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Queen Victoria Road
High Wycombe
Bucks HP11 1BB

Council

Date: 18 July 2016
Time: 6.30 pm
Venue: Council Chamber
District Council Offices, Queen Victoria Road, High Wycombe, Bucks

You are hereby summoned to attend the Meeting of the Council to be held in the Council Chamber, District Council Offices, Queen Victoria Road, High Wycombe on 18 July 2016 at 6.30 pm to consider the business set out in the Agenda below.

A handwritten signature in black ink, appearing to read 'K Satterford'.

Ms K Satterford
Chief Executive

Fire Alarm - In the event of the fire alarm sounding, please leave the building quickly and calmly by the nearest exit. Do not stop to collect personal belongings and do not use the lifts. Please congregate at the Assembly Point at the corner of Queen Victoria Road and the River Wye, and do not re-enter the building until told to do so by a member of staff.

Agenda

Item		Page
1	APOLOGIES FOR ABSENCE To receive apologies for absence.	
2	MINUTES To approve as a correct record the minutes of the meetings of Council held on 11 April, and Special and Annual Council held on 24 May 2016.	1 - 38
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.	

4 CHAIRMAN`S ANNOUNCEMENTS

To receive such communication as the Chairman of the Council may wish to make.

5 QUESTIONS FROM MEMBERS OF THE PUBLIC

Written questions may be asked of the leader or any Cabinet Member if submitted to the Head of Democratic, Legal and Policy Services no later than 12 noon on Monday 11 July 2016. Questions will be submitted in the order in which they were received.

A questioner will have a maximum of 1 minute to ask a question and the answer shall not exceed 3 minutes. Any questioner may put one supplementary question without notice within a maximum time of 1 minute and the answer may not exceed 2 minutes.

6 QUESTIONS FROM MEMBERS

Questions to the Leader or any Cabinet members must be submitted by 12 noon on Monday 11 July 2016. Questions shall be taken first from the Group Leaders of the political parties who shall be entitled to ask one initial Leader's question each, including the right to adopt another Member's question from his/her Group, of which written notice shall have been given to the Head of Democratic, Legal and Policy Services prior to the meeting.

The order of questions shall then permit the first question from each other Councillor to be asked before any subsequent questions from the same Councillor. One question will be taken in turn from each Councillor and there shall be no consecutive questions from the same Councillor unless there are no other questions to be asked.

Every Member asking an oral question is permitted to ask one supplementary question without notice provided that it not substantially the same as a question that was put to a Council meeting during the past six months.

The appropriate member will respond to any questions remaining unanswered at the expiry of 30 minutes in writing. Any question remaining unanswered after 30 minutes will be answered within 10 working days in writing after the meeting by the appropriate Member and appended to the minutes of the meeting.

7 PETITIONS

- (i) Council to receive any petition from a member of the public who lives, works or studies within the district or from a Councillor on his/her behalf as notified by the deadline of 5pm on Monday 11 July 2016.
- (ii) Council to consider any petition already received that meets the required number of signatures to qualify for a debate by Full Council. (The petition organiser will have 5

Item		Page
	minutes to present the petition and then the Council will debate the matter for a maximum of 15 minutes and decide how to respond to the petition)	
8	CABINET	39 - 46
	To receive the minutes of and consider any recommendations from the following meetings:	
	Cabinet 6 June 2016	
	Cabinet 11 July 2016 (To follow)	
9	IMPROVEMENT & REVIEW COMMISSION	47 - 56
	To receive the minutes of and consider any recommendations from the following meeting:	
	Improvement & Review Commission 13 June 2016	
10	STANDARDS COMMITTEE	57 - 60
	To receive the minutes of and consider any recommendations from the following meeting:	
	Standards Committee 7 June 2016	
11	AUDIT COMMITTEE	
	To receive the minutes of and consider any recommendations from the following meeting:	
	Audit Committee 30 June 2016 (to follow)	
12	JNC STAFFING MATTERS COMMITTEE	61 - 64
	To receive the minutes of and consider any recommendations from the following meetings:	
	JNC Staffing Matters Committee 13 April 2016	
	JNC Staffing Matters Committee 19 April 2016	
13	PLANNING COMMITTEE	65 - 78
	To receive the minutes of and consider any recommendations from the following meetings:	
	Planning Committee 6 April 2016	
	Planning Committee 27 April 2016	
	Planning Committee 1 June 2016	
14	REGULATORY & APPEALS COMMITTEE	79 - 84
	To receive the minutes of and consider any recommendations from the following meeting:	
	Regulatory & Appeals Committee 8 June 2016	

15 SECTION 85, LOCAL GOVERNMENT ACT 1972 - EXTENSION OF 6 MONTH RULE

Under Section 85 of the Local Government Act 1972, if a Councillor fails to attend any meeting of the Council throughout a period of six months from the date of his/her last attendance, he/she automatically ceases to be a Councillor unless the failure to attend is due to some reason approved by the Council before the expiry of the six-month period. The Council is also able to then extend the statutory period of absence.

Members will be aware that Councillor Audrey Jones has been unable to attend meetings for some time due to ill health. Under Section 85(1) of the Local Government Act 1972, the Leader of the Council has submitted a request that the Council give consideration to extending the period of absence for a further six months. The last date of the initial six month statutory period will be August 2016, and the proposed extension will extend the period until February 2017.

Council is **RECOMMENDED** to consider and approve this request from the Leader of the Council.

16 QUESTIONS UNDER STANDING ORDER 11.2

17 URGENT ACTION TAKEN BY CABINET OR INDIVIDUAL CABINET MEMBER

Amendment of Members ICT Scheme – Amendment to delete the word `blackberry` and replace with `a mobile device`.

For further information, please contact Iram Malik on 01494 421204, committeeservices@wycombe.gov.uk

Council Minutes

Date: 11 April 2016

Time: 6.30 - 7.40 pm

PRESENT: Councillor I L McEnnis (in the Chair)

Councillors Mrs J A Adey, Mrs S Adoh, K Ahmed, Z Ahmed, M C Appleyard, M Asif, D H G Barnes, Ms A Baughan, S Broadbent, Miss S Brown, H Bull, D J Carroll, Mrs L M Clarke OBE, A D Collingwood, M P Davy, C Etholen, R Farmer, S Graham, A R Green, G C Hall, M Hanif, M Harris, M A Hashmi, A E Hill, M Hussain, M Hussain JP, D A Johncock, M E Knight, D Knights, Mrs J D Langley, A Lee, N B Marshall, H L McCarthy, R Newman, Ms C J Oliver, B E Pearce, G Peart, S K Raja, R Raja, S Saddique, R J Scott, D A C Shakespeare OBE, N J B Teesdale, Mrs J E Teesdale, P R Turner, Ms J D Wassell, D M Watson, R Wilson, L Wood and Ms K S Wood.

Also Present: Honorary Aldermen: B Jennings, Mrs P Priestley and R Pushman

97 APOLOGIES FOR ABSENCE

Apologies for absence were received from Honorary Aldermen: M Blanksby, P Cartwright, M Oram and Mrs K M Peatey (MBE). Councillors: M Clarke, C Etholen, R Gaffney, C Harriss, A Hussain, Mrs G Jones, Mrs W Mallen, J Savage, A Turner, and C Whitehead.

98 MINUTES

Councillor J Johncock rose to make a statement referring to minute 82 of the previous minutes. He stated that whilst the minute had been recorded correctly, he had subsequently become aware that his response to the question asked by Dr Derrick had not been so. Having been asked why the Council had not inspected the playground, he explained that in his original response he had stated that the safety report had confirmed that the play equipment was safe and met the required standard, when in fact the report had not specified this but had stated that there were some moderate risks.

In seeking to clarify the paragraph concerned he took the opportunity to table a revised version of the response which read as follows.

However a safety report relating to the play equipment had not been provided to the Council as required by the section 106 Agreement. Following a request by officers, the developer commissioned a safety report that identified some moderate risks. Works have now been carried out and a new safety report has been provided confirming the moderate risk previously identified has been overcome.

RESOLVED: That subject to the amendment above the minutes of the meeting of the Council held on 25 February

2016 be confirmed as a true record and signed by the Chairman.

99 DECLARATIONS OF INTEREST

No declarations of interest were received.

100 CHAIRMAN`S ANNOUNCEMENTS

The Chairman reported upon some of the activities he had undertaken since the last meeting of the Council had taken place.

- (i) 28 February – Marlow Town Mayor`s Civic Service
- (ii) 2 March – Royal visit for Sports Centre Opening
- (iii) 5 March – Wycombe Orpheus Male Voice Choir
- (iv) 13 March - High Wycombe Mayor`s Civic Service at the Mosque
- (v) 30 March - WDC Chairman`s Annual Reception
- (vi) 9 April – High Wycombe District Scouts and Guides Gang Show 2016.

101 QUESTIONS FROM MEMBERS OF THE PUBLIC

(a) Question from Mr J Hoggett to the Leader of the Council

“What steps is the Council taking to tackle the saddening and humbling issue of homelessness in our district?”

Response from Councillor Ms K Wood (Leader of the Council).

“May I suggest referring you to our 5 year homelessness strategy and action plan on our website, as these contain full details of our actions and progress relating to homelessness in our district?”

The action plan is reported on a quarterly basis to our peers in the various agencies across the district and bi annually to our Wycombe Housing Forum which includes our Cabinet Member. We have had positive feedback on our actions and progress thus far and will update the action plan after year end when figures can be collated.

You can log onto our website regarding each specific action and target. I can make it available to you if require by sending you a link to the Council`s Homelessness Strategy as featured on the Council`s website.

Supplementary Question

“On the cabinet's recommendation to the council, dated the 5th October 2015, Councillor Langley said that homelessness was rising in the district and nationally. Will she, at least in part, accept that this is down to the government's failed housing policy and it's continued austerity agenda and how, in this current climate, does she intend to take out her 5 year plan.

Supplementary Response

“I would like to comment on what we are doing rather than what the Government is doing in this regard.

The homelessness strategy has several key areas with different actions related to them including, but not limited to the following headings:

- Deliver sufficient, appropriate temporary accommodation- this includes trying to reduce/cease the use of bed and breakfast accommodation and upgrade Saunderton Lodge to improve the accommodation
- Improve access to and increase use of the Private Rented Sector- this includes Closer working with private sector landlords – to increase access to private rented sector housing;
- Tackle Rough Sleeping- this includes the funding of an assertive outreach team to assist rough sleepers- funding has recently been extended for 2016/17
- Bucks Home Choice Allocations Policy Review- we review the policy annually to ensure it is meeting the needs of those in need.
- Address the Impacts of Welfare Reforms
- Reviewing Joint Working and Protocols- including a protocol with the County Council re 16/17 year olds.
- Deliver affordable settled accommodation- this includes work with Registered Providers to develop additional affordable / social housing”

102 QUESTIONS FROM MEMBERS

(a) Question from Councillor R Raja to the Leader of the Council

“Will the Leader agree that the EDL is an extreme racist organisation and its sole purpose in coming to High Wycombe on Saturday, 9 April, was to stir up racist hatred against Muslims and to blame whole communities for the criminal activities of a few bad apples. Would she also tell us whether she is satisfied with the measures taken by WDC and the Police to contain this racist onslaught on our peaceful town and whether she agrees that racist organisations like the EDL have to be shown that they are not welcome in High Wycombe?”

Response from Councillor Ms K Wood (Leader of the Council)

“Following Saturday’s very successful Thames Valley Police operation I am pleased to provide an update.

The demonstrations held in High Wycombe on Saturday concluded without disorder and resulted in minimal disruption to the communities of High Wycombe. In total there were approximately 300 people from various groups who took part in the demonstrations. A considerable number of police officers were visible during the demonstrations as part of a comprehensive policing operation.

Four arrests were made in total in connection with it. Three people were arrested on suspicion of public order offences and one person was arrested on suspicion of criminal damage.

The success of the operation was, in no small part, down to the excellent partnership work before and during the event between the police, the council, other agencies and representatives of our communities. Those who were present held a peaceful protest and police officers liaised closely with them to help to facilitate this.

We are proud that people who live in High Wycombe work together to create a peaceful and harmonious town. At no time do we want any group or individual trying to jeopardise that.

Neither the council nor the police have the power to ban public assemblies, like the demonstrations at the weekend. The police do, however, have a legal duty to facilitate peaceful protest.

I would like to take the opportunity to thank Thames Valley Police and neighbouring forces for keeping everyone who was in High Wycombe on Saturday safe. In addition, I would also like to thank everyone who lives and works in the town for their patience and co-operation during the demonstrations.”

Supplementary Question

“That is a very reassuring answer. Having been in the town, I was pleased to note that there were no untoward incidents. It was also pleasing to note that the number of EDL demonstrators was outweighed by the number of anti EDL protestors, who behaved with commendable discipline to show that the EDL were not welcome in High Wycombe.

Would you not agree with me however, that it would be better for the EDL to have been allocated a field outside of the Town boundaries, to hold such demonstrations so as not to disrupt the public’s usual routine in a busy area on a Saturday.

Supplementary Response

“It is unfortunate that the light shone on High Wycombe that day, but we have a great deal to be proud of and I believe that all of our numerous achievements will outshine this isolated incident that took place on Saturday.”

(b) Question from Councillor M Knight to the Leader of the Council

“In the past few weeks a number of public figures, including the outgoing CEO of Bucks County Council have been making the case in favour of a Unitary Authority for Buckinghamshire.

Would the Leader outline her views on Unitary Authority and agree with me that in this time of austerity the financial case in favour is now compelling, even more so than in 2007?”

Response from Councillor Ms K Wood (Leader of the Council)

“The issue of unitary government for Buckinghamshire is not a new one. Yet despite all the talk over a long period of time, there has not once been a compelling case which has been made in the best interests of the people that matter most in this, the council taxpayers and residents and businesses in Wycombe district.

Many different proposals for unitary government in Bucks have been mooted and so far there is no consensus. There would need to be a significant amount of detailed work undertaken before a view could be formed and so it is important to keep an open mind and not prejudge the outcome.

While I don't want to enter into a debate on the unitary issue right now, what I will say on the matter is that the main driver for reorganisation seems to be a financial one, the need for one or many organisations to help plug a black hole in another. What seems to have been lost in translation, however, is that any restructuring towards a unitary would create an entirely new council. It's not simply a case of one organisation taking on the responsibilities of another. Experience from elsewhere in the country has demonstrated that reorganisations inevitably take longer than predicted, are more expensive to deliver than first thought, which ultimately makes finding financial savings problematic. At a time when significant sums of money have already been slashed off local government budgets, is a costly reorganisation really the best way forward? What matters to me is that services are provided for the residents, businesses and visitors of the Wycombe district at an affordable price and this is something that we are doing through joint working.

We are fortunate at Wycombe that, as a result of years of sound financial management, we have a sustainable future, which was shared at the last Cabinet meeting when we discussed and approved our medium-term financial plan. Wycombe District Council continues to perform strongly and has a clear strategy to deliver our ambitious plans. We would therefore look very carefully at any proposals that come forward to ensure that any change delivers the same or improved levels of service to Wycombe District residents and businesses and that our taxpayers are not financially worse-off or subsidise other parts of the County. We would be looking to see that any change was affordable and represent value for money. So far, no proposals have emerged that satisfy these criteria and provides a compelling case for change.

We continue to monitor the situation and, if an opportunity presents itself that we consider is in the best interests of the Council's taxpayers, residents and businesses, then I will of course wish to pursue that at that time. I remain to be convinced that any proposals made so far are in the best interests of Wycombe District Council taxpayers locally.”

Supplementary Question

“I feel that there is a compelling case for Council Tax payers in being able to receive a more streamlined and accessible service, with everything in one place which would be better than the current system, which can be messy.

I believe that the final decision should be put to the Council Tax payers to see what they want. Not wait for other authorities to decide. Do you agree that there should be some form of consultation or referendum for local people regarding this?"

Supplementary Response

"There are different proposals for unitary government in Buckinghamshire, and no consensus, so it is important to keep an open mind and not prejudge the issue. There would need to be a significant amount of detailed work undertaken before a view could be formed.

The most recent discussions were last summer when all the Councils, working with the Bucks Local Enterprise Partnership, discussed the benefits of putting forward further devolution proposals to Government. As you know, we did not collectively in Buckinghamshire put forward any further proposals at that time, in common with many other areas in the Country, as the local benefits were not clear. There is of course the Strategic Alliance cross-County devolution proposal that is with Government for consideration, which involves our District, so we are already part of a wider devolution bid. The Government continues to negotiate devolution deals and the first of such deals in two-tier County areas was announced in the recent Budget, so we continue to monitor the situation. Personally, I think nationally the debate is moving on towards looking at the most appropriate arrangements for devolution locally to the public sector, including the Health Sector, rather than the more narrow local government unitary re-organisation debate."

© Question from Councillor B Pearce to the Cabinet Member for Planning

"Like myself, and many residents in Booker and Cressex, I am sure you welcome the new Costco store coming to Cressex island in High Wycombe. I believe this would be a great asset to the town.

However there is much concern regarding the traffic and parking. I saw a presentation at the Holiday Inn last year, indicating customers would gain entry into Costco's car park from a mini roundabout in Crest Road and the existing road that runs alongside the YMCA.

Do you not agree with me that it would be better to have a 4 point roundabout constructed where the existing mini roundabout leads into Asda and also a slip road from John Hall Way.

I realise this is a Highways and County Council issue but I am sure you'll agree with me that WDC could make this a condition of the planning application?"

Response from Councillor D Johncock (Cabinet Member for Planning)

"Naturally we all welcome investment in the town and I'm sure all of us would like to see Cressex Island put to the most productive use. On the issue of whether this is Costco or some other use, I have to keep an open mind as this is currently the subject of a planning application and it would therefore be inappropriate for me as a member of the Planning committee to comment at this early stage.

What I can say is that the County Highway Authority has been consulted on the application and they will provide their professional advice in due course. However, until I have seen the County Highway Authority's recommendations, I am clearly unable to form a view on whether the proposed highway layout is acceptable or not, and in any event this is a matter for the planning committee to determine rather than me as Executive Member.

It is worth remembering at this stage that it is the Council's role in the first instance to determine the application put before them and reach a view on whether or not it is acceptable or unacceptable. To that end, we consult widely and welcome comments from residents and local community groups as well as local Ward Members. I would therefore advise that you submit your comments on-line using public access to ensure that they are taken into account as part of the determination process."

Supplementary Question

"I am glad you welcome the new Costco store on Cressex Island. I have written to the Highways Authority, who said that responsibility for the matter lay with Costco.

Do you agree with me that it is in fact down to the Planning Authority and Highways not just Costco.

Supplementary Response

"Yes it is down to us as the Planning Authority and will make a decision as to what is right or not."

(d) Question from Councillor M Davy to the Cabinet Member for Economic Development & Regeneration

"Having visited the new sport centre, and had many residents acknowledge how brilliant it has been for people of all ages in our community, I think WDC can be very proud of providing such a contemporary facility for our whole district.

Can the Cabinet Member for Economic Development and Regeneration give the Council and the public an update about the progress of the demolition of the old sport centre and a timetable for future works on the hotel and others in the Handy Cross Hub?"

Response from Councillor R Wilson (Cabinet Member for Economic Development & Regeneration).

"Everyone involved should be thanked for their hard work.

Demolition of the old sports centre has commenced. It will take around three months to clear the site. It is gradually disappearing. Commercial property agents – Savills – are appointed to market the commercial development sites. Negotiations are already underway with a major owner-occupier approximately half of the Phase

3 offices. Soft market testing has indicated several 3*+ hotel brands keen on the site. The remainder of Phase 3 (including the hotel) and the Phase 4 (old sports centre site) are about to be actively marketed for investor/developers, and hope to get a lot of money for it. So we are hopeful that we will see further development commencing this forthcoming financial year. In the meantime, the Council will be progressing Phase 5 proposed day nursery/medicentre site, as a direct development.”

Supplementary Question

“I look forward to seeing the works progress throughout the coming months. Can you give me an estimate for the amount of new jobs that will be created when the work has been completed.

I am certain that not only will this benefit the town`s residents, but will demonstrate how WDC is taking an active role in facilitating a reduction in unemployment in our district.”

Supplementary Response

“I do not have the precise figures but approximately 200 jobs will be created from Waitrose, 100 from the Sports Centre, 300-500 due to the offices and approximately 100-200 from the hotels. These are my best guesses. Employment will result as will trade increases which will ultimately trickle down.”

(e) Question from Councillor K Ahmed to the Cabinet Member for Environment

“Recently an investigation carried out by the BFP revealed a major flaw with our car park ANPR system. The council's response failed to give an explanation as to why the BFP reporter managed to avoid any standard charge notice being sent to him even after failing to pay on three separate occasions. Would the responsible cabinet member please explain why this failure could have occurred?”

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

“I will leave it to others to judge the actions of the Bucks Free Press. In our subsequent statement to the press, which was printed in full by the paper, we made it very clear that the Council does not endorse the deliberate misuse of public car parks and would strongly discourage motorists from doing so. I am pleased to report that the vast majority of people expect to pay, and do pay to leave their vehicles in a secure public car park.”

Supplementary Question

“A recent BFP investigation revealed a flaw in the ANPR system. Why did WDC not provide an explanation as to why a BFP reporter managed to avoid any standard charge notice being issued despite failing to pay on three separate occasions.”

Over 1.3 million of taxpayer`s money has been spent and wasted on such a system, which had no chance of working from the outset. Will the responsible Cabinet Member do the honourable thing and resign?”

Supplementary Response

“No I will not. I am confident regarding the information I have given you and will keep the situation monitored. All I can say to you at this point is just wait and see until the end of the year.

(f) Question from Councillor M Hanif to the Cabinet Member for Planning

“Under the Infrastructure levy Funding Strategy some fifteen projects have been earmarked for High Wycombe. Can the Cabinet Member for this responsibility provide a time scale for the completion of these putative projects. What for example are the factors which will expedite or hinder the timely completion of these projects?”

In accordance with Standing order 11.3(g), as the member asking the question was not present at the meeting at the time the question was to be put, the question was treated as withdrawn.

(g) Question from Councillor M A Hashmi to the Cabinet Member for Environment

“Many roads and service roads in particular, are blighted by fly tipping and general accumulation of rubbish. In Bowerdean Ward a service road behind Rowan Avenue has heaps of soil, accumulated rubbish and large articles of rubbish left by either uncaring local residents or more likely the result of fly-tipping.

What is the Council's strategy to tackle fly tipping, what actions is the Council taking, (such as placing signs asking people not to fly tip) to combat this social menace? Moreover, how many people have been prosecuted for fly tipping in High Wycombe, over the last year?”

Response from Mrs J Teesdale (Cabinet Member for Environment)

“The service road that you have referred to in your question is in the ownership of Red Kite and they deal with fly tipping on their land. The Staff at Red Kite regularly check on their estates and service roads and get any fly tipping cleared by their contractor. If they find out who has carried out the fly tipping, they will follow this up. Signs have been erected in ‘hot spots’.

Staff have been working with the joint waste team to consider ways of dealing with fly tipping, including the use of cameras.

With respect to Rowan Avenue, Red Kite are arranging for a litter pick and to tidy up overgrown vegetation on the service road. They are not responsible for rubbish or rubble in gardens which have access to the service road but will follow this up with tenants if it is causing a nuisance or is an eyesore.

Where Red Kite officers or officers within the Joint Waste Team find evidence in fly tipped waste which identifies the source of that waste, or where witnesses report waste being dumped, County Council Enforcement Officers will investigate and consider whether there is a viable case to pursue for prosecution. The following figures provide information in the number of convictions within the Wycombe District area over the last three years:

2013/14	12	(60 county-wide)
2014/15	14	(54 county-wide)
2015/16	10	(46 county-wide)

Convictions are sometimes delayed due to court and other factors relating to the defendant and county Enforcement Officers anticipate a rise in convictions rather than the apparent fall that these county-wide figures may suggest.

Regarding the specific area in question, the Enforcement Team will include it within their programme to consider deployment of surveillance cameras there, but will not be able to confirm if and when camera(s) are actually installed in this location, for obvious reasons. The Enforcement Team are aware of that area, but had not received any fly tipping reports recently. However, they will visit and install signage (see attached) which advises 'would be' fly-tippers, that surveillance operates in that area."

Supplementary Question

"Many roads and footpaths in Bowerdean are in need of repairs and resurfacing. Fly tipping in these areas makes Bowerdean look grubby tacky and untidy, and create an environment for mice.

Can we ask for a concerted effort from WDC to improve this state of affairs?"

Supplementary Response

"Responsibility for this matter lies with Red Kite not WDC. Speak to the WDC representatives serving on the Red Kite Board, who regularly attend Board meetings. We have allowed this question to be asked but you should have gone to them directly for advice."

(h) Question from Councillor S Graham to the Cabinet Member for Community

"During the consultation process about the new Wycombe sports centre, the developers had given an undertaking that the centre could be used for dances, weddings and other large gatherings.

However I am now told that high heel shoes and drinks are not allowed in the halls and that it would cost £30,000 for a special cover to protect the floor for any of the above activities to take place at the centre.

Can you tell me who took the decision not to honour the commitment made by the developers during the consultation process to provide a place at the centre for large gatherings and when was this undertaking revoked?"

Response from Mrs J Adey (Cabinet Member for Community)

"Thank you for asking me about our outstanding new Wycombe Leisure Centre, which provides a wide range of sporting opportunities for local residents. The sports hall can be used for large events such as major sporting matches, where the public can use spectator seating areas. It has already proved invaluable as a marshalling area for the many hundreds of swimmers attending the National level swimming gala in March. Upstairs Studios 3 and 4 may be used for functions of up to 134 people including seminars, children's parties and lunches, as was the case on the day of the Centre's formal opening.

However in optimising the detailed design for sports some of the many initial ancillary options could not be taken forward. The initial conceptual view from the architects included using the sports hall and the adjacent second hall for large events such as exhibitions, conferences and banquets. However as the design was refined sports use has been prioritised as this is the key purpose of Wycombe Leisure Centre. This has meant:

- installing a modern high specification sprung wooden hall floor ideal for a range of sports; however this will be damaged by high heels and liquid spillages
- the second hall is a dedicated Bowls Hall, which cannot be readily made multi-functional
- a store room now houses the new bleacher seating, which means it cannot be used as an access corridor
- a narrow external access route to the side of the sports hall due to the security fencing needed by Waitrose, which limits the ability to temporarily locate catering facilities externally alongside the hall

I have received significant positive feedback from users of the new Centre and Places for People Leisure report much higher levels of usage. Our decision to replace the Centre and invest in sport and physical activity for our residents is proving to be very well placed."

Supplementary Question

Thank you but you have not answered the question. People make all sorts of promises when seeking approval and then not honouring those commitments. How can developers be held to account and forced to honour the promised made during the consultation process. What was promised was not delivered.

Is this something the Council can tighten up on?"

Supplementary Response

“No firm undertaking was given. The design continued to be refined and the venue has simply become unsuitable for large gatherings.”

(i) Question from Councillor Ms J Wassell to the Leader of the Council

“Would the Leader update us on the finances of the Hughenden Quarter and the current expenditure by the Council on the project? A resident has asked me to obtain this information.”

Response from Councillor Ms K Wood (Leader of the Council)

“The Council acquired the site in 2008 to secure its regeneration and to create a new ‘green corridor’ to Hughenden Park/facilitate BNU’s student village. Since that time, approximately £4.3m has been invested by the Council on demolition (0.5m sq.ft. of heavy industrial buildings), remediation, new spine road and Hughenden Avenue junction and the green corridor, which takes up approximately one third of the main site in terms of land area and new utilities serving the development sites.

The Council will receive capital receipts from three disposals totalling c. £8m plus Community Infrastructure Levy, New Homes Bonus and Council Tax/Business Rates. The District will gain by having an 260 unit ‘independent supported living village’ provided by the Extra Care Charitable Trust, together with a second phase 70 bed care home provided by the Royal Star & Garter charity. When completed, the development of Hughenden Quarter will bring this site back to life, close to High Wycombe’s town centre and open up the Hughenden Stream to public access. There will be 172 affordable units, comprising 120 shared ownership units and 52 affordable rented units. All of the additional housing provided through the ECCT and RSG schemes will help to release other housing to the market.

Overall, the site will provide purpose-built residential accommodation for around 750 people including students and older residents. The third phase is planned as a new family restaurant/ pub. The Council is retaining the ‘Upper Site’ for letting.”

Supplementary Question

“Do you feel that the right balance of provision has been met in the Hughenden Quarter? Other schemes were suggested there and it is scarce land, being near the Town Centre.”

Supplementary Response

“I do believe that Hughenden quarter is providing good quality affordable housing, and caters for various age groups. The capital receipts are being used to help fund the Council’s Major Projects Programme, which provides a range of schemes contributing to the economic, social and environmental well-being of the District, including affordable housing. The Community Infrastructure levy is applied in accordance with the Council’s policy, including schemes from a number of different agencies, such as Bucks County Council for Education and transport schemes. The range of schemes being funded can be found in the Cabinet agenda dated 16 November 2015. New Homes Bonus and Council Tax income is being used to

support the Council's overall revenue budget to continue to provide essential services and reduce the pressure on Council Tax."

Questions 10 - 16 were not put as the 30 Minutes time period had expired. In accordance with Standing Orders, a written reply would be sent to the questioner by the appropriate Member within 10 working days, and would also be appended to the Minutes of the meeting.

103 PETITIONS

No petitions were received prior to the deadline of 5pm on Monday 4 April 2016.

104 CABINET

Minute 79 – Local Plan Timetable & Budget

A Member voiced her concern over the lack of awareness over the progress and contents of the Local Plan. The Member questioned whether there was a possibility that further awareness could be raised as to the publication of the Plan in 2017 and the current timetable.

She was informed that the Plan was well advertised, but that this would be reviewed to establish whether there was a lack of knowledge in this area of work.

RESOLVED: That the minutes of the meeting of the Cabinet held on 7 March 2016 be received

105 IMPROVEMENT & REVIEW COMMISSION

The Vice Chairman of the Committee rose to present the minutes of the last meeting.

RESOLVED: That the minutes of the meeting of the Improvement & Review Commission held on 9 March 2016 be received

106 AUDIT COMMITTEE

RESOLVED: That the minutes of the meeting of the Audit Committee held on 3 March 2016 be received.

107 HIGH WYCOMBE TOWN COMMITTEE

Minute 40 – Update on the Market

A Member commented that she had been saddened to see Colin Baker's published column in the BFP, which had portrayed High Wycombe in a poor light and singled out Little Market House. She stated that she felt that the area was overshadowed by the Guild Hall and as such little Market House needed to be resold and

remarketed and that she had been impressed by suggestions relating to this by the Major Projects and Estates Executive.

The Chairman of the Committee agreed that Mr Baker's comments on the High street had been somewhat inaccurate, and that occupancy in the shops was high, with only one long term vacancy. He stated that he was confident that the stores present did meet the requirements of those in the town. He too welcomed the proposals put forward by the Major Projects and Estates Executive which would help to bring back the building into practical commercial use.

RESOLVED: That the minutes of the meeting of the High Wycombe Town Committee held on 1 March 2016 be received.

108 PERSONNEL & DEVELOPMENT COMMITTEE

RESOLVED: That the minutes of the meeting of the Personnel & Development Committee held on 9 March 2016 be received.

109 PLANNING COMMITTEE

RESOLVED: That the minutes of the meetings of the Planning Committee held on 20 January, 17 February and 16 March be received.

110 REGULATORY & APPEALS COMMITTEE

The Vice Chairman rose to present the minutes of the previous meeting. She proposed an amendment to the minutes following the resolution of a query raised by Cllr Broadbent on the Contract Standing Orders. The query had related to ensuring that the opportunity to win contracts worth less than £10 000 was not restricted to a small pool of repeat contractors and that as such opportunities should be advertised. It was agreed that the following wording be inserted into the Contract Standing Orders relating to this point, that they adopted.

“Where opportunities are not advertised, in order to ensure that value for money is achieved, the requirement for competitive award will remain, also Officers will be required to ensure variety in the selection of bidders approached over time. In addition, the Council will conduct a regular spend analysis to identify purchase patterns and opportunities to achieve additional savings.”

RESOLVED: That the minutes of the meeting of the Regulatory & Appeals Committee held on 2 March 2016 be received and the recommendation as set out at minute number 20 be approved and adopted, subject to the amendment in recommendation (i) that the Contract Standing orders be adopted with the insertion of the following wording. “Where opportunities are not advertised, in order to ensure that value for money is achieved, the

requirement for competitive award will remain. Also officers will be required to ensure variety in the selection of bidders approached over time. In addition, the Council will conduct a regular spend analysis to identify purchase patterns and opportunities to achieve additional savings.”

111 QUESTIONS UNDER STANDING ORDER 11.2

There were none.

112 URGENT ACTION TAKEN BY CABINET OR INDIVIDUAL CABINET MEMBER

The individual decision published since the last meeting of the Council held on 25 February 2016 as set out in the summons was noted.

Chairman

The following officers were in attendance at the meeting:

Ian Hunt	- Democratic Services Manager
Iram Malik	- Democratic Services
Karen Satterford	- Chief Executive
Paul Shackley	- Corporate Director

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COUNCIL

Monday 11 April 2016

Agenda Item 6

Questions from Members

Unanswered Questions – Responses sent subsequent to Meeting

10. Question from Councillor M Asif to the Cabinet Member for Housing

How much is the rent for a two bedroomed flat in Castlefield

- a) in social housing
- b) in affordable housing and
- c) in commercial housing in the private sector?

How much is the rent for a two bedroomed flat in Castlefield

- a) in social housing - **the weekly rent depending on Registered Provider is between £101-108**
- b) in affordable housing - **No flats have become available at affordable rent in the Castlefield area. Affordable rents for two bedroom flats in the district are between £134 -£182 per week depending on location within High Wycombe**
- c) in commercial housing in the private sector? - **we do not keep specific data however current market prices for two bedrooms flats are between £196 – £208 per week within High Wycombe.**

11. Question from Councillor K Ahmed to the Cabinet Member for Housing

When will Wycombe's housing waiting list be significantly reduced and WDC not need to help families and individuals who are homeless, or at risk of being made homeless?

I cannot predict when the waiting list for housing in the District will be significantly reduced, as demand for housing and for housing assistance is dependent on a large number of factors.

As you are aware a New Local Plan is being devised to assist in meeting housing need, and I am confident that this work alongside the excellent work being carried out by Officer's at WDC, plus that of all the agencies will continue for those that require assistance for as long as it is needed.

As to the second part of your question: WDC no longer being needed to help families and individuals who are homeless, or at risk of being made homeless?

If I had a 'Crystal Ball' I could possibly be in a better position to answer this question. It is evident looking at the last Census that the Population is increasing and I cannot foresee a time when homelessness will be eradicated in the UK.

12. Question from Councillor R Raja to the Leader of the Council

Now that the racist EDL has paid High Wycombe a visit will WDC be undertaking an impact assessment on the disruption caused to local businesses and the travelling public by the unwelcome visitors numbering from 150 to 200? Secondly, would she advise us in due course as to the cost of policing the march by the racist EDL and how much of this cost will have to be borne by WDC?

English law permits the expression of free speech and the police have a legal duty to facilitate peaceful protest. On Saturday we worked closely with the police and partners to minimise disruption. There is no requirement for an impact assessment and, mindful of the need to manage the associated work within existing resources, we have concentrated on supporting the police and our partners. We have asked Thames Valley Police for the information you request about costs.

13. Question from Councillor B Pearce to the Cabinet Member for Planning

Why is it that Red Kite have to obtain planning permission to knock down some existing garages to rebuild them because they are in an unstable condition. These garages once belonged to Wycombe District Council?

Anything which falls within the definition of “development” as set out in the Town & Country Planning Act 1990 (as amended) requires planning permission.

In this case the construction of new garage blocks is “development” and so requires express planning permission, no matter who owns the site.

14. Question from Councillor Ms J Wassell to the Leader of the Council

Could the Leader kindly provide to members a map of all land transferred to Red Kite Housing Association? I am sure that the Leader can appreciate how time consuming it is for members to have to locate ownership on a case by case basis.

Thank you for your question in respect of the availability of a map regarding the land transferred to Red Kite Housing Association. This information is available to all staff as a layer of the Wycombe District Council i-Share GIS system featured on WySpace the internal intranet.

Unfortunately this information is not available to the public via the website due to commercial confidentiality and data protection issues.

This system can easily be extended to members interested in accessing it, but they would need to log onto the network at the Queen Victoria site to do so. If any member is interested in doing so, I can put them in touch with the appropriate ICT officer.

Unfortunately the system cannot be provided via the members extranet as this is not compatible.

Property Services officers have also indicated that they are, as always, quite happy to confirm, whether or not any property or piece of land was featured on this list /layer regarding sites transferred to Red Kite Housing Association. Any member is quite welcome to ring them with such queries.

15. Question from Councillor R Raja to the Leader of the Council

Does the Leader agree with the statement made by the out-going Chief Executive of Bucks County Council that the existing 2- tier system of district and county councils is not fit for purpose and too expensive and that Bucks should move to a unitary system?

I would refer you to the answer I gave earlier to substantially the same question asked by Councillor Matt Knight (No 2.) (Full wording to appear in the minutes to be published by 25/4/16.

16. Question from Councillor Ms J Wassell to the Leader of the Council

Does the Leader think that Wycombe District Council will become more dependent on income generating schemes in future? This is becoming more of a topic in local authority publications due to the reduced settlement from Central Government. If so does she feel this is an opportunity to consult our talented and entrepreneurial Wycombe residents?

Yes, I agree with you that we will need to continue to generate income, although that is nothing new for Wycombe. We continue to rise to the financial challenges we have and my Cabinet, at its meeting on 7 March received and approved the Council's medium-term financial strategy. In summary, this is currently projecting that by 2019/20 we will have an annual projected deficit of £1.9m, which is why we are pursuing an approach to raise additional revenue from the use of our assets. This approach is detailed in the Council's Corporate Plan, approved by Council in December, which includes a work stream to generate new revenue streams for the Council on the basis that we will be free of Government rate support grant funding by 2019.

We have a strong track record of developing schemes, based on local consultation, to ensure they are successfully delivered and have clear plans in place and are working hard to achieve our target by 2019. We welcome good ideas from whatever source they come, including residents and entrepreneurs, to ensure the schemes we bring forward help to ensure our District continues to flourish and grow, as well as providing an additional income stream to the Council.

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Special Council

Date: 24 May 2016

Time: 6.15 - 6.22 pm

PRESENT: Councillor I L McEnnis (in the Chair)

Councillors Mrs J A Adey, Mrs S Adoh, K Ahmed, Z Ahmed, M C Appleyard, D H G Barnes, Ms A Baughan, S Broadbent, Miss S Brown, H Bull, D J Carroll, M Clarke, Mrs L M Clarke OBE, A D Collingwood, M P Davy, S Graham, A R Green, G C Hall, M Harris, M A Hashmi, A E Hill, M Hussain, M Hussain JP, D A Johncock, M E Knight, D Knights, Mrs J D Langley, A Lee, Mrs W J Mallen, N B Marshall, R Newman, Ms C J Oliver, B E Pearce, G Peart, S K Raja, R Raja, S Saddique, J A Savage, R J Scott, D A C Shakespeare OBE, A Turner, P R Turner, Ms J D Wassell, C Whitehead, R Wilson, L Wood and Ms K S Wood.

Also Present: Honorary Aldermen: M Blanksby, P Cartwright and Mrs P Priestley.

113 APOLOGIES FOR ABSENCE

Apologies for absence were received from Honorary Aldermen: E H Collins, M B Oram, and Mrs K M Peatey MBE and R Pushman. Councillors: M Asif, C Etholen, R Gaffney, M Hanif, C Harriss, A Hussain, H McCarthy, Mrs J Teesdale, N Teesdale and D Watson.

114 DECLARATIONS OF INTEREST

No declarations of interest were received.

115 SPECIAL CABINET

RESOLVED: That the minutes of the meeting of the Special Cabinet held on 23 May 2016 be received and the recommendation as set out at minute number 87 be approved and adopted.

Chairman

The following officers were in attendance at the meeting:

Ian Hunt - Democratic Services Manager
Iram Malik - Democratic Services Officer

Karen Satterford - Chief Executive
Paul Shackley - Corporate Director

Annual Council

Date: 24 May 2016

Time: 6.22 - 6.51 pm

PRESENT: Councillor I L McEnnis (in the Chair)

Councillors Mrs J A Adey, Mrs S Adoh, K Ahmed, Z Ahmed, M C Appleyard, M Asif, D H G Barnes, Ms A Baughan, S Broadbent, Miss S Brown, H Bull, D J Carroll, M Clarke, Mrs L M Clarke OBE, A D Collingwood, M P Davy, R Farmer, S Graham, A R Green, G C Hall, M Harris, M A Hashmi, A E Hill, M Hussain, M Hussain JP, D A Johncock, M E Knight, D Knights, Mrs J D Langley, A Lee, Mrs W J Mallen, N B Marshall, R Newman, Ms C J Oliver, B E Pearce, G Peart, S K Raja, R Raja, S Saddique, J A Savage, R J Scott, D A C Shakespeare OBE, A Turner, P R Turner, Ms J D Wassell, C Whitehead, R Wilson, L Wood and Ms K S Wood.

Also present: Honorary Aldermen: M Blanksby, P Cartwright and Mrs P Priestley.

113 ELECTION OF CHAIRMAN

It was proposed by Councillor Ms K S Wood that Councillor M Hussain (JP) be elected as chairman of the Council for the 2016/17 Municipal Year.

The proposer gave a brief history of Councillor Hussain's background, stating that he had been a Member of this Council since 1999, and had held positions on many different committees as well as a Cabinet portfolio. The Leader went on to praise the huge amount of charity and voluntary work with which he was involved and stated that with his vast level of experience the Council would be in safe hands, and that she looked forward to the forthcoming year with him at the helm.

The proposal was seconded by Councillor Mrs L Clarke OBE who highlighted that the role of Chairman was not an easy role to fill, sometimes proving to be onerous. She stated that she looked forward to working with him and was very happy to be seconding the nomination.

There being no other nominations, and upon being put to a vote it was:

RESOLVED: That Councillor M Hussain (JP) be elected as chairman for the Municipal Year 2016/17.

Councillor Hussain thereupon accepted office, made the necessary declaration and was presented with the Chairman's Chain, and Mrs Hussain was presented with the Chairman's consort badge and a bouquet.

Councillor M Hussain (JP) in the Chair

The Chairman addressed the meeting and took the opportunity to express his sincere gratitude to both the proposer and seconder for their kind words. He went on to emphasise what a fantastic Chairman Cllr I McEnnis had proven to be over the last year whilst providing him with an invaluable source of help, advice and guidance during his year as Vice-Chairman. He also pointed out that Members worked hard within their wards, but that this was only possible due to the trusted advice received from officers of the Council.

The Chairman then gave a brief mention to the theme for the ensuing year, which would be “celebrating the volunteers of the town”. He emphasised the importance of the voluntary sector, and that it was an area of work which was personally very dear to his heart. He urged Members to donate some extra time to the cause, and also mentioned that during official volunteer week, from 1 June, the Chairman’s office would be open to all volunteers to come along and share their experiences. In addition, he encouraged each Councillor to nominate a person from their respective wards to receive some recognition for the invaluable work carried out in the community. All entries were to be submitted by 15 July 2016. The Chairman also mentioned the “unforgotten heroes” whereby anyone who had donated over 4000 hours of voluntary work would be entitled to receive a special gift.

Councillor Collingwood proposed a vote of thanks to the outgoing Chairman, who had served as Chairman on 3 separate occasions, praising the service he had provided in so many different arenas, and who together with his wife Sarah had served the whole District so well. The seconder, Cllr Ms K Wood concurred with the proposer, stating that the outgoing Chairman had indeed been a fantastic ambassador for this Council, and had shown a great passion for the District in all his engagements. She also wished to thank Sarah McEnnis, who had been by his side proving to have been a fantastic couple for this District.

In responding, Councillor I McEnnis expressed his humble thanks, stating it had been a wonderful year, and proceeded to share some of his personal highlights. He gave mention to some of his favourite, including being amongst some of the first of a group of people to enter into the new Leisure Centre. On 2 March he had been present at the official visit of the Duke of Kent on the opening of the Leisure Centre. On 16 May, he had been in the presence of Princess Anne on her visit to the “Hearing Dogs for Deaf People” at Saunderton. He concluded by expressing his thanks to the team of officers for their help and advice during his term in office, and to the Leader and Members for their ongoing support. He also thanked his wife and consort, and the incoming Chairman, wishing him the very best for the year ahead. He stated that it had been an honour and privilege to serve as Chairman.

The Chairman of the Council thereupon presented to Councillor McEnnis a past Chairman’s badge and to Mrs McEnnis a bouquet.

Councillor D Carroll rose to propose that Councillor Miss S Brown be appointed Vice- Chairman of the Council for the municipal year 2016/17. This was duly seconded by Councillor Z Ahmed.

RESOLVED: That Councillor Miss S Brown be appointed as Vice-Chairman of the Council for the municipal year 2016/17.

Councillor Miss S Brown thereupon accepted office, made the necessary declaration and was presented with the Vice- Chairman`s Badge of Office.

115 APOLOGIES

Apologies for absence were received from Honorary Aldermen: E H Collins, D Cox, M B Oram, Mrs K M Peatey MBE and R Pushman. Councillors: M Asif, C Etholen, R Gaffney, M Hanif, C Harriss, A Hussain, H McCarthy, Mrs J Teesdale, N Teesdale and D Watson.

116 DECLARATIONS OF INTEREST

No declarations of interest were received.

117 CHAIRMAN'S ANNOUNCEMENTS

There were none.

118 GROUP LEADERS

The Council received formal notification that the Leaders and deputy Leaders of the political groups for 2016/17 would be as follows:

Group	Leader	Deputy Leader
Conservative	Cllr Ms K Wood	Cllr D H G Barnes
Labour	Cllr R Raja	Cllr K Ahmed
East Wycombe Independent	Cllr M E Knight	Cllr Ms J D Wassall

119 REPORT OF THE EXECUTIVE LEADER

The Executive Leader rose to present her report but prior to confirming the Cabinet positions and post holders, took the opportunity to congratulate the incoming Chairman on his election, and then outlined some of the major achievements over the last year. She stated that she was honoured to be entering the second year of her leadership, and that her first year had been highlighted by the opening of the new sports centre and the opening of Waitrose at Handy Cross.

She confirmed that the Council would now look towards regenerating the remainder of the area with offices and a hotel to ensure that the gateway to High Wycombe from the M40 would showcase the Town as a fantastic place to be. Plans to regenerate other town centre locations were also well under way. The Leader then went onto state that housing was to remain a key priority and that the Council would continue to grow on the successes of this year in the best interests of all residents to find the most suitable solutions.

The matters set out in (i) to (viii) below were then submitted to the Council in order to comply with the Council's approved Leader and Cabinet Executive political management model and the Council's approved Constitution.

- (i) (a) It was noted that the Executive Leader had appointed Councillor D H G Barnes as Deputy Executive Leader for the purpose of carrying out the Leader's statutory functions (including e.g. appointing and removing Cabinet Members and Deputy Executive Leader, delegating executive functions to Cabinet, to Cabinet Members or to officers, agreeing or objecting to senior appointments and dismissals);
- (b) It was noted that the Leader had appointed Councillor D H G Barnes as Deputy Leader for the purpose of carrying out the remaining (Portfolio) functions of the Leader as set out in the terms of reference and responsibilities of Cabinet Members in the event that the Leader is unable to act through absence, illness, legal disability or conflict of interest, or the circumstances are so urgent that it is appropriate for a Deputy Leader to take a decision in order to protect the interests of the authority or its area.
- (c) It was noted that the Leader of the Council had made the following appointments in respect of Cabinet positions and post holders.

(ii) Cabinet positions and post holders

NAME	ADDRESS	WARD REPRESENTED	PORTFOLIO
Councillor Ms K S Wood	c/o WDC, Council Offices, Queen Victoria Road, High Wycombe, Bucks, HP11 1BB	Tylers Green & Loudwater	Executive Leader of the Council
Councillor D H G Barnes	18 Juniper Road, Marlow Bottom, Bucks, SL7 3NX	Greater Marlow	Deputy Leader & Cabinet Member for Engagement

			& Strategy
Councillor R Wilson	25 Beechtree Avenue, Marlow Bottom, Bucks, SL7 3NH	Marlow North & West	Economic Development & Regeneration
Councillor Mrs J A Adey	Hatherley, Princes Road, Bourne End, Bucks, SL8 5HZ	The Wooburns	Community
Councillor D A C Shakespeare OBE	Elephant Walk House, Hammersley Lane, Loudwater, Bucks, HP13 7BY	Tylers Green & Loudwater	HR, ICT & Customer Services
Councillor D A Johncock	32 Highfield Road, Flackwell Heath, Bucks, HP10 9AN	Flackwell Heath & Little Marlow	Planning
Councillor Mrs J D Langley	18 Rush Burn, Wooburn Green, Bucks, HP10 0BT	The Wooburns	Housing
Councillor Mrs J E Teesdale	43 Green Lane, Radnage, High Wycombe, Bucks, HP14 6DJ	Chiltern Rise	Environment
Councillor R Newman	280 West Wycombe Road, High Wycombe Bucks, HP12 4AB	Hazlemere South	Youth
Councillor D M	17 Wendover Road,	Flackwell Heath & Little Marlow	Finance & Resources

Watson	Bourne End, Bucks, SL8 5NS		
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(iii) Cabinet terms of reference and responsibilities of individual portfolio holders

These were to be as set out in Part 2 of the Constitution

(iv) Cabinet Committee terms of reference

It was noted that any proposal to set up a Cabinet Committee would be the subject of a report to Cabinet.

(v) Schemes of Delegation of Executive Functions to Officers

As set out in Part 2 of the Constitution.

(vi) Joint Arrangements

There were three schemes for joint arrangements with one or more other local authorities. These were in respect of the Chilterns Crematorium Joint Committee, Bucks Joint Waste Committee and the Chiltern and Wycombe Joint Waste Collection Committee. Details of the arrangements for all these bodies could be found in Part 2 of the Constitution.

Chilterns Crematorium Joint Committee

Councillor Mrs J A Adey

Councillor D H G Barnes

Bucks Joint Waste Committee

Councillor Mrs W J Mallen

Councillor Mrs J E Teesdale

Councillor Z Ahmed (Standing Deputy).

Chiltern and Wycombe Joint Waste Collection Committee

Councillor Mrs W J Mallen

Councillor Mrs J E Teesdale

Councillor Z Ahmed (Standing Deputy).

(vii) Appointments to Outside Organisations

The organisations to which the Cabinet made appointments were as set out below. The Council was asked to note the following appointments for the periods set out.

Local Authority Appointments (until May 2017)

1. Local Government Association

General Assembly (1)

Ms K Wood

Standing Deputy (1)	D A C Shakespeare OBE
2. Wycombe Partnership (1)	Ms K Wood
Standing Deputy (1)	D H G Barnes
3. South East England Councils (1)	Ms K Wood
Standing Deputy (1)	D A C Shakespeare OBE
4. Red Kite Board (2)	Miss S Brown I L McEnnis
5. South East Employers (2)	A Hussain G Peart
Standing Deputies (2)	D Knights T Lee
6. Thames Valley Police & Crime Panel (1)	Mrs J A Adey
7. Wycombe Rent Deposition Guarantee Scheme (1)	P R Turner

Other Local Authority Appointments until May 2017

1. BCC Public Health Overview and Select Committee (1)	A R Green
2. Health and Wellbeing Board (1)	Ms K Wood
3. Healthy Communities Partnership (1)	Mrs J A Adey

(viii) Deputy Cabinet Members

The following were appointed to assist the relevant Cabinet Member:

Engagement & Strategy

Vacant

Finance and Resources

Councillor G Peart

Economic Development & Regeneration

Councillor S Broadbent

Community

Councillor S K Raja

HR, ICT and Customer Services

Councillor S Saddique

Planning

Councillor A Turner

Housing

Councillor D J Carroll

Environment

Councillor Mrs W J Mallen

Youth

Vacant

120 COMMITTEE APPOINTMENTS

Committees of the Council were appointed annually under Section 102 of the Local Government 1972.

In accordance with Sections 15 to 17 of the Local Government and Housing Act 1989, it was the duty of the Council (save in relation to certain Committees where different arrangements are approved by the Council) to make appointments to Committees which reflected the representation of different political groups on the Council and in accordance with the wishes of those political group.

RESOLVED: That (i) the following Committees be appointed with the memberships as set out below in accordance with political balance requirements as notified by Group Leaders. The Terms of Reference were as set out in parts 1 and 2 of the Constitution:

(ii) the appointments be for the forthcoming year

(iii) the positions of the chairman and Vice- Chairman be as set out.

(i) Improvement and Review Commission

(Up to 18 Members Total)	Chairman:	Cllr R Gaffney
	Vice Chairman:	Cllr A Collingwood
Conservative – Up to 15 Members	Members	1 Cllr Mrs S Adoh
		2 Cllr Miss S Brown
		3 Cllr H Bull
		4 Cllr Mrs L Clarke OBE
		5 Cllr A Collingwood
		6 Cllr M Davy
		7 Cllr C Etholen
		8 Cllr R Gaffney
		9 Cllr G Hall

		10	Cllr M Harris
		11	Cllr A Hill
		12	Cllr D Knights
		13	Cllr T Lee
		14	Cllr Mrs C Oliver
		15	Cllr J Savage
Conservative	Standing Deputies	1	Cllr M Appleyard
		2	Cllr Mahboob Hussain JP
		3	Cllr Maz Hussain
		4	Cllr N Marshall
		5	Cllr H McCarthy
		6	Cllr L Wood
Labour 2 Members	Member	1	Cllr K Ahmed
		2	Cllr R Raja
Labour	Standing Deputies	1	Cllr M Hashmi
		2	Cllr M Hanif
EWIP	Member	1	Cllr M Knight
EWIP	Standing Deputy	1	Cllr Ms A Baughan

(ii) Standards Committee

(Up to 8 Members Total)	Chairman:	Cllr C Etholen	
	Vice Chairman:	Cllr Mrs J A Adey	
Conservative – Up to 7 Members	Members	1	Cllr S Broadbent
		2	Cllr M Clarke
		3	Cllr C Etholen
		4	Cllr A Green
		5	Cllr Mrs J A Adey
		6	Cllr Mrs W Mallen
		7	Cllr J Savage
Conservative	Standing Deputies	1	Cllr A Collingwood
		2	Cllr H McCarthy
		3	Cllr R Scott
Labour	Member	1	Cllr R Raja
Labour	Standing Deputy	1	Cllr K Ahmed

(iii) Planning Committee

(Up to 16	Chairman:	Cllr P Turner
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Members Total)	Vice Chairman:		Cllr A Turner
Conservative – Up to 13 Members	Members	1	Cllr Mrs J Adey
		2	Cllr C Harriss
		3	Cllr A Hill
		4	Cllr D Johncock
		5	Cllr T Lee
		6	Cllr N Marshall
		7	Cllr H McCarthy
		8	Cllr Mrs C Oliver
		9	Cllr N Teesdale
		10	Cllr A Turner
		11	Cllr P Turner
		12	Cllr C Whitehead
		13	Cllr L Wood
Conservative	Standing Deputies	1	Cllr Z Ahmed
		2	Cllr H Bull
		3	Cllr D Carroll
		4	Cllr A Hussain
		5	Cllr Maz Hussain
		6	Cllr Mrs W Mallen
Labour 2 Members	Member	1	Cllr S Graham
		2	Cllr M Asif
Labour 2 Members	Standing Deputy	1	Cllr M Hashmi
		2	Cllr M Hanif
EWIP	Member	1	Cllr Ms A Baughan
EWIP	Standing Deputy	1	Cllr M Knight

(iv) Regulatory and Appeals Committee

(Up to 12 Members Total)	Chairman:		Cllr J Savage
	Vice Chairman:		Cllr L Clarke (OBE)
Conservative – Up to 10 Members	Members	1	Cllr S Broadbent
		2	Cllr Mrs L Clarke OBE
		3	Cllr M Clarke
		4	Cllr A Collingwood
		5	Cllr C Etholen
		6	Cllr R Gaffney
		7	Cllr Mahboob Hussain JP

		8	Cllr I McEnnis
		9	Cllr D Knights
		10	Cllr J Savage
Conservative	Standing Deputies	1	Cllr Miss S Brown
		2	Cllr A Green
		3	Cllr Mrs G A Jones
Labour 1 Member	Member	1	Cllr R Raja
Labour	Standing Deputy	1	Cllr K Ahmed
EWIP	Member	1	Cllr Mrs J Wassell
EWIP	Standing Deputy	1	Vacancy

(v) Audit Committee

(Up to 8 Members Total)	Chairman:		Cllr M Appleyard
	Vice Chairman:		Cllr S Saddique
Conservative – Up to 7 Members	Members	1	Cllr M Appleyard
		2	Cllr G Hall
		3	Cllr T Lee
		4	Cllr Mrs C Oliver
		5	Cllr G Peart
		6	Cllr S Saddique
		7	Cllr N Teesdale
Conservative	Standing Deputies	1	Cllr R Scott
		2	Cllr P Turner
		3	Cllr C Whitehead
Labour 1 Member	Member	1	Cllr M Hanif
Labour	Standing Deputy	1	Cllr M Asif
External co-optee		1	Vacancy

(vi) Licensing Committee

(Up to 15 Members Total)	Chairman:		Cllr A Hill
	Vice Chairman:		Cllr I McEnnis
Conservative – Up to 12	Members	1	Cllr Miss S Brown
		2	Cllr M Clarke

Members		3	Cllr M Davy
		4	Cllr A Green
		5	Cllr C Harriss
		6	Cllr A Hill
		7	Cllr Maz Hussain
		8	Cllr D Knights
		9	Cllr N Marshall
		10	Cllr I McEnnis
		11	Cllr S Saddique
		12	Cllr R Scott
Conservative	Standing Deputies	1	Cllr Z Ahmed
		2	Cllr D Carroll
		3	Cllr M Harris
Labour	Member	1	Cllr S Graham
2 Members		2	Cllr M Hashmi
Labour	Standing Deputies	1	Cllr M Hanif
		2	Cllr R Raja
EWIP	Member	1	Cllr Ms A Baughan
EWIP	Standing Deputy	1	Cllr M Knight

(vii) High Wycombe Town Committee

(23 Members in total representing the High Wycombe Town wards)	Chairman:		Cllr A Green
	Vice Chairman:		Cllr Maz Hussain
	Members	1	Cllr K Ahmed
		2	Cllr Z Ahmed
		3	Cllr M Asif
		4	Cllr Ms A Baughan
		5	Cllr H Bull
		6	Cllr Mrs L Clarke OBE
		7	Cllr M Clarke
		8	Cllr M Davy
		9	Cllr R Farmer
		10	Cllr S Graham
		11	Cllr A Green
	12	Cllr M Hanif	
	13	Cllr M Hashmi	

	14	Cllr A Hill
	15	Cllr A Hussain
	16	Cllr M Hussain JP
	17	Cllr Maz Hussain
	18	Cllr M Knight
	19	Cllr B Pearce
	20	Cllr R Raja
	21	Cllr S Raja
	22	Cllr N Teesdale
	23	Cllr Ms J Wassell

(viii) Personnel and Development Committee

(Up to 8 Members Total)	Chairman:	Cllr M Harris
	Vice Chairman:	Cllr Mrs W Mallen
Conservative – Up to 7 Members	Members	1 Cllr G Hall
		2 Cllr M Harris
		3 Cllr Maz Hussain
		4 Cllr Mrs W Mallen
		5 Cllr G Peart
		6 Cllr S Raja
		7 Cllr Mrs S Adoh
Conservative	Standing Deputies	1 Cllr M Appleyard
		2 Cllr P Turner
		3 Cllr C Whitehead
Labour 1 Member	Member	1 Cllr M Hanif
Labour	Standing Deputy	1 Cllr M Hashmi

(ix) Joint Staff Committee

(Up to 5 Members Total)	Chairman:	Cllr M Harris
	Vice Chairman:	Staff Side Appointment
Conservative – Up to 4 Members	Members	1 Cllr M Appleyard
		2 Cllr M Harris
		3 Cllr Mrs W Mallen
		4 Cllr G Peart
Conservative	Standing Deputies	1 Cllr Maz Hussain

		2	Cllr S Raja
Labour		1	Cllr M Hashmi
1 Member			
Labour	Standing Deputy	1	Cllr S Graham

(x) Disciplinary Committee

5 Members to be drawn from the list of Members set out (subject to two or more political groups always being represented and to the inclusion of at least one Cabinet Member)	1	Chairman or past Chairman of the Council
	2	A member of the Cabinet
	3	A Leader or Deputy Leader of an opposition party
	4	The Chairman of a Council Committee
	5	The Vice Chairman of a Council Committee
	6	A member of the Personnel and Development Committee
	7	Another Back Bench Member

(xi) JNC Staffing Matters Committee

5 Members to be drawn from the list of Members set out (subject to two or more political groups always being represented and to the inclusion of at least one Cabinet Member)	1	Chairman or past Chairman of the Council	Cllr R Wilson
	2	A member of the Cabinet	Cllr Miss K Wood (Chairman)
	3	A Leader or Deputy Leader of an opposition party	Cllr R Raja
	4	The Chairman of a Council Committee	
	5	The Vice Chairman of a Council Committee	Cllr J Savage (Vice Chairman)

	<p>6 A member of the Personnel & Development Committee</p>	<p>Cllr Mrs L Clarke (OBE)</p>
	<p>7 Another back bench member</p>	<p>Standing Deputies</p>
		<p>Cllr G Peart</p>
		<p>Cllr T Lee</p>
		<p>Cllr K Ahmed</p>

121 SCHEME OF DELEGATION - NON-EXECUTIVE FUNCTIONS

RESOLVED: That the Scheme of Delegation – Non Executive functions as set out in Part 2 of the Constitution be approved.

122 REFRESHMENTS

Members, guests and officers were invited to join the Chairman and Honorary Aldermen for refreshments.

Chairman

The following officers were in attendance at the meeting:

- Ian Hunt - Democratic Services Manager
- Iram Malik - Democratic Services Officer
- Karen Satterford - Chief Executive
- Paul Shackley - Corporate Director

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Cabinet Minutes

Date: 6 June 2016

Time: 7.00 - 8.30 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 A Johncock	- Cabinet Member for Planning
Councillor Mrs J D Langley	- Cabinet Member for Housing
Councillor R Newman	- Cabinet Member for Youth
Councillor D A C Shakespeare OBE	- Cabinet Member for HR, ICT 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 D J Carroll	- Deputy Cabinet Member for Housing
Councillor M Hussain JP	- Chairman of the Council
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

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R Farmer, M Knight (Leader of the East Wycombe Independent Party) and R Gaffney (Chairman of the Improvement & Review Commission).

2 MINUTES

RESOLVED: That the minutes of the meeting of the special Cabinet held on 23 May 2016 be approved as a true record and signed by the Chairman.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 2015/16 SERVICE PERFORMANCE: YEAR END REPORT

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

The following decision was made to ensure that the Council was performing at the appropriate level.

RESOLVED: That the summary of the fourth quarter (January to March) and cumulative year end outturns for service performance be received.

5 2015/16 REVENUE OUTTURN, REPAIRS AND RENEWALS FUND, MAJOR PROJECTS PROGRAMME

Cabinet considered a report on the provisional outturn at the end of March 2016 which included the General Fund, Repairs and Renewal Fund, Major Projects Programme and the Section 106 Developer Contributions, together with the potential use of the surplus.

The report before Cabinet set out an analysis of the key issues from the 2015/16 financial outturn, with detailed breakdowns of spend and movements which were set out in Appendices A to D of the report.

Cabinet was informed that requests had been made to allocate a portion of the surplus to fund replacement market stalls and a Spatial Planning Manager position. Cabinet approval was sought to amend the terms of reference for the Transformation Fund to include scheme feasibility funding up to £100,000 for any single project.

The following decisions were made as Cabinet set its budget targets each year to achieve the Council's financial strategy. Throughout the financial year Cabinet had received a regular monitoring report, setting out the budgetary position.

RESOLVED: That (i) the provisional outturn at the end of March 2016 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 including the two bids identified in paragraph 26 of the report be approved; and

(iii) the terms of reference for the Transformation Fund be amended to include funding for project feasibility in accordance with the terms as set out at paragraph 27 of the report.

6 NEW LOCAL PLAN - CONSULTATION DRAFT

The Cabinet Member for Planning and Sustainability gave a comprehensive introduction to the report before Cabinet and the processes undertaken.

Cabinet approval was sought to enable further consultation on the draft Local Plan for focussed public and stakeholder engagement. The consultation would provide the opportunity for those affected to help shape the plan before it would be finalised at the end of the year.

The Council had undertaken public consultation in early 2014 on the Local Plan, since then a substantial amount of work had been undertaken to evolve the plan. Therefore, further consultation was deemed to be appropriate to ensure that the public were able to comment on the revised draft.

After due consideration, Members' emphasised the importance of residents expressing their views on the proposals.

The following decisions were made to enable the public and stakeholders to input into the emerging Local Plan and help shape it before it is finalised towards the end of the year.

RESOLVED: That (i) the Draft Local Plan be published for public consultation purposes commencing at the end of June 2016 for a six week period; and

(ii) delegated authority be granted to the Head of Planning and Sustainability in consultation with the Cabinet Member for Planning and Sustainability and the Leader to agree the detailed consultation document.

7 COMMUNITY INFRASTRUCTURE LEVY PAYMENTS

The report before Cabinet sought delegated authority for the Corporate Director in consultation with the appropriate Cabinet Members to accept the direct provision of infrastructure by developers as a payment in kind against Community Infrastructure Levy (CIL) liabilities where it would be preferential to the Council in terms of timings or cost.

The following decision was made to enable the Council in specified circumstances to accept the direct provision of infrastructure as a payment in kind against CIL for infrastructure that it would be likely to otherwise fund through CIL.

RESOLVED: That (i) CIL Regulation 73A of the Community Infrastructure Regulations 2010 (as amended) to accept direct infrastructure provision as a payment in kind against Community Infrastructure Levy liabilities be adopted; and

(ii) delegated authority be granted to the Corporate Director in consultation with the Cabinet Member for Finance and Cabinet Member for Planning to accept direct infrastructure provision as a payment in kind against Community Infrastructure Levy liabilities in specific cases.

8 HS2 NEXT STEPS

The report before Cabinet set out the next steps in relation to the High Speed Rail Bill (HS2), including proposals for the Council to become a Qualifying Authority. This would allow the Council to approve plans and specifications, where appropriate, following Royal Assent.

The following decisions were made to provide an update on the current position and future work, and to continue to protect the Council's position.

RESOLVED: That (i) WDC become a Qualifying Authority for the purposes of the High Speed Rail (London-West Midlands) Bill and delegated authority be given to the Head of Planning and Sustainability in consultation with the Cabinet Member for Planning and the District Solicitor to enter in to the required agreement with HS2 Ltd to give effect to this decision;

(ii) the work being undertaken at officer level to identify opportunities for joint working with other Buckinghamshire local authorities including the possibility of establishing a joint team to co-ordinate further responses to HS2 Limited and/or central government in relation to the HS2 project be noted and that delegated authority be granted to the Head of Planning and Sustainability in consultation with the Cabinet Member for Planning and the District Solicitor to finalise such agreement as may be required to put this into effect; and

(iii) delegated authority be granted to the Head of Planning and Sustainability to direct any joint team or third party acting on behalf of the Council on how to respond on all planning and environmental health matters relating to Wycombe District.

9 JOINT WASTE CLIENT TEAM

The report before Cabinet provided an update on the current position regarding the work that had been undertaken to create a joint waste team with Wycombe District Council, Chiltern District Council and South Bucks District Council.

Cabinet were asked to support the inclusion of South Bucks District Council in the Inter District Authority Agreement and the Service Level Agreement. Cabinet were then asked to formally recommend that delegated authority be granted to update the Council's Constitution accordingly.

The following recommendations were made to enable work to continue on forming a 3-way joint waste team between Wycombe District Council, Chiltern District Council and South Bucks District Council and to ensure that appropriate governance arrangements were in place to support this.

Recommended: That (i) the work being done between Wycombe District Council, Chiltern District Council and South Bucks District Council to form a joint waste client team be supported; and

(ii) delegated authority be given to the Head of Environment in consultation with the Head of Democratic, Legal and Policy Services, the Head of Finance and Commercial, and the respective Cabinet Members to negotiate and effect amendments to the existing Inter District Authority Agreement and the Service Level Agreement to include South Bucks District Council, in addition to Wycombe District Council and Chiltern District Council, and to approve any necessary changes to the Joint Waste Collection Committee structure within the Constitution at the relevant time.

10 LOCAL GROWTH DEAL - HIGH WYCOMBE TOWN CENTRE/SOUTHERN QUADRANT

The report before Cabinet detailed proposals under the High Wycombe Town Centre Masterplan to regenerate the town centre, in particular the future funding requirements and the infrastructure improvements for the Southern Quadrant area.

The following decisions were made to support the delivery of the Local Growth Deal Major Scheme and regeneration of High Wycombe and the delivery of infrastructure in the Southern Quadrant area in response to additional travel demand associated with development in the area.

RESOLVED: That (i) the decision of the Bucks Thames Valley Local Enterprise Partnership (BTVLEP) to approve the Business Case which sets out the costs, impacts and priorities for delivery of priority HWTC/SQ schemes and to make £8.48m available for implementation be noted;

(ii) the need for further future funding to deliver future phases of the town centre Masterplan be noted; and

(iii) delegated authority be granted to the Corporate Director (Growth & Regeneration) to agree a Memorandum of Understanding (MOU) between Buckinghamshire County Council (BCC) and Wycombe District Council (WDC) to help ensure effective joint working and delivery.

11 FILE ON ACTION TAKEN UNDER DELEGATED AUTHORITY

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

Community C/15/16 – C/31/16
Environment E/02/16 – E/03/16
Finance F/08/16 – F/26/16
Housing H/03/16

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 12 - HXH – Phase 3 Disposal

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 13 - File on Action taken under Exempt Delegated Powers

Community sheet nos: C/1/16 – C/2/16

Economic Development and Regeneration sheet nos: EDR/18/16 – EDR/34/16

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)

12 HXH - PHASE 3 DISPOSAL

Cabinet considered the report which proposed the disposal of the Council's freehold interest in land forming part of the Handy X Hub site.

The following decision was made to secure major inward investment and a substantial capital receipt.

RESOLVED: To dispose of the freehold interest of part of Handy X Hub Phase 3 site to an owner/ occupier, as detailed in paragraph 12 of the report and to delegate finalisation of the detailed terms of the transaction to the Major Projects & Estates Executive, in consultation

with the Corporate Director, Head of Finance & Commercial Services and their respective Cabinet Members.

13 FILE ON ACTION TAKEN UNDER EXEMPT DELEGATED POWERS

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

Community: C/1/16 – C/2/16

Economic Development and Regeneration: EDR/12/16 – EDR/17/16

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

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Improvement and Review Commission Minutes

Date: 13 June 2016

Time: 7.00 - 8.55 pm

PRESENT: Councillor R Gaffney (in the Chair)

Councillors Mrs S Adoh, Miss S Brown, H Bull, A D Collingwood, C Etholen, M Harris, M E Knight, D Knights, R Raja and J A Savage and L Wood*

Also present by invitation: Councillors D Shakespeare OBE (Cabinet Member for HR, ICT & Customer Services) and S Saddique (Deputy Cabinet Member for HR, ICT & Customer Services).

Apologies for absence were received from Councillors K Ahmed, Mrs L M Clarke OBE, M P Davy, A E Hill, A Lee and Ms C J Oliver

*Standing deputy

1. DECLARATIONS OF INTEREST

There were no declarations of interest.

2. MINUTES OF PREVIOUS MEETING

RESOLVED: That the minutes of the meeting of the Improvement & Review Commission held on 9 March 2016, be approved as a true record and signed by the Chairman.

3. REPORT OF THE ICT (INFORMATION & COMMUNICATION TECHNOLOGY) TASK & FINISH GROUP

Chairman of the ICT (Information Communication Technology) Task & Finish Group; Councillor L Wood presented the report of the Group by means of a power point presentation.

The recommendations fell into three categories:

1. To resolve the legacy issues following the handover from Northgate to Capita:
2. To standardise, streamline and progress the operating systems, processes and tools in use:

3. To implement a formal monitoring and review process for the ICT provision and incorporation of technology into work flow at Wycombe District Council (WDC):

Extensive evidence had been gathered and the themes of the work of the Group had been identified as:

- Accessibility and Efficiency;
- Versatility and Functionality;
- Security;
- Infrastructure;
- Economic Value; and
- Monitoring

Reference was made to the end of mainstream support and extended support regarding the various Windows Client Operating Systems and the need to put into place systems that were as far as possible 'future-proof'. Key issues identified were mentioned: the current outdated webmail and hardware security token, iPads only downloading in Wi-Fi areas, no member access to shared drives and non-receipt of all staff e-mails.

The Group had learnt that the Council was not entirely bound by the Capita contract, enabling it to set its own development pace. Capita's past and current level of performance was also referenced. The constraints of the Public Service Network requirements were referred to; and the belief that support of members' own devices would be inefficient.

Paperless working would require the appropriate digital system and training to be in place first. Importantly the Group had established that to operate at peak efficiency with technology, the Council should standardise operating systems and digital tools for both Members and officers together.

The full recommendations as arrived at by the Group (and as featured below) were explained in detail and set out in a general order of priority.

- 1. To resolve the legacy issues following the handover from Northgate to Capita:**

- Recommendation 1**

To immediately clarify and resolve, potentially through third party expert review, the nature of the stability issues either caused or aggravated by 'File Server 1'.

Reason: To resolve stability issues leading to server failures and excessive downtime.

Recommendation 2

To ensure that suitable server power is provided to prevent logon issues during busy periods.

Reason: To resolve failures related to heavy traffic during busy periods at WDC offices.

Recommendation 3

That adequate and knowledgeable support is available from Capita, both remotely and on-site, for specialist programmes and systems.

Reason: In order to provide IT support that maintains 99.9% operational efficiency.

Recommendation 4

To require Capita to provide an action plan for fixing issues that have been identified.

Reason: To tackle the culture of patching.

Recommendation 5

To ensure that where short term patches are used, they are communicated to all staff.

Reason: To resolve problem of repetitive issues across departments.

Recommendation 6

That the possibility of implementing financial penalties against Capita for failures be explored.

Reason: To hold Capita to account for failures and ensure implementation of action plans.

Recommendation 7

To scope out, develop and implement a modern IT infrastructure of servers and systems that will support continual growth and development in WDC's use of technology.

Reason: To end issues relating to current infrastructure and prepare WDC ICT for ongoing development as the nature and functionality of technological innovations improve our operational capabilities.

Recommendation 8

To devise, schedule and implement a single sign-on process for Members and Officers.

Reason: To reduce inefficiencies related to constant logging in and out of software.

2. To standardise, streamline and progress the operating systems, processes and tools in use:

Recommendation 9

To immediately devise, schedule and implement a plan to upgrade all council devices running on Windows to Windows 10.

Reason: To resolve issues relating to age and variance of operating systems, and to improve efficiency and consistency within the work flow.

Recommendation 10

To immediately devise, schedule and implement a plan to upgrade all Members and Officers to Office 365.

Reason: To standardise digital tools in use by Members and Officers to improve efficiency and consistency within the work flow.

Recommendation 11

To work with RSA or competitors to move away from hardware security tokens and introduce software based security tokens, or token-less authentication.

Reason: To modernise and streamline the necessary 2-stage authentication process.

Recommendation 12

To implement a new Members ICT Scheme whose core elements should include:

- An end to the provision by WDC of printed documentation for meetings.

Reason: To continue our move towards 'digital by design'.

- The introduction of a £25 per month Members ICT allocation.

Reason: To cover the costs of digital and remote working.

- The mandatory issue to all members of a combined notebook & tablet, and a smartphone, which operate on Windows 10 and are compatible with Office 365, particularly the current version of Microsoft Outlook.

These devices will be designated as the Members property and paid for using the £25 Members ICT allocation, so that the Members will fully own the devices at the end of their term in office.

Reason: To resolve issues relating to the variance of operating systems and devices in use, to standardise Members equipment to improve efficiency, to increase functionality and versatility of members

equipment, to resolve issues with webmail and calendars. Generally, to provide Members with effective ICT tools.

Recommendation 13

The new devices should also provide Members with access to the shared drive, and must allow sharing of calendars with third parties.

Reason: To improve work flow efficiency, capabilities and organisation.

Recommendation 14

To design and implement a mandatory training programme and set of training tools for Members on how to use their new devices. This training is to be repeated following every District Council election and all members must complete it.

Reason: To ensure that all Members have the same level of digital literacy and are familiar with new equipment and innovations within supplied software.

Recommendation 15

To allow Officers to purchase the same devices as Members on a monthly payment scheme for work and/or private use.

Reason: To provide parity and standardisation between Members and Officers to improve efficiency and consistency.

Recommendation 16

To develop a process for offering disused technology (e.g. iPads) for purchase by Members and Officers.

Reason: To recoup as much funding as possible from disused devices to roll into budgets for acquiring new equipment.

Recommendation 17

For members of the ICT Task and Finish Group to be included in any trial of new equipment as they will be able to provide an informed review.

Reason: To ensure that any trial is viewed from the wider perspective of the needs of WDC as a whole as outlined in this report, not just personal preference.

Recommendation 18

To include Members on the 'All Staff' mailing list, and to close the Members' Extranet and transfer them to the Staff Intranet.

Reason: To ensure that Members do not miss vital or useful communications.

Recommendation 19

To ensure that the highest possible Wi-Fi and Internet speeds are available throughout the Council buildings at Queen Victoria Road site.

Reason: To resolve issues around internet traffic at peak meeting times.

Recommendation 20

To install such hardware or software as may be necessary to cast presentations to Members' portable devices, ending any reliance on (but not necessarily the use of) projector screens, particularly in the Council Chamber.

Reason: To resolve issues around poorly placed projector screens, and to improve functionality and versatility.

Recommendation 21

To provide Members' payslips and certificates online.

Reason: To continue our move towards 'digital by design'.

Recommendation 22

To provide USB charging sockets in the Council Chamber and at desks in meeting rooms.

Reason: To reduce the amount of equipment Members and Officers have to carry.

Recommendation 23

Explore the possibility of using electronic voting in the Council Chamber, and having Councillors names displayed on public screens when speaking.

Reason: To improve the efficiency of meetings and the experience for the public.

3. To implement a formal monitoring and review process for the ICT provision and incorporation of technology into work flow at WDC:

Recommendation 24

The Cabinet Member for HR, ICT & Customer Services is requested to give an annual presentation to the Improvement & Review Commission on the state of the ICT provision at WDC, and the progress made with the recommendations of the Commission.

Recommendation 25

The HR, ICT & Customer Services Policy Advisory Group to monitor progress of ICT development in the interim;

Recommendation 26

A full assessment of the ICT provision to be undertaken by a Task and Finish Group once in each four year Council Term.

Reason for these recommendations: To ensure the implementation of recommendations and timely future adaptation of ICT provision across the organisation, continuing to drive efficiency, consistency, versatility, functionality, high quality service provision and good value.

Councillor Wood explained the Group's reluctance to attach costings to the recommendations as the Group did not wish to see the recommendations picked for implementation by the executive on a cost basis, as they were to be seen as an inter-related package of measures, whilst accepting there would need to be further work undertaken on the order of implementation. They were featured in a distinct order of priority, for example 'digital by default / no paper copies' could not be implemented before full effective IT kit was in place.

Members raised a number of issues and received clarification on a number of points as follows:

- It was confirmed that penalties had been imposed on Capita at the end of the first year of the 5 year contract, which expired 2020 with an extension option;
- Regular focused training for Members was seen as key to the successful implementation of digital by default systems;
- The involvement of ICT Task & Finish Group Members in and individual capacity for any technology trials was offered;
- It was confirmed that there was an existing budget which could be considered for the phased implementation of the recommendations by Cabinet;
- A member in supporting the recommendations; outlined that they did not represent 'the gold standard'; but merely a very good working basic for an organisation utilising technology efficiently and to economic effect.
- The recommendation of a £25 per month allocation with which Members would purchase the suggested combined notebook & tablet and smartphone, would allow functionality for members without compromising the organisation's PSN standard adherence.
- The suggestion in recommendation 1 that a third party expert review, if required, was utilised to immediately clarify and resolve the stability issues caused or aggravated by 'File Server 1', was commended.

The Cabinet Member for HR, ICT & Customer Services responded after the presentation, emphasising that his attendance at the Meeting had been in 'listening mode', commending the Group on the excellent report produced and in principle, supported the recommendations being evaluated, with a response as soon as possible.

The Cabinet Member outlined the following points in respect of his initial thinking:

- penalties in respect of the Capita contract had been rigorously applied;
- the Chief Executive did now hold personal monthly meetings with the Head of Capita in respect of the Contract;
- with most of the suggestions in the report if evaluations were positive, it was felt they could be achieved with internal resources and existing budgets;
- the need for more training and member support of such events was critical; and
- additional new Capita team members on site within the last few months had improved the situation
- the budget for ICT in the capital programme was £371,000.
- Change would need to be carefully planned and managed, given that the Council had a large number of systems (210) and there was a need to balance the need of users, the variety of applications and ensuring continuing customer service.

The Chairman thanked both the Task and Finish Group Chairman for his presentation along with the wider Group for their considerable input. The Chairman of the Task and Finish Group also specifically thanked Peter Druce for the support he had given to this fast-paced review.

It was the unanimous view of the Commission that the recommendations be agreed and passed to Cabinet.

RESOLVED: That (i) the recommendations of the ICT (Information Communication Technology) Task and Finish Group as outlined above be recommended to Cabinet at its meeting on 11 July 2016; and

(ii) the Cabinet Member for HR, ICT and Customer Services be invited to attend and update the Commission in six months' time, and then annually as per recommendation 24.

4. COMMISSION'S WORK PROGRAMME AND FORWARD PLAN

The status of the current task and finish groups was considered and discussed.

Members agreed to the set-up of the Budget Task and Finish Group to be carried out in two stages as per the previous year, with reports to Cabinet In November for the input of recommendations for consideration for inclusion in the evolving 2017-18 budget, then again in February with recommendations as a result of the scrutiny of the proposed budget.

Vice Chairman of the Commission; Councillor A Collingwood agreed to chair this Budget Task and Finish Group. Volunteers to serve on the Group to be established.

It was suggested that the Cabinet Member for Planning be formally requested to attend the next Commission meeting scheduled for Wednesday 14 September 2016 to update the Commission on the progress of the Local Plan Consultation with the Local Plan Task and Finish Group to meet thereafter. Councillor Collingwood indicated that he would be happy to remain Chairman of this Group for the time being, though given his commitment with the Budget Task and Finish Group he proposed that a new Chairman to be appointed in due course.

Given that previous Local Plan Task and Finish Group members Councillors S K Raja and A Turner were now no longer able to serve on the Group in that they were now serving on the Council's executive, again new volunteer replacements to be sought and appointed.

The existence of four current Task and Finish Group in line with the limit was noted; and the suggestion of a task and finish group at a future date to consider traffic issues arising from the Handy Cross development was noted.

No topics were identified on the attached Cabinet Forward Plan for review by the Commission at future meetings.

RESOLVED: That;

- (i) the update on the Work Programme and current task and finish groups be noted; and
- (ii) the Budget Task and Finish Group be established, with the Vice-Chairman in the chair, reporting directly to Cabinet at its November and February meetings, with cross-party membership to be agreed by the Chairman of the Task and Finish Group.

5. COUNCILLOR CALL FOR ACTION

There were no Councillor Calls for Action.

6. CHAIRMAN'S REMARKS

The Chairman closed the meeting noting that this would be the last Commission meeting attended by the Head of Democratic, Legal & Policy Services; Charles Meakings, lead officer for Scrutiny.

Mr Meakings was retiring in late July, the Chairman wished to record his thanks for Charles's input, brilliant support and diplomatic advice to the Commission and its preceding scrutiny committees over some 12 or so years. Wycombe's status as an exemplar in respect of Improvement and Review and the successful work carried on by the Commission in scrutinising not only Wycombe District Council's but various public services locally, was in no small way due to Charles's input, advice and assistance.

After the Vice-Chairman's re-iteration of those sentiments, Charles responded saying that he had enjoyed serving the Commission he had been proud to work for what was an excellent Scrutiny team at WDC; he never ceased to be amazed at the commitment of both Members and officers and thanked Members for their support over the years.

Chairman

The following officers were in attendance at the meeting:

Peter Druce	- Democratic Services
John McMillan	- Head of HR, ICT & Customer Services
Charles Meakings	- Head of Democratic, Legal and Policy Services

Standards Committee Minutes

Date: 7 June 2016

Time: 6.15 - 6.42 pm

PRESENT: Councillor C Etholen (in the Chair)

Councillor Mrs J A Adey, Councillor S Broadbent, Councillor M Clarke, Councillor A R Green, Councillor R Raja and Councillor JA Savage,

Parish Council Members: Parish Councillor Mr A Cobden

Independent Members: Mr G Houalla

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mr B Swain, Cllr Mrs W Mallen and Mr M Pearce.

It was noted that the Committee pass on their best wishes to Mr Pearce during his recovery.

2 DECLARATIONS OF INTEREST

No declaration of interests were received.

3 MINUTES OF PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 5 January 2016 be confirmed as a correct record and signed by the Chairman.

4 COMMITTEE ON THE STANDARDS IN PUBLIC LIFE - NEWSLETTER

The Committee considered a report which provided information on newsletters published by the Committee on Standards in Public Life (CSPL).

Members noted that the CSPL was established in 1994 with Lord Nolan as its first Chairman, and the first report established the seven principle of conduct, now known as the Nolan Principles. It was reported that the CSPL was currently chaired by Lord Bew and the terms of reference for the committee were expanded in 1997 and 2013. The committee continues to advise on ethical standards across the whole of public life in the UK.

It was reported that the CSPL produced quarterly newsletters which were available online and the latest Spring Newsletter 2016 had previously been circulated to Members via email. This edition included various points as follows:

- Response to a report on transparency of the public appointment process.
- An exploration of the Committee's Ethics for Regulators Review project.
- Coverage of evidence given by the Chairman Lord Bew, and former Chairman Sir Christopher Kelly, to the House of Lords Select Committee on the Trade Union Bill.
- An update on the Committee's approach to policing.
- The Committee's further response to the Government's response to the report on "Strengthening Transparency around Lobbying".
- Publication of a new online guide for public service providers.
- A response to the Law Commission's review of the offence of misconduct in public office.
- A response to a publication of a consultation exercise by Kathryn Hudson, the Independent Parliamentary Commissioner, to help her review the current Code of Conduct for MPs.
- Notification of a new member, Monisha Shah.
- Highlighting blogs published by the Committee.

It was queried who had the authority to appoint members to the CSPL. The District Solicitor confirmed that she would circulate the response after the meeting. In response to another query it was reported that the Council's Members have an obligation to comply with the Council's Code of Conduct which is based on the same principals as standards set by the CSPL.

The District Solicitor requested that if members would like the newsletters to be reported in a different format in the future to contact her with any suggestions. It was suggested that a shorter link to the newsletters be included in future reports and the District Solicitor agreed to explore this.

RESOLVED: That the report be noted.

5 ETHICAL STANDARDS FOR PROVIDERS OF PUBLIC SERVICES - SELF ASSESSMENT

A report was considered which summarised guidance issued in December 2015 by the CSPL to help public bodies assess their compliance with ethical standards.

The guidance set out a template to undertake a self-assessment and to establish good practice and the draft template, which had been examined by the Corporate Governance Group, was appended to the report. No areas of non-compliance had been identified although a number of action points had been identified to continue to maintain high standards. The District Solicitor confirmed that these had been or were being progressed.

A question was asked relating to the Council's processes for checking the ethical standards of outside organisations who receive grant payments, and the District Solicitor agreed to provide details of these to Committee members.

It was suggested that a refresher training session be arranged for members on standards of conduct with emphasis on social media. In response to a query it was

noted that the Officer Corporate Governance Group membership included several senior officers. In response to a question on the final action point the Committee noted that templates for equalities, environmental issues and health and safety etc., were already set up for suppliers and were already incorporated in all tender procedures, so that after consideration, it was not considered that a defined Supplier Code of Practice was needed.

RESOLVED: That the self-assessment based on the guidance on ethical standards for providers of public services and the action points arising from it be noted and endorsed.

6 QUARTERLY COMPLAINTS UPDATE

A report was submitted which provided an overview of recent complaint cases regarding Member conduct since January 2016.

Members were informed that since the last meeting three complaints had been dealt with. As reported in January, two were ongoing and in the meantime a third had been submitted. Two complaints related to members of Parish Councils and the third related to a member of WDC. All three complaints proceeded to Stage Two, however after consultation with an Independent Person it was decided that none of them justified a full investigation being carried out. Detailed decision notices were issued to the complainant and subject members setting out the reasoning for the decisions.

There were no current outstanding complaints.

RESOLVED: That the report be noted.

7 SUPPLEMENTARY ITEMS (IF ANY)

There were no supplementary items.

8 URGENT ITEMS (IF ANY)

There were no urgent items.

Chairman

The following officers were in attendance at the meeting:

Julie Openshaw - District Solicitor
Jemma Durkan - Senior Democratic Services Officer

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JNC Staffing Matters Committee Minutes

Date: 13 April 2016

Time: 2.00 - 4.00 pm

PRESENT: Councillor Ms K S Wood (in the Chair)

Councillors Mrs L M Clarke OBE, R Raja and R Wilson

Guests: Mr D Slatter and Penna.

10 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor J Savage.

11 DECLARATIONS OF INTEREST

There were no declarations of interest.

12 BACKGROUND TO APPOINTMENT TO POST OF HEAD OF DEMOCRATIC, LEGAL & POLICY SERVICES

The Chief Executive explained that the Head of Democratic, Legal & Policy Services vacancy had arisen following the resignation of the current post holder (who had a long and distinguished career with the Council).

13 CONSIDERATION OF THE SHORT-LISTING REPORT

Mr David Slatter explained the recruitment & selection process that had been undertaken to date. The post had attracted a total of 21 applicants, 11 of whom attended a long list interview. The long list interview had been conducted by David accompanied by a technical assessor.

Members considered David's report.

It was agreed that 4 applicants would be invited to final interview and selection on 18th & 19th April.

14 FINAL SELECTION PROCESS

Members discussed the arrangements for the final interview & selection process.

15 ANY OTHER BUSINESS

No other matters were raised.

Chairman

The following officers were in attendance at the meeting:

- John McMillan - Head of HR, ICT & Customer Services
- Karen Satterford - Chief Executive

JNC Staffing Matters Committee Minutes

Date: 19 April 2016

Time: 4.30 - 5.30 pm

PRESENT: Councillor Ms K S Wood (in the Chair)

Councillors Mrs L M Clarke OBE, R Raja, J A Savage and R Wilson,

Guests: Mr D Slatter, Penna.

16 APOLOGIES FOR ABSENCE

There were no apologies for absence.

17 DECLARATIONS OF INTEREST

There were no declarations of interest.

18 HEAD OF DEMOCRATIC, LEGAL & POLICY SERVICES

Following a comprehensive recruitment & selection process the Committee agreed to offer the post of Head of Democratic, Legal & Policy Services to Catherine Whitehead, subject to the receipt of satisfactory references and pre-employment checks.

Chairman

The following officers were in attendance at the meeting:

John McMillan - Head of HR, ICT & Customer Services
Karen Satterford - Chief Executive

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Planning Committee Minutes

Date: 6 April 2016

Time: 6.30 - 8.25 pm

PRESENT: Councillor P R Turner (in the Chair)

Councillors: M Asif, Ms A Baughan, S Graham, C B Harriss, D A Johncock, A Lee, Mrs W J Mallen, N B Marshall, H L McCarthy, N J B Teesdale, A Turner, C Whitehead and L Wood.

Apologies for absence were received from Councillor: Mrs J A Adey.

LOCAL MEMBERS IN ATTENDANCE

Cllr Mrs L M Clarke OBE

APPLICATION

15/07782/FUL

123 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the Planning Committee meeting held on 16 March be approved as a true record and signed by the Chairman.

124 DECLARATIONS OF INTEREST

There were no declarations of interest.

125 PLANNING APPLICATIONS

RESOLVED: that the reports be received and the recommendations contained in the reports be adopted, subject to any deletions, updates or alterations set out in the minutes below.

126 15/07782/FUL - 17 - 19 FROGMOOR, HIGH WYCOMBE, BUCKINGHAMSHIRE, HP13 5DQ

Following a lengthy debate, the Committee voted in favour of the motion to approve the application subject to the conditions in the Update sheet and the following additions:

Condition 3 (approval of materials): Additional text required to refer to the appearance / quality and closing mechanisms for the roller shutter doors. The text that has subsequently been added to the condition is, "These details shall include full details of the proposed roller shutter doors including their design, materials and finishes and also including details of a powered closing mechanism."

Condition 9 (demolition and construction method statement): The phrase "(including demolition)" is to be added after "no development..."

A new condition was requested requiring the four bedroom windows on the north side above the courtyard to The Galleries to minimise the extent of opening, taking account of both the amenity of future residents of the development, the amenity of existing residents of The Galleries, and other practical constraints such as Building Regulations. The condition subsequently been added was:

“Condition 13: Unless an alternate scheme is agreed in writing by the Local Planning Authority, the four inset windows in the north elevation serving the second bedrooms to units 2, 3, 7 & 8 shall be either a) bottom hung OR b) side hung on the west side of the window nearest the main external wall AND in either case the window shall be fitted with tamper proof stays which prevent the window being opened any farther than the plane of the main external wall to either side of the window niches. The windows shall thereafter be retained as such. Reason: To prevent an unacceptable degree of overlooking which would result in a loss of privacy to the occupants of The Galleries development adjacent.”

RESOLVED: that the application be approved subject to the inclusion of the conditions above.

The Committee was addressed by Councillor Mrs L M Clarke OBE, and Cllr Alan Hill the Ward Councillors.

The Committee was addressed by Ms Katie Priest in objection.

127 15/08559/FUL - 33 VERNEY AVENUE, HIGH WYCOMBE, BUCKINGHAMSHIRE, HP12 3ND

This item was deferred prior to the start of the meeting.

128 16/05038/FUL - LAVENDER COTTAGE, CHURCH ROAD, TYLERS GREEN, BUCKINGHAMSHIRE, HP10 8LP

The Committee voted in favour of the motion to approve the application subject to the inclusion of a condition that the first floor rear facing dressing room window be obscurely glazed.

RESOLVED: that the application be approved subject to the inclusion of an additional condition requiring that the first floor rear facing dressing room window be obscurely glazed.

The Committee was addressed by Councillor L Wood the Ward Councillor and a statement from Councillor Ms K Wood was read out.

The Committee was addressed by Mr Francis Howe in objection and Mr Stefan Zachary, the agent on behalf of the applicant.

129 16/05102/FUL - PNDARVES, HIGHFIELD PARK, MARLOW, BUCKINGHAMSHIRE, SL7 2DE

This item was deferred prior to the start of the meeting.

130 PRE-PLANNING COMMITTEE TRAINING / INFORMATION SESSION

Members noted that on Wednesday 27 April at 6:00pm in Committee Room 1, a developer who was promoting the redevelopment of a site in Globe Park, off Fieldhouse Lane, Marlow for a hotel wished to present their proposals. If for any reason this could not take place then a presentation by Inland Homes was being held in reserve to present on their site at Buckingham House, Desborough Road, High Wycombe.

131 APPOINTMENT OF MEMBERS FOR SITE VISITS

RESOLVED: That in the event that it was necessary to arrange site visits on Tuesday 26 April in respect of the agenda for the meeting on Wednesday 27 April, the following Members be invited to attend with the relevant local Members:

Councillors: Ms A Baughan, C B Harriss, A E Hill, D A Johncock, T Lee, N B Marshall, H L McCarthy, N J B Teesdale, A Turner, P R Turner and C Whitehead.

132 FILE ON ACTIONS TAKEN UNDER DELEGATED AUTHORITY

The file on actions taken under delegated authority since the previous meeting was circulated for the Committee's attention.

Chairman

The following officers were in attendance at the meeting:

Ms G Hastings	Technical Planning Assistant
Mrs L Hornby	Senior Democratic Services Officer
Ms T Krykant	Assistant Solicitor
Mr A Nicholson	Development Manager
Mr R White	Principal Development Management Officer

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Planning Committee Minutes

Date: 27 April 2016

Time: 7.00 - 10.16 pm

PRESENT: Councillor P R Turner (in the Chair)

Councillors Mrs J A Adey, Ms A Baughan, S Graham, A E Hill, D A Johncock, A Lee, N B Marshall, H L McCarthy, N J B Teesdale, A Turner, C Whitehead and L Wood.

Standing Deputies present: Councillor Ms C J Oliver

Apologies for absence were received from Councillors: M Asif, C B Harriss and Mrs W J Mallen.

LOCAL MEMBERS IN ATTENDANCE

Cllr Mrs L Clarke OBE
Cllr J Savage
Cllr D Shakespeare
Cllr Ms K Wood

APPLICATION

15/08559/FUL
16/05005/FUL
15/08410/FUL
15/05410/FUL

CHAIRMAN'S INTRODUCTION

The Chairman reported that the Building Control team had won three awards this week and wished it to be recorded the Committee's congratulations to the team.

133 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the Planning Committee meeting held on 6 April 2016 be approved as a true record and signed by the Chairman.

134 DECLARATIONS OF INTEREST

There were no declarations of interest.

135 PLANNING APPLICATIONS

136 15/08410/FUL - WYCOMBE HEIGHTS GOLF CENTRE, RAYNERS AVENUE, LOUDWATER, BUCKINGHAMSHIRE, HP10 9SZ

Following a lengthy debate, a vote to approve the proposal was lost.

Under the Council's constitution decisions were reserved to Regulatory & Appeals Committee, and could not therefore be taken by the Planning Committee, if the manner in which the Planning Committee would wish to see the application determined could expose the Council to a substantial risk of incurring, or being

ordered to pay, substantial costs at appeal as a result of being found to have behaved unreasonably.

During the debate it appeared to the “lead” planning officer at that meeting that the Committee was moving towards a decision which might trigger the referral requirements. Before the vote was taken the lead officer advised the Committee of this situation and the reasons why he believed there might be a need to refer the application rather than determine it.

The Committee remained minded to refuse the planning application, due to its impact on the overall character and appearance of the Chilterns AONB, and so their formal resolution was that:

RESOLVED: The Committee, being minded to refuse, agreed that the application be deferred to allow the requirement for referral to Regulatory and Appeals Committee to be considered.

The Committee was addressed by Mr David Walsh and Parish Councillor C Dodds, (Chepping Parish Council) in objection and Mr Derek Marlow, on behalf of the applicant.

137 15/08429/FUL - HERONS REST, HEDSOR ROAD, BOURNE END, BUCKINGHAMSHIRE, SL8 5DP

The Committee voted unanimously in favour of the motion to approve the application subject to the inclusion of two Planning Informatives to the decision notice, as follows:

1. Encourage the developer to work with the Revive the Wye Partnership in relation to the weir located adjacent to the site.
2. In relation to construction traffic movements.

RESOLVED: that the application be permitted.

138 15/08559/FUL - 33 VERNEY AVENUE, HIGH WYCOMBE, BUCKINGHAMSHIRE, HP12 3ND

The Committee voted unanimously in favour of the motion to refuse the application for the following reason –

1. The proposed development, by virtue of the height, depth and juxtaposition of the proposed single storey and two storey rear elements, together with the two storey extension previously constructed on the other half of the semi-detached properties, would cumulatively result in an un-neighbourly form of development. It would result in undue loss of light to, and outlook from, the ground floor rear facing window and be dominant and overbearing in appearance from both this rear window and the adjacent patio of 35 Verney Avenue to the detriment of its occupiers. The proposal is thus considered to be contrary to Policies G3 and G8 of the adopted Wycombe District Local

Plan to 2011 (as saved, extended and partly replaced) and Policy CS19 of the Adopted Core Strategy Development Planning Document.

RESOLVED: that the application be refused for the reasons given above.

The Committee was addressed by Mr Bill Reid in objection and Mr Bob Vlajcic on behalf of the applicant.

139 16/05005/FUL - 2 LITTLE CLOSE, FLACKWELL HEATH, BUCKINGHAMSHIRE, HP10 9LQ

The Committee voted in favour of the motion to approve the application.

RESOLVED: that the application be approved.

The Committee was addressed by Mr M McGeehan and Parish Councillor C Leonard (Chepping Parish Council) in objection and Mrs Claire Derby, the applicant.

140 16/05116/FUL - MALVERN, 30 PENN ROAD, HAZLEMERE, BUCKINGHAMSHIRE, HP15 7LR

The Committee voted in favour of the motion to approve the application.

RESOLVED: that the application be approved.

The Committee was addressed by Mr Trevor Wood and Parish Councillor M Roberts (Hazlemere Parish Council) in objection.

141 16/05241/FUL - 207 HUGHENDEN ROAD, HIGH WYCOMBE, BUCKINGHAMSHIRE, HP13 5PL

Councillor P Turner declared an interest in the item and absented himself from the Chair, at which point Councillor A Hill took over the Chair for this item.

The Committee voted in favour of the motion to refuse the application for the following reasons –

1. The proposed development, by virtue of the scale and bulk of the building represents an over-intensive use of the site that would be at odds with the form of existing development in the locality. As such the proposal would be detrimental to the character and appearance of the area, failing to enhance the distinctive qualities of this street. The proposal therefore conflicted with Policy G3 and Appendix 1 of the adopted Wycombe District Local Plan to 2011 (as saved, extended and partly replaced) and Policy CS19 of the Adopted Core Strategy Development Planning Document.
2. The main area of communal amenity space provided was situated too close to substantial protected trees which would be over-dominant and cause excessive shading, whilst the private amenity areas on the road frontages would suffer from noise pollution. The proposal would therefore provide a

poor level of amenity for future occupiers and is therefore not in compliance with Policy G8 and Appendix 1 of the adopted Wycombe District Local Plan to 2011 (as saved, extended and partly replaced), Policy CS19 of the Adopted Core Strategy Development Planning Document or core planning principle 4 as set out in paragraph 17 of the National Planning Policy Framework.

RESOLVED: that the application be refused for the reasons given above.

The Committee was addressed by Mr C Woodman (High Wycombe Society) in objection.

STANDING ORDER 14 - FINISHING TIME OF MEETINGS

In accordance with Standing Order 14: Finishing time of meetings, the committee voted unanimously in favour of continuing at 22:00.

RESOLVED: that the meeting continue beyond 22:00

142 PROPOSED ABBEY BARN SOUTH AND WYCOMBE SUMMIT DEVELOPMENT BRIEF

Richard White, Principal Development Management Officer introduced the item on the Proposed Abbey Barn South and Wycombe Summit Development Brief. Mr White took the Committee through the slides and the Committee also noted the update pack they had been given. Mr White stated that there was no decision to be made in relation to the presentation as it was purely for their information.

143 PRE-PLANNING COMMITTEE TRAINING / INFORMATION SESSION

Members noted that on Wednesday 1 June 2016 at 6.00pm on Wednesday 1 June in Committee Room 1 a developer was promoting a residential development of a field to the south of Rose Farm, Longwick.

144 APPOINTMENT OF MEMBERS FOR SITE VISITS

RESOLVED: That in the event that it was necessary to arrange site visits on Tuesday 31 May in respect of the agenda for the meeting on Wednesday 1 June, the following Members be invited to attend with the relevant local Members:

Councillors: Mrs J A Adey, S Graham, A E Hill, D A Johncock, T Lee, N B Marshall, H L McCarthy, N J B Teesdale, A Turner, P R Turner, C Whitehead and L Wood.

145 FILE ON ACTIONS TAKEN UNDER DELEGATED AUTHORITY

The file on actions taken under delegated authority since the previous meeting was circulated for the Committee's attention.

Chairman

The following officers were in attendance at the meeting:

Ms G Davies	Development Management Officer
Ms G Hastings	Technical Planning Assistant
Mrs L Hornby	Senior Democratic Services Officer
Mrs J Ion	Principal Development Management Officer
Mr R Martin	Development Management Team Leader
Mr A Nicholson	Development Manager
Ms R Steele	Assistant Solicitor
Mr R White	Principal Development Management Officer

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Planning Committee Minutes

Date: 1 June 2016

Time: 7.00 - 8.40 pm

PRESENT: Councillor P R Turner (in the Chair)

Councillors Mrs J A Adey, M Asif, Ms A Baughan, S Graham, C B Harriss, A E Hill, D A Johncock, A Lee, H L McCarthy, Ms C J Oliver, N J B Teesdale, A Turner and C Whitehead.

Apologies for absence were received from Councillors: N B Marshall.

LOCAL MEMBERS IN ATTENDANCE

Cllr A Collingwood

Cllr G Peart

APPLICATION

16/05102/FUL &
16/06152/FUL
16/05305/FUL

CHAIRMAN'S COMMENTS

The Chairman stated that following the start of the new Municipal Year, Councillor Alan Hill had stepped down as Vice-Chairman. The Chairman wished his thanks to be recorded to Councillor Hill for his dedicated work as Vice-Chairman and looked forward to working with him as a member of the Committee. The Chairman welcomed Councillor Alan Turner as the new Vice-Chairman of the Committee.

The Chairman also wished his thanks to be recorded to Councillor Mrs Wendy Mallen who had stepped down as a full member of the Committee and was now a Standing Deputy and to welcome Councillor Mrs Catherine Oliver as a full member of the Committee.

1 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the Planning Committee meeting held on 27 April 2016 be approved as a true record and signed by the Chairman.

UPDATE: 15/08410/FUL; Wycombe Heights Golf Centre: The Planning Officer updated the Committee and stated that further to their decision to refer the application to Regulatory and Appeals Committee, Officers had commissioned a further report from a landscape consultant and proposed that to bring the application back to the Planning Committee on the 29 June to consider the application afresh.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 PLANNING APPLICATIONS

RESOLVED: that the reports be received and the recommendations contained in the reports be adopted, subject to any deletions, updates or alterations set out in the minutes below.

4 15/07794/OUT - LAND ADJACENT TO LONGBURROW HALL, PARK LANE, STOKENCHURCH, BUCKINGHAMSHIRE

This item was withdrawn prior to the meeting.

5 16/05305/FUL - PYECROFT, CHAPEL HILL, SPEEN, BUCKINGHAMSHIRE, HP27 0SP

The Committee voted in favour of the motion to approve the application.

RESOLVED: that the application be approved.

The Committee was addressed by Councillor G Peart, the local Ward Member.

The Committee was addressed by Ms Jane Oury in objection and Mr Matthew Maier on behalf of the applicant.

6 16/05102/FUL - PENDARVES, HIGHFIELD PARK, MARLOW, BUCKINGHAMSHIRE, SL7 2DE

The Committee voted in favour of the motion to refuse the application for the following reasons –

1. In the opinion of the Local Planning Authority, the proposal, by reason of its increased height, design and additional bulk was considered to have an adverse impact on the character and appearance of the host property and overbearing and detrimental impact on the character and appearance of the street scene. As such the proposal would be contrary to policies G3 (General Design Policy), H17 (Extensions and Other Developments within Residential Curtilages) of the Adopted Wycombe District Local Plan to 2011 (as saved, extended and partially replaced) together with policy CS19 (Raising the Quality of Place-Shaping and Design) of the Core Strategy DPD (Adopted July 2008). These policies are considered to be consistent with the National Planning Policy Framework.
2. In the opinion of the Local Planning Authority, the scheme by reason of the additional glazing at first floor level was considered to result in an increased level of overlooking towards neighbouring properties, namely Rookery Nook and Meadow View which would result in a significant loss of privacy for the occupiers of these properties. In addition, the enlarged dwelling, by virtue of its increased height and bulk would be unduly dominant and overbearing in appearance to these neighbours. Therefore, the proposal is considered to be an un-neighbourly form of development that would be detrimental to the residential amenities enjoyed by these properties. As such the proposal

would be contrary to policies G8 (Detailed Design Guidance and Residential Amenity), H17 (Extensions and Other Developments within Residential Curtilages) of the Adopted Wycombe District Local Plan to 2011 (as saved, extended and partially replaced) together with policy CS19 (Raising the Quality of Place-Shaping and Design) of the Core Strategy DPD (Adopted July 2008). These policies are considered to be consistent with the National Planning Policy Framework.

RESOLVED: that the application be refused for the reasons stated above.

The Committee was addressed by Councillor A Collingwood, the local Ward Member.

The Committee was addressed by Mr Chris Funnell in objection and Mr Jeremy Evans on behalf of the client.

7 16/06152/FUL - PENDARVES, HIGHFIELD PARK, MARLOW, BUCKINGHAMSHIRE, SL7 2DE

The Committee voted in favour of the motion to approve the application.

RESOLVED: that the application be approved.

The Committee was addressed by Councillor A Collingwood, the local Ward Member.

The Committee was addressed by Mr Chris Funnell in objection and Mr Jeremy Evans on behalf of the client.

8 PRE-PLANNING COMMITTEE TRAINING / INFORMATION SESSION

Members noted that there was no Pre-Planning Committee training or information session proposed for Wednesday 29 June. The Chairman therefore stated that the next Committee meeting to be held on 29 June would start at 6.30pm, unless something was arranged in the meantime.

9 APPOINTMENT OF MEMBERS FOR SITE VISITS

RESOLVED: That in the event that it was necessary to arrange site visits on Tuesday 28 June 2016 in respect of the agenda for the meeting on Wednesday 29 June 2016, the following Members be invited to attend with the relevant local Members:

Councillors: Mrs J A Adey, Ms A Baughan, S Graham, C B Harriss, A E Hill, D A Johncock, T Lee, H L McCarthy, Mrs C Oliver, N J B Teesdale, A Turner, P R Turner and C Whitehead.

10 FILE ON ACTIONS TAKEN UNDER DELEGATED AUTHORITY

The file on actions taken under delegated authority since the previous meeting was circulated for the Committee's attention.

Chairman

The following officers were in attendance at the meeting:

Mrs E Crotty	Principal Development Management Officer
Ms G Hastings	Technical Planning Assistant
Mrs L Hornby	Senior Democratic Services Officer
Mr A Ledden	Locum Principal Planning Solicitor
Mr R Martin	Development Management Team Leader

Regulatory & Appeals Committee Minutes

Date: 8 June 2016

Time: 7.00 - 7.57 pm

PRESENT: Councillor J A Savage (in the Chair)

Councillors S Broadbent, M Clarke, Mrs L M Clarke OBE, M Hussain JP, D Knights, I L McEnnis and R Raja, A R Green

Apologies for absence were received from Councillors A D Collingwood, C Etholen, R Gaffney and Ms J D Wassell

21 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A D Collingwood, C Etholen, R Gaffney, and Ms J D Wassell.

22 MINUTES

RESOLVED: That the minutes of the meeting of the Regulatory and Appeals Committee held on 2 March 2016 be confirmed as a true record and signed by the Chairman.

23 DECLARATIONS OF INTEREST

No declarations of interest were received.

24 CONTRACT STANDING ORDERS

The Committee welcomed the Council's Procurement Manager to the meeting, who gave a brief overview of the changes to Contract Standing Orders, which had been agreed by Full Council on 11 April 2016.

It was noted that the Public Contract Regulations 2015 had initiated a number of the proposed changes and the opportunity had also been taken to undertake a full review of Contract Standing Orders.

The Committee noted each proposed change in turn and the Procurement Manager outlined the detail relating to them. Members asked questions seeking clarity on some of the changes, during which it was noted that detailed checks would be taking place on expenditure and invoices.

At the conclusion of the discussion, the Committee confirmed that they were happy with the changes and explanations presented. Members thanked the Procurement Manager for his attendance and assistance.

25 MEMBERS' ALLOWANCES SCHEME

The Committee considered proposed amendments to the Council's Members' Allowances Scheme, following work undertaken by the Allowances Sub Group.

At the last meeting of the Committee, Members were presented with the report from the Independent Remuneration Panel setting out recommendations following their review of members' allowances. The Committee considered these recommendations in detail and in turn, made onward recommendations to Full Council. A copy of the report and Minutes of this meeting, setting out the Committee's responses to each of the Panel's recommendations, were set out at appendix A to the report.

These recommendations had included the establishment of the sub-group to undertake further work in relation to four outstanding issues, as follows:

- The Leader's allowance should be set higher than that of the Chairman of the Council
- The level of the basic allowance – the Committee had rejected the Independent Remuneration Panel's recommendation that this level should remain unchanged and that there should be an increase.
- The Committee had rejected the Panel's recommendation that a special responsibility allowance of £50 per Planning Committee site visit be introduced to replace the existing special responsibility payment to Planning Committee Members.
- The Committee had rejected the Panel's recommendation to introduce a special responsibility payment of £50 per meeting at Licensing Panels, and asked the Sub-group to consider this further and report back

Members noted that as part of their work, the Sub-Group had received information relating to the level of allowances from neighbouring District and Borough Authorities with a similar size population as the Council. Information relating to the level of allowances from neighbouring Buckinghamshire Authorities was also taken into account.

The Committee was invited to consider a number of recommendations from the Sub Group, and it was noted that there was no budgetary provision for increases in members' allowances. Implementation of the proposals would result in an additional budget requirement of £114,376.

Following discussion, it was

RECOMMENDED: That (i) the proposed recommendations from the Allowances Sub Group as set out below, be agreed:

- a) Basic Allowance – Having noted that this allowance had not been increased for a number of years, and in noting that the average level of the basic allowance of the top 12 District and Borough Councils via population was £6,100, the level of the basic allowance be increased to £6,000.
- b) Special Responsibility Allowance (SRA) for Chairmen of Regulatory & Appeals, High Wycombe Town, Audit, and Licensing Committees – in order to reflect the workload of these positions, the ‘multiplier’ in the current Scheme be amended from 0.25 x basic allowance to 0.5 x basic allowance. (Multiplier for other Chairmen positions to remain unchanged).
- c) SRA for Chairman of Improvement and Review Commission – in order to reflect the workload of this position, the ‘multiplier’ in the current Scheme be amended from 0.75 x basic allowance to 1 x basic allowance.
- d) SRA for Vice-Chairmen of Committees – the multiplier in the Scheme be amended from the current level of 0.25 x basic allowance to 0.5 x basic allowance of the relevant Chairman’s level.
- e) The Chairman of the Council’s Allowance – The Sub-Group considered in detail the level of the Chairmen and Mayor’s allowance for the top 12 District and Borough Councils via population, together with neighbouring Buckinghamshire Authorities. Having also noted the Regulatory and Appeals Committee’s comments that the level of the Leader’s allowance should be higher than that of the Chairman’s, the Chairman’s allowance be set as basic allowance x 2. (This is a reduction from the current level of £15,500).
- f) The Vice-Chairman of the Council’s Allowance – This be set as the basic allowance x 0.75. (This results in an increase from the existing level of £2,600).
- g) Daytime Meeting SRA Payment – The existing SRA payment to Planning Committee members in the Scheme be removed, and replaced by a daytime meeting SRA payment of £100 per meeting. This will apply to Members attending planning site visits, daytime meetings of the Licensing Panel, and any daytime meetings of the Regulatory & Appeals Committee or its panels. This payment not be payable to Cabinet or Deputy Cabinet members, or to any Committee Chairmen and Vice-Chairmen.
- h) SRA for Deputy Cabinet Members – This payment be withdrawn from the Scheme and that should the Leader wish to make a payment to

Deputy Cabinet Members, this should be drawn from the 'Cabinet pot' of allowances, i.e. temporary levels would need to be put in place to fund these positions by reducing the levels for the other Cabinet positions. (The Scheme does provide for temporary variations to be made and this is what the current Leader has implemented with her own Cabinet positions).

- i) Link to Officer pay (national pay settlements) and annual increase – The existing link to Officer pay be maintained when a national pay settlement is agreed, and the allowances should also receive an annual increase in line with the level of RPI each year.
- j) Implementation of Proposals – The above proposals be implemented with effect from the Annual Council meeting on 24 May 2016 (backdated).
- k) Future Independent Remuneration Panel reviews – that the Council adopt a four yearly review cycle, to be held in the last year of a Council term.
- ii) the Council's budget be amended to fund the additional financial requirement, and the Cabinet Member for Finance and the Head of Finance & Commercial Services be asked to identify how the additional financial requirement is met.

26 SCHEME FOR THE ENROLMENT OF HONORARY ALDERMEN

The Committee considered a report on proposed amendments to the Scheme for the Enrolment of Honorary Aldermen.

It was noted that the operation of a scheme for Honorary Aldermen was governed by Section 249 of the Local Government Act 1972. Part 5H of the Council's Constitution set out the Wycombe Scheme and a copy was attached to the report as appendix A.

The Leader of the Council had requested that the Scheme be amended to state that there should be a maximum of 10 Honorary Aldermen at any one time. Currently, the Council had 10 Honorary Aldermen, and the Leader considered that this number should be a maximum for the Council. It was proposed that a new section (f) be inserted in paragraph 1 of the Scheme, to read "That there shall be a maximum of 10 Honorary Aldermen at any one time".

It was noted that it was appropriate to tidy up other aspects of the Scheme. For example, under section 5 'Privileges', references were made to the use of the Members Room in the District Council offices, and it was proposed that this should be removed from the Scheme as there was no longer a members' room in the Offices. In addition, the Scheme contained references to Honorary Aldermen

receiving the Council Year Book and Diary, and it was proposed that this be removed as these publications were no longer produced.

RECOMMENDED: That the proposed amendments to the Scheme for the Enrolment of Honorary Aldermen (Part 5H of the Constitution), as set out above and in paragraphs 5 and 6 of the report, be agreed and the Democratic Services Manager be authorised to make the amendments.

27 ACTIONS TAKEN UNDER DELEGATED AUTHORITY

Actions taken under delegated authority were circulated at the meeting for information.

Chairman

The following officers were in attendance at the meeting:

Ian Hunt - Democratic Services Manager
Steve Middleton - Procurement Officer

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COUNCIL SEATING PLAN 2016/2017

		13 C Harriss					
		14 N Teesdale					
		15 M Clarke					
		16 Mrs S Adoh					
		17 A D Collingwood					
		18 H Bull					
		19 L Wood					
		20 R J Scott					
			42 Mrs C Oliver				
			43 T Lee				
			44 Z Ahmed				
			45 C Whitehead				
			46 G Hall				
12 Maz Hussain	41 N Marshall				47 H McCarthy	21 Mrs L Clarke OBE	
11 David Knights	40 I L McEnnis				48 B Pearce	22 J A Savage	
10 D A Johncock	39 Mrs G A Jones				49 R Farmer	23 P A Turner	
9 Mrs J D Langley	38 D J Carroll				50 M E Knight	24 A E Hill	
8 Mrs J A Adey	37 S K Raja				51 Ms A Baughan	25 C Etholen	
7 Mrs J E Teesdale	36 Mrs W J Mallen				52 Ms J Wassell	26 M Harris	
6 D H G Barnes	35 A Hussain JP				53 M Abdullah Hashmi	27 M Appleyard	
5 Miss K S Wood	34 A Turner				54 M Asif	28 A R Green	
4 D M Watson	33 G Peart				55 M Hanif	29 R H Gaffney	
3 R Wilson	32 S Broadbent				56 K Ahmed		
2 D A C Shakespeare	31 S Saddique				57 Rafiq Raja		
1 R Newman	30 M Davy				58 S Graham		

DSO	
DS Manager	
Chief Executive	
Chairman	
Councillor IM Hussain JP	59
Vice-Chairman	
Councillor Miss S Brown	60
Corporate Director	

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