

# Public Document Pack

Visit <https://www.wycombe.gov.uk/councilmeetings> for information about councillors and email alerts for meetings



**WYCOMBE**  
**DISTRICT COUNCIL**

Queen Victoria Road  
High Wycombe  
Bucks HP11 1BB

## Council

Date: 1 April 2019  
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 1 April 2019 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	<b>APOLOGIES FOR ABSENCE</b> To receive apologies for absence.	
2	<b>MINUTES</b> To approve as a correct record the minutes of the meetings of Council held on Thursday 21 February 2019.	1 - 29
3	<b>DECLARATIONS OF INTEREST</b> 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 25 March 2019. Questions will be submitted in the order in which they were received.

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

#### **6 QUESTIONS FROM MEMBERS**

Questions to the Leader or any Cabinet Member must be submitted by 12 noon on Monday 25 March 2019.

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.

<b>Item</b>	<b>Page</b>
<b>7</b>	<b>PETITIONS</b>
	(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 25 March 2019.
	(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).
<b>8</b>	<b>CABINET</b> <span style="float: right;">30 - 34</span>
	To receive the minutes of and consider any recommendations from the following meeting(s):
	<ul style="list-style-type: none"> <li style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 10px;"> <span>• Cabinet</span> <span>11 March 2019</span> </li> </ul>
<b>9</b>	<b>PLANNING COMMITTEE</b> <span style="float: right;">35 - 38</span>
	To receive the minutes of and consider any recommendations from the following meeting(s):
	<ul style="list-style-type: none"> <li style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 10px;"> <span>• Planning Committee</span> <span>13 February 2019</span> </li> </ul>
<b>10</b>	<b>AUDIT COMMITTEE</b> <span style="float: right;">39 - 43</span>
	To receive the minutes of and consider any recommendations from the following meeting(s):
	<ul style="list-style-type: none"> <li style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 10px;"> <span>• Audit Committee</span> <span>28 February 2019</span> </li> </ul>
<b>11</b>	<b>HIGH WYCOMBE TOWN COMMITTEE</b> <span style="float: right;">44 - 49</span>
	To receive the minutes of and consider any recommendations from the following meeting(s):
	<ul style="list-style-type: none"> <li style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 10px;"> <span>• High Wycombe Town Committee</span> <span>5 March 2019</span> </li> </ul>
<b>12</b>	<b>IMPROVEMENT &amp; REVIEW COMMISSION</b> <span style="float: right;">50 - 53</span>
	To receive the minutes of and consider any recommendations from the following meeting(s):
	<ul style="list-style-type: none"> <li style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 10px;"> <span>• Improvement &amp; Review Commission</span> <span>13 March 2019</span> </li> </ul>
<b>13</b>	<b>REGULATORY &amp; APPEALS COMMITTEE</b> <span style="float: right;">54 - 57</span>
	To receive the minutes of and consider any recommendations from the following meeting(s):

- Regulatory & Appeals Committee

18 March 2019

**14 NOTICES OF MOTION**

To consider the following Notice of Motion submitted by the deadline of noon Thursday 21 March 2019.

The following Notice of Motion was submitted by Councillor K Ahmed and seconded by Councillor R Raja.

**Wycombe District Council is proud of its diversity, which is a huge asset to our area. A substantial proportion of Wycombe's residents are Muslim, over 14,000 according to the 2011 census, and they are an integral part of the area's make-up, playing a huge role in all aspects of Wycombe district life. Wycombe district has a strong history of promoting cohesion and welcoming people from all over the world. Its residents have always united and supported each other in the fight against racism and discrimination in all its forms. This council is subject to the Public Sector Equality Duty, and with this in mind, to compliment this and further define our regard for an important but sometimes vulnerable community, I move that this Council welcomes, endorses and adopts the MEND definition of Islamophobia as follows:**

**"Islamophobia is a prejudice, aversion, hostility, or hatred towards Muslims and encompasses any distinction, exclusion, restriction, discrimination, or preference against Muslims that has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise, on an equal footing, of human rights and fundamental freedoms in the political, economic, social, cultural or any other field of public life."**

**15 QUESTIONS UNDER STANDING ORDER 11.2****16 URGENT ACTION TAKEN BY CABINET OF INDIVIDUAL CABINET MEMBER**

Individual Cabinet Member Decisions:

- 26 February 2019 – WDC (Wycombe District Council) Safeguarding Adults Policy – **2/2019** Cabinet Member for Community



## Council Minutes

Date: 21 February 2019

Time: 6.30 - 8.25 pm

**PRESENT:** Councillor A R Green (in the Chair)

Councillors Mrs J A Adey, Mrs S Adoh, K Ahmed, Z Ahmed, M C Appleyard, M Asif, D H G Barnes, Ms A Baughan, S Broadbent, D J Carroll, M Clarke, Mrs L M Clarke OBE, C Etholen, R Farmer, R Gaffney, S Graham, G C Hall, M Harris, A E Hill, A Hussain, M Hussain, D A Johncock, Mrs G A Jones, D Knights, Mrs J D Langley, A Lee, Mrs W J Mallen, N B Marshall, H L McCarthy, R Newman, B E Pearce, G Peart, S K Raja, R Raja, J A Savage, D A C Shakespeare OBE, N J B Teesdale, Mrs J E Teesdale, A Turner, Ms J D Wassell, D M Watson, R Wilson and Ms K S Wood and Honorary Aldermen: P Cartwright, Mrs P Priestley & R Pushman.

Apologies for absence were received from Councillors Miss S Brown, H Bull, A D Collingwood, M P Davy, M Hanif, M A Hashmi, M Hussain JP, M E Knight, I L McEnnis, Ms C J Oliver, S Saddique, R J Scott, P R Turner, C Whitehead and L Wood and Honorary Aldermen E Collins & Mrs K Peatey.

### **73 MINUTE'S SILENCE FOR HONORARY ALDERMAN MAURICE ORAM AND EX-COUNCILLOR DENNIS GREEN**

The Chairman mentioned the recent deaths of two former Members of the Council: Honorary Alderman Maurice Oram and Dennis Green.

- Honorary Alderman Maurice Oram was first voted onto Wycombe District Council representing Marlow in 1974 and enrolled to the position of Honorary Alderman in 2007. He also served as a County Councillor.
- Ex Councillor Dennis Green was elected to represent Risborough Ward in 1979 he served as Chairman of Wycombe District Council from 2002-03. He was also elected to Buckinghamshire County Council.

A Minute's silence was observed in respect of these former Members.

### **74 FILMING OF THE MEETING**

The Chairman announced that notification had been received that a member of the public wished to film the meeting and he outlined the principles around filming/recording in the meeting.

### **75 MINUTES**

**RESOLVED:** That the minutes of the meeting of the Council held on 10 December 2018 be confirmed as true records and signed by the Chairman.

## **76 DECLARATIONS OF INTEREST**

The Leader of the Council; Councillor Ms K Wood indicated that she had an interest in respect of Minute 83 of the Cabinet Minutes of 4 February 2019 and would leave the room during the consideration of those minutes. Her Deputy Leader; Councillor D Barnes had agreed to present those particular minutes in her absence.

## **77 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman updated the Meeting on his activities since the last Council meeting, he had attended the Mustard Club Christmas Lunch, along with those of the Guarantors Old People's Club and Piddington Seniors. He had attended the funerals of former Members Green and Oram along with the Service of Thanksgiving for the Rt Hon The Lord Carrington KG, GCMG, CH.

Mention was made of his attendance at the 5 year celebration event for the Chiltern Rangers CIC, the re-launch of the Bucks Motor Neurone Disease Association Branch along with Chinese New Year events.

The Chairman also took the opportunity to clarify the procedure for any Points of Order and outlined Standing Order 14.11 in this regard.

## **78 QUESTIONS FROM MEMBERS OF THE PUBLIC**

### **a) Question from Mr R Colomb to the Cabinet Member for Economic Development & Regeneration.**

Would the Cabinet Member for Economic Development and Regeneration please explain whether the policy of Wycombe District Council is to encourage motorists to drive into the centre of Wycombe or discourage them?

Struggling retailers certainly need them.

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

The Council is not currently responsible for transportation strategy, this sits with County.

However our overarching aim, which will be further developed in our Regeneration Strategy is to encourage people to come to and spend time in High Wycombe, this means that a balance must be struck between managing congestion and accommodating visitors.

Having the town in gridlock will obviously discourage visitors, extend journey times and impact on our economy. Further work will be done on transportation and

parking in the next few months, including a review of the Park and Ride service, in order to understand demand and the ways in which it can be managed.

### **Supplementary Question**

It is confusing to understand Buckinghamshire County Council's involvement. But we seem to have a policy to build on car parks and increase car park charges. Park and Ride is not working, whilst current re-alignment of roads in the town will not increase carriageway space. What actions are being taken to encourage drivers into the town to spend money?

After all we are talking of taking up road and putting the river in its place.

### **Supplementary Response**

We aim to remove as many barriers as possible that impede business, shoppers and commuters. There is a balance to be struck. Where car parks are taken away alternatives are to be provided.

## **79 QUESTIONS FROM MEMBERS**

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

Whilst it is true that the Secretary of State for Housing, Communities and Local Government has scored an own goal by imposing a leader on the shadow authority and devalued the unitary process and made it less democratic and less transparent.

Even so would the Leader like to tell us the benefits to the local residents of the waste of Council Tax payers' money in seeking a Judicial Review to sort out incompetent Tory bungling?

### **Verbal reply given by Councillor Ms K Wood (Leader of the Council).**

Thank you for your question Cllr Raja.

As you know, extensive discussions have been ongoing with both MHCLG (Ministry of Housing, Communities & Local Government) and the other Buckinghamshire authorities for some time, with a view to ensuring that the new Unitary Authority for Buckinghamshire is as robust and publicly accountable as possible. At an extremely late stage in the process, the Secretary of State changed the proposals for governance in a way which, as you rightly say, would have the clear potential to devalue the unitary process and make it far less democratic and transparent.

When faced with these circumstances, the Council could either accept the situation, which I firmly do not believe would be in the interest of the public, or challenge it through legal proceedings, which given the timing, had to be done extremely quickly. I would have preferred not to have been faced with such a stark choice, but in the circumstances I believe the right decision has been taken, and this has been



vindicated by the support received from other District Councils in Buckinghamshire in the context of the legal proceedings.

### **Supplementary Question**

The judicial review (JR) remains a waste of money, the new authority will be in place in just over a year. Nothing will happen as a result of the review. The JR will confirm the status quo. Tell us what benefits there are to it?

### **Supplementary Response**

We feel that the pre-determined leadership of the Shadow Executive does not represent a partnership of equals. It is not democratic. We want an end product that we agree with. A lot of damage can be done within these 12 months.

#### **b) Question from Councillor A Hill to the Cabinet Member for Environment**

As the High Street is dying. Has the Cabinet Member for the Environment ever considered trialing one hour's free parking, once a week in the Swan car park to try and encourage people back to the town?

#### **Verbal reply given by Councillor Mrs J Adey (Cabinet Member for Environment).**

I do not agree with the statement that the High Street is dying, in fact the Eden Centre has reported an increase in footfall in the last year. This bucks the trend elsewhere where on average a decrease of 3 to 4% has been experienced.

While it is true that there are some vacant retail units in High Wycombe the Council has taken and will continue taking a proactive role in supporting the town centre so that it can continue to thrive. In response to your suggestion, the Swan car park is around 70% full on weekday afternoons and at capacity at the weekend.

Therefore, on the basis of the available evidence rather than supposition, it is not the case that people need further encouragement to use it. There is no evidence that removing or reducing parking charges encourages visits to a town centre. Far more important is the availability and ease of access to car parking spaces.

We have recently re-established the parking indicators on the approaches to the town and have allocated £1million for investing in the car parking service which will considerably improve the experience of visitors to High Wycombe. A task and finish group is also being established to review the supply of parking in the town.

### **Supplementary Question**

Has the Cabinet Member walked down the High Street of a morning, during the last few months to see whether it is in fact busy and hectic?

### **Supplementary Response**

Quite often.

c) **Question from Councillor S Graham to the Cabinet Member for Community**

Would the Cabinet Member for Community like to give a progress report (current state of works) regarding the Queensway cemetery?

**Verbal reply given by Councillor G Peart (Cabinet Member for Community).**

This is an important project, in which there is a lot of interest. The Planning Application for the new Penn Road Cemetery is with our Planning service for determination. So far we have been asked to amend the landscaping plan to include some different native species which we have done and resubmitted.

We are aware that the BCC Sustainable Drainage team will be applying some pre-start conditions that relate to us providing supplementary information – we have already done this so that this does not delay the project. We do not believe that Planning have had a response yet from BCC Highways, which is clearly very important for the success of our application.

In the meantime we are working up the tender pack for the procurement of the new Cemetery with our consultants, Cemetery Design Services. While we can't issue this until we have planning approval it does mean we can move swiftly to procure a construction partner.

**There was no supplementary question.**

d) **Question from Councillor K Ahmed to the Leader of the Council**

Can the Leader please share with us the strategy behind the decision of her Cabinet to raise car park charges at a time when businesses are struggling to make ends meet, especially in the East side of the town namely High Street and Frogmoor?

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

We have heard from Councillor Mrs Adey that the High Street is not dying. Whilst the Swan Car Park in fact has a capacity issue.

It is a common misconception that footfall in town centres is affected by parking charges. Research indicates that far more important factors are the availability and ease of use of parking facilities.

Parking charges have not increased for 10 years or more; the current increases are to bring them up to a similar level with neighbouring authorities in order to ensure that the parking service is viable and that we can invest in improving quality and increasing supply as required.

**Supplementary Question**

Wycombe District Council operates car parks across the District; at Marlow and Princes Risborough. If their charges were to be put up, their Town Councils would be in uproar. We here in High Wycombe have had higher charges than those towns. Why would that be?

### **Supplementary Response**

Please note not all car parks in High Wycombe are owned by Wycombe District Council.

#### **e) Question from Councillor R Raja to the Leader of the Council**

The cabinet has taken on the recommendations of the Remaking of the River Wye Task & Finish Group, yet its less than enthusiastic adoption of the idea and lack of a clear outline of when this work may be undertaken is disappointing not only to the members of the T&F group but to a great many residents of Wycombe who wish to see some life brought back to the Town along with the environmental, economic and psychological benefits a stretch of river through the town can deliver.

Would the leader accept that it is better for WDC reserves to be used to uplift the town than be thrown into the black hole which exists at the County council at the moment and thereby ensuring a reasonable legacy for our future generations?

#### **Verbal reply given by Councillor Ms K Wood (Leader of the Council).**

Thank you for your question, yes I would like to thank the Scrutiny Committee and in particular the task and finish group for the excellent work that they have done to look into the issues around the case for the river, the cost and funding issues. Officers have been instructed to review this information and prepare a response for Cabinet. An information sheet outlining the work that is underway and confirming the timescale for a response will be published shortly.

This Council is committed to and has a positive vision for High Wycombe town centre as a “uniquely appealing and attractive destination with a thriving economic centre ... a place that people choose to live work and visit...”

I’m surprised that, as you were yourself a member of the Task and Finish Group, you are asking this question without even giving Cabinet a chance to respond to the recommendations. I am unsure how you have formed the opinion that Cabinet are less than enthusiastic when we have not even had a chance to provide a response. In fact perhaps you would be good enough to tell Council who is promoting this idea as I would like to speak to those individuals to put the record straight. Surely it is only courteous to allow Cabinet a full response before jumping in with allegations such as this.

What I will say in advance of the full response is that this Council is committed to and has a positive vision for High Wycombe town centre as a "uniquely appealing and attractive destination with a thriving economic centre"..

Over recent years the Council has been instrumental in bringing forward the Eden project and the Town Centre Masterplan. It has also led on a number of environmental improvement projects and has bought up and brought back into beneficial use a number of vacant retail units in need of refurbishment. I do not think that anyone can question our commitment to the town centre.

If the thinking is that we should splash the Council reserves on this scheme before the new authority is in place I have to say that this thinking is misguided. The lead in time for such a project is significant, requiring design and technical work, public consultation and the need to obtain planning permission, I could go on.

In any case, if we were to commit the substantial funding required to deliver this scheme, and the associated highway works, we would have to be clear that it is right for this to be the next major investment for the Council to make in the town – it would be wrong to rush into this before we have fully considered the issues.

If we were to rush into decisions without the due process, I'm sure you'd be asking questions in that respect!

### **Supplementary Question**

Where did I learn that Cabinet was less than enthusiastic? I was at the last Cabinet Meeting, I attended and construed that there is no guarantee that this project will go on. I am enthusiastic, many colleagues feel we need to be more positive. Do you not think we should spend on this project in Wycombe rather than use this money to fill a hole in the Buckinghamshire County Council budgets?

### **Supplementary Response**

I reiterate you were present at the Task and Finish Group meetings; there is no line in the budget for this scheme. There are lines it could come from. There is still a lot of work to be done on the business case.

f) **Question from Councillor K Ahmed to the Leader of the Council (note the Leader handed this question over to the Cabinet Member for Economic Development & Regeneration).**

As most Members will be aware, last year the Council announced an exciting new project called 'Desbox', a shipping container hub for artists.

It is due to open for business this month, judging by the state of the area I hardly think that it will open on time.

Can the Leader please update us on its actual progress, including how many containers have been actually snapped up by budding artists?

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

DesBox never was "due to open for business this month". In fact the construction contract was based on a March completion of the works. However its

commencement was delayed because of ground clearance works, to enable piling (80 x 10 ton truckloads of concrete had to be removed).

A shallow gas main, revealed by the Baker Street road works, meant DesBox had to be raised 300mm. Such occurrences, especially on brownfield sites are not unusual. These works, along with the recent snowfall, resulting in 3 weeks lost on the programme.

Further containers are due to be installed at the beginning of March, with the final East Richardson Street terrace units arriving in early April; with Practical completion in May.

The response to our open days for prospective businesses looking to move into DesBox has been really positive. More than half the units are now reserved, including 13 artists and makers so far.

This is a good opportunity to promote. In that we'll be hosting local artists in a special pop up exhibition space, as part of Bucks Art week, at DesBox from 8 -23 June.

### **Supplementary Question**

With only half the units taken, perhaps you need to consider other uses for the boxes? According to Thames Valley Police the number of homeless people living on the streets of High Wycombe has risen to 34. Perhaps we could look at making boxes available for homeless, as is happening in a number of other cities and towns. Is this something you would consider or do you not care about these people?

### **Supplementary Response**

The plan is for full use of these units for business use, we are confident of this. These are not a place for homeless housing. Providing jobs which these units do, is all part of combating homelessness. To conflate the two issues as you do is not helpful

g) **Question from Councillor R Raja to the Cabinet Member for Environment**

Is the Cabinet Member for the Environment aware that unfortunately, some of the residents in Bowerdean have had rubbish piling up in and around their houses because the bin lorries were unable to gain access to the streets. Would she like to tell us how often bins have not been emptied, for a period of over a week, in the last 12 months?

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

Records of reports held by the Joint Waste Team show that over the last 12 months, three addresses in Bowerdean Road had their collections delayed for more than a week, and one in Nicholas Gardens had delayed collections for more than a

week, on two separate occasions. One of which was an IT issue, the issue not being conveyed to the team to resolve appropriately.

The Joint Waste Team's contract manager tells me that collection delays in the area are frequently caused by inconsiderately parked cars blocking access for the collection vehicles. Many roads in the ward are narrow and steep - it can sometimes be impossible to make a collection at first attempt, and one inconsiderately parked vehicle can delay many collections.

Clearly, narrow steep highways are not a new development in High Wycombe, and so naturally the waste contract requires that repeated attempts are made to collect bins when access may not be possible first time around.

The Waste Team has also specified that smaller vehicles be made available to collect from areas where inconsiderate parking is reported by the normal collection crews. These are used as a backup, to make sure that reported delayed collections are put right as quickly as possible. The Team will also write to local households asking them to park considerately and where access difficulties persist, these may be reported to Buckinghamshire County Council's parking service if the parking is thought to cross the line from inconsiderate to illegal.

Please rest assured that whilst we do experience occasional problems in the Bowerdean area due to anti-social parking, the Waste Team has solutions available to maintain service delivery. The officers in that team also analyse reports from residents and work with SERCO managers to tackle problem areas and hot spots.

### **Supplementary Question**

I don't blame the waste collectors. You mentioned Nicholas Gardens, but Sussex Gardens has more than 3 houses where waste collections have been delayed for over a week. There is inconsiderate parking, but we need a long term solution. Vermin and infection could result. Is a solution in hand?

### **Supplementary Response**

Yes there is. When we have identified a problem, we work to solving it.

## **80 PETITIONS**

Notice had been given that two petitions would be handed in.

- The first was presented by Cllr Zia Ahmed and was a petition by the residents of Sands for a Community Governance Review with a view to forming a Parish Council in Sands.

Councillor Z Ahmed did not take the opportunity to further summarise the petition.

- The second was presented by Cllr Khalil Ahmed and was a petition by the residents of the Unparished High Wycombe wards of the District for a Community Governance Review with a view to forming a Town Council for those wards.

Councillor K Ahmed outlined that he saw this petition as the people of High Wycombe taking back control, to have their say in their own future and to put some pride back into High Wycombe.

Including over 5,000 signatures, backed by 5 past mayors of the Town and supported by many groups, mosques, churches, schools and businesses; it represented people power winning through and would see the forcing through of the long overdue Community Governance Review for a town council.

It was noted that both petitions fell under the provisions of 2007 Local Government and Public Involvement in Health Act for Community Governance Review petitions. The provisions of that legislation took precedence over the Council's petition scheme. This legislation included the requirement to validate the petitions. Members and the lead petitioners would be informed outside of the meeting following that validation process.

Following the submission of these further two Community Governance Review petitions the Regulatory and Appeals Committee was to consider a report, on its 18 March agenda to cover the full picture involving all four Community Governance Review Petitions which had now been submitted to the Council.

It was intended that report would include those submitted this evening. After that, Full Council would be invited on 1 April to approve the Terms of Reference, which will have been considered and recommended by Regulatory and Appeals Committee.

As a result the Chairman advised Members that accordingly the report at Item 15 of this evening's agenda was withdrawn.

## **81 CABINET**

**RESOLVED:** That the minutes of the meeting of the Cabinet 17 December 2018 be received, and the recommendations as set out at minutes number 64 and 68 be approved and adopted.

## **82 CABINET**

**RESOLVED:** That the minutes of the meeting of the Cabinet 9 January 2019 be received.

## 83 CABINET

The Leader of the Council; Councillor Ms K Wood indicated that she had an interest in respect of Minute 83 of these Cabinet Minutes and left the room during the consideration of these minutes. Her Deputy Leader; Councillor D Barnes presented these minutes in her absence.

**RESOLVED:** That the minutes of the meeting of the Cabinet 4 February 2019 be received.

The recommendations at Minute 80 were taken under the Capital Strategy item below.

Similarly the recommendations at Minute 81 were taken at the Council Tax Setting 2019/20 item below.

## 84 CAPITAL STRATEGY

**The Cabinet Member for Finance & Resources presented the item, outlining its submission was in order to comply with CIPFA (Chartered Institute for Public Finance and Accountancy) regulations. The report before Council incorporated the Council's Capital Strategy, the Capital Programme including new capital proposals for the period 2018-19 to 2023-24, and the Treasury Management Annual Strategy Report for 2019-20.**

**The reports had been presented separately in previous years, but were now being presented together linking investment both in terms of treasury management and assets. The aim was to avoid duplication between the reports, and to strengthen the link between capital spending and the treasury management function.**

In response to a Member query the Cabinet Member confirmed the Total Core Funds estimates for 18/19 of £74m, as opposed to £44.7m for 19/20 year end, as featured page 101 of the agenda.

In doing receiving and confirming the Strategy, the Council would be compliant with the Local Government Act 2003 and various other regulations and guidance and would ensure that the Council's investment plans were prudent, affordable and sustainable.

**RESOLVED:** That Council approve:

- a) the Capital Strategy at Appendix 1;
- b) the Minimum Revenue Provision Policy Statement at Appendix 1a;
- c) the Capital Programme for 2018/19 to 2023/24 totalling £134.3m as summarised in Table 1;
- d) the Treasury Management Strategy and Prudential and Treasury Indicators in Appendix 3; and
- e) the Treasury Management Practice at Appendix 3A.



## 85 COUNCIL TAX SETTING 2019/20 AND PRESENTATION FROM THE LEADER OF THE COUNCIL (TO FOLLOW)

The meeting then specifically turned to the recommendations outlined in minute number 81 of the Cabinet Minutes of 4 February 2019 (Revenue Budget & Council Tax Setting 2019/20) along with the supplement issued to the item in advance of the meeting.

The Chairman explained the process that would be followed.

The **Leader of the Council** in introducing the Cabinet Member for Finance to make the Budget presentation, explained that this would probably be the last full budget for Wycombe District Council and the next year Councillors would not be approving a Wycombe District Council budget, but a budget for the new unitary authority.

The Leader was proud that in Wycombe District, Council tax was raised very infrequently. Yet again Wycombe was one of a very few number of councils who were not proposing an increase this year. Wycombe District had a proud record of fiscal prudence whilst regenerating the District and working hard for its residents to provide a uniquely appealing and attractive destination with a thriving economic centre and a high-quality public realm.

It was acknowledged that the Council could always do more, the Leader believed excellent value for money was given to the residents through the work done and services provided. The improvements made during the last four years included the new and improved leisure centre, Park and Ride, the children's nursery and gym and now a hotel, all at Handy Cross. In the town there was a new Aldi, Desbox and a new car park in Baker Street. New housing at Bassetsbury Triangle, Ashwells, Gomm Valley and Abbey Barn was underway. The Extra Care Home and Royal Star and Garter Home in Hughenden together with new homes and workspaces in the upper site are being provided. What a huge list of projects were being delivered for residents and there was still more to come. The Council was delivering for all. From affordable housing, open market housing and older people housing. Places for businesses from start-up businesses, artists workspaces and new retail, were being provided; the list went on and on.

Wycombe District Council under the current administration was ensuring that Wycombe District was economically strong, and the place to live, work and visit. The Council was delivering for its residents and ensuring a legacy to take forward into the new council.

Before handing over the Leader wished to put on record her thanks to the Chief Financial Officer and the Chief Executive along with all the Senior Management team and other officers involved in the preparation of the budget. The Leader acknowledged that many hours of work went into preparing it and it was as always a challenging task that Members probably didn't really appreciate as they only saw the finished product.

The Leader also thanked the Budget Task and Finish Group for their intense scrutiny. They were a cross party group who had given their time to drill down into the detail of the budget and present their report to Cabinet, and again had provided an excellent report.

The Leader then asked her **Cabinet Member for Finance**; Cllr David Watson to present the budget.

The Cabinet Member noted that as local council tax payers all had an interest in the continued provision of high standard public services across the District at the lowest long-term cost. This budget, the 45th and final such budget which this Council would consider, sought to address the key challenges and risks facing the authority and how it planned to fund both the Revenue and Major Projects expenditure during the year ahead.

There were a number of financial challenges facing the council namely uncertainty about the future of business rates, to what extent would the Council see negative revenue support grant in the coming years and the impact of inflation.

There were also a number of financial risks which faced the Council during the year ahead, which included a possible increase in homelessness, the continued roll out of Universal Credit, the rising costs of the disposal of plastics, the potential volatility in retail rentals and the possible need for interim staff. There were also other risks, some of which were known about but were difficult to quantify, whilst others were yet to arise. On top of that there was the challenge of managing the Council through whatever Brexit decision emerged during the next 36 days.

For only second time this council had published a draft budget which had been reported at the December 17<sup>th</sup> Cabinet meeting – a detailed initial look at the budget had enabled members to reflect upon the year ahead and in particular allowed the Improvement and Review Commission Task and Finish Group the opportunity to scrutinise the numbers, and also discuss them with the Cabinet Member for Finance and the S151 officer. A series of one on one meetings between Cabinet Members, the relevant Heads of Service, the S151 officer and the Cabinet Member for Finance had also taken place during the past months and, as a consequence, the December draft had been amended in one or two respects.

As Members considered the financial future of the Council, the Cabinet Member first reminded members of what had gone before - notably during the period since the Tenant Led Transfer of the Housing stock to Red Kite, the Council had not had to borrow and had become accustomed to being in a financially advantageous situation and this had meant that neither interest costs nor any Minimum Revenue Provision had had to be charged to Revenue – the benefit of not having any borrowing costs had served to keep the Council Tax flat for most of the previous decade. A new tool had been introduced this year in order to assist in the prioritisation of competing capital expenditure proposals and this had been used to prepare the ambitious £134.3M major projects budget for 18-19 and 4 years thereafter. Expenditure of £51.8M was planned for the year ahead and the emphasis would need to be on project delivery during the last year of the Council. The underlying financial strategy

was to control major project expenditure within the council's capital funding envelope and thus avoid a return to borrowing and all the additional costs that would bring. The objective was to invest in the District to enable the locality to remain economically strong and generate future revenue streams. In order to keep within the projected capital envelope; £88.3 M of projects were planned to be funded from capital receipts and reserves whilst £46.0 M of projects were to be funded from external Grant from both Central Government and from Community Infrastructure Levies and Section 106 Contributions.

Some of the areas identified for future years investment included:

- £6.2m investment in community facilities including, cemeteries, community and sports premises – notably the Princes Risborough Springs Sports Centre and Court Garden Leisure Centre in Marlow.
- £48.1M for Planning including Strategic Acquisitions and Investments; the Princes Risborough relief road, Abbey Barn Lane realignment and the High Wycombe Town Centre Master Plan.
- o £34.8m investment in Economic Development including town centre investment and the regeneration in order to develop the public realm and develop an increased income stream to fund council services in the future - land at Ashwells and a number of Strategic Acquisitions.
- £14.9M investment in Housing – includes Temporary Accommodation, a development of park homes at the Bassetbury Triangle, the use of Disabled Facilities Grants and the delivery of Affordable Housing.
- £0.9M on Digital First (down from previous years) – with the planned migration to the cloud the majority of IT expenditure will be mainly revenue in the future.
- £7.7M Environment – Swan St Car Park Major Works, Waste Fleet and Parking Equipment refresh.

Moving onto the revenue side; the background to the Revenue budget was that over the past years the Council had worked hard to deliver the efficiencies required through fostering a culture of innovation and a focus on continuous improvement, engaging in shared services with other councils and obtaining the optimum return from the cash and investments that were held. Meanwhile the number of council employees had been reduced from over 600 to just over 250 during the past decade. This had enabled the Council to deliver savings for its 176,000 residents through a range of initiatives including more efficient structures, improved commercialisation, the pro-active use of council assets and the delivery of economic regeneration projects. With regards to 2019/20 the Council had set aside revenue budget for a number of additional purposes including the following:

1. £1,150K for Feasibility studies to support the ambitious Major projects programme, to ensure the Capital Projects previously outlined were feasible

2. A £3M contribution towards the total county unitary Transition Costs
3. £105K for Street Wardens
4. £61K for the Prevent programme no longer funded by central government.
5. £1,230k for Economic Development Grants – additional funding arising from the successful business rates pooling pilot bid
6. £78K for Youth mentoring project

In order to finance the above growth in expenditure the council expected to raise additional revenues from car parking charges, increase fees and charges, utilise the expected income stream from the new Crematoria, receive additional estate rental income, along with the application of earmarked reserves and the implementation of a number of service efficiencies. It was to be noted that the increase in car parking charges would be the first increase in ten years and the distribution of the increases was mainly weighted towards long stay parking.

Wycombe was the third largest District Council in terms of tax base, but 27<sup>th</sup> out of 201 in terms of council tax collected. In order to fund the budget for 2019/20, the Council was proposing to maintain the current level of Council Tax for a band D tax payer (and any other band, the Cabinet Member hastened to add). This meant that Council Tax would have only been increased twice during the past eight years. Wycombe District by freezing its council tax was bucking the national trend.

The Cabinet Member was pleased to say that the Wycombe Council Tax would remain the lowest amongst the four Buckinghamshire district councils and would also remain amongst the lowest 25% in the country – (176/201).

The Cabinet Member was grateful to past and present councillors and officers who had run this council in a “small c conservative” manner for many years and thus we had inherited healthy financial reserves which could, if needs be, be called upon in time of economic uncertainty – the Council did not want to be in a similar position to a number of struggling councils.

The Cabinet Member remarked that he had with him a copy of the 1928 Borough of Chepping Wycombe Year End accounts and it made interesting reading when compared with today – the breadth of the former responsibilities of that council was of note and how the responsibilities have been narrowed over time was striking – e.g. the “poor rate”, water, education libraries, assisted and council housing and much more – it was amazing what they could do without computer technology.

Wycombe District Council was founded in 1974 and had been a well- run council on which the Cabinet Member had, along with many other councillors, been proud to serve their local community. He knew that at least one councillor here that evening was first elected in 1978.

The Council left with a legacy of the leisure facilities at Handy Cross, a nursery and mini gym, new shopping facilities, Eden with a footfall of 14 million visitors a year and new homes at Bassetsbury and Ashwells in the pipeline. With regard to the planned unitary council this authority would continue to be run on a professional basis up until the end of 19/20 and would hand over a council

with well-run and sustainable services, a strong revenue stream, a strong balance sheet, no debts and a well thought out and ambitious major projects plan – to the Cabinet Members mind the financially strongest of all five Buckinghamshire councils – something that the Councillors could all be rightfully proud of.

Wycombe District Council was in a financially strong position and, as the Cabinet Member for Finance and Resources, he recommended this 45<sup>th</sup> and final budget.

**Deputy Leader of the Council;** Councillor Dominic Barnes seconded the Council Tax Setting recommendations and reserved his right to speak until later.

**Leader of the Labour Group:** Councillor Rafiq Raja responded noting the considerable work put into the papers before the Meeting by the Cabinet Member and his team of officers. He had served for a 3<sup>rd</sup> time on the Budget Task and Finish Group this year and had enjoyed this invaluable input into the process scrutinising the accounts and proposed budget.

Unfortunately he could not pack the Cabinet Member on the back for his prudence in not putting Council Tax up. Consequences of this approach were all too apparent across the District:

- Food Bank usage increase
- No or few children's services
- Pot holes
- Poor roads and footpaths

He realised that the majority group's response would be that these were County Council responsibilities, but were they not run by the same majority party group.

He emphasised that little resources were spent for the people of High Wycombe; ANPR had been a fiasco with an over £1m loss. A third of children in the east side of Wycombe were living in poverty. Boasts of excellent school services did not relate to the lower attaining schools, the attainment gap was not being addressed. Affordable housing was being delivered but was it ever truly affordable?

The River project provided a key initiative to re-invigorate the town he hoped the Cabinet would be able to support it whole-heartedly.

**Deputy Leader of the East Wycombe Independents Party:** Ms Andrea Baughan then responded, thanking all her colleagues and the officers for all the work they have done in putting together such a complex document and budget; an enormous task. The observations of the East Wycombe Independents were simply that the budget proposed a freeze overall and a reduction for HW residents of £5 per household to reduce the £553k reserves currently held in Special Expenses. Recognising that some residents may well welcome this freeze and reduction, it could be also be interpreted by High Wycombe residents that a freeze essentially equals a cut in funding to services at a time when there is more pressure than ever on these services, particularly those tackling homelessness and supporting those

most impacted by the ongoing austerity that had been faced, particularly those in our society who were most vulnerable.

In terms of the £5 reduction in the Special Expenses precept - residents were concerned about the state of the Town Centre, and the surplus funds that had built up could be spent on further investment, and as had been discussed, possible subsidising of parking charges or further improvements to parking facilities for those residents working locally, shopping and visiting our town centre or for major improvements such as works and initiatives to encourage footfall in the High Street and Frogmore.

Various Members then made the following remarks and received clarification of queries as follows:

- The state of the High Street in High Wycombe remained of concern to a considerable number of Members, a particular Member queried the out of town Members commitment to genuine improvements of such;
- A Member involved with Budgets for a considerable number of years both previously as an officer and more recently as a Member congratulated the Cabinet Member for Finance on his preparation of the Budget and remarked on the zero-council tax rise present for residents as a final farewell from the Council;
- A Member remarked on the opportunity under the new Unitary Council for Women Members;

**Deputy Leader of the Council** then took his opportunity to speak as seconder of the recommendations remarking that the zero increase in Council Tax represented money in the resident's pockets but the Cabinet did care about the vulnerable in the District and were always striving to improve and deliver services. He was delighted to whole-heartedly support the budget before Members.

The **Cabinet Member for Finance** closed the debate making the following points:

- There were very big financial questions and decisions ahead next year for District and County Councillors who may return as members of the new Authority;
- The £5 cut in the High Wycombe Unparished area was following a decision of the High Wycombe Town Committee;
- Work was going on behind the scene in respect of accessing renewal funds for the High Street;
- He could not agree with the disappointment voiced by a number of opposition Members, Wycombe District had much to be proud of; and
- A lot of the reserves were being utilised in the future year, some £51.8m to ask officers to do more projects was not feasible; this appeared to be the right level of commitment for the Council's last year.

He then asked Members to support his proposed recommendations. The Budget was the put to the recorded vote.

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

In favour of the recommendations:-

Councillors Mrs J Adey, Ms S Adoh, Z Ahmed, M Appleyard, D Barnes, S Broadbent, D Carroll, Mrs L Clarke OBE, M Clarke, C Etholen, R Farmer, R Gaffney, A Green, G Hall, M Harris, A Hill, A Hussain, Maz Hussain, D Johncock, Mrs G A Jones, D Knights, Mrs J Langley, T Lee, Mrs W Mallen, N Marshall, H McCarthy, R Newman, G Peart, S Raja, J Savage, D Shakespeare, Mrs J Teesdale, N Teesdale, A Turner, D Watson, R Wilson and Miss K Wood.

Against:-

Councillors Ms A Baughan & Ms J Wassell

Abstentions:-

Councillors K Ahmed, M Asif, S Graham and R Raja.

In Favour:- 37

Against:- 2

Abstention:- 4

(Councillor B Pearce had left the meeting when the above vote was taken.)

**Council RESOLVED that:**

- i. the recommendations contained in Minute 81 of the Cabinet Meeting held on 4 February 2019 be approved and adopted;
- ii. the formal Council Tax Resolution as set out in Appendix A (and set out below) be approved;
- iii. the statement by the Chief Finance Officer regarding the robustness of the budget estimates and level of reserves as set out in Appendix B be noted; and
- iv. the Council Tax Reduction Scheme for the Council attached at Appendix C. The rules of the 2019/20 scheme remain unchanged and are the same as what was originally approved in 2013/14.

1.

- a) 69,104.75 being the amount calculated by the Council, in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its Council Tax Base for the year.

<b>Parish</b>	<b>2019-20</b>
Bledlow-cum-Saunderton	1,212.82
Bradenham	233.56
Chepping Wycombe	6,420.82
Downley	1,984.11
Ellesborough	438.95
Fawley (Parish Meeting)	144.42
Great & Little Hampden	165.16
Great & Little Kimble cum Marsh	494.18
Great Marlow	726.67
Hambleden	845.16
Hazlemere	4,015.27
Hedsor (Parish Meeting)	81.73
High Wycombe Town	23,208.46
Hughenden	3,984.07
Ibstone	146.21
Lacey Green	1,247.21
Lane End	1,431.42
Little Marlow	805.07
Longwick-cum-Ilmer	699.61
Marlow Bottom	1,523.22
Marlow Town	6,787.04
Medmenham	523.38
Piddington & Wheeler End	265.88
Princes Risborough	3,713.37
Radnage	385.10
Stokenchurch	1,945.00
Turville	217.92
WestW'- Parish Council	548.08
Wooburn and Bourne End	4,910.86
<b>Total</b>	<b>69,104.75</b>

The amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as the amount of its Council Tax Base for the year for dwellings in those parts of its area to which one or more special items (i.e. Parish precepts) relate, are shown above.



2. That the Council calculates the following amounts for 2019/20 in accordance with Sections 31A, 31B and 34 to 36 of the Local Government Finance Act 1992 (as amended by the Localism Act 2011):

- a) £92,079,785 being the aggregate expenditure which the Council estimates for the items set out in Section 31A (2) (a) to (f) of the Act (including the General Fund and Parish Precepts).

The estimated gross revenue expenditure (including transfers to reserves) for the General Fund, Special Expenses account, other General Fund revenue reserves and parish precepts.

- b) £79,577,822 being the aggregate income which the Council estimates for the items set out in Section 31A (3) (a) to (d) of the Act.

The estimated gross revenue income (Including the transfer of the surplus on the collection fund, formula grant and transfers from reserves) for the same funds as mentioned above.

- c) £12,501,963 as its council tax requirement for the year including Parish Precepts being the amount by which the aggregate expenditure at **2(a)** above exceeds the aggregate income at **2(b)** above, calculated by the Council, in accordance with Section 31A(4) of the Act.

The net funding requirement for the General Fund and Special Expenses accounts plus the parish precepts issued for the year.

- d) £180.91 as the basic amount of its Council Tax for the year, being the council tax requirement at 2(c), divided by the Council Tax Base for the year 69,104.75 at **1(a)** above, calculated by the Council, in accordance with Section 31B(1) of the Act.

The average Band D tax across the district inclusive of parish precepts and Special expenses but exclusive of Bucks County Council, the Police and Fire authorities. It is not actually charged anywhere in the district but has to be calculated by law as part of the Council Tax setting process.

- e) £3,035,296 being the aggregate amount of all special items referred to in Section 34(1) of the Act.

The total of parish precepts received for the year and the net Special expenses.

- f) £136.99 as the basic amount of its Council Tax for dwellings in its area, excluding Parish Precepts, being the amount at 2(d) above less the result given by dividing the amount at 2(e) above by the amount at 1(a) above, calculated by the Council, in accordance with Section 34(2) of the Act.

**This is the band D Council Tax for the District Council only.**

- g) The amounts given by adding to the amount at **2(f)** above the amounts of the Parish Precepts for the relevant Parish divided in each case by the Council Tax Base for the Parish at **1(b)** above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in each Parish is as follows:

<b>2019/20 Basic Council Tax £</b>		
<b>Parish / Town Area</b>	<b>Parish</b>	<b>WDC + Parish</b>
Bledlow-cum-Saunderton	15.02	152.01
Bradenham	31.21	168.20
Chepping Wycombe	55.20	192.19
Downley	52.43	189.42
Ellesborough	41.01	178.00
Fawley	-	136.99
Great & Little Hampden	37.24	174.23
Great & Little Kimble cum Marsh	84.01	221.00
Great Marlow	17.52	154.51
Hambleden	37.86	174.85
Hazlemere	72.61	209.60
Hedsor	-	136.99
High Wycombe Town	14.50	151.49
Hughenden	53.12	190.11
Ibstone	47.88	184.87
Lacey Green	20.67	157.66
Lane End	115.27	252.26
Little Marlow	64.94	201.93
Longwick-cum-Ilmer	40.34	177.33
Marlow Bottom	24.95	161.94
Marlow Town	51.24	188.23
Medmenham	42.03	179.02
Piddington & Wheeler End	87.45	224.44
Princes Risborough	101.85	238.84
Radnage	75.39	212.38
Stokenchurch	40.72	177.71
Turville	27.53	164.52
WestW'- Council	92.14	229.13
Wooburn and Bourne End	71.07	208.06

This is the sum of the District Council's Band D tax and the individual Parish/ Town/ Special Expenses Band D taxes for each parish area. Hedsor and Fawley parishes issue nil precepts.

- a) The amounts given by multiplying the basic amounts for each Parish **2(g)** above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

This refers to the following table. It shows the combined Wycombe District Council element of the Council Tax and the Parish/ Town/ Special Expenses element for each band of property in each parish area.

Parish / Town Area	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£	£	£	£	£	£	£	£
Bledlow-cum-Saunderton	101.35	118.24	135.12	152.01	185.79	219.57	253.36	304.02
Bradenham	112.13	130.82	149.51	168.20	205.58	242.95	280.34	336.40
Chepping Wycombe	128.13	149.48	170.84	192.19	234.90	277.60	320.32	384.38
Downley	126.28	147.33	168.37	189.42	231.51	273.60	315.70	378.84
Ellesborough	118.66	138.45	158.22	178.00	217.55	257.10	296.67	356.00
Fawley	91.33	106.55	121.77	136.99	167.43	197.87	228.32	273.98
Great & Little Hampden	116.16	135.53	154.89	174.23	212.95	251.67	290.39	348.46
Great & Little Kimble cum Marsh	147.34	171.89	196.45	221.00	270.11	319.22	368.34	442.00
Great Marlow	103.01	120.18	137.34	154.51	188.84	223.18	257.52	309.02
Hambleden	116.57	136.00	155.42	174.85	213.70	252.56	291.42	349.70
Hazlemere	139.74	163.02	186.31	209.60	256.18	302.75	349.34	419.20
Hedsor	91.33	106.55	121.77	136.99	167.43	197.87	228.32	273.98
High Wycombe Town	100.99	<b>117.82</b>	134.66	151.49	<b>185.14</b>	218.81	252.48	302.98
Hughenden	126.74	147.86	168.98	190.11	232.35	274.60	316.85	380.22
Ibstone	123.25	143.79	164.33	184.87	225.95	267.03	308.12	369.74
Lacey Green	105.10	122.62	140.14	157.66	192.69	227.73	262.77	315.32
Lane End	168.18	196.20	224.23	252.26	308.32	364.37	420.44	504.52
Little Marlow	134.62	157.06	179.49	201.93	246.80	291.67	336.55	403.86
Longwick-cum-Ilmer	118.22	137.93	157.63	177.33	216.73	256.14	295.55	354.66
Marlow Bottom	107.97	125.96	143.95	161.94	197.93	233.91	269.90	323.88
Marlow Town	125.49	146.40	167.32	188.23	230.06	271.88	313.72	376.46
Medmenham	119.35	139.24	159.13	179.02	218.80	258.58	298.37	358.04
Piddington & Wheeler End	149.63	174.57	199.50	224.44	274.31	324.19	374.07	448.88
Princes Risborough	159.23	185.77	212.30	238.84	291.91	344.99	398.07	477.68
Radnage	141.59	165.19	188.78	212.38	259.57	306.77	353.97	424.76
Stokenchurch	118.47	138.23	157.96	177.71	217.20	256.69	296.19	355.42
Turville	109.68	127.95	146.23	164.52	201.08	237.63	274.20	329.04
WestW'-Council	<b>152.74</b>	<b>178.21</b>	<b>203.66</b>	229.13	280.04	<b>330.95</b>	381.89	458.26
Wooburn and Bourne End	138.71	161.83	184.94	208.06	254.29	300.53	346.77	416.12

3. That it be noted that for the year 2019/20 the main precepting authorities have stated the following amounts in precepts issued to the Council, in accordance with s40 of the Local Government Finance Act 1992.

	<b>Bucks County Council £</b>	<b>Police &amp; Crime Commissioner for Thames Valley £</b>	<b>Bucks &amp; Milton Keynes Fire Authority £</b>	<b>Total Preceptors £</b>
Band A	886.43	137.52	43.05	1,067.00
Band B	1,034.16	160.44	50.22	1,244.82
Band C	1,181.90	183.36	57.40	1,422.66
Band D	1,329.64	206.28	64.57	1,600.49
Band E	1,625.12	252.12	78.92	1,956.16
Band F	1,920.59	297.96	93.27	2,311.82
Band G	2,216.07	343.80	107.62	2,667.49
Band H	2,659.28	412.56	129.14	3,200.98

4. That, having calculated the aggregate in each case of the amounts of the District's and preceptors requirements, in accordance with s30(2) of the Local Government Finance Act 1992, hereby sets amounts of the council tax for the year 2019/20 for each category of dwelling as follows:

<b>2019/20 Council Tax £</b>			
	<b>WDC &amp; Parishes</b>	<b>Total Preceptors</b>	<b>Total Council Tax</b>
Band A	120.61	1,067.00	1,187.61
Band B	140.71	1,244.82	1,385.53
Band C	160.81	1,422.66	1,583.47
Band D	180.91	1,600.49	1,781.40
Band E	221.11	1,956.16	2,177.27
Band F	261.31	2,311.82	2,573.13
Band G	301.52	2,667.49	2,969.01
Band H	361.82	3,200.98	3,562.80

The council tax for each category of dwelling by parish is as follows:

Parish / Town Area	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£	£	£	£	£	£	£	£
Bledlow-cum-Saunderton	1,168.35	1,363.06	1,557.78	1,752.50	2,141.95	2,531.39	2,920.85	3,505.00
Bradenham	1,179.13	1,375.64	1,572.17	1,768.69	2,161.74	2,554.77	2,947.83	3,537.38
Chepping Wycombe	1,195.13	1,394.30	1,593.50	1,792.68	2,191.06	2,589.42	2,987.81	3,585.36
Downley	1,193.28	1,392.15	1,591.03	1,789.91	2,187.67	2,585.42	2,983.19	3,579.82
Ellesborough	1,185.66	1,383.27	1,580.88	1,778.49	2,173.71	2,568.92	2,964.16	3,556.98
Fawley	1,158.33	1,351.37	1,544.43	1,737.48	2,123.59	2,509.69	2,895.81	3,474.96
Great & Little Hampden	1,183.16	1,380.35	1,577.55	1,774.72	2,169.11	2,563.49	2,957.88	3,549.44
Great & Little Kimble cum Marsh	1,214.34	1,416.71	1,619.11	1,821.49	2,226.27	2,631.04	3,035.83	3,642.98
Great Marlow	1,170.01	1,365.00	1,560.00	1,755.00	2,145.00	2,535.00	2,925.01	3,510.00
Hambleden	1,183.57	1,380.82	1,578.08	1,775.34	2,169.86	2,564.38	2,958.91	3,550.68
Hazlemere	1,206.74	1,407.84	1,608.97	1,810.09	2,212.34	2,614.57	3,016.83	3,620.18
Hedsor	1,158.33	1,351.37	1,544.43	1,737.48	2,123.59	2,509.69	2,895.81	3,474.96
High Wycombe Town	1,167.99	<b>1,362.64</b>	1,557.32	1,751.98	<b>2,141.30</b>	2,530.63	2,919.97	3,503.96
Hughenden	1,193.74	1,392.68	1,591.64	1,790.60	2,188.51	2,586.42	2,984.34	3,581.20
Ibstone	1,190.25	1,388.61	1,586.99	1,785.36	2,182.11	2,578.85	2,975.61	3,570.72
Lacey Green	1,172.10	1,367.44	1,562.80	1,758.15	2,148.85	2,539.55	2,930.26	3,516.30
Lane End	1,235.18	1,441.02	1,646.89	1,852.75	2,264.48	2,676.19	3,087.93	3,705.50
Little Marlow	1,201.62	1,401.88	1,602.15	1,802.42	2,202.96	2,603.49	3,004.04	3,604.84
Longwick-cum-Ilmer	1,185.22	1,382.75	1,580.29	1,777.82	2,172.89	2,567.96	2,963.04	3,555.64
Marlow Bottom	1,174.97	1,370.78	1,566.61	1,762.43	2,154.09	2,545.73	2,937.39	3,524.86
Marlow Town	1,192.49	1,391.22	1,589.98	1,788.72	2,186.22	2,583.70	2,981.21	3,577.44
Medmenham	1,186.35	1,384.06	1,581.79	1,779.51	2,174.96	2,570.40	2,965.86	3,559.02
Piddington & Wheeler End	1,216.63	1,419.39	1,622.16	1,824.93	2,230.47	2,636.01	3,041.56	3,649.86
Princes Risborough	1,226.23	1,430.59	1,634.96	1,839.33	2,248.07	2,656.81	3,065.56	3,678.66
Radnage	1,208.59	1,410.01	1,611.44	1,812.87	2,215.73	2,618.59	3,021.46	3,625.74
Stokenchurch	1,185.47	1,383.05	1,580.62	1,778.20	2,173.36	2,568.51	2,963.68	3,556.40
Turville	1,176.68	1,372.77	1,568.89	1,765.01	2,157.24	2,549.45	2,941.69	3,530.02

WestW'- Council	<b>1,219.74</b>	<b>1,423.03</b>	<b>1,626.31</b>	1,829.62	2,236.20	<b>2,642.77</b>	3,049.38	3,659.24
Wooburn and Bourne End	1,205.71	1,406.65	1,607.60	1,808.55	2,210.45	2,612.35	3,014.26	3,617.10

5. Determine that the Council's basic amount of Council Tax for 2019/20 is not excessive, in accordance with principles approved under Section 52ZB of the Local Government Finance Act 1992.

The Secretary of State for the Ministry of Housing, Communities & Local Government has determined a set of principles which state that for an authority such as Wycombe District Council, the relevant basic amount of Council Tax is excessive if the amount for 2019-20 is 3%, or more than 3%, greater than its relevant basic amount of Council Tax for 2018-19; and more than £5 greater than its relevant basic amount of Council Tax for 2018-19. Since this authority is proposing a reduction of £1.58 then the above regulations have no impact for 2019-20.

## **86 PLANNING COMMITTEE**

**RESOLVED:** That the minutes of the meetings of the Planning Committee of 17 October 2018, 12 December 2018 and 16 January 2019 be received.

## **87 HIGH WYCOMBE TOWN COMMITTEE**

**RESOLVED:** That the minutes of the meeting of the High Wycombe Town Committee held on 15 January 2019 be received.

## **88 IMPROVEMENT & REVIEW COMMISSION**

**RESOLVED:** That the minutes of the meeting of the Improvement & Review Commission held on 24 January 2019 be received.

## **89 REGULATORY & APPEALS COMMITTEE**



**RESOLVED:** That the minutes of the meeting of the Regulatory & Appeals Committee of 11 February 2019 be received.

**90 COMMUNITY GOVERNANCE REVIEWS**

This report was withdrawn prior to the Meeting

**91 PERSONNEL & DEVELOPMENT COMMITTEE**

**RESOLVED:** That the minutes of the meeting of the Personnel & Development Committee of 18 February 2019 be received.

**92 STANDARDS COMMITTEE**

**RESOLVED:** That the minutes of the meeting of the Standards Committee of 19 February 2019 be received.

**93 EXTENSION WORKS TO COURT GARDEN LEISURE COMPLEX - PROCUREMENT PROCESS**

Councillor Graham Peart (Cabinet Member for Community) presented this report requesting the Council's agreement to an exemption from Contract Standing Orders to enable a non-competitive award of a Development Agreement with a value of £2m with Places Leisure allowing them to deliver and complete refurbishment works at the Council's Court Garden Leisure Centre in Marlow.

Additionally a delegation was sought to enter into this agreement, deed of variation and associated legal documents in relation to the existing leisure operator agreement to the Head of Community Services, in consultation with the District Solicitor, Head of Finance and Cabinet Member for Community.

This was a system of procurement successfully used at Princes Risborough Springs. It enabled a complex refurbishment whilst the centre remained open for public use. Places Leisure effectively were to become a nominated contractor. Selling competitive tenders for the key elements of the work. WDC were to review costs and progress and make payments against an agreed schedule.

**RESOLVED:** That;

(i) Exemption from Contract Standing Orders be granted to allow a 'non-competitive award of a Development Agreement with a value of £2M to allow Places Leisure ("PL") to complete refurbishment works at Court Garden Leisure Centre ("CGLC"); and

(ii) Delegated authority be granted for entering into a Development Agreement, Deed of Variation and any

associated legal documents in relation to the existing Leisure Operator Agreement to the Head of Community Services, in consultation with the District Solicitor, Head of Finance and Commercial Services with the Cabinet Member for Community.

**94 QUESTIONS UNDER STANDING ORDER 11.2**

There were no questions submitted under Standing Order 11.2

**95 URGENT ACTION TAKEN BY CABINET OR INDIVIDUAL CABINET MEMBER**

The Individual Cabinet Member Decisions as set out in the summons were noted.

---

Chairman

**The following officers were in attendance at the meeting:**

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

## Cabinet Minutes

Date: 11 March 2019

Time: 7.00 - 7.27 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 Strategy & Communications |
| Councillor S Broadbent     | - Cabinet Member for Economic Development and Regeneration       |
| Councillor D J Carroll     | - Cabinet Member for Youth and External Partnerships             |
| Councillor D A Johncock    | - Cabinet Member for Planning                                    |
| Councillor Mrs J D Langley | - Cabinet Member for Housing                                     |
| Councillor G Peart         | - Cabinet Member for Community                                   |
| Councillor D M Watson      | - Cabinet Member for Finance and Resources                       |
| Councillor L Wood          | - Cabinet Member for Digital Development & Customer Services     |

### By Invitation

- |                       |   |
|-----------------------|---|
| Councillor Mrs S Adoh | - Deputy Cabinet Member for Housing                               |
| 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 D Knights  | - Chairman of the Improvement and Review Commission               |
| Councillor R Raja     | - Leader of the Labour Group                                      |
| Councillor A Turner   | - Deputy Cabinet Member for Planning                              |

**Also present:** Councillors R Gaffney and P R Turner

### **88 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors C Etholen (Deputy Cabinet Member for Digital Development and Customer Services) and S Saddique (Deputy Cabinet Member for Finance and Resources).

### **89 MINUTES**

**RESOLVED:** That the minutes of the meetings of the Cabinet held on 4 February 2019 be approved as a true record and signed by the Chairman.

## **90 DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **91 TRANSITION TO A NEW UNITARY COUNCIL - APPOINTMENTS TO THE SHADOW EXECUTIVE**

Cabinet were asked to appoint two representatives from Wycombe District Council to the Shadow Executive for the new Shadow Council.

It was anticipated that the Draft Structural Changes Order 2019 would be laid before Parliament which would provide for 17 Members to be appointed to the Shadow Executive. The membership would consist of 2 Members from each of the four existing District Councils, 8 from Buckinghamshire County Council, plus the role of Chairman of the Shadow Executive which would be undertaken by the County Council Leader.

Cabinet agreed that in the event that the Structural Changes Order was laid that the two appointments set out below be made, subject and without prejudice to the current legal action being undertaken.

The following decisions were made to appoint representatives to sit on the Shadow Executive for the new Shadow Council.

**RESOLVED:** That (i) Councillors Ms K Wood and A Green be appointed as Wycombe District Council's representatives to sit on the Shadow Executive for the Shadow Council; and

(ii) Councillors D Johncock and S Broadbent be appointed as Wycombe District Council's named substitutes for the Shadow Executive for the Shadow Council.

## **92 BUCKS HOME CHOICE ALLOCATION POLICY**

Cabinet reviewed a report requesting adoption of proposed amendments to the Bucks Home Choice Allocations Policy which enabled all four district authorities to access applications to the housing register. The Bucks Home Choice Partnership membership comprised of Aylesbury Vale District Council, Chiltern District Council, South Bucks District Council and Wycombe District Council.

Bucks Home Choice was the overriding policy regarding access to the statutory housing register for households and people seeking social housing. Cabinet were informed that the Policy had been reviewed in response to recent case law following the Localism Act 2011, and the Homelessness Reduction Act 2017.

The following recommendation was made as the Partnership was proposing a number of amendments to the priority bandings and qualifying criteria in the Bucks Homes Choice Allocation Policy due to changes in housing legislation, recent case law and local housing pressures.

**Recommended:** That Council adopts the revised Bucks Home Choice Allocations Policy and that partnership working and co-operation with Aylesbury Vale, Chiltern and South Bucks District Councils continued.

### **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 93 to 94 and 97 to 98, because of their reference to matters which contain exempt information as defined as follows:

**Minute 93** Cressex Island– Appendices A, B and C

**Minute 94** Handy X Hub Phase 3B– Appendix A

**Minute 97** Green Space Contract Procurement

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 98 - File on Action taken under Exempt Delegated Powers**

**Community sheet no: C/2/19**

**Economic Development & Regeneration sheet nos: EDR/02/19 - EDR/09/19**

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)

### **93 CRESSEX ISLAND**

The report before Cabinet set out proposals for the remainder of the Cressex Island site, these included a disposal option for two-thirds of the western part of the site for speculative industrial development, and for the eastern third to be developed as a discount food store and drive thru' restaurant, funded by the Council as a retained let investment.

The Cabinet Member for Economic Development and Regeneration informed the meeting that the last sentence of paragraph 5 of the report should be amended to read as follows: “The proposed industrial development also carries planning risk (traffic modelling and visual impact). The site has no use allocation in the local plan. However, the employment proposal would fit with mixed use nature of the area, and help to off-set some of the employment losses resulting from the conversion of offices to residential via permitted development.”

Cabinet supported the overall scheme which would bring a vacant site into beneficial use with the potential to create approximately 150 employment opportunities.

The following recommendations were made as the proposed disposal of part of the site was above delegated authority levels. The proposed investment in the development of the remainder of the site was not in the Capital Programme and required a recommendation to Full Council.

**Recommended:** That (i) the freehold interest in the western two-thirds of the Cressex Island site be disposed of on the terms set out in confidential Appendix A of the report;

(ii) the development of the eastern third of the Cressex Island site be funded by the Council, for retention as a let investment, on the terms set out in confidential Appendix A of the report;

(iii) approval of the detailed terms of the disposal be delegated to the Corporate Director in consultation with the Major Projects Executive, the Head of Finance and Commercial, and their respective Cabinet Members; and

(iv) a supplementary estimate as set out in Appendix A of the report for the development and enabling works be agreed.

## **94 HANDY X HUB PHASE 3B**

Cabinet approval was sought to dispose of the freehold interest in land at the Handy X Hub site (The Prow site). The report set out proposals to establish offices at the site, which was expected to accommodate approximately 100 jobs.

The following decisions were made as the proposed disposal was above delegated authority levels.

**RESOLVED:** That (i) the freehold interest in Handy X Hub Phase 3B (‘The Prow’ site) be disposed of on the terms set out in the confidential Appendix A of the report; and

(ii) approval of the detailed terms of the disposal be delegated to the Corporate Director in consultation with the Major Projects Executive, the Head of Finance and their respective Cabinet Members.

**95 INFORMATION SHEET**

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

2/2019 Response to the Recommendations of the Improvement & Review Commission 28 November 2018 concerning the River Wye - Update.

**96 FILE ON ACTION TAKEN UNDER DELEGATED AUTHORITY**

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

Finance	F/03/19 – F/05/19
Planning & Sustainability	PS/01/19 – PS/03/19

**97 GREEN SPACE CONTRACT PROCUREMENT**

Cabinet were advised that the Council’s current Green Space contract was due to terminate in December 2019. Approval was sought to begin a competitive tender exercise.

The following decision was made as the Council’s current Green Space contracts expire in December 2019 and replacement contracts were required.

**RESOLVED:** That the Council tender for a new green space contract to run from 2020-2024 with an option to extend for a further four years.

**98 FILE ON ACTION TAKEN UNDER EXEMPT DELEGATED POWERS**

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

Community Sheet No: C/2/19

Economic Development & Regeneration Sheet Nos: EDR/02/19 – EDR/09/19

---

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
Christopher Hartnell	- Interim Accountant

## Planning Committee Minutes

Date: 13 February 2019

Time: 7.05 - 8.30 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 M Clarke  
Councillor R Farmer

### APPLICATION

18/05363/FUL  
18/05363/FUL

### 89 MINUTES OF THE PREVIOUS MEETING

**RESOLVED:** That the minutes of the Planning Committee meeting held on 16 January 2019 be approved as a true record and signed by the Chairman.

### 90 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 91 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.

### 92 18/05363/FUL - ABBEY BARN SOUTH RESERVE SITE, ABBEY BARN LANE, HIGH WYCOMBE, BUCKINGHAMSHIRE

Members noted the Update sheet and also noted the appreciation of the work that had been carried out by the liaison group in consultation with officers and the developer in preparing a Development Brief.

Members voted in favour of the motion that the Head of Planning and Sustainability be given delegated authority to grant conditional permission subject to the conditions laid out in the main report and in the Update Sheet which was circulated at the meeting.

**RESOLVED:** That the Head of Planning and Sustainability be given delegated authority to grant conditional permission subject to:



- 1) Further consultation with Sport England in respect of conditions and S106 Heads of terms. Once Sport England had clarified their position the application would either proceed to determination or would need to be referred to the Secretary of State via the National Planning Casework Unit.
- 2) That the Head of Planning and Sustainability be given delegated authority to grant Conditional Permission provided that a Planning Obligation is made to secure:
  - (a) An education Contribution.
  - (b) Financial contributions toward PROW improvements.
  - (c) Affordable housing.
  - (d) Financial contributions towards infrastructure.
  - (e) Delivery of Open Space and Contribution towards off-site sports.
  - (f) Delivery of land for Chiltern Rangers.
  - (g) Limitation on land use.

or to refuse planning permission if an Obligation could not be secured.

- 3) That officers be given delegated authority to accept amended plans incorporating balconies into flats and provision of additional street trees in phase 1.

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

The Committee was addressed by Mr Andrew Taylor, on behalf of the High Wycombe Society and Ms Chloe Andrews-Jones, the Chairman of Flackwell Heath Residents Association, both in objection and Ms Elkie Lees, the applicant.

**93 18/07096/OUTEA - LAND REAR OF PARK MILL FARM, PARK MILL, PRINCES RISBOROUGH, BUCKINGHAMSHIRE**

Members noted the Update Sheet and voted in favour of the motion that had they been in a position to determine the application, permission would have been refused for the reasons laid out in the main report.

**RESOLVED:** Minded to refuse that:

- a) had the Authority been in a position to determine this application, permission would have been refused for the reasons set out in the report, and,
- b) It be noted that the Head of Planning and Sustainability would defend the appeal lodged against the non-determination of this planning application in line with these reasons, appropriately amended to reflect and align with any modifications to and progress of the New Wycombe District Local Plan and publication of Inspectors Report.

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

**94 18/07097/OUTEA - LAND REAR OF PARK MILL FARM, PARK MILL, PRINCES RISBOROUGH, BUCKINGHAMSHIRE**

Members noted the Update Sheet and voted in favour of the motion that had they been in a position to determine the application, permission would have been refused for the reasons laid out in the main report.

**RESOLVED:** Minded to refuse that:

- a) had the Authority been in a position to determine this application, permission would have been refused for the reasons set out in the report, and,
- b) it be noted that the Head of Planning and Sustainability would defend the appeal lodged against the non-determination of this planning application in line with these reasons, appropriately amended to reflect and align with any modifications to and progress of the New Wycombe District Local Plan and publication of Inspectors Report.

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

**95 PRE-PLANNING COMMITTEE TRAINING / INFORMATION SESSION**

Members noted that there was no presentation regarding booked for the next Pre-Planning Committee training / Information Session on Wednesday 6 March 2019 at 6.00pm. It was therefore agreed that should no presentation be scheduled in the meantime then the next Planning Committee meeting would start at 6.30pm.

**RESOLVED:** That there was no information session scheduled for Wednesday 6 March 2019 and that if no presentation was scheduled in the meantime, the next Committee meeting would start at 6.30pm

**96 APPOINTMENT OF MEMBERS FOR SITE VISITS**

**RESOLVED:** That in the event that it was necessary to arrange site visits on Tuesday 5 March 2019 in respect of the agenda for the meeting on Wednesday 6 March 2019, the following Members be invited to attend with the relevant local Members:

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

**97 DELEGATED ACTION UNDERTAKEN BY PLANNING ENFORCEMENT TEAM**

Members noted the Delegated Action authorised by the Planning Enforcement Team.

**98 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 L Bellinger	Principal Development Management Officer
Mrs T Coppock	Planning Solicitor
Mr R Harrison	Principal Development Management Officer
Mrs L Hornby	Senior Democratic Services Officer
Mr P Miller	Technical Officer
Mr A Nicholson	Development Manager

## Audit Committee Minutes

Date: 28 February 2019

Time: 7.00 - 7.48 pm

**PRESENT:** Councillor R Scott (In the Chair)

Councillors: G C Hall, Ms C J Oliver, N Teesdale and P Turner

In Attendance: Ms S Gill (Ernst Young)

### 39 APOLOGIES

Apologies for absence were received from Councillors: M Appleyard and R Wilson.  
Mr A Brittan (Ernst Young)

### 40 MINUTES

**RESOLVED:** That the minutes of the meeting of the Audit Committee held on 1 November 2018 be confirmed as a true record and signed by the Chairman.

### 41 DECLARATIONS OF INTEREST

There were no declarations of interest

### 42 CERTIFICATION OF GRANTS & CLAIMS

A report was considered which explained that Local Authorities were in receipt of a subsidy from the DWP in order to assist in the administration of Housing Benefit. The DWP required external certification of the annual subsidy claim. Members were informed of the good news that in the 2017/18 subsidy year WDC error levels had been below the Government threshold levels allowing for the maximum subsidy to be attained. The total value of the claim had amounted to £44,282,827. Minor errors identified in the current year's audit had totalled just under £2000 (0.005%) of the total claim.

The report highlighted that improvements at WDC were owing to a number of factors, including the maintenance of a flexible workforce, which in turn had assisted with the growth in resources when required in response to welfare changes and Government software system enhancements.

The Chairman and Ms S Gill representing Ernst Young and in attendance at the meeting, wished congratulate and thank the Revenues & Benefits Manager and his team for all the hard work undertaken.

**RESOLVED:** That

- (i) The report be noted
- (ii) The Revenues & Benefits Manager and his team be congratulated and thanked for all the hard work undertaken.

#### **43 PERFORMANCE OUTTURN 2018/19 QUARTER 3**

A report was submitted which requested that the 2018/19 Quarter 3 outturn for the Council's 12 corporate performance measures be noted. It was highlighted that all of the performance measures where targets were set either exceeded or met the target within (+/- 5%).

The report stated that the performance measures provided key information with regard to the achievement of objectives and that the quality of the data was regularly monitored to ensure that it was fit for purpose. The 2018/19 quarter 3 outturn was attached at (Appendix A) to the report.

Members were informed that due to changes in staff, it had not been possible to submit information for quarters 1 and 2 but that performance measurement and monitoring had continued to take place.

A Member queried the reason as to why the percentage target of all abandoned calls to the CSC had moved from 3.6% to 5%. It was confirmed that 3.6% was the performance result from the previous year rather than the target but that all targets would be reviewed for the new year and that this would be reflected within future reports.

**RESOLVED:** That the report be noted.

#### **44 ANNUAL AUDIT PLANNING REPORT**

Members considered the Audit Planning Report attached at (Appendix A) which laid out the initial plans for Ernst & Young for 2018/19 and the approach it would adopt in the auditing of the Council's accounts. The plan also summarised the initial assessment of the key risks driving the development of an effective audit and outlined the planned audit strategy in response to those risks. The main areas of focus included misstatements due to fraud or error, property and pension valuations.

A broad timetable of events was also included within the Plan which stated that the interim audit would be carried out in February 2019, whilst the year end audit would commence in June with a view to completion of the process by the end of July 2019. This would conclude with a final report to this Committee highlighting the results of the audit along with the audited statement of accounts.

It was confirmed that the report was not dissimilar to that of last year, and that there had not been any significant changes in terms of risk. Ms S Gill did however highlight that E Y would be monitoring how the Council dealt with the risk/ area of

focus within the property valuations category which was likely to be volatile due to the current economic climate.

**RESOLVED:** That the report be noted

#### **45 TREASURY MANAGEMENT MID YEAR REPORT**

The Treasury Management Mid - year report for 2018/19 was considered which detailed the progress during the year against the strategy approved by Council on 22 February 2018. The report had also been submitted to Cabinet at its November meeting last year. Members were requested to scrutinise and consider the report which covered the period between 1 April - 30 September 2018.

The report stated that the main function of the Treasury Management service was to ensure that the Council operated a balanced budget and that the cash raised during the year had met its cash expenditure and that cash flow was adequately planned. Furthermore the Treasury Management service was required to fund the council's capital plans.

The report also provided a summary of the primary code of practice requirements for management of the treasury service which had been set by (CIPFA) and adopted by the Council. These were highlighted in paragraph 5 of the report.

The Presenting Officer confirmed that progress was on track, and that there had not been any significant change since June 2018.

**RESOLVED:** That the report be noted.

#### **46 ANNUAL REVIEW OF THE RISK MANAGEMENT POLICY**

A report was submitted which requested that the Risk Management Policy for 2019/20 attached at (Appendix A) to the report be approved. The report stated that the Policy aimed to provide a comprehensive framework and associated processes to assist management in successfully discharging their risk management responsibilities.

The report further outlined the main objectives of this function which was primarily to improve the ability to deliver strategic objectives within the Corporate Plan. Furthermore the Policy had been designed to be used a toolkit for those involved in the management of risk within a project environment.

The Presenting officer provided further clarification with regard to the risk score matrix within the policy. This was used to define the severity of individual risks relative to the impact and probability score. It was indicated that the light grey shade represented a low risk scoring whilst the darker shade represented the threat of a more serious risk. The darkest shade of grey was indicative of a high risk level.

The Chairman emphasised the importance of ensuring that the responsibility for managing risk cascaded down to all staff.

**RESOLVED:** That the Risk Management Policy 2019/2020 be approved.

#### **47 DRAFT AUDIT COMMITTEE ANNUAL REPORT**

A report was submitted which reflected on the work and achievements of the Audit Committee in accordance with the guidance published by CIPFA for Local Authorities and Police 2013. The Annual report demonstrated the vital role discharged by the Committee, and the contribution that it made to the Council's governance arrangements.

The report's appendices detailed the terms of Reference of the Audit Committee, its role and responsibilities, together with the work programme anticipated during 2019. The report would also be published on the Council's website.

**RESOLVED:** That the Annual Audit Committee Report 2018 be noted.

#### **48 STRATEGIC RISK REGISTER MONITORING REPORT - QUARTER 3**

The quarter 3 monitoring data was submitted for Members' information, as attached at (Appendix A to the report). This covered the period October – December 2018. The report highlighted that the Strategic Management Board (SMB) had agreed to the inclusion of two new identified risks within the register which could potentially have an impact on service delivery of the council's Corporate Plan, and consequently on the direction and sustainability of the Council.

The Presenting Officer drew attention to (SR08) – Unitary District Council Status Pre Structural Change Orders which had now replaced (SR04) – Local Government Reorganisation. In addition the inclusion of Brexit had also been reconsidered and agreed within the register as a subset of (SR02) – Internal and External Regulatory Framework.

It was emphasised that the register had an external focus over which it had limited control. The Council was required to determine suitable internal controls to mitigate the risk. The Head of Finance and Commercial Services provided a brief update on the planning around Brexit and regarding MLG.

**RESOLVED:** That the report be noted.

#### **49 AUDIT COMMITTEE - TERMS OF REFERENCE**

A report was submitted which requested approval of the proposed amendments to the Committee's Terms of Reference attached at (Appendix A), which would then be referred to Full Council for its endorsement. Members were informed that this report had previously been considered by this Committee in May 2018 but had been resubmitted in order to complete the necessary process required to effect the change. It was confirmed that the report stood unchanged.

The report provided a summary of the original changes which had been recommended following an annual review and in accordance with recommended best practice. These had included proposed amendments to sections 2, 4 and 6 of the constitution. The report also highlighted that approval of the Treasury Management Strategy would now transfer to Full Council, whilst responsibility for the scrutiny of this would remain with the Audit Committee itself.

**RECOMMENDED:** That the Terms of Reference as attached at (Appendix A) to the report be approved and the Council's Constitution be amended accordingly.

## **50 AUDIT COMMITTEE WORK PROGRAMME**

The Committee's draft work programme for the period May – July 2019 was submitted for consideration.

It was confirmed that the Risk Register item would be included on the list for submission.

**RESOLVED:** that

- (i) An item on the Strategic Risk Register be included for submission on the work programme
- (ii) The report be noted

---

Chairman

### **The following officers were in attendance at the meeting:**

Dave Skinner	- Head of Finance and Commercial Services
Mike Howard	- Business Assurance Manager
Iram Malik	- Democratic Services Officer
Andy Green	- Revenues and Benefits Service Manager
Harriet Baldwin	- Performance and Improvement Officer



# High Wycombe Town Committee Minutes

Date: 5 March 2019

Time: 7.10 - 9.10 pm

**PRESENT:** Councillor M Clarke  
(in the Chair)

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

Apologies for absence were received from Councillors M Hanif and M A Hashmi

**ALSO PRESENT:**

Deputy Commander Graham Hadley

Thames Valley Police

**36 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Hashmi and Councillor Hanif.

**37 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**38 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting of the High Wycombe Town Committee held on 15 January 2019 be agreed as a correct records and signed by the Chairman.

**39 POLICING UPDATE**

The Chairman welcomed Deputy Commander Graham Hadley of the Thames Valley Police to the meeting and invited him to provide the Committee with an update on policing matters within the area.

Members had provided a number of questions in advance of the meeting to DC Hadley for a response. The following main points were noted –

- There were one or two off the county line drug dealers in the District however this was statistically less than national figures. Enforcement had recently been undertaken with Operation Rowlock and a number of arrests had been made. A large volume of drugs and weapons had been taken off the streets.

- Additional funding provided by the government would include funding for the High Wycombe policing area.
- The police budget had decreased over the last 8 years and there had been a reduction of approximately 12 officers over this period. The Neighbourhood Police Officer numbers had remained the same.
- TVP were engaging with Wycombe District Council on a range of measures to increase capacity across the area. The street wardens would be working with the Neighbourhood Police team to provide extra capacity in the area.
- There were around 20 Special Constables working in the Wycombe area. It was noted that these were mainly seasonal due to student officers recruited from the University. There had been a Thames Valley wide initiative to recruit more Special Constables.
- Knife crime was up 16% nationally and in Wycombe it was up by 4%. To tackle knife crime it was reported that there were rapid arrests, recovery of weapons, knife amnesty, stop and search and education programmes.
- Officers have access to scanning wands to help search for weapons.
- TVP has a Community and Diversity Officer and ethnicity has not been raised to be an issue regarding knife crime.
- A key issue for the police was to use resources effectively.
- There would be Thames Valley wide programmes in schools as part of measures to deter knife crime.
- It was noted that the possession of knives and offensive weapons was a highly legislated area. Many people in society use knives for the purpose of work or domestically and legislative powers were used to deter them from being used on the street. Test purchases were also undertaken in shops to make sure businesses were selling knives lawfully.
- It was usual for children in schools to be searched for the possession of knives and other measures were used to educate and deter.
- It was reported that some knives in supermarkets were held in a locked area.
- Regarding the bus lane in the London Road; nine tickets had been issued to drivers using the bus lane, however members were concerned at this low number.
- It was suggested that the new unitary council could consider more cameras on roads with bus lanes and it was noted that enforcement was an issue.
- Regarding recent pub closures in the town centre it was reported that the police had not advised pubs to close and this had been due to social media discussions.

Members were advised to contact Deputy Commander Hadley if they had any further queries. The Chairman thanked Mr Hadley for his update.

#### **40 SUPPLEMENTARY ITEM - COMMUNITY PROJECTS UPDATE**

Elaine Jewell, Head of Community, provided a presentation which provided information on community projects currently being undertaken in the area. The following points were noted:

##### **Cemetery**

- The new cemetery would be known as Penn Road Cemetery as this would enable better navigation for satnav users to the address.
- The key features would include: a children's burial area, lawn burials and cremated remains options.
- It would be a tranquil area with biodiverse planting and local species.
- There was a budget of £1.67m.
- Two consultation events had been held.
- The works were due for completion early summer 2020; however the timetable for the build was dependent on the planning process.
- Car parking on the site was able to absorb additional vehicles if necessary.
- The building would be minimal with a small seating area, office space and toilet facilities.
- Planning had requested a tilt on the roof which would cost an additional £2000.
- The building was not intended to be onsite chapel.
- Electrical vehicle charging was a standard requirement and CCTV would be able to monitor if this facility was being regularly used by members of the public other than visitors to the cemetery.
- Taps, litter bins and a number of benches would be available for cemetery visitors.

## **Frogmoor**

- Key success factors were to make Frogmoor welcoming, safe and attractive.
- The budget was £109k maximum.
- Consultation had included BIDCo and took account of the Dandara development.
- New curved benching would be installed.
- Bollards were also being installed to prevent parking.
- Damaged concrete would be replaced.
- Planting was not an option on the fountain area and redevelopment of the fountain was not part of the scheme.
- The expected completion date was 2019.
- The memorial bench plaques could be moved to a more permanent position.
- It was difficult to prevent mopeds from mounting the pavements in the area and enforcement would need to be considered.
- The scheme was to make Frogmoor a place where people feel welcome and long term plans for the area would be part of the redevelopment of the Chiltern Shopping Centre into residential units.
- Street wardens would help to make the space feel safe. There would be 3 full-time equivalent street wardens to discourage street drinkers and beggars and enforce the Public Spaces Protection Orders.
- Further joint working would be undertaken with BIDCo in the future.
- Soft under bench lighting was being considered.
- A maintenance schedule would be undertaken and the problem of pigeon droppings on benches would be built in.

## **Green Spaces Contract**

- The current contract expires on 31 December 2019.
- There were a number of options including to bring in house or retender. However it would be difficult to bring in house due to staffing constraints.
- It would not be possible to extend the contract further.
- Consideration would also be given to the forthcoming Community Governance Reviews and the outcome of these.
- In March Cabinet will be asked to agree to procure a new contract to be coterminous with the contracts of Chiltern District Council and South Bucks District Council.

### **Rye Boat House Replacement**

- The Town Committee had funded the feasibility work and this had been completed.
- General Fund Section 106 was paying for the replacement project.
- The current tenant's service was popular and the aim would be for boat hire to continue.
- The contractor would be dealing with the planning permission and the project is currently in the pre planning stages.
- The budget was c£300k.
- Included would be boat hire, café, modest indoor seating area and public toilet.
- There would not be an external door on the toilet but this would be open to the public while the café was open. The toilet would not be open 24 hours a day, however people would not have to make a purchase from the café to access the toilet. It would be the responsibility of the tenant to maintain the toilet.
- A mini golf course and table tennis could be considered.
- Outside seating would be available at the café.
- The Environment Agency had advised that weeds in the river were beneficial for the fish.
- The tenant would prefer construction to take place over the winter months however this was dependent on planning consent.
- There were public toilets available everyday by the car park on the Rye.

The Chairman thanked Elaine for her update.

## **41 RENAMING OF LIBRARY GARDENS**

The Committee considered a report on renaming the Library Gardens to Memorial Gardens to mark the end of the World War One Centenary commemorations.

The Committee were informed that a member of the public had suggested the renaming as the library had closed over a decade ago and the gardens had existed before the library was built.

Members were concerned that renaming the gardens was not appropriate and they had always been known as the Library Gardens. It was noted that some areas and buildings keep their names long after the original building had gone.

A motion was put forward by Councillor Green to keep the name as Library Gardens, this was seconded by Cllr S Raja.

An amendment to the motion was proposed by Cllr R Raja to rename the gardens 'The Old Library Gardens', this was seconded by Cllr Pearce. A vote was taken on this motion which fell 11 against, 4 in favour.

A vote was taken to keep the name of the gardens as Library Gardens, this was carried 14 in favour, 1 against.

**RESOLVED:** That the name Library Gardens remains.

Members noted that this would be Elaine's last High Wycombe Town Committee as she was leaving Wycombe District Council. Members thanked Elaine for all her work in support of the Committee and wished her well for the future.
---

#### **42 INFORMATION SHEETS**

**RESOLVED:** That Information Sheet 01/2019 Q3 Budgetary Control Report be noted.

#### **43 HIGH WYCOMBE TOWN COMMITTEE - FORWARD WORK PROGRAMME**

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

Members requested that a market update be added to the work programme and requested that the market manager be invited to the next meeting.

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

#### **44 URGENT ITEMS (IF ANY)**

There were no urgent items.

---

Chairman

**The following officers were in attendance at the meeting:**

Mrs J Durkan

Senior Democratic Services Officer

J Openshaw

District Solicitor

Ms E Jewell

Head of Community

# Improvement and Review Commission Minutes

Date: 13 March 2019

Time: 7.00 - 8.11 pm

**PRESENT:** Councillor (in the Chair)

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

## 37. CHAIRMAN'S INTRODUCTIONS

Councillor Collingwood informed the Commission that he would be acting as Chairman for the meeting as Councillor Knights was absent due to family commitments.

## 38. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors K Ahmed, D Knights, Mrs W J Mallen and D Shakespeare.

## 39. DECLARATIONS OF INTEREST

There were no declaration of interests.

## 40. MINUTES OF THE PREVIOUS MEETING

Regarding Minute 30, the Chairman confirmed that the Cabinet Member for Community would be invited to the meeting in June 2019 to update on the appointment of the Street Wardens and resources for the future.

Regarding Minute 31 the Cabinet Member for Housing would be invited on 6 monthly basis to provide an update on the Licensing of HMOs. It was noted that if the Cabinet Member required any support on issues or resourcing then the invite was open to when this was necessary.

**RESOLVED:** That the minutes of the Improvement and Review Commission held on 24 January 2019 be approved as a true record and signed by the Chairman.

## 41. LOCAL INDUSTRIAL STRATEGY

The Chairman welcomed Ian Barham, Buckinghamshire Thames Valley LEP to the meeting. Ian provided the Commission with a presentation outlining details of the development of a Local Industrial Strategy (LIS) for Buckinghamshire. The following main points were made:

- The LIS was not intended to replace current strategies such as the Strategic Economic Plan or to replace the Transport Plan.
- Areas of high growth would be considered.
- The LIS would cover the Oxford – Cambridge Arc.
- The exam question from the government was to “identify distinct economic assets”.
- The LIS would be based on sound and solid evidence.
- High Wycombe was at the top end of the arc.
- There were high levels of employment across Buckinghamshire.
- Bucks was the poorest regarding digital connectivity.
- The significant assets in Buckinghamshire were outlined as: creative and digital economy (Pinewood Studios), super high tech (Silverstone), upstream space and Westcott, medical technology and innovation, intelligent mobility.

Members asked a number of questions and were concerned at the lack on the inclusion of apprentice schemes, and information on the environment and biodiversity offsetting. In response to a query Ian explained that digital connectivity was poor due to rural areas in the county. He also explained that there had been a clear indication of an aging population; significantly over 90 year olds, and consideration had to be given to this data.

In response to a further query Ian provided information about the BTVLEP: that representatives on the Board included business leaders and leaders of the councils in Buckinghamshire, funding was provided by the government, and that the LEP also bid for other available funds from the government and there were four team members who reported to the Board.

Members were also concerned that the Wycombe area was barely mentioned in the consultation document, there was a lot of business jargon and no firm deliverables outlined in the document. It was noted that there would be an action plan in the final document and the first 5 years would be detailed. The LEPs vision of the future of Wycombe should be mentioned and the heritage, industry and geographic advantage were highlighted. Ian also noted that links to Heathrow was a challenge and the Easton Street Quarter development would be a benefit; as are the links to London. Employment was also an important area and career breaks or changes in career should be supported. Access to opportunities for disabled or people with special needs would be considered for the final document. Travel times and transport issues was covered under the transport strategy however it was confirmed that connectivity of different transport modes would be considered.

The Chairman commented that the main issues missing from the draft document were: the focus on the main junctions from the M40 and the connections from these to important locations in Buckinghamshire, the Chiltern line station points, Cressex Industrial Area in High Wycombe, Globe Park in Marlow and the integration of work and play.



It was requested that all the documents relating to the draft LIS be made available to all members of the council. Members were concerned that this information had not been made available at an earlier opportunity for comments to be noted. The closing date of the consultation was the 8 March, however Ian confirmed that any comments provided by members before the LEP Board meeting on the 22 March would be taken into account.

The Chairman thanked Ian for attending.

#### **42. TASK AND FINISH GROUP UPDATES**

Regarding the Parking Task and Finish Group it was reported that Councillor Lesley Clarke OBE would act as Chairman and Councillor Alex Collingwood would act as Vice-Chairman. A scoping meeting with the Chairman, Vice-Chairman, Cabinet Member for Environment and senior officers would be taking place on 28 March. Following this the first full meeting of the TFG would be taking place and members would be notified of the date via email.

Regarding the Waste Contract Task and Finish Group it was reported that this would meet on an ad-hoc basis to inform the new contract and improve and enhance the process. The following members volunteered for the TFG: Councillors Lesley Clarke OBE, Jon Savage, Alex Collingwood and Mahboob Hussain JP. If there were any further volunteers then contact the Democratic Services Officer.

#### **43. COMMISSION WORK PROGRAMME AND FORWARD PLAN**

The Commission considered the work programme report along with the appended completed work programme suggestion form regarding the Waste Contract TFG, the Cabinet Forward Plan and Commission Work Programme.

The members had previously discussed the Parking TFG and the Waste Contract TFG. The Chairman noted that as these TFGs would be substantial items then no further TFGs would be required at this current time.

#### **44. COUNCILLOR CALL FOR ACTION**

There were no Councillor Calls for Action.

#### **45. SUPPLEMENTARY ITEMS**

There were no supplementary items.

#### **46. 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: 18 March 2019

Time: 7.00 - 7.45 pm

**PRESENT:** Councillor J Savage (In the Chair)

Councillors: Mrs L Clarke OBE, M Clarke, Mrs L M Clarke OBE, C Etholen, M Hussain JP, I L McEnnis, R Raja, D A C Shakespeare OBE and Ms J D Wassell and Z Ahmed.

Also present: Councillors K Ahmed, R Farmer, Maz Hussain, M E Knight, S K Raja, and P R Turner

### **29 MOMENT`S SILENCE**

At the request of the Chairman a moment`s silence was observed in memory of those affected by the New Zealand mosque attack which had recently taken place.

### **30 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors A Collingwood, R Gaffney and D Knights.

### **31 MINUTES**

**RESOLVED:** That the minutes of the meeting of the Regulatory & Appeals Committee held on 11 February 2019 be confirmed as a true record and signed by the Chairman.

### **32 DECLARATIONS OF INTEREST**

Councillor Z Ahmed declared an interest in agenda item 4 due to his employment in the taxi trade. He remained in the meeting but refrained from voting.

### **33 STATUTORY DESIGNATED LIST OF WHEELCHAIR ACCESSIBLE VEHICLES**

A report was considered which requested approval for a designated list of wheelchair accessible vehicles to be adopted under section 167 of the Equality Act 2010, which would become effective from 1 April 2019. This would then be published on the Council`s website. The decision would then be recommended to Full Council for its endorsement.

The report stated that this issue had been discussed at a previous meeting of this Committee, where it had been agreed in principle that such a list should be created and that a consultation be undertaken with the relevant affected parties. It was confirmed that the consultation had revealed no negative comments in relation to the creation of such a statutory list.

The Presenting Officer explained that section 167 of the Equality Act 2010 which had come into force in April 2017, permitted authorities to specify a designated list of wheelchair accessible licensed private hire vehicles and hackney carriages which conformed to such accessibility requirements as determined by the licensing authority. Section 165 of the Act imposed certain duties upon the drivers of designated vehicles when dealing with disabled persons in wheelchairs or a person who wished to be accompanied by a disabled person in a wheelchair. Moreover it would become a criminal act to make an additional charge to disabled passengers, or to fail to carry the wheelchair if the person chose to sit in a passenger seat. The duties that were imposed were set out at section 165(4) of the Act and were summarised at point 3 of the report.

It was emphasised that whilst the provisions of section 167 were discretionary, the creation of a designated list would provide the advantage of publicity for the trade and also make them more easily available to disabled customers.

It was also highlighted that Section 166 of the Act made provision for licensing authorities to issue exemptions to drivers where they were satisfied it was appropriate to do so. This was based upon medical ground or on the grounds of the person's physical conditions which would make it difficult for them to comply with the conditions of the Act.

In considering the report Members overwhelmingly agreed that the creation of a designated list would be beneficial for all concerned.

The presenting officer also provided an update on the situation with regards to the taxi ranks review within the town. Members were informed that a meeting had been held with Bucks County Council last week and that their consultation exercise had now drawn to a close. The intention was to decommission the feeder rank in the middle of the High Street replacing it with some form of planters. Meanwhile the High Street rank would move to the opposite side of the road at the bottom of Corporation Street with the feeder rank moving up Corporation Street. It was hoped that the changes would be implemented within the next 6 months.

A Member questioned whether there was any enforcement in place to prevent drivers from leaving engines idling. The Officer confirmed that new legislation concerning pollution was to be introduced on the 1 April 2019.

**RECOMMENDED:** That a list of wheelchair accessible vehicles be adopted under section 167 of the Equality Act 2010, to become effective from 1 April 2019 and be publicised on the website.

## 34 COMMUNITY GOVERNANCE REVIEWS

A report was submitted which sought approval for the proposed Terms of Reference for the required Community Governance Reviews, attached as Appendix A to the report.

The report set out the background to the proposed reviews and it was noted that 4 petitions had been submitted to Full Council and since been successfully verified triggering reviews. These included:

- A petition by the residents of Totteridge Ward for a community governance review with a view to forming a parish council in Totteridge.
- A petition by the residents of Micklefield Ward for a community governance review with a view to forming a parish council in Micklefield.
- A petition by the residents of Sands Ward for a community governance review with a view to forming a parish council in Sands.
- A petition by the residents of the unparished area of High Wycombe Town (i.e. the wards of Abbey, Booker and Cressex, Bowerdean, Disraeli, Micklefield, Oakridge and Castlefield, Ryemead, Sands, Terriers and Amersham Hill and Totteridge) for a community governance review with a view to forming a town council for the unparished area.

All the petitions fell under the provisions of the 2007 Local Government and Public Involvement in Health Act.

Members were invited to consider the proposed terms of reference and were presented with 2 available options:

- (a) Carry out separate reviews relating to each of the four areas
- (b) Carry out a community governance review in relation to the whole of the unparished area to incorporate the areas under the three ward based petitions.

The timetable for the reviews was set out in the proposed terms of reference, and it was noted that the "Consultation on Draft Proposals" would be undertaken between mid-July – 30 September. This would enable distribution of documents to be combined with the Annual Canvass. It was also noted that on page 15 of the agenda, the word "Mickleton" should read "Micklefield".

During discussion, Councillor A R Green moved a proposal that the review should be extended to include the whole of the district. The proposal was not seconded and no debate took place.

In response to a question about consultation, the Committee noted the detail set out at page 16 of their agenda relating to the proposed consultation process and consultees. A number of options were also available, for example by way of a parish poll, a mini referendum, or sample consultation.

Members agreed that it would be necessary to establish a Working Group consisting of Members from this Committee to oversee the reviews. It was also agreed that the Working Group would report back to this Committee and that an extra meeting of the Committee should be convened in mid-May for this purpose.

**RESOLVED:** That;

- (i) the Terms of Reference attached as Appendix 'A' to the report be approved, subject to the following amendments:
  - a) on page 16 of the agenda, the word 'Mickleton' be replaced with the word 'Micklefield';
  - b) in the timetable of the review as set out on page 19 of the agenda, the dates for the "Consultation on Draft Proposals" be amended to read "mid July – 30 September"
- (ii) a Working Group comprising Members & Deputies from the Regulatory and Appeals Committee be established,
- (iii) an additional meeting of the Regulatory & Appeals Committee be scheduled for mid-May.

---

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
Caroline Steven	- Licensing Team Leader
Catherine Whitehead	- Head of Democratic, Legal & Policy.

# 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 A E Hill
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 J A Savage
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