 October 2019
6. Joint Staffing Committee – 9 September 2019 and 4 November 2019
7. Cabinet – 9 October 2019

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: All Members of the Council

Date of next meeting – Wednesday, 15 January 2020

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OVERVIEW AND SCRUTINY COMMITTEE

Meeting - 1 October 2019

Present: P Bastiman (Vice-Chairman - In the chair), M Bezzant, D Dhillon, T Egleton and P Kelly

Apologies for M Bradford, M Lewis and D Saunders
absence:

16. MINUTES

The minutes of the Overview and Scrutiny Committee held on 19 June 2019 were approved and signed by the Chairman of the Committee as a correct record subject to an amendment to Minute No. 5 – Homelessness in South Bucks – Update, in relation to the discussion which took place on performance indicators for homelessness, it was agreed that it should read that performance indicator targets for homelessness should be reduced.

17. DECLARATIONS OF INTEREST

There were no declarations of interest.

18. SOUTH CENTRAL AMBULANCE SERVICE PRESENTATION

The Committee was provided with a presentation from Andrew Battye, Head of Operations at South Central Ambulance Service NHS Foundation Trust.

The Ambulance Response Program (ARP) was the largest change to Ambulance response since the late 70's. It identified the most appropriate resource that needed to be measured; this resulted in different time parameters. It is no longer a percentage of achievement, but now looks at the average (mean, to improve response to more patients.

The system benefits were that life threatening categories were measured by response and conveyance, conveying resource was measured for all calls and a review of the response model. Risks included the possibility of skewed numbers as a result of low numbers in some categories. There is a risk of false negatives in the data due to measurement.

Responses were sorted into 4 categories. Category 1 were the highest priority patients; unconscious, not breathing and drowning. These had 7 minutes initial response on average. Category 2 were the higher priority patients; chest pain, stroke and breathing difficulties. These had a 17 minutes average conveying resource time.

Overview and Scrutiny Committee - 1 October 2019

Category 3 were lower acuity patients; abdominal pain, fall with injury and minor with and road traffic incident. This had an average 2 hours conveying resource time. Category 4 patients were the lowest acuity patients; fall without injury and generally unwell. These had an average 3 hours average conveying resource time.

Demand was growing for the ambulance service. In response to questions from members, Andrew Battye explained that this was in part due to an ageing population. Despite the growing demand, performance had remained similar with minor shifts in the response times. For 2019/20, at the 50th percentile, there had been a 3 second increase, at the 75th percentile, a 7 second decrease and at the 90th percentile a 2 second decrease. The performances for 2019/20 at the 50th, 75th and 90th percentile were 6:31, 9:55 and 17:17 respectively.

South Bucks contains sections of both the M40 and the M25 motorways. It was reported that since 1st April 2019, there had been 55 incidents on the M25 and 102 incidents on the M40.

Hospital handover times were reported to have improved significantly. At Wexham Park Hospital, the introduction of a new Emergency department had drastically reduced handover excesses. At Stoke Mandeville hospital, there had been a modest reduction in handover excesses.

Delays can cause a knock-on effect where patients could need greater care. For example if a patient was on the ground due to a fall, they can be treated on the spot if the response time is within a certain timeframe. However, if they are on the ground for an extended period, there is a need for further care. This causes extra delays for the ambulance service.

It was reported that there is a significant challenge in recruiting and retaining ambulance staff. GPs were now recruiting paramedics with better working conditions. Paramedics had a greater suicide rate than the rest of the population. Team leaders within the ambulance service helped manage staff and ensure their wellbeing. Cost of housing was an issue and staff regularly left for more affordable areas. In response to questions from Members, it was reported there was currently no London weighting available for ambulance staff in the area. Andrew Battye informed Members he was looking to contact the South Bucks MP to express his concerns about this.

Reference was made to negotiations which had taken place with a mortgage lender about getting preferential rates for ambulance staff. The lack of affordable and key worker housing in the region was a problem.

The ambulance fleet vehicles are currently maintained and run for up to 10 years. There were 52 new vehicles ordered and roll out will start in November.

RESOLVED – That the South Central Ambulance Service be thanked for their presentation.

19. **PRESENTATION ON FLOODING ISSUES AND PREVENTION MEASURES IN SOUTH BUCKS DISTRICT**

The Committee was provided with a presentation from Huw Thomas (Thames Water), Grace Harland (Affinity) and a verbal update from Alex Back (Bucks County Council).

Thames Water

Huw Thomas from Thames Water gave an overview of the Thames Valley Network, it was explained that groundwater can cause sewers to become permanently full. This results in further rain causing sewers to surface. It was reported that Thames Water had become more pro-active with sewer maintenance since 2015. There were depth monitors in place in sewers.

Members were informed that Thames Water identified risks by using several resources. They analysed proposed growth through Local Plans. A Pre-planning enquiry process was free and developers were being encouraged to contact them in advance of the submission of planning applications. Their customer relationship managers were proactively seeking out site developers and working to meet developers, promoters and agents for large development sites at an early stage of the planning process.

In response to questions from Members, it was confirmed that the conversion of offices to flats is unlikely to be picked up by Thames Water and Members were informed that the Local Authority should communicate this to the Water Authorities. However, flow monitors in sewers allow them to be aware of altered activity.

Drainage and Wastewater management plans had been developed by Water and wastewater Companies, Defra Environment Agency, Ofwat, Consumer Council for Water and the National Infrastructure Commission. This framework was published in 2018 to provide a basis for more collaborative and integrated long term planning.

It was reported that £150,000 is to be made available to all districts in the region for the installation of surface water management schemes. Alex Back from Bucks County Council confirmed that the new unitary council will receive the amounts intended for all local authorities to be merged.

Members were informed that generally South Bucks was reasonably well looked after, with no major flooded areas, although there were isolated small areas which encountered the occasional flooding. Reference was made to Chalfont St Peter and Chesham where there were issues with the drainage. Thames Water was asked to investigate Lakes Lane, Beaconsfield where there were potential drainage problems which resulted in flooding.

Affinity

Grace Harland from Affinity gave an overview of the River Restoration projects on the River Misbourne. The presentation focused on 3 projects, Barn Meadow, Amersham to Q Mill and the Isle of Wight Farm.

The Isle of Wight Farm Project at Gerrards Cross was completed December 2018. Its aim was to build a bund that diverts river flow into the main channel. To narrow and add flow diversity to the channel and to narrow and to increase the amount of light into the channel through tree works.

Members were shown a portion of tree works completed. Gravels were exposed on the bed and monitoring was in place at the site. This was to spot gauging and macroinvertebrate sampling.

The Amersham to Quarrendon Mill project was aimed at improving habitat and flows in the existing channel (mill leat) through in-channel enhancements, including tree works. Also to better connect the channel to groundwater by re-meandering the channel through the grazing field at the bottom of the valley just below Amersham Bypass.

The Outline designs were produced in April 2019, with a detailed design to be completed later in the year. Tree works were due to be completed in November 2019 and the re-meander in 2020.

County Council

Alex Back, Senior Strategic Flood Management Officer from Bucks County Council (BCC) gave a verbal update on the role of the County Council with regards to flooding.

Bucks County Council is responsible for all rivers within the County. Should a landowner wish to alter a river, they must obtain the Council's consent. If they fail to obtain this, they shall be fined for the corrective works.

Awareness of flooding issues relies on local authority reporting, it was reported there was a severe lack of information about highway drainage assets and their state of maintenance. Members were informed that the County Council tended to be reactive rather than pro-active in dealing with drainage matters, and it tended to be matters raised by members and parishes that received attention in the absence of a formal planned maintenance programme.

Members were invited to contribute with any information they had, and email it to strategicfloodmanagement@buckscc.gov.uk.

BCC communication with Parish Councils took place via local area forums. When a flood incident took place, team members aimed to go out to the affected area. Members suggested it would be useful for Parish Councils to receive the minutes of the Strategic Flood Management Committee.

Reference was made to drainage issues at Farnham Lane, North Burnham and the officer said he would look at this.

Helen Harding, Principal Planner for South Bucks explained to Members that officers worked together with the water authorities at the Local Plan stage.

RESOLVED – That Thames Water, Affinity and Buckinghamshire County Council be thanked for their presentations.

20. **PERFORMANCE REPORT - Q1 2019/20**

The Committee received a report which outlined the annual performance of Council services against pre-agreed performance indicators and service objectives for Quarter 1 of 2019-20. The Performance and Policy Officer informed the committee that the performance indicator being referred to in 4.2.3 was the Percentage of food premises improving their Food Hygiene Rating from 0-2 rating to achieve rating of 3 and above.

RESOLVED that the report be noted.

21. **STATISTICS ON TPO COMPLAINTS AND PROSECUTIONS**

Members requested that the item be deferred pending further detail on the report. Members asked for details regarding current Tree Protection Order (TPO) Policy, the total number of TPO's and current enforcement policy. Members expressed concern that there had been no enforcement prosecutions for 5 years and wished to know why no action had been taken.

RESOLVED that the report be deferred to the next meeting pending further details.

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

Members received the Minutes of the meeting of the Buckinghamshire County Council Health and Adult Social Care Select Committee held on 2 July 2019.

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

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

Overview and Scrutiny Committee - 1 October 2019

Members were informed that the Minutes of the 6 September 2019 Bucks Children's Social Care and Learning Select Committee would be submitted to the next meeting.

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

24. MEMBERS QUESTIONS AND ANSWERS

There were no questions from Members.

The meeting terminated at 7.43 pm

AUDIT AND STANDARDS COMMITTEE

Meeting - 10 July 2019

Present: G Hollis and P Hogan

Apologies for absence: D Anthony and R Sangster

3. MINUTES

The minutes of the Audit and Standards Committee held on 9 April and 14 May 2019 were approved and signed by the Chairman as a correct record.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. CODE OF CONDUCT AND COMPLAINTS PROCEDURE FOR BUCKINGHAMSHIRE COUNCIL AS A SHADOW AUTHORITY

The Committee received a report about the standards arrangements in place for Members during the Shadow Authority period for Buckinghamshire Council. The Monitoring Officer reported that the Buckinghamshire (Structural Changes) Order 2019 provided that Part 7 of the Localism Act 2011 which dealt with standards applied in relation to the Shadow Authority, as if it were a district council. The Shadow Authority was therefore required to promote and maintain high standards of conduct and to adopt a code dealing with the conduct that was expected of its Members when they were acting in that capacity. The South Bucks District Council code would still apply to District Council matters until April 2020 when the Shadow Authority code would apply until a new code was adopted by the new Buckinghamshire Council after the elections in May 2020.

Members noted that the code contained 7 general obligations (Nolan) as to Member conduct and the statutory requirement to disclose pecuniary interests was included but a lighter touch was adopted in relation to the disclosure of other personal and prejudicial interests, which reflected the fact that the Shadow Authority had no regulatory functions.

RESOLVED that the report be noted.

6. CODE OF CONDUCT COMPLAINTS MONITORING REPORT 2018/19

The Committee received a report about complaints received by the Monitoring Officer during the financial year 2018/19 claiming that Members had breached the code of conduct.

The Monitoring Officer reported that historically the overall number of formal complaints about councillors in South Bucks District had been low. However, over the last two financial years there had been an increasing number of complaints about SBDC councillors. The complaints about town/parish councillors (which in 2017/18 related to a particular planning application) had reduced slightly in the last year. In 2018/19 there were six complaints against South Bucks District (compared to four last year) and four against Town and Parishes (compared to 5 last year). Members noted that 5 of the complaints about SBDC councillors in 2018/19 related in some way to the Council's proposed development of the car park in Station Road, Gerrards Cross. Four of the complaints were assessed at Stage 1 as disclosing no potential breach of the Code and one was determined as requiring no further action at Stage 2. With regard to complaints against town/parish councillors, 3 related to one parish council and were being assessed at Stage 2. One complaint was dealt with at Stage 1.

In relation to one particular complaint the Deputy Monitoring Officer identified a need to consider clarifying the circumstances when a District Councillor had a prejudicial interest under Paragraph 8 of the Code. Part 8 of the Code could be ambiguous in that it referred to decisions and actions taken by the Policy Advisory Groups (PAGs). However, PAGs were not decision making bodies and it was recommended that reference to PAGs in paragraph 8 was removed.

A Member asked if there was any conflict of interest between sitting on the PAG and being a Member of Overview and Scrutiny Committee (OSC). The Monitoring Officer reported that there was no conflict of interest and that the constitution (Protocol for the operation of PAGs) stated that to strengthen the relationship between the PAGs and the OSC each PAG would include at least one Member from the OSC.

RECOMMENDED that paragraph 8 of the Code of Conduct be amended to remove the reference to Policy Advisory Groups.

7. STANDARDS WORK PROGRAMME

The Committee received the Standards Work Programme.

RESOLVED that the Standards Work Programme be agreed.

8. FOLLOW UP REVIEW OF 2018/19 INTERNAL AUDIT RECOMMENDATIONS

The Committee received the follow up review of 2018/19 Internal Audit recommendations. The Internal Auditor reported that for the 22 recommendations that have been confirmed as implemented, no further action was necessary. In relation to the two recommendations classified as outstanding, both related to recommendations which had not yet reached their implementation date and they would continue to be periodically monitored.

RESOLVED that the report be noted.

9. **INTERNAL AUDIT PROGRESS REPORT 2019/20**

The Committee received the Internal Audit Progress Report 2019/20. The Internal Auditor reported that Appendix A showed the progress that had been made and identified those Audits which were still in draft and those that had been finalised. Appendix B shows progress against the Annual Plan for 19/20 and that a good start had been made with audits expected to be completed by end of December 2019. Appendix C showed Priority 1 and 2 recommendations. There was one report relating to procurement where inconsistencies had been highlighted in the approach with framework agreements. The recommendation was to develop guidance relating to the use of frameworks however, this was unlikely to be a priority to address due to the move to the new Buckinghamshire Council. Also, any work outstanding would be transitioned over to the new Buckinghamshire Council.

A Member referred to contracts under signature and whether they would be able to be completed because of the transition to the new Buckinghamshire Council. Contacts under seal have a longer indemnity period. The Internal Auditor reported that he would investigate this and provide a written response to Members.

RESOLVED that the report be noted.

10. **EY ANNUAL ASSURANCE LETTER**

The Committee received a report on the response to the External Auditor's request for information on how the Audit and Standards Committee gained assurance from Management. As part of this they formally requested that the Section 151 Officer, the Monitoring Officer and the Chairman of the Audit and Standards Committee provide written responses to various questions about the Council's management process.

The Head of Finance reported that from April 2020 the existing functions of the Council would still continue and the new Buckinghamshire Council would adopt these as a going concern for accounting purposes.

Members noted that the Chairman of the Audit and Standards Committee would sign the formal response.

RESOLVED that the proposed response to the External Auditor's letter, requesting information on how the Audit and Standards Committee gained assurance from Management be agreed.

11. **EY ANNUAL AUDIT FEE LETTER 19/20**

The Committee received the External Auditors Annual Audit Fee Letter 19/20. The External Auditor reported that for this financial year, the Public Sector Audit Appointments (PSAA) had set the scale fee for each opted in body and following

consultation on its Work Programme and Scale of Fees, PSAA had maintained scale audit fees at the same level as for 2018/19.

RESOLVED that the report be noted.

12. **APPROVAL OF DRAFT ACCOUNTS**

The Committee received the draft 2018/19 Statement of Accounts for Members to review. Each year the Authority was required to produce a formal Statement of Accounts document in accordance with the Accounts and Audit Regulations.

The Head of Finance reported that the key movements in the Council's usable reserves were as follows:-

- The General Fund Balance increased by £793,000 to £3,193,000 which was mainly due to adjustments relating to retained income from Non-Domestic Rates.
- Earmarked reserves decreased by £3, 639,000 to £1,602,000 which was mainly due to use of reserves to finance capital expenditure.
- The Authority's Capital Receipts reserve were fully utilised in 18/19 which was due to receipts of £359,000 being used to fund the capital investment programme.

In terms of the Council's unusable reserves the Pensions deficit decreased by £1,851,000 and the accumulated estimated Pension deficit now stood at £28,378,000. The Head of Finance reported that the liability with regard to the Pension Fund would be higher (0.6%) than estimated due to a recent legal case (the McCloud case).

The Head of Finance informed Members that this was the first year that Consilio was part of the SBDC Group accounts as a Travelodge had been purchased by Consilio. The new Buckinghamshire Council would need to decide whether it would still wish to support Consilio and if so how to fund the company.

A Member referred to the Local Development Fund on page 140 of the agenda and to the balance at the end of March 2019 of £377,000 and the Section 106 Housing reserve at £1 million. The Head of Finance reported that Section 106 monies had a prescribed usage. In terms of the new Buckinghamshire Council a decision would need to be taken whether this money would be used for South Bucks District only or for the whole Council area. There was also the Community Infrastructure Levy to consider.

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RESOLVED that the draft accounts be noted.

13. RESCHEDULING OF EXTERNAL AUDIT OF ACCOUNTS

The Committee received the letter from the Public Sector Audit Appointments on the need to reschedule the external audit because of high levels of attrition and difficulties in recruiting staff who would deliver audits that met the required quality standard. The deadline for Member approval and final publishing was not later than 31 July 2019 unless the external audit had not been concluded. The Head of Finance reported that the External Auditors were not able to complete the audit until end of September 2019. This was very regrettable given the efforts the Council had made to produce its draft accounts by the required deadline. The Accounts could still be published with no audit opinion. The Council had expressed its concern to the body responsible (Public Sector Audit Appointments) that Ernst and Young had not been able to meet the expectations of its contract in respect of the Council's audit.

RESOLVED that the report be noted.

14. AUDIT COMMITTEE WORK PROGRAMME

The Audit Committee Work Programme was noted.

The meeting terminated at 6.35 pm

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AUDIT AND STANDARDS COMMITTEE

Meeting - 23 October 2019

Present: D Anthony (Chairman)
P Griffin and L Hazell

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

15. MINUTES

The minutes of the Audit and Standards Committee held on 10 July 2019 were approved as a correct record to be signed by Councillor Hollis who chaired the meeting.

16. DECLARATIONS OF INTEREST

There were no declarations of interest.

17. ANNUAL REVIEW OF CODE OF CONDUCT AND COMPLAINTS PROCEDURE

The Committee considered a report which considered whether the code of conduct and complaints procedures adopted by the Council in accordance with the Localism Act in 2011, remained fit for purpose.

The Committee was advised that the Code of Conduct, attached as Appendix 1, was first adopted by the Council in July 2012. At the meeting on 10 July 2019 the Audit Committee agreed to recommend to Full Council on 19 November 2019 that paragraph 8 of the current Code of Conduct be amended to remove the reference to Policy Advisory Groups.

The Council's current Complaints Procedure was reviewed and revised by the Committee in September 2017 and was attached as Appendix 2. Members were advised that the Monitoring Officer has received three formal complaints in the current financial year which were proceeding through Stages 1 and 2 of the procedure. Members noted that the Monitoring Officer was satisfied that the procedure remains fit for purpose.

RESOLVED

- 1 That the report be noted and no changes should be made to the Council's current code of conduct and complaints procedure.
- 2 That the recommendations agreed at the meeting on 10 July 2019 for paragraph 8 of the Code of Conduct to be amended to remove the reference to Policy Advisory Groups would be reported to Full Council on 19 November 2019.

18. **COMMITTEE ON STANDARDS IN PUBLIC LIFE ANNUAL REPORT**

The Committee considered the Committee on Standards in Public Life (CSPL) Annual Report for 2018-19.

The CSPL is an independent advisory, non-departmental body which advises the Prime Minister on ethical standards across the whole of public life in England. It monitors and reports on issues relating to the standards of conduct of all public office holders including members of local authorities. The CSPL publishes an annual report and an extract from its 2018 -19 report was attached as an appendix. This contained the Forward by the Chairman, an overview of work undertaken during the year and the Committee's current work plan.

RESOLVED that the report be noted.

19. **STANDARDS WORK PROGRAMME**

The Committee received the Standards Work Programme.

RESOLVED that the Standards Work Programme be agreed.

20. **ANNUAL FRAUD REPORT 2018/19**

The Committee considered a report which detailed the anti-fraud and error reduction activity undertaken in 2018/19 in relation to Housing Benefit, Council Tax and Housing. The Revenues Fraud and Error Reduction Team are responsible for carrying out anti-fraud activity in relation to Housing Benefit and Local Council Tax Support and also provide assistance to Internal Audit, and all other service areas providing the main resource for fraud and irregularity matters.

The Committee noted that South Bucks District Council in 2018/19 had awarded £14,532,903 in Housing Benefit rather than £14,352,903 as was stated in the report.

The Audit, Fraud and Error Reduction Manager reported that the level of fraud and error within housing benefit had increased with more reviews but figures were lower than estimated by DWP so that the right outcomes were being reached.

A total of 166 high risk claims with self employed earnings were reviewed across both authorities with 76 of the cases resulting in a reduction of cessation of Housing Benefit.

There had been an increase in single person discount errors being falsely claimed but this was mainly through error and was not malicious. With errors these normally were backdated for the year. Members noted that errors were discovered through a data matching exercise between the electoral roll and council tax. This had resulted in £50,000 saving.

A Member asked how money was recovered and was informed that it could be through the normal council tax recovery procedures or from ongoing benefit, invoiced or attachment to earnings.

RESOLVED that the report be noted.

21. INTERNAL AUDIT COMPARISON REPORT - 23 OCTOBER 2019

The Committee considered a report which provided a comparison of assurance levels over time so that any trends or measures which may have impacted upon the control framework at the Council could be identified.

Members noted that there had been one advisory report relating to documentation of health and safety contractor arrangements but following discussion with the Head of Service action had been taken to address the recommendations.

Members welcomed the report, particularly that most recommendations were either 'substantial' or 'reasonable'.

RESOLVED that the report be noted.

22. INTERNAL AUDIT PROGRESS REPORT - 23 OCTOBER 2019

The Committee received the Internal Audit progress report from TIAA which showed the progress of audits since the previous meeting.

The Committee noted that no emerging risks has been identified which could impact on the overall effectiveness of the governance, risk and internal control framework of the Council. TIAA were working to get all draft reports finalised by the end of March 2020.

A Member asked a question with reference to the ICT Annual Network Audit where five recommendations had been made. Appendix B showed all five recommendations which were priority 2 which were either completed or ongoing.

RESOLVED that the report be noted.

23. 2018/19 STATEMENT OF ACCOUNTS

Members received a report which presented the Statement of Accounts for 2018/19, which could be seen at Appendix 1 on pages 93-176 of the agenda pack.

The Council set its budget for 2018/19 to take account of the continuing material reduction in funding to the Authority and incorporated over £600,000 of savings, budget reductions and increased income. The net cost of services for the year was £10,407,000 and income from Council Tax was £7,566,000

The key movements in the Authority's usable reserves are as follows.

- The General Fund Balance increased by £793,000 to £3,193,000 and earmarked reserves decreased by £3,639,000 to £1,602,000.
- The Authority's Capital Receipts Reserve were fully utilised in 2018/19. This is because receipts of £359,000 were used to fund the capital investment programme.

The key movement in the Authority's unusable reserves is as follows.

The Pensions deficit decreased by £1,492,000. The accumulated estimated pension fund deficit now stands at £28,737,000. The Director of Resources reported that the liability with regard to the Pension Fund was higher than expected due to a legal case (£371k) (the McCloud case).

Total capital expenditure for the year amounted to £5,335,000 which was financed from internal capital receipts, borrowing and central Government grants. Total reserves were £9,769,000.

Members noted that the deadline for Member approval and final publishing was not later than 31 July, unless the external audit had not been concluded. The External Auditors had not been able to conclude the audit because of resourcing issues, which impacted on a number of Councils and Members wanted it to be made clear that the delay was not the fault of the Council. Members were concerned of the risk of EY's resourcing issue repeating for the 2019/20 accounts audit, and the impact that would have on the Council's finance team and that of the new Council's. Members were concerned about the reputation and possible financial consequences that could result. As EY were unable to attend the meeting they were unable to comment on these points. Members suggested EY may be in a position at the next Audit Committee meeting to provide an update on their resourcing situation.

SBDC have various major ongoing projects with capital commitments, such as 801 & 811 Bath Road, which is almost complete and Tatling End development.

Reference was made to Consilio Property Limited which was the wholly owned local authority trading company to facilitate income generation. Consilio is a significant company and was required to produce its own Group Accounts .

The Committee and the Head of Finance thanked the Finance Team, in particular Victoria Green for their hard work in preparing the accounts.

RESOLVED that the final 2018/19 Statement of Accounts be approved and that delegated authority be given to the Chairman of the Audit and Standards Committee and the Director of Resources to sign the Statement of Accounts in accordance with the Accounts and Audit Regulations.

24. **ERNST AND YOUNG 2018/19 ACCOUNTS AUDIT REPORT SBDC**

Members considered the Annual Audit Results Report from external auditors Ernst & Young (EY). The executive summary covered the key areas and the Committee was pleased to be informed that subject to the satisfactory completion of the outstanding items set out in appendix B of the audit report, EY expected to issue an unqualified opinion on the Authority's financial statements and that no significant issues had been discovered.

RESOLVED that the report be noted.

25. **AUDIT COMMITTEE WORK PROGRAMME (SBDC)**

RESOLVED that the work programme for the Audit Committee be agreed.

The meeting terminated at 6.45 pm

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SOUTH BUCKS DISTRICT COUNCIL

MINUTES of the meeting of the **GOVERNANCE AND ELECTORAL ARRANGEMENTS COMMITTEE** held on **10 October 2019**

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

Apologies for Dr W Matthews and J Lowen-Cooper
absence:

3. MINUTES

The minutes of the Governance and Electoral Arrangements Committee meetings held on 16 January 2019 and 14 May 2019 were approved and signed by the Chairman as a correct record.

4. DECLARATIONS OF INTEREST

No declarations of interest were made.

5. PREPARATION FOR POSSIBLE SNAP ELECTION

Following a request from the Chairman, the Committee received a verbal update on the preparations being made for an unscheduled election. The Democratic and Electoral Services Team had drafted an election project plan and risk register which had been informed by Electoral Commission guidance. Despite the uncertainty around a possible election date the project plan set out key election activities that would need to be carried out in the lead up to an election. Regular meetings were taking place between the Democratic and Electoral Services Manager, Returning Officer, Acting Chief Executive and Head of Paid Service to review the draft project plan, risk register and discuss preparations. The timing of an unscheduled election also had implications on the Annual Canvass which was currently being carried out prior to the publication of the revised register on 1 December 2019. Activities to mitigate this were noted. Officers were also working closely with electoral colleagues in other councils, in particular neighbouring authorities, and regularly reviewing available guidance.

6. **POLLING DISTRICT AND POLLING PLACES REVIEW FINAL RECOMMENDATIONS**

As required by the Electoral Registration and Administration Act 2013 a review of polling districts and polling places commenced on 8 February 2019. Public comments and submissions were invited until 15 March. The Acting Returning Officer's (ARO) recommendations were published on 21 June with public representations sought by 12 August 2019.

The Committee considered the ARO's recommendations and the representations received during the public consultations.

It was **RESOLVED** that the designations of polling districts and polling places as set out in the appendix be agreed.

The meeting ended at 6.20 pm

PLANNING COMMITTEE

Meeting - 24 July 2019

Present: R Bagge* (Chairman)
J Jordan*, D Anthony*, M Bezzant, T Egleton*, B Gibbs*, M Lewis*
and D Smith*

**attended site visits*

Apologies for absence: P Hogan and Dr W Matthews

15. MINUTES

The minutes of the Planning Committee held on 26 June 2019 were approved and signed by the Chairman as a correct record.

16. DECLARATIONS OF INTEREST

Councillor R Bagge and Councillor T Egleton declared a personal interest in application PL/19/0254/VRC as they had both recently attended a social occasion where the objector speaking against this application, Mr Tristan Miles, was present. Councillor Bagge and Councillor Egleton confirmed that Mr Miles was an acquaintance and not a close personal friend.

17. APPLICATIONS AND PLANS

Key to the following decisions:

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

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

		Decision
Plan Number:	17/01015/FUL	D (PO)
Applicant:	Mr A Carey	
Proposal:	Redevelopment of site to provide 34 dwellings comprising 15 one bedroomed flats, 2 two bedroomed flats and 17 three bedroomed houses, car parking and all associated landscaping and ancillary works at Burnham Garage, 71-73 Stomp Road, Burnham, Buckinghamshire, SL1 7LP	
<p>Notes:</p> <ol style="list-style-type: none"> 1. A site visit was undertaken by Members 2. A proposal was made that an informative be added to ensure that the materials match that of the adjoining development. <p>Councillor J Jordan proposed that the Officer's recommendations be approved, along with the addition of an informative to ensure that the materials match that of the adjoining development, which was seconded by Councillor M Lewis and agreed at a vote.</p> <p>RESOLVED</p> <ol style="list-style-type: none"> 1) 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 education provision and highway improvements. If the Section 106 Agreement cannot be completed the application be refused for such reasons as the Head of Planning and Economic Development considers appropriate. 2) An informative be added to ensure that the materials match that of the adjoining development. 		
		Decision
Plan Number:	PL/18/4426/FA	R(AO)
Applicant:	Ms R Grace-Mee	
Proposal:	Demolition of existing dwelling and erection of a detached dwelling, detached garage, swimming pool and gates at Stonecrop, 3 Saxon Gardens, Taplow, Buckinghamshire, SL6 0DD	
<p>Notes:</p> <ol style="list-style-type: none"> 1) A site visit was undertaken by Members <p>Councillor Gibbs proposed that the Committee refuse the application due to inappropriate development in the Green Belt, which would be harmful to the Green Belt, and the failure to harmonise with the existing character and appearance of the surrounding development and the locality in general. This proposal was seconded by Councillor Egleton and agreed at a vote.</p>		

RESOLVED

That the application be refused for the following reasons:-

- 1) Within the Green Belt, most new development is considered to be inappropriate and there is a general presumption against such development. Development which is not inappropriate is set out in paragraph 145 of the National Planning Policy Framework (NPPF) and includes the replacement of a building, provided the new building is in the same use and not materially larger than the one it replaces. This is also reflected in Policies GB1 and GB11 of the South Bucks Local Plan. The proposed dwelling and garage would have a total floor area of 532.1 sq metres which is considerably larger than the existing dwelling which has a total floor area of 260 sq metres. As such the proposed building would be materially larger than the one it replaces and would constitute inappropriate development, which is by definition harmful to the Green Belt. It would also result in harm to the openness of the Green Belt. Whilst it is acknowledged that the applicant is able to extend the existing property under permitted development, it is not considered that this is sufficient to amount to a case of very special circumstances to outweigh the harm to the Green Belt, by reason of inappropriateness and loss of openness. As such, the proposal is contrary to policies GB1 and GB11 of the South Bucks District Local Plan (adopted March 1999) and section 13 of the NPPF (Protecting Green Belt Land).
- 2) Local Plan policy EP3 states that development will only be permitted where its scale, layout, siting, height, design, external materials and use are compatible with the character and amenities of the site itself, adjoining development and the locality in general. Poor designs which are out of scale or character with their surroundings will not be permitted. Section 12 of the National Planning Policy Framework (NPPF) sets out that good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities. The NPPF also sets out that planning policies and decisions should ensure that developments will function well and add to the overall quality of the area; are visually attractive as a result of good architecture, layout and appropriate and effective landscaping and sympathetic to local character and history. The proposed replacement dwelling by virtue of its large size and design would fail to harmonise with the existing character and appearance of the surrounding development and the locality in general. It would be visible from the site entrance in Rectory Road and given its large scale and design would appear prominent within the street scene. As such, the proposal is contrary to saved policies EP3 and H9 set out in the South Bucks District Local Plan (adopted March 1999), Core Policy 8 of the South Bucks District Core Strategy (adopted February 2011) and the NPPF.

		Decision
Plan Number:	PL/18/4810/FA	P
Applicant:	Big Yellow Self Storage Company Ltd	
Proposal:	Demolition of existing office building (Use Class B1) and the erection of a 4-storey building comprising a self-storage facility (Use Class B8) together with vehicular	

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	access, service yard, parking, associated works and landscaping at ICM Ltd, River Court, 50 Oxford Road, New Denham, Denham, Buckinghamshire, UB9 4DN	
<p>Notes:</p> <p>1) A site visit was undertaken by Members</p> <p>Councillor B Gibbs proposed that the Officer's recommendation be approved which was seconded by Councillor M Lewis and agreed at a vote.</p> <p>RESOLVED</p> <p>That conditional permission be granted subject to the conditions and informative as set out in the report.</p>		
		Decision
Plan Number:	PL/19/0254/VRC	Appeal to be defended
Applicant:	Mr & Mrs R Pomerence	
Proposal:	Variation of condition 16 of planning permission 17/01853/ FUL (Redevelopment of site to provide 8 detached dwellings with integral garages) to amend design of houses on plots 2 and 3 at Cut Heath House, Parsonage Lane, Farnham Common, Buckinghamshire, SL2 3PA	
<p>Notes:</p> <ol style="list-style-type: none"> 1) Officers advised the Committee that an appeal had been lodged against the Council's failure to determine the application within the statutory time period, and as such the application would be determined by the Planning Inspectorate. Therefore the Committee were asked to indicate what the decision of the Council would have been in the absence of an appeal being lodged. 2) The Planning Officer advised that the first line of the recommendation in the report should read 'Had the Council had the opportunity to consider the application, it would have refused it for the following reason.....' 3) The Planning Officer added a second recommendation to authorise the Head of Planning and Economic Development to defend the Council's position on appeal on the basis of the reasons in the first recommendation. 4) Speaking on behalf of the objectors, Mr Tristan Miles. <p>Councillor J Jordan proposed that the Officer's recommendations be approved which was seconded by Councillor M Bezzant and agreed at a vote.</p> <p>RESOLVED that</p> <ol style="list-style-type: none"> 1) Had the Council had the opportunity to consider the application , it would have refused it for the following reason;- The NPPF supports the need for affordable housing to promote mixed and balanced communities. South Bucks District Council seeks to secure at least 40% of a development of this size to be provided in the form of units of affordable accommodation, unless it is clearly demonstrated that this is not economically viable. National and local policies require reduced rates of affordable housing based on financial viability to be clearly and robustly 		

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<p>demonstrated. In this instance, the application is not proposing any form of provision towards affordable housing. This lack of provision has not been robustly justified, and based upon the need to create mixed and balanced communities, and the need for affordable homes, it is clear that this lack of provision will result in harm. As such, the proposal would be contrary to the aims of section 5 of the NPPF, Core Policy 3 of the South Bucks District Local Development Framework Core Strategy (adopted February 2011) and the South Bucks District Affordable Housing SPD (adopted July 2013).</p> <p>2) Authority be given to the Head of Planning and Economic Development to defend the Council's position at appeal on the basis of the reasons in the first recommendation.</p>		
		Decision
Plan Number:	PL/19/1496/FA	P
Applicant:	Mr McManus	
Proposal:	Change of use to 11 bedroom house in multiple occupation (HMO) (a sui generis use) and associated facilities. (Retrospective) at Apex House, Apex Works, Willow Avenue, New Denham, Buckinghamshire, UB9 4AF	
<p>Notes:</p> <p>1) A site visit was undertaken by Members</p> <p>2) With regards to the enforcement notice, Members were advised that in the event planning permission is granted for the use of the premises as sought, the enforcement notice will no longer be enforceable. That said, section 180(3) continues that where a notice ceases to have effect after the grant of a planning permission, this shall not affect the liability of the any person for an offence in respect of a previous failure to comply or secure compliance with the notice.</p> <p>Councillor J Jordan proposed that the Officer's recommendations be approved which was seconded by Councillor B Gibbs and agreed at a vote.</p> <p>RESOLVED</p> <p>That conditional permission be granted subject to the conditions and informative as set out in the report.</p>		

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

		Decision
Plan Number:	PL/19/0983/VRC	P
Applicant:	Mr D Fisher	
Proposal:	Variation of condition 2 of Planning Permission 17/01562/FUL (Redevelopment of site to provide a block containing 19 apartments with associated access, landscaping and hardstanding) to allow	

	removal of bin store from the building and erection of an external bin store at 19 & 21 Bathurst Walk, Iver, Buckinghamshire, SL0 9DQ
RESOLVED That conditional permission be granted subject to the conditions and informative as set out in the report.	

(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.

18. 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 5.48 pm

PLANNING COMMITTEE

Meeting - 21 August 2019

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

**attended site visits*

Apologies for absence: B Gibbs

19. MINUTES

The minutes of the Planning Committee held on 24 July 2019 were approved and signed by the Chairman as a correct record.

20. DECLARATIONS OF INTEREST

Councillor P Hogan declared a Personal Interest under the Council's Code of Conduct as a Member of Beaconsfield Town Council who had made representations about application PL/19/0654/FA. Councillor Hogan reported that he had not attended any meetings when this application was discussed by the Parish Council nor expressed a view on the application and had not pre-determined the application.

21. 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:

Planning Committee - 21 August 2019

		Decision
Plan Number:	PL/19/0654/FA	P
Applicant:	Mr & Mrs S Fletcher	
Proposal:	Demolition of existing dwelling and erection of new dwelling with changes to vehicular access.	
<p>Notes:</p> <ul style="list-style-type: none"> • A site visit was undertaken by Members • There was no public speaking on the application • Officers advised that condition 5 in the report would be amended to show two separate conditions. It was also noted that condition 10 (listed as condition 9 in the report) would be amended to ensure that the ecological enhancement and landscaping schemes submitted would be adhered to. <p>Councillor J Jordan proposed that the application be permitted subject to the conditions outlined in the Officer's report, as verbally amended at the meeting. This proposal was seconded by Councillor Dr W Matthews and agreed unanimously at a vote.</p> <p>RESOLVED: That the application be permitted subject to the conditions outlined in the Officer's report, as verbally amended at the meeting.</p>		

(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.

22. 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 4.27 pm

PLANNING COMMITTEE

Meeting - 18 September 2019

Present: R Bagge* (Chairman)
J Jordan*, D Anthony*, T Egleton*, B Gibbs*, M Lewis*,
Dr W Matthews and D Smith*

*Attended site visits

Apologies for absence: M Bezzant and P Hogan

23. MINUTES

The minutes of the Planning Committee held on 21 August 2019 were approved and signed by the Chairman as a correct record. The amended minutes of the Planning Committee held on 5 June 2019 were approved and signed by the Chairman as a correct record. The Amendment corrected Councillor Jordan's declaration of interest in application 17/01763/OUT by inserting "wife of" into the declaration. The declaration shall now read "as a close personal friend of the wife of....".

24. DECLARATIONS OF INTEREST

Councillor Dr W Matthews declared a Personal Interest under the Council's Code of Conduct as a Member and current Chairman of Iver Parish Council who have made representations about applications PL/18/4490/FA, PL/18/4491/FA and PL/19/1497/FA. Councillor Dr W Matthews explained that she had not expressed a view on any of these applications when they had been discussed at meetings of Iver Parish Council and had not pre-determined the applications.

Councillor J Jordan declared a Personal Interest under the Council's Code of Conduct in application PL/19/2062/VRC as she had in the past socialised with the applicant. Councillor J Jordan left the room whilst the application was being considered.

25. 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

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Permission; ULBC - Unconditional Listed Building Consent; UP - Unconditional Permission; VG - Variation Granted; W - Application Withdrawn.

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

		Decision
Plan Number:	PL/18/4490/FA	P
Applicant:	Mr Alex Parsons	
Proposal:	Single storey rear extension, loft conversion incorporating a rear dormer, replacement porch and fenestration alterations.	
<p>Notes:</p> <ul style="list-style-type: none"> • A site visit was undertaken by Members • Officers advised the committee that 3 additional letters of objection had been received which referred to objections already covered in the report. • Speaking on behalf of the objectors Cllr Carol Gibson • Speaking on behalf of the applicant Lloyd Gold • A proposal was made that an informative be added advising the applicant to consider a scheme of ecological enhancements to encourage an overall net gain in biodiversity. Ecological enhancements can include both bird and bat boxes. <p>Councillor B Gibbs proposed that the application be delegated to the Head of Planning and Economic Development to approve subject to the receipt of amended plans to align the floor plans with the elevations. This proposal was seconded by Councillor T Egleton and agreed at a vote.</p> <p>RESOLVED</p> <ol style="list-style-type: none"> 1) That the application be delegated to the Head of Planning and Economic Development to approve subject to the receipt of amended plans to align the floor plans with the elevations. 2) An informative be added advising the applicant to consider a scheme of ecological enhancements to encourage an overall net gain in biodiversity. Ecological enhancements can include both bird and bat boxes. 		
		Decision
Plan Number:	PL/18/4491/FA	P
Applicant:	Mr Alex Parsons	
Proposal:	Subdivision of plot and erection of detached dwelling.	
<p>Notes:</p> <ul style="list-style-type: none"> • A site visit was undertaken by Members • Speaking on behalf of the objectors Cllr Carol Gibson • Speaking on behalf of the applicant Lloyd Gold • Officers advised that there was space on the proposed driveway for 3 spaces if the proposed landscaping were to be removed. <p>Councillor T Egleton proposed that the application be delegated to the Head of Planning and Economic Development to approve subject to the receipt of amended proposed plans for 3 parking spaces on the driveway rather than 2. This proposal was seconded by Councillor M Lewis and agreed at a vote.</p> <p>RESOLVED that the application be delegated to the Head of Planning and Economic Development to approve subject to the receipt of amended proposed plans for 3 parking</p>		

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spaces.		
		Decision
Plan Number:	PL/19/1497/FA	P
Applicant:	Mr Tim Sutton	
Proposal:	Redevelopment of the site of 34 and 35 to provide a part two/ part three/ four storey fine arts secure storage and logistics facility with ancillary offices. Servicing to a ground floor undercroft area incorporating landscaping. Security access controls and lorry, car and cycle parking.'	
<p>Notes:</p> <ul style="list-style-type: none"> • Councillor B Gibbs left the room and did not take part in the consideration of this item • A site visit was undertaken by Members • There was no public speaking on the application <p>Councillor J Jordan proposed that the Officer's recommendation be approved which was seconded by Councillor T Egleton and agreed at a vote.</p> <p>RESOLVED that conditional permission be granted subject to the conditions and informatives as set out in the report.</p>		
		Decision
Plan Number:	PL/19/2062/VRC	P
Applicant:	Quarterhill / Baker	
Proposal:	Variation of Condition 13 of planning permission PL/18/4350/FA (Redevelopment of the site to provide 8 flats incorporating hardstanding and demolition of existing dwelling) to amend the internal design and add an additional parking space.	
<p>Notes:</p> <ul style="list-style-type: none"> • Councillor J Jordan left the room while the application was being considered • Councillor B Gibbs was not in the room and therefore did not take part in the consideration of this item • Speaking on behalf of the objectors Stephen Finnerty • Speaking on behalf of the applicant Peter Rutter • Officers advised that the following wording should be removed from page 52, fifth paragraph down: "relate only to the outbuilding and" <p>Councillor D Smith proposed that the Officer's recommendation be approved which was seconded by Councillor Dr W Matthews and agreed at a vote.</p> <p>RESOLVED that conditional permission be granted subject to the conditions and informatives as set out in the report.</p>		

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

		Decision
Plan Number:	PL/18/4394/RC	P
Applicant:	South Bucks District Council	
Proposal:	Change of use to residential (Use Class C3), formation of access road and erection of boundary fence	

Notes:

- Councillor J Jordan and Councillor B Gibbs returned to the room at 17:35 to consider this item.

RESOLVED that conditional permission be granted subject to the conditions as set out in the report.

(C) COMMITTEE OBSERVATION REQUIRED ON APPLICATIONS TO OTHER AUTHORITIES

None

(D) APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY

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

26. OBJECTION TO THE SOUTH BUCKS DISTRICT COUNCIL TREE PRESERVATION ORDER NO. 0003 OF 2019, TAMARISK, 26 HOWARDS THICKET, GERRARDS CROSS, BUCKINGHAMSHIRE SL9 7NX

The Committee considered a report setting out the objections raised to the Tree Preservation Order No 0003 of 2019.

The objections were dealt with following the Procedure for Confirming Tree Preservation Orders adopted by the Committee on 27 February 2018. In accordance with this procedure the objectors had been invited to attend and address the meeting but the Committee noted that none of the objectors was in attendance and that neither a deferral nor a site visit had been requested.

The Councils Arboriculturalist addressed the meeting explaining why the Tree Preservation Order should be confirmed without modifications.

Following a discussion the Committee

RESOLVED that the South Bucks District Council Tree Preservation Order No 0003 of 2019 be confirmed without modifications.

27. 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

28. ENFORCEMENT UPDATE

The Committee received a verbal report which updated the Committee on the position relating to Enforcement, including

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- Recent recruitments which had taken place within the Enforcement Team including the appointment of a 6 month temporary CIL/s106 Officer to assist with back office setup in advance of the Council's implementing a CIL charging schedule;
- The number of enforcement notices which had been issued in last three months and the number which were currently being processed;
- Enforcement issues relating to Airport Parking Sites; and
- With regards to section 106, over £800,000 of income had been received in the past 2 months; and
- 237 cases had been logged for South Bucks District Council compared to 271 cases in Chiltern District Council.

The Committee thanked the Enforcement Manager and the Enforcement Team for their excellent work.

29. **EXCLUSION OF PUBLIC**

The meeting terminated at 5.56 pm

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PLANNING COMMITTEE

Meeting - 16 October 2019

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

*Attended site visits

Also Present: L Hazell

Apologies for absence: M Bezzant

30. MINUTES

The minutes of the Planning Committee held on 18 September 2019 were approved and signed by the Chairman as a correct record.

31. DECLARATIONS OF INTEREST

Councillor Dr W Matthews declared a Personal Interest under the Council's Code of Conduct as a Member and current Chairman of Iver Parish Council who had made representations about application 17/02353/FUL. Councillor Dr W Matthews explained that she had not expressed a view on the application when it had been discussed at meetings of Iver Parish Council and she had not pre-determined the application.

Councillor R Bagge declared a Personal Interest under the Council's Code of Conduct as a Member and Current Chairman of Stoke Poges Parish Council who had made representations about application PL/19/1470/FA. Councillor Bagge stated that he had not attended any meetings when this application was discussed by the Parish Council nor expressed a view on the application and had not pre-determined the application.

Councillor R Bagge also declared a Personal Interest under the Council's Code of Conduct in application PL/19/1470/FA as he was an acquaintance of the objector but did not have a close association with him.

32. 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

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Consent/Part Refusal; LBC - Listed Building Consent; OP - Outline Planning Permission; P - Application Permitted; R - Refused or Rejected; R (AO) – Refused against Officer recommendation; RC - Removal of Condition; TC - Temporary Consent; TP - Temporary Permission; ULBC - Unconditional Listed Building Consent; UP - Unconditional Permission; VG - Variation Granted; W - Application Withdrawn.

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

		Decision
Plan Number:	17/02353/FUL	D (NEG)
Applicant:	Link Park Heathrow LLP	
Proposal:	Part retrospective application for use of site as B8 use and rail borne storage and siting of 4 ancillary buildings, an electric substation, 9x lighting columns and replacement boundary fence and gate at Link Park Heathrow, Thorney Mill Road, Iver	

Notes:

- A site visit was undertaken by Members.
- There was no public speaking on the application as it had previously been deferred by the Planning Committee on 5 June 2019.
- Officers from Bucks County Council Highways attended the meeting to respond to questions from Members.
- An addendum from the agent had been forwarded to Members prior to the meeting.
- Members were informed that an application submitted to the London Borough of Hillingdon covering the part of the site which fell within Hillingdon had been refused on 15 June 2018.

Councillor B Gibbs proposed that the application be delegated to the Head of Planning and Economic Development to approve, subject to the receipt of amended proposed plans limiting the height of the portacabins on the site to one storey and subject to the satisfactory prior completion of a section 106 planning agreement. If a variation cannot be agreed with the applicant, the application should be returned to the Planning Committee for determination. This proposal was seconded by Councillor M Lewis and agreed at a vote.

RESOLVED

- 1) That the application be delegated to the Head of Planning and Economic Development to approve subject to the receipt of amended proposed plans limiting the height of the portacabins on the site to one storey and subject to the satisfactory prior completion of a section 106 planning agreement covering the matters in the heads of terms set out in the report.
- 2) That if a variation cannot be agreed with the applicant, the application should be returned to the Planning Committee for determination.
- 3) If the section 106 agreement cannot be completed, authority is delegated to the Head of Planning and Economic Development to refuse the application for such reasons as he considers appropriate.

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		Decision
Plan Number:	PL/19/0938/FA	P
Applicant:	Mr Robin Moxon	
Proposal:	Erection of 4 no. single storey decks to form 270 additional spaces within the car parking areas of Plots 1,2,3 and 4 Uxbridge Business Park with associated landscaping and infrastructure at Uxbridge Business Park, Oxford Road, New Denham, Denham.	
<p>Notes:</p> <ul style="list-style-type: none"> • A site visit was undertaken by Members. • There was no public speaking on the application. • Officers advised that mitigations to the objections raised by the Parish Council had been agreed with the applicant. <p>Councillor J Jordan proposed that the Officer's recommendation to grant conditional permission be approved. This proposal was seconded by Councillor M Lewis and agreed at a vote.</p> <p>RESLOVED that conditional permission be granted subject to the conditions and informatives as set out in the report.</p>		
		Decision
Plan Number:	PL/19/1470/FA	P
Applicant:	Mr Sean Chandiram	
Proposal:	Redevelopment of the site to provide 4 dwellings with associated parking & landscaping at Brookdale, Bells Hill, Stoke Poges.	
<p>Notes:</p> <ul style="list-style-type: none"> • A site visit was undertaken by Members. • Speaking on behalf of the objectors, Mr Stephen James. • Speaking on behalf of the applicant, the agent, Mr Jake Collinge. <p>Councillor T Egleton proposed that the Officer's recommendation to grant conditional permission be approved. This proposal was seconded by Councillor J Jordan and agreed at a vote.</p> <p>RESOLVED that conditional permission be granted subject to the conditions and informatives set out in the report.</p>		
		Decision
Plan Number:	PL/19/1742/FA	P
Applicant:	Mr Nigel Armstrong	
Proposal:	Demolition of the existing building, construction of three storey building incorporating landscaping, hardstanding, drainage infrastructure and substation. Relocation of outdoor sports facilities and removal of trees at Burnham Grammar School, Hogfair Lane, Burnham	
<p>Notes:</p> <ul style="list-style-type: none"> • A site visit was undertaken by Members. • There was no public speaking on the application. 		

- Officers advised that as the application site was within the Green Belt, the applicant had provided a set of very special circumstances to support the proposal.
- In response to a query, officers advised the Committee that it would be possible to add an informative noting that the assessment for the new building in the Green Belt was based on the fact that the area on which the existing building is sited would be restored to open recreational space, and that this would be a material consideration for any future application relating to the site.
- The Committee were also advised that a condition could be added to require that, following the completion of the new building, the existing building be demolished and the land restored for use for recreational purposes only.

Councillor B Gibbs proposed that the Officer’s recommendation to grant conditional permission be approved, subject to the inclusion of the additional informative and condition as set out above. This proposal was seconded by Councillor J Jordan and agreed at a vote.

RESOLVED

- 1) That conditional permission be granted, subject to the conditions and informatives as set out in the report.
- 2) That an additional informative be added to note that the assessment for the new building in the Green Belt was based on the fact that the area on which the existing building is sited would be restored to open recreational space, and that this would be a material consideration for any future application relating to the site.
- 3) That an additional condition be added to require that, following the completion of the new building, the existing building be demolished and the land restored for use for recreational purposes only.

		Decision
Plan Number:	PL/19/2211/FA	P
Applicant:	Silkwood Developments Ltd	
Proposal:	Redevelopment of the site to provide one pair of semi-detached dwellings, with associated car parking and amenity space at land rear of Honey Cottage and The Brooms, Green Lane, Farnham Common.	

Notes:

- A site visit was undertaken by Members.
- Speaking for the objectors, Mrs Tracey Thorne.
- Speaking for the applicant, the agent, Ms Nicki Broderick.
- Officers advised that additional informatives could be added to:
 1. encourage the applicant to sign up to the Considerate Contractors Scheme; and
 2. Suggest that the materials should harmonise with the adjacent development (in particular the yellow bricks).

Councillor J Jordan proposed that the Officer’s recommendation to grant conditional permission be approved, with the inclusion of the additional informative as set out

above. The proposal was seconded by Councillor M Lewis and agreed at a vote.

RESOLVED that conditional permission be granted subject to the conditions and informatives as set out in the report, with the addition of two informatives to

1. Encourage the applicant to sign up to the Considerate Contractors Scheme; and
2. Suggest that the materials should harmonise with the adjacent development (in particular the yellow bricks).

(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.

33. 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 6.38 pm

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JOINT STAFFING COMMITTEE

Meeting - 9 September 2019

Present: N Naylor (Chairman), R Bagge, B Harding, P Kelly, L Sullivan, I Darby, C M Jones, P Jones and M Smith

Also Present: R Reed

Apologies for absence: D Saunders, D Phillips and M Stannard

58. **MINUTES**

The minutes of the Joint Staffing Committee held on 9 July 2019 were approved and signed by the Chairman as a correct record.

59. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

60. **EXCLUSION OF THE 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.

Reasons for restriction: Paragraph(s): 1 and 3

Note: Councillor Darby entered the room at 6.04pm

61. **APPOINTMENT OF INTERIM HEAD OF FINANCE**

The Committee received a report which asked Members to consider the appointment of an Interim Head of Finance, following the resignation of the existing Head of Finance. In order to ensure that adequate cover arrangements would be in place, the Joint Staffing Committee was asked to agree to make an offer of appointment to an agency worker as interim Head of Finance. The Committee's decision would be subject to the respective Cabinets not raising objections as required by the mandatory standing order regulations and the Councils' officer employment procedure rules.

The Committee noted that interviews for the interim Head of Finance had taken place and a preferred candidate had been selected. The candidate's experience was summarised in the confidential appendix to the report.

In response to a query, the Director of Resources and Head of Paid Service advised that it was very important to cover the Head of Finance key responsibilities during the final months of the Councils. The role would focus on the preparation and audit of the final accounts, maintaining business as usual and supporting the finance team. He and the current Head of Finance were confident there would be sufficient time for a handover period.

The Committee thanked Rodney Fincham, Head of Finance, for his excellent service to both councils over the years and wished him all the best for the future.

After due consideration, it was

RESOLVED:

- 1) That an offer of appointment for an interim Head of Finance post be agreed and that the respective Cabinets in accordance with the Local Authorities (Standing Order) Regulations 2001 be notified.
- 2) That subject to no objections from the Cabinets, the Acting Head of Paid Service and Director of Resources, in consultation with the HR Manager, be authorised to agree a start date and make the formal offer of appointment.

The meeting terminated at 6.23 pm

**CHILTERN DISTRICT COUNCIL
SOUTH BUCKS DISTRICT COUNCIL**

MINUTES of the Meeting of the
JOINT STAFFING COMMITTEE
held on **4 NOVEMBER 2019**

PRESENT: Councillor I Darby - Chairman
" N Naylor - Vice Chairman

Councillors: D Phillips
M Smith
P Kelly
D Saunders
L Sullivan

APOLOGIES FOR ABSENCE were received from Councillors R Bagge, B Harding, P Jones, and M Stannard.

62. MINUTES

The minutes of the Joint Staffing Committee held on 9 September 2019 were approved and signed by the Chairman as a correct record.

63. DECLARATIONS OF INTEREST

There were no declarations of interest.

64. HR UPDATE

The Committee received an update on key employment data and HR projects from the HR Manager, which covered the following key points:

- Staff turnover had increased slightly in the previous quarter.
- Sickness absence had fallen in 2018/19 and was projected to decline further in 2019/20, based on the figures for the year to date.
- The third and final cohort of team leaders and supervisors had completed the Management Development Programme and would be receiving their certificates in November.
- A report would be brought to the next meeting of the Joint Staffing Committee on 20 January 2020 covering the pay award for 2020/21. As sovereign Councils, Chiltern and South Bucks would still be required to undertake the negotiations for the pay award.

- In addition to maintaining business as usual, the HR team was also undertaking a significant amount of work to support the transition to the new Buckinghamshire Council.
- A TUPE consultation with trade unions and staff would be carried out between December and January. This would be combined with a consultation on a change to the staff pay date from the 15th to the last working day of the month. Staff would be supported through this change by the provision of bridging loans, one to one meetings with HR and financial advice from the Citizens Advice Bureau.
- Recruitment to the Tier 3 posts for Buckinghamshire Council was being carried out, with appointments expected to be confirmed in mid-December.
- Work was underway to agree the terms and conditions for new Buckinghamshire Council staff. The new terms and conditions would apply to new staff and any existing staff transferring to a new role within Buckinghamshire Council.

Members thanked staff for their hard work and recognised that many staff were working under increasing pressures to deliver business as usual whilst also supporting the transition to Buckinghamshire Council.

Concerns were raised over the change to the staff pay date, and Members stressed the importance of having the correct support in place.

RESOLVED that the report be noted.

65. **APPOINTMENT OF INTERIM HEAD OF PLANNING AND ECONOMIC DEVELOPMENT**

The Committee received a report which asked Members to consider the appointment of an Interim Head of Planning and Economic Development, following the resignation of the existing Head of Planning and Economic Development. This was to ensure the required senior resources were in place to cover the work of the Head of Service, including overseeing the submission and examination of the Chiltern and South Bucks Local Plan. A candidate assessment process was undertaken by the Acting Chief Executive and the current Head of Planning and Economic Development. The successful candidate had been working with the Councils in a 'deputy' Head of Service role for several weeks.

The Committee's decision would be subject to the respective Cabinets not raising objections as required by the mandatory standing order regulations and the Councils' officer employment procedure rules. The candidate's experience was summarised in the confidential appendix to the report.

After due consideration, it was

RESOLVED:

- 1) That an offer of appointment for an interim Head of Planning and Economic Development post be agreed and that the respective Cabinets in accordance with the Local Authorities (Standing Order) Regulations 2001 be notified.
- 2) That subject to no objections from the Cabinets, the acting Head of Paid Service and Director of Resources, in consultation with the HR Manager, be authorised to agree a start date and make the formal offer of appointment.

The meeting terminated at 6.51 pm

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SOUTH BUCKS DISTRICT COUNCIL

MINUTES of the meeting of the **CABINET** held on **9 October 2019**

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

Apologies for absence: P Hogan

19. MINUTES

The minutes of the meeting of Cabinet held on 27 June 2019 were approved and signed by the Cabinet Leader as a correct record.

20. DECLARATIONS OF INTEREST

There were no declaration of interest.

21. FORWARD PLAN OF EXECUTIVE DECISIONS

The Cabinet noted that the next 28 day Notice and Forward Plan was due to be published by Friday 6th December. The Cabinet also noted that the Air Quality Action Plan was due to go to the next Cabinet for approval following the conclusion of the consultation process.

22. PERFORMANCE REPORT - Q1 2019/20

Cabinet received a report which outlined the annual performance of Council services against pre-agreed performance indicators and service objectives for quarter 1 of 2019-20.

Cabinet noted that with regards to the percentage of food premises improving their food hygiene rating from 0-2 to achieve a rating of 3 and above, that although it was under the quarterly target of 12.5% at 5.3%, this was a cumulative indicator and that the target should be reached at the end of 2019/20.

RESOLVED that the performance reports be noted.

23. FOOD AND HEALTH AND SAFETY BUSINESS PLANS

The Cabinet received a report which sought approval for the adoption of the Joint Food and Health and Safety Service Plan 2019/20, the Food Policy 2019/20 and the Health and Safety Enforcement Policy 2019/20.

The Food Standards Agency's (FSA) Code of Practice and the Health and Safety Executive (HSE) required local authorities to produce and publish an annual service plan that demonstrated how the authorities were working to deliver its food safety and health and safety services. The Office for Product Safety and Standards also required local authorities to produce and publish their enforcement policies and to ensure that they complied with The Regulator's Code.

In response to a query, the Acting Chief Executive advised that the Environmental Health Team work closely with other service areas, such as Economic Development, to ensure a co-ordinated approach across the Council.

RESOLVED that, subject to the approval of Chiltern District Council, the Joint Food and Health and Safety Service Plan 2019/20, the Food Policy 2019/20 and the Health and Safety Enforcement Policy 2019/20 be approved.

24. **REPORT ON SPECIAL URGENCY - INTER AUTHORITY AGREEMENT FOR BUCKINGHAMSHIRE COUNTY COUNCIL LEGAL SERVICES**

The Cabinet received a report which informed members of the urgent implementation of a decision taken on 25 September 2019 by the Portfolio Holder for Resources on an Inter Authority Agreement (IAA) for Buckinghamshire County Council Legal Services, as required by Section 4.2 of the Council's Overview and Scrutiny Procedure Rules. The Cabinet noted that this would also be reported to the next meeting of Full Council.

The decision taken was that South Bucks District Council enter into an Inter Authority Agreement with Chiltern District Council and Wycombe District Council, for the provision of legal services to Buckinghamshire County Council, from 1 October 2019 to 31 March 2020 and that the Head of Legal and Democratic Services be authorised to agree the final terms and conditions of the IAA.

Under Rule 4.2 of the Council's Overview and Scrutiny Procedure Rules the Chairman of Overview and Scrutiny Committee agreed to the urgent implementation of the Portfolio Holder's decision without the call-in procedure applying because implementation was required from 1 October 2019 which was before the call in period was due to end. Implementation was required from 1 October 2019 because Buckinghamshire County Council's external legal services contract with HB Public Law was terminated on 30 September 2019.

RESOLVED that the report be noted.

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

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

The meeting ended at 6.15 pm