

# Cabinet Minutes

Date: 3 March 2014

Time: 7.00 - 8.03 pm

**PRESENT:** Councillor R J Scott (Executive Leader of the Council - in the Chair)

Councillor M A Foster	- Cabinet Member for Finance
Councillor A R Green	- Cabinet Member for Economic Development & Regeneration
Councillor M Hussain JP	- Cabinet Member for HR, ICT & Customer Services
Councillor N B Marshall	- Cabinet Member for Planning and Sustainability
Councillor H L McCarthy	- Deputy Leader and Cabinet Member for Strategy
Councillor Mrs J E Teesdale	- Cabinet Member for Environment

## By Invitation

Councillor I Bates	- Leader of the Labour Group
Councillor I L McEnnis	- Chairman of the Council

**Also present:** Councillors D A Johncock and P R Turner

## 91 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J Gibbs (Cabinet Member for Community) and A Turner (Leader of the Independent Group).

## 92 MINUTES

**RESOLVED:** That the Minutes of the meeting of the Cabinet held on 10 February 2014 be approved as a true record and signed by the Chairman.

## 93 DECLARATIONS OF INTEREST

There were no declarations of interest.

## 94 HWTC REFERRAL - HIGH WYCOMBE CEMETERY LODGE

The report under consideration drew attention to the proposals for a scheme to refurbish High Wycombe Cemetery Lodge to provide a service tenancy, financed from the Special Expenses working balances.

The proposal had been put forward because the property was vacant and the future of the lodge needed to be agreed along with any necessary funding.

The following decisions were made as High Wycombe Town Committee had considered the options outlined in the report and supported Option 2 as the preferred way forward.

**RESOLVED:** That (i) £43,000 be committed from the Special Expenses contingency to fund the refurbishment work;

(ii) the works be tendered for the refurbishment of the Lodge; and

(iii) delegated authority be granted to the Head of Community in consultation with the Chairman of the High Wycombe Town Committee to agree a rental for a service tenancy agreement in 2014/15.

## **95 HWTC REFERRAL - UPDATE ON ALLOTMENT REVIEW**

The report before Cabinet provided an update on the District Allotment Review, which detailed the Council's responsibility to provide allotments for the residents of High Wycombe Town. The High Wycombe Town Committee had discussed the report at its meeting on 21 January 2014.

Members expressed some concerns regarding the proposal to authorise spending for additional sites before the allotment review had been concluded and the allotment need assessed. Therefore, Members proposed that the recommendations be amended to ensure that the annual allotment review was completed before other sites were considered. It was also agreed that the proposal for the release of funds from Special Expenses Reserve be deferred for a 6 month period.

A Member commented that some Parish Councils could be in a position to offer spare allotment plots to Wycombe District Council and felt this option should be considered.

The following decisions were made as High Wycombe Town Committee had considered the outcome of the allotment review.

**RESOLVED:** That (i) the 250 square metre plots be divided in two as they become available and as appropriate;

(ii) the waiting list be reviewed on an annual basis and if demand increased, Committee approval for funding be sought when site appraisals are considered;

(iii) subject to (ii) above and after the expiry of 6 months from the date of this meeting, consideration be given to feasibility work into Desborough Castle and Castlefield Wood options as these appeared to be most capable of being progressed and of meeting the demand the town was experiencing. This required an allocation of £10,000 funding for Desborough Castle and £13,000 for Castlefield Wood to complete the feasibility work. The funding would be made available from High Wycombe Town Special Expenses reserves;

(iv) subject to (ii) above, consideration be given to Abbey Barn South to provide an additional site to the south of the town as and when the site be developed; and

(v) subject to (ii) above, consideration be given to when the master plans for Ashwells, Terriers, and Abbey Barn North sites are developed provision for new allotments be included.

## **96 2013/14 SERVICE PERFORMANCE: Q3**

The quarter 3 position for the Council's performance at the service level (national and local performance indicators) was presented to Cabinet for review, together with performance details of the measures identified by Cabinet for performance focus.

Cabinet Members received an update on the performance measures for waste and recycling, and energy usage at the Queen Victoria Road offices.

The following decision was made to review the performance position as at 31 December 2013 to ensure that the Council was performing at the appropriate level.

**RESOLVED:** That (i) the performance of the measures identified by Cabinet for performance focus through 2013/14 be noted; and

(ii) the summary of the third quarter outturns for service performance be received.

## **97 DEVELOPER CONTRIBUTIONS SPENDING PROGRAMMES (CIL AND S106 FUNDS)**

The report before Cabinet summarised the main issues in relation to Developer Contributions spending programmes, including how developer contributions would be used in the forthcoming financial year and outlining spending plans for the future.

The following decisions were made to set the broad priorities of the Council for CIL funding, to enable the S106 and CIL funding programmes to be implemented in order to address the impact of developments that had taken place, and to enable infrastructure planning by service providers.

**RESOLVED:** That (i) the proposed broad allocations of CIL funding set out in Table 1 of the report be agreed for the next three financial years;

(ii) CIL funding, when available, be released for identified projects to be implemented in 2014/15 as outlined in Appendix C of the report;

(iii) S106 funding be released for the identified projects to be implemented in 2014/15 outlined in Appendix B of the report;

(iv) S106 funding be approved for projects in February 2013 for implementation in the 2013/14 financial year which had been

progressed but would not be spent out by 31 March 2014 as set out in Paragraph 20 of the report be carried over to be spent in the 2014/15 financial year; and

(v) The updated CIL Infrastructure (R123) List be agreed as set out in Appendix E of the report.

## **98 UPDATE ON THE DEVELOPMENT OF THE STRATEGIC RISK REGISTER**

Cabinet had before it an update on the progress that had been made in the development of the Council's Strategic Risk Register. The report highlighted that the purpose of Strategic Risk Register was to identify and manage the significant risks that could impact on the delivery of the Council's objectives.

The following decision was made as the Strategic Risk Register acted as one of the key tools for managing and monitoring effective governance across the Council.

**RESOLVED:** That the Strategic Risk Register be agreed and the proposed Improvement Tasks as set out in the Strategic Risk Register at Appendix A of the report be supported.

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

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

Community C/8/14 – C/13/14  
Economic Development & Regeneration EDR/6/14  
Finance F/6/14  
Leader L/2/14 – L/5/14  
Planning PS/7/14

### **EXCLUSION OF PRESS AND PUBLIC**

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

**Minute 100 – Collins House**

**Minute 101 – QVR14**

**Minute 102 – File on Exempt Actions Taken under Delegated Powers**

**Community Sheet No: C/01/14**

**Economic Development & Regeneration Sheet Nos:  
EDR/03/14 – EDR/10/14**

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]

## 100 COLLINS HOUSE

Cabinet approval was sought to enter into a lease for Collins House and the adjacent property on Bridge Street in order for the sites to be redeveloped.

The following decision was made to enter into a joint venture to facilitate the redevelopment of Collins House.

**RESOLVED:** That the Council enter into a ground lease on the terms as set out in the report to facilitate the redevelopment of Collins House, High Wycombe, and the adjacent plot of land on Bridge Street, by way of a joint venture.

## 101 QVR14 – OFFICE ACCOMMODATION RATIONALISATION

The report considered by Cabinet sought approval to pursue the rationalisation of the Council's accommodation requirements to reduce the Council's overall facilities costs.

An addendum to the corporate implications of the report relating to 'Opt To Tax' (OTT) was circulated and noted during consideration of this item.

The following decisions were made as rationalising the Council's office accommodation requirements into Buildings A & B reduced the Council's overall facilities costs whilst providing an opportunity of generating an income from Building C and introducing new and flexible working arrangements.

**RESOLVED:** That (i) the QVR 14 Office Accommodation Rationalisation project be implemented, subject to a lease being agreed with the preferred occupier as set out in paragraph 4 of the report;

(ii) allocated funds in the Major Projects Programme be released for the implementation of the QVR 14 project as set out in Appendix B of the report;

(iii) delegated authority be granted to the Corporate Director, in consultation with the Cabinet Member for HR, ICT & Customer Services in liaison with the Cabinet Member for Planning & Sustainability, Deputy Cabinet Member for HR, ICT & Customer Services and the Deputy Cabinet Member for Environment, for the acceptance of the tender for design and building works; and

(iv) Contract Standing Orders be waived to enable single tenders to be sought for the enabling work to be carried out in respect of Building C in time for the tenancy start date of 1 August 2014.

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

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

Community Sheet No: C/01/14

Economic Development & Regeneration Sheet Nos: EDR/03/14 – EDR/10/14

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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
John McMillan	- Head of HR, ICT & Customer Services