



WYCOMBE
DISTRICT COUNCIL

Queen Victoria Road
High Wycombe
Bucks HP11 1BB

Council – Supplement - Minutes Special Council 26 November, Improvement & Review 28 November, Regulatory & Appeals 4 December 2018 and Public & Member Questions

Date: 10 December 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 10 December 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

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2	MINUTES	1 - 5
	To approve as a correct record the minutes of the meetings of Council held on 8 October 2018 and 26 November 2018 - Special Meeting (attached).	
4	QUESTIONS FROM MEMBERS OF THE PUBLIC	6 - 7
	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 3 December 2018. Questions will be submitted in the order in which they were received.	

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

5 QUESTIONS FROM MEMBERS

8 - 10

Questions to the Leader or any Cabinet Member must be submitted by 12 noon on Monday 3 December 2018.

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

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.

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.

14 IMPROVEMENT & REVIEW COMMISSION

11 - 15

To receive the minutes of and consider any recommendations from the following meeting:

- Improvement & Review Commission 28 November 2018
(attached)

15 REGULATORY & APPEALS COMMITTEE

16 - 20

To receive the minutes of and consider any recommendations from the following meeting:

- Regulatory & Appeals Committee 4 December 2018
(attached)

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For further information, please contact Peter Druce - Democratic Services Officer on 01494 421210, committeeservices@wycombe.gov.uk

Council Minutes

Date: 26 November 2018

Time: 6.30 - 8.21 pm

PRESENT: Councillor A R Green (in the Chair)

Councillors Mrs J A Adey, K Ahmed, Z Ahmed, M Asif, D H G Barnes, Ms A Baughan, S Broadbent, Miss S Brown, H Bull, M Clarke, Mrs L M Clarke OBE, A D Collingwood, C Etholen, R Farmer, R Gaffney, S Graham, G C Hall, M Hanif, M Harris, C B Harriss, A E Hill, A Hussain, M Hussain, D A Johncock, Mrs G A Jones, M E Knight, D Knights, Mrs J D Langley, A Lee, N B Marshall, H L McCarthy, I L McEnnis, B E Pearce, G Peart, S K Raja, R Raja, S Saddique, J A Savage, R J Scott, D A C Shakespeare OBE, N J B Teesdale, Mrs J E Teesdale, A Turner, P R Turner, Ms J D Wassell, D M Watson, C Whitehead, L Wood and Ms K S Wood and Honorary Alderman J M Blanksby.

Apologies for absence were received from Councillors Mrs S Adoh, M C Appleyard, D J Carroll, M A Hashmi, M Hussain JP, Mrs W J Mallen, R Newman and R Wilson and Honorary Aldermen E Collins, Mrs K Peatey and R Pushman.

50 MINUTES SILENCE FOR TONY ROBINSON & CHAUDHARY DITTA

The Meeting held a minute's silence in respect of the recent deaths of ex-District Councillors Tony Robinson and Chaudhary Ditta.

Councillor Robinson had served on the Council from 1974 to 1991 whilst Councillor Ditta had served from 2003 to 2015.

Both had represented High Wycombe Town Wards and had served as Mayor of High Wycombe.

51 DECLARATIONS OF INTEREST

The following Members declared that they were also serving Buckinghamshire County Councillors, but all remained in the chamber took part in the debate and voted on the recommendations:

Councillor Mrs L Clarke OBE
Councillor A Collingwood
Councillor C Etholen
Councillor C Harriss*
Councillor A Hussain*
Councillor D Shakespeare OBE
Councillor Mrs J Teesdale*
Councillor Ms J Wassell

Councillor D Watson
Councillor Ms K Wood

*additionally declared that they held Deputy Cabinet Member posts at Buckinghamshire County Council.

52 IMPLEMENTATION OF THE NEW DISTRICT UNITARY COUNCIL

The Leader of the Council outlined that the Report before Council represented a sad day as in taking the Single Unitary Authority for Buckinghamshire forward signalled the demise of the District Councils (including Wycombe District) and the County Council. But the project represented an exciting opportunity to shape and input into the future of local government in Buckinghamshire. It was emphasised that this was a merger of the 5 councils not a takeover.

The Report before Council sought approval for the process for agreeing the wording of the Council's representations to be made to the Secretary of State for Housing, Communities and Local Government in respect of the implementation of the new District Unitary Council for Buckinghamshire. It also sought to ensure that sufficient resources were available to enable the authority to respond to the requirements of the proposed orders and to support transition within the Council.

The Leader handed over to Ms K Satterford (Chief Executive) and Ms C Whitehead (Head of Democratic, Legal & Policy Services) for their presentation on the project. This outlined:

- The journey to date;
- The written ministerial statement, within which was the key 'New Unitary **District** Council' wording;
- The choice between 147 or 98 members on the new council;
- The option to cancel District Council elections due May 2019;
- Additionally in the ministerial statement, that the new authority was 'not a continuing authority' (detail was then given on how Continuing Authorities (not what was happening in Buckinghamshire) had been effected in Durham, Cornwall and Wiltshire);
- A Non-Continuing Authority example effected in Dorset. The Orders being laid before Parliament for Buckinghamshire would be much like the Orders for Dorset;
- The role of the Shadow Executive;
- The options for choosing the Leader of the Shadow Executive; and
- The planned Transition cost sharing and the key future dates.

The Leader gave notice that she wished to withdraw recommendation (v) from the report. Additionally recommendation (ii) was to be amended in that reference to 'discussions with the County Leader, Ministers and other parties' should read 'discussions with the County **and District** Leaders, Ministers and other parties'.

Questions, comments and debate followed as outlined below. During that debate, a motion was proposed and seconded to adjourn the meeting for 30 minutes. Upon being put to the vote, the motion was lost.

- It was confirmed that there was still the option of a legal challenge to the Written Ministerial Statement;
- It was seen as a sensible cost-effective move to put off the District Council elections due for May 2019;
- Officers indicated that in respect of job losses, it was too early to give detail on these, senior management were most at threat. How much was done before 2020 was open to debate. A number of staff may well transfer over en bloc. Liaison and communication with staff, HR departments and Trade Unions was being initiated;
- It was confirmed that using the current County Council Divisions (be it for 2 or 3 members each) would ensure roughly the same number of voters represented per Member. A subsequent Boundary Review after the establishment of the New Council would remove any discrepancies;
- The set-up of the Shadow Executive Board would be on the basis of current Governance legislation appropriate to the Authorities in that Executives were not subject to political balance;
- The ministerial statement contained both decisions of the Minister and issues where the 5 authorities were invited to comment. The date of implementation of 2020 was the former; a decision;
- It was confirmed that a team to support the Shadow Executive was to be set up including an Interim Head of Paid Service, a Section 151 Officer (Finance Head) and a Monitoring Officer (Legal Head). Additionally extra capacity was likely to be needed across authorities for all the extra work generated by the merger on top of continuing to deliver current services seamlessly;
- A member queried whether the pension funds were paid up to date across the 5 authorities, seeking assurance that WDC funds would not be utilised to pay shortfalls elsewhere. The Leader agreed to provide a written response in relation to this;
- Members noted that to start the new authority with 147 members could be the best course of action, cutting down member numbers thereafter was easier than increasing them in terms of public acceptance;

- The need to treat staff uniformly and fairly in terms of reorganisation across the 5 authorities merging was acknowledged;
- Possible names for the new authority were discussed;
- It was acknowledged that Public Consultation had been considered by the Secretary of State and accounted for in his decision;
- It was outlined that equal proportionality for the Districts despite their size ensured the best share of input across the 5 authorities going forward;
- The importance of the scrutinising role of the Member Group on Modernising Local Government was emphasised, the Membership of the Group was also noted; and
- The need to postpone Parish & Town Councils alongside the District Councils to ensure future elections for various tiers could be scheduled together to minimise costs was noted.

The Leader agreed to circulate to Members the representations that would be submitted to the Minister for Housing, Communities and Local Government in response to the Written Ministerial Statement and the proposed content of the Structural Change Orders.

RESOLVED: That:

(i) delegation of the wording of the representations to be made to the Minister for Housing, Communities and Local Government in response to the Written Ministerial Statement (WMS) and the proposed content of the Structural Change Orders on single tier arrangements for Buckinghamshire be given to the Chief Executive in consultation with the Leader;

(ii) it is noted that the Leader of the Council will continue to take part in discussions with the County & District Leaders, Ministers and other parties with a view to taking forward the implementation, provided that where decisions were required from this authority these will be made in accordance with existing governance requirements;

(iii) meetings of the Member group on Modernising Local Government be re-established to act as a consultative body on the wording of representations and implementation; and

(iv) it is noted that there is a need to set aside a provisional budget in 2019/20 for the delivery of the implementation to include the proportion of the costs of the Shadow Authority as may be required; such as project management resource and any other costs in 2019/20 that may fall directly to WDC subject to a review at year end by the Head of Finance and

Commercial in consultation with the Portfolio Holder for Finance & Resources.

Chairman

The following officers were in attendance at the meeting:

Peter Druce	- Democratic Services
Ian Hunt	- Democratic Services Manager
Karen Satterford	- Chief Executive
Catherine Whitehead	- Head of Democratic, Legal & Policy.

Agenda Item 4

WYCOMBE DISTRICT COUNCIL

COUNCIL MEETING

Monday 10 December 2018

AGENDA ITEM 5

Questions from Members of the Public

1. Question from Mr N Vickery JP to the Leader of the Council.

Can the Leader of the Council please set out her and her Cabinets position on the future of Governance for the Town of High Wycombe post Unitary Authority launch in April 2020?

Verbal reply to be given by Councillor Ms K Wood (Leader of the Council).

2. Question from Mr R Colomb to the Cabinet Member for Finance & Resources.

In view of the impending demise of Wycombe District Council and its replacement by a Unitary Authority subsuming all the District and County Authorities, what steps is this Authority taking to ensure that the hard earned reserves that have been accumulated over the years and as you stated two Council Meetings ago are earmarked for projects within the District are in fact spent on these District projects and not lost to other priorities in other parts of Buckinghamshire?

Verbal reply to be given by Councillor D Watson (Cabinet Member for Finance & Resources).

3. Question from Mr P Crotty to the Cabinet Member for Housing.

In 2011 WDC sold assets including all of our council housing stock to Red Kite for just a few percent of its value.

What action does WDC propose now that Red Kite is proposing to sell some of those assets via subsidiary companies without having created the now overdue Star Block development under its contract with WDC?

Verbal reply to be given by Councillor Mrs J Langley (Cabinet Member for Housing).

4. Question from Dr L Derrick to the Leader of the Council.

WDC's website says it is the responsibility of councillors to "represent constituents and help with their enquiries".

Can Cllr Wood confirm that she believes that as a minimum Ward Councillors should respond when approached by local constituents?

Verbal reply to be given by Councillor Ms K Wood (Leader of the Council).

5. Question from Mr A Walker to the Cabinet Member for Economic Development & Regeneration.

Would the Council be prepared to suspend the attempt to Compulsory Purchase the Brunel Shed in the forecourt of High Wycombe Station for up to three months, whilst a group of Community Based Organisations seek to develop an alternative plan for the re-generation and re-purposing of the Building?

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

Agenda Item 5

WYCOMBE DISTRICT COUNCIL

COUNCIL MEETING

Monday 10 December 2018

AGENDA ITEM 6

Questions from Members

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

The multi-year capital programme envisages spending in excess of £86M after the date of unitarisation.

Would the leader like to inform us of the mechanism which will guarantee that these commitments will be met?

Verbal reply to be given by Councillor Ms K Wood (Leader of the Council).

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

As the Bucks County Council consultation on Early Help Services comes to an end this week we are closer to knowing which Children's Centres are going to be closed. In the proposals this includes the closure of both east Wycombe Children's Centres at Ash Hill School in Micklefield and the Hampden Way centre which serves Totteridge and Bowerdean.

It has been suggested that local residents and organisations could be offered the chance to keep these facilities open. What support could Wycombe District Council offer to help residents who wanted to do this?

Verbal reply to be given by Councillor Ms K Wood (Leader of the Council).

3. Question from Councillor B Pearce to the Leader of the Council

Do you agree with me that now it is likely we will be having a Unitary Authority (a shame it's not going to be two) that it would be a good and prudent idea if a sub-committee could be set up in order to discuss the possibility of having a High Wycombe Town Council?

This committee could be comprised of local councillors and other individuals who have previously shown an interest in this subject.

Verbal reply to be given by Councillor Ms K Wood (Leader of the Council).

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

In October WDC cabinet approved AQAP responding to poor air quality around High Wycombe mainly from traffic. This plan was a watered down version from the aspirations of the steering group who were involved in its early stages. The plan fell short of addressing the challenging but fundamental issues of how to get people out of their cars and onto their feet, cycles and public transport. Also through public consultation 41 respondents submitted in depth comments and suggested amended actions. Yet no change to draft plan was made.

Are these consultations just a waste of time and provide good reasons for people to become cynical about consultations?

Verbal reply to be given by Councillor Mrs J Adey (Cabinet Member for Environment).

5. Question from Councillor M Harris to the Cabinet Member for Environment

Given the publicity around plastic in our oceans, I have residents asking what happens to the plastic in their recycling bin if it is recyclable. They would also like to know what happens if it's in the recycling bin but is not recyclable. And what if they put recyclable products in the landfill bin by mistake.

Could I ask the Cabinet Member to clarify the processes?

Verbal reply to be given by Councillor Mrs J Adey (Cabinet Member for Environment).

6. Question from Councillor M A Hashmi to the Cabinet Member for Finance & Resources

Online shopping has become a fact of life and continues to grow.

Is it not time for WDC to seriously consider the overhaul of the business rates system so that high street shops are not paying four times as much in business rates as their online rivals?

Verbal reply to be given by Councillor D Watson (Cabinet Member for Finance & Resources).

7. Question from Councillor K Ahmed to the Cabinet Member for Environment

Wycombe District & Chiltern District councils' are currently undertaking a procurement exercise to seek tenders for a new 10 year contract to provide a joint waste, recycling and cleansing contract.

Given that the future of these councils in their existing format is limited, therefore is it wise to tie them into a 10 year contract?

Verbal reply to be given by Councillor Mrs J Adey (Cabinet Member for Environment).

8. Question from Councillor B Pearce to the Cabinet Member for Economic Development & Regeneration

When the Pound Shop closed in High Wycombe, we were all concerned that yet another empty shop had appeared on the High Street but lo and behold, a shop very similar opened within a very short time of the initial closure.

Was this a pure coincidence or was this due to hard work by council officials?

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

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

A survey by the Gambling Commission has found that 89% of pubs failed to prevent children playing 18-plus gaming machines. The LGA has joined the Gambling Commission in calling on the industry to address the findings of this report and take urgent action to prevent young people from developing possible gambling problems as they grow older.

Surely WDC will be coming into contact with people impacted by gambling through a range of services, including housing and homelessness, financial inclusions and addiction services. This survey sends a clear signal that addressing problem gambling is a priority not just for public health and licensing but for the whole council and its wider stakeholders, thereby facilitating cooperation across departments and with local communities and partners.

What actions are WDC taking to strengthen work in this area?

Verbal reply to be given by Councillor Mrs J Adey (Cabinet Member for Environment).

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

Last December I asked you a question about Frogmoor and wanting to reclaim it as a place where all members of our community could feel welcome and safe.

Could you give us an update on what progress has been made to both reduce antisocial behaviour and generally improve the public realm in that part of High Wycombe?

Verbal reply to be given by Councillor Ms K Wood (Leader of the Council).

Improvement and Review Commission Minutes

Date: 28 November 2018

Time: 7.00 - 8.13 pm

PRESENT: Councillor D Knights (in the Chair)

Councillors M C Appleyard, H Bull, Mrs L M Clarke OBE, A D Collingwood, A E Hill, H L McCarthy, Ms C J Oliver, R Raja, C Whitehead and R Wilson,

Apologies for absence were received from Councillors K Ahmed, M E Knight, Mrs W J Mallen, R Newman, J A Savage and D A C Shakespeare OBE

20. DECLARATIONS OF INTEREST

There were no declarations of interest.

21. MINUTES OF THE PREVIOUS MEETING

RESOLVED: that the minutes of the Improvement and Review Commission held on 12 September 2018 be approved as a true record and signed by the Chairman.

22. CABINET RESPONSES TO THE ANTI-SOCIAL BEHAVIOUR IN THE DISTRICT TASK AND FINISH GROUP

The Commission considered a report that provided the Cabinet responses to the Anti-Social Behaviour in the District Task and Finish Group (TFG) recommendations.

The Commission discussed the responses and a number of points were made as follows:

- It was disappointing that recommendation 3 had not been fully supported as the current ASB data was unreliable. However it was suggested that it would be bad practice to have duplicate performance measures monitoring ASB.
- The increase of the frequency of the Community Safety Strategy Group meetings to bi-monthly was welcomed.
- There was no timeline for the public toilets investigative work. It was requested that a list of all public toilet closures be provided, with information on when they were reopened and any related issues.

- The partial response from Cabinet regarding recommendation 5 was disappointing and it was noted that the provision of free parking had been rejected. There was also no timeline for a response from the Chief Constable regarding the long waiting times for the TVP 101 number.
- It was noted that Cabinet had agreed the funding for 3 FTE street wardens for the current financial year. It was reported that at the Cabinet meeting a discussion had included that the street wardens would be District wide and a joint venture with HWBIDCo and TVP. The Commission noted that further clarity regarding this matter was needed from the Cabinet Member for Community.
- Some Members supported the rejection of free parking for TVP staff and commented that this was the responsibility of TVP. However it was noted that this had been a direct request from the Chief Constable of TVP at a TFG meeting.

The Chairman of the TFG, Councillor Whitehead expressed his disappointment that only one recommendation out of 10 recommendations was fully supported. He noted that two were already supported, four were partially supported, two were not supported and one was being investigated. It was suggested that an addition report could be presented to Cabinet regarding these responses.

The Commission agreed that the Cabinet Member for Community be invited to the next meeting to provide further information and details regarding the Cabinet response to the recommendations. Also it was resolved that the Chairman of IRC would write back to the Leader expressing concerns in the lack of detail in Cabinet's original response to the Task and Finish Group and point out the Commission's disappointment with the response. Questions would be asked about who would be responsible how and where the response would be undertaken.

RESOLVED: That

- i) The Cabinet Member for Community be invited to the next meeting of the Improvement and Review Commission.
- ii) The Chairman of IRC would write to the Leader regarding the Cabinet's original response to the Task and Finish group.
- iii) The Cabinet responses be noted.

23. REPORT OF THE REMAKING THE RIVER WYE TASK AND FINISH GROUP

The Commission considered and discussed the report of the Remaking the River Wye Task and Finish Group (TFG). The Chairman of the TFG, Councillor McCarthy explained that the report had been presented to the High Wycombe Town Committee on 13 November. There had been a varied discussion and a number of queries were raised. Councillor McCarthy noted that the report had been well received and a majority of the Committee had supported the recommendations.

The Commission noted the following comments from the High Wycombe Town Committee as follows:

- That sufficient water flow be made available to the river.
- That the public should be consulted on the reopening of the river.

The report was discussed and a number of points were made:

- Health and safety protocols would be in place so that accidents, such as people falling into the river, would be prevented.
- Regarding pollution, it was explained that pumping further down the river was expected to end; this would improve the flow rate of the river and prevent stagnation. There would be roadside drainage to avoid pollution from the road to the river and the Environment Agency had not yet raised any issues.
- It was noted that members of the TFG, and others had visited the river restoration works undertaken by the Chiltern Rangers on behalf of WDC and the Revive the Wye group. It was reported that this had been an interesting and helpful tour. The Commission agreed that this visit should be noted in the TFG report.
- It was suggested that the community should not only be consulted but also be involved in the restoration works, such as the work with schools undertaken by the Chiltern Rangers. .

The Commission also agreed to include in the report that the Leader and Deputy Leader were in attendance at the High Wycombe Town Committee meeting.

Also that recommendation 7 be amended to read as follows:

- To recommend funding the works from its CIL & capital programme.

The Chairman of the TFG confirmed that the amendments would be made to the report before submission to Cabinet on 17 December. He also thanked Phil Simpkin, Natural Environment Officer and Jemma Durkan, Democratic Services Officer for their work with the Group.

The Commission also thanked Councillor McCarthy for his professional manner and noted his ability and experience in dealing with the subject.

24. COMMISSION WORK PROGRAMME & CABINET FORWARD PLAN

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

The Chairman of the Budget Task and Finish Group, Councillor Collingwood reported that the TFG would be meeting on 29 November to consider the draft Capital and Revenue Budget with follow up meetings in December and early

January. The findings of the Budget TFG would be brought to the Commission meeting in January.

The Chairman of the Commission suggested that the date of the next meeting be moved to allow time for the Budget TFG findings to be considered.

It was also suggested that an update from the Cabinet Member for Housing be provided to the Commission regarding the Licensing of Houses in Multiple Occupation (HMOs).

The following items were suggested as possible items for future task and finish groups -

- Future of car parking in the District – this could also include issues regarding parking on verges.
- The future of the Brunel Shed.
- Unauthorised gypsy and traveller encampments.
- Joint Waste Contract.
- Provision of Temporary Housing in the District.
- Waste Recycling.

The work programme suggestion form would be circulated to the members for completion.

RESOLVED: That

- i) The date of the next Commission meeting be moved to 24 January 2018,
- ii) The Cabinet Member for Housing be invited to update the Commission on Licensing of Houses in Multiple Occupation,
- iii) The Commission Work Programme and Cabinet Forward Plan be noted.

25. COUNCILLOR CALL FOR ACTION

There were no Councillor Calls for Action.

26. SUPPLEMENTARY ITEMS

There were no supplementary items.

27. 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: 4 December 2018

Time: 7.00 - 7.36 pm

PRESENT: Councillor J A Savage (In the Chair)

Councillors: Mrs L Clarke (OBE), M Clarke, A Collingwood, R Gaffney, A R Green, I McEnnis, R Raja, D Shakespeare (OBE) and Mrs J Wassell.

19 APOLOGIES FOR ABSENCE

Apologies for absence were received from C Etholen.

20 MINUTES

RESOLVED: That the minutes of the meeting of the Regulatory and Appeals Committee held on 2 July 2018 be confirmed as a true record and signed by the Chairman

21 DECLARATIONS OF INTEREST

There were no declarations of interest

22 ANIMAL WELFARE REGULATIONS 2018

A report was submitted which sought agreement for the adoption of the provisions of the Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018, and approval for the introduction of fees payable from animal licensing applications. The report also requested that the Head of Housing and Environment be given delegated authority to carry out the powers and functions contained within the regulations.

The report stated that the provisions of the Animal Welfare Regulations 2018 had come into force on 1 October 2018, under the Animal Welfare Act 2006 and would contribute to a thriving economy by providing protection from crime and allowing lawful businesses to continue to operate. The new regulations would introduce an updated licensing system in England for five activities involving animals, namely selling animals as pets, boarding for cats or dogs, hiring out horses, dog breeding and keeping or training animals for exhibition.

Members were informed that if an applicant was running more than one licensable animal related activity each would be assessed separately and set out in one licence. Existing licences granted under the old legislation that were in force on 1 October 2018 would remain valid until the expiry date and would then be renewed

under the new regulations. Refusal to grant a licence would be subject to an appeal hearing by a panel of Members drawn from the Regulatory and Appeals Committee.

It was emphasised that the inspection process under the new regulations would be much more comprehensive requiring a qualified inspector to conduct the inspections. Under the new arrangements the relevant premises would be provided with a `risk rating` based on the level to which it met the standards set out in the regulations and guidance. This would fundamentally determine the length of the licence issued for a period of between 1-3 years. In addition it would become necessary for the inspector to hold a level 3 certificate granted by a body recognised and regulated by the Office of Qualifications and Examinations Regulation`.

The report also gave mention to the revised fees as set out at (Appendix A) to the report. This specified that they had been costed to reflect actual officer time required and would be revised annually to ensure that they continued to do so and therefore be cost neutral to the Council.

A Member queried whether the provisions of the new regulations would encompass the increasing level of dog walkers in the district. The presenting officer confirmed this in the affirmative where as part of the service they also took them home, stating that this was an additional area the legislation sought to address. Another Member sought clarification on how officers would differentiate between commercial breeders and those dog keepers who carried out this activity as a hobby. The presenting officer stated that officers would rely on local information regarding those breeders operating as a business, and thereby be required to hold a dog breeding licence.

RECOMMENDED That:

- (i) The provisions of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 be adopted
- (ii) The powers and functions contained within the new regulations be delegated to the Head of Housing and Environment
- (iii) The fees payable in connection with animal licensing applications be introduced

23 POLLING DISTRICT AND POLLING PLACES REVIEW 2018

A report was submitted which requested that feedback from the consultation responses received with regard to the changes to Polling Districts and Polling Places as set out at Appendix E to the report be considered and agreed. This would then be referred to Council for its endorsement at its meeting on 10 December 2018.

The report stated that the Polling District and Polling Places review had commenced within the Wycombe District on 1 October and had ended on 29

October 2018. A total of 13 responses had been received ranging from no change to several location changes based on necessity, convenience and fairness of allocation.

The report highlighted that the statutory responsibility for reviewing parliamentary polling districts and places rested with WDC. The legislative requirements regarding their designation were summarised at paragraph 8 of the report.

A polling district was defined as a geographical area created by a sub division of a UK parliamentary constituency for the purposes of a UK Parliamentary election. The Polling Place was defined as the building or area in which polling stations would be selected by the Returning Officer, ensuring that stations were within easy reach of all electors from across the district.

A full summary of the responses received were set out in Appendix E of the report and Members were invited to consider whether to (i) agree all the changes advised, or (ii) to reject all of the recommendations listed and to maintain the status quo, or (iii) to amend the arrangements to reflect some of the suggestions made.

A Member commented on the possible move of Chiltern Wood School polling station to Mapledean Nursery, stating that this would not be a viable solution as there was a single track road to get to both Mapledean and to the school causing various problems with limited parking spaces.

Another Member asked what was being done to rectify the issue of having polling stations in a different ward to which it served. It was emphasised that these situations were due to necessity in the struggle to find suitable locations for use. Due to the level of expense, mobile stations were not considered to be a viable option.

Members considered the responses in some detail, and agreed the following for recommendation to Council.

Chiltern Wood School (WA Abbey) - No change (status quo)

Oakridge School (WB Abbey) – No change (status quo)

Micklefield Community Centre (WK) – The polling district to be split and have the second polling place at Hicks Farm Rise Community Room.

Clare Foundation (AD) – Move to Golden Cross Public House.

RECOMMENDED: That the changes to the Polling Districts and Polling Places as set out at Appendix E to the report be agreed, subject to the comments set out above.

A report was submitted which requested that a minor amendment be made to the parish boundary within Lacey Green and Bledlow cum Saunderton, whereby 3 properties currently in the Lacey Green parish would be moved to that of Bledlow cum Saunderton. Based upon this parish amendment a formal request would need to be made to the Local Government Boundary Commission for England for a consequential amendment to the ward boundaries between the two parishes. A map of the existing boundary and the proposed boundary were attached at Appendix A to the report.

The Full Council meeting scheduled for 10 December would then consider whether to approve the requested change.

The report highlighted that WDC as the principal council had agreed to undertake a Community Governance Review in July 2018 to amend the electoral arrangements of the parish council. As such a consultation of local resident and other interested parties had been conducted in the relevant parishes running for a 3 week period from 8 - 29 October. A total of two responses had been received following 8 individual letters having been sent to residents of three properties that the change would affect. These were presented at paragraph 15 and 16 of the report.

The report stated that any changes agreed to the electoral arrangements would become effective from the next full parish elections, currently scheduled for May 2019. Due to the recent announcement however for the creation of a single unitary council for the whole of Bucks as of 1 April 2020, there was a possibility that the parish elections may be moved.

A Member questioned the cost and officer time implications if this minor change was effected. The presenting officer reassured the meeting that this would be minimal in both cases.

RECOMMENDED: That

- (i) A minor change to the parish boundary be made to move 3 properties from the parish of Lacey Green to the parish of Bledlow cum Saunderton.
- (ii) A formal request be made to the Local Government Boundary Commission for England for a consequential amendment to the ward boundaries between Bledlow and Bradenham and Lacey Green, Speen and the Hampdens District wards based on the defined Parish amendment.

Chairman

The following officers were in attendance at the meeting:

Ian Hunt - Democratic Services Manager

- Iram Malik - Democratic Services Officer
- Matt Rae - Electoral Services Manager
- Neil Stannett - Environmental Services Manager