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Queen Victoria Road
High Wycombe
Bucks HP11 1BB

Cabinet

Date: 16 September 2019
Time: 7.00 pm
Venue: Council Chamber
District Council Offices, Queen Victoria Road, High Wycombe Bucks

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Supplementary Agenda

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Agenda Item 4.

Report For:	Cabinet
Date of Meeting:	Cabinet 16 September 2019
Part:	Part 1 - Open

SUMMARY	
Title of Report:	RECOMMENDATIONS FROM THE IMPROVEMENT & REVIEW COMMISSION – PARKING TASK & FINISH GROUP
Reason for the Decision:	The Commission seeks the approval of the Cabinet to the recommendations from the Parking Task and Finish Group, as agreed by the Improvement and Review Commission.
Proposed Decision:	To consider the recommendations of the Improvement & Review Commission in respect of Parking as featured below.
Sustainable Community Strategy/Council Priorities - Implications	Risk: N/A Equalities: N/A Health & Safety: N/A
Consultees:	N/A
Options:	To consider the acceptance and endorsement, rejection or adaption of each of the Commission's Parking recommendations.
Background Papers:	N/A

Executive Summary

The Parking Task and Finish Group was set up by the Improvement and Review Commission on 24 January 2019 to consider parking capacity across the District, specifically the areas of High Wycombe, Princes Risborough, Marlow and Bourne End.

A total of 5 meetings were held; the first on 28 March then 10 April, 30 April, 15 May and 17 June.

Membership of the Group included:

Chairman of the Parking Task & Finish Group: Councillor Mrs L Clarke OBE

Vice-Chairman: Councillor A Collingwood

Other Members: Cllrs K Ahmed, A Hill, Mrs W Mallen, N Marshall, H McCarthy and P Turner

Relevant Cabinet Member (Environment) Cllr Mrs J Adey also attended meetings with the Interim Head of Regeneration and Investment, Peter Wright.

Officer contact: Catherine Whitehead (ext: 3980) catherine.whitehead@wycombe.gov.uk

The recommendations were considered by the Commission at its Wednesday 11 September 2019 meeting and it was agreed that they should be recommended onto the Cabinet Meeting of Monday 16 September 2019.

Detailed Report

1. To consider the recommendations of the Parking Task and Finish Group as agreed by the Improvement & Review Commission at its 11 September 2019 meeting as featured below.
2. The Parking Task & Finish Group was set up by the Improvement & Review Commission following discussions at its meetings on 24 January 2019 and 13 March.
3. The Task and Finish Group considered parking capacity, location, technology and planning issues relating to car parking across the district.
4. As a result the Task & Finish Group arrived at 16 recommendations for consideration, by both Improvement & Review and the Executive.
5. The recommendations were considered by the Commission at its Wednesday 11 September 2019 meeting and it was agreed that they should be recommended onto Cabinet in their entirety with no amendment to the Cabinet Meeting of Monday 16 September 2019.
6. These recommendations are featured below. Recommendations are of course open to any additions or deletions as agreed.
7. A total of five meetings were held, on 28 March, 10 April, 30 April, 15 May and 17 June. The following process was followed:

28 March – a scoping meeting took place to discuss the direction of the Parking TFG and which areas of focus could be considered.

10 April - further discussions were undertaken with members and officers, including the Parking Services Manager, Robin Evans.

30 April – information was received regarding the Park and Ride at the Handy Cross hub. Andy Clarke (Bucks CC) and Peter Cartwright (Chairman, LAF Transport Sub-Group) joined the group for discussions.

15 May – the group were joined by Melanie Williams (HWBIDCo), Charles Brocklehurst (Major Projects and Property Executive, WDC) and Ian Manktelow (Planning Policy, WDC) to receive information and discuss underutilised car parking and usage in the district. Recommendations were suggested.

17 June – External visitors, Mr Mike Rann and Mr William Knighton from Chiltern Railways and Andrew Norton from The Eden Centre attended to discuss commuter and consumer parking. The group were also joined by Rosie Brake (Planning Policy Officer, WDC), who provided a presentation on the High Wycombe Transport Vision and Strategy. Further recommendations were suggested.

8. Relevant Cabinet Member (Environment) Cllr Mrs J Adey also attended meetings with the Interim Head of Regeneration and Investment, Peter Wright.

Recommendations

Recommendation 1

That there be an agreed parking strategy.

Reason: To ensure that all car parks have the same sized car parking space, opening times, levels of cleanliness, provision of disabled and mother and child spaces. To improve the number of short stay spaces and consider the possibility of free parking for the first 30 minutes of any stay over all car parks

Recommendation 2

That funding be provided for consultancy work to survey the usage of the Park and Ride.

Reason - Data was required to find out who was using the Park and Ride car park. Currently any member of the public could use the car park and it was suspected that a majority of users were not using the park and ride bus service.

Recommendation 3

That four buses be provided for the Park and Ride rather than three as suggested by Buckinghamshire County Council to run in conjunction with the trains to and from Birmingham/London.

Reason - BCC were currently reviewing options for the bus service to and from the Park and Ride. This was to reduce operational costs when Section 106 funding that helped subsidise the current route comes to an end. Four buses would provide a better service and help maintain the best route to and from High Wycombe town centre. This would also ensure the bus provision for the Park and Ride would run in conjunction with trains to and from Birmingham/London. Although the times have been amended they still are out of sync with the trains and takes no cognisance of the walking times to and from the platforms.

Recommendation 4

To ensure that the Park and Ride remains free for people parking and then using the bus service to and from the town centre in High Wycombe.

Reason - To encourage people to use the Park and Ride service.

Recommendation 5

That the new barriers and payment system for the car park at the Park and Ride site be put in place as soon as possible.

Reason - So that charging for car park users that are not using the Parking and Ride service can be implemented.

Recommendation 6

Provide improved signage and information at the Park and Ride site regarding payment and tickets for the users of the bus service.

Reason - To provide users with the correct information and to ensure that they receive a ticket to enable free return travel.

Recommendation 7

That funding be providing for a report to be commissioned to provide information and data on the anticipated parking demand expected across the district in the future.

Reason - Due to housing requirements outlined in the Wycombe Local Plan and changing Government policy up-to-date data was required regarding future parking requirement in the District.

Recommendation 8

To investigate the use of new technologies to help assess the usage of car parks.

Reason - New technologies would help to identify the amount and locality of users of car parks in the District. This would enable capacity requirements for car parking to be accurately measured.

Recommendation 9

That Dynamic Parking Management apps be utilised to help identify users such as local residents or blue badge holders to enable charging to be applied accordingly.

Reason - This would enable users to such as blue badge holders to access car parks with barriers and payment options be easier to manage.

Recommendation 10

That the electronic signs in High Wycombe providing information on parking availability be updated to include all major car parks and real-time information.

Reason - Not all of the major car parks in High Wycombe were included on the current parking information signs and the information regarding number of parking spaces available was not accurate.

Recommendation 11

Issuing of on street parking permits should be limited for new build residential properties along with the instigation of greater control of pavement and grass verge parking.

(Suggested reason - new build properties in the town centre did not provide adequate parking capacity and was therefore causing issues with on street parking. Parking as a planning condition/policy would be difficult to enforce so limiting on street parking permits would be the best option to alleviate this problem.)

Recommendation 12

That all surface car parks be stacked to provide additional parking capacity.

Reason - To increase car parking capacity.

Recommendation 13

That funding be provided as soon as practicable possible to stack the Park and Ride car park to provide long term airport parking as per the recently approved local plan.

Reason - Due to plans to provide a bus provision to Heathrow Airport from the Park and Ride funding is sought with a view to bring this into place as soon as possible and as a future income stream.

Recommendation 14

That town centre car parks are refurbished.

Reason - The WDC owned town centre car parks are past their original replacement date and need to be brought up to a better standard for users.

Recommendation 15

That a co-ordinated parking strategy be created to work with partners such as Chiltern Railways, Eden and supermarkets within Wycombe.

Reason – To ensure that all partners within the town were in agreement and worked to a co-ordinated parking strategy.

Recommendation 16

To look at provision of parking at supermarkets and residential development within the town centre. To look at what control WDC has and how much WDC can influence supply.

Reason: Some supermarkets have increased their free parking time to 3 hours. There would be reference back to their Planning Permission to ascertain whether this was in line with their original Permission.



Report For:	Cabinet
Date of Meeting:	Cabinet 16 September 2019
Part:	Part 1 - Open

SUMMARY	
Title of Report:	BUDGET MONITORING REPORT FOR QUARTER 1, ENDING 30 JUNE 2019
Cabinet Member: Officer Contact: Direct Dial: Email:	Councillor David Watson David Skinner 01494 421322 David.Skinner@wycombe.gov.uk
Wards affected:	All
Reason for the Decision:	The Cabinet approves a budget each year within the context of a Medium Term Financial Strategy (MTFS) to achieve the Council's priorities. This report updates Cabinet members on the 2019/20 forecast position for Quarter 1, including relevant information from July 2019.
Proposed Decision:	That: (i) Cabinet consider the forecast outturn position for the financial year 2019/20 as at end of June 2019; and (ii) Approve the virements for 2019/20 as set out in paragraph 2.4 Table 2.
Sustainable Community Strategy/Council Priorities - Implications	Risk: Contained within the main body of the report. Equalities: N/A Health & Safety: N/A
Monitoring Officer/ S.151 Officer Comments	Monitoring Officer: The Local Government Act 2003, section 25 requires the council's Section 151 officer to report to the council on the robustness of the estimates made and the adequacy of the proposed financial reserves assumed in the budget calculations. S.151 Officer: This is a Section 151 Officer report and all the financial implications are included in the report.
Consultees:	N/A
Options:	N/A
Next Steps:	N/A

Background Papers:	Revenue Budget and Council Tax setting 2019-20 to February 2019 Cabinet
Abbreviations:	HMO: House in Multiple Occupation MLG: Modernising Local Government QVR: Queen Victoria Road SLA: Service Level Agreement CIL: Community Infrastructure Levy

1. Executive Summary

- 1.1. This report sets out the Council's Revenue projection for the year based on the position at 30 June 2019, updated for key changes in July 2019. The report reflects what was reported to Senior Management Board.
- 1.2. The forecast is for a balanced budget, as detailed in Table 1 below.

2. General Fund Revenue position

- 2.1. The net revenue forecast position shows a balanced budget as summarised in Table 1 below.

Table 1 Revenue Projection by Portfolio 2019/20

Portfolio	Actuals Year to Date	Budget Year to Date	Variance Year to Date	Forecast Outturn 2019/20	Revised Budget Full Year	Variance
	£k	£k	£k	£k	£k	£k
Community	606	591	15	1,737	1,773	(36)
Environment	1,597	1,562	35	5,322	4,687	635
Economic Development & Regen	(1,621)	(1,392)	(229)	(4,108)	(4,177)	70
Planning and Sustainability	309	421	(112)	1,310	1,262	48
Digital Development and Customer Services	1,703	1,780	(77)	5,383	5,340	42
Housing	663	743	(80)	1,933	2,229	(296)
Strategy and Communications	1,154	1,511	(358)	4,512	4,534	(22)
Young People	5	26	(21)	78	78	-
Finance and Resources	(1,743)	2,001	(3,744)	5,661	6,003	(342)
NET COST OF SERVICES	2,672	7,243	(4,570)	21,828	21,728	100
Corporate items						
Interest receipt				(1,028)	(928)	(100)
Capital financing charges				(2,017)	(2,017)	-
Movement to/from Earmarked reserves				(2,482)	(2,482)	-
Revenue Contribution to Capital Outlay				660	660	-
Budget Requirement				16,961	16,961	(0)

2.2. Significant variances are summarised by Portfolio below:-

- **Community** – Underspend of £36k. £82k net underspend on staffing mainly relating to 'Prevent' activity, now transferred to BCC. £40k pressure on Community Centre rents; emerging underspend on general maintenance planned to mitigate impact of extension to Maintenance contract.
- **Environment** - Pressure of £635k. In Parking, estimated increased income of £900k against 2018/19 budget of £2826k currently resulting in £353k pressure on income if Q1 trend continues. This is due to lower usage and season ticket activity; £281k net pressure on planned savings and operational issues; and £94k pressure on business rates. There are ongoing discussions with Unitary working groups in relation to the equipment replacement capital programme which could affect the net pressure on planned savings. In the Environment Service £68k underspend on staffing, £35k on Street Wardens, funded from earmarked reserve.
- **Economic Development and Regeneration** – Pressure of £70k. £68k rental income pressure from a tenant in administration and a lease commencement delay.
- **Planning** – Pressure of £48k. £22k on staffing budgets from permanent recruitment of apprentices. £24k net unachievable income across service.
- **Digital Development & Customer Services** – Pressure of £42k. £57k overspend on ICT licences. £12k saving on HR occupational development.
- **Housing** – Underspend of £296k. £201k net underspend on Bed and Breakfast from Homelessness Prevention activity placing households in private accommodation. The government have not yet confirmed whether Homelessness Prevention Grant will continue into 2020/21. So £134k of that Grant is to be carried forward to continue the current level of service delivery and associated Bed and Breakfast savings up to August 2020. Pressure on rent deposits £35k.
- **Strategy and Communications** – £22k underspend. £227k grant for EU election and IER, partly offset by £205k additional staffing and supplier costs.
- **Young People** – Nil variance and no risks to report at this stage.
- **Finance** – £342k underspend. £206k pressure on agency staff; £190k underspends in HB payments and bad debt provision. Underspend of £311k on contingency budget.

2.3 Significant Budget Risk areas

2019/20 Year	£k	Budget	Forecast	Variance
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ENVIRONMENT: Parking Income		(3,920)	(3,567)	353
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£900k increase in income budget for tariff increases

Volumes for Quarter 1 are down by average of 2.95% compared to 2018/19. Some of this pressure is mitigated by the tariff increases. The position will be monitored closely in the coming months.

ENVIRONMENT: Parking Operations		1,784	2,034	250
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£250k operating savings from new car park equipment

Delays have impacted deliverability of the related £250k savings target, as a result of Unitary considerations. Implementation will not be complete until Jan 2020 at the earliest which means that realised savings will be negligible this financial year.

PLANNING - Income (excludes grants)		(3,103)	(3,079)	24
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£450k additional income from 'Fit For' programme

There is a pressure in Building Control income of £31k relating to current market conditions, mitigated by smaller variances elsewhere.

PORTFOLIO - Rental Income		(6,838)	(6,770)	68
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Property rents: – A £68k pressure is reported, due to a tenant in administration and a delayed lease commencement.

- Un-budgeted risks
None at present.
- Opportunities
None at present.

2.4 Virements

2.4.1 The following virements are proposed for approval; key reasons are included in Table 2 below:

Table 2 - Virement Summary

Portfolio	Description of key movements	Total Net Cost of Services
Community	Service disaggregation	-276
Community	Transfer future years street warden funding to Reserves	-315
Digital Development and Customer Services	Restructure	-67
Economic Development and Regeneration	Service disaggregation	365
Environment	Funds to address traveller incursions, from Contingency	100
Finance		8
Strategy and Comms	Project funding	35
Total Net Cost of Services		-150
Net transfer to Earmarked Reserve		150
Grand Total		0

3. Repairs & Renewals Programme

3.1. The total allocated budget for the programme is £633k. The forecast spend for the year is £659k. The £26k net pressure relates to the Rockery Gardens Wall repair project which has increased by £38k to match tenders received, partially offset by minor savings across other repairs projects. Due to the nature of the projects, which involve risks and delays, any unspent commitments will be considered for carry forwards at year end.