

# Council Minutes

Date: 16 December 2013

Time: 6.30 - 7.50 pm

**PRESENT:** Councillor I L McEnnis (In the Chair)

Councillors Mrs J A Adey, K Ahmed, Z Ahmed, D H G Barnes, I Bates, W J Bendyshe-Brown, J M Blanksby, D J Carroll, Mrs L M Clarke OBE, A D Collingwood, E H Collins, R B Colomb, D A E Cox, C A Ditta, R Farmer, M A Foster, R Gaffney, J Gibbs, A R Green, G C Hall, M Hanif, A E Hill, M Hussain, M Hussain JP, D A Johncock, Mrs G A Jones, M E Knight, Ms R Knight, S P Lacey, Mrs J D Langley, Ms P L Lee, Mrs W J Mallen, Miss S Manir, N B Marshall, H L McCarthy, R Metcalfe, Mrs D V E Morgan, Mrs M L Neudecker, S F Parker, B E Pearce, Mrs K M Peatey MBE, B R Pollock JP, J L Richards OBE, J A Savage, R J Scott, C Shafique MBE, D A C Shakespeare OBE, A Slater, T Snaith, Mrs J E Teesdale, A Turner, Ms J D Wassell, D M Watson and Ms K S Wood.

Also Present: Honorary Aldermen J M Blanksby, DAE Cox, E H Collins and R W Jennings.

## 57 APOLOGIES FOR ABSENCE

Apologies for absence were received from Honorary Aldermen M B Oram, Mrs K M Peatey and Mrs P Priestley. Councillors: D A Anson MBE, M Angell, M C Appleyard, S Graham, C B Harriss, J Malliff, P R Turner and R Wilson.

## 58 MINUTES

**RESOLVED:** That the minutes of the meeting of the Council held on 7 October be confirmed as a true record and signed by the Chairman.

## 59 DECLARATIONS OF INTEREST

Councillor J Gibbs declared an interest in item 6, question 4 in his capacity of Chief Executive of BALC and withdrew from the meeting during consideration of the item.

## 60 CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that High Wycombe had retained its Purple Flag Award for a further 2 years. The award was made by the Association of Town and City Management, and reflected good management of the night time economy. Assessors had met with HWBIDCO as part of an overnight assessment in October.

The Chairman took the opportunity to thank all those who had been involved in securing this coveted award.

## **61 QUESTIONS FROM MEMBERS OF THE PUBLIC**

### **(a) Question from Mr R Kettle to the Cabinet Member for Planning & Sustainability**

“From Thames Water documents available on the Planning Portal, it is clear that Thames Water have a duty to deliver mains water with a minimum head of 10 metres and a flow of 9 litres per minute at the property boundary. We are aware that there have been issues with the Little Marlow Sewage Works depositing raw sewage, not only into the Thames but also into neighbouring fields.

Consultation now taking place on the new Local Plan shows in the region of 13,000 additional houses/dwellings and extensive commercial space is to be built in the district over the next 13 years.

What practical steps is the District Council, in conjunction with Thames Water and the Environmental Agency, taking to ensure that such developments are delivering water at the standard required and that the additional sewage generated can be removed and treated without the infrastructure being overloaded, or repeats of the issues at Little Marlow Sewage Works?”

### **Response from Councillor N B Marshall (Cabinet Member for Planning & Sustainability)**

“Adequate water supply and sewage disposal is important for our community and as we look to the future with our new Local Plan the District Council liaises with the statutory agencies, including Thames Water and the Environment Agency. These agencies are formally consulted too when the Council firms up the Plan.

In your question you suggest that consultation on the new Local Plan is already taking place. This is in fact due to start at the end of January 2014. A view by the District Council on the level and nature of growth that should take place up to 2031 will only be determined after public consultation and more detailed work with a variety of infrastructure providers.

This is in line with what the government requires us to do when preparing a new Plan and we do expect that improvements to infrastructure will be needed to accompany future growth.

With regard to those improvements we will be guided by the input from the relevant agencies over the coming months. There will then be a public examination into the new Local Plan which will provide an opportunity to consider any concerns about the exact nature of improvements required to complement growth.

I should point out that those agencies also work to separate legislation, outside of the planning system. With regard to the recent incidents affecting

the Little Marlow Sewage Works my understanding is that they are being addressed by Thames Water and were not a result of a capacity issue.”

### **Supplementary Question**

“From the Thames Water response for the recently determined RAF Daws Hill planning application:-

- I quote “the existing water supply infrastructure has insufficient capacity to meet the additional demands for the proposed development”
- furthermore concerns have been raised over the disposal of foul water from both the Sports Centre and RAF Daws Hill developments

It appears that the recent Planning Committee meeting, which left some 100 matters to be determined under delegated authority, was held in undue haste, having been brought forward by about a month. It appears that the application was driven by officers and the timing could be construed as having to have the application determined before the change in the District’s Chief Planning Officer.

My question is: What actual steps are being taken to ensure that concerns over the provision of water and the disposal of foul water and sewages, which appear not to have been sufficiently considered, are properly addressed and will you further confirm that all the relevant bodies and entities will be fully consulted, in line with the “Duty to Cooperate” included within the Localism Act, during the determination of these particular points and the resolution of all the delegated items?”

### **Supplementary Response**

“I understand that concerns by Thames Water over the planning application were resolved prior to being brought to determination. However I will get written assurances on the matters you have mentioned.”

## **62 QUESTIONS FROM MEMBERS**

### **(a) Question from Councillor S F Parker to the Cabinet Member for Environment**

“Can the cabinet member update the Council on the roll out of the new waste recycling scheme, and reassure us that there is sufficient flexibility in the system to cater for the requirements of all residents of Wycombe District?”

### **Response from Councillor Mrs J E Teesdale (Cabinet Member for Environment)**

“The new waste and recycling service is now into its 5th Cycle of collections and is starting to bed in. More than 66,000 properties have moved to the new service and for the first time all these households can recycling at the kerbside:

- Glass bottles and jars
- Plastic Tubs and trays

- Tetra Pak
- Textiles
- Batteries

During the procurement process, a minimum range of materials was specified for collection from every household. Our new contract exceeds this minimum. As this is an output based contract, the detailed collection arrangements for these materials were not specified as this is deemed to be best practice in waste procurement.

I know there have been problems, in your area, but if you consider there are 200,000 bins which are emptied weekly, there are likely to be some problems. The Head of Environment has paid a visit to your local area, and I have followed it up with letters of apology to your residents.”

### **Supplementary Question**

“Can all residents be assured that each taxpayer will receive the same level of service?”

### **Supplementary Answer**

“You can be assured that we will make every effort to ensure that all Council tax payers receive the same levels of service. We have regular meetings with the managers at SERCO, and appreciate the difficulties encountered. We are reviewing them and dealing with them”.

### **(b) Question from Councillor A Turner to the Cabinet Member for Economic Development & Regeneration**

“The proposed extension to the Risborough Springs fitness centre in Princes Risborough will need to be built on land owned by Princes Risborough Town Council (PRTC) and it now appears to be partly paid for by using 106 developer contributions which had already been claimed by PRTC for another project. However, WDC have chosen not to consult PRTC (who are the owners of the land) about the proposed extension, but simply lodged a planning application, nor did they inform PRTC that they had re-allocated the aforementioned 106 monies to their own project. So much for "Localism"!

Before this debacle descends into a legal confrontation, will this Council agree to withdraw the planning application until proper consultations with PRTC have taken place and mutual agreement reached on these issues?”

### **Response from Councillor A R Green (Cabinet Member for Economic Development & Regeneration)**

“We submitted the planning application, so as to ascertain whether an extension to RSSFC was likely to be a permissible project (in planning terms). If so, then we would seek the Town Council's consent, as landlords, to the proposed alterations. As has been explained to Cllr Turner, there was little point in consulting with the Town Council on a scheme which may not obtain planning consent. The application is not going to be withdrawn, for it has no

relevance to the S106 monies that Cllr Turner is disputing - the two issues are separate.

I understand that funding is available for feasibility work on the community centre project. Undertaking the feasibility work will enable both parties to understand the costs of building the scheme.

Please be assured that the District Council wishes to see both schemes succeed as they will both benefit the residents of Princes Risborough and is keen to help the Town Council and Management Committee make a tangible start to its project. Scoping it in detail does appear to be the logical next step.”

### **Supplementary Question**

“Given that resolution of this issue, as requested, has been declined – I now ask this Council will it agree to the following:-

That the allocation of this very specific tranche of 106 monies, which does not appear to have been subject to the same bidding process expected of other Parish/Town Councils or local organisations and without any consultation with PRTC, be investigated by the Improvement and Review Committee. Failure to do so would raise serious questions about the transparency of this Council’s financial procedures.”

### **Supplementary Answer**

“I understand that you are entitled to bid for CIL Funds for assistance. You need to discuss this further with my colleague who deals with 106 monies.

### **(c) Question from Councillor R Colomb to the Cabinet Member for Economic Development & Regeneration**

“I am sure you would agree that the unemployment situation in Wycombe District is still unacceptable. In October 2013 the claimant count was 2,026 making us the weakest of the Buckinghamshire Districts. In June 2012 the job density was 0.86 , a marginal improvement on the 0.84 recorded in the January 2012 Task and Finish Group Report on Employment and the Economy, of which you were a Member.

This report made 19 recommendations to improve the situation.

Unfortunately your predecessor and his colleagues in the Collingwood administration agreed only 6, agreed 2 in part, rejected 1 and side-lined 10 for further consideration.

Would you please advise how many of the latter you have resurrected?”

### **Response from Councillor A R Green (Cabinet Member for Economic Development & Regeneration)**

Wycombe’s economy is recovering and getting stronger. There are encouraging signs of improvement, for example

- The claimant count continues to fall month on month, down from 2.5% in January 2012 to 2% in October this year;
- Job vacancies are increasing, up to over a 1,000 in October 2013 compared to 790 in January 2012;
- There has been a 13% increase in company formations in the first six months of 2013, 542 companies, the highest rise in the District's history.
- The number of active businesses increased by 275 in 2011/12 to nearly 9,500;
- We are helping businesses to grow, for example the John Lewis expansion has seen 200 new jobs;
- Plus more jobs are in the pipeline from our own big redevelopment schemes, including Handy Cross, Hughenden Quarter and Cressex Island.

The Task and Finish Group recommendations were considered by Cabinet in February 2012 and incorporated as appropriate into the Economic Development Growth Strategy, which was approved in March 2012. Those recommendations have been superseded by the Strategy.

Also, it is important to note that the economic development landscape is now quite different from when we had the Task and Finish Group report nearly two years ago and matters have changed and moved on, particularly with the increase in responsibility and funding of the Bucks Local Economic Partnership. It is therefore not about resurrecting those recommendations, but ensuring we work with partners in a way that ensures our economy continues to recover.

However, for your information I will give an update for those recommendations for areas that I have responsibility for.

Recommendation 1. We have agreed service level agreement with Bucks Business First.

Recommendation 4. This idea has been discussed but there does not appear to be sufficient demand for new offices in the town centre to implement at the moment.

Recommendation 5. We have had a number of meetings with the County Council regarding the state of the roads and public realm both in the town centre and on business parks.

Recommendation 9. The reasons for companies choosing to relocate has been previously documented. Currently we are more involved with companies wishing to expand their presence in Wycombe.

Recommendation 10. This is part of the responsibility of Bucks Business First.

Recommendation 13. This forms part of the Birch House initiative for which lottery funding has been applied for.

Recommendation 14. In Oakridge and Castlefield we are waiting for feedback from the local members.

We have held a business breakfast and supported Small Business Saturday to communicate with small businesses.

In January, we hope to start a weekly club for unemployed people wishing to set up their own businesses.”

### **Supplementary Question**

“Please could the Cabinet Member complete his statement”

### **Supplementary Response**

Recommendation 15. Was agreed.

Recommendation 17. It has been agreed with Bucks Business First that they will provide input to planning applications where there is an economic development aspect.

Recommendation 20. We have been having discussions with businesses in the high-tech industries and services sector.

I can assure Councillor Colomb that we are not complacent and are working hard with partners to take forward appropriate actions. However, if you or other Members have any specific proposals then of course I would be happy to consider them.”

### **(d) Question from Councillor T Snaith to the Leader of the Council**

“I reference <http://www.createacouncil.nalc.gov.uk/background/>

A Grant Agreement between NALC and DCLG for the 2013-14 NALC / CALC / DCLG new councils’ Programme was signed by both organisations on 30 September 2013. Its aim is to:

- Encourage the creation of more parish councils in England;
- Sustain the work of more new parish councils in England; and
- Ensure that as the process to create parish councils was made easier, more sustainable campaigns to create parish councils in England were created.

Accordingly, funded by DCLG, NALC is making available by 31 March 2014:

- 15 grants of up to £10,000 to support campaigns to create parish councils in England;
- 1 grant of up to £25,000 to support the sustainability of work of a new council created between 1 April 2013 and 31 March 2014; and
- 42 bursaries of up to £1k each for County Associations of Local Councils with un-parished areas to engage in early out-reach work at an agreed day-rate, to encourage new councils and campaign groups to apply for these grants.

Does the Leader agree that our council should be supporting and promoting this initiative as it will allow High Wycombe Town to develop its own voice and deliver a Town Council for High Wycombe?”

**Response from Councillor R J Scott (Leader of the Council)**

“No”

**Supplementary Question**

“Do you agree that support for this initiative would be the best Christmas present. Does the Leader accept that he needs do more and stop selling WDC’s heritage?”

Does he agree that if Marlow did not have a Town Council he would be applying for funding. Shouldn’t we be doing the same for High Wycombe?”

**Supplementary Response**

“High Wycombe already has a strong voice in the form of the Town Committee. We do not believe it is in our best interest to do as the member requests, as the levels of Council Tax will rise when we are eager to contain the current levels. I am also aware that Councillor Ms Wassell is petitioning for a Parish Council in 3 of the unparished wards. This would appear to conflict with the initial question you asked and I cannot see how we can therefore progress this matter further”

**(e) Question from Councillor M Hanif to the Cabinet Member for Community**

“A lack of affordable homes means that people who are working these days have to apply and live on benefits. Families in such situations can easily fall in the poverty trap. What is WDC currently doing to help such families and to address the affordable homes requirement in this town?”

**Response from Councillor J M Gibbs (Cabinet Member for Community)**

“Wycombe District Council recognises that there is a significant demand for affordable housing in the area - in November 2013 there were 3579 applications on the Housing Register seeking rented accommodation in the Wycombe District. To assess the level of housing needs going forward, consultants are currently producing a Wycombe Strategic Housing Market Assessment (SHMA) report - to replace the Buckinghamshire SHMA dated 2008.

The Council works with Registered Providers (RPs) / housing associations which own, manage and in some cases develop new affordable homes. Some new development is on sites acquired directly by the Registered Providers - in some cases with funding assistance from the Homes and Communities Agency (HCA). Some RPs charge only Social Rents but the HCA requires Affordable Rents (which are higher than Social Rents but are still below market levels) within the current development programme. The next HCA programme for affordable homes will be for a three year period 2015-18; details of this programme are expected shortly.



The Housing Service works closely with the District Council's Planning & Sustainability Service and external partners to secure opportunities for Registered Providers to work with private sector developers to deliver a proportion of affordable homes within their schemes. Much of the affordable housing delivery is now secured via these S.106 (planning) opportunities – in accordance with the Council's planning policy.

A total of 55 affordable homes (rented and intermediate tenures) were provided during the financial year 2012/13. The total for 2013/14 is expected to be around 64; by the end of December 2013 the total number of completions in this financial year will be 53.

In a small number of exceptional cases, the Council has accepted a financial developer contribution for affordable housing in lieu of on-site provision within a scheme. Officers are aiming to provide a report to Cabinet in February 2014 seeking approval to pursue options for use of the funding collected so far (approximately £1.78m) to secure the provision of additional affordable housing.

For households in housing need to access affordable accommodation from Registered Providers, each fortnight the homes they have available for letting are advertised on the choice based lettings system (known as Bucks Home Choice). Eligible home seekers are then able to register an expression of interest in the properties which they would like to be considered for. The expressions are prioritised and a shortlist produced, prior to an allocation being made.

The Housing Service also works with private landlords providing private rented homes at rents within the Local Housing Allowance - an officer within the Housing Options Team liaises with private landlords and local letting agents seeking to procure suitable properties. Additional resources are to be provided for this service during the coming year with the aim of increasing access to private rented accommodation.”

### **Supplementary Question**

“This Council sold virtually all its social housing to Red Kite who are now not providing any new homes. WDC's own Housing Strategy states that the district needs an extra 425 affordable housing units every year to meet demand. With 55 new affordable homes last year when we need 425 new affordable homes each year just to keep up. Wycombe is falling further and further behind in providing the affordable homes we need.

Would it be quite reasonable for me to say that WDC is not delivering?”

### **Supplementary Response**

“The Council has resolved to sell 4 empty properties to develop affordable housing. It is an unfair assertion you make and we are doing everything we possibly can do. This includes the £1.78m funding bid required to achieve what we set out to do.”

**(f) Question from Councillor T Snaith to the Leader of the Council.**

As community leaders what can the Leader and councillors do to show leadership in improving health and wellbeing of our local communities?

**Response from Councillor R J Scott (Leader of the Council)**

“Clearly having excellent local services is important to residents and we need to continue to maintain pressure on Bucks NHS Trust to maintain and improve hospital services in southern Buckinghamshire. The Keogh Review has been of particular concern to everyone and by participating in the Health and Wellbeing Board and the Health and Adult Social Care Select Committee we can continue to hold local services to account.

Wycombe District Council is leading on the physical activity strand of the Bucks Health & Wellbeing Strategy 2013 and we are committed to working in partnership with the County Council, other Districts GPs and other partners to achieve the shared vision of improving health and wellbeing. We cannot achieve this on our own. We will work to provide residents with the right conditions to make decisions that improve their health and wellbeing, such as taking regular exercise and eating healthily. Councillors can make a huge difference by supporting and promoting locally run health projects such as Movers & Shakers for older people and Chefs’ Clubs for children, both of which are delivered locally by Wycombe District Council.

We can also model healthy behaviours ourselves and I commend the Mayor and Deputy Mayor for their personal fitness campaign this year.”

**Supplementary Question**

“I invite all Members to guess the combined weight loss for Councillor Ms Lee and myself.”

**Supplementary Answer**

“There is no answer to that”

**63 PETITIONS**

No petitions were received by the deadline of 5pm on Monday 9 December 2013.

**64 CABINET - 4 NOVEMBER 2013**

**(a) Minute 41 – HWTC Masterplan & Public Realm.**

A Member commented that the masterplan was somewhat fragmented, and that she was fearful that improvements at Paul’s Row/St Mary’s Street would only expose the eyesore at Whitehart Street. She felt that it would have been better to have tackled the work not on a piecemeal basis, but as a widespread plan. There were many other shops in need of urgent care.

The Leader reassured the Member that there were 10-12 other projects under consideration, and that would indeed need to be part of a long term plan. However as agreement had already been reached on St Paul’s

Row/St Mary Street, it was felt that this action would be a good precursor to the long term aims.

**(b) Minute 52- Temporary Accommodation Properties**

A Member requested further information regarding the monies for temporary affordable housing. The Cabinet Member confirmed that following the sale of 4 empty properties on 5 December, the monies would be ring fenced for the provision of affordable housing.

**RESOLVED:** That the minutes of the meeting of the Cabinet held on 4 November 2013 be received and the recommendations as set out at minute numbers 48, 49, 51 and 53 be approved and adopted.

**65 CABINET - 2 DECEMBER 2013**

**(a) Minute 60 – Homelessness Strategy 2014-2019**

A Member stated that though she agreed there had to be a strategy, she disagreed with the way in which it was being implemented. She was concerned that views had not been given sufficient time to be properly expressed, at the recently held briefing.

She also believed that Saunderton lodge should be replaced and re provided through sale, with staff being re designated. In addition a new decent homes standard needed to be introduced into the strategy so as to provide better care for temporary tenants within B&Bs. Moreover a better protocol needed to be established with early intervention methods so as to prevent evictions and homelessness.

The Leader informed Members that Saunderton Lodge was in better condition and was currently well liked and well used. Also a good range of services for homeless people were provided at the facility.

Another Member commented that the strategy should protect people with children being made intentionally homeless.

The Cabinet Member stated that there needed to be a continuous dialogue and it was not too late to give feedback. He also expressed the view that the Council did not wish to be an enforcer of Red Kite. Another Member expressed the need to go over and beyond the statutory requirements of the strategy, with thorough monitoring of the strategy.

A Member rose to emphasise that the comment made by the Cabinet Member for Community with regards to the Council's role not being to police or enforce the performance of Red Kite was inaccurate. He referred the Council to Minute 32 of the Audit Committee of 21 November 2013 within the Council's agenda.

**(b) Minute 62 – Bucks Home Choice Policy Amendments**

A Member requested that the issue of "Close Proximity" be looked at bearing in mind that some families were close at hand, but fell just outside the authority's borders. The Leader stated that he would enquire as to whether a report could be produced on the query made.

**(c) Minute 68 - Off Street Parking**

A Member asked when ANPR was likely to be enforced in the remainder of the car parks. He was informed that this would be rolled out in January.

**RESOLVED:** That the minutes of the meeting of the Cabinet held on 2 December 2013 be received and the recommendations as set out at minute numbers 60, 62, 64 and 69 be approved and adopted.

**66 IMPROVEMENT AND REVIEW COMMISSION - 13 NOVEMBER 2013**

**RESOLVED:** That the minutes of the meeting of the Commission held on 13 November 2013 be received..

**67 AUDIT COMMITTEE - 21 NOVEMBER 2013**

Councillor J Richards rose to present the minutes in the absence of the Chairman.

Minute 32 – Red Kite Performance Delivery

A Member reinforced the view that it was the Council's duty to monitor the performance of Red Kite. Another Member stated that she was concerned that arrears were allowed to slip beyond £500 by which point there should be intervention.

**RESOLVED:** That the minutes of the meeting of the Audit Committee held on 21 November 2013 be received.

**68 HIGH WYCOMBE TOWN COMMITTEE - 5 NOVEMBER 2013**

**(a) Minute 20 – Wycombe Sound – Community Radio**

The Chairman of the Committee congratulated the radio station on its first week of broadcasting and wished it well for the remaining three.

**(b) Minute 24 – Muslim Burial Vaults**

The Chairman of the Committee expressed his dismay over this having become a political issue, and that the Labour Group had issued a press release on the matter, thereby making political capital out of the Council's burial grounds.

**RESOLVED:** That the minutes of the meeting of the High Wycombe Town Committee held on 5 November 2013 be received.

**69 JNC STAFFING MATTERS COMMITTEE - 8 AND 17 OCTOBER 2013**

**RESOLVED:** That the minutes of the meetings of the JNC Staffing Matters Committee held on 8 and 17 October 2013 be received.

**70 LICENSING COMMITTEE - 14 NOVEMBER 2013**

**RESOLVED:** That the minutes of the meeting of the Licensing Committee held on 14 November 2013 be received

**71 PLANNING COMMITTEE - 23 OCTOBER 2013**

**RESOLVED:** That the minutes of the Planning Committee held on 23 October 2013 be received

**72 REGULATORY AND APPEALS COMMITTEE - 11 NOVEMBER 2013**

**RESOLVED:** That the minutes of the meeting of the Regulatory & Appeals Committee held on 11 November 2013 be received and the recommendations as set out at minute numbers 18 and 19 be approved and adopted.

**73 REGULATORY AND APPEALS COMMITTEE - 10 DECEMBER 2013**

**Minute 23 – Internal Planning Referral**

A Member commented that he felt that local Members were always denied the opportunity to attend an appeal to put forward the views of local residents on their behalf. As such they felt that they were getting a raw deal.

The Member emphasised that he was not questioning the transaction of business at the Committee meeting, but the fact that there was currently no procedure in place to allow a local Member to go before an appeal panel and have the relevant views heard.

It was suggested by the Chairman of the Committee that this issue be taken up with the new Head of Planning and Sustainability in the near future.

**RESOLVED:** That the minutes of the meeting of the Regulatory and Appeals Committee held on 10 December 2013 be received.

**74 QUESTIONS UNDER STANDING ORDER 11.2**

There were none.

**75 CHIEF OFFICER`S REPORT - DESIGNATION OF MONITORING OFFICER**

The Chief Executive reported that designation of the Monitoring Officer was a statutory requirement.

Members were informed that Mr David Ruddock had been appointed as the Council`s Monitoring Officer for a period of 2 years from 23 November 2011. Mr Ruddock was due to retire from the Council`s employment on 20 March 2014, and it was recommended that the role of the Council`s Monitoring Officer be undertaken by the District Solicitor until further notice.

**RESOLVED:** That the role of the Council`s Monitoring Officer be undertaken by the post of District Solicitor until further notice.

**76 URGENT ACTION TAKEN BY CABINET OR INDIVIDUAL CABINET MEMBER (IF ANY)**

The four individual decisions published since the last meeting of the Council were listed within the summons.

**77 REFRESHMENTS**

The Chairman took the opportunity to wish the whole Council a very Happy Christmas and a peaceful New Year.

In the spirit of the occasion, he invited everyone to join him for refreshments at the close of the meeting.

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Chairman

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

Ian Hunt	- Democratic Services Manager
Iram Malik	- Democratic Services Officer
Karen Satterford	- Chief Executive