



## Cabinet

Date: 21 September 2015  
Time: 7.00 pm  
Venue: Council Chamber  
District Council Offices, Queen Victoria Road, High Wycombe Bucks

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**For further information, please contact Catherine Mackenzie 01494 421206,  
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## **AGENDA**

### **1. APOLOGIES FOR ABSENCE**

To receive apologies for absence.

### **2. MINUTES**

To confirm the minutes of the meeting of the Cabinet held on 20 July 2015 (attached).

### **3. DECLARATIONS OF INTEREST**

To receive any disclosure of disclosable pecuniary interests by Members relating to items on the agenda. If any Member is uncertain as to whether an interest should be disclosed, he or she is asked if possible to contact the District Solicitor prior to the meeting.

Members are reminded that if they are declaring an interest, they should state the nature of that interest whether or not they are required to withdraw from the meeting.

## Cabinet Minutes

Date: 20 July 2015

Time: 7.00 - 7.55 pm

**PRESENT:** Councillor Ms K S Wood (Executive Leader of the Council - in the Chair)

Councillor Mrs J A Adey	- Cabinet Member for Community
Councillor D H G Barnes	- Deputy Leader and Cabinet Member for Engagement & Strategy
Councillor D A Johncock	- Cabinet Member for Planning
Councillor Mrs J D Langley	- Cabinet Member for Housing
Councillor R Newman	- Cabinet Member for Youth
Councillor D A C Shakespeare OBE	- Cabinet Member for HR, ICT & Customer Services
Councillor Mrs J E Teesdale	- Cabinet Member for Environment
Councillor D M Watson	- Cabinet Member for Finance & Resources
Councillor R Wilson	- Cabinet Member for Economic Development & Regeneration

### By Invitation

Councillor Z Ahmed	- Deputy Cabinet Member for Community
Councillor S Broadbent	- Deputy Cabinet Member for Economic Development and Regeneration
Councillor D J Carroll	- Deputy Cabinet Member for Housing
Councillor R Gaffney	- Chairman of the Improvement & Review Commission
Councillor Mrs G A Jones	- Deputy Cabinet Member for Planning
Councillor M E Knight	- Leader of the East Wycombe Independent Party
Councillor G Peart	- Deputy Cabinet Member for Finance and Resources
Councillor I L McEnnis	- Chairman of the Council
Councillor R Raja	- Leader of the Labour Group
Councillor S Saddique	- Deputy Cabinet Member for HR, ICT and Customer Services
Councillor A Turner	- Leader of the Independent Group

**Also present:** Councillors M C Appleyard, A R Green, H L McCarthy and R J Scott

### **11 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors A Hussain (Deputy Cabinet Member for Engagement & Strategy) and Mrs W Mallen (Deputy Cabinet Member for Environment).

## 12 MINUTES

**RESOLVED:** That the Minutes of the meeting of the Cabinet held on 15 June 2015 be approved as a true record and signed by the Chairman.

The Leader commented that Minute number 5 of the Cabinet Minutes about fixed penalty notices under the Anti-Social Behaviour Crime and Policing Act 2014 had provoked a lot of interest, discussion and publicity.

She mentioned that unfortunately, some of that discussion had been based on information that was not correct and so she took the opportunity to clarify the Council's current position.

The Leader reminded the meeting that delegated authority had been given to enable fixed penalty notices to be issued, as the first step towards introducing a Public Spaces Protection Order (PSPO), should the Council choose to go down that route and that was a decision that the council had not made yet. Like many other councils up and down the country, the Council was just looking into this at the moment. Public Spaces Protection Orders were still relatively new and there would be lessons to learn as councils around the country begin to roll them out.

A public space protection order could be another way of helping to tackle anti-social behaviour and keeping our town centres safe and attractive places for residents and visitors to enjoy.

She clarified that the decision made by Cabinet in June was definitely not, a decision to fine rough sleepers. She also confirmed that the Council had no intention of fining anyone for being homeless or for simply rough sleeping. The Council had statutory duties regarding homelessness, had a published homeless strategy which aimed to assist the homeless and to prevent homelessness occurring.

The Leader went on to outline that rough sleeping was the most extreme form of homelessness, which was fully deserving of the attention and support that the Council provides along with partner agencies. As a Council, she commented that the Council wanted to prevent a need to rough sleep and to help those that find themselves on the street. The Council had a stated aim to operate a "no second night out" for rough sleepers in the district although in practice this was very difficult to achieve. This was despite the huge efforts made in partnership with various agencies across the district including Wycombe Homeless Connection (WHC) to provide as much help and assistance as possible to those who find themselves rough sleeping, for whatever reason. This help included the drop-in at Wycombe Homeless Connection, an emergency bed for rough sleepers when available through the outreach team and help into accommodation through the Wycombe Rent Deposit Guarantee Scheme that the Council grant funds. The Leader explained that in 2014, the outreach service managed to find accommodation for 70% of all referred rough sleepers across Bucks. While the Council would like to be able to support everyone, sadly there were people who chose not to accept the help and support that was offered.

She encouraged anyone that had any concerns about a rough sleeper to contact the national street link service on 0300 500 0914 or email the local outreach team at outreach@connectionfs.org.in, so that the council can continue to assist in resolving their housing need.

The Leader concluded that she hoped her statement gave some reassurance and clarity around the council's position on what is a very emotive issue.

### **13 DECLARATIONS OF INTEREST**

Cllr H McCarthy declared an other interest in Minute 14 by virtue of his position as a member of the Grange Area Trust.

### **14 HIGH WYCOMBE TOWN COMMITTEE REFERRAL - UPDATE ON CEMETERY SITE OPTIONS**

The report before Cabinet set out the recommendation from the High Wycombe Town Committee that a feasibility study be undertaken with regards to Queensway being considered as the preferred location for a new cemetery. The High Wycombe Town Committee had made the recommendation at its meeting on 23 June 2015.

The Chairman of the High Wycombe Town Committee presented the report to the meeting and invited Cabinet to consider the Town Committee's recommendation to agree Queensway as the preferred location for a new cemetery. It was noted that the report before Cabinet provided the background in relation to the site options work that had been undertaken and the options that had been considered.

The following decision was made as the High Wycombe Cemetery would be reaching its capacity in the next 15-18 years, with the Snowdrop Garden full in 3 – 4 years, and a site was required to provide a new cemetery.

**RESOLVED:** That Queensway be supported as the preferred location for a new cemetery and that up to £20,000 be allocated from the Special Expenses reserves, to fund the necessary feasibility work.

### **15 SCHEME OF DELEGATION FOR LOCAL PLAN AND OTHER PLANNING POLICY DOCUMENTS**

Cabinet approval was sought to amend the Council's Constitution to allow a new scheme of delegation for the Local Plan and other planning policy documents to be implemented. At present the Constitution reserved decisions on the Local Plan, including draft proposals for consultation, to Full Council to determine. The report proposed a new scheme of delegation that provided a more streamlined approach to the preparation of such documents to facilitate their timely production, whilst also ensuring that the main decisions were taken at the right level.

The Regulatory and Appeals Committee had considered and supported the proposed amendments to the Constitution at its meeting on 8 July 2015. The

Committee had made an amendment to the scheme of delegation which had been incorporated into the Appendix before Cabinet.

The following decision was made to provide a more streamlined decision-making process for the Local Plan and related documents and a firm foundation for future decision making.

**Recommended:** That the scheme of delegation for the Local Plan and other planning policy documents set out at Appendix A to the report be approved and the Constitution amended accordingly.

## **16 2014/15 SERVICE PERFORMANCE: Q4 AND YEAR END**

Cabinet had before it the end of year position for the Council's performance at service level, as well as progress made on the key projects delivering the Council's priorities.

The report before Members highlighted the revised performance review arrangements ahead of Cabinet, a role which had previously been undertaken by the Chairmen and Vice Chairmen of the Audit Committee and the Improvement and Review Commission. At the Chairman's meeting on 11 February 2015, it had been agreed that the Performance Indicator Meetings would be disbanded and that the review of performance be considered exclusively by the Audit Committee, prior to Cabinet. The report confirmed that the Audit Committee and Improvement and Review Commission had subsequently supported the revised performance review arrangements.

The following decisions were made to review the performance position as at 31 March 2015 to ensure that the Council was performing at the appropriate level.

**RESOLVED:** That (i) the performance of the measures identified by Cabinet for performance focus through 2014/15 be noted;

(ii) the summary of the fourth quarter and cumulative year end outturns for service performance be received; and

(iii) the revised performance review arrangements ahead of Cabinet be noted.

## **17 WARD BUDGET SCHEME**

Cabinet approval was sought to enable the Council's Ward Budget Scheme to be amended, the report proposed to increase the ward budget allocation for individual Members by approximately £250, which would equate to an overall increase to the Ward Budget fund of £15,000 for 2015/16. The report also outlined the future funding aspirations for the Scheme.

The following decisions were made to enable Members to put forward proposals for a higher level of expenditure for the promotion of the well-being of the local communities, which they represent.

**RESOLVED:** That (i) the Council's Ward Budget Scheme be expanded with the aspiration to increase the annual sum to £2,000 per Councillor by 2019, subject to funding being available as agreed through the annual budget setting process each year; and

(ii) the additional sum of £15,000 be allocated to the Ward Budget fund for 2015/16 to provide for an average increase of £250 per Councillor for the 2015/16 year, funded by virement from within the existing Members' budget (Leader's Fund £8,000 with the remainder sought from other budget headings).

## **18 MEDIUM TERM FINANCIAL POSITION AND 2016/17 PROCESS**

The report before Cabinet provided an update on the medium term financial projection for the Council's General Fund Revenue account to 2021/22, including the key budget assumptions which required Cabinet approval.

It was noted that the Council's Medium Term Financial Forecast was last updated as part of the 2015/16 budget setting process which reflected the 2014 Local Government Finance Settlement (1 year) and the changes arising from the 2015/16 budget exercise. It was recognised that there continued to be a significant amount of uncertainty with regards to the level of funding from central government, with funding announcements only having been made until March 2016.

The following decisions were made as under the Council's Constitution and Budget Strategy, the Council reviewed and set a balanced budget each year in line with the corporate priorities.

**RESOLVED:** That (i) the updated financial projection for the Council's General Fund Revenue account set out in Appendix 8A until 2021/22, including the key assumptions and forward budgetary implications be noted;

(ii) the proposed budget timetable at Appendix 8B for 2016/17 be noted; and

(iii) delegated authority be granted to the Head of Finance and Commercial in consultation with the Leader and Cabinet Member for Finance and Resources to investigate, evaluate and if appropriate apply to join a Business Rates pool for 2016/17.

## **19 FILE ON ACTION TAKEN UNDER DELEGATED AUTHORITY**

Cabinet received the following files on actions taken under delegated powers:

Community C/42/15 – C/46/15

Economic Development & Regeneration EDR/1/15 - EDR/2/15

Environment E/4/15

Finance F/22/15 – F/27/15

Leader L/5/15 – L/6/15

## **EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** That the Press and Public be excluded from the meeting during consideration of the following items as they contain exempt information as defined in Regulation 4(2)(b) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, more particularly as follows:

### **Minute 18 – Medium Term Financial Position and 2016/17 Process Appendix**

### **Minute 20 – Cabinet Responses to the Budget Task and Finish Group Recommendations**

Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Paragraph 3, Part 1 of Schedule 12A, Local Government Act 1972)

(The need to maintain the exemption outweighs the public interest in disclosure, because disclosure could prejudice the Council's position in any future tender process or negotiations)

### **Minute 21 – Planning and Sustainability Resourcing**

Information relating to an individual (Paragraph 1, Part 1 of Schedule 12A, Local Government Act 1972)

(The distress that could be caused to the individual is not commensurate with the benefits of disclosure to the public)

Information relating to any consultations or negotiations , or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority (Paragraph 4, Part 1 of Schedule 12A, Local Government Act 1972)

(Disclosure would be likely to prejudice the Council's position in negotiations and this outweighs the public interest in disclosure)

### **Minute 22 – Hughenden Quarter – Southern Site**

Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Paragraph 3, Part 1 of Schedule 12A, Local Government Act 1972)

(The need to maintain the exemption outweighs the public interest in disclosure, because disclosure could prejudice the Council's position in any future tender process or negotiations)

**Minute 23 File on Action taken under Exempt Delegated Powers**

**Economic Development and Regeneration sheet nos: EDR/40/15 – EDR/47/15**

**Leader sheet no: L/4/15**

Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Paragraph 3, Part 1 of Schedule 12A, Local Government Act 1972)

(The need to maintain the exemption outweighs the public interest in disclosure, because disclosure could prejudice the Council's position in any future tender process or negotiations)

**20 CABINET RESPONSE TO THE BUDGET TASK AND FINISH GROUP RECOMMENDATIONS**

The report before Cabinet detailed the Cabinet responses to each of the Improvement and Review Commission's Budget Task and Finish Group recommendations. In February 2015, the recommendations of the Group had been presented to Cabinet as part of the 2015/16 budget setting exercise.

Cabinet summarised the responses to each of the seventeen recommendations and Members noted that the reasons for changing or rejecting certain recommendations had been detailed in the report.

The following decisions were made to formally respond to the recommendations made by the Budget Task and Finish Group.

**RESOLVED:** That the proposed actions to each of the recommendations that had been contained in the February 2015 Budget Task and Finish Groups report to Cabinet be noted and the Cabinet responses in the report agreed.

**21 PLANNING & SUSTAINABILITY RESOURCING**

Cabinet considered the report which requested that funding be allocated towards the cost of additional resources for Planning and Legal Services to address the recent significant increase in workloads.

An addendum to the report was circulated at the meeting which detailed various amendments to the report and Appendix.

The following decisions were made as Planning and Sustainability faced rising workloads, both in terms of 'business as usual' and in terms of larger projects (such as the Reserve Sites). The decisions set out below provided additional resource to both Planning and to Legal to deal with the increased workload, as well as provide

the facility for resources to be provided up front on projects, drawing on reserves, to be offset by future income.

**RESOLVED:** That (i) a Planning Resources fund be established for a period of 3 years to enable the service to meet the increased demands set out in the report at paragraphs 9-12 and that a sum of £150k be transferred into the fund from Contingency. The sum is to be recovered by the end of the 3 year period through planning income, subject to the risks identified at paragraphs 28-34 of the report;

(ii) the Head of Finance and Commercial and Head of Planning and Sustainability in consultation with the Cabinet Member for Finance be granted delegated authority to modify the reserve, subject to them being satisfied that over all income would be achieved to meet the expenditure in an agreed period, or, in the event that additional agency costs were incurred due to delays in recruitment to maintain the programme, to a maximum spend of £50k;

(iii) £95k of 2014/15 surplus, as set out in the Outturn report to June Cabinet be released to Planning & Sustainability for work on the local plan and the 5 year land supply, as set out in paragraph 13 of the report;

(iv) £25k be released from the Contingency Fund for the current financial year to meet internal legal costs associated with the additional work needed to support the Planning Service as set out in the detailed report; and

(v) As part of the Council's Financial Monitoring a separate holding code be maintained for all income and expenditure related to the work covered by these proposals and included in future financial monitoring reports to Cabinet

## 22 HUGHENDEN QUARTER - SOUTHERN SITE

Cabinet approval was sought to dispose of the freehold interest on the 'Southern Triangle' site of Hughenden Quarter. A previous disposal had been pursued and approved by Cabinet in 2012. However, the purchaser had subsequently withdrawn from purchasing the site. It was therefore recommended that the recent purchase offer be approved.

The following recommendation was made to further facilitate regeneration of the area.

**Recommended:** That the disposal of the freehold interest on the 'Southern Triangle' site, Hughenden Quarter be approved on the terms set out in paragraph 7 of the report, subject to the detailed terms being approved by the Major Project & Estates Executive in consultation with the Head of Finance & Commercial Services and their respective Cabinet Members.

## **23 FILE ON ACTION TAKEN UNDER EXEMPT DELEGATED POWERS**

Cabinet received the following files on exempt actions taken under delegated powers:

Economic Development and Regeneration: EDR/40/15– EDR/47/15

Leader: L/4/15

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Chairman

### **The following officers were in attendance at the meeting:**

Charles Brocklehurst	- Major Projects and Property Executive
Ian Hunt	- Democratic Services Manager
Catherine MacKenzie	- Principal Democratic Services Officer
Steve Richardson	- Head of Finance and Commercial
Ian Westgate	- Corporate Director

# Agenda Item 4.

## **CABINET RECOMMENDATION ON THE MOTION SUBMITTED TO COUNCIL ON MONDAY 27 JULY 2015**

**Cabinet Member:** Councillor David Johncock and Councillor Mrs Julia Langley

**Wards Affected:** All

**Officer contact:** Ian Manktelow Ext:3579

Email: [ian.Manktelow@wycombe.gov.uk](mailto:ian.Manktelow@wycombe.gov.uk)

### **RECOMMENDATION TO COUNCIL**

That the motion submitted to the Council on Monday 27 July 2015 be rejected.

#### **Reason for Decision**

Extensive work is already being undertaken to identify the need for affordable housing and to engage with relevant stakeholders and agencies on the delivery of affordable housing.

#### **Corporate Implications**

1. The identification of affordable housing need, the identification of opportunities to deliver affordable housing, the engagement with key agencies on delivering affordable housing, and the securing of affordable housing are corporate activities within the Council including planning, housing and legal functions. There is a variety of legislation and national policy that provides the context and framework within which such work takes place.

#### **Executive Summary**

2. A Motion was submitted to Council on Monday 27 July 2015, proposed by Councillor Ms Julia Wassell and seconded by Councillor Ms Andrea Baughan. The Motion stated that "This council supports the view that the release of the Reserve Sites presents a golden opportunity to substantially meet the current and future social housing needs of our district. In addition to the focus on infrastructure it is essential that another strand of work is added to identify the scale of the need for social housing and ensure that any new development is maximised to ensure the need is met. Wycombe District Council should take the lead in organising a multi-agency housing summit to be held in the autumn of 2015 to identify and discuss the needs, challenges and opportunities for housing provision in the Wycombe District."
3. In response to this motion Members should note that the Council already undertakes extensive activity in relation to affordable housing. This includes keeping the information on affordable housing need up to date, regular dialogue with key agencies and stakeholders on the delivery of affordable housing through the Wycombe Housing Forum and its sub groups, and dialogue through other planning and housing activities including ongoing engagement on the new Local Plan. The process of delivering affordable housing is a continual one and the Council, particularly through its planning negotiations on

development sites, continues to seek to maximise the affordable housing delivery, and over time delivery is likely to increase as overall levels of housing development increase.

4. Given this activity and existing level of engagement it is considered that a housing summit is not necessary or appropriate and as such it is recommended to Council that the Motion be rejected.

### **Sustainable Community Strategy/Council Priorities - Implications**

5. Delivering affordable housing is one of the key areas of focus under the “Thriving Economy” theme of the Sustainable Communities Plan. Delivering more affordable homes is one of the outcomes set out in the Corporate Plan.

### **Background and Issues**

6. The Motion identifies the need to identify the scale of the need for affordable housing and to ensure that any new development is maximised to ensure that the need is met. It suggests a multi-agency summit is necessary to address the needs, challenges and opportunities.
7. The District Council already undertakes extensive activity in relation to affordable housing. This includes keeping the information on affordable housing need up to date, regular dialogue with key agencies and stakeholders on the delivery of affordable housing through the Wycombe Housing Forum and its sub groups, and dialogue through other planning and housing activities including ongoing engagement on the new Local Plan, including with private developers, registered providers, other local authorities, amenity groups and the wider public.
8. In relation to identifying housing need, the Council undertook a Strategic Housing Market Assessment which was published in January 2014 which identified the need for market and affordable housing in the District. This work is now being updated through a Housing and Economic Development Needs Assessment jointly commissioned by Wycombe District Council, Chiltern District Council and Aylesbury Vale District Council. This work includes input from housing specialists including the supported housing team at the County Council. It will not only indicate an overall level of affordable housing that is needed but set out more detail on the type of affordable housing required.
9. A draft of the findings will be published in the autumn and will be subject to sharing with Members and all relevant parties will be consulted on the draft report. This work will provide particularly valuable information on the longer term need for affordable housing. In addition the Council maintains its housing register. This provides a shorter term and up to date indication of the current need for affordable housing.
10. In relation to working with other agencies, there is already good multi agency dialogue on affordable housing issues taking place under the auspices of the Wycombe Housing Forum – this includes sub groups of the forum which meet on a regular basis looking at detailed issues including a development sub group with registered providers (housing associations) on how best to deliver affordable housing, and dialogue with the voluntary sector. These relationships

are key to keeping our approach to delivering affordable housing responsive and up to date. The Housing Forum is attended by the Cabinet Member for Housing.

11. Other dialogue is also taking place, such as with the public sector health providers in relation to key worker housing. In addition the Rural Forum, at its meeting in October is focusing on the issue of rural affordable housing with speakers including a rural housing enabler and from a housing association. The Rural Forum reaches a wider range of rural interests and Members are encouraged to attend. This topic is particularly relevant given recent Government announcements in relation to generating more starter homes in rural areas.
12. At the Member level, there is scope for further member engagement on housing/affordable housing issues. This includes through the Local Plan process, through member involvement on PAGs, and member involvement in the Improvement and Review Commission.
13. In terms of maximising delivery of affordable housing we already know from the work on the Local Plan that we need to deliver more housing overall in the District than in the past. We already have strong planning policies in place in our adopted Core Strategy, supported by supplementary guidance, to secure a proportion of affordable housing on suitable sites as part of our planning negotiations, namely 40% of bedspaces on greenfield sites and employment sites, 30% of bedspaces on other previously developed sites. Indeed factors relating to affordability and the ability to deliver additional affordable housing feed into determining the overall level of housing to be provided in the District.
14. The release of the reserve sites provides an opportunity to deliver additional affordable housing over the next few years.
15. Higher levels of housing generally will result in the delivery of more affordable housing. The Local Plan will identify further opportunities for new housing including affordable housing, and the mechanisms are already in place to ensure that there is a good dialogue with all the relevant agencies and stakeholders as part of preparing the plan. The Local Plan will also provide the opportunity to update our planning policies in relation to affordable housing.
16. There is good information already available on the need for affordable housing, good working relationships and ongoing dialogue established with key delivery agencies, and the prospect of increased affordable housing delivery over time as plans are brought forward for higher housing delivery across the District. As such it is not considered necessary or appropriate to hold a housing summit, as proposed in the Motion.

### **Consultation**

17. No specific consultation has been undertaken in relation to this item. The Motion itself will be subject to debate at Council.

## **Options**

18. The alternative option is to support the Motion but for reasons set out in this report this is not considered appropriate.

## **Conclusions**

19. Given the existing and ongoing work on housing need identified above in the report, the existing mechanisms for dialogue on housing issues with key agencies, and the likely increased delivery of housing including affordable housing in the future means that a housing summit is not necessary and the Motion should be rejected.

## **Next Steps**

20. The Motion will be debated at Full Council.

## **Background Papers**

None

# Agenda Item 5.

## BUDGET MONITORING REPORT TO 30TH JUNE 2015 (MONTH 3)

**Cabinet Member:** Councillor David Watson

**Wards Affected:** ALL

**Officer contact:** Nisar Visram

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Email: Nisar\_visram@wycombe.gov.uk

### PROPOSED DECISION

That Cabinet consider the current budgetary position at the end of June 2015, recognise the actions already taken and support the further budget holder action proposed to ensure that the budget is achieved.

### Reason for Decision

The Cabinet approves a budget each year within the context of a Medium Term Financial Strategy to achieve the Council's priorities. Regular monitoring reports are submitted to Cabinet for review during the financial year, with management actions highlighted to ensure that Cabinet can assess whether any further action is required.

This report sets out the position for the General Fund Revenue Account, the Repairs and Renewals Fund, Major Projects spending and the position on Section 106 and Community Infrastructure Levy (CIL) monies for the three months of 2015/16. Cabinet is also asked to consider the Actions set out in this item and whether any further action may be required.

### Corporate Implications

1. The financial implications are set out in the detailed report at Appendices A to D
2. Under the Local Government Act 2003, the Chief Financial Officer is required to report on the robustness of the budget. This monitoring report is part of the Council's financial framework which supports this wider responsibility.
3. The main budgetary risks to the Council have been reviewed as part of this report.

4. The appendices attached to this report are as reported to SMB.

### General Fund position (Appendix A)

5. The report sets out the budgetary position at the end of June 2015 and identifies the key issues and actions being taken by officers. The financial position as presented has been reported to SMB.
6. At month 3 there is a variance of £2.259m underspend but budget holders are forecasting an underspend of £461k by the end of the year. The projected underspend includes a balance of £783k on the Contingency Fund (£483k of which is in year savings which have been removed from service budgets as recurring savings). The projected outturn now also reflects the decision by Cabinet in July to approve additional resources for the Planning Service totalling £175k.

## **Repairs and Renewals Programme (Appendix B)**

7. Details of the Council's Repairs and Renewals Programme for 2015/16 can be found attached at Appendix B. Total expenditure at the end of June 2015 was £58k against a full year budget of £518k.

## **Major Projects Programme (Appendix C)**

8. At the end of June 2015 a total of £7.6m had been spent against the budget of £35.7m for the year, further details can be found at Appendix C. The report shows the projected outturn position for each project as at the 30<sup>th</sup> June 2015.
9. The most significant project within the programme is the construction contract for Phases 1 and 2 of the Handy X Hub. This scheme is due to complete in November 2015 and the final outturn position is expected to change as the Council continues to work with the Contractor and its Project Managers to minimise cost overrun. It is currently anticipated that this overrun will be between £750k and £1m (2.0% and 2.7%).

## **Section 106 and CIL monies (Appendix D)**

10. Details of s106 and CIL income and expenditure can be found at Appendix D.

## **2014/15 Outturn Update**

10. The Provisional Outturn report submitted to Cabinet on 15 June 2015 outlined the draft outturn surplus position of £1.014m, subject to external audit inspection. There has been one material amendment to the provisional outturn since this was reported, which was identified prior to the commencement of the external audit of the accounts. This has been largely offset by the recognition of the Council's share of business rates growth following an updated assessment of the Councils business rate appeals provision at the end of quarter 1. The revised outturn surplus for 2014/15 year is £984k.
11. The amendment to the draft accounts is due to an error with an accrual which resulted in income being recognised in 2014/15, which related to 2015/16. The Council's share of the surplus business rates income has now been brought into the Accounts following a further assessment of the Appeals Provision at the end of June 2015.
12. There are no further changes to the outturn anticipated following the audit of the accounts. The final statement of accounts is due to be considered by the Audit committee on 24 September 2015.

## **Sustainable Community Strategy / Council Priorities - Implications**

13. This report supports delivery of all the Council's Priorities.

## **Background Papers**

Held in Financial Services.

# Agenda Item 5. Appendix A

## FINANCIAL MONITORING FOR PERIOD 3 2015/16

### General Fund Position

Budgets have been split into controllable and non-controllable budgets. Forecasts for controllable budgets have been provided by services and a variance has been calculated against the controllable budget.

Non-controllable budgets relate to overhead costs, Capital costs and Planned Maintenance. While these are monitored centrally, they cannot be controlled by individual budget holders and have been separated from the current analysis.

A general fund summary showing the individual portfolios and the above mentioned variances is shown at Appendix A. A summary of the major project programme is shown in Appendix C.

There is an overall surplus forecasted to 31 March 2016 of £461k. This forecast includes a forecast surplus on contingency of £783k. Therefore budget holders are forecasting (excluding contingency) controllable spend to be £322k over budget by the end of the financial year.

### Summary of General Fund Position

Service	Budget £'000s	Spend to Date £'000s	Previous Qtr Forecast Outturn £'000s	Current Qtr Forecast Outturn £'000s	Variance £'000s
Service Budgets	14,390	2,015	0	14,712	322
Contingency	783	0	0	0	(783)
Non Controllable	8,932	0	0	8,932	0
<b>Total</b>	<b>24,105</b>	<b>2,015</b>	<b>0</b>	<b>23,644</b>	<b>(461)</b>

### Major Projects Appendix B

The Major Projects Programme budget for 2015/16 is £35,726k. The total spend to date including commitments is £7,582. Detailed figures for the Major Projects programme are shown at Appendix C.

### Summary of Spend on Major Projects for 2015/16

PORTFOLIO	Overall Position			In Year	
	Project Budget	Actual Project Spend	Forecast Outturn	15/16 Budget	15/16 Actual
	£,000s	£,000s	£,000s	£,000s	£,000s
Leader	49,917	33,304	50,249	21,928	6,426
Economic Development	11,583	3,702	10,663	8,797	916
HR,ICT,ISS	908	376	908	307	0
Planning & Sustainability	1,295	92	1,295	1,203	0
Environment	0	12	12	0	12
Community	3,098	655	3,009	2,050	42
Housing	6,495	903	6,495	1,441	186
<b>Total</b>	<b>73,296</b>	<b>39,044</b>	<b>72,631</b>	<b>35,726</b>	<b>7,582</b>

## GENERAL FUND POSITION SUMMARY, EXCLUDING THE OUTTURN FOR REPAIRS AND RENEWALS PROGRAMME

## APPENDIX A

Brackets indicate income or a favourable variance

Non-Controllable	Cabinet Portfolio	Analysis	Full Year Budget	Controllable Budget FY	Controllable Budget YTD	Actual inc. Commitments	Variance YTD	Previous Month Forecast Outturn	Controllable Forecast Outturn	Budget Outturn Variance
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
1,284	Leader	Expenditure	4,471	3,187	790	1,090	300	0	3,335	148
(1,605)		Income	(1,923)	(318)	(79)	(278)	(199)	0	(426)	(108)
(321)		<b>Net Expenditure</b>	<b>2,548</b>	<b>2,869</b>	<b>711</b>	<b>812</b>	<b>101</b>	<b>0</b>	<b>2,909</b>	<b>40</b>
453	Economic Development and Regeneration	Expenditure	1,507	1,054	346	323	(23)	0	1,073	19
0		Income	(4,548)	(4,548)	(1,138)	(1,448)	(310)	0	(4,653)	(105)
453		<b>Net Expenditure</b>	<b>(3,041)</b>	<b>(3,494)</b>	<b>(792)</b>	<b>(1,125)</b>	<b>(333)</b>	<b>0</b>	<b>(3,580)</b>	<b>(86)</b>
7,936	Community	Expenditure	12,105	4,169	1,070	1,163	93	0	4,248	79
(764)		Income	(1,340)	(576)	(131)	(371)	(240)	0	(560)	16
7,172		<b>Net Expenditure</b>	<b>10,765</b>	<b>3,593</b>	<b>939</b>	<b>792</b>	<b>(148)</b>	<b>0</b>	<b>3,688</b>	<b>95</b>
1,659	Housing	Expenditure	3,141	1,482	370	361	(9)	0	1,596	114
0		Income	(1,012)	(1,012)	(252)	(610)	(358)	0	(1,054)	(42)
1,659		<b>Net Expenditure</b>	<b>2,129</b>	<b>470</b>	<b>118</b>	<b>(249)</b>	<b>(367)</b>	<b>0</b>	<b>542</b>	<b>72</b>
2,613	Environment	Expenditure	11,245	8,632	2,436	(250)	(2,686)	0	8,601	(31)
(272)		Income	(4,948)	(4,676)	(1,174)	(207)	967	0	(4,249)	427
2,341		<b>Net Expenditure</b>	<b>6,297</b>	<b>3,956</b>	<b>1,262</b>	<b>(457)</b>	<b>(1,719)</b>	<b>0</b>	<b>4,352</b>	<b>396</b>
1,817	Planning & Sustainability	Expenditure	5,103	3,286	750	843	93	0	3,722	436
(19)		Income	(1,939)	(1,920)	(672)	(797)	(125)	0	(2,381)	(461)
1,798		<b>Net Expenditure</b>	<b>3,164</b>	<b>1,366</b>	<b>78</b>	<b>46</b>	<b>(32)</b>	<b>0</b>	<b>1,341</b>	<b>(25)</b>
1,190	HR, ICT & Customer Services	Expenditure	5,763	4,573	1,290	2,431	1,141	0	4,547	(26)
(5,590)		Income	(5,763)	(173)	(43)	(11)	32	0	(286)	(113)
(4,400)		<b>Net Expenditure</b>	<b>0</b>	<b>4,400</b>	<b>1,247</b>	<b>2,420</b>	<b>1,173</b>	<b>0</b>	<b>4,261</b>	<b>(139)</b>
1,538	Finance	Expenditure	53,200	51,662	12,960	12,320	(640)	0	48,356	(3,306)
(1,308)		Income	(50,957)	(49,649)	(12,250)	(12,544)	(294)	0	(47,157)	2,492
230		<b>Net Expenditure</b>	<b>2,243</b>	<b>2,013</b>	<b>710</b>	<b>(224)</b>	<b>(934)</b>	<b>0</b>	<b>1,199</b>	<b>(814)</b>
18,490	GENERAL FUND TOTAL	Expenditure	96,535	78,045	20,012	18,281	(1,732)	0	75,478	(2,567)
(9,558)		Income	(72,430)	(62,872)	(15,739)	(16,266)	(527)	0	(60,766)	2,106
8,932		<b>Net Expenditure</b>	<b>24,105</b>	<b>15,173</b>	<b>4,273</b>	<b>2,015</b>	<b>(2,259)</b>	<b>0</b>	<b>14,712</b>	<b>(461)</b>

## Portfolio Summaries

### Commentary on Leader Portfolio Variances

Brackets indicate income or a favourable variance

Non-Controllable	Cabinet Portfolio	Analysis	Full Year Budget	Controllable Budget FY	Controllable Budget YTD	Actual inc. Commitments	Variance YTD	Previous Month Forecast Outturn	Controllable Forecast Outturn	Budget Outturn Variance
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
1,284	Leader	Expenditure	4,471	3,187	790	1,090	300	0	3,335	148
(1,605)		Income	(1,923)	(318)	(79)	(278)	(199)	0	(426)	(108)
(321)		Net Expenditure	2,548	2,869	711	812	101	0	2,909	40

SERVICE	SUBJECTIVE ANALYSIS	FORECAST	PROJECT OUTTURN VARIANCE ANALYSIS		RECURRING	REASON	ACTION
		CONFIDENCE	EXPENDITURE £'000	INCOME £'000	YES / NO		
		HIGH / MEDIUM/LOW					
CHIEF EXECUTIVE	Adverts for staff	High	13		No	Overspend on recruitment	
COMMUNICATIONS	Agency	High	14		No	Communications are currently predicting an overspend of £14,800.	Monitor and review the budget for market research during the year.
	Market Research	Medium	(15)		No	Possible further savings in the market research budget £15k maybe possible.	Monitor and review the budget for market research during the year.
LEGAL	Salaries	High	(39)		No	Vacant Posts	Agency Cover for Vacant Post - see following line.
	Agency	High	60		Yes	Increased workload from Planning	Additional funding request for £25k approved by Cabinet on 20 July reflected in projection.
	Training	Low	10		Yes	Training from IKEN & LGG Ltd	Review spend on other Legal costs
	Supplies & Services	Low	(8)		Yes	Expected savings on Supplies	Expected reduction in spend to cover training costs
EMERGENCY PLANNING	Salaries	High	(13)		Yes	Vacant Post	Work Covered by Environment Service, Budget maybe transferred to Environment.
MEMBERS EXPENSES	Salaries	High	7		Yes	Budget review to be carried out during the	Review of Salaries to be undertaken
	Software Expenses	High	4		No	Higher than anticipated allocation of technological equipment for Members	Review of the budget will be undertaken
LAND CHARGES	Salaries	High	9		Yes	Budget review to be carried out during the	Review of Salaries to be undertaken
CONDUCTING ELECTIONS	Government Grants	Low	106	106	No	Expenditure against this grant uncertain at this time, but any underspend will be carried forward into next year	Review of budgets to align the funding between the Parish, WDC Election and General Election will be carried out in the next quarter and should be predicted as on budget.
SECTION 106	Income	Medium		(2)	Yes	Expected to receive additional £2k S106 income than originally budgeted	No Action
TOTAL			148	(108)			

## Commentary on Economic Development and Regeneration Portfolio Variances

Brackets indicate income or a favourable variance

Non-Controllable	Cabinet Portfolio	Analysis	Full Year Budget	Controllable Budget FY	Controllable Budget YTD	Actual inc. Commitments	Variance YTD	Previous Month Forecast Outturn	Controllable Forecast Outturn	Budget Outturn Variance
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
453	Economic Development and Regeneration	Expenditure	1,507	1,054	346	323	(23)	0	1,073	19
0		Income	(4,548)	(4,548)	(1,138)	(1,448)	(310)	0	(4,653)	(105)
453		Net Expenditure	(3,041)	(3,494)	(792)	(1,125)	(333)	0	(3,580)	(86)

SERVICE	SUBJECTIVE ANALYSIS	FORECAST CONFIDENCE HIGH / MEDIUM/LOW	PROJECT OUTTURN VARIANCE ANALYSIS		RECURRING YES / NO	REASON	ACTION
			EXPENDITURE £'000	INCOME £'000			
ECONOMIC DEVELOPMENT	Website	Low	(3)			Underspend on the contract, however the remaining £3k may be needed to cover charges relating to the business website	
GENERAL ESTATES	Salaries	Medium	(42)		No	Vacant post	To Recruit in 15/16 to fund agency staff.
	Agency	Medium	40		No	Agency Staff to cover vacant post	Funded from salary savings on vacant post
	Adverts for Staff Appointments	Medium	4		No	Costs relating to recruitment	
	Repairs & Renewals	Medium	13			Expected increase in costs to carry out the works on the clock tower	The overspend will be funded by additional monies being transferred in from reserves - see summary.
	Rent	Medium		(103)	Yes	Net income higher due in the main to projected receipts from Sainburys not included in the budgets.	Include in 2016/2017 estimates
FESTIVE EVENTS	Repairs and Maintenance	Low	(3)			Predicted underspend on budget	Partly offset predicted overspend on electricity
	Electricity	Low	10			Provision for Additional energy costs- to be reviewed by budget holder.	
	Income	Low		(2)		Higher contribution from 3rd parties expected.	
TOTAL			19	(105)			

## Commentary on Community Portfolio Variances

Brackets indicate income or a favourable variance

Non-Controllable	Cabinet Portfolio	Analysis	Full Year Budget	Controllable Budget FY	Controllable Budget YTD	Actual inc. Commitments	Variance YTD	Previous Month Forecast Outturn	Controllable Forecast Outturn	Budget Outturn Variance
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
7,936		Expenditure	12,105	4,169	1,070	1,163	93	0	4,248	79
(764)	Community	Income	(1,340)	(576)	(131)	(371)	(240)	0	(560)	16
7,172		Net Expenditure	10,765	3,593	939	792	(148)	0	3,688	95

SERVICE	SUBJECTIVE ANALYSIS	FORECAST	PROJECT OUTTURN VARIANCE ANALYSIS		RECURRING	REASON	ACTION
		CONFIDENCE	EXPENDITURE £'000	INCOME £'000	YES / NO		
		HIGH / MEDIUM/LOW					
TOURIST INFORMATION CENTRES	Rent	Medium	45		Yes	Residual cost associated with the lease on the previous TIC premises in Marlow are higher than expected	Sub leasing of the premises is being progressed to manage this exposure down.
	Salaries	High	18		No	Costs in connection with redundancies	
COMMUNITY PROJECTS	Income	High		25	No	Loss of income due the transition of the Museum to a Trust	
	Salaries	High	(18)		No	Staff member left but will not be replaced. The work will be undertaken by a consultant hence the over spend below.	
	Other Expenditure	High	34	-9	No	Costs associated with the transition of the Museum to a Trust	
TOTAL			79	16			

## Commentary on Housing Portfolio Variances

Brackets indicate income or a favourable variance

Non-Controllable	Cabinet Portfolio	Analysis	Full Year Budget	Controllable Budget FY	Controllable Budget YTD	Actual inc. Commitments	Variance YTD	Previous Month Forecast Outturn	Controllable Forecast Outturn	Budget Outturn Variance
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
1,659	Community, Housing and Big Society	Expenditure	3,141	1,482	370	361	(9)	0	1,596	114
0		Income	(1,012)	(1,012)	(252)	(610)	(358)	0	(1,054)	(42)
1,659		Net Expenditure	2,129	470	118	(249)	(367)	0	542	72

SERVICE	SUBJECTIVE ANALYSIS	FORECAST CONFIDENCE HIGH / MEDIUM/LOW	PROJECT OUTTURN VARIANCE ANALYSIS		RECURRING YES / NO	REASON	ACTION
			EXPENDITURE £'000	INCOME £'000			
BED & BREAKFAST	Expenditure	High	60		Yes	No budget provision	Reduce expenditure elsewhere to offset costs and review for 2016/17 budgets
	Income	High		(42)	Yes	No budget provision	Ensure efficient charging, HB claims submission. Review for 2016/17 budgets.
HOMELESSNESS	Salaries	High	54		No	Staffing costs / establishment exceed cash limit for Homelessness prevention and Saunderton Hostel	Further savings will be needed to ensure that spending is brought back within the cash limit.
TOTAL			114	(42)			

## Commentary on Environment Portfolio Variances

Brackets indicate income or a favourable variance

Non-Controllable	Cabinet Portfolio	Analysis	Full Year Budget	Controllable Budget FY	Controllable Budget YTD	Actual inc. Commitments	Variance YTD	Previous Month Forecast Outturn	Controllable Forecast Outturn	Budget Outturn Variance
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
2,613	Environment	Expenditure	11,245	8,632	2,436	(250)	(2,686)	0	8,601	(31)
(272)		Income	(4,948)	(4,676)	(1,174)	(207)	967	0	(4,249)	427
2,341		Net Expenditure	6,297	3,956	1,262	(457)	(1,719)	0	4,352	396

SERVICE	SUBJECTIVE ANALYSIS	FORECAST CONFIDENCE HIGH / MEDIUM/LOW	PROJECT OUTTURN VARIANCE ANALYSIS		RECURRING YES / NO	REASON	ACTION
			EXPENDITURE £'000	INCOME £'000			
CAR PARKING	Income	High		418	Yes	Projected short-fall in income against budget from daily parking charges and lower car park footfall.	Bank charges were higher than budgeted for in 14/15 but this has not been addressed in month 3 budget outturn. This is to be reviewed in the next quarter
	Vandalism	High	28		Yes	Ongoing issues with the vandalism of the ANPR pay machines.	
PUBLIC CONVENIENCES	Repairs	High	(23)		No	Pauls Row refurbishment less than estimated	£15k of this was on R&R and will reduce the overall contribution from reserves. The remaining £8k was B401 and will contribute to any surplus or help reduce any deficit.
FLOOD PREVENTION	Repairs	Low	(10)		No	To be reviewed as part of Quarter 2 monitoring	Review next period
LICENSING AND TAXIS	Staffing & Other Costs	High	(17)		No	Salary saving	Keep under review to check if ongoing
TOTAL			(22)	418			

## Commentary on Planning & Sustainability Portfolio Variances

Brackets indicate income or a favourable variance

Non-Controllable	Cabinet Portfolio	Analysis	Full Year Budget	Controllable	Controllable	Actual inc.	Variance YTD	Previous Month	Controllable	Budget Outturn
£'000		£'000	£'000	Budget FY £'000	Budget YTD £'000	Commitments £'000	£'000	Forecast Outturn £'000	Forecast Outturn £'000	Variance £'000
1,817	Planning & Sustainability	Expenditure	5,103	3,286	750	843	93	0	3,722	436
(19)		Income	(1,939)	(1,920)	(672)	(797)	(125)	0	(2,381)	(461)
1,798		Net Expenditure	3,164	1,366	78	46	(32)	0	1,341	(25)

SERVICE	SUBJECTIVE ANALYSIS	FORECAST	PROJECT OUTTURN VARIANCE ANALYSIS		RECURRING	REASON	ACTION
		CONFIDENCE	EXPENDITURE £'000	INCOME £'000	YES / NO		
		HIGH / MEDIUM/LOW					
BUILDING CONTROL	Income	Medium		(33)	YES	Income is higher than anticipated	
	Dangerous Structures	Medium	28	(28)	NO	Hatters Lane Wall Cost covered by recharge.	
	Staffing	High	11		Yes	Agency surveyor	None required as covered by additional income.
SPATIAL PLANNING	Legal Fees	High	65		No	Two major planning inquiries likely to cost £160K. Once £115k budget is spent the appeals reserve will be used.	Transfer monies in from the reserve if an overspend occurs
	Reserves	High		(65)	No	As above	Reserves to fund Legal Fees expenditure relating to Spatial Planning above
	Staffing	High	40		Yes	Additional staff to work on ongoing Planning service	A solution needs to be found to prevent the predicted overspend of £40k on Salaries.
	Income	High		(35)	Yes	£35k additional CIL monies expected.	Closely monitor and review
	Annual Revenue Grants	High	(20)		Yes	Reduced grant to Dial a Ride to £23.5k was not reflected in the budget	To be reflected in 16/17 budgets
Reserve sites	Income	High		(300)	Yes	Income from reserve sites	Income held in a separate holding code in line with Cabinet decision on 20th July.
	Staffing	High	300		Yes	Additional staff to work on Planning Performance Agreements	Income held in a separate holding code in line with Cabinet decision on 20th July.
	Other Expenditure	High	12		No	Additional expenditure associated with the reserve sites.	Income held in a separate holding code in line with Cabinet decision on 20th July.
TOTAL			436	(461)			

## Commentary on HR, ICT and Customer Services

Brackets indicate income or a favourable variance

Non-Controllable	Cabinet Portfolio	Analysis	Full Year Budget	Controllable Budget FY	Controllable Budget YTD	Actual inc. Commitments	Variance YTD	Previous Month Forecast Outturn	Controllable Forecast Outturn	Budget Outturn Variance
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
1,190	HR, ICT & Customer Services	Expenditure	5,763	4,573	1,290	2,431	1,141	0	4,547	(26)
(5,590)		Income	(5,763)	(173)	(43)	(11)	32	0	(286)	(113)
(4,400)		Net Expenditure	0	4,400	1,247	2,420	1,173	0	4,261	(139)

SERVICE	SUBJECTIVE ANALYSIS	FORECAST	PROJECT OUTTURN VARIANCE ANALYSIS		RECURRING	REASON	ACTION
		CONFIDENCE	EXPENDITURE £'000	INCOME £'000	YES / NO		
		HIGH / MEDIUM/LOW					
QUEEN VICTORIA ROAD	Salary	Medium	(7)		No	Vacancies in cleaning and Caretaking staff	Under Review
	Agency	Medium	14		No	Agency cost to cover vacancies in caretaking and cleaning.	Under review
	Reactive Maintenance	Medium	(65)		No	£65k underspend is offset by planned maintenance £64.1k, which resides as an uncontrollable budget	Budget for Maintenance is under review
	Planned Maintenance	Medium	64		No	Offset by above	Budget for Maintenance is under review
	Utilities	Medium	(12)		No	Potential savings in Electricity and gas £19k but overspends on Rates and Water £7k.	
	Consumables and Supplies	Medium	13		No	Overspends forecasted for cleaning materials, QVR consumables and the Paper collection contract	
	Income	High			(102)	No	Rental income from Browns and IFCO included within the forecast for the year
HEAD OF HR AND ISS	Salary		(2)		No	Savings on Salary	
ICT	Licences & Contracts	High	21		Yes	Budget to be reviewed as part of Quarter 2 monitoring	Budget to be reviewed as part of Quarter 2 monitoring
HEALTH AND SAFETY	Contract Cost	Medium	(9)		Yes	Expcted savings on the contract with BCC for the provision of Health & Safety	Virement may be required to offset additional costs for overtime on security and caretaking

HR	Training	High	(47)		Yes	Predicted savings on unallocated corporate training programme	Offered as a saving as part of budget review.
	Salaries	Medium	(6)		No	Reduction due to Maternity Leave	Staff due back in December
	Agency	Medium	21		No	Expected agency cost to cover maternity leave	
	Supplies & Services	Low	(6)		Yes	Various savings on supplies & Services	
PROCESSING & ADMIN	Salary	Medium	(9)		No	Budget Saving due to maternity Leave	
	Lease of Equipment	High	11		Yes	Lease of the Franking Machine not in the original budget	Cover the costs from savings with the processing & Admin budget
	Supplies & Services		(14)		Yes	Expected savings in Stationery, Printing, Postages and Publications	Budget will be reviewed in the next quarter
	Credit card & other Income	Medium		(11)	Yes	Unbudgeted Income	To review the re-allocation of income to the appropriate service.
FACILITIES MANAGEMENT	Other	Medium	7		No	Various budget headings	
TOTAL			(26)	(113)			



REPAIRS AND RENEWALS 2015/16

DESCRIPTION	Original Full Year Budget	Revised Full Year Budget	Budget YTD	Actual inc commitments	Variance YTD	Forecast Outturn	Commentary
	£'000	£'000	£'000	£'000	£'000	£'000	
WYCOMBE SPORTS CENTRE	66,000	66,000	16,500	34,199	17,699	66,000	With the sports centre due to close this budget is being used for essential works to support short term service delivery.
ESTATES	47,500	47,500	11,874	0	(11,874)	47,500	Booker depot works to commence later this month.
GUILDHALL	20,000	20,000	4,998	0	(4,998)	20,000	Redecoration works
PARKS AND ENVIRONMENT (SPORT)	5,000	5,000	1,251	0	(1,251)	5,000	
WYCOMBE SWAN	0	0	0	13,008	13,008	23,000	Roofing works
WYCOMBE MUSEUM	26,000	26,000	6,498	0	(6,498)	26,000	Guttering and flat roof work at the Museum.
EASTON ST. M.S.C.P.	30,000	30,000	7,500	0	(7,500)	30,000	Lift works
WYCOMBE SWAN M.S.C.P.	160,000	160,000	39,999	0	(39,999)	160,000	Completion of waterproofing the decks and lift works.
CAR PARK RESURFACING WORKS	99,000	99,000	24,733	10,560	14,173	99,000	Resurfacing works ongoing
PUBLIC CONVENIENCES	60,000	60,000	15,000	0	(15,000)	40,000	Refurbishment of Paul's Row public convenience to commence later this month expected to be £40k.
COMMUNITY CENTRES	5,000	5,000	1,248	0	(1,248)	5,000	This relates to repairs to Castlefield Community Centre roof.
					0		
<b>TOTAL</b>	<b>518,500</b>	<b>518,500</b>	<b>129,601</b>	<b>57,767</b>	<b>(43,488)</b>	<b>521,500</b>	

MAJOR PROJECTS PROGRAMME 2015/16 QUARTER 1 OUTTURN REPORT

APPENDIX C

PORTFOLIO	Overall Project Position at 30/06/2015				In Year Position		
	Total Project Budget £'000s	Total Project Spend £'000s	Scheme Projected Outturn £'000s	Variance £'000s	Budget £'000s	Actual £'000s	Variance vs Budget £'000s
LEADER	49,917	33,304	50,249	332	21,928	6,426	(15,502)
ECONOMIC DEV & REGENERATION	11,583	3,702	10,663	(920)	8,797	916	(7,881)
HR, ICT & CUSTOMER SERVICES	908	376	908	0	307	0	(307)
PLANNING & SUSTAINABILITY	1,295	92	1,295	0	1,203	0	(1,203)
ENVIRONMENT	0	12	12	12	0	12	12
COMMUNITY	3,098	655	3,009	(89)	2,050	42	(2,008)
HOUSING	6,495	903	6,495	0	1,441	186	(1,255)
<b>TOTAL</b>	<b>73,296</b>	<b>39,044</b>	<b>72,631</b>	<b>(665)</b>	<b>35,726</b>	<b>7,582</b>	<b>(28,144)</b>

LEADER

Project / Scheme	Overall Project Position at 30/06/2015				In Year Position		
	Total Project Budget £'000s	Total Project Spend £'000s	Scheme Projected Outturn £'000s	Variance £'000s	Budget £'000s	Actual £'000s	Variance vs Budget £'000s
<b>Handy Cross Hub Main Contract</b>	<b>36,595</b>	<b>23,834</b>	<b>37,178</b>	<b>583</b>	<b>18,705</b>	<b>5,944</b>	<b>(12,761)</b>

This budget relates to the construction contract with WDL and covers the actual works for the construction of the new Sports and Leisure Centre, Foodhall, Coachway Park and Ride, Section 278 works onto the main highway and other service roads onto phases 1 and 2 of the site. The contract allows for 20 monthly payments, with 14 having been paid to date. The projected outturn includes allowances for a number of current construction risks that are the subject of continuing value management and discussion with the contractor.

<b>Handy Cross Hub Non-Contract Costs</b>	<b>6,936</b>	<b>4,757</b>	<b>6,646</b>	<b>(290)</b>	<b>2,203</b>	<b>24</b>	<b>(2,179)</b>
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The projected underspend on this budget relates to net savings on the cost of the electric upgrade due to be carried out in November 2015. The other main elements of this budget relate to professional fees (including project management fees, clerk of works, legal and technical fees) and Section 106 / CIL contributions. The CIL balance on the Foodhall has been paid in full £548k and the first instalments on the Section 106 costs have now also been paid. The budget outturn is also subject to the proposed land disposal of Cressex Island proceeding as this includes contributions to the section 106 costs and electric upgrade costs, this is currently being finalised.

<b>Little Marlow Running Track &amp; Synthetic Turf Pitch</b>	<b>3,610</b>	<b>3,448</b>	<b>3,649</b>	<b>39</b>	<b>164</b>	<b>2</b>	<b>(162)</b>
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The STP scheme is complete and retention has been paid. The Little Marlow Running Track is complete, but there are some minor section 106 works to be completed including a footpath which is currently awaiting planning consent. Lighting columns are also to be installed on the entrance to the site, details being finalised with BCC.

<b>Handy X Hub Phase 3 Fees</b>	<b>150</b>	<b>0</b>	<b>150</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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This budget covers marketing and appointment of consultants to review the financing options for the next phases of the development and to identify a partner. Award will be made in July 2015.

<b>Handy X Day Nursery</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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This project is subject to a successful pre-let and will be incorporated into the next phase of the development site. Spend not anticipated to 2016/17.

PORTFOLIO	Overall Project Position at 30/06/2015				In Year Position		
	Total Project Budget £'000s	Total Project Spend £'000s	Scheme Projected Outturn £'000s	Variance £'000s	Budget £'000s	Actual £'000s	Variance vs Budget £'000s

## ECONOMIC DEVELOPMENT & REGENERATION

Project / Scheme	Overall Project Position at 30/06/2015				In Year Position		
	Total Project Budget £'000s	Total Project Spend £'000s	Scheme Projected Outturn £'000s	Variance £'000s	Budget £'000s	Actual £'000s	Variance vs Budget £'000s
Hughenden Quarter	2,122	2,010	2,122	0	353	241	(112)

Spine road construction currently underway with completion date due November 2015. Bucks New University contribute approx 66% to infrastructure works. The budget position reflects the contributions from BNU.

<b>6-8 Frogmoor and 9-10 Church Street, High Wycombe</b>	500	472	500	0	40	12	(28)
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6-8 Frogmoor completed and unit has been let. Project complete

<b>4-5 Church Street, High Wycombe</b>	760	568	760	0	209	17	(192)
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Fit out taking place and lease options are currently being explored.

<b>Land at Holmers Farm</b>	2,600	346	2,600	0	2,600	346	(2,254)
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Construction work has begun on multi-storey car park with completion due in October 2015. Lease agreement has been completed.

<b>Wycombe Swan refurbishment</b>	0	4	0	0	0	4	4
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The approved works programme under the new lease arrangement have been completed. Code was closed at the end of 2014/15 with an underspend of £6k against a budget of £700k. This final payment reduces the total project underspend to £2k.

<b>HQ District Energy Network</b>	670	0	0	(670)	670	0	(670)
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Scheme viability has been impacted by the sharp drop in oil prices and falling energy costs. A report will be brought to Cabinet on this scheme and proposed use of these funds.

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PORTFOLIO	Overall Project Position at 30/06/2015				In Year Position		
	Total Project Budget £'000s	Total Project Spend £'000s	Scheme Projected Outturn £'000s	Variance £'000s	Budget £'000s	Actual £'000s	Variance vs Budget £'000s
<b>Frogmoor (inc Chiltern Shopping Centre Pop Ups)</b>	250	0	0	(250)	250	0	(250)

Project currently being reviewed following new developments for regeneration at Chiltern Shopping Centre

<b>Globe Park Decked Car Park Feasibility</b>	50	2	50	0	50	2	(48)
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Feasibility funding to investigate potential commercial model for a new off-street decked car park at Globe Park in Marlow.

<b>Wycombe Workspace Development Appraisals</b>	21	0	21	0	21	0	(21)
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Feasibility funding to investigate potential sites for business start up premises.

<b>East Richardson Demolition</b>	250	0	250	0	250	0	(250)
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Currently out to tender for demolition costs. Tender process due to begin in the next month.

<b>Regeneration Fund</b>	3,000	290	3,000	0	3,000	290	(2,710)
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New fund created to finance commercial opportunities for revenue generation and regeneration. First allocation made for a redevelopment scheme in Marlow.

<b>Collins House</b>	900	0	900	0	900	0	(900)
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Redevelopment partnership with Housing Solutions. Outline scheme currently in planning.

<b>Grange Farm development</b>	460	10	460	0	454	4	(450)
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Scheme has suffered from delays due to the need re-appoint new project managers following termination of the previous agreement. A revised programme is currently being developed.

<b>TOTAL FOR PORTFOLIO</b>	11,583	3,702	10,663	(920)	8,797	916	(7,881)
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## HR, ICT & CUSTOMER SERVICES

Project / Scheme	Overall Project Position at 30/06/2015				In Year Position		
	Total Project Budget £'000s	Total Project Spend £'000s	Scheme Projected Outturn £'000s	Variance £'000s	Budget £'000s	Actual £'000s	Variance vs Budget £'000s
<b>Rolling ICT Capital Programme</b>	908	376	908	0	307	0	(307)

LAN project feasibility report has been received from Capita and is currently under review. This project is expected to begin towards the end of Q2. Other transformation projects are scheduled to commence Q3 and Q4. Any underspend will be rolled over into 2016/17.

<b>TOTAL FOR PORTFOLIO</b>	908	376	908	0	307	0	(307)
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## PLANNING & SUSTAINABILITY

Project / Scheme	Overall Project Position at 30/06/2015				In Year Position		
	Total Project Budget £'000s	Total Project Spend £'000s	Scheme Projected Outturn £'000s	Variance £'000s	Budget £'000s	Actual £'000s	Variance vs Budget £'000s
<b>HWTC Masterplan - Phase 1</b>	1,200	83	1,200	0	1,117	0	(1,117)

This funding has been primarily allocated to fund the Westbourne Link Rd together with CIL funding. This contract has been awarded by BCC and works have commenced.

<b>Public Realm HWTC</b>	60	0	60	0	60	0	(60)
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Budget approved by Cabinet September 2014, the balance is being used to improve High Wycombe Town Centre.

<b>Improvements to Public Realm</b>	35	9	35	0	26	0	(26)
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Funded from LABGI reserves, the balance is being used to help part fund improvement to High Wycombe Town Centre.

<b>TOTAL FOR PORTFOLIO</b>	1,295	92	1,295	0	1,203	0	(1,203)
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## ENVIRONMENT

Project / Scheme	Overall Project Position at 30/06/2015				In Year Position		
	Total Project Budget £'000s	Total Project Spend £'000s	Scheme Projected Outturn £'000s	Variance £'000s	Budget £'000s	Actual £'000s	Variance vs Budget £'000s
<b>Automatic Number Plate Recognition</b>	0	12	12	12	0	12	12

Installation of equipment has been completed. Commissioning works and additional parking meters has resulted in additional £12k expenditure. This project is now complete.

<b>TOTAL FOR PORTFOLIO</b>	<b>0</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>0</b>	<b>12</b>	<b>12</b>
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## COMMUNITY

Project / Scheme	Overall Project Position at 30/06/2015				In Year Position		
	Total Project Budget £'000s	Total Project Spend £'000s	Scheme Projected Outturn £'000s	Variance £'000s	Budget £'000s	Actual £'000s	Variance vs Budget £'000s
<b>Access to Buildings</b>	<b>147</b>	<b>0</b>	<b>147</b>	<b>0</b>	<b>147</b>	<b>0</b>	<b>(147)</b>

£47k of the budget was allocated to the works needed at the museum and will be spent during 2015/16.

<b>Facilities for Young People</b>	<b>947</b>	<b>50</b>	<b>947</b>	<b>0</b>	<b>512</b>	<b>50</b>	<b>(462)</b>
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The Facilities for Younger People budget is part of a 15 year rolling programme of investment to replace and renew the Council's various play areas. The budget for 2015/16 includes £367k unspent funds from earlier years.

<b>Museum Feasibility Work</b>	<b>150</b>	<b>59</b>	<b>150</b>	<b>0</b>	<b>88</b>	<b>(3)</b>	<b>(91)</b>
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£35k funding was received from the Arts Council in 2014/15 to fund the museum's digital heritage project. Contract for the works has been awarded.

<b>Risborough Springs Extension</b>	<b>1,200</b>	<b>21</b>	<b>1,200</b>	<b>0</b>	<b>1,179</b>	<b>0</b>	<b>(1,179)</b>
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Discussions are taking place with the operator to review the financial impact of the proposed scheme. Subject to financial viability a scheme proposal will be brought forward during 2015/16.

<b>Wycombe Marsh Community Centre</b>	<b>187</b>	<b>143</b>	<b>143</b>	<b>(44)</b>	<b>39</b>	<b>(5)</b>	<b>(44)</b>
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This budget part funds the new Wycombe Marsh Community Centre. This funding was sourced £100k funded from Special Expenses in 2013/14 and £87k funded through two s106 contributions. The scheme has been completed and a small balance remains to be paid from S106 contributions.

<b>Desborough Rec Changing Rooms</b>	427	382	382	(45)	45	0	(45)
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The project completed in April 2015. Awaiting final cost report from cost consultant. Final retention payment outstanding.

<b>Higginson Park Feasibility Study</b>	40	0	40	0	40	0	(40)
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Funding for a feasibility study for the Higginson Park Trust to review the current facilities and future options including investment and revenue model.

<b>TOTAL FOR PORTFOLIO</b>	<b>3,098</b>	<b>655</b>	<b>3,009</b>	<b>(89)</b>	<b>2,050</b>	<b>42</b>	<b>(2,008)</b>
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#### HOUSING

PORTFOLIO	Overall Project Position at 30/06/2015				In Year Position		
	Total Project Budget £'000s	Total Project Spend £'000s	Scheme Projected Outturn £'000s	Variance £'000s	Budget £'000s	Actual £'000s	Variance vs Budget £'000s
<b>Affordable Housing / Land Purchase - S106</b>	1,787	0	1,787	0	0	0	0

This budget has been funded from off-site section 106 contributions. Proposals for the use of these funds are to be brought to Cabinet in 2015.

<b>Renovation Grants</b>	<b>4,708</b>	<b>903</b>	<b>4,708</b>	<b>0</b>	<b>1,441</b>	<b>186</b>	<b>(1,255)</b>
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This is part of a rolling programme for funding statutory Disabled Facility Grants. Over 2015/16, 39 completions have been made to date with a further 57 commitments made.

<b>TOTAL FOR PORTFOLIO</b>	<b>6,495</b>	<b>903</b>	<b>6,495</b>	<b>0</b>	<b>1,441</b>	<b>186</b>	<b>(1,255)</b>
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# Agenda Item 5. Appendix D

## DEVELOPER CONTRIBUTIONS QUARTERLY MONITORING REPORT Quarter 1 2015/16

This note sets out the details of s106 agreements signed, contributions received, held and spent during Quarter 1 of 2015/16. The report also outlines the value of CIL Liability Notices and CIL Demand Notices issued and the amount of CIL funding received in Q1.

**Table 1.1 - Summary**

		Notes
S106 Quarter 1 Receipts	22,068	See Table 1.2
S106 Quarter 1 Spend	160,000	See Table 1.3
Value of S106 Agreements Signed	-	See Table 1.4
S106 Balance at End of Quarter	5,255,514	See Table 1.5
S106 Funds Committed	1,900,905	See Table 1.5
S106 funds due to expire by 31/3/2016	-	-
Value of CIL Liability Notices issued	1,543,000	See Table 1.6
Value of Quarter 1 CIL receipts	1,014,375	See Table 1.7
CIL Q4 Spend	-	See Table 1.8
CIL funds transferred to Town and Parish Councils	90,114	See Table 1.9

**Table 1.2 - Quarter 1 – S106 Receipts**

Planning Ref	Site Address	Obligation Type	£ Received
10/06608/FUL	The Halfway House, 706 London Road	Open Space	1,927
		Environment	4,635
		Community halls	10,605
		Indoor sport	4,413
		Fire	488
		<b>Total</b>	<b>22,068</b>
		<b>Year to date total</b>	<b>22,068</b>

**Table 1.3 – S106 Spend up to the end of Q1 2015/16**

Service Area	Approved 2015/16 S106 spend £s	Q1 Spend £s
Transport and Public Realm	1,190,275	160,000
Green Infrastructure/Open Space	550,000	-
Indoor Sport and Community Facilities	155,000	-
Affordable Housing	-	-
<b>TOTAL</b>	<b>1,895,275</b>	<b>160,000</b>

In Q1 funds have been spent on:  
Design work and preparation for the Westbourne Street Link Road project

**Table 1.4 – Value of new S106 agreements signed**

Date Signed	Planning Reference	Development	Contribution type	Amount
23-Apr-15	14/07820/FUL	Kingswood School	Affordable Housing	on-site
			Open Space	on-site
02-Jun-15	14/06590/FUL	Hughenden Quarter	Affordable Housing	on-site

On 1 November 2012 the CIL Charging Schedule was formally introduced, which has curtailed the signing of new S106 Agreements for most new developments.

**Table 1.5 – Funds held by contribution type as at 30/06/2015**

Contribution type	Amount £s	Committed (through Cabinet Decisions)
Transport	1,286,000	912,000
Open Space	989,000	288,000
Community Halls	377,000	358,526
Indoor Sport	195,775	192,220
Environment	295,261	130,000
Fire	20,159	20,159
Police	17,467	-
Public Art	50,000	-
Affordable Housing	2,024,852	-
<b>Total</b>	<b>5,255,514</b>	<b>1,900,905</b>

**Table 1.6 – Value of CIL Liability Notices issued in Quarter 1**

No. of Liability Notices Issued	Value £
27	1,543,000
Year to date total	1,543,000

A Liability Notice is issued to liable parties at the grant of planning permission. Funds are not due until a development commences, when a Demand Notice is issued. Some of these permissions may never be implemented for a variety of reasons

**Table 1.7 – Value of CIL funds received in Q1 2015/16**

Planning Ref	Site Address	Amount £
15/05862/FUL	Rear of 32 West Street Marlow	13,843
14/05473/FUL	Former Culver Graphics & Essex Works Lane End	60,823
13/07237/FUL	11 Bell Street Princes Risborough	4,950
14/07645/FUL	The Cottage, Handleton Common, Lane End	18,938
14/06259/FUL	Highclere, Spurgrove Lane, Frieth	20,550
14/06865/FUL	87 New Road, Marlow Bottom	27,787
14/05572/FUL	Bosmore Barns, Bosmore Lane, Fawley	3,900
14/07820/FUL	Kingswood County First School Totteridge Lane HW	59,803
13/07839/FUL	Rear of 1-21 Hillview Road and 13-23 Colbourne Road	30,406
12/06528/FUL	St Johns Orchard Manor Road Hazlemere	87,375
14/06652/FUL	Jean Cote, Warrendene Road, Hughenden Valley	18,245
14/08022/FUL	4 River View Flackwell Heath	8,287
14/06647/FUL	65 Hill Farm Road Marlow Bottom	21,028
15/05862/FUL	Rear of 32 West Street Marlow	41,531
12/07891/FUL	274 Amersham Road Hazlemere	63,750
14/07675/FUL	96 Marlow Bottom Road, Marlow Bottom	8,930
14/05231/FUL	Rustlings Park Lane Lend End	33,209
12/05827/FUL	Cressex Island, High Wycombe	469,280
15/05340/FUL	Bucholie, Manor Road, Hazlemere	21,740
<b>Total</b>		<b>1,014,375</b>

Year to date Total	1,014,375
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All CIL monitoring data is held in the Obligation Tracker which includes useful custom reports that officers have generated. Go to [www.obligationtracker.com](http://www.obligationtracker.com) and log in using [obs\\_tracker@wycombe.gov.uk](mailto:obs_tracker@wycombe.gov.uk) and password Wycombe101. Go to Obligation Monitor < Custom Reports to view reports.

**Table 1.8 - CIL Spend up to end of Q1 2015/16**

Service Area	Approved 2015/16 CIL spend £s	Q1 Spend £s	Total
Transport and Public Realm	1,400,000		
Green Infrastructure/Open Space	55,000		
Indoor Sport and Community Facilities	110,000		
Education (BCC)	420,000		
<b>TOTAL</b>	<b>1,985,000</b>		

No CIL funds have been spent in Q1 but Purchase Orders have been set for most of the projects which are getting underway

**Table 1.9 - CIL funds transferred to Parish Councils from funds collected from between October 2014 to March 2015**

Parish/ Town Council	Amount £s
Bledlow cum Saunderton	9,967.50
Great and Little Kimble	1,687.50
Hambleden	4,421.25
Hazlemere	11,086.98
Hughenden	1,890.00
Lane End	14,016.32
Marlow Bottom	1,389.39
Marlow Town Council	4,392.27
Stokenchurch	5,037.19
Wooburn and Bourne End	36,226.13
<b>Total</b>	<b>90,114.53</b>

# Agenda Item 6.

## REVENUES AND BENEFITS DOCUMENT MANAGEMENT UPGRADE AND SERVER REPLACEMENT

**Cabinet Member:** Councillor David Watson

**Wards Affected:** All

**Officer contacts:** Steve Richardson Ext: 3262  
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Email: [andy.green@wycombe.gov.uk](mailto:andy.green@wycombe.gov.uk)

### RECOMMENDATION TO COUNCIL

To approve and release £126,500 funding from the major projects programme for the migration of revenues and benefits to Northgate information at work (document management and workflow system) and enable the replacement of the Revenue's and Benefits application server.

#### Reason for Decision

The current Northgate application used for storage and retrieval of electronic documents no longer provides the functionality required to capture documents electronically and is being phased out by Northgate (we are one of a handful of sites remaining on the product).

The server used to host the Revenues and Benefits system has reached end of life and needs to be replaced. There is no budget provision within the ICT Rolling Programme for server replacements and therefore funding is sought.

#### Corporate Implications

1. Section 111 of the Local Government Act 1972 empowers the Council to do anything including spending money or acquiring property or rights which is calculated to facilitate or is conducive or incidental to any of its functions. There is no budgetary provision for funding the replacement of the current system, or provision within the ICT capital programme for replacing or upgrading application servers. The existing document management system is now no longer being fully supported by Northgate due to its age and the availability of more modern solutions. It is proposed that this system is funded from the Revenue Development Reserve and the project added to the Council's Major Projects Programme. As the current system is no longer being supported, if it should fail then the Council would be unable to scan, file and automate processing of documents for Housing Benefit applications. This would have significant service, customer and financial implications for the Council.

#### Executive Summary

2. All incoming documents are scanned and stored electronically. This includes all benefit applications, customer letters, emails, and online forms. The existing document management system has been in place for over 10 years, is fully integrated into the Revs/Bens system and has been ideal for basic scanning and storage of documents. In recent years the system has been pushed to its limits to accommodate modern technology such as emails online forms.

3. Some of the technology currently used to import documents is no longer supported and will fail at some point. When this happens manual workarounds will be needed for some work types (such as emails/online forms) and it will not be possible to manage incoming work within existing staffing levels and this will have a knock on effect to processing times and costs.

### **Sustainable Community Strategy/Council Priorities – Implications**

4. Value for Money

#### **Background and Issues**

5. Northgate Documents has been in place for over 10 years. Systems and technology has developed over this period but more recently the system has struggled to cope with the range of modern files, such as emails and attachments, required for quick and efficient processing. There has been an expectation that the system would need replacement at some point in the near future, however this need has now become urgent because key elements of the system are no longer supported.
6. Further innovation and savings are also being held back as manual workarounds being used to overcome system shortcomings (this can include printing off documents received, then scanning them into the document management system) increases the overheads of processing these files and therefore drives cost/workloads up whilst preventing further improvement to processing times.
7. The third fourth and fifth Data Protection Principles under the Data Protection Act 1998 provide that personal data shall be adequate, relevant and not excessive in relation to the purposes for which they are processed, they shall be accurate and where necessary kept up to date, and that they shall not be kept for longer than is necessary for those purposes. Given the age of the existing system and its technological limitations, the new proposed system would significantly strengthen and streamline compliance with these legal obligations. The quickest and most effective solution is to migrate to the improved and updated Northgate system Info@Work, their standard document management product used by the majority of current customers as well as provided to any new customer. The revenue charge for this solution will remain unchanged; however there is a capital charge for setting up the solution and migrating the data which including 3<sup>rd</sup> party costs is £54,500.

The main advantages of migration to Info@Work are summarised as follows:

- a) Info@Work will be fully supported.
- b) As the revenues and benefit systems are also Northgate products Info@Work is fully integrated with existing systems
- c) Email attachments can be directly imported into the system
- d) Webforms will be automatically imported into the document imaging system
- e) Multiple referencing of documents can be undertaken in a single operation. Currently lists (such as notification of death and tenancy lists) can only be stored against one account, which means that each list has to be manually copied several times and scanned and indexed against every account on the list.

- f) Data protection. Info@Work has a retention and disposal module that allows deletion of old documents in accordance with the council's retention policy thereby complying with data protection legislation.
  - g) Info@Work can import a variety of formats the current system cannot accommodate, such as photos
  - h) Info@Work also gives Customer services the ability to also scan documents in reception, rather than photocopying passing to the back office for scanning as at present. This would eliminate double handling and allow documents to be accessed immediately.
8. The current server which was purchased in 2008 on which the Revenues and Benefits application is hosted has reached end of life. There is no budget provision within the current capital rolling programme to fund its replacement. The server is a critical part of the ICT infrastructure for the revenues and benefits application without which the service cannot function. The cost of purchase and installation is estimated at £72,000. The new server is expected to have an operational life of 5 years.
9. No additional funding is required for on-going maintenance as the current revenue budgets are sufficient to fund the on-going support costs of the new document management system and replacement server.

### **Conclusions**

10. With key elements of the existing system no longer supported it is inevitable that unless replaced the system will fail at some point which would mean further very significant manual work and consequences in the areas mentioned above. As more and more incoming work is being submitted electronically, case handling times will continue to increase as the bottleneck caused by having to manually print, then scan documents received electronically continues. This would increase the on-going cost of the service as overtime/external resources would need to be used to maintain work turnaround.

### **Next Steps**

11. Subject to funding the document management system and new server will be procured and implemented within the next 6 months.

### **Background Papers**

Held in Financial Services.

# Agenda Item 7.

## SHORT TERM EMPLOYMENT LAND REVIEW

**Cabinet Member:** Councillor David Johncock

**Wards Affected:** All

**Officer contacts:** Ian Manktelow Ext:3579

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Chris Schmidt-Reid Ext:3551

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## PROPOSED DECISION

That the sites listed in Tables 1 and 2 in Appendix A are released as being acceptable in principle only for residential development (subject to subsequent detailed proposals for planning permission being acceptable).

### Reason for Decision

To contribute towards meeting the Council's five year housing land supply requirement.

### Corporate Implications

#### National Policy

1. The National Planning Policy Framework sets out the Government's planning policies for England and how these are expected to be applied.

#### Financial

2. The Council is at risk of losing planning appeals both in terms of protecting sites used for employment and incurring costs if we are unable to demonstrate that we have a five year housing land supply and still refuse planning permission.

#### Risks

3. There is a risk of more speculative planning applications on other sites in the District if the Council cannot demonstrate that it is positively managing the delivery of new housing development.

### Executive Summary

4. The Cabinet Report on October 20<sup>th</sup> 2014 proposed the release of the Reserve Sites and sets out the position in relation to how the Council proposes to meet housing needs over the coming years. The agreement to release the Reserve Sites does not result in the Council having a full five year housing land supply and as a result further work has been undertaken to identify other sites that can contribute towards making up the shortfall.
5. The Council is at risk of losing planning appeals if it seeks to protect employment land despite not having a five year housing land supply and as a result incurring costs. Further there is a greater risk of more speculative

planning applications on sites in the District if the Council cannot demonstrate that it is positively managing the delivery of new housing development. In addition national planning policy indicates that policies should avoid the long term protection of employment land where there is no reasonable prospect of a site being used for that purpose and that applications for housing should be allowed where there is not a strong economic case for retaining the sites in employment use.

6. Officers have assessed employment sites to identify if any can be redeveloped for residential uses and contribute towards either to the five year housing land supply or beyond. This assessment has identified sites in the following three categories:
  - a. Sites to release that can contribute towards the five year supply
  - b. Sites to release that cannot contribute towards the five year supply at the moment but may in the future
  - c. Sites that should be retained in employment use
7. The majority of the sites identified for release do not contribute towards the five year supply. Those that do are not sufficient to result in the Council being able to demonstrate a five year supply of housing sites.
8. Table 1 below sets out a summary of the findings:

Type of site	no. of sites	no.of dwellings	amount of land (ha)
Sites recommended for release and in the five year land supply	5	166	5.9
Sites recommended for release and not in the five year land supply	9	229	14.3
Sites that should not be released	54	/	70

### **Sustainable Community Strategy/Council Priorities – Implications**

9. The release of these sites for development would contribute towards the provision of new housing including affordable housing, in line with the Sustainable Community Strategy.

### **Background and Issues**

10. The agreement to release the Reserve Sites does not result in the Council having a full five year housing land supply and as a result further work has been undertaken to identify other sites that can make up the shortfall.
11. In response to member and community concerns that we have not explored all the opportunities to provide housing elsewhere, officers have now assessed whether there is any employment land that could be released for housing to contribute towards the five year housing land supply, whilst at the same time considering the future economic implications of releasing employment land.
12. Paragraph 47 of the National Planning Policy Framework (NPPF) requires that local authorities have a five year supply of “deliverable” housing sites identified at any given time; this should be based on a district-wide objectively assessed

need (OAN) in the absence of an up to date adopted Local Plan . The Council's current target of 402.5 dpa<sup>1</sup> is set out in the adopted Core Strategy, but this is out of date as it is based on the now withdrawn South East Plan. A draft housing needs assessment was published in January 2014 giving an OAN between 550 and 600 new homes per year although this was prepared before new National Planning Practice Guidance was published. Since then the emerging assessment (the Central Bucks Housing and Economic Development Needs Assessment covering Wycombe, Aylesbury Vale and Chiltern Districts) is showing a higher OAN for the District. This work is still in progress and is due to be completed by October 2015.

13. The 2014 draft Economy Study prepared by consultants Peter Brett Associates (PBA) as part of the evidence base for the New Local Plan included a review of all our main employment sites. It identified a limited number of sites that could be redeveloped for other uses; however, it also concluded that based on a scenario of matching new homes with job growth any further additional losses would need to be matched by new provision elsewhere in the district as well as providing for additional job growth in the District. As such a careful balance needs to be struck between releasing employment land, retaining existing land, and providing new employment land. The work with Aylesbury Vale and Chiltern Districts is also updating economic forecasts and the need for employment land.

### **Planning Policy Context**

#### National Planning Policy Framework (NPPF)

14. The NPPF sets out in paragraph 19 that significant weight should be placed on the need to support economic growth through the planning system, paragraph 20 further requires planning authorities to proactively plan for the development needs of business; and paragraph 21 sets out that policies should avoid the long term protection of sites allocated for employment use, with an emphasis being placed on market signals and the relative need to support different land uses along with supporting a sustainable local community.
15. The NPPF, however also sets out in paragraph 51 that applications to change to residential use commercial buildings (currently in the B use classes) where there is an identified need for additional housing in that area should normally be approved, provided that there are not strong economic reasons why such development would be inappropriate.
16. Changes to permitted development rights in the Town and Country Planning (General Permitted Development) Order 2015 currently allows for offices to change to residential use for a three year period ending in May 2016. It is unclear at this time whether this permitted change will be extended or not. There have been a significant number of notifications to the Council of the intention to exercise this change, and these are accounted for in our five year housing land supply assessment, although only some of these have been implemented to date.

#### Local Planning Policy

17. Adopted policies in the Core Strategy and Local Plan identify business parks and industrial areas, setting out policies that aim to protect employment land in

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<sup>1</sup> dwellings per annum

general from non-employment generating uses. The Delivery and Site Allocations Plan (DSA) document contains policies that allow scattered business sites and some other industrial sites in the Desborough area to be redeveloped for residential use subject to certain conditions being met. The DSA policies were drafted in the context of the emerging NPPF and approved after the final version was produced.

18. The Council has a track record of releasing former employment sites for residential development as part of the focus on previous developed land though the 1990's and early 2000's. This along with property values and Government planning policy has led to increased pressure from developers to seek permission for the redevelopment of employment sites for residential uses. The Council has mixed experiences of defending such sites in the context of a depressed market for commercial land, the NPPF focus on delivery of new homes and the presumption in favour of sustainable development being used to justify departing from adopted policies in the face of a lack of a five year housing land supply.

### **Assessment of Sites**

19. The PBA employment land review has been re-visited to identify sites that have potential to be re-developed for housing, whilst bearing in mind the importance of employment sites to the local economy and the fact that alternative provision may need to be made for new employment sites if sites are released.
20. A desk-top based assessment has been undertaken which sets out to identify key sites that could be redeveloped for residential uses. The assessment is based on considering the following:
  - Existing employment sites promoted for residential use through consultations/planning applications/pre-applications
  - All Scattered sites<sup>2</sup> (as identified by PBA in the employment land review)
  - Sites with long term or concentration of vacant properties (sourced from Buckinghamshire Business First and Estates Gazette)
21. Sites were categorised as sites that could be released or not. The factors used in assessing whether a site should be released are set out below:
  - Site specific recommendations in PBA employment land review – retain or release
  - Site specific commentary in PBA employment land review – where condition/location/age of site/building indicates any long term re-use issues
  - Suitability of surrounding land uses for on-going employment use – e.g. immediately surrounded by residential development
  - Recent planning applications/pre-application enquiry
  - Vacancy – whether a site has recurring or concentration of vacancies
  - Scale and size of site – potential economic impact

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<sup>2</sup> Defined in the DSA as sites that are not part of an existing or designated employment/business area and, accommodate "B" uses as defined by the Use Class Order or are employment generating "sui generis uses".

## Results

22. The initial assessment considered 68 sites (see appendix A for list of sites and potential dwelling capacity. The assessment identified that five sites could be released and contribute towards the Council's five year land supply providing approximately 166 dwellings) and resulting in the loss of 6 ha of employment land.
23. In order to be able to be counted as part of the Council's five year supply, sites need to meet specific tests set down in national policy and guidance in terms of availability and deliverability. This is based on there being a formal pre-application enquiry, a planning application or the site has been promoted to the Council as part of the on-going assessment of housing land supply where owners/developers are contacted to ascertain the likelihood of a site coming forward for development within the next five years. Generally a site needs to be in the planning application or pre-application process for it to be considered in the five year housing land supply.
24. A further 9 sites are identified as being suitable for release and could potentially accommodate up to 229 new homes resulting in the loss of 14 ha of employment land. However, at the moment these sites do not satisfy the criteria for inclusion in the five year housing land supply. If the Council chooses to proactively release these sites, developer interest will increase and some will come into the five year housing land supply in time, and the remainder will contribute our longer term housing land supply and feed into the overall housing supply for the Local Plan.
25. The 54 remaining sites are recommended to be retained in employment use as they are well used sites in locations or condition that are considered to be important for the local economy.
26. The assessment also identified that based on the vacancy data (sourced from the Estates Gazette) that although there are a number of vacant premises (approximately 230 - 133 office and 97 industrial), there are no significant concentrations of vacant properties in any one location that would suggest that a site should be redeveloped for other uses. It is necessary to have vacant premises to allow natural functioning of a property allowing businesses to form, grow and re-locate.

## Economic Impact

27. Those sites identified as being suitable for redevelopment for residential use are either small, isolated, in poor condition or there are market signals indicating that the site or premises are no longer suited to employment activity.
28. The Economy Study identified that any further losses of employment land would need to be replaced by new land in order to meet the forecast needs for employment land going forward. The location and size of sites identified for release would not have any significant economic impacts given the nature of the sites, but release of further sites would have an impact and a somewhat cautious approach is needed at this stage, as work is on-going on the local plan including work updating the position on housing and economic needs, including future requirements for business floor space. Releasing more sites than recommended would exacerbate losses and further increase out-commuting and further potential losses as the amount of available properties are reduced undermining the local economy.

## **Five year housing land supply implications**

29. The sites recommended for release would have a relatively modest impact on the five year housing land supply and is unlikely to close the gap to give a full five year supply, although the five year supply assessment is being updated in the light of the emerging latest housing needs work and latest housing supply information. However the sites will make a contribution and further sites will come into the five year supply as the development industry brings forward development on the sites.

## **Conclusions**

30. As set out above a limited number of sites have been identified as being able to contribute towards the five year land supply.
31. Releasing these sites (when considered alongside the release of the reserve sites) would assist the Council in demonstrating that it has attempted to maximise the supply of housing sites, whilst at the same time attempting to safeguard the district's economy, assist in protecting those employment sites that are retained and minimise the risk of losing those sites at appeal.
32. Releasing sites that have been identified as suitable for residential uses but are not considered to be part of the five year land supply will further support this position and may also act as a signal to the market, landowners and developers to bring sites forward, potentially moving sites into the five year land supply in the future.
33. Releasing employment sites for other uses would potentially have a negative impact on the local economy and availability of sites for local businesses although the sites recommended for release are the ones that are more difficult to justify retaining for employment and more difficult to secure employment provision on in the future.
34. The Local Plan will need to address the issue of identifying new employment land to help replace lost employment land as well as to accommodate future forecast job growth.

## **Consultation**

35. The approach to this assessment and the results has been undertaken in consultation with officers responsible for Economic Development and Property Services.

## **Options**

36. The aim of this assessment was to identify whether there are employment sites that could be redeveloped for housing and result in the Council having a five year land supply or contribute towards that supply.
37. As the assessment has not resulted in sufficient sites to achieve a five year supply, Cabinet has the following options:
  - 1) **Release the sites in table 1– these sites could accommodate up to 166 new homes and assist the Council in demonstrating that it has attempted to maximise the supply of housing sites, assisting in the defence of speculative proposals at appeal;**
  - 2) **Release sites in table 1 and 2 – these sites could accommodate up to 395 new homes, but would not result in achieving a five year land supply and result in the loss of sites that are currently in employment use.**

- 3) **Release all sites and still not achieve a 5 year housing land supply but in addition risk long term economic impacts of losing a substantial amount of employment land and premises**
- 4) **Do not release any sites – as option 1 does not result in the Council achieving a five year land supply, and the redevelopment of the sites would be in line with existing policy Cabinet could choose to let the sites be released through the normal development management processes. However a realistic approach needs to be adopted which does not involve resisting loss of sites for which there is little prospect of economic development in the future, including the risk of unnecessarily “fighting” appeals.**

### **Next Steps**

38. If Cabinet agree to the recommendations in this report, the next steps would be to confirm that those sites identified in tables 1 and 2 are acceptable in principle **only** to change of use from employment to residential use. Planning permission would still be subject to the detailed assessment of any planning application through the normal processes involving either the Councils Planning Committee or delegated powers as appropriate.

### **Background Papers**

National Planning Policy Framework

National Planning Policy Guidance

Wycombe District Council Core Strategy adopted 2008

Wycombe District Council Delivery and Site Allocations for Town Centres and Development Management adopted 2013

Wycombe District Council Draft Economy Study 2014

## Appendices

### Appendix A

There are 3 tables in this appendix:

1. sites recommended for release and that can be counted in the 5 yr land supply – Green on Map
2. sites recommended for release and that cannot be counted in the 5 yr land supply – Amber on Map
3. sites that should not be released – Red on Map

**Table 1 Sites recommended for release to housing that can be counted in the 5 year housing land supply**

ID	Site	Area	dwellings	PBA recommendation	WDC Recommendation	Comments
HW30	Terriers House	1.1	23	Retain as scattered site	Release in 5 yr supply	Release as a mixed use retaining listed building in commercial use.  Planning application submitted for redevelopment, retains commercial use of listed building, buildings to rear have permission under permitted development rights to change to residential use. Potential to link with development of the adjacent reserve site. .
HW42	Queens Road	0.8	25	Possible release poor quality/derelict	Release in 5 yr supply	Site at east end of area is derelict/vacant, part already has planning permission for residential development
N04	former Leo Pharma, Longwick Road	3.5	96	Mixed use (subject to marketing)	Release in 5 yr supply	Specialised buildings built for previous owner, marketing and commercial agent information identifies no potential for redevelopment to provide new employment uses or as a mixed use site. Planning application submitted Sep 2015
S15	Harleyford House	0.3	9	Release	Release in 5 yr supply	Site recommended for release by PBA, manor house previously used as offices but vacant for significant amount of time, suitable for residential use

S09a	Computer House, Globe Park, Marlow	0.2	13	Retain - applies to whole of Globe Park	Release in 5 yr supply	Building has prior notification to change to residential, is located on outer most corner of Globe Park close to railway station and unlikely to undermine rest of employment area
<b>Total</b>		<b>5.9</b>	<b>166</b>			

**Table 2 Sites to be released for housing but not currently expected to contribute to the 5 year land supply**

ID	Site	Area	dwellings	PBA recommendation	WDC Recommendation	Comments
HW11	Dashwood Avenue	0.9	27	Residential conversion/poor quality/suggests redev	Release not in 5 year supply	poor quality buildings
HW12	Ogilvie Road	0.3	9	Retain as scattered site	Release not in 5 year supply	PBA comment that it may be difficult to let, part of site has planning permission for residential development
HW20	Leigh Street	1.8	54	Split site into 3 areas one to retain as employment and others potential redevelopment	Release not in 5 year supply	Site has a mix of buildings, potential to improve area, identified by PBA as a redevelopment area
HW43	Ricketts Road, Ryedale.	0.2	5	Retain as scattered site	Release not in 5 year supply	Current planning application for redevelopment to residential, premises deemed to be unsuitable by current owners
HW63	former Railco	0.9	27	Retain - assessed as part of wider employment area	Release not in 5 year supply	Site is cleared and separated by river from remainder of industrial site but has restrictive long term lease making redevelopment unviable
N07	Former Hypnos, Picts Lane, Princes Risborough	3.0	90	Release	Release not in 5 year supply	Site demolished and partly cleared application for residential use withdrawn. Commercial advice advises good site for employment as part of a housing led mixed use scheme, not being promoted by owner currently
N08	Molins, Saunderton	7.0	Subject to a detailed scheme overcoming the	Release	Release not in 5 year supply	Brownfield site in Greenbelt and AONB, potentially unsustainable location for housing unless a detailed scheme can resolve these issues. Also poor location for commercial uses. Release may be possible if part of wider

ID	Site	Area	dwellings	PBA recommendation	WDC Recommendation	Comments
			sustainability issues of the location			development as part of area action plan, if this proceeds.
S11	Westhorpe House		12	Potential to release	Release not in 5 year supply	Vacant and isolated location
S29	Hughes Builders Merchant, Flackwell Heath	0.2	6	Retain as scattered site	Release not in 5 year supply	Surrounded by residential area
		14.3	229			

**Table 3 – Sites to be retained as employment land**

ID	Site	Area	dwellings	PBA recommendation	WDC Recommendation	Comments
HW02	Johnson and Johnson	5.7	170	Allocate as Business Park	Do not release	Prime office location - single large scale occupier
HW04	Verco (south)	2.25	40	Mixed use (subject to marketing)	Release in 5 yr supply	Marketing identifies commercial interest in whole of site, scope for some residential as part of an employment led scheme, potential amenity issues with existing premises, planning application received for mixed use.
HW09	Grafton Street, Desborough (incl. Fryers Works)	0.9	27	Maintain as Employment Area	Do not release	Identified by PBA as part of Desborough area stock that may need replacing, neighbouring uses residential - part of desborough (outside Policy HW2 area of the DSA)
HW10	Desborough Park Road	5.7	172	Maintain as Employment Area	Do not release	well used, large area with critical mass and limited vacancy
HW13	Brow Works, Copyground Lane	0.4	11	Retain as scattered site	Do not release	Well occupied site with only one vacancy
HW15	Kitchener Road	0.3	8	Retain as scattered site	Do not release	Modern buildings limited vacancy

ID	Site	Area	dwellings	PBA recommendation	WDC Recommendation	Comments
HW18	Marlborough Industrial Estate	3.0	89	Maintain as Employment Area	Do not release	Large area includes many buildings in active use, DSA policy allows redevelopment subject to meeting policy requirements, no active interest in redevelopment
HW19	Desborough Street	0.3	9	Retain as scattered site	Do not release	Part of site has consent for Gym but the remainder well maintained
HW22	Wycombe Industrial, West End Street Desborough	0.6	17	Retain as scattered site	Do not release	Well used, no vacancy, good condition, surrounded by residential uses
HW21	Kitchener Works	0.2	5	Retain as scattered site	Release not in 5 year supply	Surrounded by residential development, old and unlikely to be re-used if vacated, was a badly sited user in previous local plan
HW23	Desborough Avenue	0.2	5	Retain as scattered site	Release not in 5 year supply	Well used buildings variety of uses, located opposite parade of shops, one vacancy -
HW41	Rye Park House/Queens Road/London Road	0.4	11	Retain as scattered site	Release not in 5 year supply	3 part site - 1 part has planning permission for HMO, , office fronting London Road occupied, industrial unit
HW46	461 London Road	0.3	9	Potential redevelopment site - poor quality	Release not in 5 year supply	Occupied, single building, accessed off London Road, poor quality building
HW61	Beechwood Hall	0.4	13	Retain as scattered site	Release not in 5 year supply	Office, in predominantly residential area, permitted development rights allows to change to residential use
HW24	Temple End, High Wycombe	0.4	11	Retain as scattered site	Do not release	No evidence to suggest inappropriate use or vacant
HW26	former DHL, Hughenden Avenue	1.5	44	Maintain as Employment Area	Do not release	Small office on site has permission to change to residential under permitted development rights, but site dominated by a modern warehouse building
HW28	Former De La Rue	0.8	23	Maintain as Employment Area	Do not release	Whole site originally employment and agreed to release part to housing (now being redeveloped) provided remainder redeveloped for business (for which outline permission exists).

ID	Site	Area	dwellings	PBA recommendation	WDC Recommendation	Comments
HW31	Chiltern Tyre Care, Hazlemere	0.2	5	Retain as scattered site	Do not release	Well located and occupied site
HW33	Telephone Exchange, Tylers green	0.2	5	Release	Do not release	Site appears to be in use. Application submitted to alter roof
HW34	St Johns Road, Penn.	0.2	6	Retain as scattered site	Do not release	No evidence to suggest inappropriate use or vacant
HW39	Discovery House, High Wycombe	0.2	7	Retain as scattered site	Do not release	Well used modern office
HW42	Queens Road	0.8	25	n/a	Do not release	Middle site - in active use, no vacancy
HW47	470 - 490 London Road	0.4	11	Retain as scattered site	Do not release	Well located, recent planning permission for new commercial building
HW48	Abbey Barn Estate	0.5	15	Retain as scattered site	Do not release	Well located, and well used site, good access
HW49	Gomm Road/Tannery Road Industrial Estate	5.0	151	Maintain as Employment Area	Do not release	Site in mixed condition, but well occupied with limited vacancy
HW52	Fairview Industrial Estate	1.1	34	Retain as scattered site	Do not release	Site well used, large units but access is poor surrounded by residential uses
HW54	Hyundai - 722 - 728 London Road	0.7	21	Retain as scattered site	Do not release	Well located, in use, no vacancy
HW58	Derehams Lane (Loudwater House)	0.3	10	Retain as scattered site	Do not release	Well used site , accessible location on London Road
HW62	Treadaway Hill Tech Centre	0.8	25	Retain as scattered site	Do not release	Well located and used site near Junction 3 of M40
HW69	Former Bartletts, Desborough	0.52	15.6	not assessed	Do not release	Whole site originally employment and agreed to release part to housing (now being redeveloped) provided remainder redeveloped for business (for which outline permission exists. Limited marketing to date).
HW69	Daws Hill	1.3	38	not assessed	Do not release	Mixed use site with recent consent for residential and employment development

ID	Site	Area	dwellings	PBA recommendation	WDC Recommendation	Comments
HWTC15	Easton Street	3.4	101	Retain as scattered site	Do not release	Easton street is key employment area allocated in the DSA, PBA identify some scope for some limited residential but should be substantially retained as employment. Permission granted for small residential/office scheme .
N01	Holly Tree Farm	0.6	18	Retain as scattered site	Do not release	Well used rural location
N04 a	Longwick Road (Hypnos)	6.1	184	Release	Do not release	Consider as part of Area Action Plan for Princes Risborough
N09	Ministry Wharf, Saunderton	0.5	14	Retain as scattered site	Do not release	Well used rural site
N14	Independent Business Park, Stokenchurch	0.3	9	Retain as scattered site	Do not release	Site on market, good access to M40, but tight access from residential road, 2 units vacant,
N15	The Sawmill, Stokenchurch	1.4	42	Retain as scattered site	Do not release	large site in use
N16	Axis 40, Stokenchurch	0.5	14	Retain as scattered site	Do not release	Well used office
N18	C R Bates Industrial Estate, Stokenchurch	0.9	28	Retain as scattered site	Do not release	Fronts main road, surrounded by residential uses, no vacancy
N19	Wycombe Road, Stokenchurch	0.4	13	Retain as scattered site	Do not release	Fronts main road, surrounded by residential uses, no vacancy
N20	Wycombe Road, Stokenchurch	0.6	17	Retain as scattered site	Do not release	Fronts main road, surrounded by residential uses, no vacancy
N21	North Estate Piddington	0.8	23	Retain as scattered site	Do not release	Well used rural site
N23	TRADA, Hughenden Valley	2.1	62	Retain as scattered site	Do not release	Well used, , in Greenbelt and AONB
new	Springbank House remainder	0.3	9	not assessed	Do not release	Mixed use site with recent consent for residential and employment development - employment element subject to marketing requirement - 1 year marketing outstanding
S04	Rose Business Estate, Marlow Bottom	0.67	20.1	Retain as scattered site	Do not release	Number of recurring vacancies over the past years, only employment site in village, good start

ID	Site	Area	dwellings	PBA recommendation	WDC Recommendation	Comments
						up location historically
S12	Westfield Farm, Medmenham	2.1	63	Retain as scattered site	Do not release	no vacancy, remote rural location
S14	Former WRC Site (SAS Centre), Medmenham	5.1	154	Retain as scattered site	Do not release	Recent application to allow for more offices on-site
S17	Pump station, Bourne End	1.3	38	Retain as scattered site	Do not release	Site used as a pumping station
S18	The Parade, Bourne End	0.3	9	Retain as scattered site	Do not release	Modern and well used properties
S24	Wessex Road Industrial Estate	4.0	121	possible poor quality	Do not release	Well occupied only couple of vacancies
S27	Wyebriidge House, Cores End Road	0.5	16	Retain as scattered site	Do not release	Well-functioning area, no vacancies
S28	Stag Place, Woburn	0.2	6	Retain as scattered site	Do not release	Well located and well used office
S30	Glory Park	2.8	85	Designate as a business park	Do not release	PBA evidence identify that site is deliverable for offices Site is subject to planning application for residential.
S32	SRS Joinery, Woburn	0.84	25.2	Retain as scattered site	Do not release	In active use, no developer interest

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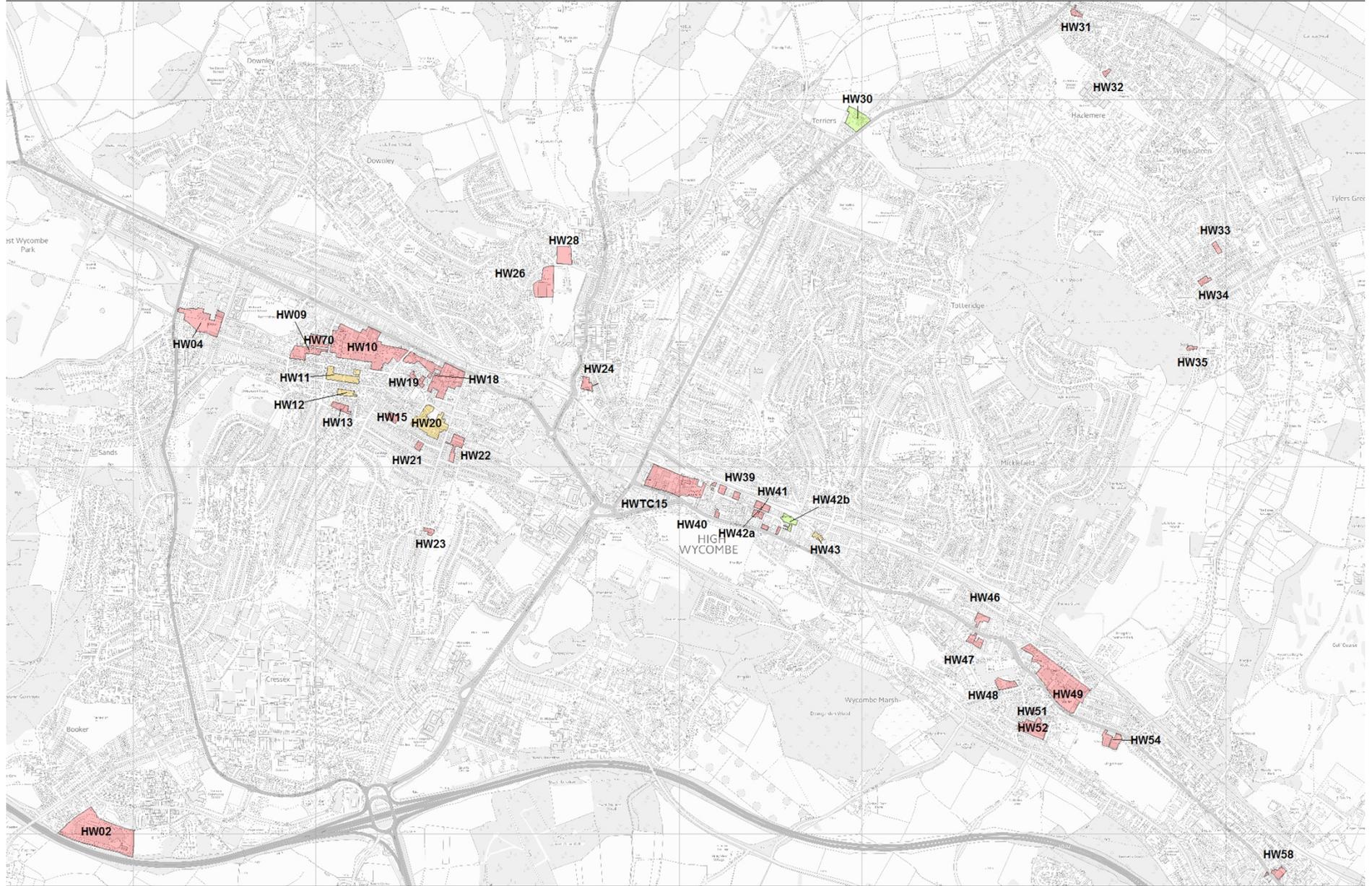
### Maps of sites

### Key

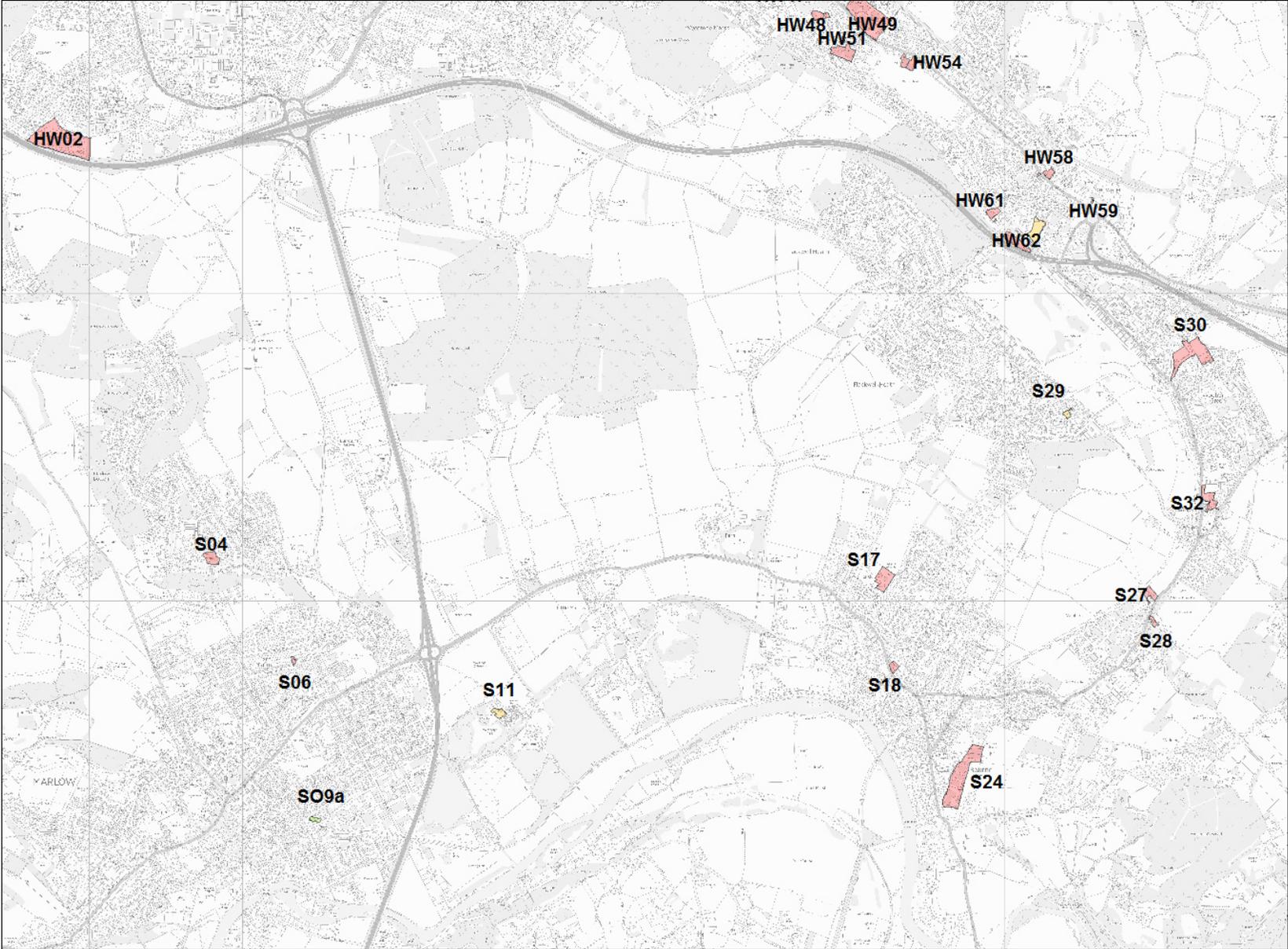
- 1) High Wycombe
- 2) Wooburn, Bourne End and Marlow
- 3) Medmenham
- 4) Lane End and Piddington
- 5) Saunderton and Hughenden
- 6) Stokenchurch
- 7) Princes Risborough

- Release in 5 year supply
- Release not in 5 year supply
- Do not release

# High Wycombe



Wooburn, Bourne End and Marlow





Lane End and Piddington



# Saunderton and Hughenden



# Stokenchurch



Princes Risborough



# Agenda Item 8.

## REVIEW OF COUNCIL TAX DISCOUNT POLICY 2015

**Cabinet Member:** Councillor David Watson

**Wards Affected:** All

**Officer contact:** Andy Green                      Ext: 3001  
Email: andy.green@wycombe.gov.uk

### RECOMMENDATION TO COUNCIL

- (i) Under section 11 subsection 4A of the Local Government Finance Act 1992, as amended by S 114A(1) of the Local Government Finance Act 2012 **purpose built holiday homes and chalets, second homes** (prescribed Class A & B as defined by SI 2003 No. 3011) should continue to receive a 10% Council Tax discount;
- (ii) Under section 11 subsection 4A of the Local Government Finance Act 1992 **empty and unfurnished dwellings** (prescribed Class C) as defined by SI 2003 No. 3011) should receive a 100% Council Tax discount for a period of 60 days;
- (iii) Under section 11 subsection 4A of the Local Government Finance Act 1992 **empty dwellings undergoing structural alterations and repairs** (prescribed Class D as introduced by SI2012 No 2964) should continue to receive a 100% Council Tax discount for the first 12 months the dwelling is empty;
- (iv) Under section 11B, subsection (1) (b) of the Local Government Finance Act 1992 (as amended by S 12 of the Local Government Finance Act 2012) **long term empty dwellings** will be charged an empty home premium of an additional 50% of the Council Tax payable; and
- (v) a minimum occupation period of 6 weeks before a new empty discount can be granted.

### Reason for Decision

The government amended the Council Tax Regulations requiring Billing Authorities to set local discount policies in relation to a number of categories of former exemption classes which were abolished from April 2013. Cabinet is being asked to review the Council's current discount policy in time for implementation for 2016/17.

### Corporate Implications

1. Following the review of the Council's Council Tax discount policy, it is proposed that the current adopted policy continues. If Cabinet should wish to amend the policy full Council resolution will be required.
2. The financial implications and legal provisions which provide the discretion to allow discounts are set out in the report.

### Executive Summary

3. Since 2013 Local Authorities have had discretion to vary the amount of council tax discount for some categories of empty dwelling, under the Local

Government Finance Act 2012 (S11-13) which amended earlier legislation. These Regulations provide the Council with an opportunity to encourage occupation of housing stock. The financial benefits of charges are relatively small. The cost of administering the scheme and any changes is borne by WDC.

4. Council approved the charging mechanism for empty homes from 1<sup>st</sup> April 2013. Under the local scheme second homes receive a 10% discount; empty and unfurnished dwellings receive 100% discount for 60 days, Empty dwellings under structural repair receive 100% discount for up to 12 months, and long term empty dwellings are charged a 50% premium after 2 years.
5. No major operational issues have arisen from the changes to council tax discounts and the outcome of this review is to recommend that the current policy continues with the same level of discount.

### **Background and Issues**

6. Empty dwellings are divided into several categories for the purpose of Council Tax:

#### **Second Homes**

7. Currently Wycombe grants a 10% discount on second homes. Billing authorities have the discretion to charge the same as an occupied dwelling. When Council set the current policy of awarding a 10% discount this was to recognise the fact that ratepayers of these dwellings pay 100% council tax on their main residence. At the 1<sup>st</sup> August 2015 there were 206 second homes in the District. A comparison with other neighbouring authorities is provided at paragraph 16 and this shows that of the 10 authorities benchmarked against only Wycombe provides this discount. If the 10% discount was removed then it is projected that Wycombe would generate an additional £36k per annum, although only £3k would be retained by Wycombe.

#### **Empty and unfurnished dwellings**

8. At 1<sup>st</sup> August 2015 there were 151 empty and unfurnished properties that were in receipt of the 60 day discount. The total cost in 2014/15 of providing this discount was £556k (Wycombe DC's share was £45k). The benchmarking indicates that other authorities have adopted discounts ranging from 1 to 3 months. Under the Regulations for empty and unfurnished dwellings, local authorities have discretion to set whatever discount they want over any period. The intention of the current policy was to provide a reasonable period for owners selling and moving between properties without having to pay a charge. The previous exemption class allowed a period of up to 6 months. This policy also avoids high volumes of small bills being raised.

#### **Empty Dwellings undergoing Structural Repairs**

9. There are currently 145 empty dwellings undergoing structural repair in the District. When these discounts end Council Tax is charged at 100%. Authorities have the power to set discounts for empty dwellings between 0% and 100%.
10. For discounts on empty and unfurnished dwellings undergoing major repair only a single discount rate can be set and there is no discretion to vary the period

itself (which has to be for 12 months). The benchmarking indicates that authorities are taking a variety of approaches to this discount. A key consideration when the original policy was set at Wycombe was to avoid providing a financial disincentive to improve poor housing stock or penalise owners who wished to convert properties. It was felt appropriate that a 100% discount should be awarded. This policy was the same as the previous exemption class.

### **Empty Premium - Long term empty dwellings**

11. Regulations give Councils the ability to charge a 'premium' on long term empty properties. Wycombe DC charges the maximum premium of 50% (i.e. a 150% charge) which is applied once a dwelling has remained empty for over 2 years. There are around 159 dwellings in this category. A revision to this policy would result in reduced income to preceptors.

### **Consultation**

12. There is no statutory requirement to consult. Those impacted by any changes to the charges of Empty and Unfurnished dwellings are not a fixed group of residents and those liable for any charges can vary. The Council has however consulted with the major preceptors in Buckinghamshire to gain their views on the current policy. These are summarised below:
13. Bucks CC, in its response to Council Tax Discounts made the following comments:

“BCC would obviously wish to maximise council tax receipts. Therefore, we would ask that you review the discounts in the areas mentioned above.
14. However, we do recognise that this should be a local decision as you will better understand the implications of any changes and also how it aligns with your other policies”
15. Bucks & MK Fire Authority and Thames Valley Police comments are as follows:

“The Fire Authority considers that Wycombe District Council is best placed to consider the impact of each discount on the persons affected. The Authority would however recommend that the Council seeks to reduce discounts given and maximise premiums charged as far as practicable in order to reduce the funding pressure on critical public services.”

16. A breakdown on the empty dwellings in Wycombe is shown in table 1.0 below:

**Table 1.0 – Summary of Costs of Local Discounts**

<b>Discounts</b>	<b>2013/14 £</b>	<b>2014/15 £</b>	<b>WDC share 2014/15 £</b>	<b>No of properties as at 1st Aug</b>
Class B 2nd home discount (10%)	42,292	36,855	3,000	206
Class C 60 day discount	508,562	556,125	45,600	151
Class D discount (100%)	304,475	354,693	29,100	145
<b>Charge</b>				
Empty premium (150%)	100,867	103,299	8,500	159

17. Details of the discounts offered by neighbouring authorities are as follows:

**Table 1.1 – Benchmarking of Local Council Tax Discount Policies**

<b>Authority</b>	<b>Empty &amp; unfurnished</b>	<b>Structural alterations (1 year)</b>	<b>2nd homes</b>	<b>Long term empty premium</b>
WDC	60 days	100%	10%	50%
Aylesbury Vale DC	1 month	50%	0%	50%
Chiltern DC	3 months	0%*	0%	50%
South Bucks DC	3 months	0%*	0%	50%
Reading	1 month	50%	0%	50%
Milton Keynes	1 month	50%	0%	0%
Oxford	3 months	25%	0%	50%
South Oxford	1 month	50%	0%	50%
Vale of White Horse	1 month	50%	0%	50%
West Berks	28 days	0%*	0%	0%
Wokingham	28 days	50%	0%	50%
* 0%, but would get 3 months for being empty and unfurnished				

18. The choices that the Council has can be broken down as follows:

- Does WDC wish to change the 10% discount on second homes?
- Does WDC wish to change the 100% discount for empty and unfurnished dwellings, or vary the 60 day period?
- Does WDC wish to change the 100% discount for dwellings undergoing structural alterations for the first 12 months
- Does WDC wish to reduce the 50% premium on long term empty dwellings and if so at what level (up to 50%)?

### **Financial implications**

19. Reducing the number of long term empty dwellings is financially beneficial to the Council through the New Homes Bonus scheme which rewards reductions by way of additional grant
20. Any additional revenue gained from the measures outlined in this report will be shared with the Precepting authorities in proportion to the amount levied.

### **Conclusions**

21. Taking into account the considerations above, the Council's objectives of bringing empty dwellings back into use and balancing this with the need to ensure any new charges are cost effective to collect, it is recommended that the current policy should continue. If the policy is to be revised then this would apply from April 2016.

### **Next Steps**

22. No further action is required

### **Background Papers**

Held in Financial Services

## Agenda Item 9.

### POTENTIAL EXPANSION OF PRINCES RISBOROUGH AND COMMUNITY INFRASTRUCTURE LEVY RECEIPTS

**Cabinet Member:** Councillor David Johncock

**Ward Affected:** The Risboroughs

**Officer contact:** Ian Manktelow Ext:3579

Email:ian.manktelow@wycombe.gov.uk

#### PROPOSED DECISION

That for Community Infrastructure Levy receipts received relating to the major expansion of Princes Risborough, 25% of those receipts should go to Princes Risborough Town Council for the duration of the Local Plan period (up to the year 2033).

#### Reason for Decision

To provide appropriate local discretion in the spending of the Community Infrastructure Levy, given the scale of potential growth being considered at Princes Risborough and the fact that a Neighbourhood Development Plan is not considered appropriate for bringing forward this level of growth.

#### Corporate Implications

1. Regulation 59A of the 2010 CIL Regulations (as amended) imposes a duty on CIL Collecting Authorities to pass 15% of CIL receipts collected in an area to the relevant parish or town council. This rises to 25% in areas with adopted Neighbourhood Development Plans.
2. Regulation 59C sets out that a parish or town council must use the CIL receipts passed to it "to support the development of the local council's area, or any part of that area, by funding (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or (b) anything else that is concerned with addressing the demands that development places on an area.
3. The financial implications of this recommendation are that the Council would receive reduced CIL receipts relating to the expansion of Princes Risborough (ie 75% instead of 85% of the receipts), once any development commences. These would be directed to Princes Risborough Town Council instead. Initial estimates indicate that the CIL receipts for a development of around 2,500 homes could be in the region of £20m. If 25% of CIL was allocated to the Town Council, the District Council's CIL receipts could be about £2m lower (at around £15m) than if the Town Council received only 15% of CIL receipts. However, as noted above either way CIL receipts need to be spent on infrastructure and the District and Town Councils (and indeed other authorities and agencies) will need to work closely together to ensure the right infrastructure is delivered to support the growth of the town.

## **Executive Summary**

4. The Local Plan is exploring the scope for major expansion of Princes Risborough and the Council is working closely with the local community in the development of plans for the town, including through a local steering group. Planning major growth by means of a neighbourhood development plan is not considered appropriate in this instance as it would not conform with the currently adopted Core Strategy, but might otherwise have been a good mechanism to use. Parish or town councils who prepare a neighbourhood development plan are entitled to receive 25% of CIL receipts. However, as the Steering Group is putting together an Area Action Plan which can be argued as an equivalent of a Neighbourhood Plan, it seems only fair to also allocate 25% of future CIL to the Town Council.
5. Moreover to provide appropriate local discretion in the spending of the Community Infrastructure Levy, and given the unique circumstances at Princes Risborough regarding the scale of growth being considered relative to the size of the town, it is therefore proposed that Community Infrastructure Levy receipts received relating to the major expansion of Princes Risborough, 25% of those receipts should go to Princes Risborough Town Council for the duration of the Local Plan period (up to the year 2033). Whilst this would result in reduced CIL receipts for the District Council, the money still needs to be spent on infrastructure and CIL is only one way in which infrastructure to support growth at Princes Risborough will be funded.

## **Sustainable Community Strategy/Council Priorities - Implications**

6. The Local Plan process is exploring the scope to bring forward a major sustainable extension to Princes Risborough in line with the main aims of Sustainable Community Strategy and the Corporate Plan. This includes extensive public involvement in line with the Corporate Plan's objective to improve the way we consult and engage with communities. Providing more discretion locally over the expenditure of Community Infrastructure Levy receipts further supports local involvement in key decisions over the growth of the town – in line with the Corporate Plan's objective to “empower communities to help themselves”.

## **Background and Issues**

7. The Council adopted the Wycombe CIL Charging Schedule in November 2012. Decisions on the release of CIL funds for identified projects are made at February Cabinet each year.
8. The options consultation on the New Local Plan in early 2014 highlighted the big challenge facing the District in terms of the scale of growth that may need to be accommodated over the next 20 years or so. This resulted in a wide range of options being considered for how that growth might be accommodated, including the option for very major growth at Princes Risborough, potentially up to 2,500 homes.
9. Since then further work has been undertaken to explore the scope for major growth at Princes Risborough. In May 2015 the Cabinet agreed a new work programme for the Local Plan including the production of an Area Action Plan

(effectively a mini local plan) for Princes Risborough on a faster timetable than the main Local Plan given the development pressures in the area and the need to provide a statutory planning framework for future growth.

10. As part of considering the options for how to bring forward that framework sooner, the possibility of the Town Council preparing a neighbourhood development plan was considered. However, the legal basis for the preparation of neighbourhood development plans means that they have to conform with the strategic policies of the currently adopted development plan for the District (i.e. effectively the Council's Core Strategy). The Core Strategy does not propose major growth at Princes Risborough as it is based on the now revoked South East Plan, and thus production of a neighbourhood development plan bringing forward major growth would not be in conformity. As such the neighbourhood plan route was considered inappropriate and an Area Action Plan produced by the District Council remained the only realistic option.
11. When a neighbourhood development plan is adopted, the relevant parish or town council is statutorily entitled to receive 25% of Community Infrastructure Levy (CIL) receipts in their area as opposed to the normal 15% for spending on infrastructure. The fact that producing a neighbourhood development plan is not an appropriate vehicle for planning the major growth of the town means that the Town Council is effectively denied the ability to receive the enhanced level of 25% of receipts.
12. There is however discretion for the Council to decide to pass on the enhanced level of CIL receipts in any event and it is considered that Princes Risborough is a special, and probably one off, case in this respect. In particular there are around 3,500 homes in Princes Risborough at present and it is recognised that an expansion of the town up to 2,500 homes is close to doubling the size of the town. With the exception of Saunderton where options for major growth are currently the subject of scrutiny by the Local Plan Task and Finish Group, there is nowhere else in the District being considered for growth of this scale relative to the size of the town/village.
13. A steering group of local members and stakeholders has been established in Princes Risborough to work alongside the Council on the expansion plans to assist with local involvement and ownership of the plans. This steering group is already meeting on a regular basis, providing input into the planning process. It is recommended that continued additional local discretion should be provided to assist with the substantial infrastructure delivery associated with the growth of the town by passing on 25% of the CIL receipts relating to the major expansion of the town to the Town Council to spend on infrastructure, to cover the period up to the end of the Local Plan period (i.e. 2033). As noted above 25% is the proportion of CIL receipts that a town or parish council would receive if they had prepared a neighbourhood development plan for their area. The proportion proposed is therefore consistent with the principles of neighbourhood planning. Whilst clearly CIL receipts have not yet been received in relation to the expansion of Princes Risborough it is considered important to establish the principle up front as part of the ongoing work with the local community.
14. At this early stage it is not possible to provide a firm indication of the level of CIL receipts likely to be generated by the growth of the town. Early estimates

for the Local Plan consultation last year indicated that overall CIL receipts for a development of 2,500 dwellings might be in the region of £20m. 15% of this would amount to £3m whilst the enhanced level of 25% would be £5m. It should be borne in mind that the cost of infrastructure associated with major growth of the town would be very substantially in excess of likely CIL receipts, so that other mechanisms, notably section 106 agreements, would be needed to deliver the overall infrastructure required. Indeed CIL is likely to make up only a relatively small proportion of the total infrastructure funding with section 106 and similar agreements making up a greater proportion. Other funding options are also being explored including funding opportunities through the Local Enterprise Partnership. Early financial viability work carried out as part of the Local Plan suggests that the value generated by major development at Princes Risborough ought to be capable of funding the range of infrastructure that is likely to be required.

### **Consultation**

15. No formal consultation has been undertaken on this proposal but soundings with local members indicate strong support for this proposal.

### **Options**

16. The alternative option is to not increase the local proportion of CIL from 15% to 25%. This is of course the normal approach but would perhaps not encourage the more local approach being taken to bringing forward major growth at Princes Risborough.

### **Conclusions**

17. It is recommended that to support very major strategic growth at Princes Risborough and local involvement and ownership of this very significant growth, that 25% of the CIL receipts be provided to the Town Council instead of the normal 15%

### **Next Steps**

18. Work on the proposals for Princes Risborough will continue. CIL receipts are actually some years off and will only be received once development commences.

### **Background Papers**

Local Plan Options Consultation Report (January 2014)

Draft Viability Report on Local Plan Options, Adams Integra for WDC (February 2014)

# Agenda Item 10.

## **SPORTS FACILITY STRATEGY 2015 - 2020**

**Cabinet Member:** Councillor Mrs Julia Adey

**Wards Affected:** All wards

**Officer contact:** Sarah Randall Ext:3888

Email:sarah\_randall@wycombe.gov.uk

### **PROPOSED DECISION**

To adopt the new 2015-2019 Sports Facility Strategy

### **Reason for Decision**

The last adopted Sports Facility Strategy covered the five years from 2009 to 2014 and a new strategy is required to support the development of sports facilities across the district.

### **Corporate Implications**

1. There is no statutory duty to adopt a Sports Facility Strategy, but the Council is empowered to do so under the “general power of competence” in Section 1 of the Localism Act 2011, and it is good practice to do so; many other local authorities also do so.
2. Section 149 of the Equality Act 2010 (the “public sector equality duty”) provides that the council must, in the exercise of its functions, have due regard to the need to eliminate discrimination, harassment, victimisation and any other conduct prohibited by the Act, advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it, and foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The Strategy is designed so as to comply with this duty.
3. Whilst there is no express duty to consult in this case, public authorities must act fairly in exercising their functions. Normally there is a broad discretion to decide how and when a consultation exercise should be approached, although generally any consultation process should allow an adequate period for response, should give reasonable consideration as to those who should be involved, should involve questions germane to the issue being considered and provide enough information to allow intelligent responses, and any decision should properly take into account the responses received. Given the nature of the impact of this decision, which is broadly intended to continue to improve sports facilities in the district and encourage users from across the whole spectrum of the community and general public it is considered that the consultation which has taken place is adequate and proportionate.
4. There are no financial implications to the Council in adopting this Strategy.

## **Executive Summary**

5. In 2009 the Council adopted a new Sports Facility Strategy 2009 – 2014. The Council needs to adopt a new strategy for the next five years for the district to ensure the continued development of sports facilities for the local community.

## **Sustainable Community Strategy/Council Priorities - Implications**

6. The strategy links closely to the Health and Well-being theme in the Sustainable Community Strategy.

## **Background and Issues**

7. In 2009 the Council adopted a new Sports Facility Strategy 2009 – 2014. The Strategy recommended the support of a new stadium and sports hubs across the district, along with the development of a new sports centre for High Wycombe and a large number of community sports club facility developments. This Strategy has been particularly successful as a wide variety of projects have been achieved by a variety of organisations across the district, including the following:
  - Replacement Wycombe Leisure Centre under construction (due to open January 2016)
  - New synthetic turf pitch (STP) at John Hampden School
  - New athletics facility at Little Marlow
  - New BNU Sports & Fitness Centre in High Wycombe
  - New sports centre & STP at Great Marlow School
  - New sports hall at Princes Risborough School
  - New hockey competition standard STP at Marlow Sports Club
  - Four new football pitches at the Rye
  - Additional rugby pitch at Kingsmead
  - New gymnastics facility at Cressex industrial park
  - Two new croquet lawns at Hazlemere Recreation Ground
  - New changing rooms at Desborough Recreation Ground
  - Pavilion extension at Bassetsbury Manor Bowls Club
  - Improvements to sports facilities at Bledlow Cricket Club, High Wycombe Cricket Club, Risborough Rangers and Longridge Outdoor Activity Centre
  - Replacement clubhouse at Marlow Rowing Club and at Hazlemere Parish Council's Recreation Ground
  - Clubhouse improvements at Marlow Rugby Club, Bucks Squash Club and Downley Sports Club
  - Improved facilities at Amersham & Wycombe College
  - New Cressex School buildings with sports facilities
  - Wycombe Rye Lido re-opened with new gym and dance studio
8. The new proposed Strategy provides an analysis of indoor and outdoor sports provision, and the needs and aspirations of local sporting providers. A copy of the 2015-2019 Strategy is available upon request.

9. The key recommendations of the strategy are:
  - 9.1 To continue to improve the Council's public facilities. This work started in the previous strategy and the new Wycombe Leisure Centre at Handy Cross is being open early in 2016. The review of Court Garden Leisure Complex and Higginson Park starts in 2015, and capital funding has been agreed for the improvement of Risborough Springs Swim and Fitness Centre.
  - 9.2 To support sports clubs and schools developing schemes identified in Appendix 1; actively supporting those that rank highest, such as delivering cycling facilities within the district.
  - 9.3 To continue the development of multi sports hubs providing local sports provision, for example the expansion of Marlow Sports Club.
  - 9.4 To ensure provision of 3G pitches in the District to meet current and future needs.
  - 9.5 To work with WDC Planning department, developers and other infrastructure providers on the provision and development of sports facilities on strategic sites and as a consequence of Reserve Sites and at Princes Risborough, as well as providing input to and evidence for the Local Plan.
10. The Strategy will be owned by Wycombe District Council with regular reporting to the Wycombe Sports and Physical Activity Network (Wycombe SPAN) which, amongst others, has been consulted in developing the Strategy. Wycombe SPAN is a sub group of the Wycombe Partnership and is a forum for local sports providers to work together for the benefit of sport and physical activity locally. Projects will have delivery teams comprising organisations relevant to the initiative to be delivered. The recommendations in the Strategy will be reviewed after three years from adoption of the strategy and again at the end of the strategy to capture progress made

## **Consultation**

11. The development of the Strategy has been done in consultation with Wycombe SPAN, local sports clubs and sports providers, and WDC Planning Department.

## **Options**

12. There are two options:

Option1 – Adopt the Sports Facility Strategy

Benefits – The strategy will support the continued development of local sports facilities and provide evidence and support for any external funding bids to support the development.

Disadvantages – There are no known disadvantages in adopting the strategy.

Option 2 – Not support the adoption of a new Sports Facility Strategy.

Benefits – There are no clear benefits of not supporting the adoption of a strategy.

Disadvantages – The lack of a clear strategy may hinder local providers when seeking external funding to support the development of facilities. Deficiencies in sports facilities will continue to exist within the district.

### **Conclusions**

13. The conclusion is that the Council should adopt the new Sports Facility Strategy and support the review process.

### **Next Steps**

14. If approved the Strategy will be published on the website and work will commence on the key recommendations.

### **Background Papers**

Sports Facility Strategy 2009-2014

**FILE ON ACTIONS TAKEN UNDER DELEGATED POWERS**

**SUPPLEMENTARY ITEMS (IF ANY)**

**URGENT ITEMS (IF ANY)**

<b>Notification for Press and Public</b>
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**Notification of Items expected to be taken in exempt session,  
as required by access to information requirements.**

The meeting will be asked to resolve that the Press and Public be excluded from the meeting during consideration of the following items as they contain exempt information as defined in Regulation 4(2)(b) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, more particularly as follows:-

**Item 14    Regeneration Fund**

**Item 15    Review of Red Kite Community Housing's Rules**

Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Paragraph 3, Part 1 of Schedule 12A, Local Government Act 1972)

[The need to maintain the exemption outweighs the public interest in disclosure, because disclosure could prejudice the Council's position in any future tender process or negotiations]

**Item 16    File on Action taken under Exempt Delegated Powers**

**Economic Development & Regeneration Sheet Nos: EDR/48/15 – EDR/60/15**

**Environment Sheet No: E/02/15**

Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Paragraph 3, Part 1 of Schedule 12A, Local Government Act 1972)

[The need to maintain the exemption outweighs the public interest in disclosure, because disclosure could prejudice the Council's position in any future tender process or negotiations]

## Agenda Item 14.

Document is Restricted

# Agenda Item 14. Appendix A

Document is Restricted

**Document is Restricted**

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

## Agenda Item 15. Appendix A

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**FILE ON EXEMPT ACTIONS TAKEN UNDER DELEGATED AUTHORITY**

**EXEMPT SUPPLEMENTARY ITEMS (IF ANY)**

**EXEMPT URGENT ITEMS (IF ANY)**