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WYCOMBE
DISTRICT COUNCIL

Queen Victoria Road
High Wycombe
Bucks HP11 1BB

Council

Date: 16 July 2018
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 16 July 2018 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

Item		Page
1	APOLOGIES FOR ABSENCE To receive apologies for absence.	
2	MINUTES To approve as a correct record the minutes of the meeting of Council held on 16 April 2018 along with those of the Special Council and Annual Council of 14 May 2018.	1 - 39
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 9 July 2018. Questions will be submitted in the order in which they were received.

6 QUESTIONS FROM MEMBERS

Questions to the Leader or any Cabinet Member must be submitted by 12 noon on Monday 9 July 2018. Questions shall be taken first from the Group Leaders of the political parties who shall be entitled to ask an initial Leader'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 9 July 2018.
- (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).

Item	Page
<p>8 CABINET</p> <p>To receive the minutes of and consider any recommendations from the following meetings:</p> <ul style="list-style-type: none"> • Cabinet 4 June 2018 • Cabinet 9 July 2018 (to follow) 	<p>40 - 47</p>
<p>9 HIGH WYCOMBE TOWN COMMITTEE</p> <p>To receive the minutes of and consider any recommendations from the following meetings:</p> <ul style="list-style-type: none"> • High Wycombe Town Committee 24 April 2018 • High Wycombe Town Committee 12 June 2018 	<p>48 - 61</p>
<p>10 PLANNING COMMITTEE</p> <p>To receive the minutes of and consider any recommendations from the following meetings:</p> <ul style="list-style-type: none"> • Planning Committee 25 April 2018 • Planning Committee 30 May 2018 	<p>62 - 69</p>
<p>11 AUDIT COMMITTEE</p> <p>To receive the minutes of and consider any recommendations from the following meeting:</p> <ul style="list-style-type: none"> • Audit Committee 31 May 2018 	<p>70 - 77</p>
<p>12 STANDARDS COMMITTEE</p> <p>To receive the minutes of and consider any recommendations from the following meeting:</p> <ul style="list-style-type: none"> • Standards Committee 5 June 2018 	<p>78 - 81</p>
<p>13 LICENSING COMMITTEE</p> <p>To receive the minutes of and consider any recommendations from the following meeting:</p> <ul style="list-style-type: none"> • Licensing Committee 7 June 2018 	<p>82 - 83</p>
<p>14 PERSONNEL & DEVELOPMENT COMMITTEE</p> <p>To receive the minutes of and consider any recommendations from the following meeting:</p>	<p>84 - 87</p>

Council Minutes

Date: 16 April 2018

Time: 6.30 - 8.44 pm

PRESENT: Councillor Miss S Brown (in the Chair)

Councillors Mrs J A Adey, K Ahmed, Z Ahmed, D H G Barnes, Ms A Baughan, S Broadbent, H Bull, D J Carroll, M Clarke, Mrs L M Clarke OBE, A D Collingwood, C Etholen, R Farmer, S Graham, A R Green, G C Hall, M Hanif, M Harris, C B Harriss, M A Hashmi, A E Hill, A Hussain, M Hussain JP, D A Johncock, Mrs G A Jones, M E Knight, D Knights, Mrs J D Langley, A Lee, Mrs W J Mallen, N B Marshall, H L McCarthy, I L McEnnis, R Newman, Ms C J Oliver, B E Pearce, S K Raja, R Raja, J A Savage, 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: P Cartwright, Mrs P Priestley and R Pushman.

20 APOLOGIES FOR ABSENCE

Apologies for absence were received from Honorary Aldermen: M Oram and Mrs K M Peatey. Councillors: S Adoh, M Asif, R Gaffney, Maz Hussain, G Peart, S Saddique and R Wilson.

21 MINUTES

RESOLVED: That the minutes of the meeting of the Council held on 22 February 2018 be confirmed as a true record and signed by the Chairman.

22 DECLARATIONS OF INTEREST

There were no declarations of interest.

23 CHAIRMAN'S ANNOUNCEMENT

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) Chiltern Ranger Scrub Bash

This had taken place on 23 February, and had been the source of much fun helping to tidy up by cutting and removing unwanted shrubs.

(b) Church Service Chesham

The Chairman had attended the BCC church service to commemorate the 100th anniversary of the RAF. This was followed by a parade, and was also attended by Mayors, Chairmen, High Sheriffs, and the RAF.

24 QUESTIONS FROM MEMBERS OF THE PUBLIC

(a) Question from Mr R B Colomb to the Leader of the Council

“In light of the Secretary of State indicating that he is minded to approve a single Unitary Authority for Buckinghamshire, I would assume that the Leader has had a considerable number of meetings with the other District Council Leaders, who all support the twin Unitary Authorities approach as a more effective option since the Secretary of State’s announcement. Have they agreed to appoint professional expertise to put the case to the Secretary of State and also devised a plan to galvanise local taxpayers to lobby the Secretary of State in support of the twin approach during the consultation period, which I believe ends on 26 May 2018”?

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

“Yes, we have. Just to clarify the consultation actually ends on 25 May.

We have put in place an approach which fights this decision on a number of fronts. One is to raise public awareness about the decision and to highlight the serious consequences for communities across Buckinghamshire who will lose representation and in return could see further Council tax rises at both parish and unitary level.

We are also challenging the basis of the decision; the secretary of state has not set out the reasons for his decision and we have written requesting an explanation. We do not believe that the representation period should start until we have been provided with this information.

For example the Minister says that there is local support for a single unitary but that is simply not evidenced – four out of the five councils support two; more parish councils support two; more residents support two. In fact the only area where the majority support a single unitary is MPs. I would therefore urge as many residents as possible to write to their MP and let them know how residents of Buckinghamshire feel and help them to see how damaging it will be if this decision is allowed to go ahead.

Residents in this area know what kind of service they have received from the County Council. They know that Ofsted has judged the services to our vulnerable children to be inadequate not once but twice; that the roads in this County have been allowed to deteriorate to a dangerous level; that the cost of providing adult social care has been allowed to spiral out of control and they have no faith that a

single new council forced to operate across the wrong geography and to work against the communities it seeks to serve will be any different

We urge residents in Wycombe District not to remain silent and accept this but to speak out and make their voice heard.”

Supplementary Question

“It would be helpful to High Wycombe residents if you could send more information regarding services, and the likely financial effects of the single unitary Council. In other words, in an unparished town there will be a requirement to establish a Town Council, to which there will be a significant cost.

I feel if they are provided with the necessary information it will make lobbying more effective.”

Supplementary Response

“We are sending leaflets to all households in the southern districts of Buckinghamshire which contains the information on all business cases and also with relevant links to WDC and the County. So in answer to your question, we are in the process of doing just that.”

25 QUESTIONS FROM MEMBERS

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

“The initial decision of the Secretary of State for Communities and Local Government for the future of Buckinghamshire under a unitary system of local government is potentially devastating for WDC residents.

Is the leader of the Council happy with her own inept and weak advocacy of a two unitary option for Bucks?”

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

“I’m sorry but I must have missed the letters the Labour group has had published in the Bucks Free Press advocating two options; the public meetings and the invitations to stakeholders; the publicity of any kind from the opposition denouncing this decision and I have not been copied into the representations your group has made to the Minister. My group, is talking to government and we are working with the District Councils Network, and talking to other authorities who are also affected. We are talking to the press, to local stakeholders and are communicating with our community through published and social media. You can use this situation to waste time and snipe at me or you can follow my example and that of my group and do everything we can to fight this, and get the right decision that our residents deserve.”

Supplementary Question

“The Leader cannot absolve herself from taking responsibility for this debacle. You did your best but it was not good enough, so you should consider your position and resign letting another leadership team take us further.”

Supplementary Response

“No need to do that, I am happy with the way this has been led and am satisfied we are doing our utmost to fight this.”

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

“This is what some residents of the Wycombe District said to me about the recent increase in Council Tax.

"Increase in Council Tax but decrease in services. How is that fair?"

"I personally would rather a 1% increase every year than a 6% rise out of the blue."

"I have big increases this year on my bill. I am a single mother who works but struggle to pay and have fallen behind year in year out. Yet again I'm going to fall behind and they will charge me more. I will never be free."

As Leader of the tax collecting authority how would you respond to these comments?"

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

“Thank you Cllr Knight for your question.

As you know as the billing authority we act on behalf of the County Council, the Police and Crime Commissioner, the Fire and Rescue Authority, Parish Councils and the District Council.

The charge for the services delivered by the District Council only makes up 8% of a typical bill for High Wycombe Town residents. The largest charge is set by the County Council at 76% of the bill, the Police and Crime Commissioner precept is

11% of the bill and the amount for the Fire and Rescue Authority is 4%. The remaining 1% is for the Charter Trustees and HWTC.

Over the last 7 years the Wycombe charge has increased by only £10, compared to the increase of £213.30 by Bucks County Council over the same period.

I am pleased to say that with prudent financial management Wycombe DC's charge of £182.14 for a band D property is the lowest in Bucks and one of the lowest in the country.

I would remind you of the following points made by the Cabinet Member for Finance and Resources in his budget speech in February. There are no reductions in front line services planned, we are continuing to invest in the District to remain economically strong and vibrant, we continue to develop and improve on line access to council services and we are planning to deliver a sustainable future for many years to come.

The Council supports residents in greatest need through its Council Tax Reduction scheme, which currently helps 7,600 residents by reducing the amount of council tax they have to pay. There are currently no plans to change the support we give to these residents and if in future any changes are proposed then these will be consulted on with local residents. In addition to this in the last financial year an extra £60,000 in discretionary payments were made to provide additional support to 50 residents.

When approached by customers whose income takes them outside this scheme, but are finding it difficult to meet the cost, our officers are working with them to come to an arrangement to pay. Last year we helped 12,000 customers by spreading instalments over 12 months as opposed to the traditional 10 to reduce their monthly expenditure. We also work closely with CAB to support those in need of extra help.

Supplementary Question

"I would like to place on record my appreciation to the Benefits team who do much to support people in difficulty. It would be helpful if residents' lives were made easier if billing was made clearer, and they were also informed of the support that is available. Can we better inform our residents?"

Supplementary Response

"I can look into that. I agree that the information can be confusing, and so will see if the information can be presented differently to make it easier to understand."

c) Question from Councillor M Hanif to the Leader of the Council

"In December 2016 several social care services, including Bucks Care, were brought back in house, after the County Council said it "lost confidence" in the care provider.

Bucks County Council has now been accused of “not learning lessons” after it announced plans to cancel its contract with Bucks Learning Trust and bring the service back into the council offices.

I’m sure members here will agree with me that things in this local authority are not that squeaky clean either. Can the members be reassured that we have learned lessons from some of our ill-conceived practices and safeguards are now in place to avoid the misuse of public funds?”

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

“You are right that the County Council has had to bring back in house a number of outsourced services which have failed to deliver the savings and service that were promised. That has not been the experience of this Council. I have previously outlined our successes in response to a previous question from Councillor Knight and I say again

We have had significant success in outsourcing for example our Leisure Service arrangements have achieved a significant increase in the number of people using Leisure facilities which makes a real difference to people’s health and life expectancy. There are also high levels of customer satisfaction with that service. There is a long list of successful arrangements such as Chiltern Rangers and Sports Development which have expanded since they have been outsourced to create jobs and provide more services. Outsourcing is not always a bad thing but it must be done with the goal of providing improved and enhanced services rather than just as a money saving exercise.”

Supplementary Question

“Can you give examples of the poor decisions that have been made and the safeguards that have been put into place?”

Supplementary Response

“ No I can’t. We haven’t made any poor decisions.”

(d)Question from Councillor Abdullah Hashmi to the Cabinet Member for Youth & External Partnerships

“In 2015 the Leader made a big point of appointing a dedicated Cabinet Member for Youth, can we be told as to what this appointment has achieved in improving youth provision or addressing issues faced by the young & unemployed in the District?”

Response from Councillor D Carroll (Cabinet Member for Youth & External Partnerships)

When I was appointed to the role I was informed that it was a very interesting role, but that there was no extra money available to carry out the job in hand. I can

summarise for you the actions that have been taken since taking up this appointment.

Youth Action Plan

- Captures and monitors youth provision across all council service areas and is refreshed/ presented to SMB and LSB quarterly.

Wycombe Youth Services Partnership

- Forum and action meetings held 3 times a year.
- Over 50 members from organisations in and around the district.

Youth Council

- New Wycombe Youth Council project led by Wycombe Youth Action who are currently engaging with Schools. First meeting to be held in June.

Youth Safety

- Committed to develop a jointly funded initiative with Thames Valley Police to ensure young people have a voice on their concerns about crime and their safety within the District.

Mentoring Project

It is hoped that this will steer young people away from a life of crime and bring into employment.

- £60,000 budget in 18/19 budget for a project to provide 1-2-1 mentoring for at risk young people who may be on the fringes of gangs, criminal activity or ASB.

Bucks Fire and Rescue

The Cabinet Member emphasised the apprenticeships scheme which was considered to be invaluable. And felt that the Council was going forward in the right way.

- Agreed a partnership approach to align with the mentoring project, to build on the BFRS's highly commended training with young people.

Supplementary Question

"I'm not aware of any improvements which have been made to the youth in Wycombe. Whatever happened to the Youth Council and what has it achieved?"

Supplementary Response

"It takes time to set this up and ensure that you put the right people into place to represent young people."

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

"There has been a real escalation in our Ward of dog fouling on pavements and green areas as well as open gardens.

The Penalty Notices, though a good idea are difficult to administer without proof.

The Dog Warden is extremely hard working and always responds quickly to requests to visit the area and phone calls.

With summer on its way, this situation will get worse and poses a risk to children and vulnerable people's health and is generally really unpleasant.

What can be done about this situation as it is a District wide problem?"

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

"The Dog Warden service does indeed continue to receive some complaints about dog fouling and it appears a number of recalcitrant dog owners fail to heed the health education message to pick up after their dog. The Dog Warden responds to all complaints and can informally contact any dog owners that are thought not to picking up after their dog, either personally or by letter. The Dog Warden can also erect either permanent signs to raise awareness in a particular area or larger temporary signs again to raise awareness.

The Council has made Orders that make it an offence to fail to pick up after a dog in most public places in the district. Failure to comply with this requirement can lead to a £50 fixed penalty notice or court proceedings where the maximum fine is £1,000. A fixed penalty notice can only be issued when the Council has sufficient evidence to do this. Whilst the Dog Warden does routinely patrol the district, either our priority areas or in response to complaints these are obviously limited in time and catching offenders is difficult. Fouling often takes place in areas that are not overlooked or in times of darkness.

The Dog Warden service can serve fixed penalty notices based on the evidence of any individual and in the past these have been issued on the basis of evidence from members of the public. All they need to do is complete a witness statement form that our Officers can assist with. We do require the address of the person who has failed to comply with the requirements which is not usually a problem if they are a neighbour but we can also trace owners through car registration details if they are seen using a vehicle.

The Council has run a number of health education campaigns over the years to try and increase compliance with the legislation and to ensure a clean environment for all and these are supplemented by national campaigns run by others. The Council still offers free poop scoops at its tourist information centres to encourage and assist owners in picking up their dog waste. We encourage members of the public to make complaints about dog fouling to the Dog Warden service so these can either be followed up informally or if the public are prepared to give evidence these will be followed up formally. If the situation is very bad then a request to the Waste Team to clean up can also be made. People are urged to be vigilant."

Supplementary Question

This is useful information. Please could you ask the education campaigner to make contact with me, as I would like to pass on the information through the library?"

Supplementary Response

"Yes of course."

(f)Question from Councillor Ms J Wassell to the Cabinet Member for Environment

"During the recent Great British Springtime litter picking events, large areas of litter were cleared around East Wycombe.

It was apparent that some of these areas would benefit from having a litter bin in the vicinity.

Could the Cabinet Member advise myself and residents of the process for obtaining these bins?"

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

"Please contact the waste team directly if you want extra bins or if there are areas that you think would benefit from having a litter bin installed. We will then look into the request, which will include monitoring the cleanliness of the area, looking at the current frequency of litter picking and the location of any other litter bins in the area. There is often a fine balance between increasing the amount of street furniture and ensuring that residents have facilities for disposing of their litter, in busy locations such as near shop frontages for example but we are always happy to look into suggestions."

Supplementary Question

"I have just used £450 of my ward budget to purchase one. The cost of bins is enormous and some are damaged or taken away. We need to prioritise where they are placed and I am happy to provide suggestions as to where these should go."

Supplementary Response

"Yes, let me know of specific locations and I will look into the matter."

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

"In view of the fact that we are going to have a unitary system of local government. Would the Leader accept that it is high time for a feasibility study about the formation of a Town Council with the necessary powers to deliver the essential services to the local residents?"

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

“If there is a change to single tier government then it will be up to the new Council to decide whether or not to carry out a Community Governance Review. But Councillor Graham should seek advice about the difference between a ‘minded to’ announcement and a decision. We are yet to see what the decision of the Minister will be. Right now my focus is on ensuring we achieve the best outcome for all our residents not just those in High Wycombe and for that we need to ensure that the Minister makes the right decision.”

Supplementary Question

“Would you be prepared to support a town council for High Wycombe regardless of whether or not we were a unitary council?”

Supplementary Response

“I would be keen to protect the history and preserve this town. However it will be up to the new board appointed by the new unitary council to decide on the matter.”

(h)Question from Councillor K Ahmed to the Cabinet Member for Housing

“It was reported in the Bucks Free Press and read out in the budget report at last council that Wycombe District Council was recently awarded £273,000 to tackle homelessness.

It was stated that this would be split into payments of £40,000 each year for the next three years.

This comes to £120,000, for the three years; to help us understand would you please say how the £120,000 is to be spent and what is to happen to the balance?”

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

“You are correct WDC has received funding. I am pleased that our conservative government has recognised the requirement of the funding, acknowledging the work that has to be done to prevent and relieve homelessness.

The funding will be used to fund an additional post in the housing options team to continue with the excellent work so far to prevent and relieve homelessness and also to meet our new duties as per the homelessness reduction act which will create a lot of admin work for officers and responsibilities for applicants.

It is also vital that we continue with our prevention and relief work. The additional funding payable annually is being used to employ additional officers in the service to increase our prevention and relief work, as well as to help single people access housing in partnership with Wycombe rent deposit guarantee scheme.”

Supplementary Question

“I am pleased that more officers will be employed in this field, but I haven’t spotted any adverts on the website.

Supplementary Response

“The funding is ring fenced for homeless prevention and cannot be used for other purposes any unspent balance will be carried forward to further years.

Yes homelessness is a problem in Wycombe but is well managed and again with the exceptional work of the officers numbers are small when compared nationally. We certainly do a great deal to help and this is reflected in the numbers.

I urge Members to attend a seminar on Wednesday on the Homelessness Reduction Act which will provide an insight into the complexities of the Act and an update on HMO’s. I will ensure that slides are sent to those who cannot attend and am happy to arrange a meeting with myself and Brian if necessary.”

(i)Question from Councillor M Hanif to the Cabinet Member for Economic Development and Regeneration

“Last year travellers left mountains of rubbish on former sports centre site of Marlow Hill and WDC had to fork out £41000 to remove tonnes of waste.

We read this week that travellers have moved a bit upmarket this year and they have set up camp opposite an upmarket Marlow health club. I’m sure the members would like to know what lessons were learned from previous incidents and the safeguards that were put in place as a result to avoid waste of more public funds in the clear up operations”

Verbal reply to be given by Councillor S Broadbent (Cabinet Member for Economic Development & Regeneration).

“I confirm the Council undertook a vacant sites inspection before Easter (when the risk of travellers incursion is high), to ensure their security, as far as is possible. The Globe Park incident was not comparable to the Handy X Hub flying tipping saga. The Council’s development partner, Travelodge, had been instructed to make the site secure, pending their redevelopment, but failed to make it sufficiently defensible (complicated by a shared access road). They will pick up costs, which in this instance look to be relatively small scale, the travellers having now moved on to another site under private ownership.”

Supplementary Question

“What was the total cost of clearing up after travellers in last year?”

Supplementary Response

“I don’t have the figures to hand on the cost of waste removal clearance. However I would like to give mention to the survey monkey link in order to respond to consultations is: <https://www.surveymonkey.co.uk/r/NW6G3YD>. Reference sites to find out more can be viewed at <https://www.gov.uk/government/news/government-to-review-powers-to-deal-with-unauthorised-caravan-sites> <https://www.hcegroupp.co.uk/2018/04/09/traveller-consultation/>”

Questions 10-11 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.

26 PETITIONS

No petitions were received by the deadline of Monday 9 April 2018.

27 MODERNISING LOCAL GOVERNMENT

A report was submitted which requested that delegated power be given to the Chief Executive in consultation with the Leader over the wording of the representations to be made to Government regarding the `minded to` decision on modernising Local Government. The report also sought agreement for a contribution of funds to be allocated towards awareness raising amongst interested parties regards the opportunity to make representations. In addition it was proposed that a member group on MLG be re-established to oversee the processes above.

The proposed decision for consideration before Council had also been considered at the Special Cabinet meeting immediately prior to this meeting where Members had approved the proposals detailed within the report.

The Leader rose to present the item, and commenced by providing a brief summary of the background. She stated that on 12 March the Secretary of State had announced his “minded to” decision to replace the existing 5 councils in Bucks with a single county wide unitary subject to parliamentary approval. This decision she emphasised was not set in stone, and that the 4 district councils in Bucks were making the strongest possible representations against this decision, prior to 25 May whereby interested parties could make further representations to the Secretary of State.

The Leader went on to explain that she wished to secure the best possible outcomes for the residents of the district, and that in collaboration with the other 3 district councils concerned had jointly procured legal advice regarding the published decision. She also emphasised that the legal advice had made it clear that the Council had a responsibility to ensure that residents and others were aware of the opportunity to make representations. For this purpose, she was seeking to allocate some resources from the Contingency Fund and she also referred to the leaflet that had been distributed to all households in the southern districts of Buckinghamshire. Residents in the northern district of Buckinghamshire would receive the leaflet electronically.

In her closing remarks she gave mention to the fact that the Government’s proposals would give rise to the biggest change in Local Government in Bucks for over 40 years which would affect the way that local services were provided for residents. It was vital therefore that residents, businesses, public services organisations, community and voluntary groups and charities were made aware of the consequences and given the opportunity until 25 May to put forward their view to the Government. She reiterated that the 4 District Councils did not believe that a single county unitary was in the best interests of those affected.

The Leader subsequently opened up the debate to Members. A number of points were raised.

One Member rose to express the view that the County’s proposals would create local hubs replicating the current system but lacking the democracy, and disregarding the current track record of accountability. As such he did not consider this a good way forward, and strongly supported the Leader’s comments/arguments.

In addition, comments were made during the debate about how the Minister’s proposal for a single unitary was not in accordance with localism, and that 2 unitary councils for Buckinghamshire would provide better services, be more ‘localised’, giving the community a greater say on how services could be run, and be the best results for the residents of Wycombe. It was highlighted that this Council had previously agreed that the 2 unitary model was the correct decision, and that the Council should do everything it could to communicate that message into the community to ensure as many representations are made to that effect as possible the point was also made that there was indeed consensus, in that the 4 District

Councils were all in agreement that the 2 unitary model was the way to go, and that it was the County who were not in agreement. It was emphasised that the rationale and the reasoning of the Minister's 'minded to' decision should therefore be questioned and challenged in great detail.

Another Member stated that whilst he supported the 2 unitary approach providing accessibility and accountability the amount already spent was appalling, and that services should not be bought in but resolved in house.

In sharp contrast to the views previously put forward, another Member considered that a single unitary super council would deliver services most effectively massively increasing efficiency and also providing the economies of scale benefiting all concerned and saving millions of pounds of taxpayer's money during a time of severe financial pressure.

Further comments made suggested that the 2 unitary approach would prove the best option for residents, the economy and for the future prosperity of the district. Therefore there was a need to get the public on side thereby creating the opportunity and possibility to having the "minded to" decision changed.

Following some considerable debate it was

RESOLVED: That

- (i) the wording of the representations to be made to the Minister for Housing, Communities and Local Government in relation to his 'minded to' decision on single tier arrangements for Buckinghamshire be delegated to the Chief Executive in consultation with the Leader;
- (ii) an allocation from the corporate contingency as reasonably necessary be made to contribute towards the four District Councils duty to raise awareness amongst residents and organisations in the District about the opportunity to make representations; and
- (iii) a Member group on Modernising Local Government be re-established to act as a consultative body on the wording of representations and awareness raising activity.

28 CABINET

RESOLVED: That the minutes of the meeting of the Cabinet held on 12 March 2018 be received, and the recommendations as set out at minute number 76 be approved and adopted.

29 CABINET

RESOLVED: That the minutes of the meeting of the Cabinet held on 16 April be received, and the recommendations as set out at minute number 86 be approved and adopted.

30 STANDARDS COMMITTEE

RESOLVED: That the minutes of the meeting of the Standards Committee held on 20 March 2018 be received.

31 IMPROVEMENT & REVIEW COMMISSION

In the absence of the Chairman, the Vice- Chairman of the Committee rose to present the minutes.

RESOLVED: That the minutes of the meeting of the Improvement & Review Commission held on 14 March 2018 be received.

32 JNC STAFFING MATTERS COMMITTEE

It was noted that minute number 28 was a 'resolved' item and not 'recommended' as had been set out.

RESOLVED: That the minutes of the meeting of the JNC Staffing matters Committee held on 22 February 2018 be received.

33 LICENSING COMMITTEE

RESOLVED: That the minutes of the meeting of the Licensing Committee held on 28 March 2018 be received.

34 PERSONNEL & DEVELOPMENT COMMITTEE

RESOLVED: That the minutes of the meeting of the Personnel & Development Committee held on 5 March 2018 be received.

35 PLANNING COMMITTEE

RESOLVED: That the minutes of the meeting of the Planning Committee held on 14 February and 7 March be received.

36 ELECTORAL REGISTRATION OFFICER - DELEGATION OF POWERS

A report was considered which requested that the Head of Democratic, Legal & Policy Services and the Democratic Services Manager be appointed Deputy Electoral Registration officers and that the constitution be updated accordingly.

The report stated that currently the responsibilities for the discharge of duties relating to the registration of electors lay with the Chief Executive in her capacity of Electoral Registration Officer (ERO). However recent guidance issued by the Electoral Commission had suggested that the ERO should ensure that deputy arrangements were put into place in the event that they were unable to act personally in certain circumstances.

RESOLVED: That the Head of Democratic, Legal & Policy Services and the Democratic Services Manager be appointed Deputy Electoral Registration Officers and the Constitution be updated accordingly.

37 NOTICE OF MOTION

The following notice of motion was submitted and proposed by Councillor Mrs L M Clarke (OBE) and seconded by Councillor Miss K Wood.

“This Council agrees that the High Wycombe Town Committee can be granted delegated powers to take decisions in relation to non-executive matters where those delegations are approved by Council; and that the attendance of the Leader of the Council or the Deputy Leader, in their absence, be welcomed at meetings of the High Wycombe Town Committee where any executive decision is proposed.”

In proposing and seconding the motion both Members wished to reserve their right to speak until they had heard the rest of the debate from amongst the floor. Members of the Council gave their views and opinions relating to the motion under consideration.

Some felt that this was a step in the right direction, contributing to an increase of power and authority of the High Wycombe Town Committee. Other Members felt that this was too little too late, and questioned both the timing and the motives behind the proposals. The motion was also criticised for having been brought forward to council without first consulting with the residents concerned, thereby affording them the opportunity to express how they wished to be governed.

In seconding the motion, the Leader stated that she had been very conscious of the issues surrounding the role of the Committee and had sought ways of how this could be improved. She explained about the timing of the planned changes, and that it would have been considered earlier within the proposed constitutional review, but that this had been subsequently put on hold in the light of the Secretary of State's announcement on Modernising Local government.

Councillor Mrs L M Clarke (OBE) following the comments addressed the Council, and stated that she was pleased to propose the motion and acknowledged that the Leader was now taking a personal interest in the

workings of the Town Committee. She reminded Members as to the objective of the motion, which in essence was to formalise the powers of the Committee, primarily through the provision of non-executive powers similar to that of a town council, and a voice of residents of an unparished area. In addition it would make the executive aware of precept calculations. It was emphasised that the motion would also help to protect the charter Mayor's position.

The proposer closed her comments by stating that she commended that the Town Committee continue with the proposed powers for deciding non- executive matters as its members gave exceptional value for money to the residents of the area. She reminded Members that the establishment of a town or parish council would be a costly affair for residents, putting up the precepts considerably.

Following summing up by the proposer of the motion, and upon it being put to the vote, the Chairman declared the Motion carried as a result of more than half of those Members present voting in favour of the Motion.

RESOLVED: That

“This Council agrees that the High Wycombe Town Committee can be granted delegated powers to take decisions in relation to non-executive matters where those delegations are approved by Council; and that the attendance of the Leader of the Council or the Deputy Leader, in their absence, be welcomed at meetings of the High Wycombe Town Committee where any executive decision is proposed.”

38 QUESTIONS UNDER STANDING ORDER 11.2

There were none.

39 COMMITTEE CHANGES/APPOINTMENTS

This item was withdrawn.

40 URGENT ACTION TAKEN BY CABINET OR INDIVIDUAL CABINET MEMBER

The urgent action taken by Cabinet or individual Cabinet Member as set out in the summons was noted.

Chairman

The following officers were in attendance at the meeting:

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

Agenda Item 2

COUNCIL

Monday 16 April 2018

Agenda Item 6

Questions from Members

Unanswered Questions – Responses sent subsequent to Meeting

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

Are you planning to hold a Local Governance review of your own volition, in light of the imminent decision about a Unitary Authority?

No – I refer the member to my earlier answer to Councillor Graham (7).

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

We all recognise the efforts of our housing officers who do exceptional work to deal with the ever rising challenge of homelessness.

Could the leader or her cabinet member for Housing assure this council that they equally take on the issue of tackling homelessness as a priority?

The Leader and I do recognise and are very proud of the work carried out by our officers to prevent and relieve homelessness in the District.

We have made housing a top priority for this council, with tackling homelessness a key aspect of this. To that end, Cabinet has approved the proposal to build new larger, improved temporary accommodation in High Wycombe (subject to planning permission of course) to ensure that those that need our help, are provided with the best accommodation we can provide.

If you are able to attend our seminar on the new homelessness prevention Act on Wednesday, we can provide you with more information about the work of the service.

Special Council Minutes

Date: 14 May 2018

Time: 6.30 - 6.35 pm

PRESENT: Councillor Miss S Brown (in the Chair)

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

ALSO PRESENT: Honorary Aldermen Mrs P Priestley and R Pushman.

41 1 MINUTE SILENCE

The Chairman called for a minute's silence in memory of the Right Honourable Tessa Jowell MP who had sadly passed away.

42 APOLOGIES FOR ABSENCE

Apologies for absence were received from Honorary Aldermen: P Cartwright, M Oram and Mrs K M Peatey. Councillors: M Asif, D Barnes, H Bull, Mrs L Clarke (OBE), C Etholen, G Peart, S Saddique, A Turner and C Whitehead.

43 DECLARATIONS OF INTEREST

There were no declarations of interest

44 JNC STAFFING MATTERS COMMITTEE

RESOLVED: That the minutes of the meeting of the JNC Staffing Matters Committee held on 2 May 2018 be received and the proposed appointment to the post of Head of Housing & Environment be endorsed.

45 MINUTES OF SPECIAL CABINET

RESOLVED: That the minutes of the meeting of Special Cabinet held on 14 May 2018 be received and the

recommendations as set out at minute number 89 be approved and adopted.

Chairman

The following officers were in attendance at the meeting:

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

Annual Council Minutes

Date: 14 May 2018

Time: 6.35 - 7.03 pm

PRESENT: Councillor Miss S Brown (in the Chair)

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

Also present: Honorary Aldermen: Mrs P Priestley and R Pushman.

1 ELECTION OF CHAIRMAN

It was proposed by Councillor P R Turner that Councillor A R Green be elected as Chairman of the Council for the 2018/19 municipal year.

The proposer gave a brief history of Councillor Green`s long serving background stating that it was with huge pleasure to propose a highly respected and hardworking Councillor, who had been elected to WDC in 1999 in the ward of Terriers and Amersham Hill. Having previously served for 15 years on the Council at the London Borough of Lambeth, Councillor Green had also been Deputy Leader on 2 occasions. He had also held the positions of Cabinet Member for Older and Younger People and Economic Development and Regeneration. He currently served as Chairman of the High Wycombe Town Committee, and also represented the Council on the Board of High Wycombe Bidco and on the Board of Wycombe Heritage and Arts Trust. Moreover he had been instrumental in overseeing the transformation of High Wycombe museum to trust status.

Councillor Turner concluded by stating that Councillor Green`s vast experience put him in good stead to carry out the duties of Chairman of the Council and in representing the district as a whole during the forthcoming year.

In seconding the proposal, Councillor S Raja echoed the sentiments expressed by the proposer, and wholeheartedly agreed that Councillor Green would make an excellent Chairman.

Upon there being no other nominations and upon being put to a vote it was

RESOLVED: That Councillor A R Green be elected a Chairman for the Municipal Year 2018/19.

Councillor A R Green thereupon accepted office, made the necessary declaration and was presented with the Chairman`s chain. Mrs Green was presented with the Chairman`s Consort`s badge and a bouquet.

Councillor A R Green in the Chair

The Chairman rose to thank the proposer and seconder for their kind words, and all of his fellow Councillors for showing trust and confidence in him. He also wished to thank and congratulate the outgoing Chairman on what had proved to be a very successful year.

The Chairman then went onto express how honoured he was to be serving as Chairman on this his 20th year as Member of this Council and how he intended to perform the role to the best of his ability proving to be a good ambassador for the Council. He stated that he relished the opportunity to serve as chairman of this a solvent well run Authority with competent Members and officers who had worked hard for the people of Wycombe over the past 40 years. Councillor Green then took the opportunity to thank his wife Debbie for the unwavering support she had given him over the years which had enabled him to fulfil his duties as Councillor. She would also be by his side as his consort during his forthcoming year of office.

The Chairman announced that the theme for the year would be the Arts, which in the current times of tightened budgets was often overlooked. During the year he hoped very much to raise the profile of the arts throughout the district and urged Members to support him in doing so, helping to make Wycombe the undisputed arts capital of Bucks. He gave mention to a Charity Ball which was to be held on 14 September at the Old Town Hall to raise money for 2 charities which were of particular interest. The museum, which was run by Wycombe Arts and Heritage Trust and for the Wycombe Arts Centre in Desborough Road.

Councillor R H W Gaffney proposed a vote of thanks to the outgoing Chairman, congratulating her on her achievements and on a job well done. He stated that his decision to propose her as Chairman a year ago had indeed proved to be the correct one. In addition he outlined that Councillor Miss S Brown with her bubbly outgoing personality had embraced the whole of the district in carrying out her duties as Chairman and had been a credit to all concerned. She would be sorely missed.

Councillor Z Ahmed seconded the vote of thanks emphasising that she had done a fantastic job in her role of Chairman.

In responding the outgoing Chairman, thanked everyone for their kind and sincere words, stating that she had come to the end of a very interesting and busy year having undertaken many varied engagements. She stated that she had felt very honoured and privileged to have undertaken the esteemed role and thanked both Members and staff for their support. She also made reference to the numerous Queen Awards the district had received.

The outgoing Chairman concluded by stating that she would not be leaving a gift on her departure due to the uncertainty of the times which lay ahead. However she would be contributing £150 towards the homeless within the district.

The Chairman of the Council thereupon presented to Councillor Miss S Brown a past Chairman`s Badge.

2 APPOINTMENT OF VICE-CHAIRMAN

Councillor A R Green rose to propose that Councillor P R Turner be appointed as Vice-Chairman of the Council for the Municipal Year 2018/19.

He stated that Councillor Turner had been a Member for Downley and Plomer Hill since 2011 and was appointed the spokesman for Finance in 2012. He had also assumed the position of Deputy Cabinet Member for HR ICT & Customer Services in 2013. Most notably he was appointed as Chairman of the Planning Committee in 2015, and currently also served on the Board of Red Kite Housing and Wycombe Rent Deposit Guarantee Scheme. It was stated that Councillor Turner having been born and raised in Wycombe had a great depth of knowledge and experience which would be put to good use in his position as Vice Chairman.

The proposal was seconded by Councillor D Johncock who fully concurred with the proposer's comments. He stated that Councillor Turner was an experienced Member fully deserving of this role. He highlighted that having known and worked closely with him over the last 3 years in his capacity of Cabinet Member for Planning, Councillor Turner had shown outstanding chairmanship qualities and ability to manage meetings effectively whilst encouraging Members to express a view. His ability to demonstrate common sense and work with people in a calm understanding and sensitive manner would no doubt stand him in good stead to serve as Vice-Chairman

RESOLVED: That Councillor P R Turner be elected as Vice- Chairman for the Municipal Year 2018/19.

Councillor P R Turner thereupon accepted office, made the necessary declaration and was presented with the Vice- Chairman`s badge of office.

3 APOLOGIES FOR ABSENCE

Apologies for absence were received from Honorary Aldermen: P Cartwright, M Oram and Mrs K M Peatey. Councillors: M Asif, D Barnes, H Bull, Mrs L Clarke (OBE), C Etholen, G Peart, S Saddique, A Turner and C Whitehead.

4 DECLARATIONS OF INTEREST

There were no declarations of interest

5 CHAIRMAN'S ANNOUNCEMENTS

The Chairman drew attention to the following 2 events.

- (a) Charity Ball – Friday 14 September 2018 to be held at the Old Town Hall to raise money for 2 charities which were of particular interest to him. The museum, which was run by Wycombe Arts and Heritage Trust and for the Wycombe Arts Centre in Desborough Road.
- (b) Quiz Night – The Chairman invited Cllr Ms A Baughan to address the meeting. She informed the meeting that the event would be held on 21 July 2018 at Wycombe Arts Centre. Funds raised would be shared between the Mayors chosen charity and the Arts centre. Activities would also include food and raffle. More information would follow in due course.

6 GROUP LEADERS

The Council received formal notification that the Leaders and Deputy Leaders of the political groups for 2018/19 would be as follows:

Group	Leader	Deputy Leader
Conservative	Cllr Ms K Wood	Cllr D H G Barnes
Labour	Cllr R Raja	Cllr K Ahmed
East Wycombe Independent Party	Cllr M Knight	Cllr Ms A Baughan

7 REPORT OF THE EXECUTIVE LEADER

The Executive Leader rose to present her report but prior to this took the opportunity to congratulate the incoming Chairman on his well- deserved election wishing him a very successful year ahead.

She stated that she was honoured to be entering the 4th year of her leadership with this having been a particularly busy year with many new projects coming to the fore. The Leader gave mention to some of the work that had been undertaken in recent months. Plans were underway for the nursery at Handy Cross which would soon be joined by a hotel. Affordable housing and temporary accommodation was also being worked upon with a reference being made to the Local Plan which had been submitted in March. Members were also informed that WDC was recognised widely in Government for the projects undertaken. Two recent awards received had led to the receipt of some £19 million of funding towards infrastructure for the housing developments in Princes Risborough and Abbey Barn Lane, alongside another half million for the purpose of cleaning up disused land at Bassetsbury in order to enable the development of more affordable homes. The Leader also referenced the recognition that the Council had received nationally for the local initiative of Healthy Homes on Prescription which was designed to support residents` independent living at home.

Another achievement highlighted was Wycombe`s rating as 17th out of 324 local authority areas. This being the highest ranking in the whole area of Bucks. The determining factor had been based upon economic prosperity, health and happiness and inclusion and equality. This had the Leader stated confirmed Wycombe Council`s standing as an ambitious and forward thinking council with a proud track record of delivery.

Attention was also drawn to the uncertainty of the forthcoming year as a result of the modernising Local Government debate in Buckinghamshire and the changes that it may bring. The Leader emphasised that it had become clear to her that there was overwhelming support for 2 unitary Councils divided between the North and South of the County, and that in the meantime it was very much business as usual pending the final decision. She urged everyone to submit their opinions and views to the Minister prior to the 25th May deadline for representations.

The matters set out in agenda items 9 (i) to (vii) below were then submitted to the Council in order to comply with the Council`s approved Leader and Cabinet Executive political management model and the Council`s approved constitution.

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

(ii) Cabinet positions and post holders

NAME	ADDRESS	WARD REPRESENTED	PORTFOLIO
Councillor Ms K S Wood	37 New Road Penn, High Wycombe HP10 8DL	Tylers Green & Loudwater	Executive Leader of the Council
Councillor D H G Barnes	18 Juniper Road, Marlow Bottom, Bucks, SL7 3NX	Greater Marlow	Deputy Leader & Cabinet Member for Strategy & Communications
Councillor G Peart	8 Abbotswood, Speen, Princes Risborough, HP27 OSR	Lacey Green, Speen and the Hamdens	Community
Councillor S Broadbent	Michaelmas Cottage, Bryant's Bottom Road, Gt Missenden, HP16 OJS	Greater Hughenden	Economic Development & Regeneration
Councillor Mrs J A Adey	Hatherley, Princes Road, Bourne End, SL8 5HZ	The Wooburns	Environment
Councillor D M Watson	17 Wendover Road, Bourne End, Bucks, SL8 5NS	Flackwell Heath & Little Marlow	Finance & Resources
Councillor Mrs J D Langley	18 Rush Burn, Wooburn Green, Bucks, HP10 0BT	The Wooburns	Housing

NAME	ADDRESS	WARD REPRESENTED	PORTFOLIO
Councillor L M Wood	37 New Road, Penn, High Wycombe, HP10 8DL	Tylers Green and Loudwater	Digital Development & Customer Services
Councillor D A Johncock	32 Highfield Road, Flackwell Heath, Bucks, HP10 9AN	Flackwell Heath & Little Marlow	Planning
Councillor D J Carroll	10 Hoppers Way, Great Kingshill, Bucks, HP15 6EY	Greater Hughenden	Youth and External Partnerships

(iii) Cabinet terms of reference and responsibilities of individual portfolio holders

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

(iv) Cabinet Committee terms of reference

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

(v) Schemes of Delegation of Executive Functions for Officers

It was noted that in accordance with her powers under the Local Government Act 2000, the Leader had approved that the Chief Executive would have power to take to herself the exercise of any Executive powers exercisable by each of these roles as permitted by law and if she thought fit to sub-delegate the exercise of any of those powers to another officer for such a period as she considered necessary.

(vi) Joint Arrangements

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

Representation would be:

Chilterns Crematorium Joint Committee

Councillor D Barnes

Councillor G Peart

Chiltern, South Bucks and Wycombe Joint Waste Collection Committee

Councillor Mrs J Adey

Councillor G Hall

Councillor D Carroll (Standing Deputy).

(vii) Appointments to Outside Organisations

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

Local Authority Appointments (until May 2019)

1. Local Government Association
General Assembly (1) Ms K Wood
Standing Deputy (1) D Shakespeare OBE
2. Wycombe Partnership (1) Ms K Wood
Standing Deputy (1) D Barnes
3. South East England Councils (1) Ms K Wood
Standing Deputy (1) D Johncock
4. Red Kite Board (2) I McEnnis
P Turner
5. South East Employers (2) S Broadbent
G Peart
Standing Deputies (2) A Hussain
M Harris
6. Thames Valley Police & Crime Panel (1) D Carroll
7. Wycombe Rent Deposit Guarantee Scheme (1) P Turner
8. Flexible Home Improvement Loans (Head of Hsing&Env) (until July 2019)

Other Local Authority Appointments until May 2019

1. BCC Public Health Overview and Select Committee (1) A Green
2. Health and Wellbeing Board (1) G Peart
3. Healthy Communities Partnership (1) G Peart

viii) Deputy Cabinet Members

The following were appointed to assist the relevant Cabinet Member:

Strategy & Communications

Councillor Z Ahmed

Finance and Resources

Councillor S Saddique

Economic Development & Regeneration

Councillor M Harris

Community

Councillor Miss S Brown

Digital Development & Customer Services

Councillor C Etholen

Planning

Councillor A Turner

Housing

Councillor Mrs S Adoh

Environment

Councillor G Hall

Youth & External Partnerships

Vacant

8 COMMITTEE APPOINTMENTS

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

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

RESOLVED: That (i) the following Committees be appointed with the memberships as set out below in accordance with political balance requirements as notified by Group Leaders.

- (ii) the appointments be made for the forthcoming year
- (iii) the positions of the Chairman and Vice-Chairman be as set out.

(i) Improvement and Review Commission

(Up to 18 Members Total)	Chairman:		Cllr D Knights
	Vice Chairman:		Cllr A Collingwood
Conservative – Up to 15 Members	Members	1	Cllr M Appleyard
		2	Cllr H Bull
		3	Cllr Mrs L Clarke OBE
		4	Cllr A Collingwood
		5	Cllr A Hill
		6	Cllr D Knights
		7	Cllr Mrs W J Mallen
		8	Cllr H McCarthy
		9	Cllr R Newman
		10	Cllr Ms C Oliver
		11	Cllr J Savage
		12	Cllr D Shakespeare OBE
		13	Cllr P R Turner
		14	Cllr C Whitehead
		15	Cllr R Wilson
Conservative	Standing Deputies	1	Cllr M Davy
		2	Cllr A Hussain
		3	Cllr M Hussain (JP)
		4	Cllr Maz Hussain
		5	Cllr Mrs A Jones
		6	Cllr N Marshall
Labour 2 Members	Member	1	Cllr K Ahmed
		2	Cllr R Raja
Labour	Standing Deputies	1	Cllr M Hanif
		2	Cllr M Hashmi
EWIP	Member	1	Cllr M Knight
EWIP	Standing Deputy	1	Cllr Ms A Baughan

(ii) Standards Committee

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

(iii) Planning Committee

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

(iv) Regulatory and Appeals Committee

(Up to 12 Members Total)	Chairman:		Cllr J Savage
	Vice Chairman:		Cllr L Clarke (OBE)
Conservative – Up to 10 Members	Members	1	Cllr Mrs L Clarke (OBE)
		2	Cllr M Clarke
		3	Cllr A Collingwood
		4	Cllr C Etholen
		5	Cllr R Gaffney
		6	Cllr Mahboob Hussain JP
		7	Cllr D Knights
		8	Cllr I McEnnis
		9	Cllr J Savage
		10	Cllr D Shakespeare (OBE)
Conservative	Standing Deputies	1	Cllr Z Ahmed
		2	Cllr A Green
		3	Cllr Mrs A Jones
Labour 1 Member	Member	1	Cllr R Raja
Labour	Standing Deputy	1	Cllr K Ahmed
EWIP	Member	1	Cllr Mrs J Wassell
EWIP	Standing Deputy	1	Vacancy

(v) Audit Committee

(Up to 8 Members Total)	Chairman:		Cllr M Appleyard
	Vice Chairman:		Cllr R Scott
Conservative – Up to 7 Members	Members	1	Cllr M Appleyard
		2	Cllr G Hall
		3	Cllr T Lee
		4	Cllr Ms C Oliver
		5	Cllr R Scott
		6	Cllr N Teesdale
		7	Cllr R Wilson
Conservative	Standing Deputies	1	Cllr D Shakespeare OBE
		2	Cllr P Turner
		3	Cllr C Whitehead
Labour 1 Member	Member	1	Cllr M Hanif
Labour	Standing Deputy	1	Cllr K Ahmed
External co-optee		1	Vacancy

(vi) Licensing Committee

(Up to 15 Members Total)	Chairman:		Cllr A Hill
	Vice Chairman:		Cllr I McEnnis
Conservative – Up to 12 Members	Members	1	Cllr M Clarke
		2	Cllr M Davy
		3	Cllr A Green
		4	Cllr C Harriss
		5	Cllr A Hill
		6	Cllr Maz Hussain
		7	Cllr D Knights
		8	Cllr N Marshall
		9	Cllr I McEnnis
		10	Cllr S Saddique
		11	Cllr R Scott
		12	Cllr A Turner
Conservative	Standing Deputies	1	Cllr Z Ahmed
		2	Cllr M Harris
		3	M Hussain JP
Labour 2 Members	Member	1	Cllr S Graham
		2	Cllr M Hashmi
Labour	Standing Deputies	1	Cllr M Hanif
		2	Cllr R Raja
EWIP	Member	1	Cllr Ms A Baughan
EWIP	Standing Deputy	1	Cllr M Knight

(vii) High Wycombe Town Committee

(23 Members in total representing the High Wycombe Town wards)	Chairman:	Cllr M Clarke	
	Vice Chairman:	Cllr S Raja	
	Members	1	Cllr K Ahmed
		2	Cllr Z Ahmed
		3	Cllr M Asif
		4	Cllr Ms A Baughan
		5	Cllr H Bull
		6	Cllr Mrs L Clarke OBE
		7	Cllr M Clarke
		8	Cllr M Davy
		9	Cllr R Farmer
		10	Cllr S Graham
		11	Cllr A Green
		12	Cllr M Hanif
		13	Cllr M Hashmi
		14	Cllr A Hill
		15	Cllr A Hussain
		16	Cllr Mahboob Hussain JP
		17	Cllr Maz Hussain
		18	Cllr M Knight
		19	Cllr B Pearce
		20	Cllr R Raja
		21	Cllr S Raja
	22	Cllr N Teesdale	
	23	Cllr Ms J Wassell	

(viii) Personnel and Development Committee

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

(ix) Joint Staff Committee

(Up to 5 Members Total)	Chairman:		Cllr M Harris
	Vice Chairman:		Staff Side Appointment
Conservative – Up to 4 Members	Members	1	Cllr S Adoh
		2	M Appleyard
		3	Cllr M Harris
		4	Cllr Mrs W Mallen
Conservative	Standing Deputies	1	Cllr S Saddique
		2	Cllr Mrs J Teesdale
Labour 1 Member	Member	1	Cllr M Hashmi
Labour	Standing Deputy	1	Cllr M Hanif

(x) Disciplinary Committee

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

(xi) JNC Staffing Matters Committee

5 Members to be drawn from the list of Members set out (subject to two or more political groups always being represented and to the inclusion of at least one Cabinet Member)	1	Chairman or past Chairman of the Council	Cllr Mrs L Clarke OBE Cllr R Raja
	2	A member of the Cabinet	Cllr J Savage (Vice Chairman)
	3	A Leader or Deputy Leader of an opposition party	Cllr Ms K Wood (Chairman)
	4	The Chairman of a Council Committee	Cllr R Wilson
	5	The Vice Chairman of a Council Committee	Standing Deputies Cllr K Ahmed
	6	A member of the Personnel and Development Committee	Cllr M Harris Cllr A Hussain
	7	Another back bench member	

9 SCHEME OF DELEGATION OF NON-EXECUTIVE FUNCTION FOR OFFICERS

RESOLVED: That the Scheme of Delegation non-Executive functions as set out in part 2 of the Constitution be approved.

10 REFRESHMENTS

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

Chairman

The following officers were in attendance at the meeting:

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

Cabinet Minutes

Date: 4 June 2018

Time: 7.00 - 7.38 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 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

By Invitation

Councillor Miss S Brown	- Deputy Cabinet Member for Community
Councillor A R Green	- Chairman of the Council
Councillor G C Hall	- Deputy Cabinet Member for Environment
Councillor M Harris	- Deputy Cabinet Member for Economic Development and Regeneration
Councillor R Raja	- Leader of the Labour Group
Councillor S Saddique	- Deputy Cabinet Member for Finance and Resources
Councillor A Turner	- Deputy Cabinet Member for Planning

Also present: Councillors M Clarke, A D Collingwood and S K Raja

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Z Ahmed (Deputy Cabinet Member for Strategy & Communications), Mrs S Adoh (Deputy Cabinet Member for Housing), C Etholen (Deputy Cabinet Member for Digital Development and Customer Services), D Johncock (Cabinet Member for Planning), M Knight (Leader of the East Wycombe Independent Group), D Knights (Chairman of the Improvement & Review Commission) and L Wood (Cabinet Member for Digital Development and Customer Services).

2 MINUTES

RESOLVED: That the minutes of the meeting of the Cabinet held on 14 May 2018 be approved as a true record and signed by the Chairman.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 2017/18 SERVICE PERFORMANCE: Q4 (JANUARY - MARCH)

Cabinet had before it the end of year position for the Council's performance at service level, as well as progress made on the key projects delivering the Council's priorities. Cabinet would continue to receive quarterly performance monitoring reports during the year, with any areas of under-performance highlighted to ensure Cabinet could address any issues promptly.

The Cabinet was reminded that the refreshed Corporate Plan had been agreed by Council on 22 February 2018. It was noted that the performance metrics would be updated in the near future to reflect the revisions made to the Corporate Plan in 2017/18.

The following decisions were made to review the performance position as at 31 March 2018 to ensure that the Council was performing at the appropriate level.

RESOLVED: That the summary of the year to date outturns (January to March) for service performance be received.

5 PROVISIONAL OUTTURN REPORT FOR THE YEAR ENDING 31 MARCH 2018

Cabinet considered a report on the provisional outturn for 2017/18 which included the General Fund, Repairs and Renewal Fund, Capital Programme and the Section 106 Developer Contributions, together with the potential Efficiency Plan Savings.

The report before Cabinet set out an analysis of the key issues from the 2017/18 financial outturn, with detailed breakdowns of spend and movements which were set out in Appendices A to C of the report.

Cabinet expressed their thanks to the Cabinet Member for Finance, and the Head of Finance and his team, for all their hard work in managing the finances.

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

RESOLVED: That (i) the provisional outturn position for both Revenue and Capital for 2017/18 be agreed;

(ii) the movement in reserves as set out in paragraph 4.3.3 of the report be approved;

(iii) the Cabinet approve the net surplus of £0.110m transferred to General reserves as set out in paragraph 4.4 of the report be approved;

(iv) in line with prior year accounting, the unused New Homes Bonus funding of £1.445m be transferred to the Development Reserve;

(v) the carry forwards on the capital programme outlined in paragraph 7.1 of the report and set out at Appendix C be approved;

(vi) the virement for capital schemes detailed in paragraph 7.2.5 of the report be agreed; and

(vii) It be noted that as part of the accounting entries for the pension contribution upfront payment, £0.240m had been transferred to pension equalisation reserve.

6 TREASURY MANAGEMENT ANNUAL REPORT 2017/18 AND PRUDENTIAL INDICATORS

Cabinet had before it the annual report on the Treasury Management Strategy and the Prudential Indicators 2017/2018 and was reminded of the requirements placed upon the Council in regard to these.

The following decisions were made as the Local Government Act 2003 and the CIPFA prudential Code required approval of the activity undertaken compared to the strategies, limits and indicators at the end of each financial year.

RESOLVED: That (i) the outturn position for treasury management activities for 2017/18 be noted; and

(ii) the Treasury Management Annual report 2017/18 and Prudential Indicators be referred to the Audit Committee for review.

7 LOCAL PLAN IMPLEMENTATION - PRINCES RISBOROUGH EXPANSION AREA

Cabinet was asked to consider and formally recommend the comprehensive report that outlined the delivery of the Princes Risborough Expansion Area. The report detailed the significant infrastructure costs associated with the expansion, including the need for feasibility, design work and project costs to progress the delivery of this complex project.

During consideration of this item, Cabinet recalled that the Council had submitted its proposed Local Plan to the Planning Inspectorate for examination in March 2018. The Princes Risborough Expansion Area was due to be funded primarily by developers but also by the Housing Infrastructure Fund (HIF) Scheme. It was noted that whilst an announcement that the Council had secured the HIF funding was made in February 2018, the Council had not yet received the funding, including Homes England's terms and conditions. It was reported that Homes England were further scrutinising successful bids in more detail.

As a result, approval was sought to forward fund early work on the proposed Housing Infrastructure Fund to keep on track with the programme for delivering the Housing Infrastructure Fund scheme. The report before Cabinet also sought delegated authority to release the Housing Infrastructure Funding, when available, back to the Council.

The following recommendation and decisions were made to ensure that the Council could keep on track with the programme for delivering the HIF scheme.

In the absence of the Cabinet Member for Planning, the Leader presented some minor amendments to the recommendations which were endorsed by the meeting and therefore it was:

Recommended: That full Council agrees to allocate £500,000 from revenue reserves for the purpose described below.

RESOLVED: That (i) subject to approval of full Council to release funding of £500,000 from revenue reserves, Cabinet agreed to forward fund feasibility, design work and project team costs relating to the Housing Infrastructure Fund bid up to £500,000 on the basis that this be recovered from either developer contributions or the Housing Infrastructure Fund when the funding was released. Delegated authority be granted to the Head of Finance in consultation with the Head of Democratic Legal & Policy Services to release the £500,000;

(ii) Cabinet grant delegated authority to the Head of Finance, in consultation with the Corporate Director and the Cabinet Member for Finance and the Cabinet Member for Planning, to release Housing Infrastructure Fund monies, once the funds were released to the Council and subject to detailed terms and conditions (when available);

(iii) delegated authority be granted to the Head of Finance in consultation with the Head of Democratic Legal & Policy Services to agree the Housing Infrastructure Fund terms and conditions, once they become available; and

(iv) delegated authority be granted to the Head of Finance in consultation with the Head of Planning and Sustainability to the release section 106 funds from the Leo Labs development to fund the design of the underpass to Wades Park, the amount to be released being set out in Exempt Appendix C.

8 WASTE SERVICES CONTRACT UPDATE

Cabinet had before it a report setting out the current joint waste services contract between Wycombe District Council and Chiltern District Council, which was due to expire in March 2020. Cabinet supported proposals for a contract to be procured with the inclusion of South Bucks District Council. The report highlighted that South Bucks District Council's current contract was due to end in October 2021. Therefore, a decision was required as to whether the current Serco contract between Wycombe District Council and Chiltern District Council should be extended.

The following decisions were made to enable a waste recycling and street cleansing service to be provided from March 2020.

RESOLVED: That (i) the report be noted;

(ii) the longer term strategy to procure a three way single joint contract for Wycombe District Council, Chiltern District Council and South Bucks District Council be agreed;

(iii) an Inter District Authority Agreement (IDAA) reflecting the Heads of Terms at Appendix A of the report be entered into; and

(iv) delegated authority be granted to the Head of Housing & Environment in consultation with the Head of Democratic, Legal and Policy Services and the relevant Cabinet Members to approve the detailed terms of the IDAA.

9 FILE ON ACTION TAKEN UNDER DELEGATED AUTHORITY

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

Community	C/10/18 – C/28/18
Economic Development & Regeneration	EDR/02/18
Environment	E/1/18
Finance	F/01/18 – F/04/18
Housing	H/01/18 – H/03/18
Digital Development & Customer Services	DDCS/2/18
Planning & Sustainability	PS/04/18 – PS/7/18

EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That pursuant to Regulation 4(2)(b) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 the press and public be excluded from the meeting during consideration of Minute Nos 7, 10 and 11, because of their reference to matters which contain exempt information as defined as follows:

Minute 7 – Local Plan Implementation- Princes Risborough Expansion – Appendix C

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 7 – Local Plan Implementation- Princes Risborough Expansion – Appendix D

Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings (Paragraph 5, Part 1 of schedule 12A, Local Government Act 1972)

(The need to maintain the exemption outweighs the public interest in disclosure, because the third party in question is likely to be inhibited from participating in further discussions or negotiations with the Council if the report were to be disclosed)

Minute 10 – Waste Services Contract

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 11 - File on Action taken under Exempt Delegated Powers

Community sheet nos: C/06/18 – C/09/18

**Economic Development and Regeneration sheet nos:
EDR/015/18 – EDR/20/18**

Environment sheet no: E/01/18

Housing sheet no: H/01/18

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)

10 WASTE SERVICES CONTRACT

Cabinet was advised that the Council's current joint waste services contract with Chiltern District Council was due to expire in March 2020 and replacement contracts were required.

The following recommendation and decisions were made to enable a waste recycling and street cleansing service to be provided from March 2020.

Recommended: That to the extent that the value of the Contract would exceed £2m, full Council gives its approval as required by the Council's Contract Procedure Rules.

RESOLVED: 1. That (i) following approval of Minute number 8 the longer term strategy to procure a three way single joint contract for Wycombe District Council, Chiltern District Council and South Bucks District Council, the option that should be pursued for the provision of waste, recycling and street cleansing services post March 2020 was for Wycombe District Council and Chiltern District Council to agree a contract extension with Serco until the end of October 2021 to align the termination date with the South Bucks District Council/Biffa contract, provided that such extension was compliant with the Public Contract Regulations 2015, and to commence the procurement of a single joint three-way contract to commence in November 2021. However, if the said negotiations were unsuccessful, to commence the procurement of a single joint three-way contract with a staggered commencement of March 2020 in Chiltern and Wycombe and November 2021 in South Bucks;

(ii) Delegated authority be granted to the Head of Housing & Environment, in consultation with the Head of Democratic, Legal and Policy Services, Head of Finance and Commercial and the relevant Cabinet Members, to take the steps necessary to progress the option selected under Recommendation (i) above;

(iii) Delegated authority be granted to the Head of Housing & Environment in consultation with the Cabinet Member to finalise the specification of the services to be delivered;

(iv) Delegated authority be granted to the Head of Housing & Environment in consultation with the Head of Democratic, Legal and Policy Services and the relevant Cabinet Members to determine the procurement method under the Public Contract Regulations 2015; and

(v) the Cabinet approves the release of earmarked funds set aside in the waste reserve to fund the activity set out in 2 (i) below. The amount not to exceed the total reserve of £225k and to be delegated to the Head of Finance and Commercial and Head of Housing and Environment along with respective Portfolio Holders.

2. the decisions of the Chiltern, South Bucks & Wycombe Joint Waste Collection Committee below be noted:

(i) That authority be delegated to the Head of Housing & Environment to procure sufficient professional and technical resources to enter into initial discussions and to prepare for and support the procurement project/s; and

(ii) That an initial budget of up to £200,000 be approved to fund the resources referred to in (i) above, to be funded by the Authorities in

proportion to the number of households in each district, with sums to be released in accordance with each Council's internal approval process.

11 FILE ON ACTION TAKEN UNDER EXEMPT DELEGATED POWERS

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

Community Sheet Nos: C/6/18 – C/9/18

Economic Development & Regeneration Sheet Nos: EDR/15/18 - EDR/20/18

Environment Sheet No: E/1/18

Housing: H/1/18

Chairman

The following officers were in attendance at the meeting:

Karen Satterford	- Chief Executive
Ian Hunt	- Democratic Services Manager
Catherine MacKenzie	- Principal Democratic Services Officer
Nigel Dicker	- Head of Housing and Environment

High Wycombe Town Committee Minutes

Date: 24 April 2018

Time: 7.00 - 8.39 pm

PRESENT: Councillor A R Green
(in the Chair)

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

Also present: Councillor Katrina Wood (Leader of the Council), Councillor Dominic Barnes (Deputy Leader of the Council), Councillor Alex Collingwood, Ian McEnnis and Paul Turner.

Apologies for absence were received from Councillors M P Davy and M Hussain.

36 APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the meeting.

Apologies for absence were received from Councillor Matthew Davy and Councillor Maz Hussain.

37 DECLARATIONS OF INTEREST

No declarations of interest were received.

38 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on the 23 January 2018 be agreed as a correct record.

39 ORDER OF BUSINESS

The Chairman explained that there was a change to the agenda as he had invited Councillor Martin Tett, Leader of Buckinghamshire County Council to attend the meeting to answer questions on the County Council's submission to the Government for a single unitary proposal. The Secretary of State had announced a 'minded to' decision to implement a single unitary in Buckinghamshire, abolishing the existing County Council and 4 District Councils. There was a deadline for

representations on the 'minded to' decision of 25 May 2018. It was noted that Councillor Tett would be first main item on the agenda.

40 URGENT ITEM - MODERNISING LOCAL GOVERNMENT

The Chairman welcomed Councillor Martin Tett (Buckinghamshire County Council) to the meeting. Councillor Tett explained that he had brought two colleagues with him, Councillor Gareth Williams (Deputy Cabinet Member for Resources, BCC) and Richard Schmidt (Head of Strategic Finance, BCC).

The Chairman opened up the item for Members to ask questions of Councillor Tett.

The following points were noted:

- That the future of the unparished areas in High Wycombe would be a decision for the Executive Board of the new single unitary authority to make but it was felt there were three options:
 - Keep it as it is.
 - Institute a Town Council.
 - Or institute a series of Parish Councils.
- That the proposed unitary council would be an entirely new Council.
- That Councillor Tett doubted he would be the head of the proposed unitary Council as there were 236 Councillors across Bucks to select from, of which the vast majority (67%) were twin hatters.
- That Councillor Tett believed a unitary Council would be the most sensible option as it could drive better economic deals (e.g. waste) and the Council would be able to command a greater voice. He stated that if there were two Councils they would need duplicated roles such as two Chief Executives, two Finance Departments, two Legal Departments, two Heads of Children Services, two Heads of Social Services, etc which would be very costly.
- That the growth corridors (East to West and North to South) needed to be looked at in order for the Borough to be globally competitive.
- The current business case for a single unitary Council, based on similar Councils in similar areas, would be made up of 98 Councillors. Councillor Tett stated that advice had been taken from the Boundary Commission and for convenience existing boundaries for County Councillors could be used and the number being proposed in the County Council submission could be doubled up to result in the 98 Councillors required. Members were informed that the proposed new housing had been taken into account.
- Councillor Tett believed the workload for staff would remain the same with the need for fewer Chief Executives and Heads of Service. It was noted that there was an enormous amount of surplus assets which if sold off could result in a massive investment in Town Centres and roads across the County.
- Councillor Tett believed the earliest the changes would take place would be May 2020. It was noted that a boundary review would need to be undertaken by the Boundary Commission.
- Councillor Tett believed that whilst the decision about whether the full District Elections in all four districts scheduled for 2019 should take place as planned was a DCLG issue, although if the new single unitary was implemented, he envisaged the 2019 District Elections being cancelled and existing offices for

Members extended by a year until the 2020 implementation date for the new Council.

- That separate Planning and Licensing Committees could be created so that local people would be taking local decisions on local planning / licensing applications which had already been done in other Boroughs.
- Councillor Tett informed Members that, in response to a question about management of County Council reserves, the population in Bucks was approximately 530,000. Members were informed that Councillor Tett agreed that High Wycombe was the most strategic section of the Borough although Aylesbury had the biggest population growth areas. Councillor Tett went on to explain that High Wycombe was where the economic heart of the community was and that as such he would not want to see the vibrancy damaged.
- Councillor Tett explained that whilst making savings was important as it would result in money being able to be re-invested in projects the proposal to go unitary was not just about the money. It was noted that the biggest gain of going unitary was bringing together the strategic planning (housing, infrastructure, etc). Councillor Tett informed Members that fundamentally it was all about providing a better service to residents.
- Councillor Tett informed Members that as Leader of Bucks County Council he had spent some of their capital reserves on an incinerator. It was noted that the reserves had been built up over a number of years to cover this cost and that the incinerator benefitted the residents of High Wycombe.
- Councillor Tett explained that if the decision was made to have two Unitary Councils as opposed to one it would result in services such as Social Services being split over two Councils which was compared to being like a 'broken egg'.
- Members were informed that if the decision was made for a single unitary there would still be a need for some one-stop shops in the High Wycombe area.
- Councillor Tett informed Members that whilst he was always being told about the differences between the north and south areas of the Borough he felt there was no difference just a real perception that there was a difference. It was noted that Councillor Tett believed it would be very important to create a new unified culture amongst the Borough to remove any divisions created in the past.
- Councillor Tett believed that for the vast majority of staff it would be a case of simply slotting them into new posts. It was noted that the business case did not assume any frontline staff would be lost. However, the decision about more senior posts would be a decision for the newly elected Members of the new Council to make.
- Councillor Tett explained that with regard to the transfer of assets to Parish Councils he felt that whether it was one or two Councils the answer would be that the Council/s would be open to discussions with existing town and parish councils. It was noted that depending on the value of assets the Town or Parish Council would have to accept some of the cost / value of it.

The Chairman thanked Councillor Tett, Councillor Gareth Williams and Richard Schmidt for attending and answering Members questions.

41 UPDATE - FUTURE PLANS FOR THE COMMUNITY FACILITIES IN THE TOWN, TO INCLUDE THE OLD LIBRARY BUILDING

The Chairman welcomed the Head of Strategic Assets & Major Property Projects, Buckinghamshire County Council and invited him to explain the future plans for the community facilities in the town, including the old Library building.

The Head of Strategic Assets & Major Property Projects, Joe Nethercoat, explained that the old Library property had been vacated 10 years ago when the new Library had opened in the Eden Centre and had remained empty. It was noted that a restrictive covenant had prevented any change of use to the building but that this covenant had finally been removed approximately two years ago. Members were informed that work had been carried out on the building to prevent further deterioration and all asbestos had been removed. It was noted that planning permission had been granted in March 2018 for the change of use to offices and the decision had been made that BCC would occupy it in its entirety to provide a location for staff to be re-located from Easton Street. Members were informed that the internal layout had been agreed and a detailed design scheme sympathetic to the character of the building that retained and restored many original internal and external features was now being progressed. Members were informed that building work was planned to commence in summer 2018 and occupation was planned to take place in January 2019.

In discussion Members questioned whether the old Library building could in the future be an art gallery. The Head of Strategic Assets & Major Property Projects responded by saying 'never say never' but that for now it would be used for office accommodation. It was noted that parking permits had been built into the business case which would enable staff to park around the back of the Swan Theatre, at a cost. Members stated their delight at hearing that the old Library building would be brought back into use after it being vacant for such a long period of time. It was felt that the old Library building was a significant and attractive building for the town. One Member referred to it as a 'human library for the citizens of High Wycombe'.

The Head of Strategic Assets & Major Property Projects explained that it was very early days but BCC were looking into creating a hub on Green Street that local Councillors would be made aware of it and a consultation would be undertaken when the time came. Members asked the Head of Strategic Assets & Major Property Projects to ensure that whatever was created in Green Street included some sort of parking provision that residents could also use. The Head of Strategic Assets & Major Property Projects agreed to contact the Project Manager at BCC and inform him of the request.

The Chairman thanked the Head of Strategic Assets & Major Property Projects for attending and answering Members questions.

42 CONCRETE BURIAL CHAMBERS: WORKING GROUP FINDINGS

The Chairman welcomed the Leader of the Council, Councillor Katrina Wood, to the meeting and explained that she had been invited to attend for this item following the motion that was passed at the last Full Council meeting.

The Head of Community Services, Elaine Jewell, informed the Committee that the Working Group were still meeting hence this was an interim report due to the timescales involved.

The Head of Community Services explained that in 2011 the Committee resolved to fund the installation of concrete burial chambers, following requests from Muslim community representatives. The chambers were identified by them as more suitable for Islamic burial practices than the metal frames supplied by the Council up to that date. It was noted that the new vaults were deeper and would be installed as previously, i.e. grave spaces laid out head to foot with a 1m path along the foot of the grave and 450mm gaps between graves for access around as a minimum.

The Committee was informed that it had been a very severe winter and that there had been a significant flu outbreak which had resulted in a high demand for the burial chambers. The Head of Community Services explained that she believed the remaining vaults would be exhausted by the summer so was hoping to implement the deeper vaults, which incidentally were cheaper, that could provide about a year's supply.

Members were informed that there were two options.

- Option one – to install a new area of vaults. The capital cost of new vaults would need to come from Special Expenses and would be repaid by income received for vault burials.
- Option two – to cease to provide vault burials, in which case earth burials would be the only option.

Members made a number of points which included looking at a smaller number to last for one year, which was felt to be 40 burial chambers. It was noted that if less were provided the terrace would only be partially filled and would need to be re-excavated which could cause distress to the families of those buried nearby and disrupt the service. The Committee was informed that the Muslim community in High Wycombe was believed to be growing and that an aging population and varying death rates meant that the 52 vaults may be used at a quicker rate than predicted.

The Head of Community Services explained that there was still a bit more work to be done by the Task and Finish Group on specifications, testing and soft market testing local suppliers.

It was agreed that the Head of Community Services would confirm that the vaults would be bottomless, terms on which vaults could be reserved, the number of vaults currently available, and the fees to be charged and would provide the information as an addendum for the minutes.

Councillor Mahboob Hussain proposed the recommendation which was seconded by Councillor Zia Ahmed and supported by the Committee.

RECOMMENDATION TO CABINET

- (i) That £35,360 for 52 additional burial vaults from the Special Expenses Account be approved; and
- (ii) Delegated authority be given to the Head of Community, in consultation with the Chairman of the High Wycombe Town Committee, to make amendments to fees and charges relating to new concrete chambers for Muslim burials.

The Leader was present at the meeting and agreed the recommendation which meant it would be the subject of an individual Cabinet member decision and would not therefore need to go before Cabinet.

Information gathered after the meeting:

- As of 04/05/18 there were 8 vaults in the ground for burials.
- Cost for a current chamber was £756 (original cost of Frame) + Interment Charge £323 + Purchase Right of Burial £727 = £1806.
- Cost for new chamber was £680 (original cost of Frame reduced rate) + Interment Charge £323 + Purchase Right of Burial £727 = £1730.
- The Chamber was open at the bottom.
- The Link to the fees and information on reservations has been linked to the cemetery page.

43 INFORMATION SHEETS

RESOLVED: That Information Sheet 03/2018 Q3 Budgetary Control Report be noted.

44 HIGH WYCOMBE TOWN COMMITTEE - FORWARD WORK PROGRAMME

The Committee's draft work programme looking ahead to March 2019 was presented for review.

RESOLVED: That the forward work programme be noted.

Chairman

The following officers were in attendance at the meeting:

Ian Hunt – Democratic Services

Tanya Brown – Democratic Services

Catherine Spalton – Communications

Julie Openshaw – Legal Services

High Wycombe Town Committee Minutes

Date: 12 June 2018

Time: 7.00 - 8.58 pm

PRESENT: Councillor M Clarke
(in the Chair)

Councillors K Ahmed, Z Ahmed, M Asif, H Bull, Mrs L M Clarke OBE, M P Davy, S Graham, A R Green, M Hanif, M A Hashmi, A E Hill, M Hussain JP, A Hussain, M E Knight, R Raja and S K Raja (Vice-Chair).

Apologies for absence were received from Councillors Ms A Baughan, R Farmer, M Hussain, B E Pearce, N J B Teesdale and Ms J D Wassell.

ALSO PRESENT:

Councillors D Barnes and K Wood.

1 APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the meeting.

Apologies for absence were received from Councillors Andrea Baughan, Ray Farmer, Maz Hussain, Brian Pearce, Nigel Teesdale and Julia Wassell.

2 DECLARATIONS OF INTEREST

Councillors Alan Hill & Sarfaraz Raja wished it to be recorded that, in relation to Item 5 (Town Centre Masterplan Consultation Update), they were both members of the Planning Committee.

3 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on the 24 April 2018 be agreed as a correct record.

4 UPDATE ON CEMETERY SECURITY

The Head of Community Services, Elaine Jewell, informed the Committee that last year a petition for 24 hour CCTV had been referred to the Committee by Cabinet for consideration. It was noted that five measures had been identified which were as follows:

1. Additional fencing on the northern footpath side - £20,000.

2. Additional planting along the eastern and southern edges – existing maintenance budget as minimal cost.
3. Installation of locally recorded CCTV at the two main gateways and on the rear entrance to the Snowdrop Garden - £3,000.
4. Installation of higher gates at the Lodge, Office and Snowdrop entrances - £9,000.
5. Permanent closure of the Hampden Road/Snowdrop entrance – no cost if combined with 4.

The Head of Community Services explained that measures 1 & 2 were currently outstanding as the fencing was to go on top of a wall that had fallen twice. Members were informed that measure 4 was not required at present due to the CCTV that was in place.

It was noted that no issues of vandalism or damage to memorials had since been reported to the Cemetery Officer who worked and lived on the site.

Members were informed that for a short period the public toilets on site were being used for drug dealing and that the Council had been working with the Police to stop that. It was hoped that the CCTV cameras would provide good footage to help the Police with their investigations.

Members thanked the officers involved in getting the CCTV cameras installed promptly.

RESOLVED: That an update report be brought back before the Committee in a years' time with the caveat that officers could report back to the Committee before then if needed if any additional issues arose.

5 WRITTEN UPDATE ON THE TOWN CENTRE MASTERPLAN CONSULTATION

The Team Leader – Infrastructure and Projects, John Callaghan, informed Members that a consultation had taken place on Phase 5 at the back end of 2017 on part of the High Wycombe Town Centre Masterplan. It was noted that the alternative road layout aimed to provide environmental benefits, improve journey time, provide benefits for pedestrians and help improve safety (with regard to reducing runaway vehicles coming down the hill). It was noted that the one-way system would be changed to a two-way system and would not permit any right turns at the cross roads at the end of the High Street. This junction would be signalled with an all-red phase for pedestrians. Members were informed that elsewhere informal crossings would be installed and that continued provision would be given for loading / unloading, disabled bays, etc.

The Team Leader – Infrastructure and Projects explained that mixed consultation results had been received and that this subject had been brought before the Committee last October but now included some worthwhile changes. It was noted that one of the worthwhile changes was the introduction of an informal crossing across Queen Victoria Road where it would have two lanes. Members were informed that the introduction of a taxi rank had been considered in Easton Street, to feed the rank in the High Street, but it had been felt that this would affect the

loading / unloading provision. Changes had also been made to improve vehicular access to the Police Station. It was noted that the Library gardens footpath had not been included, neither had a bus stop on Abbey Way.

Members were informed that it was proposed to erect a compound on the Rye from 20 June 2018. It was noted that works would start on the 2 July 2018 and should end in April 2019. It was noted that the works would be disruptive, particularly on Queen Victoria Road.

In the ensuing discussion the following points were noted:

- That access to Wendover Way from Marlow Hill would be via the London Road with a U-turn at the roundabout with Gordon Road. It was believed that the alternative route suggested would not affect air pollution / air quality.
- That subject to regular enforcement by parking attendants the loading / unloading area will remain.
- Members suggested that a pedestrian crossing between the Town Hall and the WDC offices was needed. The Team Leader – Infrastructure and Projects explained that the crossing was further to the south because the suggested location was not a safe place to have a pedestrian crossing because the road was 3 lanes at that point, and that it would also affect the traffic flow. It was explained that the crossing suggested in the report included a central island and road markings which was believed to be remarkably better than was currently in Queen Victoria Road. The Team Leader – Infrastructure and Projects agreed to take this point back to BCC.
- That Bucks County Council (BCC) continued to get the best out of the bollards system in the High Street and whilst the reliability of the bollards was sometimes a problem the access controls remained in place. It was noted there was some money in the BCC budget to have the bollards replaced in the future and for some to be installed in St Marys Road.
- That the area outside the Hub could be used by a hearse and for a drop off service to the family of mourners and was also used as a temporary bus layby when needed. It was unfortunately not big enough to facilitate everyone that might attend a funeral.
- Members felt that no right turns would not work due to the lack of enforceability and that traffic movements as a whole needed to be carefully thought through otherwise the traffic would come to a standstill. The Team Leader – Infrastructure and Projects advised that the benefit of the scheme of speeding up traffic would be undermined by facilitating ‘all moves’ at the junction.
- Members gave feedback on what they believed to be ‘problem areas’ which was when travelling downhill to Castle Street which was felt to be okay when quiet but took a long time at peak times. Also access across Desborough Road and Bridge Street – it was questioned who had right of way as there were no road signs in place. It was felt that the two way system would have little benefit to drivers, particularly those travelling from outside the Hub up Amersham Hill. The Team Leader – Infrastructure and Projects explained that the benefits of having a right hand turn at Easton Street did not outweigh the benefits as a whole.

- The Team Leader – Infrastructure and Projects gave the Committee an example of an informal crossing that he believed worked well, that of Spittal Street in Marlow.
- The Team Leader – Infrastructure and Projects assured Members that some of the new lampposts would be strong enough to take the weight of hanging baskets, banners and lighting.

The Team Leader – Infrastructure and Projects went on to explain that with regard to the compound, the intention was that the team would make a planning application with more office space/facilities size which would allow the project to be run more efficiently, but that an initial compound without the full facilities could be established under permitted development rights (a planning application was not required). Members noted that in addition a separate materials store was proposed at the junction of Easton Street and Abbey Way as well as another satellite compound in Cressex to serve the phase 6 works.

The Team Leader – Infrastructure and Projects explained to Members that the proposed area on the Rye was the most suitable option for the site compound. It was noted that these works would be an intrusion on the Rye and would last in duration of 9-10 months and the land on the Rye would be restored to its original condition.

It was noted that the phase works would be taking place at the same time as the works on Cressex Road and that the same contractor would be used. It was noted that £3.2million had been set aside for the proposed works.

The Chairman reminded Members, particularly those on the Planning Committee, that a planning application might be received in the future if the site needed to be enlarged or have a change of use, and that members of the planning committee might wish to refrain from making observations.

In the ensuing discussion about the compound the following points were noted:

- It was stated that the Rye was considered a jewel in High Wycombe's crown.
- Local Members were incredibly disappointed that they had not been consulted on the proposal and stated that the first they had heard of it had been at the beginning of May. The Team Leader – Infrastructure and Projects agreed to take that point back to the project team.
- That it had been stated that the contractor did not like having to share the entrance of Railway Car Park with the general public, something Members felt would also be an issue at the Rye.
- Concerns were raised about the nearby water plant that supplied 1million+ people.
- One Member stated that she would be writing to the Leader to ask why local members had not been consulted and when she / Cabinet had first heard about the Rye proposal.
- That this proposal would not preclude the use to showmen / fairgrounds but might encourage them to use alternative locations.
- It was questioned whether WDC would be receiving any revenue for this proposal and if so whether it could be used to improve the toilets on the Rye. The Team Leader – Infrastructure and Projects stated that he did know

about the revenue side of things but would ask the question. The Head of Planning and Sustainability, commented that this was a joint project which would be funded via a Government grant and CIL, so any charge for the use of the Rye would be funded from the project budget. It may be that there was an administration fee for issuing the license. It was noted that the contract included the land being put back to the same state as now.

- Vacant yards in Cressex Industrial Estate were suggested as an alternative location. The Team Leader – Infrastructure and Projects explained that location wise they would not be ideal from an operational perspective.
- A split site Railway Car Park and outside the WDC offices was suggested which would allow there to be compounds at either end of the site.

Councillor Tony Green proposed that the Committee asked the Leader to advise the relevant officers that the High Wycombe Town Committee (HWTC) did not support the issuing of a licence to Bucks County Council and contractors to use The Rye for the use of the compound, which Councillor Lesley Clarke seconded. Upon being put to the vote, this was agreed (no Member spoke against the motion or voted against it). Members of the Planning Committee abstained.

RESOLVED The Leader be asked to advise relevant officers and project team be advised that the HWTC does not support the issuing of a licence to Bucks County Council and contractors to use The Rye for the use of the compound.

6 VERBAL UPDATE ON THE PROGRESS OF AGREEING THE MEMORANDUM OF UNDERSTANDING (MOU) TO REPAIR / RENEW THE HIGH STREET

The Team Leader – Infrastructure and Projects gave Members a verbal update on the progress of agreeing the Memorandum of Understanding (MOU) to repair / renew the High Street.

It was noted that the majority of the High Street and surrounding areas were considered to be conservation areas.

Members were informed that over the years the Highway funding had never been in abundance so had focused on Category 1 defects which they had repaired with black top patchwork. It was noted that Bucks County Council had been responsible for the repairs made to the Town Centre and that better quality materials were used on an adhoc basis.

The Team Leader – Infrastructure and Projects explained that what had been missing had been a more formal arrangement. It was noted that WDC had drafted a memorandum of understanding which stated the willingness to fund repair works in the Town Centre using CIL. Members were informed that there was £106,000 in the capital programme to use for this purpose and that BCC would be responsible for carrying out monthly inspections. It was hoped the memorandum of understanding agreement, once signed, would ensure that the Town Centre was better and continually maintained in the future. Members were informed that it was hoped this agreement would be completed by the end of summer / end of September at the very latest.

The Chairman invited the County Councillor for the area in question, Councillor Lesley Clarke, to address the Committee. Councillor Lesley Clarke explained that unfortunately the change of staff at BCC had resulted in a delay with regard to the agreement being signed but that she hoped this could be done without further delay.

In the ensuing discussion the following points were noted:

- One Member stated that he would have preferred the money allocated to changing the road layout to have been spent on making repairs to the High Street.
- That it was believed acrylic grouting would be used to make repairs in the High Street.
- The Team Leader – Infrastructure and Projects explained that the quality of the repair works being done relied on the contractors appointed doing a good job. It was felt that improvements with regard to the quality of work had been made over the years.
- It was suggested that a single surface be used in the Pauls Row area which would in turn help people with mobility issues. The Team Leader – Infrastructure and Projects stated that he was unable to comment on the Paul's Row area but that it might be a subject that was revisited in the future. It was requested that if it was revisited that local Members be consulted.
- One Member stated that he believed the High Street needed to be decluttered from street clutter. The Team Leader – Infrastructure and Projects informed Members that decluttering took place in 2011 when a high volume of unnecessary street signs had been removed.

The Chairman thanked the Team Leader – Infrastructure and Projects for answering Members questions.

7 INFORMATION SHEETS

RESOLVED: That Information Sheet Q4 Budgetary Control Outturn 2017/18 be noted.

8 HIGH WYCOMBE TOWN COMMITTEE - FORWARD WORK PROGRAMME

The Committee's draft work programme looking ahead to March 2019 was presented for review.

It was requested that an agenda item be added for September to allow discussion on the financial information sheets. It was suggested that an item currently scheduled for September on 'Update from HWBIDCo' be deferred to make space for this item.

RESOLVED: That the forward work programme be noted subject to the request above.

Chairman

The following officers were in attendance at the meeting:

Mrs T Brown	Democratic Services Officer
Mr I Hunt	Democratic Services Manager
Mr J Callaghan	Team Leader (Environment and Infrastructure)
Ms E Jewell	Head of Community
Ms P Tollitt	Head of Planning & Sustainability

Planning Committee Minutes

Date: 25 April 2018

Time: 6.30 - 10.05 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, N B Marshall, H L McCarthy, Ms C J Oliver, S K Raja, N J B Teesdale, A Turner and C Whitehead.

LOCAL MEMBERS IN ATTENDANCE

Councillor A Collingwood
Councillor M Knight
Councillor D Knights

APPLICATION

16/08327/FUL
17/08165/FUL
17/08264/FUL

OBSERVING: Councillor R Raja

108 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the Planning Committee meeting held on 7 March 2018 be approved as a true record and signed by the Chairman.

109 DECLARATIONS OF INTEREST

Councillor M Asif: Application number 17/08165/FUL. Declared a personal non-pecuniary interest in the item. Councillor Asif explained he attended the Jubilee mosque but had no financial interest in the application mosque and did not receive anything from the application mosque.

Councillor Ms A Baughan: Application number 17/08165/FUL. Declared a personal non-pecuniary interest in the item due being a Ward Member and having worked on drama lessons and attended church that abutted the site. She also declared that she was a personal friend of the librarian. Councillor Baughan declared she had an open mind and therefore had not predetermined the application and would come to a decision after listening to the debate.

Councillor A Collingwood: Application number 16/08327/FUL. Declared a personal non-pecuniary interest in the item due to his son having played hockey at the application site.

Councillor T Lee: Application number 16/07347/FUL. Declared that he had predetermined the application with the comments that had been made public. He stated that he would speak as a Ward Member and then leave the Chamber before the debate and voting on the item occurred, thus taking no further part.

Councillor N Marshall: Application number 16/08327/FUL. Declared an interest in the item due to having donated his Ward Budget towards the scheme (which he felt

might have been perceived as bias). He stated he would leave the Chamber before the debate and voting on the item occurred, thus taking no part.

Councillor S Raja: Application number 17/08165/FUL. Declared that although he was a Muslim he had no affiliation with the application mosque and did not attend prayer sessions there.

110 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.

111 16/07347/FUL - FORMOSO AND LAND ADJACENT FORMOSO, KILN LANE, BOURNE END, BUCKINGHAMSHIRE, SL8 5JE

Members noted a revision of the recommendation which was set out on the Update sheet and also noted amendments to several Conditions.

Members voted in favour of the motion that the revised Officer recommendation be approved and that the Head of Planning and Sustainability be given delegated authority to grant Conditional Permission provided that a Planning Obligation was made to secure an Affordable Housing Contribution, or to refuse planning permission if an Obligation could not be secured.

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

The Committee was addressed by Councillor T Lee, the local Ward Member who, having declared an interest, then left the Chamber and took no part in the debate or voting on the item.

112 16/08327/FUL - MARLOW SPORTS CLUB, LOWER POUND LANE, MARLOW, BUCKINGHAMSHIRE, SL7 2AE

Members noted the Update sheet, in particular the addition of Condition 18:

The second floor of the building hereby permitted shall only be used for storage and to accommodate plant as shown on approved drawing number 1482/03 Rev A.

Reason: to prevent an over intensive use of the site and thereby reduce the likelihood of on-street parking in the surrounding area in order to minimise danger, obstruction and inconvenience to users of the adjoining highway and the amenity of local residents.

Following a lengthy debate, Members voted on a motion to refuse the application which Members voted against. Members then voted in favour of the motion to approve the application in line with officer's recommendation with the addition of the following amended Condition:

The use of the pavilion building hereby permitted shall be restricted to the hours of 0700 to 2300 hours on any day unless different hours of use are formally permitted by a licence granted by the Licensing Authority pursuant to the Licensing Act 2003 (or any Act, Order or Regulation amending or revoking and re-enacting the Licensing Act 2003)

Reason: in the interests of the amenities of adjoining neighbours

RESOLVED: that the application be approved with the additional Conditions stated above.

Councillor N Marshall declared an interest and left the Chamber at the beginning of the item and did not take part in the debate or voting on the item.

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

The Committee was addressed by Mrs Sally Stafford in objection and Mr Martin Grey, the applicant.

113 17/08094/FUL - GARAGES AND ACCESS ROAD, THE COTTAGES, BRICKS LANE, BEACONS BOTTOM, BUCKINGHAMSHIRE, HP14 3XG

Members voted unanimously in favour of the motion to refuse the application for the following reasons:

1. In the opinion of the Local Planning Authority, the proposed development would result in a dominant feature within the locality due to the scale, massing and design of the dwelling proposed which was not of a scale, form and design comparable to the adjoining development. The proposal would therefore adversely affect the open character of the Green Belt and the visual amenities of the Chilterns Area of Outstanding Natural Beauty. Therefore in the absence of any other material considerations, the proposal represented an inappropriate form of development in the Green Belt and a visually intrusive addition to the Chilterns Area of Outstanding Natural Beauty. As such the development would conflict with Policies GB4 (Built up Areas in the Green Belt), L1 (The Chilterns Area of Outstanding Natural Beauty), G3 (General Design Policy) and G8 (Detailed Design Guidance and Local Amenity) of the Adopted Wycombe District Local Plan to 2011 (as saved, extended and partially replaced); Policies CS9 (Green Belt), CS17 (Environmental Assets) and CS19 (Raising the Quality of Place-Shaping and Design) of the Core Strategy DPD (Adopted July 2008); and the Chilterns Building Design Guide.
2. In the opinion of the Local Planning Authority the proposed development would result in an un-neighbourly form of development by virtue of the proximity to the boundary with 1-4 The Cottages. The excessive mass and form of the dwelling would result in undue loss of outlook from the rear of the neighbouring properties and be dominant and overbearing in appearance to the detriment of its occupiers. The proposal was thus considered to be contrary to Policies G3 and G8 of the adopted Wycombe District Local Plan to 2011 (as saved, extended and partly replaced) and Policy CS19 of the Adopted Core Strategy Development Planning Document.

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

The Committee was addressed by Ms Eleanor Hurrell and Parish Councillor Neil Watson on behalf of Stokenchurch Parish Council in objection.

114 17/08165/FUL - MICKLEFIELD MOSQUE, CENTRE APPROACH, HIGH WYCOMBE, BUCKINGHAMSHIRE, HP13 7FY

Members voted in favour of the motion to refuse the application.

RESOLVED: that the application be refused.

The Committee was addressed by Councillor Ms A Baughan and Councillor M Knight, the local Ward Members.

Councillors Ms A Baughan, M Asif and S Raja declared personal interests and remained in the Chamber for the debate and voting on the item.

Councillor S Raja left the meeting following this item.

115 17/08264/FUL - ICKNIELD HOUSE, ASKETT VILLAGE LANE, ASKETT, BUCKINGHAMSHIRE, HP27 9LT

Members voted in favour of the motion that the Committee was minded to approve the application in contravention of the advice set out in the Chilterns Building Design Guide as the gates conserved the special character and appearance of the Area of Outstanding Natural Beauty (AONB) and did not impact adversely on the street scene in this location. So in accordance with the constitution the application was deferred to allow those objecting the opportunity for public speaking at a future meeting.

RESOLVED: that the application be deferred to a future date.

The Committee was addressed by Councillor D Knights and Councillor A Turner, the local Ward Members.

116 STANDING ORDER 14, PARAGRAPH 41

RESOLVED: As the meeting was still sitting at 22:00 hours, the Chairman moved that the meeting continue until the finish of business.

117 PRE-PLANNING COMMITTEE TRAINING / INFORMATION SESSION

The Committee noted that there would be no pre-Committee training/information session. The Chairman therefore agreed that if no request was forthcoming in the next two weeks, the next Committee meeting could start at 6.30pm.

118 APPOINTMENT OF MEMBERS FOR SITE VISITS

RESOLVED: That in the event that it was necessary to arrange site visits on Tuesday 29 May 2018 in respect of the agenda for the meeting on

Wednesday 30 May 2018, the following Members be invited to attend with the relevant local Members:

Councillors: Mrs J A Adey, S Graham, C B Harriss, D A Johncock, T Lee, N B Marshall, Mrs C Oliver, N J B Teesdale, A Turner, P R Turner and C Whitehead.

119 DELEGATED ACTION AUTHORISED BY PLANNING ENFORCEMENT TEAM

Members noted the Delegated Action Authorised by the Planning Enforcement team.

120 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.

121 CHAIRMAN'S ADDRESS

The Chairman remarked that this would be the last Planning Committee meeting of this current Municipal Year before Annual Council which was to be held on 14 May 2018. The Chairman wished for his thanks to be noted to his committee and to the Planning Officers for their time, dedication and advice. The Chairman also wished his thanks to be noted to the support officers from the Legal and Democratic Services departments. The Committee unanimously agreed and also thanked the Chairman.

Chairman

The following officers were in attendance at the meeting:

Mr K Asif	Technical Planning Officer
Ms G Hastings	Technical Planning Assistant
Mrs L Hornby	Senior Democratic Services Officer
Mrs J Ion	Principal Development Management Officer
Ms T Krykant	Planning Solicitor
Mr R Martin	Development Management Team Leader
Mr A Nicholson	Development Manager
Miss O Palmer	Legal Apprentice

Planning Committee Minutes

Date: 30 May 2018

Time: 7.02 - 8.40 pm

PRESENT: Councillor P R Turner (in the Chair)

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

Standing Deputies present: Councillors Mrs W J Mallen.

Apologies for absence were received from Councillors: A E Hill.

LOCAL MEMBERS IN ATTENDANCE

Councillor A Green
Councillor D Knights

APPLICATION

18/05438/VCDN
17/08264/FUL

1 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the Planning Committee meeting held on 25 April 2018 be approved as a true record and signed by the Chairman.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 PLANNING APPLICATIONS

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

4 17/07655/FUL - LAND SOUTH OF RIVER WYE AND FOUNDARY SITE BETWEEN TRANSLUX MILL AND CHAPEL LANE, HIGH WYCOMBE, BUCKINGHAMSHIRE

Members noted that this application was deferred prior to the meeting in order for further information to be sought.

This application was deferred to allow for outstanding issues raised by consultees to be clarified. It was also noted that the full list of proposed conditions was not published at the end of the report and this would allow an opportunity for these to be inspected prior to the consideration of the proposal.

5 18/05433/FUL - HUGHENDEN HALL, PLOMER GREEN LANE, DOWNLEY, BUCKINGHAMSHIRE, HP13 5XN

Councillor A Turner assumed the Chair for the duration of the debate of this application due to the Chairman, Councillor P Turner declaring the application was within his Ward.

Members voted in favour of the motion to approve the application.

RESOLVED: that the application be approved.

The Committee was addressed by Councillors Mrs W Mallen and P Turner, the local Ward Members.

The Committee was addressed by Mr Nick Morgan in objection and Mrs Deborah Tom, the applicant.

6 17/08264/FUL - ICKNIELD HOUSE, ASKETT VILLAGE LANE, ASKETT, BUCKINGHAMSHIRE, HP27 9LT

Members voted in favour of the motion to approve the application.

RESOLVED: that the application be approved.

The Committee was addressed by Councillors D Knights and A Turner, the local Ward Members.

The Committee was addressed by Mr Matthew Jeffs in objection.

7 18/05113/FUL - LODGE HILL VIEW, LEE ROAD, SAUNDERTON, BUCKINGHAMSHIRE, HP29 9NU

Members noted that this application had been deferred prior to the meeting for further information to be sought.

Following the Planning Committee site visit, this application was deferred prior to the Planning Committee meeting to allow further information regarding the use of the annexe to be established.

8 18/05438/VCDN - 35 AMERSHAM ROAD, HIGH WYCOMBE, BUCKINGHAMSHIRE, HP13 6QS

Members noted the Update Sheet and that Condition 11 had been corrected.

Members voted on a motion to refuse the application which Members voted against. Members then voted in favour of the motion to approve the application in line with officer's recommendation.

RESOLVED: that the application be approved.

The Committee was addressed by Councillors A Green and S Raja, the local Ward Members.

The Committee was addressed by Mr William Sprigge on behalf of the Amersham Hill Residents Association in objection and Mr Phillip Wayne, the applicant.

9 PRE-PLANNING COMMITTEE TRAINING / INFORMATION SESSION

The Committee noted that the commercial arm of the Council had prepared a proposal for the redevelopment of the former Bassetsbury Allotments site, Bassestsbury Lane, High Wycombe, to provide two-bedroom park homes with associated visitor parking and would make a presentation prior to the next Committee meeting on Wednesday 27 June at 6.00pm in Committee Room 1.

10 APPOINTMENT OF MEMBERS FOR SITE VISITS

RESOLVED: That in the event that it was necessary to arrange site visits on Tuesday 26 June 2018 in respect of the agenda for the meeting on Wednesday 27 June 2018, the following Members be invited to attend with the relevant local Members:

Councillors: S Graham, C B Harriss, H L McCarthy, Mrs C Oliver, N J B Teesdale, A Turner, P R Turner and C Whitehead.

11 DELEGATED ACTION UNDERTAKEN BY PLANNING ENFORCEMENT TEAM

12 FILE ON ACTIONS TAKEN UNDER DELEGATED AUTHORITY

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

Chairman

The following officers were in attendance at the meeting:

Mrs J Caprio	Principal Planning Lawyer
Mrs E Crotty	Principal Development Management Officer
Mrs L Hornby	Senior Democratic Services Officer
Mr P Miller	Technical Officer
Mr A Nicholson	Development Manager
Ms S Oborn	Design and Conservation Officer

Audit Committee Minutes

Date: 31 May 2018

Time: 7.00 - 8.04 pm

PRESENT: Councillor M C Appleyard (in the Chair)

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

Also present: Sue Gill (Ernst & Young) and Preeti Malik (Ernst & Young).

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Maria Grindley, Ernst & Young.

2 MINUTES

RESOLVED: That the minutes of the meeting held on 25 January 2018 be confirmed as a correct record and signed by the Chairman.

The Chairman informed the Committee that he had today passed the EY letter (with regard to governance arrangements) over to the Head of Finance & Commercial, David Skinner, for which he apologised to EY for the delay.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 2017/18 SERVICE PERFORMANCE: ANNUAL

The Committee were provided with an update on a selection of the corporate performance measures for Q4 (January – March).

It was reported that of the 42 performance measures reported by the Council none were more than 5% away from target. It was noted that service performance had been considered by Strategic Management Board on the 16 May 2018 and were due to go before Cabinet on the 4 June 2018.

The follow issues were highlighted:

- **Average time for processing new HB / CTB claims (days)** – The actual figure for March was 20.6 days. It was noted that there was a national shortage of benefit staff hence both Northgate and CAPITA were unable to match requirements last year. However, the team were being proactive and were training up two council tax staff to learn benefits in the coming months.

- **% of programmed food premises interventions carried out** – The data provided was provisional and it was expected that the actual performance would be better as inspections could take place up to 28 days after due date. It was noted that although this quarter's performance was off target the end of year performance was within target.
- **2018/19 Performance reporting** – The role of performance reporting was to measure delivery against the corporate plan. It was noted that during 2017/18 the corporate plan had been refreshed which now outlined what the Council wanted to achieve up until 2020. The performance metrics would be updated to reflect the refreshed corporate plan.

In the ensuing discussion the following point was noted:

- That the targets were reviewed at least annually – it was noted that some were set and measured locally and some were set by the Government.

RESOLVED: That the 2017/18 Services Performance Q4 (January – March) be reviewed to ensure the Council was performing at the appropriate level.

5 HEALTH AND SAFETY ANNUAL REPORT 2017/18 & WORK PROGRAMME 2018/19

The Committee considered the Health and Safety Annual Report 2017/18.

It was reported that overall 2017/18 had been a relatively quiet year for health and safety with the lowest number of reported accidents and incidents for the last 3 years. Members were informed that a reminder had already been sent out to all staff to remind them to always report all incidents or near misses. It was noted that good progress had been made to tackle the relatively few risk areas (such as properties like Saunderton Lodge and Booker Depot) that did exist and all WDC service areas had been active to ensure that health and safety issues had been well managed. Members were informed that improvement plans for both Booker and Saunderton had been developed which included training and guidance.

It was reported that the vast majority of the agreed actions on the Health & Safety work programme for 2017/18 had been completed. It was noted that the exceptions had been the introduction of new software for accident reporting and undertaking DSE Assessments. Progress on implementing the two new systems had been suspended as a result of the decision by Bucks County Council not to renew the Service Level Agreement with WDC to provide a health and safety service beyond 31 March 2018. It was reported that a competitive tender process had taken place which had resulted in the Council going into a new one-year partnership with Aylesbury Vale District Council, which would be reviewed in Autumn 2018.

In the ensuing discussion the following points were noted:

- It was noted that whilst the Service Level Agreement with Bucks County Council had worked really well the new Service Level Agreement with Aylesbury Vale was more cost effective to the Council.

- That the Corporate Health and Safety team had received no further complaints from staff parking in Easton Street Car Park following the new interventions by Parking Services to deter rough sleepers. It was noted that the problem with drug users and dealers using the public toilets still remained.
- It was suggested that the Council could compare itself to other Local Authorities with regard to best practice, but it was recognised that the Council's risk profile was already low, and the prevalence of accidents and incidents was also very low.
- There was some discussion about how Health & Safety was managed by contractors working on behalf of the Council, and it was emphasised that whilst the contractors had the day to day responsibility for ensuring safe working practices, the Council still retained overall responsibility to ensure that this was happening. Officers were asked to ensure that all services were actively managing health & safety within service contracts.

RESOLVED: That the Health and Safety Annual Report for 2017/18 be noted.

6 EY AUDIT PROGRESS REPORT

The Committee received EY's audit progress report, which summarised the work to date on the 2017/18 audit.

Sue Gill, EY, reported that work was about to proceed shortly on the draft audit.

Preeti Malik, EY, informed Members of the key findings during their interim visit which were noted as follows:

- No reconciliations had been undertaken for two months and the reconciliations for the period April – December had been completed incorrectly. It was noted that both issues had since been resolved.
- Early substantive testing had taken place with no issues noted.
- Value for Money had been considered with no issues noted.
- Other issues of interest would be sent to the Committee for discussion.

During the ensuing discussion the following points were noted:

- The 2017/18 accounts had been signed off by the Head of Finance & Commercial today and would be published on the Council website.
- Future EY fee reductions indicated value for money for the Council and the success of using PSAA for the appointment process.

RESOLVED: That the audit progress report be noted.

7 EY ANNUAL FEE LETTER 2018/19

The Committee received the EY Annual Audit and Certification Fees for 2018/19.

It was noted that the Council had decided to go through Public Sector Audit Appointments Ltd (PSAA) who had set the scale fee for 2018/19 financial year 23% lower than 2017/18 due to them having lower overheads, etc.

RESOLVED: That the EY Annual Audit and Certification Fees for 2018/19 be noted.

8 ANNUAL REVIEW OF THE AUDIT COMMITTEE'S TERMS OF REFERENCE

The Committee considered the Terms of Reference at Appendix A in the agenda.

It was reported that the following amendments were being suggested:

- Section 2 - Frequency of Meetings – had been revised to include the post of the Chief Executive along with the Corporate Director.
- Section 4 - Duties of External Audit – had been revised to reflect the planned roles of External Audit in 1) review of the Councils Financial Statements and 2) as the Independent Reporting Accountant for the Housing Benefit Subsidy Audit.
- Section 6 - Corporate Governance - reflected the latest CIPFA standard as regards establishing its corporate governance framework.
- Treasury Management – reflected the revision to transfer the responsibility for the approval of the Councils Treasury Management Strategy to Council under their reserved duty with the Audit Committee retaining the responsibility for the effective scrutiny of the Councils treasury management strategy and policies as a reserved duty of the Audit Committee.

The Committee was informed that if happy this would go before Cabinet and then Council via a separate report.

RESOLVED: That the Terms of Reference be approved.

9 PROPOSED INTERNAL AUDIT PROGRAMME 2018/19

The Committee received a report which presented the proposed Internal Audit programme for 2018-19. It was noted that the programme had been compiled after taking into account the following contributions:

- Areas of interest from the Chief Executive, the Corporate Director, the Council's S151 Officer and the Heads of Service;
- Areas of interest as determined by the Business Assurance Manager;
- Areas of interest from members of the Audit Committee.
- The Strategic Risk Register was used as this provided a useful reference point as regards risk and control.

In the ensuing discussion the following points were noted:

- That an inventory would take place with regard to the 'Fixed Assets and Inventories'.

- That the 'Cemetery' reference was the High Wycombe Cemetery. It was noted that South Bucks did the internal audit of the Joint Crematorium Committee (JCC). The Audit Risk and Fraud Manager agreed to contact his counterpart at South Bucks to ask when they last audited the JCC.
- It was suggested that emergency plans be addressed via the Risk Register and if satisfactory procedures were not felt to be in place then it could be reviewed. The Chairman requested that the Risk Owner for the Emergency Plan be invited to attend a future meeting and that it be added to the Committee Workplan for the July meeting.
- That the criteria used by the Council to select external auditors was the Public Sector Audit Appointments (PSAA) process.

RESOLVED:

- i) That the Internal Audit programme for 2018/19 be agreed.
- ii) The audit programme be reviewed half-yearly and reported as part of the Business Assurance Managers' half yearly report.

10 REVIEW OF THE ANTI FRAUD AND CORRUPTION POLICY

The Committee received the Review of the Anti-Fraud and Corruption Policy report.

It was reported that the Committee currently saw this policy on an annual basis and it was being suggested that this be changed to a two yearly basis going forward for 2018-2020. It was noted that there would be a caveat of delegated authority to the Council's S151 Officer, in consultation with the Chair of the Audit Committee to make amendments to the Policy in the meantime to reflect any changes in legislation or operational procedure.

RESOLVED: that the 2018-20 Anti-Fraud and Corruption Policy be noted and endorsed.

11 BUSINESS ASSURANCE MANAGER'S ANNUAL REPORT (INCLUDING THE LOCAL CODE OF GOVERNANCE)

The Business Assurance Manager's Annual Report for the year 2017-18 was presented to the Committee.

The Business Assurance Manager reported that in his previous report he had been concerned about the Councils Programme Management arrangements but that he was pleased to say that the new Corporate Director for Growth & Regeneration, Sue Bolter, was now in post and progress had been made in introducing a new board structure.

It was noted that Business Assurance Manager had raised concern about the Councils preparedness in relation to responding to a business continuity event either on a Service by Service basis or corporately. The Head of Finance and Commercial stated if Members felt it appropriate a desktop exercise and real life

scenario could be arranged with a report going before the Strategic Management Board.

It was reported that last year 19 audit reviews had been completed but that the High Level Cyber Security Review had not been undertaken due to programmed work within the Service, notably network penetration testing. It had been agreed that this review would be undertaken in 2018/19.

The Chairman requested a list of the key issues / points and when they would appear on the Committees workplan.

It was reported that with regard to Corporate Investigations the team took on 75% of referrals for further investigation. It was noted that the quality of referrals had improved. It was reported that during 2017/18 the team had applied a penalty in three cases amounting to £1,559. It was noted that a further two cases were awaiting prosecution one of which had gone to court this week.

The Chairman stated that the number of recommendations made on page 8 of the supplementary pack should total 59 instead of 58.

RESOLVED: That the Business Assurance Managers Annual Report for the period 31 March 2018 be noted.

12 DRAFT ANNUAL GOVERNANCE STATEMENT

The Committee received the report on the Draft Annual Governance Statement 2017-18 and the Local Code of Governance 2018.

It was noted that the Local Code of Governance (The Code) looked at what areas the Council was deficient in and looked for areas for improvement. It was felt that the Council was well managed with regard to its policies and procedures. It was noted that the overall summary could be found on page 35 of the supplementary document. It was reported that the "minded to" announcement (March 2018) by the Secretary of State with regard to the future of local government in Buckinghamshire had had an impact on the delivery of work streams during 2017/18 and those have therefore been restated in the Areas of Improvement Plan for 2018/19.

It was noted that the published Annual Governance Statement 2017/18 could be found on page 19 of the supplementary document. The key themes arising from the 2017/18 AAS process were reported to be people, use of resources, information governance and records management, business continuity and project management.

The Business Assurance Manager explained that the whistleblowing policy had been approved October 2018 and was waiting to be rolled out to all Council employees.

It was agreed that the Business Assurance Manager would arrange for a copy of the Whistle blowing Policy to be sent to all Members for information purposes only, as the Whistle blowing Policy was for Council employees.

RESOLVED: that the 2018 Local Code of Governance, the draft Annual Governance Statement for 2017/18 and the areas highlighted for improvement, prior to submission to the Leader and Chief Executive for formal sign off alongside the Annual Accounts be endorsed.

13 AUDIT COMMITTEE WORK PROGRAMME

The Audit Committee work programme as appended to the agenda was reviewed by the Committee.

It was agreed that the following item be added to the work programme for the 26 July:

- WDC's Emergency Plans / Procedure – the Risk Owner be invited to attend the meeting.

RESOLVED: That the forward work programme be noted and amended to include the above additional item.

14 INFORMATION SHEETS

RESOLVED: That the following Information Sheet be noted.

- i) 02-2018 Regulation of Investigatory Powers Act 2000 Annual Report 2018.

15 SUPPLEMENTARY ITEMS

The Chairman requested that it be recorded in the minutes that he felt the Audit and Corporate Investigation Team did a splendid job.

16 URGENT ITEMS

The Clerk distributed the response received from Red Kite Community Housing dated 20 April 2018. The Chairman requested that any comments on this response be emailed directly to him.

Chairman

The following officers were in attendance at the meeting:

David Skinner - Head of Finance & Commercial
Mike Howard - Business Assurance Manager

Tanya Brown - Democratic Services Officer
Jacqueline Ford - Corporate Policy Team Leader
Paul Spencer - Shared Support Manager

Standards Committee

Date: 5 June 2018

Time: 6.15 - 6.32 pm

PRESENT: Councillor C Etholen (In the Chair)

Councillors: D J Carroll, M Clarke, A R Green, R Newman, S Saddique and J Savage

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

1 APOLOGIES FOR ABSENCE

An apology for absence was received from Mr G Houalla.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES OF PREVIOUS MEETING

RESOLVED: That the minutes of the meeting of the Standards Committee held on 20 March 2018 be confirmed as a true record and signed by the chairman subject to the inclusion of Councillor S Saddique's apologies and in the attendee list inclusion of the words "(Parish Councillor) Mr" Nolan.

4 UPDATE ON THE INDEPENDENT PERSON VACANCY / APPOINTMENT

The report provided a further update on the Independent Person appointment which had been previously considered at the meetings of this Committee on 9 January and 20 March 2018. Members had been informed of the vacancy which existed as a result of the death of one of the Independent Persons and that consequently the Monitoring Officer had carried out a recruitment exercise to fill the vacancy. This process had now been concluded.

At the last meeting Members had also been informed that the currently serving Independent Person is willing to continue to serve for a further 5 years, a statement which had been welcomed by the whole Committee.

The Monitoring Officer reported that as a result of the recruitment exercise 2 applicants had ultimately applied. Each had a wealth of experience and both were very well qualified to carry out the role. The Monitoring Officer in collaboration with the Chairman of the Committee had conducted the interview process and had agreed that a recommendation should be sought by full Council to appoint Mr

Christopher Morley to the role of Independent Person to the Standards Committee, until 12 May 2023.

The report also sought a recommendation to Council to re-confirm Mr Gilbert Houalla's appointment until 12 May 2023. This would ensure 2 serving Independent Persons providing an adequate level of resilience within the role.

In response to a Member's question the Monitoring Officer expanded on the detail of Mr Morley's background and career history, outlining the various roles he had occupied and confirming that two very positive personal references had been received.

Members unanimously agreed that it be

RECOMMENDED: That

- (i) Mr Christopher Morley be appointed to the role of Independent Person under the Localism Act 2011 until 12 May 2023
- (ii) The term of office of Mr Gilbert Houalla as Independent Person under the Localism Act 2011 be re- confirmed until 12 May 2023

5 MODERN SLAVERY TRANSPARENCY STATEMENT - ANNUAL REVIEW

A report was submitted which requested approval of the publication of the revised Modern Slavery Transparency Statement (appended to the report) and its referral to Full Council at its July meeting for endorsement.

Members were informed that a first version of the document had been produced last year, and that in the same way as then, input on the revised version had been sought from officers working in Procurement, HR, Fraud Prevention and the Communities and Environment teams.

The report stated that the Modern Slavery Act 2015 placed a duty on large commercial organisations to publish Annual Statements setting out the steps taken to prevent slavery and human trafficking; although the publication of a statement was not obligatory for Local Councils, and whilst the statement did not completely mitigate the risk of such practices coming to light, it was good practice to publish such a statement. This would evidence that the Council took seriously its role in the prevention of modern slavery and as such had put into place robust steps to assist

in its prevention of slavery, servitude and forced or compulsory labour and human trafficking.

The Monitoring Officer informed Members that annual reviews of the statement would continue.

A Member suggested that under Employee Code of Conduct the sentence “The Council strives to maintain the highest standards of employee conduct and ethical behaviour and breaches are investigated” should read “The Council strives to maintain the highest standards of employee conduct and ethical behaviour and alleged breaches are investigated by line managers.”

The Monitoring Officer was content with this amendment and Members agreed.

RECOMMENDED: That subject to the amended wording above, the revised Modern Slavery Transparency Statement appended to the report be supported and approved for publication.

6 UPDATE ON ROLE OF THE MO / CODE OF CONDUCT PRESENTATION (TRAINING) TO B&MKALC ON 19 APRIL

Members were invited to note that a presentation had been given to the Bucks and Milton Keynes Association of Local Councils Conference (B&MKALC).

Members were informed that on 19 April 2018 the Monitoring Officer had been invited by the B&MKALC to conduct a presentation on the topics of the role of the Monitoring Officer and the Code of Conduct, within its conference on respect, trust and working relationships, with the intention of promoting good working relationships and behaviour within the town and parish councils.

The report also provided details of other key speakers that had been in attendance and the topics they had covered.

Members were informed that the feedback received from the (B&MKALC) following the presentation had been very positive, particularly with regards to its helpfulness in the promotion of increasing understanding and informing attendees in accordance with the aims of the conference.

Parish Councillor Mrs Stearn added that Hughenden Parish had indeed confirmed that the presentation conducted by the Monitoring Officer had been very well received.

RESOLVED: That the report be noted.

7 QUARTERLY UPDATE

The report provided a further overview of recent member conduct and complaint cases since the last meeting held on 20 March 2018.

It was confirmed that no complaints had been outstanding at the date of the last meeting. At the time of writing today's report, one new complaint had been anticipated which had now been submitted and was at Stage 1 of the process. Further progress would be reported to the next meeting.

The Chairman stated that whilst there was no room for complacency it was pleasing that the overall number of complaints remained low, which suggested that the need for good standards of behaviour was being taken seriously locally.

RESOLVED: That the report be noted.

8 DATE OF NEXT MEETING

The next meeting of the Standards Committee was scheduled to take place on Tuesday 9 October 2018 at 6.15pm in Committee Room 1.

Chairman

The following officers were in attendance at the meeting:

Iram Malik - Democratic Services Officer
Julie Openshaw - District Solicitor

Licensing Committee Minutes

Date: 7 June 2018

Time: 6.30 - 6.50 pm

PRESENT: Councillor A E Hill (in the Chair)

Councillors M Clarke, S Graham, A R Green, M A Hashmi, N B Marshall, I L McEnnis, S Saddique, R J Scott and A Turner.

Apologies for absence were received from Councillors: Ms A Baughan, C B Harriss, M Hussain and D Knights

1 MINUTES OF THE PREVIOUS MEETING

RESOLVED: that the minutes of the meeting of the Licensing Committee held on 28 March 2018 be approved as a correct record and signed by the Chairman.

2 DECLARATIONS OF INTEREST

There were none.

3 CONSIDERATION OF DRAFT REVIEW OF GAMBLING ACT 2005 POLICY

Members considered the report of the Draft Review of the Gambling Act 2005 Policy and noted that the policy did not take up much time within the District but was it was a requirement that a policy be produced. It was also noted that the Gambling Policy was required to be reviewed and re-consulted on every three years and that it had been three years since the last review and consultation. The amendments were noted through tracked changes within the document before the Committee and if the report were approved then a twelve week consultation would be undertaken to statutory bodies and interested parties although historically very few comments had been received, The finalised report would then be brought before the Committee at the next meeting for their approval which would then subsequently be taken before full Council for approval as there was a legal requirement to publish the Policy by the end of 2018.

Members noted specifically Section 2.4 – Local Area Profile and noted that it was an assessment of the local environment which identified key characteristics of the local area. Officers had researched other areas of the country and reported that there very many different variations of this particular part of the policy; some authorities went into a lot of detail whereas others used a one-liner. It was noted that Officer's had included a map of known anti-social behaviour within High Wycombe Town Centre, it being the main urban hub within the licensing district. It was also noted that only national chain gambling establishments were located within the District and, as a general rule, they tended to keep their own houses in order.

Members noted that the second change was within 2.5 – Local Risk Assessment and included matters such as expecting operators to take all matters into account when undertaking their Risk Assessments. It was noted that an inspection by a WDC Licensing Officer, in the presence of Mr Reynolds, the local Gambling Commission Compliance Officer, had been undertaken recently at a national chain gambling establishment that a Risk Assessment could not be produced at the time, but following a letter from the Licensing Officer, the Risk Assessment was produced.

In response to questions it was confirmed that the whole District constituted the Local Area in reference to 2.4 although it was noted that the only recognised problem area was High Wycombe town centre. It was also confirmed that there was no limit as to the number licenses for gambling shops an authority could issue.

It was also confirmed that each establishment was required to carry out its own Risk Assessment as each assessment was relevant to those particular premises and that WDC Licensing Officers had rights to enter establishments for inspection at any time. It was confirmed that the inspection referred to above had been an unannounced inspection.

It was confirmed that many licenses currently in operation had been issued in 2007 and since then only four additional licenses had been issued the last of which was four years ago.

With these changes agreed the Committee voted unanimously to approve the draft policy for the purposes of a consultation exercise.

RESOLVED: that the draft policy be subjected to a consultation exercise.

4 SUPPLEMENTARY ITEMS (IF ANY)

There were none.

5 URGENT ITEMS (IF ANY)

There were none.

Chairman

The following officers were in attendance at the meeting:

Nigel Dicker	- Head of Environment & Housing
Liz Hornby	- Senior Democratic Services Officer
Caroline Steven	- Licensing Team Leader
Brian Whittall	- Licensing Officer

Personnel and Development Committee Minutes

Date: 20 June 2018

Time: 6.05 - 6.34 pm

PRESENT: Councillor M Harris (in the Chair)

Councillors: M Appleyard, M Hashmi, Mrs W Mallen, S Saddique, Mrs J Teesdale and C Whitehead

1 APOLOGIES FOR ABSENCE

An apology for absence was received from G Hall

2 MINUTES

RESOLVED: That the minutes of the meeting of the Personnel & Development Committee held on 5 March 2018 be confirmed as a correct record and signed by the Chairman.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 POLITICAL RESTRICTIONS POLICY

A report was submitted which requested feedback and approval for the new Political Restrictions Policy, as attached at the appendix to the report.

Part 1 of the Local Government and Housing Act 1989 and the Local Government Regulations 1990, required all authorities to prepare, maintain and publish a list of posts which were identified as politically restricted.

The report stated that whilst the Council did not currently maintain or publish a list of politically restricted posts, it did have a process in place whereby posts designated as such were confirmed by letter to the relevant individuals.

The report specified that politically restricted posts fell into two categories. Those that were specified by legislation, and those which were sensitive, due to the requirement to provide information and advice to Members on a regular basis. Only those falling within the sensitive category had a right of appeal.

Members were informed that following approval of the proposed policy, all designated staff would be notified.

Members were informed that staff side had queried whether all posts identified on the list met the criteria of “providing advice on a regular basis” to Committees/Members. It was felt that the definition of the word `regular` was open to interpretation. In addition there was a difference between staff providing advice to an individual Member and staff providing advice to a Committee.

The presenting officer informed Members that Heads of Service had been consulted about the posts listed in the report. Furthermore neighbouring authorities had also been consulted and had adopted a similar approach on the designations, and the views of South East Employers had been sought.

The presenting officer explained that officers designated in the sensitive category had a right of appeal.

It was agreed that there would be no time limit to the appeal process (i.e. staff designated in the “sensitive” category) could appeal at any time.

Members also agreed that any politically restricted posts would be highlighted as such at the earliest possible stage of the recruitment process.

A Member sought some clarification as to the definition of politically restricted. It was specified that an employee could be a member of a political party, but that the restriction would substantially reduce the level of activities one could undertake for example in terms of campaigning or becoming a party official. This did not preclude working for a parish council so long as the individual was not sponsored by a political party.

RECOMMENDED: That the new Political Restrictions Policy be approved

5 REVIEW OF SMOKING POLICY AND FACILITIES ON THE QVR SITE

A report was submitted which requested comment and feedback on the proposal to convert the whole of the QVR site to a smoke free zone. SMB had considered the matter in February of 2018, and had been minded to recommend that a consultation be conducted with a view to making the entire site a smoke free area.

The report stated that if the proposals were adopted, the current smoking policy would be replaced by a new smoke free policy to become effective from 1 January 2019. This would include vaping/e-cigarettes. The report detailed the three main options with regard to the review of the approach to smoking on the QVR site and the provision of facilities for smokers:-

1. Retain the existing smoking area and policy (now covering vaping/e-cigarettes)
2. Retain existing policy but identify new location with covered shelter away from entrances to office buildings

3. Designate the QVR site as a smoke free site and remove the smoking area.

The presenting officer explained that following the Health Act 2006 which banned smoking in the offices, the practice had continued to take place at a designated smoking area (attached at Annex B) of the report. Members were informed that the current designated area may not be compliant with the legislation due to its proximity to the entrance to Albert House and that following the lease of Albert House a steady flow of complaints had been received regarding smokers congregating outside the entrance. In addition social attitudes regards smoking had also changed due to new legal responsibilities regards the monitoring of public health, and it was felt that this was an opportune time to review the smoking policy in its entirety. It was acknowledged that this change could not be undertaken without the consent of Members and officers and without a full and meaningful consultation on the matter with considerable notice of any changes to be implemented. The consultation would also provide an opportunity for consultees to put forward alternative proposals that had not been considered as a potential option.

It was emphasised that following the consultation, the matter would again be brought back to the Joint Staff Committee and this Committee with a recommendation to Council, subject to the outcomes of the consultation.

Another issue to be addressed within the discussion was the requirement to be present within core working hours (9.30am to 12 noon and 2.30pm to 4.00pm) and the need to sign out during breaks taken for the purpose of smoking absences. It was considered important that any breaks (including smoking breaks) be treated in the same way and that ordinarily breaks away from the offices be undertaken by staff outside of core hours and in officers' own time (i.e. officers are "signed out."

In considering the report before them and taking the views of the Joint Staff Committee into consideration, Members felt that they wished to present consultees with choices. It was therefore,

RESOLVED: That options (ii) and (iii) above be considered during the consultation process with regards to the review of the smoking policy.

6 DATE OF NEXT MEETING

The next meeting was scheduled to take place on Wednesday 21 November 2018 at 6pm

Chairman

Iram Malik	- Senior Democratic Services Officer
John McMillan	- Head of HR ICT and Support Services
Paul Spencer	- Shared Support Services Manager

Improvement and Review Commission Minutes

Date: 20 June 2018

Time: 7.00 - 7.35 pm

PRESENT: Councillor D Knights (in the Chair)

Councillors K Ahmed, M C Appleyard, A D Collingwood, A E Hill, M E Knight, Mrs W J Mallen, Ms C J Oliver, R Raja, J A Savage, D A C Shakespeare OBE, P R Turner, C Whitehead and R Wilson,

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

1. CHAIRMAN'S OPENING REMARKS

The new Chairman of the Improvement and Review Commission, Councillor Knights welcomed the members to the meeting and explained his future aims for the Commission.

Councillor Knights emphasised that he hoped to fulfil the role of Chairman to his best ability. He added that he would be happy to meet with any member of the Commission if they wished to discuss any issues to allow for a better understanding of views.

Councillor Knights explained that he was committed to good, effective and transparent scrutiny. His vision was for two clear functions, 'blue sky thinking' and supporting portfolio holders. It was noted that the aim was to assist with improved decision making and to demonstrate to the public that effective scrutiny was undertaken.

The Chairman highlighted that he was a fan of modernisation, the role of the Commission was crucial and he hoped to bring real change for residents.

2. APOLOGIES FOR ABSENCE

Apologies for absence were noted.

It was noted that Councillor Collingwood arrived late to the meeting and had provided apologies.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES OF THE PREVIOUS MEETING

RESOLVED: that the minutes of the meeting of the Improvement and Review Commission held on 14 March 2018 be approved as a true record and signed by the Chairman.

5. UPDATE ON THE ANTI-SOCIAL BEHAVIOUR IN THE DISTRICT TASK AND FINISH GROUP

The Chairman of the Anti-Social Behaviour (ASB) in the District Task and Finish Group, Councillor Chris Whitehead provided an update on the status of the Group.

Councillor Whitehead explained that ASB was difficult to define and included a large scope of problems such as road rage, vandalism and street drinking. The TFG were considering the issues and the level of the problem of ASB in the District.

It was noted that several representatives had been interviewed including representatives from the Police such as the Chief Inspector and stakeholders including Red Kite and the Wycombe Homeless Connection.

At a meeting the Police had informed the TFG there was a lack of resources and it was difficult to recruit new officers to the area. The Police indicated that the problem of parking in the town centre was an issue for prospective police officers. It was suggested that WDC could offer parking concessions to police staff to help with recruitment.

Councillor Whitehead explained that there were a number of different agencies and stakeholders involved in dealing with ASB. However no one was currently ultimately responsible and he believed that this should be changed.

The following points were also noted:

- There were 11 statutory and 9 non-statutory agencies involved and there was scope for modernisation.
- Street wardens could be considered.
- Passive begging was not a crime.
- The police had suggested low cost CCTV systems in off licences.
- There was a problem with public toilets being used by drug addicts. It was suggested to close these and have a scheme to use toilets in pubs and restaurants.
- A better night time economy in town centres deterred ASB.
- It was reported that there was a problem with beggars knocking on doors with a note asking for money.
- There was an Anti-Social Behaviour Policy at Wycombe District Council however it was uncertain if this was being implemented.
- Some councils had an app to report ASB and it was suggested that this type of reporting device could be used.
- There was a problem with very strong alcohol being sold by off licences.

Councillor Whitehead confirmed that further meetings had been scheduled to interview external stakeholders and to consider the final report recommendations. It was expected that the final report would be considered by the Improvement and Review Commission at its meeting in September 2018 and then onto Cabinet in September or October 2018 for consideration.

6. UPDATE ON THE RIVER WYE TASK AND FINISH GROUP

The Chairman of the Improvement and Review Commission provided the group with information regarding the Remaking the River Wye Task and Finish Group on behalf of Chairman Councillor McCarthy.

It was noted that there had been no further developments. The outcome of the economic assessment was expected to be available at the end of July 2018. The final recommendations report was then expected to be considered at the Improvement and Review Commission meeting in September 2018 and then onto Cabinet for consideration in September or October 2018.

7. COMMISSION WORK PROGRAMME & CABINET FORWARD PLAN

The Commission considered the work programme report featured along with the appended Cabinet Forward Plan and Commission Work Programme.

The Chairman of the Commission noted that the Budget Task and Finish Group would be established in the autumn to consider the draft budget in one phase from October to December 2018.

It was suggested new senior officers be invited to a future meeting to provide their views on the Council and update the Commission on future work plans.

8. COUNCILLOR CALL FOR ACTION

There were no Councillor Calls for Action.

9. SUPPLEMENTARY ITEMS

There were no supplementary items.

10. URGENT ITEMS

There were no urgent items.

Chairman

The following officers were in attendance at the meeting:

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

Regulatory & Appeals Committee Minutes

Date: 2 July 2018

Time: 7.00 - 7.10 pm

PRESENT: Councillor J A Savage (in the Chair)

Councillors A D Collingwood, R Gaffney, M Hussain JP, D Knights, I L McEnnis,
D A C Shakespeare OBE and Ms J D Wassell, A R Green

Apologies for absence were received from Councillors M Clarke, Mrs L M Clarke OBE,
C Etholen and R Raja

15 MINUTES

It was noted that Councillor Ian McEnnis was in attendance at the last meeting.

RESOLVED: That the minutes of the meeting of the Regulatory & Appeals Committee held on 27 November 2017, subject to the above, be confirmed as a true record and signed by the Chairman.

16 DECLARATIONS OF INTEREST

There were no declarations of interest.

17 COMMUNITY GOVERNANCE REVIEW (CGR)

The Electoral Services Manager introduced a report regarding a Community Governance Review (CGR) to be undertaken in the parishes of Lacey Green and Bledlow Cum Saunderton. If agreed the boundary changes would affect three properties.

It was noted that the report was to confirm to undertake the review, and for the Council to publish terms of reference and undertake a consultation with local residents and interested parties. The consultation results would be brought back to the Committee who would then decide whether to proceed with the final proposals. If agreed the changes would come into effect from January 2019.

In noting the financial implications, members felt that the parish council and land owners making the request should be approached to see if they could bear the administration costs of undertaking the consultation (printing, postage of consultation, etc.) Otherwise the District Council would meet the full cost of the review.

Recommendation to Council:

That approval be given for a Community Governance Review to take place in the parishes of Lacey Green and Bledlow Cum Saunderton.

18 COMMUNITY GOVERNANCE REVIEW (CGR)

The Chairman reported that this item had been withdrawn from the agenda.

Chairman

The following officers were in attendance at the meeting:

Ian Hunt - Democratic Services Manager
Matt Rae - Electoral Services Manager

COUNCIL SEATING PLAN 2018/2019

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

DSO	DS Manager	Chief Executive	Chairman	Councillor T Green	Vice-Chairman	Councillor P Turner	Corporate Director
				59		60	