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WYCOMBE
DISTRICT COUNCIL

Queen Victoria Road
High Wycombe
Bucks HP11 1BB

Council

Date: 11 December 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 11 December 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.

Filming/Recording/Photographing at Meetings – please note that this may take place during the public part of the meeting in accordance with Standing Orders. Notices are displayed within meeting rooms.

Agenda

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| 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 9 October 2017. | 1 - 16 |
| 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 4 December 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 on Monday 4 December 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 6 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 4 December 2017

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| <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 November 2017</p> | <p>17 - 25</p> |
| <p>9 STANDARDS COMMITTEE</p> <p>To receive the minutes of and consider any recommendations from the following meeting:</p> <p>Standards Committee 10 October 2017</p> | <p>26 - 31</p> |
| <p>10 IMPROVEMENT & REVIEW COMMISSION</p> <p>To receive the minutes of and consider any recommendations from the following meeting:</p> <p>Improvement & Review Commission 8 November 2017</p> | <p>32 - 35</p> |
| <p>11 AUDIT COMMITTEE</p> <p>To receive the minutes of and consider any recommendations from the following meeting:</p> <p>Audit Committee 16 November 2017</p> | <p>36 - 38</p> |
| <p>12 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 21 November 2017</p> | <p>39 - 41</p> |
| <p>13 PLANNING COMMITTEE</p> <p>To receive the minutes of and consider any recommendations from the following meetings:</p> <p>Planning Committee 20 September 2017 Planning Committee 18 October 2017</p> | <p>42 - 48</p> |
| <p>14 REGULATORY & APPEALS COMMITTEE</p> <p>To receive the minutes of and consider any recommendations from</p> | <p>49 - 54</p> |

the following meeting:

Regulatory & Appeals Committee 27 November 2017

15 NOTICE OF MOTION

To consider the following Notice of Motion submitted by the deadline of noon Thursday 30 November 2017.

The following Notice of Motion was submitted by Councillor Miss K S Wood and seconded by Councillor D Barnes.

“WDC notes the increasing concern of councillors and members of the public regarding an apparent rise in instances of anti-social behaviour across the district and within Wycombe town centre in particular.

WDC believes giving greater prioritisation to the enforcement of available anti-social behaviour measures by Thames Valley Police will improve the situation before it becomes overly detrimental to the residents, businesses and visitors to the district.

WDC resolves to seek swift re-prioritisation of TVP resources to tackle this issue in conjunction with improved partnership working with other stakeholders to improve neighbourhood policing.”

16 QUESTIONS UNDER STANDING ORDER 11.2

17 COMMITTEE CHANGES / APPOINTMENTS

Outside Bodies

Health & Wellbeing Board

Councillor Miss K Wood be replaced by Councillor G Peart until May 2018.

18 URGENT ACTION TAKEN BY CABINET OR INDIVIDUAL CABINET MEMBER

- Public Spaces Protection Order footpath closure

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

Council Minutes

Date: 9 October 2017

Time: 6.30 - 7.30 pm

PRESENT: Councillor Miss S Brown (in the Chair)

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

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

31 APOLOGIES FOR ABSENCE

Apologies for absence were received from Honorary Aldermen: E Collins, M Oram, Mrs K M Peatey and R Pushman. Councillors: Ms A Baughan, C Etholen, M Hanif, Mrs G A Jones, D A C Shakespeare (OBE) and R Wilson.

32 MINUTES

RESOLVED: That the minutes of the meeting of the Council held on 17 July and of Special Council held on 5 September 2017 be confirmed as a true record and signed by the Chairman, subject to the inclusion of Honorary Alderman R Pushman in the list of those present on 17 July.

33 DECLARATIONS OF INTEREST

There were no declarations of interest.

34 CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that she had undertaken many engagements since the last ordinary meeting of the Council, but did not intend to list each one. Instead she highlighted the following:

- (a) Queens Awards

The Chairman gave mention to the number of Queen`s Awards being received within the district, which was the equivalent of an individual receiving an MBE. This award had recently been presented to `Drugfam` a charity supporting families with an addiction.

(b) Wycombe Sound

The Chairman expressed her delight over Wycombe Sound having been presented with The Gold Station of the Year Award.

(c) Wycombe Homeless Connection

Members were informed that Wycombe Homeless Connection had recently celebrated its 10th Anniversary and had had many success stories during this time.

35 QUESTIONS FROM MEMBERS OF THE PUBLIC

Question from Mr R B Colomb to the Cabinet Member for Environment

“Earlier this year, travellers gained access to the old Sports Centre site at Handy Cross and managed in two weeks to deposit a great deal of rubbish on it.

Would the Cabinet Member please advise the tonnage of rubbish deposited, whether any asbestos was present and the cost to the Council of removing it and cleaning up the site?”

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

“The total amount of waste removed from Handy Cross Hub was 210 tons, of which 155 tons had to be sorted, (plus 28 fridges, 18 mattresses and some asbestos cement; the latter being the subject of specialist disposal).

The cost was. £41,000, plus approx. £2,000 for additional site security. BCC did recover evidence of where some of the waste originated and have sought to levy charges”

Supplementary Question

“If 210 tonnes or 70 truckloads came into the site how could we have not prevented the trucks getting into the site in the first place. What steps will you take in the future to prevent the re occurrence of such activity in order to protect the taxpayers of this district?”

Supplementary Response

“This matter comes under Estates, and they should be able to clarify how many trucks did come in. Also we have asked for help with this but they simply break in, and once they do it is very difficult to remove them.”

36 QUESTIONS FROM MEMBERS

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

“The Local Plan, as recently approved by the cabinet, identifies parcels of land which may be developed to provide much needed housing in the District. The plan may well be OK as a ‘stand-alone’ development, but there is no provision for improving existing inadequate infrastructure of roads, schools or GP surgeries; as although it is understood that new development will need to make provision to meet the needs of the new residents, the plan makes it clear that existing deficits or problems will not be made good.

In the circumstances, does the Leader agree that without addressing the existing problems the new development will only put more pressure on already choking roads, school places and make the lives of the residents of WDC more stressful?”

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

“I am of course aware of the concerns of residents over infrastructure and the pressure new development can put on it. We have put great importance in the Local Plan of ensuring that infrastructure improvements that will benefit both existing and new residents will be put in place alongside the new housing. ‘Improving Strategic Connections’ and ‘Facilitating local infrastructure’ are two of the eight overarching strategic objectives identified for the Plan.

Site specific policies in the Plan and the accompanying Infrastructure Delivery Plan set out detailed plans for infrastructure investment. An Infrastructure Topic Paper will be published as part of the consultation on the Local Plan which provides a summary of the challenges and response to them.

We have worked closely with the relevant infrastructure providers to identify what is needed both now and in the future. These will include plans to improve roads, to make bus use, walking and cycling more attractive, new and expanded schools, and doctor surgeries, as well as new open space and sports facilities. I would expect all these improvements to benefit existing as well as new residents.”

Supplementary Question

“I am pleased to have these clarifications but find it hard to understand what kind of disjointed development this plan is going to deliver if, in the plan’s words, historic deficiencies are not to be tackled.

Do you not agree that having this development as a stand-alone project, it is akin to having a brand new car parked in a dilapidated forecourt, with little access to get on to the main road?”

Supplementary Response

“No I don’t agree with you. I am surprised by the question you put forward as you have been fully involved in the Local Plan discussions.”

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

“Buckinghamshire County Council are currently consulting on plans to close 14 Children’s Centres in our District. This comes after several years of services reductions and cuts to these facilities. These centres offer vital support to some of the most vulnerable young families in our District. The consultation ends on October 16th.

Is Wycombe District Council making a formal representation to the consultation?”

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

“The County Council set out the reasons for the current consultation in the report to its Cabinet meeting in July 2017. In August 2014, Ofsted noted that there were a wide range of Early Help services across Buckinghamshire but they were insufficiently co-ordinated. Since then, BCC has undertaken substantial improvements to the co-ordination of services for the most vulnerable children and families. Currently most BCC Early Help services are focused on a particular age group, a single issue or one approach. Feedback from children and families as well as local and national research has consistently shown that this is not the best approach to improve outcomes and build resilience.

Open access or poorly targeted services are not well used by those who need them most. In many cases the user base is too narrow, and there is strong evidence that overall the right children and families are not receiving the right help, early enough to make a difference. Analysis of current Children Centre service users by ACORN group shows that a disproportionate group (43%) fall within the more affluent categories (1 & 2); with only 29% falling within the bottom disadvantaged categories (4 & 5).

BCC started consultation with stakeholders in November 2016 and County-level Partnership Boards, which are attended by a variety of officers and Members, were consulted on the principle of reviewing Early Help. District representatives understood BCC’s need to offer improved, better targeted services within its budget,. The proposed model was not available then and Members are welcome to respond to the consultation as it is an online one and can only really be completed on an individual basis.”

Supplementary Question

“Yes I agree that services are more connected, but the massive change impacts on Children’s Centres and young carers. Please could you clarify whether you believe that having less centres will improve the impact of services?”

Supplementary Response

“Yes I agree that many of the individual services delivered are highly valued by their users. However we understand the County Council’s need to manage its finances responsibly and target its services to the most vulnerable who need help.

(c) Question from Councillor M Clarke to the Cabinet Member for Planning

“I note the second part of section 1d to Policy CP7 in the draft local plan states and I quote 'investigating the strategic case for a 'London rail bypass' that links East West Rail and Cross Rail via High Wycombe and Bourne End.' Has the portfolio holder, planning department or any appropriate member or officer enquired of the appropriate Central Government Department, Agency or Authority or the Office of Rail and Road about the practicability of reinstating around five level crossings over A roads and significant commuter routes?”

Response from Councillor D Johncock (Cabinet Member for Planning)

“Thank you for the question and I appreciate the interest you have in this topic as you asked a question back in April on this subject too. Also one at the last Cabinet meeting.

Officers are working closely with the relevant agencies on this project including Network Rail and indeed one of their senior engineers attended a walk along the old alignment with officers back in June. You are quite right to say that times have moved on since the old rail line between HW and BE was last in service. If the alignment were to be reused, the intention of all parties, including Network Rail, would be to minimise or, if possible, completely avoid new level crossings. These issues and the scope for potential engineering solutions were identified by the representative of Network Rail.

If I may take the opportunity to provide an update on progress: being aware of the very real technical and cost challenges, and the potential impact on residents, before we consider detailed engineering issues by way of next steps, and informed by the expert advice of Network Rail and others, we are progressing a study to assess the strategic case and the potential economic benefits in order to judge to whether more detailed technical work should proceed to consider design and cost challenges in more detail. This study will be concluded next spring and I will ensure that Members are kept informed of progress.”

Supplementary Question

“It would be reasonable to assume that the study would be into the reopening of the permanent way between High Wycombe and Bourne End. The study ITT states that the potential to restore the link in full or in part using the old railway alignment should be reviewed. Please explain why a blight notice should not be placed on those properties which are likely to be impacted by the investigation as to the reinstatement of the High Wycombe to Bourne End rail line to link East West Rail with CrossRail for heavy rail passenger traffic and potentially a substantial quantity of freight at night?”

Supplementary Response

“Quite simply we have not yet reached the point where we can make the decision as to whether or not to proceed. It is only then that we would consider the need for what you suggest.”

(d)Question from Councillor R Scott to the Leader of the Council

“One of the Leader's key priorities is Housing; could she please update full council on progress made so far?”

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

“There have been a number of exciting developments in housing in the district recently with more due to come to fruition in the coming months/years. Some of these matters will become more widely known as and when they obtain approval from respective levels of government, be they here at WDC, or with our colleagues at DCLG and/or the Homes and Community Agency.

The largest schemes on Council owned land comprise:

- Redevelopment of Collins House, in partnership with Housing Solutions, as 52 rented apartments for young people. Legals and planning consent are close to completion.
- Development of land at Ashwells, for c.102 new homes. A planning application will be submitted shortly.

These developments will follow on from the Council facilitated Hughenden Quarter, comprising 260 new ‘independent supported living’ apartments and a 70 bed care home.

Other housing sites in the pipeline, involving Council owned land, include Abbey Barn North and the former Bassetsbury Allotments.

Applications have been made for two Homes and Communities Agency/DCLG grant funds to help us deliver additional housing on our land and to unlock development on other sites.

In August, I was pleased to hear that we have been shortlisted for the Government’s Accelerated Construction Fund for three sites, on which we aim to provide around 500 homes, including affordable housing. We await the final outcome of our application in December 2017.

The second of the two grant funds, the Housing Infrastructure Fund, is aimed at “ambitious local authorities who want to step up their plans for growth and make a meaningful difference to overall housing supply by 2021”

I can confirm that officers have recently submitted an application for two sites which could enable up to 3,200 homes to be delivered in Princes Risborough and Abbey Barn.

These schemes do not take into account any housing schemes that officers in Planning are facilitating by grant of Planning Permission on non-Council owned sites for example at the former gas works site in Lilly’s Walk.

In the meantime, we have invested £1m of our S106 Developer Contribution funds on new affordable housing in Stokenchurch, in partnership with the Buckinghamshire Housing Association, bringing 8 additional units into the social housing stock in the district in perpetuity. Officers are also currently working with Registered Providers to invest the remaining [£1m] of s106 funds for more affordable homes potentially in the district.

The Council is also working on plans to improve / enlarge its provision of temporary accommodation for the homeless. I expect to be able to make an announcement on this following November Cabinet.

Alongside all of these plans, officers are preparing for 2 major changes of legislation in housing, The Homelessness Reduction Act which is due to be enacted next April and the proposed extension of HMO licensing of which we are awaiting for an announcement from the Minister later this year.”

There was no supplementary question.

(e Question from Councillor B Pearce to the Leader of the Council

“Does the leader agree with me, that covering the High Wycombe Swan logo Crest in the front of this building with a banner is basically disloyal, disrespectful and an insult to the town of High Wycombe.

I have mentioned this to colleagues at the Council but they have said it has to go in the middle to look aesthetically correct. However, do you agree with me that any banners should be offset so that it does not cover the High Wycombe town logo?

All you can see of it at the moment is the Swan peering over the top of the Wycombe lotto banner.”

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

“We’ve had planning consent since 2009 permitting us to hang a banner on the front of the council building. If members do not wish to use this site we can look for alternatives within the Town. We use this site because we own it and feel that it is a location that catches the eye. It has the potential to save the council money as it would avoid the need to pay for other sites within High Wycombe. The most recent banner on display has been promoting Wycombe Lotto, a weekly online lottery created by the council to support local causes in the Wycombe district. (tickets for the lottery are only £1 per week, with 60% going to local good causes and prizes of up to £25,000.)

Banners are temporary and are used to promote the council’s topical campaigns or those of our partner organisation which have been funded or are supported by the council. They are rarely up for longer than six weeks at a time and there are ‘rest’ periods when there is no banner on display.

Supplementary Question

“Is there a possibility that the banner can go off centre so that it doesn’t cover the logo of High Wycombe Town.”

Supplementary Response

“This is the first complaint we have received in the last 8 years. We have no intention of causing offence and it can be looked at should Members wish to.

(f) Question from Councillor A Hashmi to the Leader of the Council

“Is the Cabinet member, with responsibility for council employees, aware that there is a clear lack of Black and Minority Ethnic People in the top ranks of the Council?”

What steps are being taken to make the employees of WDC more reflective of the population this council serves?”

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

“I will respond to this in my capacity of Chairman of the JNC Committee. The Council has a long established aim of achieving a workforce that is in balance in terms of reflecting the composition of the local community. 19% of the Wycombe District population is made up of people from ethnic minority communities and 50% women. The figures come from the 2011 census.

At the end of 2016/2017 18% of the Council’s workforce were black and ethnic minority staff. 62% of the Council’s staff are female. 8% of the Council’s workforce are people with disabilities.

63% of senior managers (the Chief Executive, Directors and Heads of Service) are female. No senior management post is held by black and ethnic minority staff.

Recruitment & selection, staff turnover rates and learning & development activities are consistent and generally in proportion with the Council’s gender, ethnicity and age composition.

3.6% of top 5% local government earners are made up of staff from black & ethnic minority backgrounds, according to the Local Government Workforce Survey.

At March 2017 there were no black or ethnic minority staff within the top 5% of earners at WDC. However this rises to 6.5% when posts held by Interim Managers are included. 9% of senior posts are held by people from black & ethnic minority backgrounds.

WDC’s workforce profile is consistent with that of the wider local government sector.

Actions being taken include: -

- Continuing to regularly monitor the workforce, recruitment & selection outcomes, turnover etc.
- Conducting Equality Impact Assessments for HR policies & procedures

- Achieving the “disability confident award”
- Equalities training for new and existing employees
- Holding an annual equality & diversity awareness event.
- Introduced mentoring scheme to support career development
- Approved Qualification Scheme to support the development of professional qualifications.
- Recruitment and selection training for those involved in recruiting new staff.”

There was no supplementary question.

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

“Bucks County Council propose to replace all its children’s centres and other support for children and young people with a programme to be run from 9 “hubs”. The staff of the “hubs” will interview vulnerable children, young people and their families in the families’ homes, local cafes and libraries.

[One of the 10 children’s centres located within the Wycombe district is in Disraeli, my ward. Another is in the leaders ward.]

At the same time, BCC is cutting the budget for these services by £3.3 million. More savings will come from selling or leasing the buildings currently used by the children’s centres. All this to be implemented by next spring.

These proposals will put our vulnerable children and young people even more at risk from abuse, neglect, and ill health.

These proposals are ill-considered and unprofessional.

Does the Leader agree that the proposals to discuss sensitive issues like disabilities, contraception, or criminal activity in a public places is a flagrant disregard for the right of privacy for our vulnerable children and young people?”

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

“Of course I would agree that it is inappropriate to discuss highly sensitive, personal matters in cafes but the Early Help consultation being run by BCC proposes a range of possible options. The coffee shop example given says informal settings can be preferred by families that BCC has worked with, who feel more able to have an open and honest conversation in a relaxed environment, creating a better relationship between the individual and the worker.

In any case there will be nine Early Help bases, located in the areas where Early Help is needed the most. The Early Help bases will provide targeted support. Families will be invited to activities or one to one support and these bases will be used to offer group sessions such as parenting courses and partner led sessions (for example, breastfeeding support run by health visitors) for those who need this support. Other group sessions may be run in other community settings, such as schools or village halls, depending on the demand.

It is clear that the proposed Early Help Model offers a range of solutions and that the coffee shop is an example of one way of accessing one service if the service user prefers it.”

Supplementary Question

“These proposals are based on the belief that resident should take responsibility for meeting their own needs. It’s ridiculous to expect a 5 year old in trouble to be able to do so. They want people to be aspirational and not dependent, which I find disgraceful given the circumstances in which people may find themselves in.

Supplementary Response

“I think the expectation is for the parents of the 5 year old to be responsible for their own needs. In terms of discussing sensitive issues in public, as I made it clear to you in my original answer, a wide variety of settings and solutions have been offered. Coffee shops are not the only offering.”

(i)Question from Councillor S Graham to the Cabinet Member for Housing

“Since housing and social housing in particular, is an important concern for a lot of people, mainly due to the policies of the Tory government, young people in particular are unable to have a foot on the housing ladder.

Would the Cabinet member for Housing like to tell us how many homes have been added to the local housing stock by red Kite, since it inherited the 6,000 homes from WDC in 2012? “

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

“I don’t agree with you in your first paragraph, and as Cllr Graham is no doubt aware, Red Kite are neither owned, managed nor governed by Wycombe District Council as such, we have no control over their development programme. They have provided at least 9 additional homes as part of their sheltered housing bedsit and warden accommodation conversion programme.”

Supplementary Question

“I want to ask whether you believe this is a good policy, whereby you are making many young people homeless. Does the Cabinet Member not feel that the Council and Red Kite have a responsibility to build much needed homes?”

Supplementary Response

“The District Council have no control over how Red Kite conducts its business. Other housing providers have provided around 460 additional affordable homes in the district since the stock transfer to Red Kite took place in December 2011.” I would like to point out that there is a Housing Seminar scheduled to take place on 31 October, and I would encourage as many Members as possible to attend.

Questions 9-11 were not put as the 30 minutes time period had expired. In accordance with Standing Orders, a written reply would be sent to the questioner by the appropriate

Member within 10 working days, and would also be appended to the minutes of the meeting.

37 PETITIONS

No petitions were received by the deadline of 5pm on Monday 2 October 2017

38 CABINET

Minute 24 – New Wycombe District Local plan, Little Marlow Lakes Country Park

A Member expressed her delight over the delivery of the country park, and felt that this was long overdue. She felt that this would become the `Jewel in the crown` of the area.

Councillor M Appleyard wished to have his opposition recorded to the Local Plan with respect to Bourne End.

Minute 29 – Digital First

A Member requested that I.T implementation be successfully made available to Councillors prior to extending the programme.

In response, it was acknowledged that some initial teething problems had occurred and that they were being worked upon as quickly as possible.

RESOLVED: That the minutes of the Cabinet held on 18 September 2017 be received and the recommendations as set out at minute numbers 24, 32, 33 and 34 be approved and adopted.

39 IMPROVEMENT & REVIEW COMMISSION

RESOLVED: That the minutes of the meeting of the Improvement & Review Commission held on 13 September 2017 be received.

40 AUDIT COMMITTEE

RESOLVED: That the minutes of the meeting of the Audit Committee held on 21 September 2017 be received and the

recommendation as set out at minute number 20 be approved and adopted.

41 HIGH WYCOMBE TOWN COMMITTEE

Minute 14- Public Spaces Protection Order Consultation Update

A Member requested further information with regard to the proposed gates at a cost of £3,500 and its recommendation to Cabinet. She was informed that this was a matter for determination by the relevant Cabinet Member and not for the High Wycombe Town Committee.

Minute 15 – Town Centre Masterplan Consultation

A Member expressed her concern over the presentation which had taken place as it lacked much information and detail, in particular regarding the issue of informal crossings. She enquired as to whether a further presentation was likely to be conducted, covering relevant issues.

The Chairman of the Committee stated that he shared her concerns over the proposals, and he very much hoped that another presentation would take place, although from his experience the Town Committee`s requests and suggestions were often ignored.

Another Member questioned the intentions of the County Council with regard to the Taxi rank on the high street. It was hoped that this matter would also be addressed at a future presentation.

RESOLVED: That the minutes of the meeting of the High Wycombe Town Committee held on 3 October 2017 be received.

42 JNC STAFFING MATTERS COMMITTEE

RESOLVED: That the minutes of the meeting of the JNC Staffing Matters Committee held on 18 and 28 September be received, and the recommendation as set out at minute number 23 be approved and adopted.

43 PERSONNEL & DEVELOPMENT COMMITTEE (SPECIAL)

RESOLVED: That the minutes of the Special meeting of the Personnel & Development Committee held on 4 October 2017 be received and the recommendation as set out at minute numbers 21 and 23 be approved and adopted.

44 PLANNING COMMITTEE

RESOLVED: That the minutes of the meeting of the Planning Committee held on 28 June, 26 July and 23 August be received.

45 REGULATORY & APPEALS COMMITTEE

In the absence of the Chairman the Vice Chairman of the Committee Councillor Mrs L Clarke rose to present the minutes of the meeting.

RESOLVED: That the minutes of the meeting of the Regulatory & Appeals Committee held on 24 July 2017 be received.

46 QUESTIONS UNDER STANDING ORDER 11.2

There were none

47 COMMITTEE CHANGES/APPOINTMENTS

The following change made to the membership of an outside body in accordance with Standing Order 18(9) as set out in the summons was noted.

Councillor Z Ahmed was replaced by Councillor D Carroll to serve on the Chiltern, South Bucks and Wycombe Joint Waste Collection Committee until May 2018.

48 URGENT ACTION TAKEN BY CABINET OR INDIVIDUAL CABINET MEMBER

The individual decisions published since the last ordinary meeting of the Council held on 17 July 2017, as set out in the summons were noted.

Chairman

The following officers were in attendance at the meeting:

Karen Satterford - Chief Executive
Iram Malik - Democratic Services

COUNCIL

Monday 9 October 2017

Agenda Item 6

Questions from Members

Unanswered Questions – Responses sent subsequent to Meeting

9. Question from Councillor M Clarke to the Cabinet Member for Planning

The Council has, I believe, committed to a strategic study in the feasibility of reopening the High Wycombe to Bourne End rail link for heavy rail. Their contribution being c.a. £100,000.

In the draft local plan there are several policy statements about repurposing the route of the permanent way between High Wycombe and Bourne End for use as a cycle and foot way.

Could this Council be told how much officer time has been used and money spent, i.e. the costs incurred, on these two mutually exclusive options for the existing route of the permanent way?

Reply given by Councillor D Johncock (Cabinet Member for Planning).

It is right to note that we are supporting the County Council as they seek to create an attractive route for walking and cycling away from traffic along the old railway line. We are also considering the options for a rail connection between the Chiltern line and Great West Mainline, and of course now, Crossrail.

It is not right though to say that these two projects are mutually exclusive. A walking and cycling route along parts of the old railway has the potential to be delivered in the shorter term, compared to ideas for reinstating the railway which are a much longer term proposition, and very far from certain at this stage in terms of the eventual outcome.

Conversion of such routes have been a success elsewhere and there is potential for the same in this case as the route runs along the valley, and winds through and adjacent to the built up area. I would anticipate that even if the two schemes were to “take off”, any sections of a walking and cycling route would have already given long years service. I would also anticipate that if such a scheme were in place and had proved a success that it would be possible and necessary for any longer term reinstatement of the railway to make provision for walking and cycling alongside the new route. Indeed there are sections of the old railway that have had such an arrangement historically (at least in relation to a parallel footpath), and such an arrangement is being put forward in relation to the HS2 scheme.

In terms of officer time, two officers spent a day walking the old alignment with Network Rail engineers and one of the officers has been leading on the feasibility commission over the past few months spending on average half a day a week on the project.

Another officer liaises with BCC on the footway cycle scheme and since 1 April has spent around three quarters of a day per month supporting the work of the County Council in relation to this project.

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

Under the Local plan the need to meet the housing target in the next decade and half appears to have nearly exhausted all the potential sites for housing.

Does the Leader agree that we cannot bury our heads in the sand and need to be proactive in looking for solutions to the housing problem and in this respect is it not the time for the policy surrounding the 'Green belt' to be reviewed so that a tiny percentage of the Green Belt may be freed for housing? (I understand that as little as 1% of the Green Belt may be sufficient to meet our future housing needs).

Reply given by Councillor Ms K Wood (Leader of the Council).

The Council has undertaken a significant amount of work in preparing the new Local Plan and identifying sites that could be developed to meet our housing needs. This has included assessing the Green Belt within the District, as well as looking for sites in the Chilterns Area of Outstanding Natural Beauty. Government policy still attaches a high level of importance to protecting the Green Belt. National policy requires that to change Green Belt boundaries we have to demonstrate that there are exceptional circumstances. This can only be done through the production or review of a local plan and needs to be done on a site by site basis rather than a generalised approach as suggested by the question. The Council has gone through this process to identify the sites that are proposed to be taken out of the Green Belt. It is also worth pointing out that the new Local Plan is having to deliver a lot more housing than we have had to in previous plans.

11. Question from Councillor M Knight to the Cabinet Member for Housing

As the cost of private rent continues to rise and becomes further out of reach for those on Housing Benefit or even an average income the need for low cost social housing is higher than ever. Waiting for suitable accommodation of this type can take many years which frequently has a negative impact on family life, educational attainment and employment prospects.

What number of properties for social rent would need to be built in the Wycombe District in order to eliminate the current waiting lists and meet future demand?

Reply given by Councillor Mrs J Langley (Cabinet Member for Housing).

The Council has worked with the other Buckinghamshire Districts to assess the need both for market housing and affordable housing – this work is included in the published Buckinghamshire Housing and Economic Development Needs Assessment.

This work shows that the need for affordable housing of all types, including rented, for the period 2013-2033 is 3,100 homes, of which 2,600 is for affordable rented. This takes account of both current need and future projected need as a result of the growth in population and households over the years. The method for deriving this figure is different to taking the waiting list figure and projecting forward, but it is based on a Government methodology.

One of the reasons for this is that the waiting list does not entirely reflect the housing need in the District as not all households will register for social housing and does not account for households that are seeking other forms of affordable housing including shared ownership and other help to buy products.

You should be aware that social rented is no longer formally an affordable housing “product” – affordable rent is now produced which involves rents up to 80% of market rents.

As part of the work on preparing the Local Plan we have looked at the possible supply of affordable housing arising from the section 106 agreements with developers that secure a proportion of affordable housing. Applying the affordable housing proportions sought in the Local Plan to the housing land identified in the Plan would secure nearly enough affordable housing to meet the identified need of 3,100 affordable homes including the 2,600 affordable rented units. In addition, the Council has an agreement with Aylesbury Vale District Council as part of the Duty to Cooperate process on the Local Plan whereby the unmet need in Wycombe District of 2,275 homes (of all tenures) will be provided in Aylesbury Vale. A proportion of this would be affordable housing, so if there is any shortfall in affordable housing provision in Wycombe District there would be scope for some provision in Aylesbury Vale.

Finally, not all affordable housing comes from S106 agreements as the Registered Providers of Housing will often develop their own sites for affordable housing, over and above any S106 planning requirement.

Cabinet Minutes

Date: 13 November 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 Environment |
| Councillor D H G Barnes | - Deputy Leader and Cabinet Member for Engagement and Strategy |
| Councillor S Broadbent | - Cabinet Member for Economic Development and Regeneration |
| 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 G Peart | - Cabinet Member for Community |
| Councillor D M Watson | - Cabinet Member for Finance and Resources |
| Councillor L Wood | - Cabinet Member for HR, ICT and Customer Services |

By Invitation

| | |
|----------------------------|---|
| Councillor Z Ahmed | - Deputy Cabinet Member for Strategy and Communications |
| Councillor A D Collingwood | - Vice Chairman of the Improvement & Review Commission |
| Councillor R Gaffney | - Chairman of the Improvement & Review Commission |
| Councillor G C Hall | - Deputy Cabinet Member for Environment |
| Councillor M Harris | - Deputy Cabinet Member for Economic Development and Regeneration |
| Councillor D Knights | - Deputy Cabinet Member for HR, ICT and Customer Services |
| Councillor M E Knight | - Leader of the East Wycombe Independent Party |
| Councillor R Raja | - Leader of the Labour Group |
| Councillor S K Raja | - Deputy Cabinet Member for Community |
| Councillor S Saddique | - Deputy Cabinet Member for Finance and Resources |
| Councillor A Turner | - Deputy Cabinet Member for Planning |

36 APOLOGIES FOR ABSENCE

There were no apologies for absence.

37 MINUTES

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

38 DECLARATIONS OF INTEREST

There were no declarations of interest.

39 BROWNFIELD LAND REGISTER

From the Report submitted Members noted the requirements under the Town and Country Planning (Brownfield Land Register) Regulations which had come into force in April, to publish a Register of 'Brownfield' (previously developed) sites and to review the register at least once within each register year.

The following recommendation to Council was made in that publishing the Register the Council would meet the requirements of the above Regulations and hence promote the re-development of Brownfield sites within the District, potentially resulting in investment and regeneration.

Recommended to Council: That delegated authority be granted to the Head of Planning and Sustainability to produce and publish a Brownfield Register for the District as required by the Town and Country Planning (Brownfield Land Register) Regulations 2017, and to update the register as and when required.

40 2017/18 SERVICE PERFORMANCE: Q2 (JULY – SEPTEMBER)

The Cabinet noted the attached report which included a quarterly update on the key frontline performance measures and an exception report for any performance measures which were not on target. The reasons behind the 3 key exceptions featured were outlined.

The Report provided an update for the 42 corporate service performance indicators.

The following decision was made in order to ensure a comprehensive review of performance as at 30 September 2017 to ensure that the Council was performing at the appropriate level.

RESOLVED that the summary of the year to date service performance out-turns (July – September 2017) be noted.

41 BUDGET MONITORING REPORT QUARTER 2

The Report before Cabinet set out the Council's financial position as at Period 6 2017/18 (30 September 2017), reflecting that which had been reported to Senior Management Board.

The Report also included a recommendation that funding of the waste contract renewal and any new income generation initiatives therein be covered by the set aside £0.225m, into the waste equalisation reserve, of credit received from the waste contract.

The following decision was made in order that Cabinet approves a budget each year within the context of a Medium Term Financial Plan (MTFP) to achieve the Council's priorities.

RESOLVED: That (i) the forecast outturn position for the financial year 2017/18 as at end of September 2017 be noted; and

(ii) the credit received from the waste contract amounting to £0.225m be set aside in the waste equalisation reserve to fund cost of contract renewal and any new income generation initiatives.

42 M40 NOISE BARRIERS FUNDING REQUEST - TREE PLANTING PROPOSAL

Members noted from the Report that the Lane End Conservation Group (LECG) and the Chiltern Environmental Group (CEG) had worked together to put forward the proposal in conjunction with the Woodland Trust to seek funding for mitigation work along the M40. The project being complementary to the M40 noise barriers project being progressed by Highways England (HE). The proposal was also supported by the local landowner. The benefits and possible benefits of the proposal were noted.

Taking account of the costings, background and issues, the expert opinion of the Divisional Environmental Health Officer and details of the Council Funding of the Noise Barrier Project all featured in the Report; Members agreed on the third of three original options outlined in the Report.

The following decisions were made in order to support noise mitigation and provide visual screening and carbon capture and generally to reduce the negative impact of the motorway on residents living along the M40.

RESOLVED: That (i) approval of the specific proposal for tree planting at Four Fields as detailed in the appendices be granted; and

(ii) Delegated authority be granted to Head of Environment and Head of Democratic, Legal and Policy Services in Consultation with the Cabinet Member for Environment to fund further anticipated requests, in relation to Tree Planting re noise mitigation in the Lane End area, with a limit of no more than £125,000 identified, if it can be shown that these projects have landowner and local support in the form of contribution from the LECG (Lane End Conservation Group).

43 OPTIONS FOR TEMPORARY ACCOMMODATION PROVISION FOR WYCOMBE DISTRICT

Members had read in detail the extensive report and appendix in respect of the options and finances thereof; regards future temporary accommodation provision in Wycombe District.

The Cabinet Member for Housing outlined the extensive work done behind the scenes to bring forward this report. Members discussed the merits and disadvantages of the two options featured; noting the scope of both schemes along with the Housing Service's perspective on each and the benefits, issues, risks and operation considerations all featured in the Report.

Members commented that:

- The town centre modular build option considerably increased the overall number of units available;
- The modular build represented an ambitious vision, which of course still required planning permission;
- The isolation of Saunderton Lodge was noted, though previously an advantage in respect of tenants fleeing domestic violence, such victims were not now housed by Wycombe District Council in this type of temporary accommodation;
- The town centre option meant easier access for tenants to employment, services, transport and most importantly in respect of children education;
- The invaluable input of various voluntary and community associations and churches over the years at Saunderton Lodge was acknowledged;
- It was to be noted that the town centre option (if chosen) would not be the only provision of temporary accommodation in the District; and
- The security set up on the town centre option would be of a high standard but would still provide tenants with a considerable autonomy and privacy.

The Cabinet Member for Housing remarked that the Council was very fortunate to have the expertise, vision and knowledge to bring forward the town centre scheme and asked that her thanks to the Members and officers involved be noted.

The Meeting unanimously decided to proceed with the modular new build option in High Wycombe town centre.

RESOLVED: That (i) subject to full Council approval of the relevant funding, to implement the Modular new build option in High Wycombe town centre for future provision of temporary

accommodation, granting delegated authority to the Corporate Director, Head of Environment and Major Projects Executive in consultation with the Cabinet Members for Housing and for Economic Development and Regeneration; to agree the terms on which to award a contract for the design of the accommodation through the SCAPE BECS framework as set out in Section 6 Appendix A;

(ii) delegated authority is granted to the Corporate Director, Head of Environment and Major Projects and Property Executive in consultation with the Cabinet Members for Housing and for Economic Development and Regeneration to approve the terms of all other necessary contracts connected with the selected modular new build option in High Wycombe town centre in accordance with Contract Standing Orders; and

(iii) delegated authority is granted to the Major Projects and Property Executive in consultation with the Cabinet Member for Growth and Regeneration; to agree the final terms of a legal agreement and Lease with the British Red Cross and to approve the terms of the disposal of Saunderton Lodge.

Recommended to Council: That the project funds as set out in Appendix A relevant to the new build town centre option selected by Cabinet be approved.

44 FILE ON ACTION TAKEN UNDER DELEGATED AUTHORITY

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

| | |
|-------------------------------------|--------------|
| Community | C - 29/17 |
| Deputy Leader | DL - 2/17 |
| Economic Development & Regeneration | EDR - 2/17 |
| Environment | E - 6/17 |
| Finance | F - 23/17 |
| Housing | H - 4/17 |
| HR, ICT & Customer Services | HITCS - 2/17 |
| Leader | L - 2/17 |
| Planning & Sustainability | PS – 60/17 |

EXCLUSION OF THE 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 45, 46, 47 & 48, because of their reference to matters which contain exempt information as defined as follows:

Minute 45 – Recommendations of the Budget (18-19) Task and Finish Group

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 46 – Potential Property Investment Acquisition(s)

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 47 – Acquisition of Strategic Property Assets

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 48 - File on Action taken under Exempt Delegated Powers

| | |
|--|-----------------------|
| Community | C - 6-8/17. |
| Deputy Leader | LD - 1/17 |
| Economic Development and Regeneration | EDR - 48-54/17 |
| Environment | E - 2-3/17 |
| Finance | F - 4/17 |
| Housing | H - 1/17 |
| HR, ICT & Customer Services | HITCS - 1/17 |
| Leader | L - 1/17 |
| Planning & Sustainability | PS – 1/17 |

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).

position in any future tender process or negotiations).

45 RECOMMENDATIONS OF THE BUDGET (18-19) TASK & FINISH GROUP

The Chairman of the Improvement & Review Commission, Councillor R Gaffney, introduced to the Meeting the report of the Budget Task and Finish Group (T&FG) which had specifically examined the budget, to make recommendations to inform the Cabinet decision on the budget and to provide future proposals for inclusion in the budget.

Councillor A Collingwood, the Vice Chairman of the Budget Task and Finish Group presented the findings and recommendation of the Group to Cabinet for endorsement.

The Interim Head of Finance, and his team, were thanked by the Improvement & Review Commission Chairman and the Task and Finish Group Vice Chairman for all their hard work and assistance with the review.

The following decision was made to ensure that the recommendations of the Task and Finish Group, established by the Improvement and Review Commission, help to inform the decisions being taken by Cabinet in setting the budget for the forthcoming year 2018/19 and future forward planning.

RESOLVED: That the recommendations of the Budget Task and Finish Group's review be received, and a response made in due course.

46 POTENTIAL PROPERTY INVESTMENT ACQUISITION(S)

Members considered the report before them in which additional funding was sought to enable the purchase of the long term leasehold interest in Anglo Office Park on Lincoln Road, Cressex Business Park, the freehold of which was already owned by the Council.

The following decision and recommendation to Council were made, that given the Council owned the freehold of the property, subject to a lengthy low rent ground lease, it made sense to buy back this interest, to receive the occupational rents at an attractive yield, to generate more revenue.

RESOLVED: That, to the extent that delegated power is not already available, investment in Anglo Office Park on Lincoln Road, Cressex Business Park as defined on the plan at Annex 2, be approved, by way of acquiring the long leasehold interest for up to the sum set out in para [10] with the agreement of detailed terms to be delegated to the Major Projects & Estates Executive, in consultation with the Head of Financial Services and their respective Cabinet Members.

Recommended to Council:

To approve the above investment as an addition to the Council's 2017/18 Capital Programme.

47 ACQUISITION OF STRATEGIC PROPERTY ASSETS

The report before Members outlined the opportunity to achieve control of Nos. 30 and 34 Oxford Road, by acquiring two ground leases. Funded by both the recycling of a specified sum of the existing Capital Budget from another scheme, where funding was no longer required and additional funding to the Capital Budget. Cabinet approval being sought to the former recycling of funds and Council approval for the additional Capital Budget funding.

The following decision and recommendation were made as they were a 'strategic purchase' opportunity, that would provide the Council with a good short term return on investment and open up a longer term regeneration opportunity.

RESOLVED: That approval be given to effect an additional capital allocation to the 2017-18 Capital Budget as set out in para 3, in order to acquire two long leasehold interests.

Recommendation to Council: The addition to the 2017/18 Capital Programme as set out in Para 3, with delegated authority given to the Corporate Director and Major Projects & Property Executive to approve the acquisition in consultation with Head of Finance & Commercial, and the respective Cabinet Members.

48 FILE ON ACTION TAKEN UNDER EXEMPT DELEGATED POWERS

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

| | |
|---------------------------------------|----------------|
| Community | C - 6-8/17. |
| Deputy Leader | LD - 1/17 |
| Economic Development and Regeneration | EDR - 48-54/17 |
| Environment | E - 2-3/17 |
| Finance | F - 4/17 |
| Housing | H - 1/17 |
| HR, ICT & Customer Services | HITCS - 1/17 |
| Leader | L - 1/17 |
| Planning & Sustainability | PS - 1/17 |

Chairman

The following officers were in attendance at the meeting:

- Karen Satterford - Chief Executive
- Ian Hunt - Democratic Services Manager
- Peter Druce - Democratic Services

Standards Committee Minutes

Date: 10 October 2017

Time: 6.15 - 7.00 pm

PRESENT: Councillor M Clarke (in the Chair)

Councillors A R Green, S Saddique, J A Savage, A D Collingwood and H L McCarthy.

Independent Member: Mr M Pearce.

Parish Council Member: Mr A Cobden, Mr T Nolan and Mrs H Stearn.

28 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Etholen, Carroll and Newman.

Apologies for absence were also received from Mr Houalla (Independent Member).

The Vice Chairman, Councillor Clarke, chaired the meeting in the Chairman's absence.

The Acting Chairman thanked everyone for attending the meeting and welcomed the new clerk and the two new Parish Councillor Representatives to their first Standards Committee meeting. All attendees introduced themselves, primarily for the benefit of the new people present.

29 DECLARATIONS OF INTEREST

There were no declarations of interest.

30 MINUTES OF PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 11 July 2017 be confirmed as a correct record and signed by the Acting Chairman.

31 SELECTION AND APPOINTMENT OF CO-OPTED MEMBERS OF STANDARDS COMMITTEE

A report was submitted which provided an overview of the selection and appointment of co-opted members on the Standards Committee.

It was reported that there were three co-opted member places (non-voting) on the Standards Committee; at present, only one place was filled, by Parish Cllr Andy Cobden. The Wycombe District Association of Local Councils (WDALC) had previously advanced candidate names to WDC for acceptance after undertaking a

screening process but on this occasion WDALC had been unable to do so. It was noted that following an approach direct to the Clerks, three candidates had applied for the two roles and after interview by the Monitoring Officer and Independent Persons two candidates, Parish Councillor Tim Nolan (Lane End Parish Council) and Parish Councillor Hilda Stearn (Hughenden Parish Council), were recommended to be co-opted onto the Committee.

RESOLVED: That Parish Councillor Tim Nolan (Lane End Parish Council) and Parish Councillor Hilda Stearn (Hughenden Parish Council) be co-opted onto the Standards Committee to fill the two existing vacancies for Parish/Town Council Co-opted members (non-voting).

The Acting Chairman congratulated both successful candidates on their appointments and informed them that the appropriate training would be made available to them in due course.

32 ADOPTION OF GUIDANCE ON USE OF SOCIAL MEDIA BY MEMBERS

A report was submitted which proposed additional written guidance for Members on the use of social media.

It was reported that the current Code of Conduct for Members had been adopted by the Council in July 2012 and reviewed and amended in 2015. Members were informed that in recent years, the general use of social media had become extremely popular and was used by people both in the personal lives and their professional or public capacity. It was noted that the use of social media had significant communication and community benefits if used properly and wisely, but also various risks and disadvantages if used unwisely or without a reasonable understanding of how it operated, or a lack of caution of the way it could be viewed and used by others.

It was noted that whilst training provided to Members on the Code of Conduct had included some broad guidance on the use of social media the guidance now required review and some more detailed written guidance, specific to Members' use of social media, would now be of assistance to Members. The proposed guidance, at Appendix 1, was based upon guidance recently issued by the London Borough of Newham to its elected members and appended to its own Code of Conduct. It was reported that by appending the guidance directly to the Member Code of Conduct, it would be easily available to Members and the public.

Members continued to be very much encouraged to seek specific advice from the Monitoring Officer, Deputy Monitoring Officer, or the Communications team where that was required.

Members were informed that ultimately it was for individual Members to judge whether, and the degree to which, they chose to use social media.

In response to a question it was noted that whilst the Council was unable to take legal action to protect individual Members against issues relating to social media

officers could, if necessary, provide advice and assistance to seek to get inappropriate social media posts removed.

The Acting Chairman added a few points:

- That he personally discouraged the use of social media as he felt it could lead to serious reactions if not used very cautiously.
- That Members should not put anything on social media that they would not be happy to find on the front page of a newspaper (national or local press).
- If dealing with a contentious issue to think very carefully and allow enough time to read and re-read before “pressing the confirmation button”.

It was suggested that in future the guidance on social media be included as part of standards training.

RECOMMENDED TO COUNCIL: That (subject to the first paragraph in the guidelines document being amended to read: “*The Council encourages Members’ use of new technology. This Guidance is intended to help you to use the social media in a way that avoids legal and reputational risk.*”) the Social Media Guidance for Members at Appendix 1 be adopted as an Appendix to the Member Code of Conduct within the Constitution.

33 ADOPTION OF GUIDANCE ON ACCEPTANCE FOR GIFTS AND HOSPITALITY

A report was submitted which provided additional guidance for Members and Officers around the circumstances in which gifts and hospitality might properly be accepted, and when they should be declined.

It was reported that the Code of Conduct for Members which had been adopted by the Council provided that if a gift or hospitality with a value of more than £50 was accepted, then there was an obligation to record this in a register. It was noted that in practice, this forms part of the information which was published as part of Members’ individual profiles within the modern.gov system, and viewable on the Council’s website.

Since 2012, training had been provided to Members on the Code of Conduct including guidance for compliance, as part of induction and ad hoc training. It was noted that so far there had been no specific written guidance on the area of gifts and hospitality, but as other councils across the country had this as part of their Codes, it would support good corporate governance principles for WDC to adopt similar guidance.

Members were informed that supplementary guidance was not obligatory and Members were able to form their own judgments based on the Member Code of Conduct itself, and their individual understanding of the legal requirements and public perception. However, as the Code of Conduct only currently dealt with the requirement to register gifts and hospitality valued at over £50, but did not deal with what considerations should be taken into account in deciding whether or not to accept a gift or hospitality when proffered, whatever its value, the guidance would support members in ensuring that their behaviour complied with the wider requirements of the Code.

A number of examples were given by Members of the Committee as to past gifts and hospitality received. The Acting Chairman stated that if in doubt Members should declare gifts and hospitality received.

In response to questions it was confirmed that the 9 points in Section 5 of the guidance were merely examples of when Members might properly accept gifts and hospitality, and not necessarily exhaustive. It was emphasised that in case of doubt, advice from the Monitoring Officer / Deputy Monitoring Officer should be sought.

It was agreed that an additional bullet point be added to Section 5 of the guidance to read "5.10 If in doubt you should contact the Monitoring Officer / Deputy Monitoring Officer." It was also suggested that Section 5 should read "For clarity, *and whilst not an exhaustive list*, you may accept gifts and hospitality in the following circumstances: 1)....."

RECOMMENDED TO COUNCIL: That *subject to an additional bullet point to be added to Section 5 of the guidance to read "5.10 If in doubt you should contact the Monitoring Officer / Deputy Monitoring Officer."* and that Section 5 should read "For clarity, *whilst not an exhaustive list*, you may accept gifts and hospitality in the following circumstances: 1)....." the Guidance at Appendix 1 be adopted as an Appendix to the Member Code of Conduct.

34 ANNUAL STANDARDS REPORT TO COUNCIL

A report was submitted which recommended that a new annual report be presented to Council setting out the Committee's work over the past year, to strengthen overall governance arrangements.

It was reported that the Accounts and Audit Regulations required preparation of an Annual Governance Statement, underpinned by a Local Code of Governance, setting out Wycombe District Council's corporate governance arrangements, and during the course of work carried out by the Audit Committee on 15 June 2017 to comply with these requirements, in accordance with CIPFA/SOLACE guidance (Delivering Good Governance in Local Government Framework 2016), the Council's Local Code of Governance had been approved.

Members were informed that an Action Plan had also been drawn up following a review of the Council's governance arrangements for 2016/7 which set out a number of areas for proposed improvement. One of the suggested areas was the introduction of an Annual Report from Standards Committee to full Council, to outline the work programme of the Standards Committee in the past year, including training provided, the number of member conduct complaint referrals and outcomes, and any outside assurance in relation to operational processes.

Members were informed that whilst these areas were already covered in the work which was carried out, and the minutes of each meeting were reported to full Council, Standards Committee had not so far prepared an annual report on its work. Doing so would mean that full Council would have the benefit of a composite annual overview of its work.

In response to a question it was confirmed that the annual report would be a public document.

RESOLVED: To approve, within Standards Committee's work programme, the provision of an annual report from Standards Committee to full Council, each Spring, setting out the work of the Committee during the past year.

35 QUARTERLY COMPLAINTS UPDATE

A report was submitted which provided an overview of recent complaint cases regarding Member conduct since July 2017.

It was reported that since the last meeting, at which time two completed complaints had been reported with two remaining partially progressed, four further new complaints had been submitted. Of the total of six, three had since been concluded and could be found in Appendix 1 of the agenda. Of the remaining three, responses had since been received and all were going on to Stage 2. Further progress would be reported at the next meeting.

In response to a question it was noted that there were no recurring themes to the complaints received.

Members were informed that when a complaint was handled at Stage 2 but did not proceed further, both parties receive a detailed decision notice which included an explanation of the process that had been followed. It was suggested that keeping a record of spurious / vexatious complaints could be looked at as part of the review that was about to take place.

It was noted that the continuing small number of complaints suggested that ethical standards continued to be respected by local Councillors.

RESOLVED: That the report be noted.

36 SUPPLEMENTARY ITEMS (IF ANY)

There were no supplementary items.

37 URGENT ITEMS (IF ANY)

There were no urgent items.

38 DATE OF NEXT MEETING

It was noted that the next meeting would take place on Tuesday 9 January 2018 (6.15pm in CR1).

Chairman

The following officers were in attendance at the meeting:

Tanya Brown - Democratic Services Officer
Julie Openshaw - District Solicitor

Improvement and Review Commission Minutes

Date: 8 November 2017

Time: 7.01 - 8.27 pm

PRESENT: Councillor R Gaffney (in the Chair)

Councillors Miss S Brown, A D Collingwood, C Etholen, A E Hill, R Newman, Ms C J Oliver, R Raja, J A Savage, C Whitehead and R Wilson, M Hanif

Apologies for absence were received from Councillors: K Ahmed, M C Appleyard, H Bull, Mrs L M Clarke OBE, M E Knight and Mrs W J Mallen

Also present: Councillor Mrs Langley

18. MINUTE'S SILENCE

A one minute's silence was observed to pay respects to ex-councillor David Morris who had sadly passed away recently.

19. DECLARATIONS OF INTEREST

There were no declarations of interest.

20. MINUTES OF PREVIOUS MEETING

RESOLVED: that the minutes of the meeting of the Improvement and Review Commission held on 13 September 2017 be approved as a true record and signed by the Chairman.

21. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all Members to the Commission meeting, particularly Councillor Mrs Langley, Cabinet Member for Housing and Brian Daly, WDC Housing Services Manager.

22. VERBAL UPDATE ON HOUSES IN MULTIPLE OCCUPATION AND SAUNDERTON LODGE

Houses in Multiple Occupation

Councillor Mrs Langley, Cabinet Member for Housing, updated the Commission on the Houses in Multiple Occupation (HMO) and explained that due to the lack of response from central government, in respect of the HMO Licensing Scheme, and despite keeping in constant contact with them, a decision had been taken to give

government until the end of the year to respond, after which time, if no response was forthcoming, a pilot would be set up although there was a cost implication involved. It was noted that officers had already begun a desktop exercise. Councillor Mrs Langley explained that a decision would not be taken before the end of the year, just in case government did respond before the year was up with different recommendations, as it would therefore mean that amendments would have to be undertaken. So rather than risk this scenario, hence the delay in making a decision locally.

Brian Daly, WDC Housing Services Manager, explained the desktop exercise currently being undertaken was concentrating on one ward only and that two hundred and eighty potential HMO's had been identified that was a large number of HMO's that needed licensing. The Commission was informed that five people from three different households meant the HMO was licensable. If a property was over two storey's high it was not licensable although under the new scheme this was likely to change.

Brian Daly agreed to circulate statistics on what conditions were like and whether there were any HMO's in the district that needed enforcement to ensure reasonable space in an HMO.

The Commission suggested that when running a pilot, physical habitable spaces for individuals and families needed a clear policy. If a licence for three people and above could be issued, then perhaps a contribution or financial settlement from landlords could be requested towards the community for any disruption.

The Chairman thanked the Cabinet Member for Housing for the update and noted that if government had not responded before the year of the year, that a further update would be given to the Commission in January 2018 on how they intended to move forward.

Saunderton Lodge

Councillor Mrs Langley, Cabinet Member for Housing, updated the Commission on Saunderton Lodge and reported that a light refurbishment was an option considered, but due to the building's age, it was suffering. It became evident that spiralling costs of refurbishment meant that officers needed to put together a 'Plan B', namely a modular build for those in need of accommodation. The number of units could not increase as Bucks County Council would not support any increase. Whilst the idea was innovative, it was not without its risks. The report was being put before Cabinet the week following this meeting. 'Plan B' would be subject to planning permission which would be made clear to Cabinet when this was presented to them.

Brian Daly explained there were two options available, either refurbishment or the modular build. The refurbishment would not increase the size or numbers whereas the modular build would ensure larger accommodation for more people.

23. CORPORATE PLAN (2015-19)

Catherine Whitehead, Head of Democratic, Legal and Policy Services, explained that Cabinet Members had raised some concern in relation to some of the terminology contained within the Corporate Plan report and therefore it was being redrafted. It was noted that the report had been removed from the Cabinet Forward Plan for November and would go forward at a later date. Catherine Whitehead reported that she would bring the report to Improvement and Review Commission in January with a more substantial document which will then go forward to Cabinet in February and ultimately to Council.

24. ECONOMIC DEVELOPMENT STRATEGY

Catherine Whitehead explained that the report, like the Corporate Plan report would also be brought to the Commission in January. This would then go forward to Cabinet in February and ultimately to Council.

25. DIGITAL FIRST STRATEGY

Catherine Whitehead explained that the report, like the previous two reports would also be brought to the Commission in January. This would then go forward to Cabinet in February and ultimately to Council.

26. COMMISSION WORK PROGRAMME & CABINET FORWARD PLAN

The Commission considered the Commission Work Programme reported along with the Cabinet Forward Plan.

The Chairman commented that the Remaking of the River Wye was more complicated than previously thought and therefore more time would be required to complete this work. A site visit to Sheffield and Stroud was being organised for Task and Finish Group members. Advice was being sought from a mechanical engineer so much work was being undertaken, behind the scenes. It would not therefore proceed to the current timetable.

The Commission noted that the Local Plan had now been completed.

Councillor Whitehead put forward a proposal for a new Task and Finish Group to scrutinise tackling anti-social behaviour and crime within High Wycombe town centre. He proposed involving Thames Valley Police to enable the Commission to put forward their recommendations to the police, based on their findings. After some discussion, it was agreed, in principle, to set up a new Task and Finish Group but instead of concentrating on the town centre, it would be a District-wide consultation. Catherine Whitehead explained that a Work Programme Suggestion Form would need to be completed before the Commission could formally agree to set this up.

27. COUNCILLOR CALL FOR ACTION

There were no Councillors Calls for Action.

28. SUPPLEMENTARY ITEMS

There were no Supplementary Items.

29. URGENT ITEMS

There were no Urgent Items.

30. REPORT OF THE BUDGET TASK AND FINISH GROUP

The Chairman explained that this item was in two parts and that the report being considered by the Commission this evening was Part 1 and that Part 2 would commence in January 2018.

The Commission noted the recommendations to be put before Cabinet and agreed that the wording in Recommendation 11 be amended.

Chairman

The following officers were in attendance at the meeting:

| | |
|---------------------|---------------------------------------|
| Brian Daly | - Housing Services Manager |
| Liz Hornby | - Senior Democratic Services Officer |
| Catherine Whitehead | - Head of Democratic, Legal & Policy. |

Audit Committee Minutes

Date: 16 November 2017

Time: 7.00 - 7.22 pm

PRESENT: Councillor M C Appleyard (in the Chair)

Councillors G C Hall, A Lee, Ms C J Oliver, R J Scott and N J B Teesdale,

Also present: (External Auditor, Ernst & Young)

26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Wilson.

27 MINUTES

RESOLVED: That the minutes of meeting held on the 21 September 2017 be confirmed as a correct record and signed by the Chairman.

28 DECLARATIONS OF INTEREST

There were no declarations of interest.

29 2017/18 SERVICE PERFORMANCE: Q2 (JULY – SEPTEMBER)

The Committee were provided with an update on a selection of the corporate performance measures for Q2 (July – September).

It was reported that of the 42 performance measures reported by the Council a majority were within target with three off target. It was noted that these performance measures were not part of the selection reported regularly to the Audit Committee.

The follow issues were highlighted:

- **Average time for processing new HB / CTB claims (days)** – There had been a drop in performance due to a combination of sickness and inability of contractors to provide processing resources on demand.
- **Achieve 100% cost recovery of work that attracts a charge** – There was a slight backlog in invoicing for inspection fees, however year end outturn was within budget.
- **Percentage of fee earning BC work carried out in-house** – There tends to be a market share fluctuation through the year. The team are also working to benchmark with neighbouring authorities to determine whether it is an isolated or more widespread issue and therefore determine what action is

best taken. Currently awaiting benchmark data from neighbouring authorities.

It was noted that recruitment was a council wide issue and the Personnel Committee considered staff salary bands.

RESOLVED: That the 2017/18 Services Performance Q2 (July – September) be noted.

30 BUSINESS ASSURANCE MANAGER'S HALF YEARLY REPORT

The Business Assurance Manager presented his progress update of the Audit, Risk and Fraud Division for the first six months of the 2017/18 financial year.

It was reported that the number of audits that had been undertaken to date was low due to a reduced audit programme and the scheduling of core financial reviews. Two reviews had been completed, Parking Services and Commercial Leases, and it was noted that no issues had been identified. The reports were due to be published in the near future.

It was noted that following the re-refresh of the Corporate Plan the content of the Strategic Risk Register may need to be restructured.

The Committee were informed that the Corporate Investigations Team overall had a decrease in the number of referrals, however the number of investigations had increased due to the better quality of referrals presented. The fewer cases had enabled the Corporate Investigations Team to engage in Member and staff training and awareness of fraud.

The Committee noted that overpayments of £11,270 of Council Tax Reduction and Discretionary Housing Payments had been identified. Also that £5,167 of Council Tax Single Person discounts to which there were no valid eligibility had also been identified. The Committee congratulated the team for this work and suggested that these achievements be publicised. It was noted successful prosecutions were publicised in the Wycombe District Times magazine. The Committee also requested that the amount of investigations involved be indicated in a future reports.

In response to a query it was confirmed that with regards to helping detect and prevent tenancy fraud partnership working had been offered by the Business Assurance Manager to Red Kite Housing, however this offer had not been accepted. The Committee were concerned that Red Kite was not adequately dealing with issues regarding tenancy fraud. The Chairman confirmed that he would write a letter to the Chief Executive of Wycombe District Council regarding the matter and this would be discussed at the next meeting.

RESOLVED: That the Business Assurance Manager's Half-Yearly Report for the period ending 30 September 2017 be noted.

31 TREASURY MANAGEMENT MID-YEAR REPORT 2017/18

The Committee considered the Treasury Management mid-year report, covering the period 1 April to 30 September 2017.

Members noted that the treasury investments were earning an average rate of return at 0.64% which provided a greater return than the current Libor rate.

It was reported that on one occasion the Council exceeded its £4m limit with its banking provider Natwest Plc. This was due to an unexpected payment late in the day and investments were brought within the approved limit with Natwest at the first available opportunity.

It was noted that the Council was considering a £7.500m investment in the CCLA Property Fund, the forecast yield for the fund was estimated to be around 4.0%. The Committee also noted that the Council had complied with the prudential indicators.

RESOLVED: That the Treasury Management mid-year report for the period 1 April to 30 September 2017 be noted.

32 AUDIT COMMITTEE WORK PROGRAMME

The Audit Committee work programme as appended to the agenda was reviewed by the Committee. The Committee noted and agreed the future meeting dates.

RESOLVED: That the forward work programme be noted.

33 INFORMATION SHEETS

RESOLVED: That the following Information Sheets be noted.

- i) 03-2017 Health & Safety 2017-18 – mid-year progress report.
- ii) 04-2017 Update on the Local code of Governance Action Plan.

Chairman

The following officers were in attendance at the meeting:

Jemma Durkan - Senior Democratic Services Officer
Mike Howard - Business Assurance Manager

High Wycombe Town Committee Minutes

Date: 21 November 2017

Time: 7.00 - 7.20 pm

PRESENT: Councillor A R Green (in the Chair)

Councillors K Ahmed, Z Ahmed, M Asif, Ms A Baughan, R Farmer, M Hanif, M A Hashmi, 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.

Apologies for absence were received from Councillors Mrs L M Clarke OBE, M Clarke and S Graham.

20 APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the meeting.

Apologies for absence were received from Councillors Lesley Clarke, Marten Clarke and Sebert Graham.

21 DECLARATIONS OF INTEREST

Councillor S Raja declared an interest in Item 5 (Annual Fees and Charges Review) as a member of the self-help Bereavement Society.

Councillor R Raja declared an interest in Item 5 (Annual Fees and Charges Review) as the Secretary of the self-help Bereavement Society which occasionally used the cemetery.

Both Members remained in the meeting during discussion.

22 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on the 3 October 2017 be agreed as a correct record.

23 QUESTION TO THE COMMITTEE - BE A RANGER FOR A DAY

It was noted that, following the update given by Chiltern Ranges to the Committee at their meeting in June, Members of the Committee had been invited by the Rangers to attend a 'Be A Ranger For A Day' session. This had been set up initially for a morning in early October, but had to be postponed due to only two Members confirming their availability.

The Chairman asked Members whether they would be interested in attending a future 'Be a Ranger for a Day' session with the Chiltern Rangers. It was noted that the proposed activity would take place on a week day and would last for half a day. Five Members confirmed their interest in the activity.

The Chairman explained that he did not believe five people would make organising the half-day session with the Chiltern Rangers viable. It was suggested by Members that those interested could attend one of the regular volunteering sessions organised by the Rangers instead.

It was agreed that the clerk would circulate the details of the regular volunteering sessions once they had been obtained from Chiltern Rangers.

24 ANNUAL FEES AND CHARGES REVIEW

The Committee welcomed Andy Sherwood, Contract Manager, to the meeting who explained that the report outlined the 2017/18 charges and the proposed charges for 2018/19. It was noted that the Cemetery fees had remained at the same level as 2015/16. Members were informed that the Consumer Price Index (CPI) for September 2017 was 3% which had been used as the proposed inflation rate in the current proposals.

The Contract Manager referred Members to page 8 of the agenda – section 10 and explained that the cost was made up of the original purchase cost of the frames £756 pay back into reserves for the chamber installation and the Interment Fee. It was noted that 3% had been incorrectly applied to both to become £1102 and that the increase should only apply to the interment fee, the cost of the frame remained the same so should read £323 + £756 = £1079. Members were informed that the table in section 10 'Interment – Concrete' should show the figures £1070 and £1079.

It was suggested that the overall costs of a burial be shown in one box to give readers the full picture (e.g. three lines in one box). The Contract Manager agreed to look into the suggested format for future reports.

Councillor Hill, seconded by Councillor M Hussain, proposed that the Saturday one-off burial fee should remain at £263.57, but that the proposed increases be implemented for the other areas.

RECOMMENDED TO CABINET: That approval be given for the proposed charges as detailed in paragraphs 6 -11 to take effect from 1 April 2018 subject to the Saturday one-off burial fee remaining at £263.57.

25 INFORMATION SHEETS

RESOLVED: That Information Sheet 06/2017 Q2 Monitoring Report be noted.

26 HIGH WYCOMBE TOWN COMMITTEE - FORWARD WORK PROGRAMME

The Committee's draft work programme looking ahead to June 2018 was presented for review.

Members requested the following items be added to the draft work programme:

- That the 'Update from HWBIDCo' item be deferred from January 2018 to March 2018.
- That an update on the Desborough Road Redevelopment comes before the Committee (preferably in January 2018).
- That a presentation on the Easton Street / Queen Victoria Road proposed road changes comes before the Committee (March 2018).

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

27 SUPPLEMENTARY ITEMS (IF ANY)

None submitted.

28 URGENT ITEMS (IF ANY)

None submitted.

Chairman

The following officers were in attendance at the meeting:

| | |
|---------------|-------------------------------|
| Tanya Brown | - Democratic Services Officer |
| Ian Hunt | - Democratic Services Manager |
| Andy Sherwood | - Contract Manager |

Planning Committee Minutes

Date: 20 September 2017

Time: 7.00 - 7.50 pm

PRESENT: Councillor P R Turner (in the Chair)

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

LOCAL MEMBERS IN ATTENDANCE

Cllr J Savage

APPLICATION

17/06109/FUL

44 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the Planning Committee meeting held on 23 August 2017 be approved as a true record and signed by the Chairman.

45 DECLARATIONS OF INTEREST

There were no declarations of interest.

46 PLANNING APPLICATIONS

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

47 16/06375/FUL - LAND TO NORTH & REAR OF THE OLD PIGEONS, THAME ROAD, LONGWICK, BUCKINGHAMSHIRE, HP27 9SU

The Committee voted in favour of the motion to approve the application subject to the removal of Permitted Development Rights for Classes A to E.

RESOLVED: that the application be approved, subject to the removal of Permitted Development Rights.

The Committee was addressed by Councillor C Harriss, the local Ward Member.

48 17/06109/FUL - 1 HILLTOP COTTAGES, TREADAWAY ROAD, FLACKWELL HEATH, BUCKINGHAMSHIRE, HP10 9PX

The Committee voted in favour of the motion to refuse the application as in the opinion of the Local Planning Authority, the close boarded fence, by reason of its height and appearance resulted in a visually incongruous and overbearing form of development which had a detrimental impact upon the character and appearance of the street scene and conservation area when viewed from Treadaway Road.

The development was therefore contrary to policies HE6 (New Development in Conservation Areas & Conservation Area Character Surveys), G3 (General Design Policy) and H17 (Extensions and Other Developments within Residential Curtilages) of the Adopted Wycombe District Local Plan to 2011 (as saved, extended and partially replaced) as well as policies CS17 (Environmental Assets) and CS19 (Raising the Quality of Place-Shaping and Design) of the Core Strategy DPD (Adopted July 2008) together with the Conservation Area Character Survey: The Common, Flackwell Heath.

These policies were considered to be consistent with the National Planning Policy Framework.

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

The Committee was addressed by Councillors D Johncock and J Savage, the local Ward Members.

The Committee was addressed by Ms Sheila Walmsley on behalf of the Flackwell Heath Residents Association and Parish Councillor C Leonard on behalf of the Chepping Wycombe Parish Council, both in objection.

49 PRE-PLANNING COMMITTEE TRAINING / INFORMATION SESSION

The Committee noted that Jonathan Crowhurst, WDC Urban Design Officer, would make a presentation to Members on the recently adopted Residential Design Guidance Supplementary Planning Document. This would take place at 6.00pm on Wednesday 18 October in Committee Room 1.

50 APPOINTMENT OF MEMBERS FOR SITE VISITS

RESOLVED: That in the event that it was necessary to arrange site visits on Tuesday 17 October 2017 in respect of the agenda for the meeting on Wednesday 18 October 2017, the following Members be invited to attend with the relevant local Members:

Councillors: Ms A Baughan, S Graham, C B Harriss, T Lee, H L McCarthy, N J B Teesdale, A Turner, P R Turner and C Whitehead.

51 FILE ON ACTIONS TAKEN UNDER DELEGATED AUTHORITY

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

52 DELEGATED ACTION UNDERTAKEN BY PLANNING ENFORCEMENT TEAM

The Committee noted the Delegated Actions undertaken by the Planning Enforcement team.

Chairman

The following officers were in attendance at the meeting:

| | |
|--------------|------------------------------------|
| Ms G Davies | Development Management Officer |
| Mrs L Hornby | Senior Democratic Services Officer |
| Mr R Martin | Development Management Team Leader |
| Mr P Miller | Technical Officer |
| Ms R Steele | Assistant Solicitor |

Planning Committee Minutes

Date: 18 October 2017

Time: 7.03 - 9.45 pm

PRESENT: Councillor P R Turner (in the Chair)

Councillors M Asif, Ms A Baughan, C B Harriss, A E Hill, A Lee, N B Marshall, S K Raja, N J B Teesdale, A Turner and C Whitehead.

Standing Deputies present: Councillors M Hussain and Mrs W J Mallen.

Apologies for absence were received from Councillors: Mrs J A Adey, S Graham, D A Johncock, H L McCarthy and Ms C J Oliver.

LOCAL MEMBERS IN ATTENDANCE

Councillor Mrs L M Clarke OBE
Councillor Z Ahmed

APPLICATION

17/06340/FUL
17/06493/FUL

53 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the Planning Committee meeting held on 20 September 2017 be approved as a true record and signed by the Chairman.

54 DECLARATIONS OF INTEREST

17/06340/FUL: Cllr S Raja declared a personal interest as he knew the objector. He therefore left the chamber and took no part in the determination of this application.

55 PLANNING APPLICATIONS

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

56 17/06340/FUL - 33 VERNEY AVENUE, HIGH WYCOMBE, BUCKINGHAMSHIRE, HP12 3ND

Following a tied vote and the Chairman exercising his Casting Vote, the Committee voted in favour of the motion to approve the application subject to the amended Conditions as laid out in the Update Sheet.

RESOLVED: that the application be approved subject to revised Conditions.

The Committee was addressed by Councillors Mrs L Clarke, OBE and A Hill, the local Ward Members.

The Committee was addressed by Mr Bill Reid in objection.

(Councillor S Raja declared an interest with withdrew from the meeting taking no further part or voting on the item).

57 17/06493/FUL - VALLEY VIEW, TOWERIDGE LANE, HIGH WYCOMBE, BUCKINGHAMSHIRE, HP12 4DH

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

RESOLVED: that the application be approved.

The Committee was addressed by Councillor Z Ahmed, the local Ward Member.

The Committee was addressed by Mr Steve Hughes in objection and Ms Liz Towbridge, the applicant.

58 17/06581/FUL - LAND REAR OF 7 HIGH STREET, MARLOW, BUCKINGHAMSHIRE, SL7 1AY

Following a tied vote and the Chairman exercising his Casting Vote, the Committee voted in favour of the motion to defer the application to seek survey information held by Buckinghamshire County Council regarding on-street car parking in Marlow. Then to provide this, and the survey information gathered by Wycombe District Council regarding off-street car parking, to the Highway Authority Officer who had made comment on this application to see whether this evidence altered his view.

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

The Committee was addressed by Mr Martin Blunkell in objection and Mr Jeremy Evans, the agent on behalf of the applicant.

59 17/06691/REM - OS PARCEL 9166 BOXER ROAD & OS PARCEL 6576 WALNUT TREE LANE, BARN ROAD, LONGWICK, BUCKINGHAMSHIRE

The Committee voted in the favour of the motion to approve the application as set out subject to the amended conditions set out in the update sheet.

RESOLVED: that the application be approved subject to amendments.

The Committee was addressed by Councillor C Harriss, the local Ward Member.

60 17/06702/FUL - LAND INCLUDING LEIGH COURT, WHEELERS YARD, COMMERCIAL SQUARE, BIRCH, MALVERN AND LLANBERIS HOUSES, LEIGH STREET, HIGH WYCOMBE, BUCKINGHAMSHIRE

Members requested that, if possible, a mechanism be used to review viability in the latter phase of the development. Subject to this request Members voted in favour of the motion that the Head of Planning and Sustainability be given delegated authority to grant Conditional Permission provided that a Planning Obligation was made to secure the matters set out in the report. Or to refuse permission if an Obligation could not be secure.

RESOLVED: that the Head of Planning and Sustainability be given delegated authority to grant Conditional Permission provided that a Planning Obligation or other agreement was made to secure the matters outlined above.

The Committee was addressed by Councillor M Asif, the local Ward Member.

61 PRE-PLANNING COMMITTEE TRAINING / INFORMATION SESSION

The Committee noted in their agenda that there was no pre-committee training / information session scheduled. However, since the agenda had been published, a developer had come forward with a request to make a presentation to Members in relation to Slate Meadow. This session would take place on Wednesday 15 November at 6.00pm in Committee Room 1.

62 APPOINTMENT OF MEMBERS FOR SITE VISITS

RESOLVED: That in the event that it was necessary to arrange site visits on Tuesday 14 November 2017 in respect of the agenda for the meeting on Wednesday 15 November 2017, the following Members be invited to attend with the relevant local Members:

Councillors: Ms A Baughan, Maz Hussain, T Lee, N B Marshall, N J B Teesdale, A Turner, P R Turner and C Whitehead.

63 DELEGATED ACTION UNDERTAKEN BY PLANNING ENFORCEMENT TEAM

Noted.

64 FILE ON ACTIONS TAKEN UNDER DELEGATED AUTHORITY

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

Chairman

The following officers were in attendance at the meeting:

Ms G Hastings

Technical Planning Assistant

Mrs L Hornby

Senior Democratic Services Officer

| | |
|-----------------|---|
| Ms T Krykant | Planning Solicitor |
| Mr P Miller | Technical Officer |
| Mr A Nicholson | Development Manager |
| Mrs S Nicholson | Principal Development Management Officer |
| Mr C Power | Development Management Team Leader |
| Mr C Steuart | Development Management Team Leader (Major Development and Design) |

Regulatory & Appeals Committee Minutes

Date: 27 November 2017

Time: 7.00 - 8.15 pm

PRESENT: Councillor J A Savage (in the Chair)

Councillors: M Clarke, Mrs L M Clarke OBE, A D Collingwood, R Gaffney, M Hussain JP, D Knights, R Raja, D A C Shakespeare OBE and Ms J D Wassell.

8 APOLOGIES FOR ABSENCE

An apology for absence was received from C Etholen.

9 MINUTES

RESOLVED: That the minutes of the meeting of the Regulatory & Appeals Committee held on 24 July 2017 be confirmed as a true record and signed by the Chairman.

10 DECLARATIONS OF INTEREST

In respect of item 5, Cllr M Hussain declared for information that he had an involvement in a private hire business in the borough of Slough. He did not withdraw from the meeting and took full part in both the discussion and the voting.

11 CONSTITUTIONAL REVIEW

A report was submitted which stated that at the present time there were no specific recommendations to take forward regarding changes to the constitution, but that members views were being sought on the proposed review planned to take place in the near future. Following this a report would be submitted for approval of the proposed changes to be implemented.

The report also stated that the request for a review of the constitution to be conducted had been brought about at the meeting of this Committee in July 2017. Members were informed that having reviewed certain sections of the document it had become evident that a complete re write was required to be undertaken. This would ensure that the Constitution continued to be compliant with current law and that it remained clear and concise.

The Presenting Officer went on to outline her proposals for additions as part of the re write of the Constitution, seeking to provide greater clarity to some areas, for example within the delegated responsibilities section, and changes to the way in

which certain sections were divided providing a more meaningful series of descriptions for executive, non- executive and scrutiny functions.

Members` views were sought on whether to progress the proposed rewrite.

A Member highlighted that the Constitution should be viewed as a very important document which was fundamental to the efficient working of the Council, and as such the authority should seek to gain a Crystal Mark showcasing it as an example of clarity and conciseness.

Another Member emphasised that a decision on modernising Local Government by the Secretary of State for Communities and Local Government was likely to be imminent, and as such it would be wise to delay the rewrite until a decision had been made. It was proposed that a Sub Group be established at the next meeting to consider the Constitution by which time a decision as to the authority`s future direction would also be clearer.

(M Clarke withdrew from the meeting prior to the resolution having been passed).

RESOLVED: That the rewrite of the Constitution be delayed until the next meeting of this Committee following the expected decision by the Secretary of State for Communities and Local Government regarding modernising Local Government.

12 WHEELCHAIR ACCESSIBLE HACKNEY CARRIAGES AND COMMERCIAL ADVERTISING ON LICENSED VEHICLES

Members considered a report which proposed that the current policy requiring wheelchair accessible hackney carriage vehicles to be side loading be maintained. It was also proposed that the current policy prohibiting commercial advertising on licensed vehicles also be maintained.

Following discussion of this item, Members were informed that due to further information having come to light since the drafting of this report there would need to be some amendments to the decisions as printed.

The presenting officer stated that the Regulatory and Appeals Sub Group formed to consider these issues had met on several occasions and also conducted an inspection of all the ranks within the town centre. In addition the group had viewed two demonstrations of wheelchair users being loaded into different types of vehicle at the High Street rank. Following careful consideration of the issues, it was the view of the group and of relevant officers that a wheelchair could not be safely loaded into a rear loading wheelchair accessible vehicle from the High Street rank. The majority of the remainder of the ranks were also deemed to be unsuitable. Consequently it was recommended that the current policy remain in force until the ranks were made safe and suitable for rear loading vehicles, at which time the issue could be revisited.

It was also agreed that the current age restrictions of vehicles which had been reduced from 14 to 10 years of age, be put into abeyance for wheelchair accessible

hackney carriages pending the review of the taxi ranks and a decision of vehicle type. It was deemed to be unfair to enforce this ruling at the present time when a change in policy might be imminent.

Members were informed that having considered the issue of commercial advertising on privately licensed vehicles the sub group had decided that in line with the large majority of Local Authorities that this should not be allowed. This was on the basis of safety concerns and in the interests of making the vehicle easily identifiable as a private hire vehicle.

Consideration was also given to the matter of training of drivers of wheelchair accessible vehicles. Members overwhelmingly agreed that refresher training on a three yearly basis should be undertaken as a requirement of their licence. Members agreed that because relevant issues were subject to change over a period of time, for example types of wheelchairs, advice in relation to the use of them and appropriate ways of dealing with various disabilities, continuing training was essential.

Members` attention was also drawn to the fact that as a result of the implementation of parts of the Equality Act 2010, guidance was expected to be published regarding the suitability of wheelchair accessible vehicles.

It was felt that until guidance had been issued, it was imperative that converted wheelchair accessible vehicles should be M1 certified to confirm that they were fit for purpose. The policy currently stated that a certificate of compliance/conformity must be provided for any vehicle which had been modified in any way since manufacture. It was felt however that this alone did not sufficiently ensure that only appropriate vehicles were licensed.

It was agreed that this matter would also be revisited when the guidance was issued.

Members considered the report in some considerable detail. One Member questioned if there would be a test following the training, and whether this could lead to a revocation of a licence. The Presenting Officer confirmed that this was not the case, there would be no such test, but that undertaking the training would be a requirement of retaining a licence.

(Councillor Ms J Wassell withdrew from the meeting).

RESOLVED: That

- (i) The current policy requiring that all wheelchair accessible hackney carriage vehicles are side loading be maintained.
- (ii) From 1 January 2018, drivers of wheelchair accessible vehicles be required to undertake refresher training on disability awareness on a three yearly basis as a requirement of their licence. This training was to be carried out by 31st December 2018.

- (iii) Further consideration be given to appropriate hackney carriage wheelchair accessible vehicle type when all taxi ranks are safe and suitable for all vehicle types and following publication of government guidance on this issue
- (iv) The current policy prohibiting commercial advertising on licensed vehicles be maintained.
- (v) Any new wheelchair accessible hackney carriage vehicles to be M1 certified with immediate effect.
- (vi) The age restriction in relation to wheelchair accessible hackney carriages be held in abeyance pending the outcome of the review of the ranks within Wycombe and a decision being made on vehicle type.

13 STATUTORY DESIGNATED LIST OF WHEELCHAIR ACCESSIBLE VEHICLES

A report was submitted which sought Members' views over whether to designate a list of wheelchair accessible vehicles and, if minded to do so, to approve the undertaking of a consultation exercise with relevant parties.

The report stated that provisions of the Equality Act 2010 which came into force in April 2017, permitted authorities to specify a designated list of wheelchair accessible private hire vehicles and hackney carriages. Whilst this was a discretionary duty, the Government's preference was for local authorities to adopt the provisions.

The presenting officer explained that once the list had been published and designated, it became a statutory duty for the driver of such a vehicle to provide mobility assistance. In addition section 165 of the Act made it a criminal act to make an additional charge to disabled passengers, or to fail to carry the wheelchair if the person chose to sit in a passenger seat.

Designation of such a list provided the advantage of publicity for the trade, and also made them more easily available to disabled customers. Section 166 of the Act made provision for authorities to issue exemptions to drivers on medical grounds or on the grounds of physical conditions which would make it difficult for the driver to comply with the conditions of the Act.

It was confirmed that should Members be minded to approve the adoption of the legislation in principle, a further report would be brought to a future meeting further to a full consultation exercise with all relevant parties.

RESOLVED: That a consultation exercise with all relevant parties be undertaken to consider whether to designate a list of wheelchair accessible vehicles under section 167 of the Equality Act 2010.

14 CHAIRMAN`S NOTE

The Chairman informed Members that he had made contact with local MPs who had contacted the Department for Transport to suggest policy amendment, which is reported to be supported by many members of the house regarding the problem of taxi drivers being issued licences to operate outside of their relevant areas/districts. He confirmed that they had expressed concern with regards to the matter and that it was now in hand.

The Chairman was hopeful that some action to remedy this problem would now be considered and imposed.

RESOLVED: That the report be noted.

Chairman

The following officers were in attendance at the meeting:

| | |
|---------------------|---------------------------------------|
| Ian Hunt | - Democratic Services Manager |
| Iram Malik | - Democratic Services Officer |
| Caroline Steven | - Licensing Team Leader |
| Catherine Whitehead | - Head of Democratic, Legal & Policy. |

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