



WYCOMBE
DISTRICT COUNCIL

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Queen Victoria Road
High Wycombe
Bucks HP11 1BB

Council

Date: 3 April 2017
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 3 April 2017 at 6.30 pm to consider the business set out in the Agenda below.

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 23 February 2017 (attached)	1 - 31
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 27 March 2017.

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 Monday 27 March 2017. Questions shall be taken first from the Group Leaders of the political parties who shall be entitled to ask an initial Leader`s question, 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 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 is 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 27 March 2017.

Item	Page
<p>(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 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)</p>	
<p>8 CABINET</p> <p>To receive the minutes of and consider any recommendations from the following meeting:</p> <p>Cabinet 13 March 2017</p>	<p>32 - 39</p>
<p>9 IMPROVEMENT & REVIEW COMMISSION</p> <p>To receive the minutes of and consider any recommendations from the following meeting:</p> <p>Improvement & Review Commission 1 March 2017</p>	<p>40 - 46</p>
<p>10 AUDIT COMMITTEE</p> <p>To receive the minutes of and consider any recommendations from the following meeting:</p> <p>Audit Committee 23 March 2017 (to follow)</p>	
<p>11 HIGH WYCOMBE TOWN COMMITTEE</p> <p>To receive the minutes of and consider any recommendations from the following meeting:</p> <p>High Wycombe Town Committee 7 March 2017</p>	<p>47 - 51</p>
<p>12 PERSONNEL & DEVELOPMENT COMMITTEE</p> <p>To receive the minutes of and consider any recommendations from the following meeting:</p> <p>Personnel & Development Committee 15 March 2017</p>	<p>52 - 56</p>
<p>13 PLANNING COMMITTEE</p> <p>To receive the minutes of and consider any recommendations from the following meeting:</p> <p>Planning Committee 15 February 2017</p>	<p>57 - 61</p>
<p>14 CHIEF EXECUTIVE`S ANNOUNCEMENTS</p>	
<p>15 QUESTIONS UNDER STANDING ORDER 11.2</p>	
<p>16 COMMITTEE CHANGES/APPOINTMENTS</p>	

Planning Committee

Councillor L Wood be replaced by Councillor S Raja to serve as a full Member of the Planning Committee.

Councillor S Raja be replaced by Councillor L Wood to serve as a Standing Deputy on the Planning Committee.

17 URGENT ACTION TAKEN BY CABINET OR INDIVIDUAL CABINET MEMBER

The adoption of the International Holocaust Remembrance Alliance working definition of anti- Semitism.

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

Council Minutes

Date: 23 February 2017

Time: 6.30 - 8.56 pm

PRESENT: Councillor M Hussain JP (in the Chair)

Councillors Mrs J A Adey, Mrs S Adoh, K Ahmed, M C Appleyard, M Asif, D H G Barnes, Ms A Baughan, Miss S Brown, H Bull, D J Carroll, M Clarke, Mrs L M Clarke OBE, A D Collingwood, C Etholen, R Farmer, R Gaffney, S Graham, A R Green, G C Hall, M Hanif, M Harris, C B Harriss, A E Hill, A Hussain, M Hussain, D A Johncock, Mrs G A Jones, M E Knight, D Knights, Mrs J D Langley, A Lee, Mrs W J Mallen, N B Marshall, H L McCarthy, 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, N J B Teesdale, Mrs J E Teesdale, A Turner, P R Turner, Ms J D Wassell, D M Watson, C Whitehead, R Wilson, L Wood and Ms K S Wood

64 WELCOME

The Chairman warmly welcomed everyone to the meeting and thanked them for their attendance.

65 MINUTE SILENCE

A one minute silence was observed in memory of Monty Seymour and Honorary Aldermen Tony Hurst, David Cox and Derek Done, who had all sadly recently passed away.

66 APOLOGIES FOR ABSENCE

Apologies for absence were received from Honorary Aldermen: Mrs K Peatey MBE, Mrs P Priestly and Mr R Pushman. Councillors S Broadbent, M Davy, I McEnnis and M Hashmi.

67 MINUTES

RESOLVED: That the minutes of the meetings of the Council held on 12 December 2016 and 16 January 2017 be confirmed as a true record and signed by the Chairman.

68 DECLARATIONS OF INTEREST

There were no declarations of interest.

69 CHAIRMAN'S ANNOUNCEMENTS

The Chairman took the opportunity to remind Members of some rules of debate for Full Council meetings. He asked all Members to please stand when speaking, and reminded Members to be respectful of each at all times in the meeting. The Chairman requested all Members to listen to each Member when they were speaking and addressing the meeting, and to not talk over another Member when that Member was speaking.

The Chairman thanked Members for their co-operation.

The Chairman then reported upon some of the activities that he had attended since the last meeting of Council, these included:

- i) Senior Citizens Christmas Lunch Party.
- ii) Wycombe Leisure Centre first birthday celebration on 5 January 2017.
- iii) Chinese New Year Celebration.

70 QUESTIONS FROM MEMBERS OF THE PUBLIC

(a) Question from Mr J Hoggett to the Cabinet Member for Community

“Will the cabinet member support MP, Carolyn Harris’, campaign to make all under 18 burials free of charge given the immense feeling of loss and sadness families suffer after a premature death by implementing the scheme in Wycombe despite current lack of government support?”

Response from Councillor Mrs J Adey (Cabinet Member for Community)

“The Council is among relatively few locally that provide entirely free burials for young children. We charge no fees whatsoever for burials in our Snowdrop Garden as we recognise that the loss of a child before they reach the age of three is such a tragedy for their families. If families choose cremation we are happy to accommodate burials up to the age of 14 in the Snowdrop Garden also free of charge. We do introduce charges for older children: up to the age of 16 our charge is £353 for the exclusive right of burial in a particular plot, and we make no charge for the interment. This charge is similar to the level charged by Marlow and Aylesbury Town Councils and less than a number of others. People older than 16 are buried in a full size plot and we therefore charge adult fees.

Extending free burials up to the age of 18 would require a further subsidy from council tax payers. The loss of a child at any age is always a tremendous loss for their families – we believe our fees are fair and they reflect common practice among local burial authorities.”

Supplementary Question

“As some people do not have life insurance and are unable to pay for funerals would the Council consider using funds from reserves, as did Caerphilly District Council. Would the Cabinet Member consider free funerals and burials?”

Supplementary response

“Regarding funds then this would be a decision for the High Wycombe Town Committee and regarding costs of funerals I would not be prepared to answer on behalf of funeral directors.”

(b) Question from Mr M Foyle-York to the Leader of the Council

“Last year billionaire Mike Ashley raked in profits of over £380m from Sports Direct. This retail chain operates in High Wycombe, and its wealth is generated by workers on zero/low hour contracts, and they don't even get paid a decent wage.

Will this Council now take steps to pressure multi-million pound businesses operating in the Wycombe District area, places like the Eden Centre, into properly employing their workers with a genuine wage and a guarantee of respectable hours?”

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

“Our vision for the district is to ensure that it remains economically strong and the place to live, work and visit. Stories such as that of the Boss of Sports Direct allegedly profiting from poor employment practices are always disappointing to hear – especially as we have a store in our town.

As a Council we do not operate at the ‘level of the firm’. Stepping in to put pressure on an individual business to adopt a ‘genuine wage’ and provide ‘respectable hours’ for staff is outside of our remit. This is a management issue for Sports Direct and, if found lacking on the pay front, then HM Revenue & Customs (HRMC) have the power to take employers to court for not paying the National Minimum Wage (for under 25s) and National Living Wage (25 years plus).

That said, what we are able to do is to look for opportunities for proactive awareness raising of the National Living Wage (introduced April 2016) with employers through our partnership work with bodies such as Buckinghamshire Business First (business representative organisation with over 10,000 members across Buckinghamshire – including some of our big retailers) and the High Wycombe Business Improvement District Co (HWBIDCo) that works across High Wycombe Town Centre and includes the Eden Centre. We will look for opportunities to work with both of these bodies to raise awareness.”

Supplementary Question

“If it is not in your reach then would it not be possible to encourage Trade Unions to operate rights on behalf on the employees?”

Supplementary Response

“We know that retail is a key and popular employment sector across our district – but particularly in High Wycombe Town Centre. Through our regeneration work, we continue to attract leading employers to the area – which brings new employment

opportunities for our residents. We also, through our work with partners such as the Skills Group of the Local Enterprise Partnership and Job Centre Plus support skill development opportunities for local people to enable them progress employment-wise in their sector of choice.”

(c) Question from Mr R Colomb to the Cabinet Member for Environment

“This weekend sees the Council reinstate the ‘pay and display’ system in its car parks following the debacle of the ‘ANPR experiment’.

Would you please identify how much the Council has wasted in installing ANPR before the Government had changed the regulations to permit Councils to be provided with the same information that the DVLA furnishes to private car park operators.

Please split the costs into the following categories:

- I. Cost of employing consultants to develop the ANPR scheme;
- II. Cost of removing Pay & Display equipment;
- III. Cost of installing ANPR;
- IV. Cost of redundancies;
- V. Estimated loss of revenue;
- VI. Cost of re-instating Pay & Display;
- VII. Cost of staff recruitment;
- VIII. TOTAL cost.”

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

“Mr Colomb, thank you for your question about the changes to how motorists pay to park in our car parks, which are coming into effect this weekend.

The Council decided to modernise the parking service and provide customers with a more flexible way of paying for the service, while also achieving some efficiencies to keep tariffs low. We did this through the introduction of the ANPR system into the majority of our fee paying car parks. The system we purchased is modern and efficient and the issues that we have are not related to how the system itself works, but rather the restrictions placed on us on by the government. In spite of the changes taking place over the weekend, we’ll continue to make use of this system, albeit in a modified way.

It’s no secret that I’m disappointed that we’ve had to make the change from ANPR to pay and display. Our customers have told us that they think it’s a retrograde step and I don’t blame them. To them I say that I’m sorry that from this weekend, we

won't be able to fully provide an ANPR system and all of the benefits that has brought them.

The Council decided to invest in ANPR following a review of its parking service in 2011/12. The cost of this review was £11,400. A successful initial pilot was carried out in two car parks during 2013. Following this, external advice from counsel and clarification discussions with DVLA, the Council rolled out the system to most of its fee paying car parks. The total cost of this was £678,000.

As the ANPR payment machines were installed at a time when the previous pay and display machines had reached the end of their life, there were no additional costs for their removal. Using the ANPR system enabled us to use a leaner team of staff, so we incurred redundancy costs of £30,000.

Taking all of this into account, the one-off investment cost in the ANPR system was £730,900.

Following the subsequent decision by DVLA to restrict the Council's access to Registered Keeper Data, the level of daily parking income has remained relatively consistent with income prior to the introduction of ANPR. In 2012/13 the Council received £2.823million of parking income and in the first full year of ANPR (2015/16), the income was £2.536million. The difference in income has largely been offset by savings in staffing costs."

Supplementary Question

"I am a bit confused by the figures. When you decided to go back was there any thought to keep ANPR if car parks were disposed of to private operators, such as the Dovecote car park for example?"

Supplementary response

"This was not an option. We have also brought forward a decision to install some additional pay machines in five surface car parks, to reduce queues. This has required an investment of £80,000, which covers the machines and the cost of installation.

I can assure you that we didn't make the decision to change to pay and display lightly. We worked very hard to try and resolve the issues with the government and, following positive discussions, had been led to believe that they are working on a parking package which includes wider ANPR usage for the public sector. But as we all now know, that just hasn't happened and there is no clear timescale for when it will.

I believe it is ludicrous that companies and hospitals can access the ANPR information but we can't. This was a situation that was no fault of our own and it is for the government to sort out the legislation."

71 QUESTIONS FROM MEMBERS

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

“WDC, at its meeting on 16 January 2017, opted for a two unitary authority model for Buckinghamshire. The draft proposals are peppered with plenty of ‘sales talk’ but no mention of the gap in educational achievement between the children from well off families and those from economically disadvantaged groups, or how the road infrastructure is to be made fit for purpose or indeed about housing or social care.

Would the Leader tell us how and where she believes the new unitary authority will prioritise to raise the quality of core services?”

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

“Thank you for your question Councillor Ahmed.

I’m not sure which submission you have read but our Road Map addresses the tests which have been identified by government against which the submission will be measured and Appendix C sets out a detailed model for improving outcomes for children.

Let me read you a quote from the ‘sales talk’ (page 105).

‘By broadening the remit of Children’s Centres we will develop ‘Family Hubs’ which will provide support for families with school age children encompassing Health and Children’s development, School readiness, Employment support and access to childcare, parenting support for families with more complex needs and early identification of Special Educational Needs. We will take a collaborative approach to co-locating and delivering services using a lead professional and Team Around the Family model.’

These are recognised models of delivery which have a proven track record and have demonstrated success in other areas in improving outcomes for children. This section of the report was prepared by an experienced Director of Children’s Services with a strong track record in working with children from disadvantaged backgrounds in London. It will be my personal ambition to ensure that a new unitary Council of whatever size will give all children the best possible start in life. It is also important that for the benefit of all residents that our infrastructure from roads to broadband works well and supports housing and business growth to generate a thriving economy.

Supplementary Question

“I am pleased to hear that the Leader proposes to ensure quality. However the impression I get is that sales talk is still being used and I am hoping you will stick to your word?”

Supplementary Response

“Of course I will Councillor Raja.”

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

“In recent years the dominant service delivery model for both Wycombe District Council and our neighbouring district councils has been that of outsourcing services to external agencies. This model has clearly delivered savings although whether it has always resulted in service improvements is less clear.

According to the Modernising Local Government document it appears that this approach would continue to be favoured. Additionally the Labour motion at the last meeting of full council, which was supported by your group, specified the desire for a new unitary authority to deliver only "statutory" services.

Can you confirm that services such as adult social care and children's services are at risk of outsourcing, and that non-statutory services will cease to be a priority within the proposed local government structure?”

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

“I am surprised that you ask this question of Wycombe.

We have had significant success in outsourcing for example our Leisure Service arrangements have achieved significant savings but also a significant increase in the number of people using Leisure facilities which makes a real difference to people’s health and life expectancy. There are also high levels of customer satisfaction. There is a long list of successful arrangements such as Chiltern Rangers and Sports Development which have expanded to create jobs and provide more services.

You will see that the County submission (page 42) proposes ‘a diverse range of delivery models’ including contracting with private sector providers, creation of new organisations or joint ventures. As they have such a strong track record in outsourcing after all!

It is very sad that the County has announced further cuts to its preventative services. Our submission has a clear vision statement that says we will redirect resource towards promoting independence for adults; our model for Children’s Services emphasises the benefits of early intervention and prevention. We would do more prevention not less and will use the resource generated by stronger economic growth, and better financial management to enable us to invest in prevention services to reduce demand on statutory services. This is the District proposal in a nutshell.”

Supplementary Question

“Would you agree with me that the most vulnerable children and adults in our community are at risk if services are outsourced to private companies and non-statutory support and preventative services are cut as part of efficiency savings?”

Supplementary Response

“No, the best options and systems will be put place and we can learn from the best that have already used those systems.”

(c) Question from Councillor B Pearce to the Cabinet Member for Environment

“Does the member responsible for the environment agree with me that the attitude of the crews on the waste disposal vehicles is counter-productive by their ridiculous attitude of basically sorting out what is in the bins at the roadside, removing items, throwing them onto the grass verge, surely this can be sorted out at the relevant recycling facility because I am convinced that sometimes a member of the public walking by the bin must chuck in an ordinary bit of litter, also refusing to take green bins unless there is nothing in any way overhanging.

Do you agree with me that this can alienate residents, and is counter-productive when we are all trying to make an effort and do our bit to save the environment?”

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

“The recycling crews are instructed to carry out a visual inspection of the contents of the recycling bins, prior to emptying them, in order to see whether the bins contain items which are not permitted. While Cllr Pearce has reported that in his experience, collection crews had removed the wrong items from the recycling bins and had thrown them on to the grass verge, the procedure they should be following is that that if a bin contains the wrong items, a contamination tag should be left on the bin and the bin left un-emptied. We believe that the crews were trying to be helpful by removing the items and by continuing to empty the bin, but clearly they were going about this the wrong way. This matter is with Serco’s Operations Manager who has addressed this with the relevant collection crews. The crews generally empty bins from over 1000 properties per day, so they do have to work quickly but that does not condone throwing items on the ground and that point has been made clear to them.

Unfortunately, if we collect items which are not acceptable, this does mean that they are rejected at the Material Recycling Facility (MRF) where they are sorted. For every load of recyclable material which is delivered to the facility, a sample quantity of it is checked for quality and a reject percentage is applied to the whole load based on the element which is sampled. A high reject rate will have a negative impact on the council’s recycling rate and the amount of income that is received as a recycling credit from the County Council. Recycling credit income helps to offset some of the collection costs. The MRFs are obliged to follow a MRF Code of Practice to monitor and assess the quality of materials delivered to them. For our part, we need to work to make sure that we are not collecting the wrong items which is why we communicate this in the waste literature which is provided to residents and why collection crews are instructed to check for contamination and to not empty bins which contain the wrong materials.

We do appreciate that residents can be confused by what can and can't go into the bin. We distributed the most recent waste collection calendar to all residents in October and tried to make it very clear and visual in this respect.”

Supplementary Question

“Do you agree questions should be asked, residents have contacted me where crews are not behaving correctly when residents are trying to do their best?”

Supplementary Response

“I have only had one resident come to me regarding this. We don't condone this behaviour if they are doing this. If anyone has this problem please let me know and I will make sure things are done properly. Most of the crews behave well and it is sad to hear this. If there are problems these will be dealt with.”

(d) Question from Councillor M Hanif to the Cabinet Member for Housing

“After perennial failure and countless announcements, the housing crisis is getting worse. The Secretary of State has admitted that the housing market is broken and local councils and developers need to "get real" to the scale of the challenge we are facing. I am sure that the cabinet member will agree with the Secretary of State and accept that this is the biggest social issue we are facing today, which cannot be left to fester. She will also share my views that this council has failed young people for not having sufficiently robust policies to get the young on to the housing ladder and into affordable rented homes.

In view of the current situation what is planned by WDC to address the problem highlighted by the Secretary of State?”

Response from Councillor Mrs J Langley (Cabinet Member for Housing)

“Good evening Councillor Hanif and thank you for your question.

The Secretary of State, as you rightly say has admitted that the housing market is broken.

Whilst it may be fair to say that nationally the housing market may be broken, locally we are doing all we can to meet the needs of our residents in regard to affordable housing. I can assure you that compared to other neighbouring authorities the housing team here at WDC are doing an excellent job.

I am sure you are aware Councillor Hanif that we have a five year homelessness strategy in place to ensure we assist all households facing homelessness, including but not limited to young people.

Officers meeting quarterly with numerous agencies and services across the district to ensure we are doing all we can to prevent and relieve homelessness. Joint work is also done with planning to ensure affordable rented and home ownership products are provided in new build developments.”

Supplementary Question

“When will Wycombe speed up their house building programme?”

Supplementary response

“As you know there are no quick fixes and there will always be challenges and we will explore all possible avenues. Developers also have delaying tactics which are not helpful. I am confident that this will in part at least be addressed by the white paper.

If you have any suggestions I would be happy to hear them and tell me how to move forward.

In light of the white paper my colleague Councillor David Johncock and I are having a joint PAG which I am sure will not be short on ideas.”

(e) Question from Councillor S Graham to the Leader of the Council

“Can the Leader of the Council tell me how much money Bucks County owes to Wycombe District Council for works to be carried out as part of the improvement to our High Street, and if money is owed, when will the work commence?”

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

“I think your question refers to maintenance of the paving and other surfacing of the High Street and other parts of the historic town centre.

Buckinghamshire County Council does not owe Wycombe District Council any money for works to the High Street. I understand that the maintenance contract between BCC and Transport for Bucks (TfB) only gives them responsibility for keeping the highway safe and owing to budgetary considerations this invariably involves ‘temporary’ tarmac patchwork repairs. The District Council is keen that the fabric of these areas are maintained in a good condition as it supports the economic life of the town centre and helps make it a place that people want to visit and in which businesses wish to invest. When the Council has funded improvements or ‘enhanced maintenance’ funds are transferred after the works have been completed, so there is no question of the District Council being owed money.

In July 2015 the District Council funded almost £19,000 of ‘enhanced maintenance’, for example re-grouting of slabs to prevent and pavement repairs using like for like materials. Since then discussions have taken place about what further works would be appropriate to ensure that the appearance and the vitality of our town centre are maintained and we are aiming to agree a further package of works for implementation later this year; the timetable is not in our control but is down to TfB and their contractors. We hope that it will take place during spring or summer, and we are also working with the market operator to ensure that their operations minimise any risk of damage to surfaces.

Supplementary Question

“If Bucks County Council doesn’t owe money then why stop washing the high street. Do you agree the high street is in need of repair and the Council has been given a raw deal?”

Supplementary Response

“As far as I am aware it is washed every day. Going forward, in view of the undoubted budget constraints that Councils face, and the importance of maintaining the historic town centre, I think it will be important that funding from different sources is available to support the continued upkeep of the town centre in a way that we all want to see, and I am pleased to see that a report is going forward to Town Committee recommending that some of the local CIL allocation (£15k) be allocated towards upkeep of the town centre in terms of maintenance and access.”

(f) Question from Councillor K Ahmed to the Leader of the Council

“The ANPR system has cost the taxpayers of Wycombe around £1.28 million, if one includes the cost of the system, damage and theft from machines due to vandalism, judicial review costs and costs associated with reverting back to pay display, but excluding the loss of £500,000 due to poor forecasting.

The fact that WDC installed a system which has failed to perform as intended begs the question as to why no due diligence appears to have been undertaken.

Rather than extolling the virtues of the system would the leader not agree that the basic homework was not done and as a result the people of Wycombe have been short changed and is it not time that she came clean and accepted her own party's culpability in this fiasco?”

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

Thank you for your question Cllr Ahmed.

You will have heard my Cabinet member colleague give an overview of the investment and costs associated with the installation of the ANPR system and the change to pay and display. You will also have heard that those figures just aren't the same as the ones that you refer to in your question.

I feel I must also take issue with your comment around vandalism. Yes it's true that our payment machines, like any other parking operator, have been the subject of mindless vandalism and thefts. And yes, it's also true that we have incurred significant costs as a result of the vandalism to the payment machines – a cost which exceeds the amount actually stolen. But I don't accept that the costs that we've unfortunately incurred as a result of vandalism is in any way related to the system that we're using and reject your suggestion to the contrary.

As my cabinet colleague also said earlier, we have recently announced that due to restrictions in being able to access register keeper details, we are changing to a pay and display system in the majority of our car parks this weekend. This will happen in Marlow on Saturday, when we'll also be offering free parking, and in High Wycombe, Bourne End and Princes Risborough on Sunday, when the majority of car parks are also free.

The Council decided to invest in ANPR following a review of its parking service in 2011/12, at a time when the previous machines needed changing. We chose to invest in a modern and innovative system that offered many customer benefits and was being used widely by both the private and public sector, including other councils.

The ANPR system was rolled out to a total of 20 car parks following a trial in two car parks, external counsel advice on a lawful way of using ANPR for enforcement, and a conversation with the DVLA who at that time saw no problem with us rolling the system out.

Subsequently, as you know, the government decided to restrict our access to registered keeper data which has obviously impacted how we have been able to run the service.

Following that decision, we worked very hard to try and resolve the issues with the government and had been led to believe that they are working on a parking package which includes wider ANPR usage for the public sector. This has yet to be implemented and there is no clear timescale for when it will.

As you can see Councillor Ahmed we thoroughly investigated the options prior to full rollout and I do not accept that this is a “fiasco”, as you call it as we have invested in car park machinery which we will still be using.

However, I would like to re-echo Councillor Teesdale’s disappointment that we’ve had to make the decision to bring in these changes and to say to our customers that I’m sorry that they won’t be able to benefit from the ANPR system after the weekend. We have been keeping a log of the comments that we’ve received and will be passing these onto the government for their information.”

Supplementary Question

“You can dress it up as you want, call it what you want but it was not me who called it a fiasco. A year ago we were told to wait a year and have done. Is the Cabinet Member going to do the decent thing and resign?”

Supplementary Response

“It is not a “fiasco” and have done all we can. Our customers are at a disadvantage. There is no need for anyone to resign.

(g) Question from Councillor Ms A Baughan to the Cabinet Member for Environment

“In the Swan and Easton Street Multi Storey Car park, over the last few months there have been speakers installed playing music. The volume is variable. I would be interested to know the purpose and cost for this scheme?”

It has attracted both positive and negative comments on social media, although for children and adults with processing disorders I do believe it does cause some distress and discomfort.”

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

“The council is playing music in the stairwells in our multi-storey car parks to add some ambiance and make using our car parks a better experience for the 9,000 plus customers who park their vehicles in them every week.

People expect us to keep our car parks – and any other public building or space we control – clean, safe and welcoming, and so we are playing the music throughout the day and the evening to improve the visitor experience.

When we initially switched on the music system in the Swan car park, we received one comment about the volume disturbing a child and so the volume was reduced as a result. We continue to review the system as a matter of course.

The cost of installing the system was £6,000 per car park but the long term system license is £25 per month per car park.”

Supplementary Question

“Thank you Councillor Teesdale. I do know about the incident in question, it was in the press. Could you confirm that it is not the case that music is being used to deter homeless people from sleeping in the car parks?”

Supplementary Response

As a result of music being playing in the car parks, it may well discourage people from using them as a shelter but the main aim is to improve the atmosphere and experience for visitors to the town and the people who park their vehicles in the car parks.

We have received 40 complaints in the last two years associated with rough sleepers in the car parks and a large number of other comments from people who have told us they would like us to discourage people from using the car parks as a shelter, which we know is a sensitive issue and it leaves us between a rock and a hard place.

Our goal is to prevent people from becoming homeless in the first place and if people require our help, our housing team does all it can to support people in need. But we also have customers who expect a clean, safe and welcoming car park to be used for its intended purpose.

However, I strongly believe we are doing all we can and more to assist anyone who is sleeping rough and needs our support.

We work closely with a number of partner organisations including Wycombe Homeless Connection, Wycombe Women’s Aid, YMCA and the Wycombe Rent

Deposit Guarantee Scheme. The Connexions outreach service, funded by the council, is also on hand to help people who are sleeping rough.

We also work closely with our neighbouring councils and were part of a consortium that was awarded a £625,000 trailblazer grant from the Government in December to enable ambitious new ways of preventing homelessness to be piloted.

Homelessness is not just about rough sleeping. Not all cases can be prevented and not everyone can be assisted, but we work closely with our partner agencies to do all we can to assist anyone who is, or is likely to become homeless.”

Questions 8-13 were not put as the 30 minutes time period had expired. In accordance with Standing Orders, as 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.

72 PETITIONS

No petitions were received.

73 CABINET

RESOLVED: That the minutes of the meeting of the Cabinet held on 6 February be received, and the recommendations as set out at minute numbers 63, 67, 68, and 72 be approved and adopted.

(The Leader of the Council presented the minutes of the Cabinet Meeting of 6 February with the exclusion of Minute 69 - Revenue Budget and Council Tax Setting 2017/18 - which would be recommended to Council separately as part of the Council Tax Setting, agenda item 9.)

74 COUNCIL TAX SETTING 2017/18 AND PRESENTATION FROM LEADER OF THE COUNCIL

The meeting then specifically turned to the recommendation outlined in minute number 69 of the Cabinet Minutes of 6 February 2017 (Revenue Budget & Council Tax Setting 2017/18) along with the supplement issued to the item in advance of the meeting.

The Leader of the Council in introducing the Cabinet Member for Finance to make his Budget presentation, referred to the reduction in government grants and that by 2018/19 the Council would no longer receive any revenue support grant from Central Government. The Government were working on an amended scheme for business rates to help local councils however the details on how the new scheme would work were still unclear. The Leader commented that under the current system, after tariffs had been applied by the Government, that the Council only retained around 5% of the total received, not 40%.

The Leader noted that Wycombe was one of the very small percentage of Councils that were freezing their Council Tax. She explained that the Council continued to provide excellent services and managed assets efficiently to provide income to replace the loss the Government grants. Projects included improvements at Handy Cross, the building of the Royal Star and Garter, the Extra Care Home at Hughenden Quarter, the £9.5m regeneration scheme for Desborough and Baker Street, and the new retail companies that had opened in the town centre.

She expressed her thanks to the Chief Finance Officer and Chief Executive along with the Senior Management team and the many other officers involved in the budget preparation. The Leader also thanked the Council's Improvement and Review Commission's Budget Task and Finish Group for their thorough examination of the budget.

The Cabinet Member for Finance rose to give his budget speech beginning with some background to this year's budget. He noted that the impact of any decision regarding Modernising Local Government was not yet known and was not therefore factored into this year's budget.

He said that the Council had achieved one of the lowest council tax levels in England by delivering considerable efficiencies and growing the Council's commercial income in order to offset a 51% cumulative decline in the revenue support grant and business rate income.

He noted increased revenue from projects such as the development at Handy Cross and the rationalisation of office accommodation had been a key driver in helping the Council to balance its budget for next year. Also the development of the Hughenden Quarter spine road which had unlocked three development sites which have been sold to bring homes, jobs and increased choice. He added that the Council had invested in the regeneration empty retail units in Wycombe, helping to regenerate key shopping areas and bring more choice to shoppers visiting our town. He said that the investments had substantially increased income for the Council and without the Council going into debt.

The Cabinet Member noted that work with various voluntary bodies and associations had continued with the completion of the improvement works and recent transfer of the Museum to the Wycombe Heritage Arts Trust.

He reported that the Council planned to continue to deliver sustainable efficiencies where it could and further increase the estate and other income streams. It was noted that Council approved the Efficiency Plan back in July 2016 and this was duly submitted to the government who approved the plan and had, as promised, confirmed the level of funding in the original 4 year financial settlement which was published back in February 2016. The government had also confirmed significant changes to the New Homes Bonus which had seen this authority lose over £1.3m from 2016/17 with further reductions beyond next year. He said that the Council had been prudent in how funding had been managed and the financial plans had anticipated this reduction.

He went on to say that there was continuing uncertainty regarding business rates, including the transfer of business rates income. However, he confirmed that the Council had set aside funds to cover future losses.

He also said that financial provision had been made to repay the share of the pension deficit and allowance had been made in the budget for an expected increase in pension costs. The budget had also been updated to take account of the cost of inflationary pressures existing costs, rising homelessness and the new Apprenticeship Levy. The impact of these cost pressures had been offset by making some further savings on waste and other contracts and from growing income.

The Cabinet Member stated that in preparation for the year ahead the Council had a rolling medium term financial strategy and had budgeted in detail for the coming financial year. He noted that the latest projections, assuming no increase to council tax over the next six years, indicated a growing shortfall between expected revenues and costs of up to £2.0M. Last year with the increase in the council tax share by £5.00 on a Band D property, together with additional revenue grown over the past 12 months, meant that a balanced budget could be achieved without the need to increase council tax in the coming year.

He noted that local government faced some very challenging financial issues and would continue to work hard to do keep council tax levels as affordable as possible.

He then made mention of further improvements to facilities and services, these included investing significant resources into the Local Plans for the District and Princes Risborough, further phases at Handy Cross, investing in leisure facilities in Marlow and Princes Risborough, investing in Saunderton Lodge, increasing the revenue budget by over £250k to ensure that the Council was able to meet the needs of the homeless, working with a local Registered Social Landlord in order to acquire more high quality temporary accommodation and continuing with the High Wycombe Town Centre Masterplan.

The Cabinet Member concluded by saying that the balanced budget had been achieved as a consequence of the Council being able to increase the income generated to offset the increased cost pressures and the reduction in government funding and therefore no increase in council tax was required. Local residents would therefore continue to benefit from one of the lowest levels of district council tax in the country.

He then commended the Budget to Council and asked for the recommendations to be approved.

The Leader of the Labour Group, Councillor Raja, rose to respond to the Budget speech. He stated that for any local government organisation, the financial plan should support the plan for delivering services to residents and the community. The budget should serve the district council and not vice-versa.

He noted that the officers who had been instrumental in producing the budget should be congratulated for having produced a balanced budget within the

parameters given to them. He said that naturally, the political direction must come from the party in charge and lest the Council forget “the budget is based on information and assurances from members and the senior management team”. He noted that moreover, an explanatory note attached to the draft budget to the Cabinet, said clearly that “the council faces a significant challenge in continuing to deliver a balanced budget and would either need to implement significant income growth policies or service reduction” he commented that ‘you have it in a nutshell!’

The Leader of the Labour Group then stated that the creation of the new unitary system of local government would no doubt ensure that some of the estimates would be wildly out of synch and the budget was just a ‘firefighting’ exercise.

He noted that there was a balanced budget and ‘earmarked reserves’ of over £36M but questioned the overall reference to the ‘big picture’. He stated that societies were judged not just on what the majority of the people attained but what the minorities had to endure.

He stated that we all certainly lived in an affluent part of the country and repeatedly told that we are doing very well.

The Leader of the Labour Party raised some concerns with regards to deprivation in Wycombe, the educational attainment gap between the different socio economic groups, reduced funding for upper schools, affordable housing for people on lower incomes or the young, roads and footpaths, the cost of ANPR in lost revenue, parking enforcement, the lack of A&E provision in Wycombe, homelessness in the town and music being played in town centre car parks, empty shops, and the lack of public consultation regarding the unitary authority debate.

The Leader of the Labour Party concluded that the council had no plan for sustainable delivery of key service and the financial plan was effectively meaningless and just a set of numbers.

The Leader of the East Wycombe Independent Group, Cllr M Knight, also rose to present his Group’s comments on the budget proposals. He commended the work of the Head of Financial Services and officers for their work all year round and not just at the time of budget setting.

He acknowledged the challenging times facing the Council in light of the Government’s austerity measures. He said that in many areas the NHS was in crisis, adult social care was dangerously underfunded and the long term disabled continue to face aggressive and unfair cuts to their benefits and other support.

He noted that although the Council did not deliver all of those services the Council did deliver services which were heavily impacted by their decline, which showed a growing need whilst budgets decrease. He also stated that since the coalition government came into power local authority budgets had fallen by 51%. Much of the pressure caused by the austerity agenda was picked up by local charities and voluntary organisations, only some of which were supported with an Annual Revenue Grant from the Council, although he stated that this was a commendable use of the Council’s resources.

He said that due to the reasons above then a council tax freeze caused concern as that in effect a freeze was actually a cut due to a gradual rise in inflation. He explained that a freeze this year would compound inflationary increases in future years which would either necessitate a big increase in council tax in the future, or cuts to services.

He stated that his group were concerned that as greater efficiency savings were sought out then some of the non-statutory support mechanisms would come under threat. For example council tax reduction for the disabled had been retained but there was concern for how long this would remain.

He stated that it was ironic that in Buckinghamshire there were Conservative run councils suffering at the hands of Conservative driven austerity.

He explained that his Group would like to see Wycombe District Council putting greater pressure on central government to release more money for public services. Also they would like politicians of all parties to give a clear message to central government that austerity was not working and that it was unfairly targeting the most hard pressed in our communities.

He noted that housing and homelessness was highlighted as one of the main budget pressures of the coming year and that this was not surprising as household budgets were stretched to breaking point. He noted the £250,000 additional spending proposed and was concerned that this would not offer adequate funding for additional costs of bed and breakfast accommodation, and the lack of detail regarding "longer-term" action mentioned in the report.

He was concerned at the lack of progress regarding creative solutions for housing and that over the year there had been no major change and homelessness continued to spiral out of control. He was also concerned that the new Universal Credit system could impact homelessness if people that had transferred over fell into arrears. He suggested the introduction of additional discretionary support to smooth the transition of people onto Universal Credit.

He supported the plan to commit £1.2 million from reserves to top up pension funds, but questioned the same level of commitment to invest more temporary housing provision and more affordable rented properties. He requested more urgency in addressing housing issues and to seriously consider the use of assets to do this.

He stated that Wycombe district was perhaps unique across the whole country when taken into consideration the high cost of housing, the constraints of the AONB, greenbelt and the high demand for housing due to location. He said that this presented an opportunity to become a nationally recognised innovator in using public assets to deliver housing solutions. He stated that the Council could become a showcase for creative housing provision that met the diverse needs of housing in the district. As there were £2 million in unallocated reserves which along with internal borrowing, investing our own resources in real bricks and mortar housing, that there would be the opportunity for some really exciting work around housing.

The Leader of the East Wycombe Independent Group concluded that these were difficult times and those with the least in communities were the ones who felt this the hardest. He said that an ambitious vision was required to deliver real solutions to the big issues that face communities and a council tax freeze appeared to represent a lack of ambition, an acceptance of the status quo, a sticking plaster approach to the big issues like housing and a reluctance to meet responsibilities to the most hard pressed members of the community. He noted the £600,000 underspend, but was concerned that some in the district would suffer. He was also concerned that the freeze in council tax would not provide support to the homeless, vulnerable and those with limited personal resources.

Other Members also made a number of remarks in respect of the Budget proposals.

The Cabinet Member for Finance made some closing remarks and asked Members to support his proposed recommendations. His proposals were seconded by Councillor Miss K Wood, Leader of the Council.

The Budget was then put to the recorded vote.

In accordance with subsection (5) of the Council's Standing Order 16 (Voting) the voting of the Members in respect of these Council Tax setting decision was recorded as follows:

In favour of the recommendations:-

Councillors Shade Adoh, M Appleyard, D Barnes, Miss S Brown, H Bull, D Carroll, Mrs L Clarke, M Clarke, A Collingwood, C Etholen, R Farmer, R Gaffney, A Green, G Hall, M Harris, C Harriss, A Hill, Maz Hussain, D Johncock, Mrs G A Jones, D Knights, Mrs J Langley, T Lee, Mrs W Mallen, N Marshall, H McCarthy, R Newman, Mrs C Oliver, B Pearce, G Peart, S Raja, S Saddique, J Savage, R Scott, D Shakespeare, Mrs J Teesdale, N Teesdale, A Turner, P Turner, D Watson, C Whitehead, R Wilson, Miss K Wood and L Wood.

Abstentions:-

Councillors K Ahmed, M Asif, Ms A Baughan, S Graham, M Hanif, M Hussain JP, M Knight, R Raja and Ms J Wassell.

In Favour:- 44

Against:- 0

Abstention:- 09

(Councillors Mrs Adey & A Hussain had left the meeting when the above vote was taken.)

RESOLVED: That (i) the recommendations contained in Minute 69 of the Cabinet Meeting held on 6 February 2017 be approved and adopted; and

(ii) it be noted that the following amounts have been calculated for the year 2017/18 in accordance with regulations made in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:-

(A) 67139.17; being the amount calculated by the Council, in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 (“the Regulations”) as its Council Tax Base for the year. In total for the District a £1 tax on a band “D” equivalent property will raise £67,139.17.

(B)

Parish / Town Area	Council Tax Base
Bledlow-cum-Saunderton	1201.62
Bradenham	231.56
Chepping Wycombe	6348.32
Downley	1971.34
Ellesborough	440.98
Fawley (Parish Meeting)	141.8
Great & Little Hampden	164.28
Great & Little Kimble cum Marsh	489.34
Great Marlow	719.64
Hambleden	835.68
Hazlemere	3980.69
Hedsor (Parish Meeting)	79.62
High Wycombe Town	21970.52
Hughenden	3993.46
Ibstone	145.96
Lacey Green	1249.37
Lane End	1405.86
Little Marlow	792.56
Longwick-cum-Ilmer	682.86
Marlow Bottom	1522.44
Marlow Town	6664.86
Medmenham	517.52
Piddington & Wheeler End	259.68
Princes Risborough	3496.37
Radnage	381.66
Stokenchurch	1941.12
Turville	214.38
WestW'- Parish Council	541.13
Wooburn and Bourne End	4754.55
Grand Total	67139.17

being the amounts calculated by the Council, in accordance with the Regulations, as the amounts of its Council Tax Base for the year for dwellings in those parts of its area to which one or more of the special items relate;

(ii) That the following amounts be now calculated by the Council for the year 2017/2018 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 ("the Act").

(a) £91,292,928 being the aggregate of the amounts which the Council estimates for the items set out in Section 31(A)(2) of the Act; taking into account all precepts issued to it by parish councils as at the date of the meeting.

(b) £79,442,271 being the aggregate of the amounts which the Council estimates for the items set out in Section 31(A)(3) of the Act;

(c) £11,850,657 being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council in accordance with Section 31(A)(4) of the Act, as its Council Tax requirement for the year.

(d) £176.51 being the amount at (c) above divided by the amount at (a) calculated by the Council, in accordance with Section 31(B)(1) of the Act, as the basic amount of its council tax for the year;

(e) £2,989,027 being the aggregate amount of all special items referred to in Section 34(1) of the Act;

(f) £131.99 being the amount at (d) above less the result given by dividing the amount at (e) above by the amount at (a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates:

(G)

Part of Council's Area	2017-18
Bledlow-cum-Saunderton	147.09
Bradenham	162.82
Chepping Wycombe	186.32
Downley	181.03
Ellesborough	176.48
Great & Little Hampden	150.28
Great & Little Kimble cum Marsh	222.80
Great Marlow	149.00
Hambleden	170.28
Hazlemere	200.47
High Wycombe Town	151.88
Hughenden	183.94
Ibstone	179.95
Lacey Green	152.61

Lane End	217.74
Little Marlow	192.62
Longwick-cum-Ilmer	172.22
Marlow Bottom	156.95
Marlow Town	183.22
Medmenham	171.95
Piddington & Wheeler End	209.97
Princes Risborough	230.86
Radnage	201.32
Stokenchurch	169.09
Turville	162.31
West Wycombe	215.34
Wooburn and Bourne End	205.40

being the amounts given by adding to the amount at (f) above the amounts of each of the special items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the appropriate amount at (b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more of the special items relate.

(H)

Part of the Council's Area	Band A Charge	Band B Charge	Band C Charge	Band D Charge	Band E Charge	Band F Charge	Band G Charge	Band H Charge
Bledlow-cum-Saunderton	98.06	114.41	130.74	147.09	179.78	212.46	245.15	294.18
Bradenham	108.54	126.64	144.72	162.82	199.00	235.18	271.36	325.64
Chepping Wycombe	124.21	144.92	165.61	186.32	227.72	269.13	310.53	372.64
Downley	120.68	140.80	160.91	181.03	221.26	261.49	301.71	362.06
Ellesborough	117.65	137.26	156.87	176.48	215.70	254.91	294.13	352.96
Fawley (Parish Meeting)	87.99	102.66	117.32	131.99	161.32	190.65	219.98	263.98
Great & Little Hampden	100.18	116.89	133.58	150.28	183.67	217.07	250.46	300.56
Great & Little Kimble cum Marsh	148.53	173.29	198.04	222.80	272.31	321.82	371.33	445.60
Great Marlow	99.33	115.89	132.44	149.00	182.11	215.22	248.33	298.00
Hambleden	113.52	132.44	151.36	170.28	208.12	245.96	283.80	340.56
Hazlemere	133.64	155.92	178.19	200.47	245.02	289.57	334.11	400.94
Hedsor (Parish Meeting)	87.99	102.66	117.32	131.99	161.32	190.65	219.98	263.98
High Wycombe Town	101.24	118.13	135.00	151.88	185.62	219.38	253.12	303.76
Hughenden	122.62	143.06	163.50	183.94	224.81	265.69	306.56	367.88
Ibstone	119.96	139.96	159.95	179.95	219.94	259.93	299.91	359.90
Lacey Green	101.73	118.69	135.65	152.61	186.52	220.43	254.35	305.22
Lane End	145.16	169.35	193.54	217.74	266.13	314.51	362.90	435.48
Little Marlow	128.40	149.82	171.20	192.62	235.41	278.22	321.02	385.24
Longwick-cum-Ilmer	114.81	133.95	153.08	172.22	210.49	248.76	287.03	344.44
Marlow Bottom	104.63	122.07	139.51	156.95	191.83	226.70	261.58	313.90
Marlow Town	122.15	142.51	162.86	183.22	223.94	264.65	305.37	366.44
Medmenham	114.63	133.74	152.84	171.95	210.16	248.37	286.58	343.90
Piddington & Wheeler End	139.98	163.31	186.63	209.97	256.63	303.28	349.95	419.94
Princes Risborough	153.90	179.56	205.20	230.86	282.16	333.46	384.76	461.72
Radnage	134.21	156.58	178.95	201.32	246.06	290.79	335.53	402.64
Stokenchurch	112.72	131.52	150.30	169.09	206.66	244.24	281.81	338.18
Turville	108.20	126.23	144.26	162.31	198.38	234.44	270.51	324.62
West Wycombe	143.55	167.49	191.41	215.34	263.19	311.05	358.90	430.68
Wooburn and Bourne End	136.93	159.76	182.57	205.40	251.04	296.69	342.33	410.80

being the amounts given by multiplying the amounts at (f) and (g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

(iii) That it be noted for the year 2017/2018 the Buckinghamshire County Council, the Police and Crime Commissioner Thames Valley and the Buckinghamshire and Milton Keynes Fire Authority have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Act for each of the categories of dwellings shown below.

<u>Precepting Authority</u>	Valuation Bands							
	A	B	C	D	E	F	G	H
Buckinghamshire County Council	812.05	947.40	1082.74	1218.08	1488.76	1759.45	2030.13	2436.16
Police and Crime Commissioner Thames Valley	113.52	132.44	151.36	170.28	208.12	245.96	283.80	340.56
Buckinghamshire & Milton Keynes Fire Authority	40.59	47.35	54.12	60.88	74.41	87.94	101.47	121.76

(iv) That having calculated the aggregate in each case of the amounts at ((h) and (3) above, the Council in accordance with Section 30 of the Act, hereby sets the following amounts as the amounts of Council Tax for the year 2017/2018 for each of the categories of dwellings shown below.

Part of the Council's Area	Band A Charge	Band B Charge	Band C Charge	Band D Charge	Band E Charge	Band F Charge	Band G Charge	Band H Charge
Bledlow-cum-Saunderton	1,064.22	1,241.60	1,418.96	1,596.33	1,951.07	2,305.81	2,660.55	3,192.66
Bradenham	1,074.70	1,253.83	1,432.94	1,612.06	1,970.29	2,328.53	2,686.76	3,224.12
Chepping Wycombe	1,090.37	1,272.11	1,453.83	1,635.56	1,999.01	2,362.48	2,725.93	3,271.12
Downley	1,086.84	1,267.99	1,449.13	1,630.27	1,992.55	2,354.84	2,717.11	3,260.54
Ellesborough	1,083.81	1,264.45	1,445.09	1,625.72	1,986.99	2,348.26	2,709.53	3,251.44
Fawley	1,054.15	1,229.85	1,405.54	1,581.23	1,932.61	2,284.00	2,635.38	3,162.46
Great & Little Hampden	1,066.34	1,244.08	1,421.80	1,599.52	1,954.96	2,310.42	2,665.86	3,199.04
Great & Little Kimble cum Marsh	1,114.69	1,300.48	1,486.26	1,672.04	2,043.60	2,415.17	2,786.73	3,344.08
Great Marlow	1,065.49	1,243.08	1,420.66	1,598.24	1,953.40	2,308.57	2,663.73	3,196.48
Hambleden	1,079.68	1,259.63	1,439.58	1,619.52	1,979.41	2,339.31	2,699.20	3,239.04
Hazlemere	1,099.80	1,283.11	1,466.41	1,649.71	2,016.31	2,382.92	2,749.51	3,299.42
Hedsor	1,054.15	1,229.85	1,405.54	1,581.23	1,932.61	2,284.00	2,635.38	3,162.46
High Wycombe Town	1,067.40	1,245.32	1,423.22	1,601.12	1,956.91	2,312.73	2,668.52	3,202.24
Hughenden	1,088.78	1,270.25	1,451.72	1,633.18	1,996.10	2,359.04	2,721.96	3,266.36
Obstone	1,086.12	1,267.15	1,448.17	1,629.19	1,991.23	2,353.28	2,715.31	3,258.38
Lacey Green	1,067.89	1,245.88	1,423.87	1,601.85	1,957.81	2,313.78	2,669.75	3,203.70
Lane End	1,111.32	1,296.54	1,481.76	1,666.98	2,037.42	2,407.86	2,778.30	3,333.96
Little Marlow	1,094.56	1,277.01	1,459.42	1,641.86	2,006.70	2,371.57	2,736.42	3,283.72
Longwick-cum-Ilmer	1,080.97	1,261.14	1,441.30	1,621.46	1,981.78	2,342.11	2,702.43	3,242.92
Marlow Bottom	1,070.79	1,249.26	1,427.73	1,606.19	1,963.12	2,320.05	2,676.98	3,212.38
Marlow Town	1,088.31	1,269.70	1,451.08	1,632.46	1,995.23	2,358.00	2,720.77	3,264.92
Medmenham	1,080.79	1,260.93	1,441.06	1,621.19	1,981.45	2,341.72	2,701.98	3,242.38
Piddington & Wheeler End	1,106.14	1,290.50	1,474.85	1,659.21	2,027.92	2,396.63	2,765.35	3,318.42
Princes Risborough	1,120.06	1,306.75	1,493.42	1,680.10	2,053.45	2,426.81	2,800.16	3,360.20
Radnage	1,100.37	1,283.77	1,467.17	1,650.56	2,017.35	2,384.14	2,750.93	3,301.12
Stokenchurch	1,078.88	1,258.71	1,438.52	1,618.33	1,977.95	2,337.59	2,697.21	3,236.66
Turville	1,074.36	1,253.42	1,432.48	1,611.55	1,969.67	2,327.79	2,685.91	3,223.10
WestW'- Parish Council	1109.71	1294.68	1479.63	1664.58	2034.48	2404.40	2774.30	3329.16
Wooburn and Bourne End	1103.09	1286.95	1470.79	1654.64	2022.33	2390.04	2757.73	3309.28

(v) That in accordance with sections 52ZB and 52ZC of the Act it is determined that the Council's relevant basic amount of Council Tax for 2017/2018 is not excessive.

(vi) Council Tax Reduction Scheme

The Council introduced its own scheme after the government abolished the national Council Tax Benefit system, Council Tax Reduction Scheme Policy. The rules of the 2017/18 scheme were unchanged from the 2016/17 scheme.

75 STANDARDS COMMITTEE

RESOLVED: That the minutes of the meeting of the Standards Committee held on 8 February be received and the recommendations as set out at minute 18 be approved and adopted.

76 IMPROVEMENT & REVIEW COMMISSION

RESOLVED: That the minutes of the meeting of the Improvement & Review Commission held on 11 January 2017 be received.

77 AUDIT COMMITTEE

RESOLVED: That the minutes of the meeting of the Audit Committee held on 19 January 2017 be received.

78 HIGH WYCOMBE TOWN COMMITTEE

RESOLVED: That the minutes of the meeting of the High Wycombe Town Committee held on 17 January 2017 be received.

79 PLANNING COMMITTEE

RESOLVED: That the minutes of the Planning Committee held on 16 November 2016, 14 December 2016 and 18 January 2017 be received.

80 REGULATORY & APPEALS COMMITTEE

RESOLVED: That the minutes of the meeting of the Regulatory & Appeals Committee held on 13 February 2017 be received, and the recommendations as set out at minute 19 be approved and adopted.

81 QUESTIONS UNDER STANDING ORDER 11.2

No questions had been received.

82 URGENT ACTION TAKEN BY CABINET OR INDIVIDUAL CABINET MEMBER

The individual decisions published since the last ordinary meeting of the Council held on 12 December 2016, as set out in the summons were noted.

Chairman

The following officers were in attendance at the meeting:

Jemma Durkan	- Senior Democratic Services Officer
Ian Hunt	- Democratic Services Manager
Karen Satterford	- Chief Executive
Paul Shackley	- Corporate Director

Agenda Item 2

UNANSWERED MEMBER QUESTIONS FROM COUNCIL 23 FEBRUARY 2017

8 Question from Councillor Ms J Wassell to the Cabinet Member for Finance.

What is the expenditure on bed and breakfast in the year to date?

As at 20th February 2017 the spend on Bed & Breakfast for the financial year to date was £383,710.75.

The income figure YTD - 20th Feb 2017 - B&B Costs YTD
£

Expenditure
383,710.75

Income
-83,489.47

Net
300,221.28

9 Question from Councillor M Knight to the Leader of the Council.

All district councillors of the wards of the unparished area of the Wycombe District are also required to be Charter Trustees, an ancient part of High Wycombe's heritage.

Charter Trustees set a precept to cover the costs of their activities and in doing so receive public funds. Despite this the Charter Trustees operate outside of the council's standards regime and are not bound by the same code of conduct which govern their activities as Wycombe District Councillors.

Is it right that the Charter Trustees receive public funds, collected and disbursed by this council, when there is little opportunity for them to be held to account?

Thank you for your question. The Chartered Trustees are a separate body from the Council and are therefore not governed by the District Council's Members' Code of Conduct. I am therefore unable to comment on any code of conduct or Constitutional issues associated with the Trustees, and I would refer you to the Town Clerk who does look after this.

I understand under a Charter that was set up that the Trustees do use part of the Council offices for their functions including the use of the Council Chamber to hold meetings, and office for the Mayor's Secretary.

I understand under a Charter that was set up that the Trustees do use part of the Council offices for their functions including the use of the Council Chamber to hold meetings, and office for the Mayor's Secretary.

The Chartered Trustees do set a separate precept each year where they hold a meeting which I believe is managed by the Town Clerk. The District Council bills

residents in the unparished part of the town a separate precept, which is listed separately on the bill. The Council collects this together with other local precepts and then pay this across in fixed instalments based on the total precept that has been levied by the Charter Trustees.

10 Question from Councillor M Hanif to the Cabinet Member for Environment.

Following the release of a list of 60 restaurants with the worst hygiene ratings by the Bucks Free Press last week, a local business owner feared that their Bourne End business would go bust after a paperwork error left the eatery with a poor hygiene rating and was forced to wait months before a re-inspection.

My concern is for many other local restaurants that may fall in the same category and experience a negative impact on their businesses as a result. Why is WDC not as efficient as our sister organisation the Chiltern District Council, who are far more responsive and caring, when it comes to supporting the local businesses?

The Council's Environmental Health Officers are responsible for carrying out official food controls at over 1100 registered food businesses in the Wycombe district and give a food hygiene rating to the over 900 businesses that fall within the remit of the scheme. This rating shows how closely the business is meeting the requirements of food hygiene law and how seriously they're taking public safety by managing food safety. The rating, from 0 to 5, takes into account:

- how hygienically food is handled
- the condition and cleanliness of the buildings
- what is done to make sure food is safe (including staff training and management systems)

Businesses do not receive a low rating simply for failures in their paperwork but for significant failings in management and food hygiene practices and/or conditions.

The Food Hygiene Rating Scheme

The food hygiene rating scheme is run by Wycombe District Council, in partnership with the Food Standards Agency and the Council follows the official guidelines, as set out by the Food Standards Agency, around inspections and re-inspections. Officers have received training on these and the flexibilities that exist for small businesses with regards to documented food safety management systems. Refresher training and exercises are regularly undertaken to ensure consistency in scoring.

The Food Hygiene Ratings Scheme incorporates safeguards to ensure fairness to businesses, including an appeal mechanism against their rating and a mechanism for requesting a re-inspection or a re-visit for the purposes of re-rating when improvements have been made. When a request for a re-inspection is made, a business must provide evidence of the actions being taken to address the contraventions. The Food Hygiene Rating Scheme Brand Standard allows for re-inspections to take place within three months of a request being received. In addition, there is a standstill period of three months following an inspection where a re-visit should not take place. This is all clearly stated on the form which businesses complete when requesting a re-inspection.

Whilst officers will provide advice and support to businesses (including providing free documented food safety management systems) it is always the responsibility of the business to comply with food safety regulatory requirements and ensure that their premises and the food they serve is safe for their customers at all times.

I am unable to comment on Chiltern's performance in this area only to reiterate that Wycombe works within the Food Standards Agency guidelines and set timescales.

11 Question from Councillor Ms J Wassell to the Cabinet Member for Economic Development and Regeneration

What progress has been made with Network Rail on the refurbishment of the Brunel Shed?

The Council has been trying to bring the matter to a resolution for some time as you know. The Brunel Shed doesn't belong to Network Rail but to Chiltern Railways. The matter is quite complex due to the nature of their franchise agreement. Officers have met with both Chiltern Railways and the DfT yet progress remains slow. More recently we have been told by Chiltern Railways that they have put a proposal to DfT (there is a negotiation to be had between them as they both need to agree a course of action) and that it is to be discussed on 20th February 2017 after which they will be back in touch. The Council is also in touch with the others in order to progress the matter including the MP's office and the Buckinghamshire Historic Buildings Trust.

12 Question from Councillor M Knight to the Cabinet Member for Environment.

Could you report to us the levels of air pollution in the London Road A40 corridor in the last year and indicate whether this shows a deterioration or improvement and whether these levels are within an acceptable range?

The situation on the London Road corridor is varied. Towards the town centre end of London Road, we are receiving Nitrogen dioxide levels that are consistently near to the National limit of 40 $\mu\text{g}/\text{m}^3$ (see yearly averages below)

Site	2011	2012	2013	2014	2015
London Rd	39.9	39.2	40.1	38.3	38.1

Towards the Wycombe Marsh end of London Road, the situation has shown a gradual improvement over the last few years which is starting to show a move towards compliance with National limits

Site	2013	2014	2015
Marsh	40.0	37.7	34.3

We are currently waiting for national calibration levels to be set to determine the levels for 2016. Once these have been received, we will be modelling the levels across High Wycombe town centre (including arterial roads such as London Rd) as well as Marlow Town centre and the M40 corridor. This modelling will form the basis for report to cabinet later this year which may include recommendations to approve Local Air Quality Management Areas.

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

Could the Leader of the Council, in view of the rise in crime rate and its nature, confirm that the Council will be giving more money to the voluntary sector which supports victims of crime?

Women's Aid and Rape Crisis for example are facing increasing demand.

We have had a number of years when crimes of all types fell and I am sure you will join me in congratulating the Police and all partners who worked together to achieve this. It was almost inevitable that at some point the downward trend would not be sustained. The Police and Crime Commissioner, via the Safer and Stronger Bucks Partnership Board, awards a range of grants for domestic violence services, we award a substantial grant to Wycombe Women's Aid and this year Rape Crisis applied for and were awarded a grant. We are not commissioning these services, they are grants that any local organisation is welcome to apply for and a drop or rise in crime does not affect funding. Crime figures vary from day to day, month to month and to link funding to statistics of any kind would be a knee jerk reaction to a complex situation with multiple potential causes and solutions

Cabinet Minutes

Date: 13 March 2017

Time: 7.00 - 8.05 pm

PRESENT: Councillor Ms K S Wood (Executive Leader of the Council - in the Chair)

Councillor Mrs J A Adey	- Cabinet Member for Community
Councillor D H G Barnes	- Deputy Leader and Cabinet Member for Engagement and Strategy
Councillor D J Carroll	- Cabinet Member for Youth and External Partnerships
Councillor D A Johncock	- Cabinet Member for Planning
Councillor Mrs J D Langley	- Cabinet Member for Housing
Councillor D A C Shakespeare OBE	- Cabinet Member for HR, ICT and Customer Services
Councillor Mrs J E Teesdale	- Cabinet Member for Environment
Councillor D M Watson	- Cabinet Member for Finance and Resources
Councillor R Wilson	- Cabinet Member for Economic Development and Regeneration

By Invitation

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

Also present: Councillors A R Green and A D Collingwood

74 APOLOGIES FOR ABSENCE

There were no apologies for absence.

75 MINUTES

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

76 DECLARATIONS OF INTEREST

There were no declarations of interest.

77 REFERRAL FROM THE HIGH WYCOMBE TOWN COMMITTEE - CEMETERY PETITION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

79 COMMUNITY INFRASTRUCTURE LEVY AND SECTION 106 FUNDING ALLOCATIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

82 HOUSING AND PLANNING ACT 2016

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

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

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

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

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

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

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

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

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

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

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

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

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

84 MAJOR PROJECTS PROGRAMME REVIEW

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

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

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

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

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

85 INFORMATION SHEETS

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

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

86 FILE ON ACTION TAKEN UNDER DELEGATED AUTHORITY

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

Community C/01/17 – C/05/17

Finance F/06/17 – F/07/17

Housing H/02/17

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

EXCLUSION OF PRESS AND PUBLIC

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

Minute 84 – Major Projects Programme Review – Appendices

Minute 87 – Insurance Contracts

Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Paragraph 3, Part 1 of Schedule 12A, Local Government Act 1972)

(The need to maintain the exemption outweighs the public interest in disclosure, because disclosure could prejudice the Council's position in any future tender process or negotiations)

Minute 88 - File on Action taken under Exempt Delegated Powers

Community sheet nos: C/01/17

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

Environment sheet no: E/01/17

Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Paragraph 3, Part 1 of Schedule 12A, Local Government Act 1972)

(The need to maintain the exemption outweighs the public interest in disclosure, because disclosure could prejudice the Council's position in any future tender process or negotiations)

87 INSURANCE CONTRACTS

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

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

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

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

88 FILE ON ACTION TAKEN UNDER EXEMPT DELEGATED POWERS

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

Community: C/01/17

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

Environment: E/01/17

Chairman

The following officers were in attendance at the meeting:

Karen Satterford - Chief Executive

Ian Hunt - Democratic Services Manager

Catherine MacKenzie - Principal Democratic Services Officer

Improvement and Review Commission Minutes

Date: 1 March 2017

Time: 7.00 - 9.00 pm

PRESENT: Councillor R Gaffney (in the Chair)

Councillors Mrs S Adoh, K Ahmed, Miss S Brown, A D Collingwood, C Etholen, G C Hall, M Harris, A E Hill, M E Knight, D Knights, R Newman, Ms C J Oliver, R Raja and L Wood,

Apologies for absence were received from Councillors: H Bull, Mrs L M Clarke OBE and J A Savage

* Denotes Standing Deputy

LOCAL MEMBERS IN ATTENDANCE

APPLICATION

33. DECLARATIONS OF INTEREST

There were no declarations of interest.

34. MINUTES OF PREVIOUS MEETING

RESOLVED: That the minutes of the meeting of the Improvement and Review Commission held on 11 January 2017, be approved as a true record and signed by the Chairman.

35. CABINET MEMBER FOR HOUSING - UPDATE ON HOUSES IN MULTIPLE OCCUPATION

The Cabinet Member for Housing; Councillor Mrs Langley and the Housing Service Manager, Brian Daly were welcomed to the meeting.

It was noted that the recommendations of the Houses in Multiple Occupation Task and Finish Group had been submitted to Cabinet in February 2015. It was reported that since that time the Chairman of the Commission and the Cabinet Member had maintained contact on the work being undertaken on the recommendations. The Cabinet Member confirmed that following the HMO Task and Finish Group recommendations the Government issued a technical discussion paper on extending the mandatory of licensing of houses in multiple occupation. The Governments proposed legislation following the consultation was expected in 2017 however no information had been released.

The Cabinet Member confirmed that a decision had been taken to delay going ahead with the recommendations of the HMO Task and Finish Group until the outcome of the Government legislation was known. There was concern at the

financial impact of any proposed legislation and it was through no fault of the officers or Members that any recommendations had not yet been implemented. The Cabinet Member went on to give her thanks again to all who had taken part in the HMO Task and Finish Group.

Brian Daly then provided an update on any work that had been undertaken regarding the recommendations. He noted the following:

- A Housing Condition Survey would need to be completed when the mandatory licensing of HMO's comes into force in 2017 to enforce the new licensing regime.
- The recommendation for additional licensing may need to be reviewed once the impact of the extension to include all HMOs with 5 persons or more regardless of the number of storeys has been evaluated.
- Due to the Government's proposed mandatory licensing the recommendation regarding a Supplementary Planning Policy would no longer be applicable.
- The Council has considered the potential for additional resources required regarding the extension of the mandatory licence scheme during the budget setting and cost would be met from the Corporate Contingency.
- The requested work up of the detailed scheme regarding the recommendations from Cabinet Members has been superseded by the Government's response to the HMO consultation.

It was noted that no information had been released from the Government regarding the HMO legislation since October 2016. It was expected that the legislation would be confirmed in 2017 but as yet nothing had been received.

Members received clarification on a number of points and noted the following:

- A 'desktop' survey of properties would initially be undertaken using information already held on file by the Council. Then a 'door knocking' exercise could be required to obtain detailed information. Ward Members would also be encouraged to share any information known regarding HMOs in their areas.
- Currently HMOs were considered as 5 or more households in 3 stories or more. It was estimated that there were currently 2,000 HMOs in the district. The Government were expected to change the legislation to include properties less than 3 stories and would also include premises above shops.
- It was suggested that a pilot scheme could be undertaken before the Government released its new legislation however there was uncertainty regarding much a survey would cost with regards to resources.

- Properties with elderly relatives living with families would not be considered as a HMO as figures were based on households rather than individuals.
- Regulations would need to be considered regarding HMO enforcement. It was noted that sub-letting was an issue; however the Council did prosecute landlords if they were found to be sub-letting Council properties. Work would be undertaken with registered providers to meet standards required. Members were encouraged to share any information regarding suspected sub-letting in their areas.
- The Portfolio Advisory Group had considered the questionnaire sent by the Government which had been returned in 2016. Legislation had not yet been received.
- Enforcement was undertaken under the current HMO regulations and action was taken against a landlord if they do not hold a required HMO. Under the proposed Government mandatory licensing regime additional resources may be required.
- It was noted that any funds received from fines regarding licensing enforcement must only be used for licensing/enforcement.
- Landlords would be expected to know any legislation regarding HMOs and guidelines were available. A recent survey had been sent to landlords to make them aware of the legislation changes. However some landlords choose not to be involved. It was noted that if there were any issues regarding homeless households arising from the new legislation then the Council had procedures in place to deal with this matter

The Chairman thanked the Councillor Mrs Langley and Brian Daly for attending the meeting.

It was noted that the Council was waiting for Government legislation to be released however it was suggested that work could begin on a register of HMOs compiled using any 'desktop' information currently on the Council's system. The Cabinet Member for Housing agreed that this course of action would be investigated. Also it was requested that information from Members be fed through to officers on any known HMOs in their areas.

RESOLVED: That the Improvement and Review Commission note the update and actions being taken in relation to the recommendations made by the HMO Task & Finish Group.

36. CABINET MEMBER FOR ICT - UPDATE ON TASK AND FINISH GROUP RECOMMENDATIONS

The Cabinet Member for HR, ICT & Customer Services; Councillor D Shakespeare and the Head of HT, ICT & Customer Services: John McMillan were welcomed to the meeting.

The Cabinet Member updated the Commission on projects due for completion in 2017/18 which included:

- Laptop refresh – It was noted that some laptops were over 7 years old and new laptops were expected to be issued to staff during April/May/June with the end date of July 2017.
- Replacement of VDI servers and software – The hardware had been procured and would be installed at the weekend following the meeting. This was earlier than scheduled.
- Replace the Uniform server and application upgrade – It was noted that the Uniform server ran the planning system and the upgrade had been completed in December 2016.
- Upgrade the telephony and introduce Skype for Business – This was on track for completion in July 2017.
- Implementation Office 365 - Members email was scheduled for April/May 2017 and officers scheduled for July 2017. The MS Office upgrade to Office 13 was scheduled for April 2017.
- Upgrade internet capacity - There had been a slight delay regarding pricing however the upgrade was expected within the next few days.

Regarding Members ICT it was reported that some Members wished to work differently and preferred devices dependent on the way they worked. It was reported that a trial was being undertaken providing access to network accounts using iPads using the Horizon View Client and this would provide Members with access to application network drives, outlook etc. It was noted that a joint meeting between the ICT Task and Finish Group and the Portfolio Advisory Group was due to take place on 15 March 2017 to consider recommendations.

Regarding the Council Chamber ICT equipment it was reported that a decision would not be made until consideration of the broader future use of the Chamber was determined.

Mr McMillan confirmed that the lifetime of laptops were able to be lengthened as they were used as 'thin technology', (e.g. the processing power of the laptop was not required), however it was now difficult to obtain spare parts for some of the laptops and were now being replaced.

Members asked a number of questions and received responses from Mr McMillian, which included the following:

- It was noted that iPads had been introduced to Members in 2015 and at the time this seemed the best option. These did need to be connected wirelessly to be able to access the network. Also if required iPads could be used with a Bluetooth keyboard.

- Training had been provided for Members on iPad usage however only six members had attended at the time. Individual training was now offered on a request basis if required. The suggestion regarding offering training sessions in advance of the full Council meeting would be investigated.
- There had been an issue with planning information being accessed. It was reported that the Cabinet Member for Planning had trialled the VRM View Client access on iPad and in his opinion the application had been successful.
- The Uniform server was the most used across councils and providers had been contacted regarding compatibility.
- The Windows 10 platform was a relatively immature product and software products were being developed.
- Three reoccurring problems that had been recorded were dynamic and were fixed at the time the problems occurred.
- Email accessibility on personal devices was possible however PSN security would need to be considered.
- An ICT Strategy had not yet been undertaken however this was planned for the future.

The Chairman thanked Councillor Shakespeare and John McMillian for the update.

It was identified that the Task and Finish Group had finished its work and had come to an end and therefore would need to be reinstated if a further piece of work was required. It was suggested that Councillor Wood chair an ICT Strategy Task and Finish Group to consider the future of ICT over the next 2 to 4 years.

RESOLVED:

- i) That a Task and Finish Group be established under the Chairmanship of Councillor L Wood in respect of ICT Strategy over the next 2 to 4 years with the same membership as the previous task and finish group.
- ii) That the necessary paperwork would be completed to enable this to go onto the Committee's work programme.
- iii) That Councillor Wood arranges a meeting of the new task and finish group and report back to the next meeting.

37. COMMISSION'S WORK PROGRAMME AND CABINET FORWARD PLAN

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

It was noted that training would be taking place in London on 7 March and a space was available if anyone wished to attend.

The **Rural Issues Task and Finish Group** recommendations had been presented to Cabinet and these had been well received.

The **Budget Task and finish Group** recommendations had been accepted almost without exception by Cabinet on 6 February 2017.

A letter had been received from the Cabinet Member for Transport at Bucks County Council regarding the **Handy Cross Traffic Management Task and Finish Group** partnership. It was noted that the offer to undertake a joint scrutiny review had been refused and the Commission would discuss this further at the next meeting in June 2017.

The **Local Plan Task and Finish Group** was due to meet in May 2017 to review the final proposal for the Plan, however it was noted that a further meeting may be required.

It was noted that the **Budget Task and Finish Group** was due to be established in September 2017 to consider the Budget for 2018/19.

Members were encouraged to complete the Work Programme Suggestion Form appended to the agenda (Appendix C) in respect of items they wished to suggest for consideration by the Commission or a Task and Finish Group.

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

RESOLVED: That the update on the Work Programme and current task and finish groups be noted.

38. INFORMATION SHEETS

The Commission noted the submission of following information sheet:

- 1/2017 ICT Update - Briefing

39. COUNCILLOR CALL FOR ACTION

There were no Councillor Calls for Action.

40. CHAIRMAN'S REMARKS

The Chairman thanked all the Members, especially his Vice Chairman (Cllr Collingwood) and the officers, for their invaluable support and contribution during the Council year. He confirmed that he and Cllr Collingwood would be standing for election as Chairman and Vice Chairman of the Commission respectively, next month for another term of office.

Chairman

The following officers were in attendance at the meeting:

Jemma Durkan - Senior Democratic Services Officer
Ian Hunt - Democratic Services Manager
Catherine Whitehead - Head of Democratic, Legal & Policy.

High Wycombe Town Committee Minutes

Date: 7 March 2017

Time: 7.00 - 9.00 pm

PRESENT: Councillor A R Green
(in the Chair)

Councillors K Ahmed, Z Ahmed, M Asif, Ms A Baughan, H Bull, Mrs L M Clarke OBE, M Clarke, M P Davy, R Farmer, S Graham, M Hanif, A E Hill, M Hussain JP, A Hussain, M Hussain, M E Knight, B E Pearce, R Raja, S K Raja, N J B Teesdale and Ms J D Wassell

ALSO PRESENT:

Mr Oliver O'Dell

Chief Executive, HWBIDCo

34 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Hashmi.

35 DECLARATIONS OF INTEREST

There were no declarations of interest.

36 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on the 17 January 2017 be agreed as a correct record.

37 HWBIDCO BUSINESS PROPOSAL

The Committee welcomed Oliver O'Dell, Chief Executive of the HWBIDCo, to the meeting.

Mr O'Dell explained that HWBIDCo would be undertaking the Business Improvement District (BID) renewal process. He informed the Committee that business rate payers would be receiving voting papers in June this year and would be asked if they would like HWBIDCo to continue for another five year term. The vote would be a 28 day postal ballot run independently of HWBIDCo. It was noted that voters must be able to vote on a formal business proposal document; which would be provided to each voter for consideration. To achieve a second term, over 50% must vote yes with over 50% equivalent Rateable Value of those who choose to vote. The outcome of whether the BID Company had achieved a second term would be known by 5 July 2017.

It was reported that the BID area would be the same and would not include the Baker Street development area at this stage and the rate of the Bid Levy would be 1% of the rateable value. Mr O'Dell stated that this minimum threshold was low in comparison to other BIDs.

Mr O'Dell said that there had been various challenges in addition to delivering projects. These included: establishing HWBIDCo in the town, securing trust to deliver promises, working with a core team of two people and changing perceptions.

He stated that the type of BID would be based on economic development of the town with four key themes based on what businesses had said they want for the town, and these were Busy, Good Management, Thriving Businesses, and Well Represented.

Mr O'Dell explained that there were approximately 300 BIDs nationwide with Milton Keynes as the most recently confirmed. He stated that BIDS were an established mechanism and he hoped that High Wycombe would continue to take advantage of the opportunities that the BID would bring.

The Chairman thanked Mr O'Dell for his update and presentation, and a discussion took place on issues such as engaging the larger shopping centres, examples of successes over last 5 years, engaging with businesses and work undertaken with partners regarding Desborough Road.

Discussions also took place on the Market and specifically the management of the contract. It was noted that the Estates Team would be contacted to provide an update at the next meeting.

38 COMMUNITY INFRASTRUCTURE LEVY FUNDING UPDATES

The Committee received a report which provided progress on the implementation of projects previously supported by the Committee with the local allocation of CIL funding collected from developments in the unparished area. The Committee also considered the recommended draft 2017/18 to 2018/19 CIL funding programme at Appendix B to the report, which had taken into account income projections.

It was noted that the HWTC CIL Working Group had met previously in December 2016 however since meeting the costs of the new Cemetery at Queensway had been finalised. The Chairman noted that the New Cemetery would require substantial funding and requested that the funding be amended to support the project. The amendments suggested to Appendix B were as follows:

2. Remaking the River on Oxford Road, £300,000 in 2018/19 – to be reallocated to funding for the New Cemetery at Queensway.
5. Little Market undercroft for 2017/18, £100,000 – to be reallocated to funding for the New Cemetery at Queensway.

The Committee were informed that a Heritage Lottery bid may be submitted for remaking the river and plans had been delayed regarding the Little Market undercroft.

Members considered the list of projects that had been implemented and the Officer responded to more detailed questions.

RESOLVED:

- i) That the progress and spend on schemes previously supported by the HWTC through CIL funding be noted.
- ii) That the funding programme outlined in Appendix B to the report be amended so that
 - Remaking the River on Oxford Road, £300,000 in 2018/19 – be reallocated to funding for the New Cemetery at Queensway,
 - Little Market undercroft for 2017/18, £100,000 – be reallocated to funding for the New Cemetery at Queensway.
- iii) Following the above amendments, that the recommended draft 2017/18 to 2018/19 Community Infrastructure Levy funding programme (Appendix B to the report), be submitted to Cabinet for formal approval.

39 PUBLIC SPACES PROTECTION ORDER (PSPO) TO CLOSE FOOTPATH HWU/80/1

The Committee welcomed Sarah McBrearty, Community Services Team Leader to the meeting, who provided information on a possible public consultation on the implementation of a Public Spaces Protection Order (PSPO) to close a footpath behind houses on West End Road.

It was reported that there had been numerous reports of anti-social behaviour taking place along the footpath which had been reported to the local Councillor, the Anti-Social Behaviour Officer and the police. Due to the number of complaints it was felt that restricting the public right of way was the only option.

Main issues arising from closing the footpath included that some residents used the footpath to access parking spaces in rear of their gardens, which they are legally able to do, the general use by the public and residents, access to rear gardens and the rear of the local shop, access for emergency services, and access for BCC Waste and Cleansing for maintenance.

Members noted that proposal was to install gates, with key-coded access for residents and business owners, to restrict the public right of way.

Members were concerned that the gates would not be secure and the ongoing costs of maintenance. It was suggested that a different approach regarding permanently closing the public right of way needed to be considered. Therefore the Committee agreed not to proceed with a public consultation.

RESOLVED: That a public consultation exercise not be undertaken.

40 NEW CEMETERY - PHASING AND BUDGET REQUIREMENTS

The Committee considered a report which outlined the proposed funding requirement of £404,000 for the first phase of the new Cemetery at the Queensway site.

It was reported that following a previous decision by the Committee a feasibility study had been undertaken on the new Cemetery which provided an initial cost of £1,963,322. Following this, a valuation exercise was undertaken which achieved savings of £283,532, providing a revised capital cost of £1,679,790.

The project would be phased over three years with phase one works to include planning, procurement, preparation of the site, planting, associated fees and contingencies. It was noted that phase one would enable child burials to start taking place.

The Committee was informed that the CIL Working Group had recommended £400,000 of Community Infrastructure Levy (CIL) funds in 2017/18 be awarded to the project. During earlier discussions at the Committee meeting, it was also decided to award a further £100,000 of 2017/18 CIL funds and £300,000 of 2018/19 CIL funds towards the overall project. To enable phase one of the project to begin additional funds from the Special Expense Reserves were required.

A query was raised regarding the planned security arrangements at the new Cemetery and it was reported that these would include high railings on all sides, CCTV on the building and only funeral vehicles would be allowed beyond the car park.

It was also reported that, regarding the current High Wycombe Cemetery, a meeting had taken place on site with Mr Chandler. Following this a section of fencing had been installed, signs put up and extra police patrols. Officers were exploring a range of ways to improve security, including low cost CCTV in a few areas for daytime use. A report would be brought back to the Committee in June with options.

Discussions would need to take place with Hazlemere Parish Council regarding use of the new Cemetery and if this was to be considered, then details would be brought to the Committee for consideration.

The Head of Community and all the Officers involved were thanked for all their work on the project.

RESOLVED: That it be recommended to Cabinet

- i) that £404,000 be allocated in 2017/18 from Special Expenses Reserves to fund the first phase of the project; and
- ii) to note that additional funding could be required over the following two years but could be allocated from CIL and/or Reserves.

41 INFORMATION SHEETS

RESOLVED: That Information Sheet 01/2017 Budgetary Control Q3 2016/17 be noted.

42 HIGH WYCOMBE TOWN COMMITTEE - FORWARD WORK PROGRAMME

The Committee's draft work programme looking ahead to November 2017 was presented for review.

Members agreed that the Council's Estates Team should be invited to attend the June meeting of the Committee to provide an update on the Market contract. A report outlining options regarding security at the High Wycombe Cemetery would also be added to the June Committee.

RESOLVED: That the forward work programme be noted and updated as above.

Chairman

The following officers were in attendance at the meeting:

Mrs J Durkan	Senior Democratic Services Officer
Mr I Hunt	Democratic Services Manager
Mrs S McBrearty	Community Services Team Leader
Ms E Jewell	Head of Community
Mr G Coll	Developer Contributions Officer

Personnel and Development Committee Minutes

Date: 15 March 2017

Time: 7.00 - 7.50 pm

PRESENT: M Harris (In the Chair)

Councillors: Mrs S Adoh, G Hall M Hanif, W Mallen, G Peart S K Raja

9 APOLOGIES FOR ABSENCE

There were no apologies for absence

10 MINUTES

RESOLVED: That the minutes of the meeting of the Committee held on 7 November 2016 be confirmed as a true record and signed by the Chairman.

11 DECLARATIONS OF INTEREST

There were no declarations of interest.

12 EMPLOYMENT LEGISLATION UPDATE

An information item was submitted on the updated Employment Legislation. Members were asked to note the various changes that were due to take place following its recent introduction.

Public sector Exit Payment Cap

It was noted that the Government had issued a statutory instrument which had brought s41 of the Enterprise Act 2016 into force from 1 February 2017, which allowed for capping of public sector exit payments including redundancy, payment in lieu of notice and pension strain and ex gratia payments to £95,000. Members were informed that this would potentially impact on those employees aged 55 and above who left the Council and had access to their pension as pension strain costs could be high.

Recovery of Exit Payments

The Government had confirmed its intention to implement regulations concerning the recovery of Exit Payments made to those employees within the public sector and those returning to the public sector within a period of 12 months. The minimum

salary to which the recovery provisions would apply was £80,000 per annum and were expected to become effective at some point after early 2017.

IR35 - Intermediaries Legislation

Officers reported that legislation to become effective from April 2017 would require changes to be made to the way certain contractors were to be paid. Subject to certain criteria, any person working with in the public sector would no longer be paid via invoice. The responsibility for assessing a worker's status would shift to the public authority, as would the responsibility for the deduction and payment of tax.

Members were informed that the HMRC had made available an assessment tool to help determine the individual's employment status and that there were currently approximately 8 contractors whose status was being assessed by the Council. It was anticipated that costs to engage interims would possibly increase as a result. There was also concern that as the regulations only applied to the public sector, interims were likely to leave to go to the private sector in order to exempt themselves from the new regulations.

Apprenticeship Levy

Members noted the introduction of the levy from April 2017 which would cost the Council approximately £45k. It was stated that the Council would have access to vouchers through the scheme and which could be used to provide apprenticeship training for current employees or new employees appointed under an apprenticeship. The Council was currently exploring the possibility of providing management training under an apprenticeship. Training undertaken under the scheme would offset some of the total cost of the levy.

Gender Pay Gap Reporting

Members were informed that as of 31 March 2017, the Equality Act 2010 (Specific Duties and Public Authorities) regulations 2017 made it necessary to publish annual gender pay gap reports to public sector employers with over 250 employees.

Members were reminded that the Council already published the difference in mean and median pay between male and female employees in the annual Workforce Report. The additional requirement was the numbers of males and females according to quartile pay bands. This would be reported in the 2016/17 Workforce Report.

RESOLVED: That the information report be noted.

13 ENGLISH SPEAKING REQUIREMENTS

A report was submitted which laid out the approach adopted by the Council towards meeting the requirements of the Immigration Bill 2016 for public authorities to ensure that employees in customer facing roles spoke fluent English. It was noted that the Bill became law in November 2016.

The report detailed the actions which would be put into place to make clear the expected requirements from public sector employees involved in a customer facing role, in terms of enabling the effective performance of their position. The report stated that changes to the Council's Recruitment Policy and Procedure were also due to be made to take account of the recent legislative changes. The proposed wording to be inserted was highlighted on pages 5-7 of the report.

It was confirmed that there were currently no issues or concerns identified by Heads of Service with regard to existing employees' fluency in English and Members were assured that any changes put into place by the Council within its Recruitment Policy and Procedure would take account of any potential equality issues.

RESOLVED: That the report be noted

14 PAY POLICY STATEMENT 2017/18
15

A report was submitted which requested feedback on the updated Pay Policy Statement and which sought approval of the Statement for the 2017/18 financial year, which would then proceed to Full Council for endorsement on 3 April 2017.

The statement was a summary of the Council's current policies, practices and relevant contractual, national and local terms.

The report stated that it was the Localism Act 2011 which had introduced the requirement for all Local Authorities to publish an annual statement commencing from 2012/13, to be approved by Council by March each year and also to be published on the website.

The report highlighted that the statement for 2017/18 contained the same detailed information as the current year's statement with rates having been updated where appropriate. The relevant information was contained within the appendix to the report.

Officers tabled an updated tracked version of the proposed changes to be made to the Pay Policy Statement. Amongst the changes, attention was drawn to the dismissal of statutory officers which now required a recommendation to the JNC Committee by an Independent Panel rather than the previously Designated Independent Person (DIP). The updated NJC pay award was noted in paragraph 3.4 of the report, as was the change to the Performance Management Framework in paragraph 4.3. It was also noted that the ratio between the highest paid employee and the lowest earner had reduced, due in the main to an increase to the minimum scale point in Grade 1 as a consequence of an increase to the National Minimum Wage.

RECOMMENDED: That the Pay Policy Statement for 2017/18 financial year be approved.

15 TEMPORARY AGENCY WORKERS PROVISION

A report was submitted which detailed the proposed approach taken towards the provision of temporary agency staff as of 1 April 2017.

The report stated that a contract for temporary agency staff had been awarded to Adecco for a period of 2 years from 1 April 2015 - 31 March 2017 with an option to extend for a further 2 years. However, it had been decided not to extend the contract as it had been anticipated that the majority of the Council's agency spend would go through Adecco, but in reality they had been unable, in the main, to source the more professional roles such as solicitors, accountants and planners. It was anticipated that in the current economic climate with ongoing budget pressures, staffing levels at a minimum and the uncertainty around modernising Local Government the need for temporary staff would continue.

Following a meeting of the Senior Management Board it had been agreed that (a) the Council would not enter into another contract with a supplier in the short term. (b) Consideration would be given to the potential establishment of a framework agreement with BCC for provision of staff during 2018. (c) Relationships would be established with local agencies to help source the required temporary staff and where possible, negotiate preferential terms.

RESOLVED: That the report be noted.

16 STAFF SICKNESS ABSENCE STATISTICS

A report was submitted (agenda item 8) which provided information on sickness absence rates and which sought to receive any comments and feedback. WDC sickness and absence turnover trends were highlighted in Appendices A and B of the report.

Members were informed that the Chairman of the Committee had requested this report following its consideration by Cabinet which had identified that the 3rd quarter of the current year had seen an increase. It was noted that the figure produced had been annualised which gave a potentially inflated position.

Members were also informed that as of 31 December 2016 figures indicated that absences amounted to an average of 6.79 days per person per annum. It was noted that this could have been a seasonal increase due to coughs and colds and that there had been 5 members of staff who had been on long term sickness during the third quarter September to December 2016. 4 of the 5 had now returned to work and the 5th had resigned.

Members' attention was also drawn to the Government's target rate of 6.8 days per person per year, and it was highlighted that the Council had typically and sustainably experienced sickness absence below that rate including in the latest quarter. Officers explained that despite this the Council was not complacent in this regard, and took every opportunity to engage with people and to remain vigilant.

Members were referred to the range of interventions the Council undertook to manage sickness absence as set out in paragraph 6 of the report.

Members noted that the main cause of sickness absence during 2015/16 had been due to stress depression and mental health. This constituted 23% of overall absence, whilst 18% was due to muscular or skeletal issues. 14% of absences were as a result of viral infections. Operations and recovery accounted for 13% of the overall figure.

The presenting officer further explained that information relating to stress was available through staff survey results, individual and team stress risk assessments and occupational health. These measures enabled the relevant support to be put into place and reasonable adjustments to be made where possible. The Council was also arranging mental health awareness training for managers to help recognise the early signs of stress.

RESOLVED: That the report be noted.

17 DATE OF NEXT MEETING

Members noted that the next meeting of the Committee was scheduled for Monday 19 June 2017 at 7pm.

Chairman

The following officers were in attendance at the meeting:

Iram Malik	- Democratic Services Officer
John McMillan	- Head of ICT HR & Support Services
Jo Whiteley	- HR Manager

Planning Committee Minutes

Date: 15 February 2017

Time: 6.30 - 9.24 pm

PRESENT: Councillor P R Turner (in the Chair)

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

Standing Deputies present: Councillors M Hanif, Mrs W J Mallen and S K Raja.

Apologies for absence were received from Councillors: Mrs J A Adey, M Asif, C Whitehead and L Wood.

LOCAL MEMBERS IN ATTENDANCE

Councillor G Hall
Councillor R Farmer
Councillor M Clarke
Councillor Mrs S Adoh
Councillor S Saddique

APPLICATION

16/07810/FUL
16/07711/FUL
16/07711/FUL
16/07794/OUT
16/07794/OUT

84 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the Planning Committee meeting held on 18 January 2017 be approved as a true record and signed by the Chairman.

85 DECLARATIONS OF INTEREST

There were no declarations of interest.

86 PLANNING APPLICATIONS

RESOLVED: that the reports be received and the recommendations contained in the reports be adopted, **as amended by the update sheet where appropriate**, and subject to any deletions, updates or alterations set out in the minutes below.

87 15/06700/FUL - LAND OPPOSITE BEECHES FARM, COLSTROPE LANE, HAMBLEDEN, BUCKINGHAMSHIRE

Following a full debate, 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 conversion of the building to create a new dwelling on this site would consolidate the loose-knit pattern of development in the area and fail to lead to an enhancement to its immediate setting to the detriment of its open rural character and appearance. Furthermore the proposed change of use of the land to residential curtilage, by reason of the likely cutting short of the grass, planting of domestic flora and proliferation of residential paraphernalia, was considered to represent an unacceptable domestic intrusion into the Open Countryside and Chilterns Area of Outstanding Natural Beauty. An intrusion of this nature would be detrimental to the natural beauty and landscape quality of the Chilterns Area of Outstanding Natural Beauty (AONB) and to the rural character and appearance of the area in general.

As such, the proposal was considered to be contrary to policies C4 (Extensions of Site Boundaries in the Countryside), C7 (Re-use and Adaptation of Buildings in the Countryside), C10 (Development in the Countryside Beyond the Green Belt) and L1 (The Chilterns Area of Outstanding Natural Beauty) of the adopted Wycombe District Local, together with CS17 (Environmental Assets) and CS19 (Raising the Quality of Place-Shaping and Design) of the Core Strategy DPD.

2. The development, by virtue of its location which had only limited access by non-car modes of travel, would fail to maximise sustainable transport options. The absence of adequate infrastructure and the site's remoteness from major built-up areas was such that residents of the proposed development would be likely to be reliant on the use of the private car, contrary to the principles of sustainable development which promote a reduction in travel by the car and giving people a real choice about how they travel. Paragraph 32 of the National Planning Policy Framework stated that decision makers should take account of whether safe and suitable access to the site could be achieved for all people. The site was only practicably accessible by car and so any future occupiers of the proposed dwelling would therefore be heavily reliant on the motor car to access most day to day facilities. As such the site was considered to be located in an unsustainable location where local facilities such as schools and shops could not be easily reached by foot or bus, and any attempt to walk to such facilities or to the nearest bus stop to the application site would be hazardous and the safety of pedestrians compromised as a result of the absence of footpaths and lack of street lighting.

The development would be contrary to policies CS20 (Transport and Infrastructure) of the Adopted Core Strategy DPD and policy DM2 (Transport Requirements of Development Sites) of the Delivery and Site Allocations DPD, and paragraph 55 of the National Planning Policy Framework.

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

The Committee took into account a representation from Councillor C Whitehead, the local Ward Member.

The Committee was addressed by Mr Mike Spink and Parish Councillor Charles Hussey (on behalf of Hambleden Parish Council) in objection and Mr Selwyn Palmer on behalf of the applicant.

88 16/07810/FUL - 2 MEAD ACRE, MONKS RISBOROUGH, BUCKINGHAMSHIRE, HP27 9JN

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

RESOLVED: that the application be permitted.

The Committee was addressed by Councillors G Hall and A Turner, the local Ward Members.

The Committee was also addressed by Mr John Woodfield in objection and Mr Mike Stenton, the applicant.

89 16/07711/FUL - 11 FORD STREET, HIGH WYCOMBE, BUCKINGHAMSHIRE, HP11 1RU

Following a long debate the Committee voted in favour of the motion to approve the application subject to the Conditions as laid in in the main report and noting an amendment to Condition 5 which was amended to read –

“The opening hours shall be restricted to the hours of 0800 to 2000 in any given day.

Reason: in the interests of the amenity and privacy of the nearby residential properties and highway safety.”

RESOLVED: that the application be approved subject to the Conditions as laid out in the main report and the amendment of Condition 5.

The Committee was addressed by Councillors M Clarke and R Farmer, the local Ward Members.

90 16/07794/OUT - LAND ADJACENT LONGBURROW HALL, PARK LANE, STOKENCHURCH, BUCKINGHAMSHIRE

The Committee voted in favour of the motion that they were Minded to grant permission and delegated approval to the Head of Planning and Sustainability subject to confirmation from the Highway Authority that they had no objections with particular regard to the pinch point in the lane and completion of a Planning Obligation.

RESOLVED: that determination of the application be delegated to the Head of Planning and Sustainability for the reasons stated above.

The Committee was addressed by Councillors Mrs S Adoh and S Saddique.

The Committee was also addressed by Parish Councillor Andy Preece (on behalf of Stokenchurch Parish Council) in objection and Mr David Parker on behalf of the applicant.

91 16/08207/FUL - THE CLOCK HOUSE, FROGMOOR, HIGH WYCOMBE, HP13 5DL

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

RESOLVED: that the application be approved.

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

92 16/08208/FUL - THE CLOCK HOUSE, FROGMOOR, HIGH WYCOMBE, BUCKINGHAMSHIRE, HP13 5DL

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

RESOLVED: that the application be approved.

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

93 PRE-PLANNING COMMITTEE TRAINING / INFORMATION SESSION

The Committee noted that since the agenda was published a request has been received from the Red Kite Housing Association to present development proposals for two sites in Castlefield, in Chairborough Road and Pettifer Way.

94 DELEGATED ACTION TAKEN BY ENFORCEMENT TEAM

95 APPOINTMENT OF MEMBERS FOR SITE VISITS

RESOLVED: That in the event that it was necessary to arrange site visits on Tuesday 7 March in respect of the agenda for the meeting on Wednesday 8 March, the following Members be invited to attend with the relevant local Members:

Councillors: S Graham, M Hanif, D A Johncock, T Lee, N B Marshall, H L McCarthy, Mrs C Oliver, N J B Teesdale, A Turner and P R Turner.

Chairman

The following officers were in attendance at the meeting:

Ms G Davies	Development Management Officer
Mrs L Hornby	Senior Democratic Services Officer

Mr A Nicholson	Development Manager
Ms S Penney	Principal Development Management Officer
Mr C Power	Development Management Team Leader
Mrs R Shanmuganathan	Principal Technical Officer
Ms R Steele	Assistant Solicitor
Mr S Wilkinson	Technical Officer

