



Cabinet

Date: 5 June 2017
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 13 March 2017 (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: 13 March 2017

Time: 7.00 - 8.05 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 and Strategy
Councillor D J Carroll	- Cabinet Member for Youth and External Partnerships
Councillor D A Johncock	- Cabinet Member for Planning
Councillor Mrs J D Langley	- Cabinet Member for Housing
Councillor D A C Shakespeare OBE	- Cabinet Member for HR, ICT and Customer Services
Councillor Mrs J E Teesdale	- Cabinet Member for Environment
Councillor D M Watson	- Cabinet Member for Finance and Resources
Councillor R Wilson	- Cabinet Member for Economic Development and Regeneration

By Invitation

Councillor S Broadbent	- Deputy Cabinet Member for Economic Development and Regeneration
Councillor R Gaffney	- Chairman of the Improvement & Review Commission
Councillor M Hussain JP	- Chairman of the Council
Councillor M E Knight	- Leader of the East Wycombe Independent Party
Councillor A Lee	- Deputy Cabinet Member for Housing
Councillor Mrs W J Mallen	- Deputy Cabinet Member for Environment
Councillor G Peart	- Deputy Cabinet Member for Finance and Resources
Councillor R Raja	- Leader of the Labour Group
Councillor S K Raja	- Deputy Cabinet Member for Community
Councillor S Saddique	- Deputy Cabinet Member for HR, ICT and Customer Services
Councillor A Turner	- Deputy Cabinet Member for Planning

Also present: Councillors A R Green and A D Collingwood

74 APOLOGIES FOR ABSENCE

There were no apologies for absence.

75 MINUTES

RESOLVED: That the minutes of the meeting of the Cabinet held on 6 February 2017 be approved as a true record and signed by the Chairman.

76 DECLARATIONS OF INTEREST

There were no declarations of interest.

77 REFERRAL FROM THE HIGH WYCOMBE TOWN COMMITTEE - CEMETERY PETITION

Cabinet recalled that at its meeting on 14 November 2016, it had recommended that the Cemetery petition be referred to the High Wycombe Town Committee for consideration, and that the Committee would report back to Cabinet in due course with a recommendation.

Since then, the High Wycombe Town Committee had received a verbal submission from the petitioner and considered the petition at its meeting on 17 January 2017. Members had been informed that various improvements had been implemented at the High Wycombe Cemetery, including repairs to fencing, signage installation and additional security patrols.

Councillor A R Green, the Chairman of the High Wycombe Town Committee, presented the Committee's recommendations to support the adoption of new incident monitoring and recording process. He informed the meeting that officers had been investigating measures to improve security, including CCTV at the entry and exits of the Cemetery. He commented that a report on security improvement options would be presented to the next High Wycombe Town Committee meeting in June 2017. It was explained that whilst, the resolution stated that a report would be presented back to Cabinet in a maximum of a years' time, it was noted that a referral could be presented back to Cabinet when necessary.

The Head of Community was thanked for her assistance with this matter.

Cabinet Members empathised with the distress these incidents had caused and welcomed the suggested improvements.

The following decisions were made to progress the recommendations of the High Wycombe Town Committee where appropriate.

RESOLVED: That (i) the High Wycombe Town Committee had acknowledged the distress caused under circumstances such as these;

(ii) the number of reported incidents be monitored alongside the new process for recording the removal of items from graves by Council officers; and

(iii) a report be brought back to the High Wycombe Town Committee in a year's time providing information on the number of reported incidents that had been recorded during that period.

78 REFERRAL FROM THE HIGH WYCOMBE TOWN COMMITTEE - NEW CEMETERY AT QUEENSWAY

Councillor A Green, Chairman of the High Wycombe Town Committee, presented the Committee's recommendations to the meeting and invited Cabinet to consider the Town Committee's recommendation to agree funding for a new cemetery site.

The report before Cabinet set out the recommendation from the High Wycombe Town Committee, that funding from Special Expenses reserve be released to enable phase one of the new cemetery site at Queensway to commence. The High Wycombe Town Committee had made the recommendation at its meeting on 7 March 2017.

Members were assured that negotiations were being undertaken with Hazlemere Parish Council regarding use of the new Cemetery.

The following decisions were made as the Town was running out of burial space for children and for chambered burials. The project was needed to meet the legal requirement to be able to provide burials in the High Wycombe Town area.

RESOLVED: That (i) £404,000 be allocated in 2017/18 from Special Expenses Reserves to fund the first phase of the project; and

(ii) It be noted that additional funding could be required over the following two years if phases two and three were to proceed but could be allocated from CIL and/or Reserve.

79 COMMUNITY INFRASTRUCTURE LEVY AND SECTION 106 FUNDING ALLOCATIONS

Cabinet approval was sought for the release of Community Infrastructure Levy (CIL) and Section 106 (S106) funds to the spending services to fund the proposed schemes for the forthcoming year. The proposals would address the impact of development and support the development of the area. It was noted that the allocations and projects set out in the report would be added to the Major Projects Programme.

Various questions were raised and the Cabinet Member provided responses on the allocation of the funding. Councillor R Raja queried why Bus Service 31 had not been included within the improvement programme for Bus Service support. The Cabinet Member for Planning confirmed that he would obtain a response from Bucks County Council and respond in writing outside of the meeting.

The following decisions were made to enable the CIL and S106 funding programmes to be implemented in order to address the impacts of developments that had taken place and to improve the infrastructure of the District.

RESOLVED : That (i) CIL and S106 funding be allocated to the projects in Appendix A of the report identified for implementation in 2017/18 and the projects and funding added to the Council's Major Projects Programme;

(ii) delegated authority be granted to the relevant Head of Service in consultation with the Head of Finance and Commercial, Leader and relevant Cabinet Members to release funds for the implementation of the identified projects in Appendix A of the report subject to appropriate business cases being provided to support the scheme; and

(iii) Cabinet note and agree in principle the proposed CIL and S106 funding allocations for financial year 2018/19 and 2019/20 as set out in Appendix A of the report.

80 REFERRAL FROM THE HIGH WYCOMBE TOWN COMMITTEE - COMMUNITY INFRASTRUCTURE LEVY

Councillor A R Green, the Chairman of the High Wycombe Town Committee, presented the Committee's proposals for the 15% allocation of Community Infrastructure Levy funding for 2017/18 in the unparished wards.

The High Wycombe Town Committee CIL working group had previously agreed the CIL funding priorities of the High Wycombe Town Committee for the next three years in March 2016. Details of the schemes had been set out in agenda item 7, Appendix A.

It was noted that High Wycombe Town Committee had endorsed its original recommendations and sought Cabinet's approval, it was therefore:

RESOLVED: That (i) the proposed two year funding programme set out in Appendix A of the report be approved with funding from the local allocation of CIL collected from developments in the unparished area; and

(ii) delegated authority be granted to the relevant Head of Service in consultation with the relevant Cabinet Member and Head of Finance and Commercial to implement the schemes set out in Appendix A of the report.

81 2016/17 SERVICE PERFORMANCE: Q3 (OCTOBER – DECEMBER)

A summary of the year to date position for the Council's performance at service level (local performance indicators), was presented to Cabinet for review, together with frontline facing key measures performance details. Cabinet also reviewed the report which detailed the exception and key issues for any performance measures which were not on target. The report provided an update on the 41 corporate services indicators that were presented to Cabinet on a quarterly basis.

The following decision was made to review the performance position as at 31 December 2016 to ensure that the Council was performing at the appropriate level.

RESOLVED: That the summary of the year to date outturns (October – December) for service performance be received.

82 HOUSING AND PLANNING ACT 2016

The report before Cabinet sought delegated authority for the Head of Environment to bring into effect any changes from the Housing and Planning Act 2016. This would enable the Council to respond quickly to changing circumstances arising from the Act, for example, the introduction of civil penalty charges for certain offences, banning orders against certain persons, Rent Repayment Orders, and penalty fee structures.

The Act had been given Royal Assent and was expected to come into force in several stages during 2017.

The following recommendations were made to approve the adoption of the statutory provisions of the Housing and Planning Act 2016.

Recommended: That (i) the provisions of the Housing and Planning Act 2016 ('the Act') and the introduction of civil penalty charges for certain offences under the Housing Act 2004 be endorsed;

(ii) the power to apply for a banning order against certain persons convicted of a banning order offence to prohibit them from letting property for a specified period of time be endorsed;

(iii) the power to apply for a Rent Repayment Order for certain offences to seek recovery of rent paid by Universal Credit be agreed;

(iv) delegated authority be granted to the Head of Environment Service to enforce the provisions of the Act and that the Scheme of Delegation be amended accordingly;

(v) the Head of Environment Service be authorised to prepare and agree a penalty fee structure in respect of the penalty charges in line with the Act and Statutory Guidance for relevant offences specified under Act in consultation with the District Solicitor and Portfolio Holder; and

(vi) a fee structure be adopted to set penalty charges for certain specified offences under the Housing and Planning Act in accordance with Statutory Guidance.

83 BUDGET MONITORING REPORT TO 31ST DECEMBER 2016 (MONTH 9)

The report before Cabinet set out the position for all revenue accounts and capital spending for the first nine months of 2016/17. Cabinet considered the actions set out in the report and whether any further action was necessary.

The following decision was made as the Cabinet approved a budget each year within the context of a Medium Term Financial Strategy to achieve the Council's priorities. Regular monitoring reports were submitted to Cabinet for review during the financial year, with management actions highlighted to ensure that Cabinet could assess whether any further action was required.

RESOLVED: That Cabinet consider the current budgetary position at the end of December 2016, recognise the actions already taken and support the further management actions proposed to ensure that the budget was achieved.

84 MAJOR PROJECTS PROGRAMME REVIEW

The report before Cabinet set out the Council's updated position on its approach to the funding of major projects and the financial position. The report detailed the proposed major scheme bids together with additional scheme details for approval and release, in relation to the Major Projects Programme. Cabinet approval was also sought to reassign funds from the Chilterns Shopping Centre feasibility report scheme that had not come to fruition.

A review of the Council's Major Projects Programme had been carried out by officers to assess all existing schemes and identify new priority spending pressures. This review had identified one budget relating to a scheme which was no longer being taken forward due to changing circumstances totalling £116k. It was proposed that this funding be withdrawn from the current programme.

The Cabinet Member for Finance and his team were thanked for all their hard work in developing this programme.

The following recommendation was made as the proposed addition of three new schemes to the programme would help support the Council's Corporate Plan. The removal of funding for one scheme had been explained in paragraph 10 of the report and would help ensure resources could be re-prioritised.

Recommended: That the proposed additions to the Council's Major Projects Programme totalling £2.841m (with £441k being met from the Crematorium Reserve to cover the additional share of increased costs) as set out in paragraph 14 of the report be agreed and the removal of a £116k budget as set out in paragraph 10 of the report be confirmed.

85 INFORMATION SHEETS

Cabinet received the following Information Sheet issued since the last meeting:

1/2017 Minutes of the meeting of the Chiltern & Wycombe Joint Waste Collection Committee – 8 December 2017.

86 FILE ON ACTION TAKEN UNDER DELEGATED AUTHORITY

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

Community C/01/17 – C/05/17

Finance F/06/17 – F/07/17

Housing H/02/17

Planning & Sustainability PS/08/17 - PS/25/17

EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That pursuant to Regulation 4(2)(b) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 the press and public be excluded from the meeting during consideration of Minute Nos 84, 87 and 88, because of their reference to matters which contain exempt information as defined as follows:

Minute 84 – Major Projects Programme Review – Appendices

Minute 87 – Insurance Contracts

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 88 - File on Action taken under Exempt Delegated Powers

Community sheet nos: C/01/17

Economic Development and Regeneration sheet nos: EDR/04/17 – EDR/06/17

Environment sheet no: E/01/17

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)

87 INSURANCE CONTRACTS

Cabinet were advised that the Council's current Insurance contract was due to terminate in April 2017. A competitive tender exercise had been conducted, and Cabinet's approval was sought to award the contract.

The following recommendations were made as the Council's current insurance contracts expire on 31 March 2017 and replacement contracts were required.

RESOLVED: That (i) contracts for the Council's general insurance requirements commencing on 1 April 2017 be awarded to the insurers listed in paragraph 15 of the report; and

(ii) the increased deductible option listed in paragraphs 16 of the report be agreed.

88 FILE ON ACTION TAKEN UNDER EXEMPT DELEGATED POWERS

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

Community: C/01/17

Economic Development and Regeneration: EDR/04/17 - EDR/06/17

Environment: E/01/17

Chairman

The following officers were in attendance at the meeting:

Karen Satterford - Chief Executive

Ian Hunt - Democratic Services Manager

Catherine MacKenzie - Principal Democratic Services Officer

Agenda Item 4.

CONSIDERATION OF THE PETITION - RISBOROUGH AREA RESIDENTS ASSOCIATION: BETTER TOWN PLAN FOR PRINCES RISBOROUGH & SURROUNDING AREAS

Cabinet Member: Councillor David Johncock

Ward Affected: The Risboroughs and surrounding wards

Officer contact: Chris Schmidt-Reid Ext:3551

Email: chris_schmidt-reid@wycombe.gov.uk

PROPOSED DECISION

The Council thanks the residents of Princes Risborough for the petition and Cabinet note its contents.

Reason for Decision

Cabinet is required to consider the petition under the Council's Petition Scheme.

Corporate Implications

1. Standing Order 9 of the Council Procedure Standing Orders sets out the Council's rules for dealing with petitions.
2. In accordance with these rules, petitions with between 1,501 and 7,999 signatures are referred to Cabinet for response.

Executive Summary

3. A petition was handed in at April's Full Council meeting entitled "Risborough Area Residents Association: Better Town Plan for Princes Risborough & Surrounding Areas". The Chairman indicated at that meeting that the petition would be validated against the Council's Petitions Scheme and that all Members of the Council would be informed outside of the meeting how the petition would be administered once the validation had taken place.
4. The Council consulted on a draft Town Plan for Princes Risborough in February 2016. The next stage of the Town Plan will be incorporated into the District Wide Local Plan. A formal decision on the final content will be made by Cabinet and Council in the summer of 2017.
5. The draft Town Plan sets out a major expansion to the town, increasing the town from – in broad terms – its current 3,500 homes, to over 6,000 homes, over a period of about 20 years. The draft Town Plan includes an infrastructure strategy that provides for green space and sports pitches, new primary schools, land to relocate one of the town's doctor's surgeries, a new road to relieve the existing A4010, improvements to the town centre, and other improvements.

Sustainable Community Strategy/Council Priorities - Implications

6. The Plan is seeking to bring forward sustainable growth of the District in line with the Corporate Plan's objective of sustainably regenerating the area.
7. The Princes Risborough Town Plan is a sustainable approach to delivering the housing needs of Wycombe District. The District is heavily constrained by Green Belt and the Chiltern's Area of Outstanding Natural Beauty (AONB). The area to the north west of Princes Risborough is outside of these designations. It will allow the town to grow (there has been no significant housing growth in Princes Risborough since the 1970's), and will help to support the town centre and other town facilities, as well as providing new infrastructure to benefit the town.
8. Other options to accommodate some or all of the proposed growth at Princes Risborough would be less sustainable, as is set out below.

Validation

9. The validation has taken place and as there are 3,758 signatures the Council's response to the petition is set out as either:
 - (1) Referral to Cabinet (as it comes within the band of 1,501 – 7,999 signatures); or
 - (2) A full Council debate (for local issues that only affect one ward this requires 500 signatures, which need to be from the ward affected)
10. In accordance with the provisions of the Council's Petitions Scheme, the Head of Democratic, Legal and Policy Services has considered the petition wording and, in summary, considered that it would impact on more than one ward.
11. The petition has therefore been referred to this Cabinet meeting for discussion.

Wording of the Petition

12. The petition states:

"Wycombe District Council is proposing that Princes Risborough expands by more than 2,600 houses as part of their Local Plan, with vague, deficient and divisive infrastructure recommendations. With current developments and plans for development in the area surrounding Princes Risborough, this number swells to over 3,200 homes.

"Risborough Area Residents Association (RARA) acknowledges the need for growth in the town, but is opposed to this scale of development. RARA believes that Princes Risborough deserves a better Town Plan, with lower housing numbers (e.g. 1000 – 1500 new homes) and more detailed and thought through infrastructure improvements that support a sustainable town and surrounding area.

"We, the undersigned, support RARA in their demand for a better Town Plan for Princes Risborough and surrounding area, and call on the Planning Inspector to:

- Force WDC to reconsider its plan for Princes Risborough, and propose a lower scale of development;
- Investigate better solutions for the Wycombe District that makes better use of available land;
- Fully consult with local residents on future proposals and act on their views and feedback.”

Petition signed by 3,758

Background and Issues

Consultation on the Draft Town Plan

13. Consultation took place on the Draft Town Plan for Princes Risborough in February 2016 for a 6 week period. This built on a number of exhibitions and consultation events that had been held during the preparation of the draft Plan – further information is given below.
14. At the start of the consultation period WDC sent a letter, with a leaflet, via Royal Mail, to all households in Princes Risborough and the surrounding area, to be to proactively ensure residents were aware of key proposals for the town. This set out the ways they could find out more information.
15. A stall was taken at the market, two exhibitions were held, one on a weekday evening, one on a Saturday, and a public meeting was also held. All events were very well attended, and allowed comments and feedback to be made, as well as allowing for questions to be answered by the planning team.
16. There was coverage in the Bucks Herald, the Bucks Free Press, and items on Mix 96, and an item on ‘Cross talk’, which is the newsletter produced by the Town Council that is distributed to all households.
17. There was a good response to the consultation. 367 people and organisations sent in comments. The summary of these comments was published in November 2016, and has been available on the Council’s website since then.
18. The main themes from the consultation were:
 - Scale of growth proposed with differing views depending on whether it was the public responding or other interests;
 - Whether economic needs of the town would be met whether the needs of additional commuters would be catered for;
 - Views on the need for a relief road;
 - Impact of development on other infrastructure including schools, health and public transport;
 - Environmental concerns including loss of countryside and flood risk.
19. The draft Princes Risborough Town Plan is now being incorporated into the District-wide Local Plan. Statutory consultation will take place for a further 6 weeks once the Plan has been approved by Cabinet and Council, which is likely to be in the summer of this year. The plan is then submitted to Government for examination, along with all comments received at that stage.

Content of the draft Town Plan

20. 'Place making' has been central to the preparation of the draft Town Plan. This means ensuring that what gets built are communities where people can enjoy living their lives, as an integral part of the town, rather than barren housing estates, isolated from other communities and facilities they need.
21. From the start the 'Crowbrook Stream' has been seen as an important feature, along which a linear park will be established. This has the additional benefit of providing a green setting for the existing hamlet of Alscot, which is a Conservation Area – an area protected because of its historic buildings, and for the two areas on the stream that are important to wildlife, one towards Mill Lane, and the other at Longwick Bog.
22. Local areas for play will be included within the residential areas, and sports pitches provided alongside the B4009 – to separate Princes Risborough and Longwick – and to the north of Mill Lane.
23. A network of green infrastructure, for wildlife, for recreation, and to provide undeveloped areas within the new area of housing, has been built into the plan. Most of the existing hedges will be kept, and tree planting will be included in the residential areas. The two existing footpaths that run from the railway out to the B4009, parallel to the Longwick Road, are to be retained as 'green lanes' for off-road cycling and walking, and a new 'twin-track trail' – again for walking and cycling – is proposed alongside the railway. This will also be used to provide access to the railway when the dual track is laid.
24. Ensuring that there are good connections between the existing town and the expansion area has also been key to the plan. The current level crossing from Wades Park to Park Mill Farm, which is on an embankment, will be replaced by a wide and generous underpass, for both pedestrians and cyclists. Improvements will be made for pedestrians and cyclists to the existing underbridges, and the proposed new road will ensure the residents of the expansion area can easily gain access to the station. A new town bus service, extending out to Longwick, and serving the town centre and station, will also help to connect the town together.
25. A new road, as an alternative to the current A4010, is proposed, which will allow heavy goods vehicles to be taken out of the town centre. This will provide scope to improve the town centre for shoppers, and help the town centre to remain competitive. Additional parking will also help with this.
26. Two new primary schools are proposed, and funds would be available for secondary school provision, and provide land to allow for one of the doctor's surgeries to move into the expansion area, should they wish to.
27. Land for new businesses, or for existing businesses to relocate, is also being provided in the Plan.
28. More detailed information on aspects of the Plan are given below.

Housing numbers

29. The Town Plan is focusing on establishing a major urban extension to Princes Risborough, that nearly doubles the size of the town, from around 3,500 homes to over 6,000 homes. Up to 2500 homes are being proposed in the expansion area. However, not all these homes will be built in the period that the Local Plan

covers (to 2033). The number given in the Local Plan when it is published later this year will therefore be below 2,500 for the expansion area.

30. It will take between 10-20 years to build out the expansion area. The detail about how many houses will be built when is still under review, but the general rule of thumb is that once construction starts, each housebuilders looks to build about 60 homes a year. Infrastructure will need to be delivered 'in step' with the homes as they come forward.
31. 40% of the homes in the expansion area will be expected to be affordable – that means built by housing associations, or offered on 'part rent / part buy' schemes. A 'community land trust' is also a means of providing affordable housing. The plan is looking to include a trust, which can offer its homes to local people.
32. There are other sites in Princes Risborough that will be allocated for housing in the Local Plan, that have been built recently or that have planning permission. This is expected to provide around 300 additional homes, within the plan period – although this figure will fluctuate a little as actual planning applications are considered, and 'windfall' developments come forward. (Windfall developments are those that take place on small sites that are not individually identified in the plan).
33. The petition states 'more than 2,600 for Princes Risborough', which is broadly accurate.
34. Longwick is also taking new development. The new Local Plan allocates 300 to the village, and 209 of this already has planning permission, including a site lost on appeal for 160 homes.
35. The Kimbles are also being asked to take 160 homes over the lifetime of the plan.
36. The petition states that there will be more than 3,200 homes in "the area surrounding Princes Risborough". Assuming this includes Longwick and the Kimbles, taking into account recent permissions and the allocations in the Local Plan, and taking the full amount of the expansion area, not just that within the plan period, just under 3,200 would be built.

Schools

37. The Council has worked closely with Buckinghamshire County Council, which is responsible for seeing that the new places are provided.
38. The scale of development triggers the need for two new primary schools, each of 2 classes per year (known as 'forms of entry', or FE). Since the proposed expansion area falls into two main neighbourhoods, (north and south of the Crowbrook), the Local Plan is identifying that one of the schools needs to be located to the south of the Longwick Road, and the other in the northern neighbourhood.

39. The plan will require these schools to be provided by the developers, through a 's.106' agreement – a legal agreement that forms part of a planning permission, which is used to secure site specific infrastructure.
40. Secondary school places will also be needed. The plan identifies the need for two new forms of entry at Princes Risborough School, and more grammar school places. The new places will be funded by a mixture of grant from the Department for Education, and from Wycombe District Council's Community Infrastructure Levy (CIL). CIL is a tariff set on new development and allows the Council to collect funds over a longer period and for a wider range of uses than a s.106 agreement.

Doctors Surgeries

41. The Clinical Commissioning Group (CCG) advises that the expansion of the town does not result in the need for additional GP accommodation. However, the Council understands that there is some interest by the existing GPs surgeries to relocate and discussions in relation to this are ongoing. CIL funds could be used to contribute to the provision of a new GP facility. Disposal of the existing surgery sites is unlikely to generate any substantial funds to help to fund a new facility.

Parks and Green Space

42. The masterplan for the expansion of Princes Risborough includes a park along the Crowbrook, which flows from Mill Lane west through the expansion area. This incorporates two areas identified as important for nature conservation. The plan also allows for 25ha of open space which includes allotments, play areas, club houses with changing facilities, 6 playing pitches and 4 tennis courts.
43. The existing footpaths in the area will be kept, as 'green lanes' – off-road cycle and walking routes, to encourage walking and cycling for every day travel and for recreation. A further walking and cycling route is proposed along the north side of the railway. This has been dubbed the 'twin track trail', because it will allow for access to the railway line when in due course Network Rail needs to provide a second track on this railway.

Roads

44. To distribute the traffic from the town expansion effectively, a new road is proposed through the expansion area, connecting to the A4010 south of the town, and at the Grove Lane junction at Kimble. This road will be at 30 or 40mph through the area of new housing, as appropriate to an urban environment. It is not a dual carriageway.
45. The plan is requiring the costs of this road to be met by the developers. It will include improvements to the railway bridges over the road at Summerleys Road and Grove Lane to make them fit for future traffic.
46. The provision of the new road introduces the opportunity to calm and civilise traffic through the town centre, making it safer and more attractive.

47. The existing road network at Risborough is already very busy at peak times – particularly the ‘Tesco roundabout’. Widening the road through the town would be difficult and not consistent with the local vision for a people-friendly town centre. It would also not provide the town with long term resilience – particularly important as the A4010 is a ‘blue light’ route.

Rail

48. The plan makes provision to ‘future proof’ the future dual-tracking of the existing single track rail between Princes Risborough and Aylesbury, by safeguarding land to the north of the line.
49. We are working with Network Rail to secure the provision of an underpass under the railway at Wades Park to make sure that the new expansion is better connected to the existing town. The underpass will be designed to be broad and attractive; as people use it to go to and fro from the town centre, the Wades Park area will become busier and feel safer.
50. The plan therefore contains clear proposals for infrastructure, that meet the needs of the new development, and by complementing existing facilities in the town, bring benefits to new residents.

Steering Group and Engagement

51. Local consultation has been at the heart of this project. The Council has a long standing track record of going well beyond the statutory minimum, and aiming to follow ‘best practice’, in terms of community engagement on planning policy matters.
52. The Town Council was interested in preparing a Neighbourhood Plan, but it would not have conformed to the adopted District policies, and so was not appropriate. The District Council has confirmed to the Town Council that it will receive 25% of the CIL generated by the development in the town, as it would have done had it been able to prepare a Neighbourhood Plan. (CIL is the Community Infrastructure Levy, which developers pay to the District Council to fund infrastructure)
53. Because the Town Council could not prepare a Neighbourhood Plan, the District Council invited the Town Council to establish and chair a steering group – to be in effect the client for the project. The first meeting of this group was in June 2015. The notes of the meetings are available on the WDC website.
54. The Steering Group has representatives from the main groups of the town, such as RARA, RAP and the business group. The membership of the group is a matter for the Steering Group to decide. When new members have joined the group, they have been given full briefings by Council staff, and by the Chairman, to ensure that they are ‘brought up to speed’ so that they can play a full part in the discussion.
55. It has met frequently, on a whole range of issues. Some of the meetings were wider workshops to which other key stakeholders – such as the County Council – were invited.

56. Over 15 Steering Group meetings have been held, along with a number of whole day workshops, exploring different issues such as housing, the new road, viability and wider infrastructure needs, as well as sessions to scrutinise the content of the emerging plan.
57. The Steering Group has established a number of sub-groups, including on Transport, which has also met regularly, with an officer of WDC and an officer of the County Council normally attending as well.
58. In addition to the Steering Group, there have been wider public exhibitions and public meetings, which have always been well attended. The exhibition material and presentations from these events are all on the Council's website. The events included:
 - Drop-in event and public meeting during the January - March 2014 as part of the consultation on the District-wide new Local Plan Options consultation. This was the first time that significant expansion of the town was proposed.
 - Exhibition and questionnaire sharing some potential scenarios in September 2014
 - A public exhibition and town meeting in January 2015 – this was co-ordinated with Network Rail who held an exhibition on their proposals related to East West Rail at the same time.
 - A public exhibition, and a market stall, in July 2015 sharing the draft master plan for the expansion area.
 - In February-March 2016 we ran a major consultation exercise on the draft Town Plan for Princes Risborough, which is set out above.
59. In terms of the statutory requirements, in November/December 2015, we invited written responses on the formal Regulation 18 stage for the Risborough Town Plan. The next statutory stage is consultation prior to submitting the plan for examination. This is likely to be in the summer of 2017, although a formal decision on the next stages has not yet been made.

Wider context of housing growth.

60. The Government requires the Council to prepare a plan, in co-operation with surrounding local authorities. In the summer of 2016, the draft Local Plan identified that we needed to plan for about 15,000 homes to meet the needs of Wycombe District up 2033, with about 50,000 homes required across the whole of Buckinghamshire. In the summer of 2016 the Office of National Statistics issued new population and household projections. Revised estimates based on this information have reduced the number, to 12,900 for Wycombe, and 45,000 for Buckinghamshire as a whole.
61. Wycombe District does not have many options to accommodate this growth. Seventy-one per cent (71%) of the District falls within the Chilterns Area of Outstanding Natural Beauty (AONB), which has the same status as a National Park, in terms of protecting the landscape. Forty-eight (48%) of the District falls

within the Metropolitan Green Belt, which runs all the way round London. Local councils can only change Green Belt boundaries in exceptional circumstances, and only through the process of revising the Local Plan. The AONB boundary is set by the Government, and cannot be altered by WDC. Because these strong protections limit the opportunities for growth in the District, we cannot accommodate the full 12,900 homes in the District. In December 2016 we entered into an agreement with Aylesbury Vale District Council, that we would provide 11,200 homes, and they would accommodate 1,700, to meet the revised requirement of 12,900 homes.

62. We have had a thorough review of the scope for meeting housing needs within the District. Aylesbury Vale District Council has scrutinised this, to make sure we are not passing to them any more homes than is necessary. This has included:

- Assessing the scope for development on previously developed (“brownfield”) sites (in urban and rural areas), including on former employment land where appropriate – which will provide around 5,000 homes;
- Development of a number of larger greenfield sites in and around High Wycombe which were previously held in reserve for housing but have since been released – which will provide around 1750 homes;
- Reviewing the scope for removing areas of land from the Green Belt where it would not be significantly harmful to the purposes of the Green Belt – which could provide around 1,100 homes;
- Identifying the scope for development in the larger villages outside of the Green Belt but in the Area of Outstanding Natural Beauty – which will provide a few hundred homes.

63. If we were to provide fewer homes at Princes Risborough, those homes would have to be accommodated elsewhere. The options include:

- Building more homes at the villages of Longwick and the Kimbles, as these areas are not within the Chilterns Area of Outstanding Natural Beauty or the Green Belt. However, these villages are already taking substantial expansion, and do not have the facilities that Princes Risborough has.

Longwick is allocated 300 to the village: the Parish of Longwick has 560 homes. Longwick village has 449 homes. To accommodate 300 new homes means the village is accepting development on a similar scale to that being proposed at Princes Risborough.

The Kimbles is allocated 160 homes: the Parish has 438 homes. which is quite dispersed across a number of villages and hamlets, with Great Kimble and Smokey Row having 275 homes. This is not on quite the same scale as that of Longwick or Princes Risborough, but it is none the less a sizeable increase in population

- Taking more land out of the Green Belt. This is not an option if land is available for development that is not in the Green Belt
- Building more homes in the Area of Outstanding Natural Beauty. This would almost certainly result in 'major development' - national policy says we should not be looking to build 'major development' in the AONB if land is available outside of that protected landscape.
- Ask Aylesbury Vale District Council to take more. They will not do so if they believe there are legitimate development options within the District that have not been taken. In any event, if Aylesbury Vale District Council did take many more homes from us, or from other authorities, it may make their build rate simply too ambitious – they would be unable to build the homes each year that would be required. If this were the case, the Inspector examining the plan would not approve it, and their plan may fail.

Conclusion

64. The petition asks

- for a lower scale of development at Princes Risborough.

As is set out above, fewer homes at Risborough will require more homes to be provided elsewhere. AVDC is unlikely to be willing to take more homes: they would challenge why fewer homes would be provided at Princes Risborough. That would mean the homes have to be accommodated elsewhere in the District. The options include:

- looking for further sites outside of the AONB and Green Belt – such as at Longwick and the Kimbles – which are already taking considerable development
- taking further sites out of the Green Belt
- building more homes in the Area of Outstanding Natural Beauty.

There is a further option, that WDC puts a plan together that does not meet its objectively assessed housing need and where AVDC has not agreed to make up the whole gap. However, when the plan is being examined by the government appointed inspector, the inspector would require robust evidence as to why the Council cannot accommodate its housing need. The Council would not be able to advance such a case, and the plan would therefore fail its examination.

Without a plan the Council will not be able to control the location of development, and – as has happened in Longwick – speculative proposals will be submitted by developers on sites that may not be the most suitable, and the Council is likely to be unable to defend them on appeal. The Council would also be unable to secure significant infrastructure provision from the developments, putting further pressure on existing facilities.

- That WDC investigates better solutions that makes better use of available land;

All such investigations have been undertaken, and are documented in the 'Hearns' report, responding to AVDC challenge to the number of homes they were being asked to take.

- Fully consult with local residents and act on their views

This has been undertaken throughout the project, as set out above, and the RARA representative on the steering group has had a number of personal meetings with officers on key matters.

Consultation

65. Consultation on the draft Local Plan had been conducted.
66. A number of public exhibitions and meetings were held in advance of the draft Plan being made available for consultation.
67. To allow for more detailed discussion and scrutiny, a Steering Group was established. This is chaired by the Town Council and has representatives from a range of bodies from the town. It has met regularly.

Options

68. Cabinet has the following options:
 - a. Note the objections and accept them as a late representation on the Princes Risborough Town Plan and Local Plan consultations.
 - b. Note the objections but do not accept them as a late representation.

Recommendations

69. That the petition is noted.

Next Steps

70. The Council will work on publishing the plan for its statutory consultation as soon as possible.

Background Papers

Princes Risborough Town Plan – Draft Consultation Document February 2016

New Wycombe District Local Plan -Draft Consultation Document June 2016

Agenda Item 5.

2016/17 SERVICE PERFORMANCE: Q4 (January to March)

Cabinet Member: Councillor Ms Katrina Wood

Wards Affected: All

Officer contact: Aisha Bi Ext: 3981
Email: aisha.bi@wycombe.gov.uk

PROPOSED DECISION

That the summary of the year to date outturns (January to March) for service performance be received.

Reason for Decision

To review the performance position as at 31 March 2017 to ensure that the Council is performing at the appropriate level.

Corporate Implications

1. Corporate business planning and monitoring is conducive to the discharge of the Council's various functions and is therefore authorised by Section 111 of the Local Government Act 1972.
2. Quarterly monitoring of performance enables the identification of areas of under-performance and action to be taken on these in 'real time' as appropriate, so that there are no surprises at year end.
3. The quarterly monitoring of the quality of the data also ensures that it is fit for purpose for decision making and complies with the dimensions of good data quality as set out by the Audit Commission and embedded within the Council's performance management framework and data quality policy.

Sustainable Community Strategy/Council Priorities – Implications




4. Performance measures represent additional 'achievement' indicators that link to and support the aims and objectives of the Sustainable Community Strategy and the Council's Priorities (as set out in the Corporate Plan).

Consultation

5. Service Performance has been considered by Strategic Management Board (26 April 2017) and due to be considered by Audit Committee (15 June 2017).




Executive Summary

6. The Cabinet receives a quarterly update on the frontline facing key measures and also an exception report for any performance measures which are not on target.
7. This report provides an update for the 41 corporate service performance indicators. Appendix A which accompanies this report provides a detailed update of the key performance measures.

Performance Symbol Key	
	Measure has exceeded target by more than 5%
	Measure is within +/- 5% of target
	Measures is more than 5% away from target
n/a	Measure has no target set as used for data collection only

Corporate overview




Quarter 4 (January and March)

Service Area				N/A	Missing
DLP	1	-	-	2	-
Community	-	-	-	4	-
Environment	2	5	1	5	1*
Planning	3	4	-	-	-
HR ICT & SSS	2	3	-	-	-
Finance	-	4	1	3	-
Total	8 (19.5%)	16 (39%)	2 (5%)	14 (34%)	1 (2.5%)
Q4 Last year	13 (24%)	14 (26%)	15 (28%)	12 (22%)	-

*Data for the average number of days to remove fly-tips for this quarter is not available because the system is currently down.

Annual performance

The table below provides a quick snapshot of our end of year performance compared with the previous year. There has been a reduction in the number of performance measures below target; this has improved due to in-year target profiling by service areas.

				N/A	Missing
2016/17 - This year	8 (19.5%)	16 (39%)	2 (5%)	14 (34%)	1 (2.5%)
2015/16 - Last year	11 (20%)	16 (30%)	15 (28%)	12 (22%)	-

Key Exceptions and Issues

Average time for processing new HB / CTB claims (days)

24.2 days and target of 18 days (new HB / CTB claims)

Despite workloads remaining high and extra work caused by Government changes to the benefit cap, workloads are at a lower level at the end of the quarter. This can be seen in the performance Indicators for the month of March which are 22 days (reported PI's show cumulative data for the year to date)

Number of households prevented from becoming homeless through WDC advice

Please refer to Appendix A page 3.

Community Portfolio		2015/16 Actual	2016/17 Targets	Q1	Q2	Q3	Q4	Annual		Snapshot* *Q1 2014/15 to present
Code	Measure							Actual	Alert	
CS001a	Number of users of Wycombe Leisure Centre	522,911	Data Only	171,875	166,525	164,738	199,642	702,780	Data Only	
Comment:	This year 702,780 visits were made to the Wycombe Leisure Centre, an extra 179,869 (34% increase) when compared to the previous year.									
CS002	Number of visits to Wycombe Museum	26,570	52,820	13,990	17,001	N/A	N/A	N/A	N/A	
Comment:	During the first two quarters of the year 30,991 visits were made to the Wycombe museum. There is no performance data to report for Q3 and Q4 as the museum was transferred over to the Wycombe Heritage and Arts Trust (WHAT) on 1 December 2016. We will review performance reporting for the museum in 2017/18 after the trust has had time to settle into providing the new service.									

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Agenda Item 5. Appendix A

Environment Portfolio		2015/16 Actual	2016/17 Targets	Q1	Q2	Q3	Q4	Annual		Snapshot* *Q1 2014/15 to present
Code	Measure							Actual	Alert	
NI192 (JWS5)	% of household waste reused, recycled and composted	52.6%	55.2%	54.9%	55%	49.8%	47.2%	52%		
Comment:	Figures are provisional as we do not have finalised tonnage data for March. Performance is similar to last year and within target. We have seen a reduction in the amount of composting collected during quarter 4 (see comment for BV082bi) which has impacted on the performance of this measure.									



Measures have exceeded target by more than 5%



Measures have met or are within +/- 5% of target



Measures are more than 5% away from target

Environment Portfolio		2015/16 Actual	2016/17 Targets	Q1	Q2	Q3	Q4	Annual		Snapshot* *Q1 2014/15 to present
Code	Measure							Actual	Alert	
BV082ai (JWS1)	% of household waste recycled	25.8%	25.6%	22.5%	24.2%	24%	28.7%	24.7%	●	
BV082aii (JWS3)	Tonnage of household waste recycled	24,755.8	25,204	5,977	6,140	5,465	6,397	23,979	●	
Comment:	<p>Figures are provisional as we do not have finalised tonnage data for March. During Q4 residents recycled more than expected, and this has had a large impact upon the recycling rate. Contributing to this was the increased amount of work by the Waste Project Officers, ensuring information was readily available for residents.</p> <p>The recycling rate is slightly lower than the previous year; however this follows a national trend of consumer behaviour, (e.g. fewer individuals buying newspapers) and of manufactures continually reducing the volume of packaging for their products.</p>									
BV082bi (JWS2)	% of household waste composted	26.6%	27.04%	32.3%	30.7%	25.6%	18.3%	27.1%	●	
BV082bii (JWS4)	Tonnage of household waste composted	25,554.3	26,663	8,601	7,791	5,836	4,073	26,301	●	
Comment:	<p>Figures are provisional as we do not have finalised tonnage data for March. During Q4 we have seen a reduction in the number of households within Chiltern subscribed to green waste collections; this in turn has resulted in lower tonnage being collected. The reduction in subscribers is because many Chiltern residents had their green garden waste subscription expire in Q3 but have waited until April 2017 to renew. Overall we have seen a slight increase in the green waste collected this year compared to last year; and are within target for both measures.</p>									

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Measures have exceeded target by more than 5%



Measures have met or are within +/- 5% of target



Measures are more than 5% away from target

Housing Portfolio		2015/16 Actual	2016/17 Targets	Q1	Q2	Q3	Q4		Snapshot* *Q1 2014/15 to present
Code	Measure						Actual	Alert	
ES006	Number of people in temporary accommodation (TA)	89	N/A	101	109	96	82	N/A	
	Bed and Breakfast (family units)			24	26	21	8		
	Saunderton Lodge			31	30	29	30		
	Registered Provider			43	51	43	41		
	WDC retained properties			3	2	3	3		
Page Comment: 26	<p>This quarter we have recorded the lowest number of people in temporary accommodation this year. The team continue to work in partnership with Registered Providers and Private landlords to meet demand and there has been a reduction in bed and breakfast use due to work undertaken by officers in the period.</p> <p>Wycombe continues to perform better than neighbouring authorities. As at 31st December 2016 (the latest figures from DCLG) Wycombe had 1.45 households in TA per 1,000 households (down from 1.58 in Sept 2016) which is lower than the figure for England (3.26 up from 3.15); and the figure for neighbouring area such as South Bucks (2.50) and Slough (6.4).</p>								
ES009	Number of people prevented from becoming homeless through WDC advice	232	Q: 60 (A: 240)	50	43	55	45 (A:193)		
Comment:	<p>The measure includes the number of people assisted through the homelessness prevention fund; the increasing difficulty to assist households into affordable private rented properties into the district due to market rents rising well above local housing allowance levels has made it difficult to meet our quarterly target of 60, and the annual target of 240.</p>								



Measures have exceeded target by more than 5%



Measures have met or are within +/- 5% of target



Measures are more than 5% away from target

HR, ICT and Customer Services Portfolio		2015/16 Actual	2016/17 Targets	Q1	Q2	Q3	Q4	Annual		Snapshot* *Q1 2014/15 to present
Code	Measure							Actual	Alert	
BV12	Average number of working days lost to sickness absence per FTE	6.8	7	5.24	5.15	8.61	7.59	6.52		
Comment:	<p>The Council's end of year absence rate remains below the target rate of 7 days per person per year and compares favourably with the average of 8.8 days per year lost to sickness absence in local government. (Local Government Workforce Survey Statistics).</p> <p>The Council has a number of interventions in place to support the effective management of sickness absence including: A comprehensive Absence Management policy and toolkit, training for managers in promoting a positive attendance culture, and Occupational Health Service and Employee Assistance Programme. There is also a Health & Wellbeing Strategy in place to ensure staff members are supported through healthy lifestyle initiatives, including the introduction of Health and Well-being champions.</p>									
Page 27 HR002	Number answered within 20 seconds	72%	70%	74%	71%	70%	79%	73%		
	Total number of calls answered within 20 seconds	123,908		33,072	30,895	28,243	35,316	127,526		
	Total number of calls	172,585		46,450	45,521	37,817	44,605	174,393		
Comment:	Performance is within target for this quarter.									




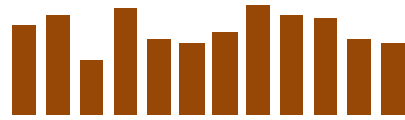
Measures have exceeded target by more than 5%



Measures have met or are within +/- 5% of target



Measures are more than 5% away from target

Planning Portfolio		2015/16 Actual	2016/17 Targets	Q1	Q2	Q3	Q4	Annual		Snapshot* *Q1 2014/15 to present
Code	Measure							Actual	Alert	
NI157a	% of major applications determined in 13 weeks	72%	60%	83%	80%	64%	60%	71%		
	Determined in 13 weeks	34		5	12	7	6	30		
	Number determined	47		6	15	11	10	42		
Comment:	Above the government minimum set target of 60%.									



Measures have exceeded target by more than 5%



Measures have met or are within +/- 5% of target



Measures are more than 5% away from target

Agenda Item 6.

PROVISIONAL 2016/17 OUTTURN REPORT

Cabinet Member: Councillor David Watson

Wards Affected: All

Officer contact: Stuart McGregor Ext:3322

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PROPOSED DECISION

Cabinet is to note the provisional outturn for the year 2016/17 along with the proposed decisions set out below.

- (i) the provisional outturn at the end of March 2017 in respect of the General Fund Revenue Account, Repairs and Renewals Fund, Major Projects Programme and use of the surplus as detailed in the report be noted;
- (ii) the proposed allocation of the surplus funds to be finalised; and
- (iii) the carry forward of £19.05m on the Major Projects Programme as detailed in Appendix C be approved.

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.

Corporate Implications

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

Executive Summary

4. This report sets out the provisional outturn for 2016/17 for the General Fund Revenue Account (Appendix A), Repairs and Renewals Programme (Appendix B) and Major Projects Programme (Appendix C).

Sustainable Community Strategy/Council Priorities – Implications

5. The Corporate Plan has a priority of delivering value for money in everything we do as a Council. This report supports delivery of all the Council's Priorities.

Background and Issues

6. This section of the report sets out an analysis of the key issues from the 2016/17 financial outturn. Detailed breakdowns of spend and movements are provided at Appendices A – C.

Key Issues

General Fund Revenue Account

7. The revenue outturn for 2016/17 is a surplus of £201k summarised in the table below:-

	Budget	Outturn	Outturn Variance	Quarter 3 Variance
	£000s	£000s	£000s	£000s
Service area	16,918	16,090	-829	-746
Reversal of Depreciation	-2,213	-1,882	331	326
Contribution from reserve	-772	-392	380	233
Payment to Parish Councils	128	128	0	0
Contribution to Revenue Development Reserve	624	624	0	0
General Fund Requirement	14,684	14,568	-117	-187
Funded by				
Formula Grant	1,490	1,490	0	0
New Homes Bonus	1,152	1,152	0	0
Council Tax	8,761	8,761	0	0
Council Tax Adjustment	221	221	0	0
Retained Business Rates	3,060	3,060	0	0
Transitional Grant	0	84	-84	-84
Share of Business Rates Surplus	0	-713	-713	-857
Transfer BR Surplus to RDR	0	713	713	857
Total Funding	14,684	14,768	-84	-84
Net	0	-201	-201	-271

8. The service outturn position shows a favorable variance of £829k compared to £746k at the end of December 2016. A detailed review of the revenue outturn is set out by Cabinet Portfolio at Appendix A. This shows the controllable forecast for each Cabinet Portfolio at the end of Quarter 3 and controllable outturn at the end of March 2017 together with an explanation of significant movements.
9. Summarised below are significant service variances:-
- a) **Community Services:** The total underspend on this area is £465k (£447k controllable). There was a favourable movement on controllable budgets from the quarter 3 forecast of £188k mainly on Parks and Environment (£95k) with winter works not being carried out due to changes in contract manager, an unbudgeted refund of insurance premiums £49k which had not be forecasted, together with larger than forecasted underspends on Wycombe Museum transition costs (£34k), reduced spending on grants to voluntary organisations and for community use of community halls (£31k) and a variety of other small

underspends on a number of other end service budgets compared with the quarter 3 forecast. These movements helped to offset a higher than forecasted overspend of £54k on the transfer of the TIC service to BCC, mainly arising from property costs and the value of stock being transferred which was written off from the balance sheet.

- b) **Environment:** The net underspend is £50k (£407k controllable). There was a favourable movement in the quarter on controllable budgets of £57k due to a combination of increased income from parking (£58k) covering daily charge income, season's tickets and penalties. Expenditure was also lower than previously forecasted due to R&R works not being completed and lower spend on the changes to the parking service than had been previously forecasted (less use of agency staff and various fees). There was also an improved position on the Waste Contract with a small saving following an adjustment to the cost share between CDC and WDC in the Council's favour. Income was also higher than had been forecasted at quarter 3, with recycling income slightly exceeding the budget, where it has been expected to miss the target at the end of quarter 3. A voluntary revenue provision was made on the waste finance leases in respect of the bins from the contract surplus to reduce the financial liability post 2020 when the contract expires.
- c) **Economic Development and Regeneration:** The net position is an underspend of £332k (£409k controllable). There was a favourable movement from quarter 3 of £99k. This resulted from additional income from various leases and profit share from John Lewis and Cressex Island. This was offset by additional spend on professional fees for a lease renewal. In addition to this there were procurement savings on Wycombe Swan due to lower cost of external redecoration.
- d) **Planning and Sustainability:** The net overspend on this service is £61k (£123k controllable overspend). This overspend has increased from quarter 3 by £105k, which is due to less funding being transferred from the planning appeals reserve to ensure a sufficient level remains for 2017-18 and higher staffing costs and legal fees resulting from planning appeals than had been previously forecasted at quarter 3.
- e) **Housing:** The net underspend on this service is £30k (£273k controllable overspend). This is £346k worse than forecasted at quarter 3, although £220k of this relates to less grant funding being used on Disabled Facility Grants (lower spending) which is reversed out below the net cost of services, leaving a real movement of £126k since quarter 3. This is mainly the result of a £40k overspend on homeless prevention and lower income from Bed and Breakfast due to a slightly lower level of demand than forecast in quarter 3 and an over estimate of the income from temporary accommodation. Staffing costs were also higher than had been forecasted.
- f) **Leader :** The net position is an underspend of £105k (£7k overspend on controllable). This overspend has increased by £45k from the quarter 3 forecast. The key reason for this is an error in the forecast of salary spending within the Policy Team from quarter 3, which has been reduced by a number of smaller favourable movements across other services including Communications (£35k), Section 106 Income (£17k) and Emergency Planning (£14k).

- g) **HR, ICT & Customer Services:** The net position is an overspend of £125k (£216k underspend on controllable costs). There was a favourable movement in the final quarter compared with the quarter 3 forecast of £112k. This movement is comprised of a large number of small movements across budgets including £20k on planned preventative maintenance, HR salaries £15k and £26k on various ICT budgets.
- h) **Finance:** The net position was favourable variance of £33k (£7k overspend on controllable costs). There was a favourable movement of £48k in the final quarter which was spread across a number of different budget headings including Council Tax, HB Administration and various business unit budgets.

Business Rates Surplus

10. A provisional position has also been calculated for Business Rates (pre-audit NNDR3) which has produced a surplus of £713k for the year as summarised in the table below. The surplus has been temporarily transferred to the Revenue Development Reserve pending finalisation of the NNDR3 post audit and updated assessment of the appeals provision with the final balance to then be transferred into the Council's Revenue Development Reserve to finance future major projects.

WDC Business Rate Retained	£'000
Non Domestic Rating Income	72,163
WDC Share (40%)	28,865
+ Localism Reliefs	48
+ Small Business Rate Reliefs	588
Fixed Tariff (Payment to Government)	-25,012
Total Retained Income	4,489
Funding Baseline	3,063
Growth Amount	1,426
Levy Rate	50%
Surplus Retained by WDC	713

Business Rates Appeals Position

11. At the end of the financial year 2015/16, the appeal provision was £7m. during the financial year 2016/17 a number of appeals were finalised and £1.3m was charged against the provision. There remains a backlog of appeals to be settled by the Valuation Office (VO) and the provision in this area continues to be subject to a significant degree of uncertainty. Based on the past experience and the data from valuation office the provision requirement was assessed at £6.2m. Therefore, additional £0.5m was added to the provision during the year.
12. The draft accounts are to be signed off by 30 June 2017 and the final accounts by audit committee by 30 September 2017. Part of this process requires all billing authorities to re-certify their NNDR3 forms in September to confirm the final outturn position. It is therefore necessary to revisit the appeals provision again at this time to assess the accuracy of this estimate. If a material change has occurred it will be necessary to amend

the provision and therefore the surplus being reported may change.

Application of Surplus

13. To be agreed with the portfolio holder.

Transformation Fund

14. The fund was set up 4 years ago to enable the up-front costs on Invest to Save schemes to be met under a scheme of delegation. The terms of reference include the financial limit on projects of £100k and 3 year payback and also scheme feasibility funding of up to £100k for any single project where there is a clear strategic link to the Corporate Plan and there is a compelling need / case for the project. Any bid for funding from this fund would need to be approved by the Head of Finance and Commercial in consultation with the Cabinet Member for Finance and Resources.
15. The balance held at the beginning of the year was £833k and during the year the following projects were funded. The closing balance on the fund as at March 2017 is £660k :-

Description	Amount £000's
Abbey Barn North	20
Central CP Marlow	10
Eastern Quarter feasibility	50
Saunderton Lodge repairs	93
Total	173

Repairs and Renewals Fund – Appendix B

16. Details of expenditure on Repairs and Renewals Schemes are included at Appendix B. These are funded from a separate Repairs and Renewals earmarked reserve, set aside to fund specific maintenance works. The total revised budget was £772k, against which £392k was actually spent resulting in an underspend of £380k. Key variance relates to car parks and Wycombe Swan where works are not completed in the financial year. The majority of Repairs and Renewals budgets will be rolled forward to financial year 2017/18.

Major Projects Programme – Appendix C

17. Total spend for the year was £7.6m against the programme of £26.9m. The variance of £19.3m comprise of slippage of £17.7m and an underspend of £1.6m. The summary position along with a detailed schedule of the full programme is included at Appendix C. The slippage of £19.05m will be carried forward to enable completion of the projects. Some of the projects with significant slippages are summarised below:-
 - Risborough Springs Extension variance of £1.2m has resulted from the decision to proceed with the project following the appointment of the new management operator in December. Majority of the works will be carried out in 2018/19.
 - Totteridge Recreation Ground Community Facility feasibility study is completed and the works will be carried out over the following two financial years. Therefore, the slippage of £0.7m will be carried forward.

- Desborough Square unspent programme of £3.2m– Initial work has started with most of the work programmed to be carried out in 2017/18.
- Collins House – the slippage is £0.9m due to various delays on the commercial and planning issues, spend is expected to be incurred in 2017/18 and 2018/19.
- HWTC Masterplan Alternative Route Works are carried out by Buckinghamshire County Council and majority of the works are planned to be carried out in 2017/18 and 2018/19 when the remaining budget of £2.1m will be spent.
- Affordable Housing – proposals from registered providers have been evaluated and work is progressing to try and ensure that these funds can be used to support delivery of additional affordable housing in 2017/18 with spending of £800k planned in 2017/18, with the balance being spent in 2018/19.
- Handy X Phase 5 – This scheme has not started as the final options paper will be submitted to the Cabinet for approval with major spend expected in 2017/18.

Conclusions

18. The outturn position is noted by Cabinet and approval sought on the application of the surplus for the General Fund Revenue Account.

Next Steps

19. The draft final accounts will be signed off by the Head of Finance and Commercial on 19 May 2017. The external auditors will audit the accounts during June and the audited accounts will be presented to the Audit Committee for approval in September and published by 30 September 2017.

Background Papers

Revenue Budget Council Tax Setting Report and Quarterly Monitoring Reports to Cabinet

Cabinet Portfolio	Analysis	Full Budget Summary			Analysis of Controllable Spend				
		Full Year Budget	Full Year Actual	Outturn Variance	16-17 Budget Controllable	Actual Controllable	Full Year Controllable Variance	Controllable Forecast Outturn Q3	Difference on Q3 Controllable
		£	£	£	£	£	£	£	£
Community	Expenditure	5,984	5,764	-220	4,355	4,219	-136	4,352	-132
	Income	-1,595	-1,840	-245	-777	-1,088	-311	-1,032	-56
	Net Expenditure	4,389	3,924	-465	3,578	3,131	-447	3,319	-188
Environment	Expenditure	11,512	11,068	-445	8,848	8,788	-60	8,679	109
	Income	-4,605	-4,210	395	-4,152	-4,215	-63	-4,049	-166
	Net Expenditure	6,907	6,858	-50	4,696	4,573	-123	4,630	-57
Economic Development and Regeneration	Expenditure	1,914	1,878	-36	1,167	1,055	-112	1,084	-29
	Income	-5,896	-6,192	-296	-5,896	-6,193	-297	-6,123	-70
	Net Expenditure	-3,982	-4,314	-332	-4,729	-5,137	-409	-5,038	-99
Planning & Sustainability	Expenditure	5,594	5,756	162	3,586	3,977	391	3,845	132
	Income	-2,334	-2,434	-101	-2,315	-2,583	-268	-2,556	-27
	Net Expenditure	3,261	3,322	61	1,271	1,394	123	1,289	105
Housing	Expenditure	3,421	3,629	208	1,759	2,270	511	2,205	65
	Income	-1,091	-1,329	-238	-1,091	-1,329	-238	-1,610	281
	Net Expenditure	2,330	2,300	-30	668	941	273	595	346
Leader	Expenditure	4,295	4,308	13	3,167	3,532	365	3,497	35
	Income	-1,879	-1,997	-118	-335	-693	-358	-703	10
	Net Expenditure	2,416	2,311	-105	2,832	2,839	7	2,794	45
HR, ICT & Customer Services	Expenditure	5,368	4,877	-650	4,611	4,396	-215	4,496	-100
	Income	-5,406	-4,789	776	-17	-18	-1	-5	-13
	Net Expenditure	-37	88	125	4,595	5,194	-216	4,491	-112
Finance	Expenditure	54,181	52,442	-1,739	52,870	51,186	-1,684	51,795	-610
	Income	-52,547	-50,841	1,706	-51,238	-49,547	1,691	-50,109	562
	Net Expenditure	1,634	1,601	-33	1,631	1,639	7	1,687	-48
GENERAL FUND TOTAL	Expenditure	92,270	89,722	-2,708	80,363	79,424	-939	79,954	-530
	Income	-75,353	-73,632	1,880	-65,821	-65,666	155	-66,187	521
	Net Expenditure	16,918	16,090	-829	14,542	13,758	-784	13,767	-9

GF Services Summary			
Reversal of Depreciation & Deferred Charges	-2,213	-1,882	331
Contribution from Repairs and Renewals Fund	-772	-392	380
Use of Reserves			
Payment to Parish Councils	128	128	0
Contribution to Revenue Development Reserve (RDR)	624	624	0
GF Surplus Services	14,684	14,568	-117
WDC Business Rates Share of Surplus	0	-713	-713
Transfer to Revenue Development Resere	0	713	713
Funded By:			
Formula Grant	4,550	4,550	0
New Homes Bonus	1,152	1,152	0
Council Tax	8,761	8,761	0
Council Tax Adjustment	221	221	0
Transitional Grant	0	84	-84
Total Funding	14,684	14,768	-84
Total Surplus	0	-201	-201

COMMUNITY SERVICES PROVISIONAL REVENUE OUTTURN 2016/17		Full Budget Summary			Analysis of Controllable Spend					Commentary on Quarter 3 Variances
		Full Year Budget	Full Year Actual	Outturn Variance	16-17 Budget Controllable	Actual Controllable	Full Year Controllable Variance	Controllable Forecast Outturn Q3	Difference on Q3 Controllable	
		£	£	£	£	£	£	£	£	
COMMUNITY CONTRACTS	Expenditure	224	218	-6	224	218	-6	226	-8	Forecast Variance under £10k
	Income	0	-2	-2	0	-2	-2	-2	-0	
	Net Expenditure	224	216	-8	224	216	-8	224	-8	
COMMUNITY COMMISSIONING MG	Expenditure	467	445	-22	322	281	-41	298	-17	£8k under budget on salaries and various other small savings.
	Income	-82	0	82	0	0	0	0	0	
	Net Expenditure	385	445	60	322	281	-41	298	-17	
SPORTS CENTRES CONTRACT	Expenditure	648	742	94	368	413	45	383	31	50k additional expenditure on Accoustic works relating to the Sports Centre at Handy Cross, offset by various savings. A total income of £45k for Insurance Premiums was received from the leisure operator which was not forecast at quarter 3.
	Income	-425	-481	-56	-425	-481	-56	-432	-49	
	Net Expenditure	223	261	38	-57	-68	-11	-50	-18	
HIGGINSON PARK TRUST	Expenditure	84	74	-10	36	18	-19	41	-23	£20k reduced expenditure due to planned Repairs and Renwals not taking place in 16/17.
	Income	-70	-97	-27	-70	-97	-27	-98	1	
	Net Expenditure	14	-23	-37	-34	-79	-46	-57	-22	
WYCOMBE ATHLETICS CENTRE	Expenditure	52	47	-5	42	47	5	42	5	Forecast Variance under £10k.
	Income	0	0	0	0	0	0	0	0	
	Net Expenditure	52	47	-5	42	47	5	42	5	
PARKS AND ENVIRONMENT (SPORT)	Expenditure	1,553	1,389	-164	1,348	1,183	-165	1,278	-95	Winter Works were not carried out due to 3 changes in Contract Manager, resulting in a decrease in forecasted expenditure compared with the positon projected at quarter 3.
	Income	-387	-422	-35	-72	-108	-35	-105	-2	
	Net Expenditure	1,165	967	-198	1,276	1,075	-201	1,172	-97	
TOWN CENTRE CCTV	Expenditure	414	480	67	332	360	28	277	83	Additional £65k set aside to meet future restructuring costs for the CCTV merger. £13k additional salary expenditure compared to Quarter 3 forecast.
	Income	-466	-552	-86	-58	-111	-54	-107	-4	
	Net Expenditure	-53	-72	-19	275	249	-26	170	79	
COMMUNITY SERVICES MGT	Expenditure	733	626	-107	295	331	36	369	-38	£16k underspend on salaries and training costs, £9k on various fees which was forecasted to be spent. Various other small savings.
	Income	-74	-159	-85	-74	-162	-88	-159	-3	
	Net Expenditure	659	467	-192	221	169	-52	210	-41	
ASSISTANCE TO VOLUNTARY BODIES	Expenditure	322	291	-31	302	271	-31	302	-31	Lower than forecasted spend on grants to Voluntary Bodies and grant for community use of for venue hire.
	Income	0	0	0	0	0	0	0	0	
	Net Expenditure	322	291	-31	302	271	-31	302	-31	
COMMUNITY CENTRES GF	Expenditure	22	17	-5	18	16	-2	18	-2	Forecast Variance under £10k.
	Income	-33	-37	-4	-33	-37	-4	-33	-4	
	Net Expenditure	-11	-20	-9	-15	-21	-6	-15	-6	
TOURIST INFORMATION CENTRES	Expenditure	479	549	70	334	434	100	386	49	Additional £18k on staffing costs (redundancy). £37k worth of stock written off by WDC as part of transfer of service to BCC as part of the agreement.
	Income	-45	-59	-14	-45	-59	-14	-64	5	
	Net Expenditure	434	490	56	289	375	86	321	54	
MARLOW TOURIST INFORMATION	Expenditure	0	0	0	0	0	0	0	0	Forecast Variance under £10k.
WYCOMBE MUSEUM	Expenditure	469	429	-40	340	304	-36	337	-34	£34k underspend on residual costs following the transfer of the Museum to the Wycombe Heritage Arts Trust in Dec 2016.
	Income	0	-31	-31	0	-31	-31	-31	0	
	Net Expenditure	469	398	-71	340	273	-67	306	-34	
HEAD OF COMMUNITY	Expenditure	255	222	-33	183	155	-28	191	-36	£13k lower than forecasted expenditure on Various Fees, £6k on Theatre in the Villages, £4k on Subscriptions. Various other small savings.
	Income	-12	0	12	0	0	0	0	0	
	Net Expenditure	243	222	-21	183	155	-28	191	-36	
COMMUNITY PORTFOLIO TOTAL	Expenditure	5,984	5,764	-220	4,355	4,219	-136	4,352	-132	
	Income	-1,595	-1,840	-245	-777	-1,088	-311	-1,032	-56	
	Net Expenditure	4,389	3,924	-465	3,578	3,131	-447	3,319	-188	

ENVIRONMENT PROVISIONAL REVENUE OUTTURN 2016/17		Full Budget Summary			Analysis of Controllable Spend					Commentary on Quarter 3 Variances
		Full Year Budget	Full Year Actual	Outturn Variance	16-17 Budget Controllable	Actual Controllable	Full Year Controllable Variance	Controllable Forecast Outturn Q3	Difference on Q3 Controllable	
		£	£	£	£	£	£	£	£	
Management	Expenditure	182	168	-14	138	128	-11	128	-0	Outturn as per quarter 3 forecast.
	Income	-181	0	181	0	0	0	0	0	
	Net Expenditure	1	168	167	138	128	-11	128	-0	
Off Street Parking	Expenditure	2,519	2,484	-35	1,612	1,616	4	1,737	-121	Lower expenditure associated with the return to Pay and Display than was predicted at Quarter 3, including use of agency staff and fees. Higher than expected Daily Parking Charges and Season Ticket sales.
	Income	-2,753	-2,690	63	-2,753	-2,697	57	-2,639	-58	
	Net Expenditure	-234	-206	28	-1,142	-1,081	61	-902	-179	
Environmental Health Total	Expenditure	1,157	1,089	-68	780	755	-25	780	-25	£5k lower than forecasted expenditure on Environmental Monitoring. £5k under forecast on Food Safety and Control. £4k saved on Environmental Health Management salary costs.
	Income	-180	-22	158	-38	-21	17	-28	7	
	Net Expenditure	977	1,067	90	742	734	-8	752	-18	
Licensing & Taxis	Expenditure	651	324	-327	245	209	-36	228	-19	£7k lower than forecasted on salaries. £8k under forecast on Purchase of Equipment and Various Fees on Hackney Carriages. Additional £10k income on taxi vehicle licences.
	Income	-546	-433	113	-416	-433	-17	-419	-14	
	Net Expenditure	104	-109	-213	-172	-224	-53	-191	-33	
Cleansing Subtotal	Expenditure	6,688	6,589	-100	5,974	5,890	-84	5,704	186	Lower expenditure on the contract following a revision to the percentage share of the contract price attributable to WDC. Additional £55k income from Recycling Credits and £47k from other Waste income.
	Income	-945	-1,063	-118	-945	-1,063	-118	-961	-102	
	Net Expenditure	5,743	5,526	-218	5,029	4,827	-202	4,744	83	
Handy Cross Operational	Expenditure	316	414	98	100	191	91	102	89	Increased expenditure on rates and running costs. The budget for 2017/18 has been adjusted to reflect the higher level of recurring costs in running this facility. Part of these costs will be recoverable in the future through service charges to new tenants.
	Income	0	-2	-2	0	-2	-2	-2	0	
	Net Expenditure	316	412	96	100	189	89	100	89	
ENVIRONMENT TOTALS	Expenditure	11,512	11,068	-445	8,848	8,788	-60	8,679	109	
	Income	-4,605	-4,210	395	-4,152	-4,215	-63	-4,049	-166	
	Net Expenditure	6,907	6,858	-50	4,696	4,573	-123	4,630	-57	

		Full Budget Summary			Analysis of Controllable Spend					Commentary on Quarter 3 Variances
		Full Year Budget	Full Year Actual	Outturn Variance	16-17 Budget Controllable	Actual Controllable	Full Year Controllable Variance	Controllable Forecast Outturn Q3	Difference on Q3 Controllable	
		£	£	£	£	£	£	£	£	
ECONOMIC DEVELOPMENT AND REGENERATION PROVISIONAL REVENUE OUTTURN 2016/17										
General Estates	Expenditure	803	921	118	579	671	92	688	-17	£130k higher than forecasted income from John Lewis turnover contribution than forecasted in Quarter 3.
	Income	-5,309	-5,666	-357	-5,309	-5,666	-356	-5,535	-131	
	Net Expenditure	-4,506	-4,745	-239	-4,730	-4,995	-265	-4,846	-148	
Wycombe Heights golf Club	Expenditure	0	0	0	0	0	0	0	0	No change to quarter 3 forecast.
	Income	-149	-168	-19	-149	-168	-19	-168	0	
	Net Expenditure	-149	-168	-19	-149	-168	-19	-168	0	
Guildhall	Expenditure	56	61	5	49	29	-20	25	4	Forecast Variance under £10k.
	Income	-13	-10	3	-13	-10	2	-11	1	
	Net Expenditure	43	51	8	36	19	-18	14	5	
Reggie Goves Centre	Expenditure	0	8	8	0	8	8	0	8	Forecast Variance under £10k.
	Income	0	0	0	0	0	0	0	0	
	Net Expenditure	0	8	8	0	8	8	0	8	
Wycombe Swan	Expenditure	483	358	-125	313	165	-148	166	-1	Forecast Variance under £10k.
	Income	-45	-36	9	-45	-36	9	-36	0	
	Net Expenditure	438	322	-116	268	129	-139	130	-1	
Markets	Expenditure	27	19	-8	27	11	-16	12	-1	£15k lower than forecasted market income.
	Income	-60	-35	25	-60	-35	25	-50	15	
	Net Expenditure	-33	-16	17	-33	-24	8	-38	13	
Economic Development	Expenditure	144	119	-25	106	84	-22	109	-25	£9k savings on salaries, £8k on projects and events and £4k on Wycombe for business website.
	Income	0	0	0	0	0	0	0	0	
	Net Expenditure	144	119	-25	106	84	-22	109	-25	
Town Centre Development	Expenditure	15	15	0	15	15	0	18	-3	Forecast Variance under £10k.
	Income	-15	-16	-1	-15	-16	-1	-16	0	
	Net Expenditure	0	-1	-1	0	-1	-1	2	-3	
Festive Events	Expenditure	74	67	-7	70	67	-3	61	6	Forecast Variance under £10k.
	Income	0	0	0	0	0	0	0	0	
	Net Expenditure	74	67	-7	70	67	-3	61	6	
Tenant (NHS) 2nd Floor	Expenditure	313	310	-3	8	5	-3	5	0	£46k under forecasted rental income.
	Income	-305	-261	44	-305	-261	44	-307	46	
	Net Expenditure	8	49	41	-297	-256	41	-302	46	
Economic Regeneration Portfolio Total	Expenditure	1,914	1,878	-36	1,167	1,055	-112	1,084	-29	
	Income	-5,896	-6,192	-296	-5,896	-6,193	-297	-6,123	-70	
	Net Expenditure	-3,982	-4,314	-332	-4,729	-5,137	-409	-5,038	-99	

PLANNING PROVISIONAL REVENUE OUTTURN 2016/17		Full Budget Summary			Analysis of Controllable Spend					Commentary on Quarter 3 Variances
		Full Year Budget	Full Year Actual	Outturn Variance	16-17 Budget Controllable	Actual Controllable	Full Year Controllable Variance	Controllable Forecast Outturn Q3	Difference on Q3 Controllable	
		£	£	£	£	£	£	£	£	
Building Control	Expenditure	1,051	1,029	-22	707	731	24	724	7	£20k higher than forecasted Non-Domestic Alterations and Inspections income.
	Income	-809	-715	94	-809	-826	-16	-806	-19	
	Net Expenditure	241	314	73	-102	-94	7	-82	-12	
Development Management	Expenditure	2,594	2,939	345	1,613	1,966	353	1,936	30	£10k higher than forecasted on agency staff, £10k higher on legal fees. Less income brought in from reserves to offset high spend on Planning Appeals.
	Income	-1,061	-1,273	-213	-1,055	-1,300	-246	-1,356	56	
	Net Expenditure	1,534	1,666	132	559	666	107	580	86	
Reserve Sites	Expenditure	521	147	-374	330	144	-186	140	4	£13k less income than forecasted on Planning Performance Agreements.
	Income	-330	-158	172	-330	-158	172	-170	12	
	Net Expenditure	191	-11	-202	0	-13	-13	-30	16	
Planning Policy	Expenditure	1,120	1,516	396	819	1,040	221	939	101	Additional £10k expenditure on salaries. Additional £13k on Neighbourhood Planning. £26k expenditure on Tree work which was not previously posted to Planning Policy. £13k Maternity pay not forecasted. This has largely been offset by an additional £68k transfer from reserves to meet new staffing post and £15k unforecasted Red Kite income.
	Income	-44	-144	-100	-31	-155	-125	-74	-81	
	Net Expenditure	1,077	1,372	295	788	885	97	865	20	
Environment & Infrastructure	Expenditure	242	51	-191	80	50	-30	61	-11	Lower than forecasted expenditure on Planning Revenue Grants.
	Income	0	0	0	0	0	0	0	0	
	Net Expenditure	242	51	-191	80	50	-30	61	-11	
Community Infrastructure Levy	Expenditure	66	74	9	36	45	9	45	0	Forecast Variance under £10k.
	Income	-90	-144	-54	-90	-144	-54	-150	6	
	Net Expenditure	-25	-70	-46	-54	-99	-46	-105	6	
PLANNING Portfolio Total	Expenditure	5,594	5,756	162	3,586	3,977	391	3,845	132	
	Income	-2,334	-2,434	-101	-2,315	-2,583	-268	-2,556	-27	
	Net Expenditure	3,261	3,322	61	1,271	1,394	123	1,289	105	

		Full Budget Summary			Analysis of Controllable Spend					Commentary on Quarter 3 Variances
		Full Year Budget	Full Year Actual	Outturn Variance	16-17 Budget Controllable	Actual Controllable	Full Year Controllable Variance	Controllable Forecast Outturn Q3	Difference on Q3 Controllable	
HOUSING PROVISIONAL REVENUE OUTTURN 2016/17		£	£	£	£	£	£	£	£	
Strategic Housing Total	Expenditure	384	305	-79	250	239	-11	238	1	Forecast Variance under £10k.
	Income	-50	-50	0	-50	-50	0	-50	0	
	Net Expenditure	334	255	-79	200	189	-11	188	1	
Addressing Homelessness Total	Expenditure	1,609	2,120	511	1,117	1,632	515	1,591	41	Increase of £50k towards bad debt provision for Housing Deposit Scheme charged in March 2017. Income was lower than previously forecasted due in part to slightly lower than forecast spend on B&B but also to the forecast being too high. A total of £17k less income than forecasted was received from Buckinghamshire Housing Association for Saunderton Lodge rents.
	Income	-362	-471	-109	-362	-471	-109	-538	67	
	Net Expenditure	1,247	1,649	402	755	1,161	406	1,053	108	
Private Sector Total	Expenditure	1,428	1,204	-224	391	399	8	376	23	Improvement Grant income has been reduced to match the expenditure incurred in year and the remainder of the grant carried forward to 17/18. This surplus is reversed out of the budgets on the summary page.
	Income	-679	-808	-129	-679	-808	-129	-1,023	215	
	Net Expenditure	749	396	-353	-288	-409	-121	-646	237	
HOUSING TOTAL	Expenditure	3,421	3,629	208	1,759	2,270	511	2,205	65	
	Income	-1,091	-1,329	-238	-1,091	-1,329	-238	-1,610	281	
	Net Expenditure	2,330	2,300	-30	668	941	273	595	346	

		Full Budget Summary			Analysis of Controllable Spend					Commentary on Quarter 3 Variances
		Full Year Budget	Full Year Actual	Outturn Variance	16-17 Budget Controllable	Actual Controllable	Full Year Controllable Variance	Controllable Forecast Outturn Q3	Difference on Q3 Controllable	
LEADER PROVISIONAL REVENUE OUTTURN 2016/17		£	£	£	£	£	£	£	£	
Elections	Expenditure	275	293	18	200	430	231	446	-15	Forecast Variance under £10k.
	Income	-3	-30	-27	-3	-238	-235	-251	14	
	Net Expenditure	273	263	-10	197	193	-5	194	-2	
Legal	Expenditure	696	772	76	578	660	82	651	9	Additional £10k on interim staff. £14k lower Legal Fee income than forecasted.
	Income	-696	-772	-76	-28	-59	-31	-74	14	
	Net Expenditure	0	0	0	550	601	51	578	23	
Emergency Planning	Expenditure	37	24	-13	25	13	-12	27	-14	£11k less expenditure on salaries than forecasted.
	Income	0	0	0	0	-0	-0	0	-0	
	Net Expenditure	37	24	-13	25	13	-12	27	-14	
General Expenses (Members)	Expenditure	883	888	5	796	813	17	805	7	Forecast Variance under £10k.
	Income	0	0	0	0	0	0	0	0	
	Net Expenditure	883	888	5	796	813	17	805	7	
Land Charges	Expenditure	231	210	-21	176	160	-16	166	-6	Forecast Variance under £10k.
	Income	-250	-246	4	-250	-247	3	-250	3	
	Net Expenditure	-20	-36	-17	-75	-88	-13	-84	-3	
Section 106	Expenditure	79	55	-24	35	35	0	35	0	Additional £17k S106 Agreement income than forecasted.
	Income	-50	-67	-17	-50	-67	-17	-50	-17	
	Net Expenditure	29	-12	-41	-15	-32	-17	-15	-17	
Communications	Expenditure	401	348	-53	350	304	-47	331	-27	£18k less expenditure on forecasted printing costs, £7k unforecasted underspend on Publications. Unforecasted income of £6k from Spring edition of Wycombe District Times.
	Income	-401	-348	53	-4	-12	-9	-5	-7	
	Net Expenditure	0	0	0	347	291	-56	326	-35	
Policy and Performance	Expenditure	515	689	174	381	562	182	465	97	£74k higher than forecasted expenditure on salaries due to a forecasting error at Quarter 3.
	Income	0	-70	-70	0	-68	-68	-73	5	
	Net Expenditure	515	619	104	381	494	114	392	102	
Democratic Core	Expenditure	699	565	-134	200	144	-56	159	-15	£9k lower than forecasted expenditure on salaries. Various other smaller movements.
	Income	0	0	0	0	-1	-1	0	-1	
	Net Expenditure	699	565	-134	200	143	-57	159	-16	
Chief Executive Management	Expenditure	479	464	-15	427	412	-15	412	0	Forecast Variance under £10k
	Income	-479	-464	15	0	0	0	0	0	
	Net Expenditure	0	0	0	427	412	-15	412	0	
Leader Portfolio Total	Expenditure	4,295	4,308	13	3,167	3,532	365	3,497	35	
	Income	-1,879	-1,997	-118	-335	-693	-358	-703	10	
	Net Expenditure	2,416	2,311	-105	2,832	2,839	7	2,794	45	

		Full Budget Summary			Analysis of Controllable Spend					Commentary on Quarter 3 Variances
		Full Year Budget	Full Year Actual	Outturn Variance	16-17 Budget Controllable	Actual Controllable	Full Year Controllable Variance	Controllable Forecast Outturn Q3	Difference on Q3 Controllable	
		£	£	£	£	£	£	£	£	
HR, ICT & ISS PROVISIONAL REVENUE OUTTURN 2016/17										
Operational QVR offices	Expenditure	295	279	-16	295	279	-16	293	-14	£5k savings on Vending Machine supplies, various other small movements.
	Income	-295	-279	16	0	0	0	0	0	
	Net Expenditure	0	0	0	295	282	-16	293	-14	
HR Operational	Expenditure	181	159	-181	181	159	-21	179	-19	£28k underspend on software expenses due to suspension of the procurement process for new software pending unitary decision.
	Income	-181	-159	181	0	-0	-0	0	-0	
	Net Expenditure	0	0	0	181	171	-21	179	-20	
Planned Preventative Maintenance	Expenditure	110	130	20	110	130	20	150	-20	Fewer works undertaken than forecast in quarter 3.
	Income	0	-130	-130	0	0	0	0	0	
	Net Expenditure	110	0	-110	110	130	20	150	-20	
Head of HR and ISS	Expenditure	124	125	1	113	114	2	114	0	Forecast Variance under £10k
	Income	-124	-125	-1	0	0	0	0	0	
	Net Expenditure	0	0	0	113	114	2	114	0	
ISS Manager	Expenditure	87	86	-1	76	75	-1	76	-0	Forecast Variance under £10k.
	Income	-87	-86	1	0	0	0	0	0	
	Net Expenditure	0	0	0	76	75	-1	76	-0	
CSC	Expenditure	708	636	-72	629	636	7	630	6	Forecast Variance under £10k.
	Income	-708	-636	72	0	0	0	0	0	
	Net Expenditure	0	0	0	629	700	7	630	6	
ICT - systems	Expenditure	584	570	-14	469	454	-15	464	-10	£10k reduction in Financial Software expenditure.
	Income	-815	-570	245	0	0	0	0	0	
	Net Expenditure	-231	0	231	469	1,094	-15	464	-10	
ICT - business support	Expenditure	1,224	1,203	-21	1,223	1,201	-23	1,216	-16	£8k less expenditure on ICT Remote Server expenditure. £5k less expenditure on Virtual Desktop software than forecasted in Quarter 3.
	Income	-1,224	-1,203	21	0	0	0	0	0	
	Net Expenditure	0	0	0	1,223	1,250	-23	1,216	-16	
Health and Safety	Expenditure	71	45	-26	60	34	-26	48	-14	£11k less expenditure than forecasted on Various Fees to BCC.
	Income	-71	-45	26	0	0	0	0	0	
	Net Expenditure	0	0	0	60	41	-26	48	-14	
HR	Expenditure	345	342	-3	288	283	-5	299	-16	£15k saving on salaries.
	Income	-345	-342	3	0	0	0	0	0	
	Net Expenditure	0	0	0	288	324	-5	299	-16	
Processing and Admin	Expenditure	624	573	-51	473	430	-43	428	2	Higher than forecasted Credit Card charge income.
	Income	-624	-573	51	0	-13	-13	0	-13	
	Net Expenditure	0	0	0	473	417	-56	428	-11	
Facilities Mgt	Expenditure	319	242	-77	271	242	-29	246	-4	Forecast Variance under £10k.
	Income	-319	-242	77	0	0	0	0	0	
	Net Expenditure	-0	0	0	271	242	-29	246	-4	
Unallocated Overheads	Expenditure	158	58	-100	0	0	0	0	0	Forecast Variance under £10k.
	Income	0	0	0	0	0	0	0	0	
	Net Expenditure	158	58	-100	0	0	0	0	0	
Queen Victoria Rd Offices	Expenditure	537	429	-108	424	359	-65	353	6	Forecast Variance under £10k.
	Income	-611	-399	212	-17	-5	12	-5	0	
	Net Expenditure	-74	30	104	407	354	-53	348	6	
GF Surplus Services	Expenditure	5,368	4,877	-650	4,611	4,396	-215	4,496	-100	
	Income	-5,406	-4,789	776	-17	-18	-1	-5	-13	
	Net Expenditure	-37	88	125	4,595	5,194	-216	4,491	-112	

		Full Budget Summary			Analysis of Controllable Spend					Commentary on Quarter 3 Variances
		Full Year Budget	Full Year Actual	Outturn Variance	16-17 Budget Controllable	Actual Controllable	Full Year Controllable Variance	Controllable Forecast Outturn Q3	Difference on Q3 Controllable	
FINANCE PROVISIONAL REVENUE OUTTURN 2016/17		£	£	£	£	£	£	£	£	
Council Tax	Expenditure	1,184	1,171	-13	689	705	16	695	10	Higher than forecasted Admin Grant.
	Income	-759	-751	8	-759	-751	8	-719	-32	
	Net Expenditure	425	420	-5	-69	-46	23	-24	-22	
Housing Benefits Admin	Expenditure	1,572	1,610	38	934	1,013	79	1,014	-2	Higher than forecasted Admin Grant received in year than projected.
	Income	-463	-571	-108	-463	-565	-102	-543	-22	
	Net Expenditure	1,109	1,039	-70	471	448	-23	471	-23	
Housing Benefits Grant	Expenditure	49,846	48,117	-1,729	49,846	48,117	-1,729	48,676	-559	Lower expenditure than forecast on benefit payments, together with a lower than budgeted bad debt provision for the year. This underspend was more than offset by lower government subsidy, which included an adjustment for LA error in 2015/16.
	Income	-49,945	-48,164	1,781	-49,945	-48,164	1,781	-48,772	608	
	Net Expenditure	-99	-47	52	-99	-47	52	-96	49	
Insurance	Expenditure	321	308	-13	321	307	-15	321	-15	Lower than expected Claims Management and Insurance Premiums costs.
	Income	-271	-272	-1	0	-1	-1	-1	0	
	Net Expenditure	50	36	-14	321	306	-16	320	-15	
Treasury Management	Expenditure	67	67	0	67	62	-5	68	-6	Forecast Variance under £10k.
	Income	-67	-66	1	-72	-65	6	-73	7	
	Net Expenditure	0	1	1	-5	-3	1	-5	1	
Finance & Commercial Business Unit	Expenditure	1,041	1,017	-24	862	829	-32	870	-40	£25k under forecast on software expenses for which the procurement process has been delayed pending the Unitary decision, £6k under forecast expenditure on Subscriptions and Conference expenses on Head of Finance. £5k under forecast on Various Fees. Various other smaller savings.
	Income	-1,041	-1,017	24	0	-1	-1	-1	0	
	Net Expenditure	0	0	0	862	829	-33	869	-40	
Policy and Resources Fund	Expenditure	150	152	2	150	153	3	150	3	Forecast Variance under £10k.
	Income	0	0	0	0	0	0	0	0	
	Net Expenditure	150	152	2	150	153	3	150	3	
FINANCE Portfolio Total	Expenditure	54,181	52,442	-1,739	52,870	51,186	-1,684	51,795	-610	
	Income	-52,547	-50,841	1,706	-51,238	-49,547	1,691	-50,109	562	
	Net Expenditure	1,634	1,601	-33	1,631	1,639	7	1,687	-48	

REPAIRS AND RENEWALS EXPENDITURE 2016/2017

APPENDIX B

Cost centre	Cost centre description	Total Budget	Actuals & Commitments	Variance to Date	Comments
		£000's	£000's	£000's	
CCBB02	SPORTS CENTRES CONTRACT	211	168	(43)	Spend to be finalised with the leisure centres operator.
CCBB07	HIGGINSON PARK LAND	20	0	(20)	Repairs to property on Higginson Park Land
CCCB01	GUILDHALL (Resurfacing)	25	0	(25)	Budget to be rolled over to next financial year pending major projects review of the site
CCCC01	WYCOMBE SWAN/TOWN HALL	185	29	(156)	Works practically completed, final account to be agreed.
CCCE01	WYCOMBE MUSEUM	40	2	(38)	Tenders returned: Appointment not yet made. Tender cost £105,400. Balance to be carried forward
CDA40	MARKETS (electrical Works at Guildhall)	15	0	(15)	Works required by client not confirmed in time therefore no spend in current year due to delays. Carry forward balance
CDKB03	EASTON ST. M.S.C.P.	20	12	(8)	Condition survey completed with more extensive level of repairs identified than initially budgeted for. Draft contract documents received from consultants. Delay expected. Additional funding required and work likely to be undertaken in 2017/18
CDKB04	WYCOMBE SWAN M.S.C.P.	40	0	(40)	Works completed - painting upstands to roof.
CDKB10	CAR PARK OPERATIONS LIFT REFURBS	178	139	(39)	Final account settled and paid.
CFHM07	SAUNDERTON LODGE - TA HOUSING	10	23	13	Contingency held, no call on these funds to date
CGDB01	QUEEN VICTORIA RD OFFICES	20	19	(1)	Final account settled and paid.
CGDB02	TENANT, 2nd Fl, Build C (NHS)	8	0	(8)	Landlord works to Building C not required in this financial year
TOTALS		772	392	(380)	

APPENDIX C MAJOR PROJECTS PROGRAMME MONITORING REPORT - P12 2016/17

PORTFOLIO	Overall Project Position at 31/03/2017				In Year Position			
	Total Project Budget	Total Project Spend	Scheme Projected Outturn	Variance	Total in year Budget	Actual to period 12	Variance	Carryover
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
Community	3,202	310	3,202	0	2,242	134	2,108	2,108
Economic Development & Regeneration	14,606	6,706	14,377	-229	11,504	3,599	7,905	7,648
Planning & Sustainability	6,440	2,914	6,440	0	3,691	509	3,182	3,182
Housing	7,231	2,347	7,231	0	3,329	844	2,485	2,485
Leader	14,704	11,678	14,774	70	3,792	806	2,986	2,986
HR, ICT & Customer Services	1,983	815	1,983	0	729	700	29	29
External Bodies - S106 and CIL	1,719	1,104	1,719	0	1,634	1,018	616	614
Total	49,885	25,873	49,726	-159	26,921	7,610	19,311	19,052

Appendix C - MAJOR PROJECTS PROGRAMME MONITORING REPORT - Period 12 2016/17

Project / Scheme	Scheme Approved Date	Estimated completion date	Scheme Stage				Overall Project Position at 31/03/2017				Financial Status	In Year Position					Comments		
			Start Up	Initiate	Define	Delivery	Evaluate	Project Status	Total Project	Total Project		Total Project	Variance	Total in year Budget	Actual to period 12	Variance		Carry Over	In Year Saving
									Budget	Spend		Outturn		£'000s	£'000s	£'000s		£'000s	£'000s
									L - Live	C - Complete		H - On Hold		£'000s	£'000s	£'000s		£'000s	£'000s
COMMUNITY																			
Facilities for Young People	Rolling Annual Programme	Rolling Annual Programme					L	1,092	220	1,092	0	On Budget	168	80	88	88	0	As part of the play areas rolling programme an annual sum is allocated which is either spent in the year on specific schemes or carried forward to provide for larger schemes of work in future years. In 2016/17 financial year £80k has been spent at the Hughenden Quarter play area with the remaining allocated budget for the year carried forward.	
Risborough Springs Extension	Mar-13	On - Hold - 2018					L	1,200	25	1,200	0	On Budget	1,179	4	1,175	1,175	0		
Higginson Park Feasibility Study	Apr-15	2016					L	40	18	40	0	On Budget	25	3	22	22	0	£3k has been incurred to cover feasibility works carried out to date. Future spend will depend on the proposed way forward for the Court Garden complex and the remaining budget will be used in progressing these works in 2017/18, subject to approval by Cabinet.	
CIL/S106 Funded Schemes																			
Chiltern Rangers Woodland Improvement Schemes	Mar-16	March 2017 & March 2018					L	115	9	115	0	On Budget	115	9	106	106	0	CIL/S106 Funded scheme. £9k has been spent in the 016/17 financial year on Booker Common. Spend on this site will continue into the 2017/18 financial year. Spend on Keep Hill Wood and AXA Kings Wood is planned to be incurred in 2017/18.	
Desborough Recreation Grounds Interpretation Boards	Mar-16	Mar-17					L	7	3	7	0	On Budget	7	3	4	4	0	CIL/S106 Funded scheme. Some spend has been incurred this financial year with the remaining 4k expected to be spent in quarter 1 in the 2017/18 year.	
Hughenden Park Improvement Programme	Mar-16	Mar-17					L	36	31	36	0	On Budget	36	31	5	5	0	CIL/S106 Funded scheme. Majority of spend has taken place during quarters 3 and 4 in the current financial year. The remaining £4k is expected to take place in quarter 1 of the 2017/18 financial year.	
Swale on the Rye	Mar-16	May-17					L	20	0	20	0	On Budget	20	0	20	20	0	CIL/S106 Funded scheme. Spend is expected to take place during quarter 1 of the 2017/18 financial year.	
Tom Burts Hill Panoramic Map and Boards	Mar-16	Mar-16					L	4	2	4	0	On Budget	4	2	2	2	0	CIL/S106 Funded scheme. £2k has been spent in the current financial year with the remaining £2k to be spent in quarter 1 of the 2017/18 financial year.	
Totteridge Recreation Ground Community Facility	Mar-16	2018					L	653	0	653	0	On Budget	653	0	653	653	0	A feasibility study has been carried out and £20K is anticipated to be spent in the 2017/18 financial year in quarter 1. The scheme is anticipated to be implemented in 2017/18 and 2018/19 with costs spread over the two financial years.	
Dredging of River Bed at Higginson Park, Marlow	Mar-16	May-17					L	35	1	35	0	On Budget	35	1	34	34	0	A survey has been completed and approval from the Environment Agency is required before progressing. It is anticipated the scheme will be approved within the next few months and the amount will be fully spent within quarter 1 of the 2017/18 financial year.	
TOTAL FOR PORTFOLIO								3,202	310	3,202	0		2,242	134	2,108	2,108	0		

> Start Up - Conception Stage - this is pre-feasibility [Inception Report] > Initiate - Includes feasibility work and Outline Business Case and an assessment of costs and benefits.
 appropriate detailed design stage up to RIBA Stage F. > Delivery - Includes the procurement phase of any works through to the completion of works on site. > Evaluate - Post Implementation Evaluation Reports.

> Define - Full Business Case and where

Project / Scheme	Scheme Approved Date	Estimated completion date	Scheme Stage				Overall Project Position at 31/03/2017				Financial Status	In Year Position					Comments							
			Start Up	Initiate	Define	Delivery	Evaluate	Project Status	Total Project	Total Project		Scheme Projected	Variance	Total in year Budget	Actual to period 12	Variance		Carry Over	In Year Saving					
									L - Live	Budget		Spend	Outturn							vs Budget				
									C - Complete	£'000s		£'000s	£'000s							£'000s	£'000s	£'000s	£'000s	
H - On Hold																								
ECONOMIC DEVELOPMENT & REGENERATION																								
Hughenden Quarter		2018					L	2,122	2,100	2,122	0	On Budget	65	43	22	22	0	Commissioning costs are payable to Bucks County Council for traffic lights in Hughenden Avenue. This is expected to be paid out in the 2017/18 financial year.						
4-5 Church Street, High Wycombe		Aug-16					C	760	742	760	0	On Budget	96	78	18	7	11	The project has been completed along with any tenant works. Minor spend remains in the next financial year during quarter 1. The in year saving is to be returned to its original source (regeneration fund).						
Frogmoor (Frogbox café)		2018					H	250	0	0	(250)	Under Review	250	0	250	250	0	Original project was not taken forward and this is now under review as part of a wider review of the Frogmoor area.						
Globe Park Decked Car Park		On - Hold					H	1,450	28	1,450	0	Under Review	1,442	20	1,422	1,422	0	A planning application has been submitted for surface parking. Head of terms agreed for disposal to Marlow Club for decked parking.						
Ashwells		2019					L	470	73	470	0	On Budget	462	65	397	397	0	Feasibility works have progressed with a feasibility report for serviced plots complete. As part of the development process, planning permission will be submitted during quarter 1 of the 2017/18 financial year. Majority of spend will roll over into the 2017/18 year.						
Abbey Barn North		2020					L	35	21	35	0	On Budget	35	21	14	14	0	This scheme has been met with various delays. The current proposal has planning support but requires member discussion on the way forward.						
Bassetbury Allotments		2017					L	15	19	19	4	Over spend	15	19	(4)	(4)	0	Feasibility underway into the 'Park Homes' proposal, with a view to disposal. Discussions are currently underway with trailer operators regarding the potential for trailer park leases.						
Wycombe Workspace Development Appraisals		Jun-17					H	21	1	21	0	Under Review	21	1	20	20	0	This project is currently under review. Feasibility underway into use of part of the Hughenden Quarter upper site for a small workspace. Majority of spend is expected to be spent in quarters 1 and 2 in the 2017/18 financial year.						
East Richardson Demolition		Aug-16					C	250	247	247	(3)	On Budget	239	236	3	(0)	3	Demolition works have been completed. A small saving of £3k has been left over.						
Regeneration Fund		On going					L	557	0	557	0	On Budget	557	0	557	557	0	Current balance left on the Regeneration Fund is unallocated but is expected to be utilised in the 2017/18 financial year supporting new projects.						
4-5 Cornmarket - Acquisition		Feb-17					L	830	679	830	0	On Budget	830	679	151	151	0	Acquisition of 4-5 Cornmarket has been completed in current financial year. Spend on works for refurbishment is expected to take place in the 2017/18 financial year. This project was funded by the regeneration fund.						
Chiltern Centre Feasibility		Nov-17					H	150	37	150	0	Cancelled	137	24	113	0	113	Scheme has been cancelled with majority of the budget unused. This project has now been removed and is no longer part of the Major Projects Programme.						
Wycombe Air Park		Jul-17					L	350	10	350	0	On Budget	350	5	345	345	0	This project is currently evolving and revised plans were approved by members in January 2017. Majority of the budget will be spent in the 2017/18 financial year.						
Investment Property at Fieldhouse Lane		Aug-16					C	575	614	575	0	Over spend	264	303	(39)	(39)	0	Demolition works are complete. A planning application has been submitted for surface parking. Head of terms agreed for disposal to Marlow Club for decked parking. The project has incurred an overspend of £39k. This project was originally funded through the regeneration fund.						
Acquisition at Duke Street		Oct-16					C	1,250	1,172	1,250	0	On Budget	1,250	1,172	78	78	0	Acquisition completed. Development scheme being prepared. Any unused funds to be returned to its original source (regeneration fund).						
11 High Street Acquisition		Sep-16					C	788	658	658	(130)	On Budget	788	658	130	(0)	130	Acquisition completed. Lease and tenant works have been completed. In year saving of £130k to be returned to its original source (regeneration fund).						

Desborough Square						L	3,323	178	3,473	150	On Budget	3,323	178	3,145	3,145	0	Spend on preparation of planning application being incurred along with ground investigation.
Eastern Quarter Feasibility	Feb-17					L	50	24	50	0	On Budget	50	24	26	26	0	£50k was funded through the transformation fund to carry out feasibility works in order to produce a masterplan for key sites. £24k was spent in the current year with the remaining balance expected to be spent in quarter 1 of the 2017/18 financial year.
Collins House		2019				L	900	29	900	0	On Budget	884	13	871	871	0	The scheme has met with various delays and expenditure is now expected to be incurred between the end of 2017/18 and 2018/19.
Grange Farm development		2018				L	460	74	460	0	On Budget	446	60	386	386	0	The budget includes a landlord contribution to works and a bungalow refurbishment on the site. Majority of spend is expected to take place in the 2017/18 financial year.
TOTAL PORTFOLIO							14,606	6,706	14,377	(229)		11,504	3,599	7,905	7,648	257	

Project / Scheme	Scheme Approved Date	Estimated completion date	Scheme Stage				Overall Project Position at 31/03/2017				Financial Status	In Year Position					Comments		
			Start Up	Initiate	Define	Delivery	Evaluate	Project Status	Total Project	Total Project		Scheme Projected	Variance	Total in year Budget	Actual to period 12	Variance		Carry Over	In Year Saving
									L - Live	Budget		Spend	Outturn	vs Budget					
									C - Complete	£'000s		£'000s	£'000s	£'000s	£'000s	£'000s		£'000s	£'000s
H - On Hold																			
PLANNING & SUSTAINABILITY																			
HWTC Masterplan - Phase 1	Mar-14	Mar-17					C	1,200	1,175	1,200	0	On Budget	28	3	25	25	0	Balance of funding committed to the Westbourne Street scheme.	
Public Realm Tree Planting HWTC	Nov-15	Mar-17					L	60	3	60	0	On Budget	60	3	57	57	0	Expected to be spent in 2017/18 financial year during quarter 1. Tree planting is currently taking place.	
CIL/S106 Funded Schemes																			
HWTC Masterplan - Alternative Route	Feb-15 & March-16						L	2,541	461	2,541	0	On Budget	2,506	426	2,080	2,080	0	CIL/S106 Funded scheme, expenditure expected to be paid to Buckinghamshire County Council in 2017/18 as part of agreed funding towards the Alternative Route. The BTVLEP is also front funding the scheme. Spend has been incurred in the current financial year during quarter 4. Majority of the remaining balance will be incurred in the 2017/18 financial year.	
Westbourne Street Link Road	Nov-14	2016					C	1,475	1,021	1,475	0	On Budget	141	32	109	109	0	CIL/S106 Funded scheme. £32k was incurred in the current financial year during quarter 4. The remaining balance will be spent in the 2017/18 financial year.	
Westbourne Street Link Road Landscaping	Mar-16	2016					C	95	2	95	0	On Budget	95	2	93	93	0	CIL/S106 Funded scheme expected to be spent in the 2017/18 financial year during quarter 1.	
Public Art on Alternative Route	Mar-16						L	50	0	50	0	On Budget	50	0	50	50	0	CIL/S106 Funded scheme expected to be reallocated at March Cabinet to spend on other town centre projects.	
HW to Bourne End Pedestrian / Cycle Route	Feb-15						H	425	38	425	0	Under Review	387	0	387	387	0	CIL/S106 Funded scheme was originally expected to be spent during 2017/18 financial year. However, funds will be used for the new bridleway creation order and design.	
HWTC Enhanced Maintenance	Feb-15						L	131	76	131	0	On Budget	59	3	56	56	0	CIL/S106 Funded scheme expected to be spent in 2017/18. Schedule of works are to be submitted by Transport For Bucks.	
Hughenden Qtr Green Infrastructure	Mar-16						L	35	0	35	0	On Budget	35	0	35	35	0	CIL/S106 Funded scheme expected to be spent in 2017/18 quarter 1.	
Improvements to River at Front of Swan	Feb-15						C	30	28	30	0	On Budget	30	28	2	2	0	CIL/S106 Funded scheme has been completed in the current financial year. Any unused funds will be returned to the original funding source.	
Re-making the river Wye in High Wycombe	Mar-16	Mar-17					L	50	0	50	0	On Budget	50	0	50	50	0	CIL/S106 Funded scheme - budget to be included within HWTCMP alternative route which includes design work for returning the river.	
Frogmoor - Frogbox, Café and Play Areas	Feb-15	2018					L	120	11	120	0	Under Review	120	11	109	109	0	Scheme is currently under review as part of a review of the frogmoor area and an expenditure profile is therefore not available. It is therefore anticipated that spend will be incurred in 2017/18.	
Frogmoor - Layout and Parking Charges	Mar-14	2016					C	228	99	228	0	On Budget	130	1	129	129	0	CIL/S106 Funded scheme. Works in the frogmoor area have been completed. Spend is expected to be incurred during quarter 1 of the 2017/18 financial year.	
TOTAL PORTFOLIO								6,440	2,914	6,440	0		3,691	509	3,182	3,182	0		

Project / Scheme	Scheme Approved Date	Estimated completion date	Scheme Stage				Overall Project Position at 31/03/2017				Financial Status	In Year Position					Comments	
			Start Up	Initiate	Define	Delivery	Evaluate	Project Status	Total Project	Total Project		Scheme Projected	Variance	Total in year Budget	Actual to period 12	Variance		Carry Over
							L - Live	Budget	Spend	Outturn								
							C - Complete	£'000s	£'000s	£'000s	£'000s							
							H - On Hold											
HOUSING																		
Affordable Housing / Land Purchase - S106	Feb-14	2018/19 & Rolling					H	2,024	9	2,024	0	Under Review	2,024	9	2,015	2,015	0	Proposals from a number of Registered Providers have been received and are currently being assessed to determine the best way to deliver additional affordable housing with this funding. £600k spend is expected in 2017/18 Q1 through to Q2 2018/19.
Saunderton Lodge Refurbishment Business Case		Jul-17					L	93	0	93	0	On Budget	93	0	93	93	0	A report is expected in July 2017.
Renovation Grants		2017/18 & Rolling					L	4,708	2,136	4,708	0	On Budget	806	633	173	173	0	Majority of the budget has been spent within the current financial year during quarter 4. Remaining budget is expected to be spent in 2017/18 during quarter 1. The expenditure is funded in part by a grant provided via the Better Care Fund to support disabled adaptations.
Assured Tenancy Scheme - Temporary Accommodation	Nov-2013 & Feb-2015	Mar-17					L	406	202	406	0	On Budget	406	202	204	204	0	Options are being reviewed and progressed regarding temporary accommodation. Majority of expenditure will be spent on four properties from Bucks Housing Association that are ready to let. This budget is expected to be spent within the 2017/18 financial year.
TOTAL PORTFOLIO								7,231	2,347	7,231	0		3,329	844	2,485	2,485	0	

Project / Scheme	Scheme Approved Date	Estimated completion date	Scheme Stage				Overall Project Position at 31/03/2017				Financial Status	In Year Position					Comments		
			Start Up	Initiate	Define	Delivery	Evaluate	Project Status	Total Project	Total Project		Scheme Projected	Variance	Total in year Budget	Actual to period 12	Variance		Carry Over	In Year Saving
									Budget	Spend		Outturn							
									£'000s	£'000s		£'000s	£'000s						
L - Live	C - Complete	H - On Hold																	
LEADER																			
Handy Cross Demolition Costs		Sep-16					C	800	784	800	0	On Budget	526	510	16	16	0	Works Completed, final account expected to be on budget. £510 has been spent in the current financial year with the remaining £16k expected to be spent in the 2017/18 financial year.	
Handy Cross Hub Non-Contract Costs		Apr-17					L	6,336	5,676	6,336	0	On Budget	804	144	660	660	0	£144k has been spent in the current financial year. The remaining budget is expected to be fully spent in the 2017/18 financial year.	
Wycombe District Athletics Complex & STP							L	3,610	3,585	3,680	70	On Budget	36	11	25	25	0	Balance of spend relates to completion of S106 and S278 works at Little Marlow Running Track.	
Handy X Hub Phase 3 Fees(Marketing and Branding)		Apr-18					L	150	64	150	0	On Budget	125	39	86	86	0	Majority of the spend to be incurred in 2017/18 as part of progressing Phase 3 of the site.	
Handy X Phase 5 (Nursery)		Dec-17					L	1,377	39	1,377	0	Not Started	1,377	39	1,338	1,338	0	Final options paper is being prepared with a proposed scheme to be presented to Cabinet including the terms of a pre-let. Unlikely there will be any major spend until 2017/18 financial year.	
Handy X Phase 3 Carwash		On - Hold					H	200	15	200	0	Not Started	200	15	185	185	0	Further spend on the car wash to be deferred to the 2017/18 financial year as priority is being given to development timeframe on other parts of the site.	
CMS (Website and Intranet)		Nov-16					C	100	68	100	0	On Budget	48	15	33	33	0	Project completed, spend to be finalised in 2016/17 during quarter 4 and 2017/18 quarter 1.	
QVR Building A		Jun-17					L	200	4	200	0	On Budget	200	4	196	196	0	Original tenant has now pulled out. Negotiations are progressing with a prospective tenant. Floor layout and lease details need to be agreed. Spend profile will need to be renewed.	
QVR14		2016					C	1,470	1,445	1,470	0	On Budget	15	30	(15)	(15)	0	Retention costs relating to QVR incurred in the current financial year.	
Broadband		2017/18					L	461	0	461	0	Not Started	461	0	461	461	0	Broadband roll out is dependant on progress by BT, with the Council investing significantly in this area. No spend will take place in the current financial year.	
TOTAL PORTFOLIO								14,704	11,678	14,774	70	0	3,792	806	2,986	2,986	0		

Project / Scheme	Scheme Approved Date	Estimated completion date	Scheme Stage				Overall Project Position at 31/03/2017				Financial Status	In Year Position					Comments	
			Start Up	Initiate	Define	Delivery	Evaluate	Project Status	Total Project Budget	Total Project Spend		Scheme Projected Outturn	Variance	Total in year Budget	Actual to period 12	Variance		Carry Over
							L - Live	£'000s	£'000s	£'000s	£'000s							
							C - Complete											
							H - On Hold											
HR, ICT & CUSTOMER SERVICES																		
Rolling ICT Capital Programme	Feb-16	2020					L	1,857	711	1,857	0	On Budget	665	659	6	6	0	Majority of the budget has been spent in the current financial year including spend on a hardware refresh.
Revenue and Benefits Server / DMS	2015	Aug-15					L	126	104	126	0	On Budget	64	42	22	22	0	The New Server has gone live (June 2016). Implementation of Information at Work progressed in October 2016. Majority of spend has taken place in the current financial year. The remaining budget will be spent in quarter 1 during the 2017/18 financial year. The system is expected to go live in July 2017.
TOTAL PORTFOLIO								1,983	815	1,983	0		729	700	29	29	0	

Project / Scheme	Scheme Approved Date	Estimated completion date	Scheme Stage				Overall Project Position at 31/03/2017				Financial Status	In Year Position					Comments	
			Start Up	Initiate	Delivery	Evaluate	Project Status	Total Project	Total Project	Scheme Projected		Variance	Total in year Budget	Actual to period 12	Variance vs Budget	Carry Over		In Year Saving
								Budget	Spend	Outturn								
								£'000s	£'000s	£'000s		£'000s						
L - Live	C - Complete	H - On Hold																
EXTERNAL BODIES - CIL AND SECTION 106																		
High Wycombe Town Committee																		
Refurbishment of the Guildhall Undercroft	Feb-15	Sep-17				L	10	11	10	0	On Budget	10	11	(1)	(1)	0	Proposed scheme requires WDC approval. This will be funded through a combination of the regeneration fund and CIL monies.	
Re-opening of Pauls Row Toilets	Feb-15	Oct-16				C	45	18	45	0	On Budget	27	0	27	27	0	Scheme expected to be spent in the 2017/18 financial year during quarter 1. Scheme has been completed and final invoices for works are expected.	
Community Notice Boards across HW	Feb-15	2016				C	15	14	15	0	On Budget	14	13	1	1	0	Scheme has been completed and majority of spend has taken place this financial year.	
Pastures Church: Design Community Building	Mar-14 & Feb-15	On Hold				H	65	16	65	0	Under Review	49	0	49	49	0	Scheme is currently on hold whilst under review by members.	
Shelley Road Rec - Community Building (QE II)	Mar-16	Jun-17				L	170	6	170	0	On Budget	164	0	164	164	0	Scheme expected to be spent in 2017/18 financial year during quarter 1 and 2.	
Tree Planting	Feb-15 & March-16	Mar-17				L	20	19	20	0	On Budget	20	19	1	1	0	Scheme has been completed and majority of spend has taken place this financial year.	
Desborough Road Bollards	Mar-16	Suspended				H	3	1	3	0	Suspended	3	1	2	(0)	2	Scheme deemed unfeasible and has been suspended. Location of utilities underground such as electric cabling have made the insertion of bollards unfeasible. Unused funds will be returned back to the original funding source.	
Ash Hill School Multi Use Games Area	Mar-16	Mar-17				L	30	30	30	0	On Budget	30	30	0	0	0	Scheme has been fully spent in the current financial year.	
Little Market House Undercroft	Mar-16	Sep-17				L	5	5	5	0	On Budget	5	5	0	0	0	Proposed scheme requires WDC approval. This will be funded through a combination of the regeneration fund and CIL monies.	
New Café / Toilets on the Rye	Mar-16	Mar-17				L	25	25	25	0	On Budget	25	25	0	0	0	Scheme has been fully spent in the current financial year.	
Sub Total HWT Town Committee							388	145	388	0		347	103	244	242	2		
Bucks County Council																		
Traffic Calming Measures in Widmer End	Mar-14	Jun-17				L	50	32	50	0	On Budget	24	6	18	18	0	Scheme expected to be spent in 2017/18 financial year during quarter 1. Discussions with parish councils are underway for the remaining works.	
Additional Educational School Places	Mar-14	Oct-16				C	510	510	510	0	On Budget	510	510	0	0	0	Scheme completed in current financial year. Allocated budget has been fully spent.	
Bus Network Support Including Promotions and Smart Ticketing	Mar-16	Mar-17				L	250	230	250	0	On Budget	250	230	20	20	0	Majority of spend has taken place in the current financial year. With a £20k rollover in to the 2017/18 financial year.	
Princes Risborough Parking Review	Mar-16	Mar-17				L	25	25	25	0	On Budget	25	25	0	0	0	Scheme has been fully spent in the current financial year.	
Phoenix Trail to Princes Risborough Station Pedestrian/Cycle Link	Mar-16	Mar-17				L	15	0	15	0	On Budget	15	0	15	15	0	Scheme expected to be spent in 2017/18 financial year during quarter 1.	
Sub total BCC							850	797	850	0		824	771	53	53	0		
Other Parish / Town Councils																		
Spittal Street, Marlow	Mar-14 & Feb-15	Aug-17				L	90	10	90	0	On Budget	80	0	80	80	0	Scheme expected to be spent in 2017/18 financial year during quarters 1 and 2. Scheme has met some delay as permits are required to progress the scheme.	
Marlow Decluttering	Feb-15	Mar-17				L	20	2	20	0	On Budget	20	2	18	18	0	Scheme expected to be spent in quarter 1 during the 2017/18 financial year.	
Lane End Playing Field Improvements	Feb-15	Aug-17				C	70	70	70	0	On Budget	70	70	0	0	0	Scheme has been fully been spent and completed in current financial year.	

Princes Risborough Community Centre	Feb-15 & Mar-16	2017				L	178	9	178	0	On Budget	170	1	169	169	0	Scheme expected to be spent in 2017/18 financial year during quarter 1 and 2. Tender for the buildings works have been released.
Restoration of Ponds in Wooburn and Bourne End	Mar-16	Oct-16				C	18	18	18	0	On Budget	18	18	0	0	0	Scheme completed in current financial year. Allocated budget has been fully spent.
Green Path on the C100, Little Marlow	Mar-16	Mar-17				C	10	10	10	0	On Budget	10	10	0	0	0	Scheme completed in current financial year. Allocated budget has been fully spent.
Princes Risborough Market House	Mar-16	Mar-17				L	30	0	30	0	On Budget	30	0	30	30	0	Scheme expected to be spent in Q1 2017/18.
Great Hampden Village Hall	Mar-16	Mar-17				L	5	3	5	0	On Budget	5	3	2	2	0	Scheme is expected to be fully spent during quarter 1 in the 2017/18 financial year.
Art House Pavillion, Lacey Green	Mar-16	Mar-17				L	20	0	20	0	On Budget	20	0	20	20	0	Majority of works and spend taking place in the next financial year in quarter 1.
Princes Centre, Princes Risborough New Bus	Mar-16	Oct-16				C	40	40	40	0	On Budget	40	40	0	0	0	Scheme completed in current financial year.
Sub total Other Parish/Town Councils							481	162	481	0		463	144	319	319	0	
TOTAL PORTFOLIO							1,719	1,104	1,719	0		1,634	1,017.733	616	614	2	

Total WDC	49,885	25,873	49,726	(159)	0	26,921	7,610	19,311	19,052	259
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Project Stages:
Start Up - Conception Stage - this is pre-feasibility [Inception Report]
Initiate - Includes feasibility work and Outline Business Case and an assessment of costs and benefits
Define - Full Business Case and where appropriate detailed design stage up to RIBA Stage F.
Delivery - Includes the procurement phase of any works through to the completion of works on site.
Evaluate - Post Implementation Evaluation Reports

7. PLANNING RESOURCES – TO FOLLOW

8. INFORMATION SHEETS

To receive the following Information Sheet circulated since the last meeting:

02/2017: Small Community and Arts Grants – Maximum award £1,500
Venues Grants – Grants Awarded of up to 50% of the net hire fee of a venue.

9. FILE ON ACTION TAKEN UNDER DELEGATED AUTHORITY

10. SUPPLEMENTARY ITEMS (IF ANY)

11. URGENT ITEMS (IF ANY)

Notification for Press and Public
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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 12 Bellfield (Hughenden Quarter Upper Side)

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 13 File on Action taken under Exempt Delegated Powers

Community Sheet Nos: C/02/17 – C/03/17

Economic Development & Regeneration Sheet Nos: EDR/07/17 – EDR/24/17

Finance Sheet Nos: F/01/17 – F/03/17

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 12.

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- 13. FILE ON EXEMPT ACTIONS TAKEN UNDER DELEGATED AUTHORITY**
- 14. EXEMPT SUPPLEMENTARY ITEMS (IF ANY)**
- 15. EXEMPT URGENT ITEMS (IF ANY)**