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WYCOMBE
DISTRICT COUNCIL

Queen Victoria Road
High Wycombe
Bucks HP11 1BB

Council

Date: 19 December 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 19 December 2019 at 6.30 pm to consider the business set out in the Agenda below.

Mr J East
Acting Chief Executive

Fire Alarm - In the event of the fire alarm sounding, please leave the building quickly and calmly by the nearest exit. Do not stop to collect personal belongings and do not use the lifts. Please congregate at the Assembly Point at the corner of Queen Victoria Road and the River Wye, and do not re-enter the building until told to do so by a member of staff.

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

Agenda

Item		Page
1	APOLOGIES FOR ABSENCE To receive apologies for absence.	
2	MINUTES To approve as a correct record the minutes of the meetings of Council held on 21 October 2019.	1 - 22
3	DECLARATIONS OF INTEREST To receive any disclosure of disclosable pecuniary interests by Members relating to items on the agenda. If any member is	

uncertain as to whether an interest should be disclosed, he or she is asked if possible to contact the District Solicitor prior to the meeting.

Members are reminded that if they are declaring an interest they should state the nature of that interest whether or not they are required to withdraw from the meeting.

4 CHAIRMAN'S ANNOUNCEMENTS

To receive such communication as the Chairman of the Council may wish to make.

5 QUESTIONS FROM MEMBERS OF THE PUBLIC

Written questions may be asked of the Leader or any Cabinet Member if submitted to the Head of Democratic, Legal and Policy Services no later than 12 noon on Thursday 12 December 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 Thursday 12 December 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.

COUNCILLOR T LEE – CHANGE IN POLITICAL PARTY AFFILIATION

Please note that Councillor Tony Lee is no longer a member of the Conservative Group and will now sit as an Independent member.

COUNCILLOR B PEARCE – CHANGE IN POLITICAL PARTY AFFILIATION

Please note that Councillor Brian Pearce is no longer an independent member and has now joined the Wycombe Independent Party Group.

16 URGENT ACTION TAKEN BY CABINET OF INDIVIDUAL CABINET MEMBER

Individual Cabinet Member Decisions:

- 4 December 2019 – Making the Daws Hill Neighbourhood Plan – **7/2019** Executive Leader of the Council

SEATING PLAN 2019-20

For further information, please contact Peter Druce - Democratic Services Officer 01494 421210 (ext 3210) peter_druce@wycombe.gov.uk on 01494 421210, committeeservices@wycombe.gov.uk

Council Minutes

Date: 21 October 2019

Time: 6.30 - 8.08 pm

PRESENT: Councillor P R Turner (in the Chair)

Councillors Mrs S Adoh, K Ahmed, Z Ahmed, M C Appleyard, M Asif, D H G Barnes, Ms A Baughan, S Broadbent, H Bull, M Clarke, Mrs L M Clarke OBE, A D Collingwood, C Etholen, R Farmer, R Gaffney, S Graham, A R Green, G C Hall, M Hanif, M Harris, C B Harriss, M A Hashmi, A E Hill, A Hussain, M Hussain, M Hussain JP, D A Johncock, M E Knight, Mrs J D Langley, A Lee, N B Marshall, H L McCarthy, I L McEnnis, B E Pearce, G Peart, S K Raja, R Raja, S Saddique, J A Savage, D A C Shakespeare OBE, N J B Teesdale, A Turner, Ms J D Wassell, D M Watson, C Whitehead, R Wilson, L Wood and Ms K S Wood

Apologies for absence were received from Councillors Mrs J A Adey, Miss S Brown, D J Carroll, D Knights, Mrs W J Mallen, Ms C J Oliver, R J Scott and Mrs J E Teesdale & Honorary Aldermen J M Blanksby, Mrs K Peatey and R Pushman.

36 MINUTES

Councillor Sarfaraz K Raja asked that the minutes of the previous meeting (19 August 2019) be amended in respect of Minute Number 35 'Adoption of the Wycombe District Local Plan 2013-2033' in that he had specifically objected to the Plan in respect of the land adjacent to Glynswood within his ward and he wished this omission to be corrected.

RESOLVED: That the minutes of the meeting of the Council held on 19 August 2019, subject to the above correction, be confirmed as a true record and signed by the Chairman.

37 DECLARATIONS OF INTEREST

There were no declarations of interest.

38 CHAIRMAN'S ANNOUNCEMENTS

The Chairman then reported on his recent engagements carried out;

- Attendance at two Buckinghamshire New University graduation ceremonies for 'Health & Social Work' and 'Nursing', at which he had been amazed at the excitement and enthusiasm of the students graduating;
- Attending the Action for Youth 'Big Night Out' event at Aylesbury;

- Seeing the Wycombe Neighbourhood Watch association receive their Queen's Award for voluntary service from the Lord Lieutenant of Buckinghamshire;
- Similarly attending the award of the Queen's Award for Enterprise to local company Oxford Instruments at their premises on the Cressex Industrial Estate; and
- The Sport Aid lunch; Sports Aid being a fabulous charity enabling young and disabled persons' sports both nationally and locally.

The Chairman remarked that this was effectively a snapshot of some of the many achievements in the Local Area, to be much applauded, he hoped that such good news stories would be picked up by social media and local press coverage.

39 LEADER'S STATEMENT

The Leader of the Council reported that following a recent motion at Buckinghamshire County Council highlighting the current issues in Kashmir, she had discussed with Councillor Arif Hussain about holding a similar debate at Wycombe District Council. However whilst Buckinghamshire County Council's constitution allowed for a debate on the issue, the constitution at Wycombe District Council's stated that a motion or debate on anything that the Council had no control over could not be held. Therefore this was the case with the issues and events in Kashmir, as they were outside the remit of the Council.

Since then, the Leader reported, that she had held discussions with Conservative colleagues; Councillors Zia Ahmed, Arif Hussain, Mahboob Hussain, Maz Hussain, Sarfaraz Khan Raja and Saeed Saddique regarding the situation in Kashmir. They had explained to the Leader how the events in Kashmir were directly affecting the wellbeing of people who lived there, including their friends and family members.

The Leader shared her fellow Councillors' concerns and so indicated that she was committing to the outcome of the motion passed at Buckinghamshire County Council and writing personally to the local Members of Parliament to make known Members' concerns. Councillor Ms Wood reported that she would ask local MP's to listen to these concerns and raise them, as appropriate, with the Foreign Secretary.

40 QUESTIONS FROM MEMBERS OF THE PUBLIC

a) Question from Mr R Colomb to the Cabinet Member for Community

When I left the Council in May 2015 plans were progressing smoothly to utilise the S106 funds available from the Wellesbourne Development to create a Community Centre for the residents of Terriers and Amersham Hill Ward on the site of the Sports Pavilion at the Recreation Ground off Walton Drive.

Why does there appear to have been no progress in bringing this much needed project to fruition in the last four and a half years?

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

Following two community consultation workshops undertaken in 2016 residents' preferences for improved community and open space facilities led to a significant programme of improvements to the range of open space facilities at Totteridge Recreation Ground. This project, investing £399k in the site was completed in February 2019 and incorporated 7 of the 10 suggestions from residents including a new cricket square , a perimeter pathway with new fitness trim trail of gym equipment , outdoor all weather table tennis tables , rebound ball wall, new seating and benches and an in-ground trampoline . This has seen a real improvement to the site with the fitness trail proving a very popular addition. Totteridge Rec is one of Wycombe's hidden gems.

A new community building was also suggested, however as the Council does not embark on community building projects without a partner to take on the operation of the facility Council Officers pursued this with further meetings at the time. Meetings were held with 2 potentially interested groups, Widmer End Football Club and Terriers Playgroup and at that time 2016/17 neither felt in a position to take on such a commitment and responsibility or that the scale of a modest community building would actually be able to meet their respective needs. The project paused at that point.

Officers will now revisit the potential for this facility with any interested parties from the community or an alternative which would still meet the Section 106 conditions.

Supplementary Question

Can I take it that the Section 106 monies will not be lost?

Are they time limited?

50% of the public houses in the area have closed and been replaced by residential units, there are now a thousand plus more housing units as whole in the area, community facilities for this larger population will be vital.

Supplementary Response

The Section 106 monies are secure at the present time. We hope to have a viable management plan in due course in respect of proposed community facilities.

b) Question from Mr A Thompson to the Leader of the Council.

Closed for some four years, the King William IV public house is a Grade II listed building, within the Conservation Area of Speen.

Like many pubs, the King William was a valued community asset and a focal point of social activity and cohesion for the village. The pub is currently an unkempt eyesore in the centre of the village.

The community have made several funded offers to buy the pub, at above open market value, however these have all been rejected by the owner. The community of Speen have grave concerns that our pub could be lost forever.

Several local authorities have been proactive in protecting important community assets such as village pubs by making or threatening a Compulsory Purchase Order and through a back to back agreement, transfer ownership to a community group.

Would Wycombe District Council be prepared to use its CPO powers to facilitate the reopening of village pubs where all other means have failed?

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

In 2015, Government tightened the statutory powers for local authorities to acquire specifically Assets of Community Value 'where there is a compelling public interest' to do so.

Compulsory Purchase Powers may also apply to listed buildings and important buildings in Conservation Areas if they have been deliberately damaged or allowed to deteriorate.

It is also worth noting that any change in a pub's planning use class, or if there is a desire to demolish it, requires planning permission and this will afford an opportunity for the community to comment.

The number of community pubs in the UK continues to decline and the government has responded to this by strengthening the tools and powers available to protect them. In general, the Council is prepared to consider making use of the powers available to it and furthermore it is willing to work with any community group to protect assets of community value, and it will consider cooperating with groups that have developed strong business cases to facilitate the reopening of any community, or village pubs.

Mr Thompson did not have a Supplementary Question.

41 QUESTIONS FROM MEMBERS

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

Would the Leader of the council like to tell us what specific preparations have been undertaken by WDC to deal with the aftermath of Brexit?

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

Our Acting Chief Executive has been nominated as the Council's Brexit lead officer, and the Head of Housing, Environment and Community Services is deputising on day-to-day Brexit matters.

In preparation for a possible 'no deal' Brexit on October 31st, Wycombe has been involved as a full participant in local and regional planning processes and exercises. This work has featured internal arrangements at Wycombe and has also involved joint working with partners in the Local Resilience Forum such as the Police, Fire Brigade and Ambulance services, as well as colleagues from the County Council and the other districts.

The Council is taking part in a Buckinghamshire wide task and finish group on Brexit where information and plans are shared among the four district councils and the County Council. This group has two weekly telephone conferences, and will continue to meet for as long as is needed. This process supports a coordinated approach across Buckinghamshire.

The council is part of the working and reporting arrangements put in place by the government to enable any problems that might arise to be identified and addressed quickly by the right agencies. Frequent reports are made to central government, as we are effectively their presence on the ground. This situation reporting regime will intensify as 31st October draws nearer and will continue for as long as it is deemed necessary.

In the face of an upcoming possible 'no deal' Brexit deadline, the Council's existing business continuity plans are central to its response and preparedness, and these plans have been reviewed recently. The plans have been tried and tested in the past, and already provide a response to the most likely modelled no deal Brexit scenarios. These plans are intended to ensure that the Council can continue to deliver services to residents and so it can also play its role in supporting the community and other agencies.

Supplementary Question

I am pleased to hear this, but are we actually informing our residents and business leaders of this and making them aware of what we are doing? What if there is a Brexit deal?

Supplementary Response

As part of the Buckinghamshire wide task and finish group, Wycombe is talking to its third sector partners and is prepared to assist them if need be in the run-up to, and in any aftermath of a 'no deal' Brexit, as they provide invaluable support to vulnerable communities. 'Bucks Business First' is supporting businesses by offering a voucher scheme to enable them to access funding to pay for professional advice and to implement critical changes to ensure businesses understand the effects of Brexit and to help them prepare.

Finally, the Council already operates a 'Gold' rota of senior managers and that will obviously continue as 31st October approaches and passes. Around 31st October and the following weekend, a special rota will be in place and we will have a small team on hand to receive information and coordinate any responses, as a precaution.

I do hope that there is a deal, but of course there would then be a transition period thereafter.

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

Earlier this year Communities Secretary Robert Jenrick asked each local authority to designate a Brexit lead to work with central government and local stakeholders to plan for leaving the EU.

Could you summarise the work that Wycombe District Council has done to ensure our council services and business community will be resilient to the upcoming changes, particularly given the possibility that we may leave the EU without a deal?

Councillor Knight indicated that his question had been adequately answered by the response to the previous question, however he did wish to submit a supplementary question:

I would like to know what specific steps had been taken by the Council to reassure residents originating from the EU states, that Council services would still be available to them post Brexit, particularly in respect of housing and benefits.

Supplementary Response

Things will not change, I will find out more detail for you and report back. I can reassure you such services will still be available.

c) Question from Councillor B Pearce to the Leader of the Council

You would no doubt agree with me that the Wycombe Rural Forum and the Wycombe Rural Forum Farm Visits are an exceedingly useful tool for local Councillors and the local farming community.

Is it possible for this Forum to continue one way or another after the introduction of the Unitary Authority?

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

Thank you for your question Cllr Pearce. The Council has been holding the Rural Forum for over 20 years and is the only Council in Bucks to do so. I am keen that that the forum continues when the new Council is vested and both our officers and I are discussing how it would best continue. This includes consideration of whether there is more than one forum, given the new Council's geography, the varying

nature of rural issues across Buckinghamshire and how it integrates with other community forums. Needless to say we will be emphasising the importance of the forum and the role it plays in providing a way of linking councillor's, farmers and rural businesses.

Moving forward we will be holding the October forum this week and the March forum and farm tour next year, to which we are inviting the members of the Shadow Exec.

Councillor Pearce had no supplementary question but thanked the Cabinet Member for his encouraging response.

d) Question from Councillor A Hill to the Cabinet Member for Environment

Since the new road layout in Queen Victoria Road, Easton Street, High Street and Crendon Street, what is the increase in pollution in these areas?

Verbal reply given by Councillor G Hall (Deputy Cabinet Member for Environment).

Traffic modelling of the proposed new road layout in Queen Victoria Road, Easton Street, High Street and Crendon Street was carried out during the planning phase of this project and this suggested that there would be less congestion and a reduced travel times through the area. These factors generally result in improved air quality.

Since completion, it has been subjectively noticed that the predictions appear to be correct, as less traffic appears to be travelling along streets with relevant human exposure (Easton Street being particularly less congested).

Air quality monitoring is only carried out on one site actually within the new road layout area. A monitoring tube is located on Easton Street because this is the only street with relevant human exposure to Nitrogen Dioxide. It is currently too early to report any measured air quality effects of the new road layout as we only have two months of as yet unverified results (monitoring tubes are left out for one month before being sent for analysis). The raw data for these results need to be bias adjusted (calibrated) at the end of the year.

We also have a continuous monitoring station located quite nearby, but not actually within the area of the new road layout. Again, we do not yet have a long enough period of monitoring with the new road layout in place to enable us to provide useful, verified and audited data.

For a true comparison between the new road layout and the old road layout we need to compare the last full calendar year results for both scenarios. Officers will of course make this comparison when they have the data available.

Supplementary Question

We are well aware that idling cars produce more fumes, but at 20mph (which cars are travelling through this revised junction) are not even more fumes emitted?

Supplementary Response

Only standing traffic produces the worse pollution. You may have notice 'no idling' signs have been put up around the town, this we hope will encourage drivers to effectively reduce pollution. As said we are monitoring the pollution over the year and will come back with the results thereafter.

e) Question from Councillor M Hanif to the Cabinet Member for Community

The latest statistics show that rates of hospital admissions for alcohol remain high and authorities struggle to manage issues as anti-social behaviour and vulnerability related to licensed premises.

The LGA has published a handbook that gives an overview of licensing legislation and examples of best practice. Of course, councils cannot address these complex challenges alone but the handbook explores the tools councils have to manage some of these issues.

What tools are being used at WDC to deal with these challenges?

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

Wycombe District Council has employed a team of Street Wardens to patrol the town centre to address issues of Anti-social Behaviour.

These Wardens and the Police have delegated authority to issue fixed penalty notices for breaches of the Public Spaces Protection Order. In practice, this means that the Wardens require anyone with an open container of alcohol to surrender that item or they will receive a fixed penalty notice. These orders include supportive conditions such as a requirement to engage with alcohol rehab services.

I can confirm that the Public Health Team at BCC is the statutory consultee under Licensing Act 2003, accordingly they are sent application for premises licences in accordance with the legislation.

The BCC led Health and Wellbeing Board, on which I sit as the WDC representative, has responsibility for overseeing public health strategy in the county. Excessive alcohol consumption and also smoking have been identified as significant factors leading to poor health in a significant minority of the population.

We have worked with County and other local authorities that led to the publication of report entitled Reducing Alcohol Misuse in Buckinghamshire, in April 2013. This report set out the stark statistics for alcohol consumption and made seven

recommendations for action to reduce alcohol consumption including using publicity in the workplace, social media etc.

Finally, we use our enforcement powers under the Licencing Act 2003 to conduct unannounced visits to licensed premises and to respond to complaints from the general public, intelligence from police and other agencies.

Supplementary Question

The House of Lords Select Committee has identified poor practices by Licensing Committees, and recommends the transfer of licensing to authorities' Planning Committees. Are there plans to do this at Wycombe District Council?

Supplementary Response

Licensing comes under the auspices of Councillor Mrs Adey's Environment Portfolio, I cannot speak for her. I will ask for the information to be given to you.

f) Question from Councillor Ms J Wassell to the Leader of the Council

During recent heavy rain several of my residents experienced flooding. When I followed the advice for Sandbags on the WDC website, I was given the number for a weather forecast. Would you agree with me that these sandbags need to be delivered promptly to residents if required?

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

The Wycombe District Council webpage on sandbags gives comprehensive advice to residents and businesses regarding when and how sandbags will be issued.

The page also directs residents to the Environment Agency so that they can see any existing river or groundwater flood warnings, and should local information be available, this will specifically be placed on the Wycombe webpages and also on the Council's Twitter account.

In respect of the provision of sandbags, the webpage advises that the Council will provide sandbags free of charge for householders as a last resort during an emergency - for example, when property flooding is imminent.

Under all circumstances, emergency sandbags would be dropped off at specified locations for collection by affected residents, not at individual properties. In an emergency situation, the webpage advises residents to call 01494 461000.

A more detailed sandbag policy is published on the Wycombe.gov website.

In light of the above, in a flooding emergency, I am satisfied that suitable arrangements are in place to assist residents.

Supplementary Question

I'm not satisfied with this in that a resident of my ward, who had water cascading into their kitchen, dialled the number only to get an answerphone message?

Supplementary Response

I will look into the telephone numbers and check this out and come back to you.

g) Question from Councillor S Graham to the Cabinet Member for Environment

The media summary of 20 September 2019 reported that a number of Wycombe eateries are failing to meet basic hygiene standards; it appears that almost one in seven Wycombe businesses which handle food are failing the hygiene standards according to the food hygiene standards agencies.

Would the Cabinet member for the Environment agree with me that this is unacceptable and bad for business as it damages the public's trust in Wycombe's food outlets and would she please tell me what steps have been taken to ensure that the businesses which have failed to meet the hygiene standards so far are able to comply with the basic hygiene standards, to protect the public?

Verbal reply given by Councillor G Hall (Deputy Cabinet Member for Environment).

The press release issued by the Food Standards Agency in September 2019 related to the year 2018-2019 not the present year.

We take food hygiene very seriously. Currently 93% of all rated premises in Wycombe have a rating of 3 or more (i.e. are compliant with food safety requirements), an increase on last year. The national average is 95%.

The food hygiene rating issued by inspectors at the time of inspection reflects the standards of hygiene and management observed at that time. The responsibility for ensuring food safety at these establishments lies with the Food Business Operator. Inspectors always work with businesses to improve standards where there are issues and offer low-cost food safety training for food handlers. Where there is little improvement or an imminent risk to health, inspectors do not hesitate to take the appropriate enforcement action which ranges from issuing written warnings (434 last year) to closure and prosecution so as to secure compliance. Ensuring food safety remains our priority.

Supplementary Question

Have you ever visited any of these food establishments and seen food preparation for yourself?

Supplementary Response

As a Councillor I am not qualified to speak on environmental health matters such as food preparation, we employ expert officers who carry out these roles.

h) Question from Councillor Ms A Baughan to the Cabinet Member for Housing

Some families in our Ward have recently received letters confirming that their Homechoice Band has changed to a Band B. This has been really welcomed and is a positive situation for many residents.

Could you kindly explain how changes will work in practical terms?

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

The Buckinghamshire wide Bucks Home Choice allocation policy changed recently following full consultation and Member approval in March 2019. This policy has been adopted by Wycombe, Aylesbury Vale, Chiltern and South Bucks Districts. The new policy reflects changes in legislation and case law, including the Homelessness Reduction Act 2017, which came into force in April 2018. The main changes are aimed to assist in preventing homelessness and has meant that some households have benefitted from the changes with an increase in band priority.

Therefore, in practical terms applicants who are overcrowded are likely to have a higher banding than before, whereas some applicants will either no longer qualify or will receive a lower priority banding, such as people who own their own homes or who have the means to resolve their own housing need, and those that have owned a home but have disposed of it without making reasonable housing arrangements.

As in any policy change, there will be perceived winners and losers, however we along with our partners across Bucks have worked hard to ensure that the system is as fair as possible and meets the need of our residents.

I might add, should the need occur we can make direct nominations under the policy, for example in cases where we are trying to prevent long term residency in temporary accommodation.

Councillor Ms Baughan had no supplementary question

i) Question from Councillor K Ahmed to the Leader of the Council

Our local MP, Steve Baker and our Prime Minister, Boris Johnson, have made it clear that they want to come out of the EU at the end of October regardless of a withdrawal agreement being in place.

Does the Leader think Wycombe District Council is adequately prepared for a no-deal Brexit?

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

Yes I do.

Supplementary Question

The Government's own report known as Yellow Hammer states 'a No-Deal Brexit could result in rising food and fuel prices, disruption to medical supplies and public disorder on Britain's streets'. Can the Leader assure me that WDC has adequate contingency to safeguard the people of Wycombe against these, and if so how?

Supplementary Response

I believe you are quoting an old version of Yellow Hammer, it has been considerably updated, as we are day to day updating our plans. Officers are working on it as the situation continues to change.

j) Question from Councillor B Pearce to the Cabinet Member for Planning

As I am sure you are aware, many of the very large flower troughs that are situated in the central reservation of Oxford Road and West Wycombe Road are damaged (almost every other one).

I'm sure that you will agree with me that this is a great shame as these large wooden cladded containers looked quite attractive and made quite an impressive visual improvement to this area but that with the damage, the area now looks almost run down.

Could you please inform us who is actually responsible for maintaining these containers and is there any programme in place, to repair them?

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

Thank you for your question Cllr Pearce. You will hopefully recall that a similar question was raised by Cllr Ahmed at the Council meeting that was held on 1st April 2019 – only just 6 months ago. At that time, our Leader advised, and I quote that "The Councils have been exploring the options for repairs to the planter. Whilst a repair would achieve a short term fix, works to repair or replace the planters require an overnight road closure and diversions whilst experience suggests that the planters would remain open to further damage. Hence we are considering options that would achieve a more enduring solution."

Cllr Miss Wood went on to say that "My Cabinet Member for Planning & Sustainability is meeting with the Cabinet Member and officers from

Buckinghamshire County Council before the end of April to consider those options and I anticipate a decision will be made, for implementation after that.”

I am pleased to say that those meetings have taken place and that a solution has now been agreed. Moreover, action is now in-hand through the County Council to implement it. However, to manage expectations, this could take up to 6 months as they will need to go out to competitive tendering before letting a contract.

Yes, this has all taken much longer than I personally would have wished but I can assure you that I have raised the topic at every conceivable meeting I have had with Highways officers over the last few years and I am pleased that my continued pressuring has at long last borne fruit.

All that said, we do need to keep this in perspective and acknowledge the transformation that has taken place along the alternative route and on this approach into the town centre. It is already clear from the development taking place along the alternative route, that this project has been a catalyst for regeneration, with the Aldi and Centre Square developments being just two examples of projects that are bringing life to this area that has needed investment for some time.

The link through the old Gas Works will be complete I hope by the end of October or the beginning of next month, and this will allow traffic to fully use the alternate route for the first time. What we have recently done to Queen Victoria Road and Easton Street has definitely shown excellent results in improving traffic flows and, with the opening of the alternate route, there will undoubtedly be further benefits to the town – an achievement that we can and should be rightly proud of.

Councillor Pearce thanked Councillor Johncock for his comprehensive response, but added that further deterioration of the planters had occurred since April.

Questions 11 to 18 were not put as the 30 minutes time period had expired. In accordance with Standing Orders, a written reply would be sent to the questioner by the appropriate Member within 10 working days, and would also be appended to the minutes of the meeting.

42 PETITIONS

No petitions were received prior to the deadline of 5pm Monday 14 October 2019.

43 CABINET

Minute 21 – Joint Waste Contract Procurement

A Member commented on the rise in the number of complaints re the waste Contract especially in respect of communal areas, 7 complaints had been received by the Councillor in the last month.

The Leader acknowledged these problems with communal area waste and confirmed that officers were working on remedying them.

RESOLVED: That the minutes of the meeting of the Cabinet 27 August 2019 be received.

44 CABINET

Minute 29 – Capital Refresh

A Member commented that they were delighted to see the recommendation in respect of the Keep Hill footpath. When would this be in operation?

On this the Leader agreed to report back with a date.

Minute 28 – Motor Neurone Disease (MND) Charter

A Member thanked Cabinet for the adoption of the Motor Neurone Disease (MND) Charter to which the Leader indicated that a small article would appear in respect of this in the next edition of 'District Times'.

RESOLVED: That the minutes of the meeting of the Cabinet of 16 September 2019 be received, and the recommendation as set out at minute number 29 be approved and adopted.

45 CABINET

Minute 36 – Cabinet Response to the River Wye Task & Finish Group Recommendations

A Member felt that the West side of town did not need to generate more footfall, the one opportunity to de-culvert the River Wye had not been taken at the time of the development of Eden. Regeneration efforts would be better concentrated on the eastern, more historic side of the town centre.

The Leader assured Members that the Council had a far more positive vision of town centre re-development as a whole and wished to pass this onto the new Unitary Authority. There was a passion for High Wycombe and it was envisaged that those Members who found themselves on the new Council would very much take Wycombe with them.

In response to another Member's description of the Future High Streets Fund award as 'good news', the Leader advised that that was one of the questions that had been unable to be put and the answer would therefore be available after this meeting.

Minute 37 – High Wycombe Town Centre Masterplan and Public Realm Improvements

In respect of the Masterplan a Member again questioned the success of the improvements already carried out namely the planters shared space set up in

Oxford Road / West Wycombe Road and the new Queen Victoria Road / High Street junction.

In response the Leader emphasised that the release of £500K was an ideal opportunity to effect changes here and now, whilst the Council still existed.

RESOLVED: That the minutes of the meeting of the Cabinet of 21 October 2019 be received.

46 PLANNING COMMITTEE

RESOLVED: That the minutes of the meetings of the Planning Committee of 26 June 2019, 24 July 2019, 21 August 2019 and 18 September 2019 be received.

47 REGULATORY & APPEALS COMMITTEE

RESOLVED: That the minutes of the meeting of the Regulatory & Appeals Committee 31 July 2019 be received.

The Chairman of the Regulatory & Appeals Committee: Councillor J Savage confirmed that the next scheduled meeting of the Committee, which had been the following day (Tuesday 22 October 2019) had as advised, been postponed. The new date for which was still to be decided; Councillor Savage was due to meet officers shortly to organise this new date.

48 HIGH WYCOMBE TOWN COMMITTEE

RESOLVED: That the minutes of the meeting of the High Wycombe Town Committee 10 September 2019 be received.

49 IMPROVEMENT & REVIEW COMMISSION

RESOLVED: That the minutes of the meeting of the Improvement & Review Commission 11 September 2019 be received.

50 PERSONNEL & DEVELOPMENT COMMITTEE

RESOLVED: That the minutes of the meeting of the Personnel & Development Committee 17 October 2019 be received.

51 AUDIT COMMITTEE

RESOLVED: That the minutes of the meeting of the Audit Committee 17 October 2019 be received.

52 NOTICE OF MOTION

To consider the following Notices of Motion submitted by the deadline.

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

World leaders are at last taking an interest in the potential devastation caused by global warming and climate change. Climate Science Experts from around the world tell us that unless we switch away from fossil fuels within the next 12 years, we will be unable to avoid the worst impacts of climate change. We face a Climate Emergency. Reducing energy use and switching to clean energy will increase our energy security, improve our air quality, minimise fuel poverty, boost our local economy and provide jobs and training.

Wycombe District Council is prepared to play its small part in this big debate by declaring a climate emergency and committing to being carbon neutral by the year 2030. This move will raise the profile of this vital issue with our residents and enable us to secure additional external support and funding. WDC also agrees to sign up to the covenant of Mayors, to track our progress and link itself with Towns around the world who are engaged in cutting emissions.

Councillor R Raja in proposing the motion described the climate emergency as more important than Brexit.

The planet was truly in the grip of an emergency and an environmental catastrophe was unfolding before us. The environmental collapse was already affecting people around the world ranging from natural disasters and extreme weather events (heavy rains, unprecedented flooding and severe droughts) whilst the higher levels of Carbon Dioxide were reducing the polar ice caps and melting glaciers; reducing the flow of life giving water for billions of people in the coming decades.

It may not have been the unanimous view of scientists around the world, but the overwhelming majority were of the view that human activity was contributing to a rise in the world's temperature and this was being caused by increased levels of CO₂. The world community appeared to have agreed that although it was going to be challenging we needed to be Carbon Neutral by 2030. (Indeed most of the world was signed up to a Carbon Neutral world by 2050).

In addressing what was CO₂? Councillor Raja explained that Carbon Dioxide was a greenhouse gas which occurred naturally in the atmosphere. It was natural and harmless in small quantities but as levels rise it can be dangerous to human health. CO₂ was produced for example by the air we exhale.

CO₂ was an essential ingredient in photosynthesis, the process by which plants make food and energy. Levels of atmospheric CO₂ had increased since the Industrial Revolution and the primary causes were deforestation and the burning

of fossil fuels such as coal. As CO₂ levels had risen, so had its effects on air pollution. Carbon dioxide accounted for less than 1 per cent of the atmospheric gases and there was a delicate balance between carbon dioxide and other gases. Yet we had witnessed significant change in the levels of CO₂ over a relatively short period of time.

Carbon dioxide contributed to air pollution in its role in the greenhouse effect; it trapped radiation at ground level, creating ground-level ozone. This atmospheric layer prevented the earth from cooling at night; one result being a warming of ocean waters, which impacted upon the ability of the oceans to absorb carbon dioxide from the atmosphere.

Global warming was reducing the size of the ice caps in the Arctic and Antarctica and this melting of ice was already manifesting itself in a loss of shoreline and coastal wetlands. A number of islands in the Pacific and even places like the Maldives were slowly being submerged by rising sea levels.

CO₂ emissions impacted human health by displacing oxygen in the atmosphere consequently, breathing becomes more difficult as carbon dioxide levels rose. Further health complications were headaches, rapid heart rate, clumsiness, emotional upsets and fatigue. As less oxygen become available, nausea and vomiting, collapse, convulsions, coma and death could occur. All this was putting extra strain on already stretched health services.

One of the best ways to remove carbon from the atmosphere was to plant trees - responsibly.

Could not Wycombe District Council be prepared to play its small part in this big debate by declaring a climate emergency and committing to being carbon neutral by the year 2030?

In seconding the motion **Councillor K Ahmed** indicated that that when speaking to residents of High Wycombe, the climate emergency came top of their priorities. For years climate experts had indicated that our planet was being destroyed and a better way must be found before it was too late.

Health, housing, highways, procurement, planning; everything we do must be subject to review to make sure we are moving towards carbon neutral targets.

Councillor Ahmed added that we needed to be led by our young people in these matters, many were most engaged with the challenge of climate change. Wycombe District Council needed to lead the way to a carbon neutral future.

The Leader of the Council rose to speak, stating that she had indeed felt climate change to be a priority for the District. Unfortunately the Council would no longer exist after April 2020 she suggested that the motion be referred to Cabinet under **Standing Order 12.6** where more detailed thought could be effected and suitable recommendations for the new Unitary Authority could be developed.

This was duly seconded by Councillor D Barnes.

Upon enquiry from the Chairman of Council, it was confirmed that this matter would be referred to Cabinet, and that the Leader of the Council would confirm with Members at which Cabinet meeting the matter would be considered. The item would then be added to the Cabinet Forward Plan for Cabinet. The mover of the initial Motion, Councillor R Raja, confirmed he was happy with this approach.

In accordance with Standing Orders, a report back from Cabinet to Full Council would be forthcoming by way of recommendation from Cabinet as to whether or not to adopt the motion or give any such other advice as was appropriate.

53 QUESTIONS UNDER STANDING ORDER 11.2

There were no questions submitted under Standing Order 11.2

54 COMMITTEE CHANGES / APPOINTMENTS

The change to membership of the outside body as set out in the summons as follows was duly noted.

South Eastern Employers

Councillors S Broadbent & L Wood to serve as standing deputies.

Members also noted the recent change of party name registered with the Electoral Commission in respect of the East Wycombe Independent Party, in that this party was now known as the **Wycombe Independent Party**.

The party currently having 3 Members on the Council: Councillors Ms A Baughan, M Knight & Ms J Wassell.

Chairman

The following officers were in attendance at the meeting:

Peter Druce	- Democratic Services
John East	- Acting Chief Executive
Ian Hunt	- Democratic Services Manager

COUNCIL

Monday 21 October 2019

Agenda Item 7

Questions from Members

Unanswered Questions – Responses sent subsequent to Meeting

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

Tackling rough sleeping needs both health and care solutions to help those most in need and reverse the long term trend of rising number of people living on the streets.

In a new publication for councils, the LGA says this is the best way to support the government Rough Sleeping Strategy and achieve its target of halving rough sleeping over the course of this Parliament.

Prevention, Intervention and Recovery are the focus of the strategy.

What is WDC strategy and are we likely to meet this target?

Thank you for your question. Our Conservative Government has recognised the vital importance of addressing the issue and have allocated funding.

I would like to meet the Target of at least halving the number of people rough sleeping and one of the actions planned is the emergency bed provision, tenancy sustainment for former rough sleepers and proposals for an enhanced severe weather provision this winter.

Not all of those on the street are homeless. Begging is an easy way of making money.

We work very closely with our colleagues at Wycombe Homeless Connection, Wycombe Rent Deposit Guarantee Scheme, Connections, Outreach and many others to prevent and relieve all forms of homelessness, not least rough sleeping.

A key factor for me and my officers is ensuring the excellent work done here continues with the new unitary.

I would also like to take this opportunity to encourage you and other Members to attend the seminar next week Tuesday 29/10 which will give a more informed idea of the work being done.

Question No. 12 from Cllr Ms J Wassell to the Cabinet Member for Planning was withdrawn before the Meeting.

13. Question from Councillor S Graham to the Cabinet Member for Community.

The main entrance to the Hilltop community centre and the Wycombe Badminton Club is badly in need of repair, whilst the main car park mainly serving the Hilltop community Centre is in need of resurfacing .On top of this the emergency parking bays need to be repainted and a couple of disabled bays need to be provided.

All the above had been submitted to the appropriate Department back in September 2018, yet nothing appears to have been done.

Would the Cabinet Member responsible please say whether community organisations and their facilities need to be kept up to standard like other public facilities, and if so, can I expect some action in this area please?

Thank you Cllr Graham for raising the issue of the car park that is used by both the Badminton Centre and Hilltop Community Centre.

This year Council officers have undertaken a number of repairs, all agreed with you, to some of the doors and windows of the community centre and also the external footlights. I am aware that the repair of the surface of the car park has been raised before but this has not been something that has been prioritised for funding.

There is a programme of works that the Council carries out each year as part of both its planned and reactive maintenance across a large portfolio of facilities. Condition surveys inform this work, enabling urgent and essential work to be undertaken. Whilst there is not funding allocated to the car park at this time, Council Officers are continuing to review the ongoing programme of work for the remainder of the year and the car park at Hilltop Community Centre will of course be part of that process .

14. Question from Councillor M Knight to the Cabinet Member for Economic Development & Regeneration.

At the end of August it was announced that High Wycombe had been chosen to receive money from the government's Future High Streets Fund to bring improvements to our town centre.

Could we have an update on how this is progressing?

We were delighted to receive the news on August Bank Holiday that High Wycombe had been chosen as one of the additional 50 towns to go through to the second stage of the Future High Street Fund process.

From a strategic point of view, the future of our town centres, especially enhancing the vibrancy and vitality of High Wycombe is a key strand of the Regeneration Strategy tabled this evening. In the Buckinghamshire context the importance of the town centres of High Wycombe and Aylesbury is also a strand of the Local Industrial Strategy developed by the Buckinghamshire Local Enterprise Partnership that was adopted in the summer.

This strategy framework developed with input from Members and partners sets a clear direction and foundation to build our Future High Street business case on.

Since the announcement on an operational front, we have received preliminary guidance on the process that will need to follow to develop our business case and been allocated a Delivery Manager at the Ministry of Housing Communities and Local Government who will be our guide through the process.

Officers had an initial telephone call with our Delivery Manager on the 16 October and an Inception Meeting in London will be arranged in early November. This will help us focus in on the schemes most suitable to take forward.

We were also told this month that the submission timeline has been changed and we will be working to submit a draft business case by the 15 March (previously 15 January) and a final business case by the 20 June 2020 (previously 28 April).

This is a competitive process and our application will be considered alongside 99

other towns. If we are successful we will be told in summer / autumn 2020.

We have a strong track record of making positive change to the town – especially through our Recycling Retail Units Fund (RRUF) that has enabled us to buy and refurb vacant units and this is one of the programmes, as identified in our Regeneration Strategy work, that we will look to repeat with this funding opportunity.

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

Would the Leader of the Council like to give us an update as to where exactly in the 'pipeline' is the recommendation of the Remaking of the River Wye Task and Finish Group, for the River Wye to be brought to the surface in the Town?

As you attended Cabinet you will be aware that the Cabinet response to the task and finish group were fully discussed and voted on and subsequently went through Full Council so I hope that your question was in fact answered. I am providing the response here for your information. That:

- (i) *the response to the recommendations of the Improvement and Review Commission 28 November 2018 concerning the River Wye is noted; and that in any future plans, strategies, schemes or bids which Buckinghamshire Council may pursue for the town, that they take the report and response into account;*
- (ii) *the work to develop a strategy and action plan for the Future High Streets Fund takes the IRC report and the Cabinet responses into account; and*
- (iii) *the new Buckinghamshire Council is encouraged to adopt a clear strategy and action plan in its first year for the improvement and regeneration of the town centre which includes making a feature of the hidden asset of the River Wye.*

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

Since the introduction of the Homeless Reduction Act in April 2018, does the cabinet member feel that it has served its purpose so far in reducing homelessness?

It is very difficult to assess the successes of the new Act as homelessness can be considered to be subjective with outcomes subject to individual circumstances and the expectations of applicants. I would be wary of calling the new Act a success as yet, however the statistics can support this view in Wycombe in one respect.

Since the introduction of the Act, the number of households in temporary accommodation has reduced significantly down by approximately 33% between April 2018 and October 2019 as it would appear, more households have been prevented from becoming homeless. However, rough sleeper numbers have increased both nationally and locally since the introduction of the Act for a number of reasons which we do not believe are attributable to the new Act.

In terms of rough sleepers, officers have been working hard to assist those rough sleeping in the district including successfully applying for, and using over £250,000 worth of Government funding for emergency beds, tenancy sustainment for former rough sleepers as well as the provision of enhanced severe weather provision which we aim to again provide and improve this winter.

To answer the question posed, has the Act served its purpose I would reply that the evidence suggests that the Act **is** meeting its purpose however more work is required to continue to meet the need of those who need our help.

17. Question from Councillor Ms J Wassell to the Cabinet Member for Planning.

Please can you advise me about the progress with the Bassetsbury Park home scheme as I get many questions about this from members of the public?

Written Response from Councillor S Broadbent (Cabinet Member for Economic Development & Regeneration).

Bassetsbury Triangle, as the site is now known, has been openly marketed, via specialist agents active in the park homes sector. Prospective residential park home developers have been shortlisted. The site had been marketed on the basis of the Council undertaking both on-site 'enabling works' (capping), and off-site 'embankment works' (improvements to the adjacent footpath).

However, the bidding process resulted in a preference on the part of the prospective developers to undertake the groundworks themselves. So they have been asked to re-bid on this basis, with a bid deadline of 14th November 2019.

In the meantime a decision on the planning permission for the proposed 'embankment works' is awaited (the main site already having the benefit of consent). It is estimated that construction works will start early in 2020, so we are hopeful we will see new park homes arriving by next summer. If people wish to register interest, then please use WDC Estates' email: EstatesServices@wycombe.gov.uk"

18. Question from Councillor Ms J Wassell the Cabinet Member for Finance & Resources

With the arrival of Universal Credit, can you inform us about the impact on our benefits department particularly in regard of housing costs?

Universal credit, as opposed to Housing Benefit, is administered by the Department of Work and Pensions and will ultimately replace the current system of Housing Benefit that is administered by Local Councils. The current impact is a slow reduction in caseload from 7,400 in April 2018 to 6,000 in October 2019. It is estimated that overall Housing Benefit expenditure will reduce by approximately £7m from £43m in 2018/19 to £36m 2019/20. The transfer of claimants to Universal credit has been slowed by the Government for review purposes.

Despite the reduction in caseload, the number of changes dealt with by the Benefit Team has increased as the DWP are sharing more data electronically. In 2017/18 there were 91,000 changes, increasing to 151,000 in 2018/19. This figure is set to increase further in the current year. These changes are managed by a team of only 16 staff.

The Government will set a timeline to transfer residual caseload from Housing Benefit to Universal Credit at some point in the future but Pensioners in particular will remain on Housing Benefit for many years to come. In the meantime Benefit Officers continue to work closely with the Citizens Advice Bureau and Council's Homelessness Prevention team to support claimants who need extra help. The Benefit team includes a dedicated officer to prioritise Homeless claims and this ensures claimants in need are given the highest level of support.

Cabinet Minutes

Date: 11 November 2019

Time: 7.00 - 8.00 pm

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

Councillor Mrs J A Adey	- Cabinet Member for Environment
Councillor D H G Barnes	- Deputy Leader and Cabinet Member for Engagement and Strategy
Councillor S Broadbent	- Cabinet Member for Economic Development and Regeneration
Councillor D A Johncock	- Cabinet Member for Planning
Councillor Mrs J D Langley	- Cabinet Member for Housing
Councillor D M Watson	- Cabinet Member for Finance and Resources
Councillor L Wood	- Cabinet Member for Digital Development & Customer Services

By Invitation

Councillor C Etholen	- Deputy Cabinet Member for Digital Development and Customer Service
Councillor A R Green	- Deputy Cabinet Member for Unitary Transition
Councillor M Harris	- Deputy Cabinet Member for Economic Development and Regeneration
Councillor M E Knight	- Leader of the East Wycombe Independent Party
Councillor R Raja	- Leader of the Labour Group
Councillor S Saddique	- Deputy Cabinet Member for Finance and Resources
Councillor P R Turner	- Chairman of Council

Also present: Councillors Mrs L M Clarke OBE, A D Collingwood, A E Hill and S K Raja

PURDAH PERIOD - GENERAL ELECTION

At the commencement of the meeting, the Chairman reminded all present that the purdah period had now commenced, and she asked Members not to make any political statements.

39 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors S Adoh (Deputy Cabinet Member for Engagement and Strategy), Z Ahmed (Deputy Cabinet Member for Housing), Ms S Brown (Deputy Cabinet Member for Community), D Carroll (Cabinet Member for Youth and External Partnerships), R Gaffney (Chairman of Improvement and Review Commission), G Hall (Deputy Cabinet Member for Environment.), G Peart (Cabinet Member for Community) and A Turner (Deputy Cabinet Member for Planning).

40 MINUTES

RESOLVED: That (i) the minutes of the meeting of the Cabinet held on 21 October 2019 be approved as a true record and signed by the Chairman.

41 DECLARATIONS OF INTEREST

There were no declarations of interest.

42 CABINET RESPONSE TO THE REFERRAL FROM HIGH WYCOMBE TOWN COMMITTEE - HIGH WYCOMBE TOWN MARKET

Cabinet had before it a report that set out the recommendations from the High Wycombe Town Committee that the market be restricted on the number of days it operates for further hot food sales and that the option of an international food market be investigated. The High Wycombe Town Committee had made the recommendations at its meeting on 10 September 2019.

The Chairman of the High Wycombe Town Committee (HWTC) presented the report to the meeting and invited Cabinet to consider the Town Committee's recommendations on the High Wycombe Town Market. It was noted that the report before Cabinet also included officers' comments and the Cabinet's recommendation on the HWTC'S proposals.

Councillor Mrs L Clarke OBE, A Hill and S Raja then addressed the meeting regarding their concerns in relation to the durability of the market going forward. The Cabinet Member reassured the meeting that the market was an important fabric of the town and that future options for the market had been included in the Regeneration Strategy. Cabinet confirmed that the consensus among Members was that they all wanted the market to remain prosperous and growing.

RESOLVED: That (i) the suggestions from the High Wycombe Town Committee be noted;

(ii) the Council continue to welcome discussions with the operator to maximise future opportunities; and

(iii) the Council remain open to exploring international food market opportunities.

43 CABINET RESPONSE TO THE RECOMMENDATIONS OF THE IMPROVEMENT AND REVIEW COMMISSION - PARKING TASK AND FINISH GROUP RECOMMENDATIONS

The report before Cabinet detailed the Cabinet responses to each of the Improvement and Review Commission's Parking Task and Finish Group (TFG) recommendations. In September 2019, the recommendations of the Group's review of Parking had been presented to Cabinet and it was agreed that the responses would be presented to a future Cabinet meeting.

The Cabinet Member for Environment summarised the responses to the recommendations and Members noted that the reasons for changing or rejecting certain recommendations had been detailed in the report. She also expressed her thanks to the Task and Finish Group Members for all their hard work.

The Vice-Chairman of the Improvement and Review Commission, Councillor A Collingwood, gave a verbal presentation of the findings of the review that had been undertaken by the TFG. Councillor Collingwood thanked the TFG Members and all those that had contributed or supported the proposals.

David Skinner, the Acting Chief Executive, informed Members that the detailed work undertaken on the review of parking was being fed into the unitary process.

Cabinet also placed on record thanks to the TFG and its Chairman and officers for all their hard work.

After due consideration, the following decisions were made to formally respond to the recommendations made by the Parking Task and Finish Group.

RESOLVED: That (i) the proposed recommendations that had been contained in the Parking Task and Finish Group report to Cabinet in September 2019 be noted; and

(ii) the Cabinet responses set out in the report be agreed.

44 TREASURY MANAGEMENT MID-YEAR REPORT 2019/20

The report before Cabinet provided the meeting with information relating to the mid-year report on Treasury Management activities, including details of the progress made during the year compared to the Treasury Management Strategy approved by Council in February 2019. The Cabinet Member confirmed that the Audit Committee had considered and endorsed the Treasury Management Mid-year report at its meeting on 17 October 2019.

The following decision was made to promote effective financial management and comply with the Local Authorities (Capital Finance and Accounting) Regulations 2003 and other relevant guidance.

RESOLVED: That the treasury management mid-year report for 2019/20, covering the period 1 April 2019 to 30 September 2019 be noted and approved.

45 REVENUE AND CAPITAL BUDGET MONITORING REPORT FOR PERIOD 6/ QUARTER 2 ENDING 30 SEPTEMBER 2019

The report before Cabinet set out the budgetary position at the end of September 2019 and reflected what had been reported to the Senior Management Board. The significant variables were summarised within the report.

The following decisions were made as the Cabinet approved a budget each year within the context of a Medium Term Financial Strategy (MTFS) to achieve the

Council's priorities. The report updated Cabinet Members on the 2019/20 forecast position for Quarter 2.

RESOLVED: That the forecast outturn position for the financial year 2019/20 as at end of September 2019 be noted.

46 FILE ON ACTION TAKEN UNDER DELEGATED AUTHORITY

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

Digital Development & Customer Services	DDCS/04/19
Planning & Sustainability	PS/14/19

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 45 and 47 to 50, because of their reference to matters which contain exempt information as defined as follows:

Minute 45 Revenue and Capital Budget Monitoring Report for Period 6/ Quarter 2 Ending 30 September 2019 – Appendices C1 to C3

Minute 47 Princes Risborough Relief Road – Phase One

Minute 48 Use of S106 Accrued Funds for Affordable Housing

Minute 49 26 – 28 White Hart Street – Construction Contract

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

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

Minute 50 - File on Action taken under Exempt Delegated Powers

Economic Development & Regeneration sheet nos: EDR/37/19 - EDR/44/19

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)

47 PRINCES RISBOROUGH RELIEF ROAD - PHASE ONE

The report before Cabinet set out the projected cost of Phase 1 of the Princes Risborough Relief Road, highlighting the associated costs and outlining the main risks. Cabinet authority was sought to progress the scheme through detailed design and commencing the Compulsory Purchase Order (CPO) process/land negotiations. It was confirmed that a further update would be provided to the new Buckinghamshire Council in 2020/21 to determine the way forward.

Members recalled that the Princes Risborough relief road was a scheme that assisted a 2,500 home expansion of Princes Risborough that was allocated in the recently adopted Wycombe District Local Plan. It was the largest single housing allocation in the south of Buckinghamshire, playing a critical role in meeting the housing target for Wycombe District.

The following recommendations were made to ensure that the project remained on track with Homes England, with particular regards to the Housing Infrastructure Funding (HIF) agreement.

Recommended: That (i) the latest projected costs for Princes Risborough Relief Road Phase 1 and support Option 3 which involved progression of the scheme through detailed design and commencing CPO process/land negotiations (including the letting of a contract by Buckinghamshire County Council to progress design work), funded from the existing Wycombe District Council capital programme funds, at a cost to the authority as set out in paragraph 18 of the report be noted;

(ii) the funds set out in paragraph 18 of the report be released from the Princes Risborough Relief Road Phase 1 budget, which forms part of the WDC approved Capital Plan, as set out above;

(iii) an update report be brought to the new Buckinghamshire Council in 2020/21 to update on costs and potential section 106 and other income, prior to any commitment to commence construction or undertake substantive land purchase; and

(iv) It be noted that the report had been through the Informal Shadow Executive process and would be referred to Formal Shadow Executive on 12th November 2019 for consideration.

48 USE OF S106 ACCRUED FUNDS FOR AFFORDABLE HOUSING

Cabinet approval was sought to release developer contribution funds to enable Paradigm Housing to develop 35 additional affordable rented homes in High Wycombe. The Cabinet Member confirmed that the Council would benefit from nomination rights in perpetuity for the additional 35 affordable rented homes in High Wycombe.

The following recommendations were made to award a grant from the accumulated S106 financial developer contributions for affordable housing, to Paradigm Housing

in return for nomination rights to an additional 35 new build affordable rented units in High Wycombe.

Recommended: Pending approval by the Shadow Executive, a recommendation be made to Full Council that:

(i) a supplementary estimate to support funding as set out in paragraph 6 of the report be awarded to Paradigm Housing Association on the terms set out in paragraph 23 of the report;

(ii) the funding be provided from accrued S106 Affordable Housing contributions;

(iii) the award be paid in instalments, the final payment to be made upon handover of the completed homes which were subject to a funding agreement due to be completed between the Council and the association; and

(iv) the Head of Housing, Environment and Community in conjunction with the District Lawyer be granted delegated powers to enter into the funding agreements on the basis of the terms set out in the report.

49 26 - 28 WHITE HART STREET - CONSTRUCTION CONTRACT

Cabinet approval was sought to enter into a construction contract for the refurbishment of 26 -28 White Hart Street. A competitive tender exercise had been conducted.

The following decisions were made to enter into a construction contract.

RESOLVED: That: (i) the virement to meet the revised scheme cost estimate as set out in section [4] of the report be approved; and

(ii) delegated authority be granted to the Acting Chief Executive, Head of Finance, and Major Projects Executive, to sign a construction contract for the refurbishment of 26 - 28 White Hart Street, conditional upon the cost of works falling within the capital budget for the project.

50 FILE ON ACTION TAKEN UNDER EXEMPT DELEGATED POWERS

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

Economic Development & Regeneration Sheet Nos: EDR/37/19 – EDR/44/19

Chairman

The following officers were in attendance at the meeting:

- Ian Hunt - Democratic Services Manager
- Catherine MacKenzie - Principal Democratic Services Officer
- David Skinner - Acting Chief Executive & Head of Finance & Commercial

Planning Committee Minutes

Date: 16 October 2019

Time: 6.30 - 8.00 pm

PRESENT: Councillor A Turner (in the Chair)

Councillors Mrs J A Adey, M Asif, Ms A Baughan, S Graham, 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, P R Turner and C Whitehead.

Apologies for absence were received from Councillor: C B Harriss.

LOCAL MEMBERS IN ATTENDANCE

Councillor Mrs L Clarke OBE

Councillor Mrs J Langley

APPLICATION

18/07933/FUL

19/06609/FUL

19/06919/FUL

18/07393/FUL

60 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the Planning Committee meeting held on 18 September 2019 be approved as a true record and signed by the Chairman.

61 DECLARATIONS OF INTEREST

There were no declarations of interest.

62 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.

63 18/07933/FUL - 303 DESBOROUGH AVENUE, HIGH WYCOMBE, BUCKINGHAMSHIRE, HP11 2TL

Members voted in favour of the motion to defer the application to enable the Committee to gain access to the rear of the site to be better able to assess the application.

RESOLVED: that the application be deferred.

64 18/07939/FUL - 2 & 3 WASH HILL LEA, WOUBURN GREEN, BUCKINGHAMSHIRE, HP10 0JD

After a full debate, Members voted in favour of the motion that they were minded to approve the application by delegating to officers with a request to advance a condition which required a Construction Management Plan or restricted HGV delivery times.

RESOLVED: that the application be delegated to officers for the reasons stated above.

The Committee was addressed by Councillors Mrs Adey and Mrs Langley, the local Ward Members.

The Committee was addressed by Ms Nicola Jarman in objection and Mr Huw Mellor, the agent on behalf of the applicant.

65 19/06609/FUL - 4 VERNEY AVENUE, HIGH WYCOMBE, BUCKINGHAMSHIRE, HP12 3NE

Members voted in favour of the motion to delegate authority to the Head of Planning and Sustainability in liaison with the Chairman of the Planning Committee to approve the application subject to the outbuilding being amended to a flat roof and 2.5m high.

RESOLVED: that the application be delegated to the Head of Planning & Sustainability in liaison with the Chairman of the Planning Committee for the reason stated above.

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

The Committee was addressed by Ms Bridget Mallett in objection and Ms Shazia Hafeez and Mr Raja Waheed Iqbal, the applicants.

66 19/06919/FUL - 1 WORDSWORTH ROAD, HIGH WYCOMBE, BUCKINGHAMSHIRE, HP11 2UT

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

That in the opinion of the Local Planning Authority, the walkway would significantly increase the level of overlooking afforded to the neighbouring property at 1 Tennyson Road. It would provide views into habitable rooms and the garden of the property which would cause a severe loss of privacy. Whilst this could be mitigated through the construction of screening around the walkway, such screening would be of a size and proximity to the boundary that would be overbearing in appearance to existing occupiers of 1 Wordsworth Road and detrimental to the residential amenities of 1 Tennyson Road.

The proposal was therefore contrary to policies DM35 and DM36 of the Wycombe District Local Plan, adopted August 2019

RESOLVED: that the application be refused.

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

67 PRE-PLANNING COMMITTEE TRAINING / INFORMATION SESSION

Members noted that no presentations had been booked for a pre-committee training session on Wednesday 13 November 2019. Unless a developer came forward in the meantime, it was agreed that the Planning Committee would start at 6.30pm.

68 APPOINTMENT OF MEMBERS FOR SITE VISITS

RESOLVED: That in the event that it was necessary to arrange site visits on Tuesday 12 November 2019 in respect of the agenda for the meeting on Wednesday 13 November 2019, the following Members be invited to attend with the relevant local Members:

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

69 DELEGATED ACTION UNDERTAKEN BY PLANNING ENFORCEMENT TEAM

Members noted the Delegated Actions undertaken by the Planning Enforcement Team.

70 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.

71 CHAIRMAN'S ANNOUNCEMENT

The Chairman reminded Members that a SPD Planning Seminar would take place on Thursday 7 November at 12:30pm in Committee Room 1 and encouraged as many Members as possible to attend.

Chairman

The following officers were in attendance at the meeting:

Mrs J Caprio	District Lawyer and Legal Services Manager
Ms G Hastings	Technical Planning Assistant
Mrs L Hornby	Senior Democratic Services Officer
Mr R Martin	Development Management Team Leader
Ms S Penney	Principal Development Management Officer

Improvement and Review Commission Minutes

Date: 6 November 2019

Time: 7.00 - 8.35 pm

PRESENT: Councillor R Gaffney (in the Chair)

Councillors M C Appleyard, Mrs L M Clarke OBE, A D Collingwood, A E Hill, M Hussain JP, M E Knight, H L McCarthy, S K Raja, R Raja, J A Savage, D A C Shakespeare OBE and R Wilson

Standing Deputies: Councillors M A Hashmi

Apologies for absence were received from Councillors K Ahmed, H Bull, Mrs W J Mallen, N B Marshall and Ms C J Oliver

Also present: Councillors S Broadbent, Mrs J D Langley and P R Turner

19. CHAIRMAN'S INTRODUCTION

The Chairman thanked the Cabinet Member for Housing, Councillor Mrs Langley and Cabinet Member for Economic Regeneration & Development, Councillor Broadbent for attending the meeting. The Chairman also welcomed the Chairman of Wycombe District Council, Councillor Paul Turner to the meeting.

20. DECLARATIONS OF INTEREST

There were no declarations of interest.

21. MINUTES OF THE PREVIOUS MEETING

Regarding Minute 14, it was noted that Cabinet responses to the Parking Task and Finish Group recommendations were being considered at the Cabinet meeting on 11 November. Concern was raised that some of the recommendations were being pushed aside. Councillor Mrs Clarke explained that she would be unable to attend the Cabinet meeting and the Chairman confirmed that he or the Vice-Chairman, Councillor Collingwood would attend the meeting to raise concerns.

In response to a query it was reported that the sports centre car park was being resurfaced so current members of the sports centre would no longer need to use the park and ride car park. The barriers to the park and ride would then be installed once the work had been completed.

RESOLVED: That the minutes of the meeting held on 11 September be approved as a true record and signed by the Chairman.

22. CABINET MEMBER FOR HOUSING - UPDATE ON THE LICENSING OF HOUSES IN MULTIPLE OCCUPATION

The Chairman welcomed the Cabinet Member for Housing, Councillor Mrs Julia Langley, Brian Daly, Housing Services Manager and Amy Starsmore, Private Sector Housing Team Leader. He noted that this would be the last report to the Commission on the licensing of Houses in Multiple Occupation (HMOs), the team had undertaken a vast amount of work, and thanked the Cabinet Member and officers for their attendance.

Councillor Mrs Langley noted that HMOs were a valuable source of housing and failing to manage these properties was an offence with possible fines or convictions. She advised that if anyone was concerned about any suspected HMOs in their areas they were to contact the housing team.

Amy informed the Commission that the Government legislation regarding HMOs changed on 1 October 2018 and she provided a number of statistics since this date as follows:

- 163 applications had been received for HMOs of 5 or more persons.
- 94 licenses had been issued.
- 13 withdrawn.
- 1 refused.
- 9 licenses pending.
- 117 had been processed.
- 47 applications were outstanding these were due to legal action, incomplete applications, Fit and Proper Person issues and recent applications.
- 1145 persons in licensed, compliant and checked properties.
- 200 persons in smaller inspected HMOs.
- 1345 persons in total persons protected in HMOs.

It was reported that HMO enforcement had been proactive in targeted areas. Operation Reveal was undertaken in two stages: stage one in Oakridge and Abbey wards, stage two in Disraeli and Terriers/Amersham Hill wards. Properties visited during the operation totalled 255 with 190 being assessed. Follow up visits had been undertaken with all properties assessed in full. Stage three of the operation was currently being planned. In total 471 inspections had been undertaken since 1 October 2018.

There had been 153 Statutory Notices and four Civil Penalties issued with £7500 being collected. Two prosecutions had been lodged at court, three with legal services, four potential legal cases, and nine cases had been investigated but no action taken.

Regarding stage three of Operation Reveal it was reported that this would require a different approach as the properties would be more difficult to investigate. Work

would be undertaken with other agencies such as Children's Social Care and Adult Social Care, BCC and the Police. Members were asked to inform the team if they were aware of any suspected HMOs in their areas.

Members raised a number of issues and received clarification on queries as follows:

- The Improvement and Review Commission task and finish group in 2014 had investigated HMOs and provided a number of recommendations to Cabinet.
- It was noted that the objective of HMO licensing was to ensure the safeguarding of tenants and to make sure they were protected.
- Compliance was expected and warnings were given to landlords to rectify problems. Prosecution was an enforcement tool and was only undertaken if landlords ignored warnings and the council had no other option.
- The benefit for not applying for a HMO was expected to be financial as compliance usually incurred costs such as the requirement for fire safety standards.
- On the 1 October 2018 47 applications for a licence had been received in advance with 163 across the year.
- Regarding licensing HMOs across the whole district it was noted that this would be very difficult due to the level of work required. It was expected that the work would continue with the new Unitary Council and expand if possible, however district wide would be unrealistic at this stage. The new Council could consider intelligence information to look at where the biggest cluster areas of HMOs were in the County by using council tax information etc.
- It was noted that only one street in each of the four wards had been investigated not the whole areas.
- The landlord and the letting agent could both be liable for properties. Amy confirmed that landlords and letting agents had been informed of their responsibilities regarding HMOs and landlords had been encouraged to find out who lived in their properties.
- Emergency Prohibition Orders could be used to close down properties urgently if required.
- Once a HMO had been licenced a certificate was issued that needed to be displayed in the property, also the property would be available to view on a public register that prospective tenants could access if required.
- It was suggested that licensing could be applied to all private rented accommodation in the county but it was noted this would not be currently possible due to the large scale, work involved and lack of resources.
- Reporting regarding bad living conditions were usually made by members of the public, other landlords and tenants were not likely to report problems as they were afraid of the consequences.
- Letting agents were fully informed and the council held a Landlord's Forum to support and provide communication.
- The new Unitary Council could open up new areas of work.
- All agencies were made aware and were involved if required. One family placed by others in accommodation deemed as unsafe had been moved

immediately by that service once advised of the conditions, and action was taken to require the property to be improved.

- Safety of the team was paramount and stage one and two of Operation Reveal had used intelligence based evidence to investigate properties. Stage three would involve the police as it was expected that these HMOs would be more problematic.

The Chairman on behalf of the Commission thanked the Cabinet Member, Brian, Amy and their team for all their hard work and congratulated them on the achievements of the past year.

23. CABINET MEMBER FOR ECONOMIC REGENERATION & DEVELOPMENT - REGENERATION UPDATE

The Chairman welcomed the Cabinet Member for Economic Regeneration and Development, Councillor Steve Broadbent. The Chairman informed the Committee that he had attended the Special Cabinet meeting on 21 October where the Regeneration Strategy had been approved and passed onto the Shadow Executive for consideration. He had been very impressed with Strategy as presented by Councillor Broadbent and had invited him to the Commission meeting for a discussion on the report. The Chairman also noted that Councillor McCarthy, Chairman of the River Wye Task and Finish Group had also provided an excellent presentation on the findings of the task and finish group and thanked him for his enthusiasm and support.

Councillor Broadbent advised that the Regeneration Strategy provided a set of proposals to help grow the economy for the future. The Strategy covered the High Wycombe, Princes Risborough and Marlow areas and aimed to increase the size of the local economy. This would also contribute to the emerging Transport Strategy for High Wycombe. An Innovation Growth Corridor identified in the Strategy included Cressex Business Park, Handy Cross and Wycombe Air Park. The Strategy also supported the strategic business case for Future High Streets Fund work for High Wycombe. One of the primary growth areas was Princes Risborough and it was recognised that with the expected housing expansion there would be different pressures in this area. The Regeneration Strategy looked forward to 2050 and included bringing green and blue natural assets into future planning. Councillor Broadbent noted that the Strategy supported the wellbeing and economic agenda, and celebrated unique natural assets such as the River Wye.

Councillor McCarthy, Chairman of the River Wye Task and Finish Group (TFG) explained that the TFG had undertaken a vast amount of intensive work. He understood that it was difficult to value the non-tangible assets of remaking the river through High Wycombe town centre, however he believed that the opportunity was to do it now or the project would never happen. He hoped that this would be considered by the new Unitary Council when looking at the long term plans for the town centre. The Chairman of the Commission commented that he was optimistic that this would be considered by the new Unitary Council.

The Commission raised a number of queries and made various comments as follows:

- Concern was raised regarding the use of Abbey Way roundabout as a future green open space; the likely pollution and that it was sometimes used as a 'run off' for cars.
- It was requested that funding for restoration of roads be considered in some areas of the town centre and that the remaking of the river be considered by the new Unitary. It was noted that replacing the existing culverts could cost £18 million.
- Councillor Broadbent noted that Abbey Way was a good example of a project that could be part of a bigger future project. It was hoped the new Unitary would see key aspects in the Strategy that could be portable to other areas of the county.
- It was suggested that the response from the Shadow Executive regarding the Regeneration Strategy could be one of the first items considered by the new Unitary Council.
- It was commented that the River Wye running through the town centre would be of benefit to the town. There was concern that suggested plans could be abandoned by the new Unitary Council and they should be given priority.
- The Masterplan works should include remaking the River Wye through the town centre. There was concern that if not then the river would never be brought back to the town.
- The Abbey Way fly-over was not part of the River Wye suggested recommendations as it was understood that this would be dealt with in future plans for the town centre.
- A financial case would need to be made for the viability of returning the River Wye to the town centre. The future of town centres may not be just for shopping and High Wycombe could be a lifestyle destination town.
- It was commented that if elected next May then some members would be part of the Unitary Council and part of the decision making.

The Chairman thanked the Cabinet Member for attending the meeting.

24. DISCUSSION ON CHANGE OF DATE OF NEXT MEETING

The Chairman noted that he had excused Catherine Whitehead, Head of Democratic, Legal and Policy from attending the Commission meeting on 6 November as she was undertaking work in relation to the new Unitary Council.

With regards to the meeting on 8 January the Chairman suggested that this could be moved to a later date. There was also a meeting scheduled to take place in March and instead only one meeting could be sufficient. Details would be confirmed at a later date.

25. COMMISSION'S WORK PROGRAMME AND FORWARD PLAN

The Chairman suggested that a report be brought to the next meeting outlining the successes of the Improvement and Review Commission since its inception in 2005.

It was also suggested that at the next meeting a discussion take place regarding the role of scrutiny in the new authority and scrutiny topics for the new Unitary Council could be proposed. Recommendations following these discussions could then be made to the new Buckinghamshire Council for consideration.

It was noted that on the Work Programme that the Licensing of HMOs was listed to be under the department area for Planning and Sustainability; however this was incorrect and should be under Housing, Environment and Community.

26. COUNCILLOR CALL FOR ACTION

There were no Councillor Calls for Action.

Chairman

The following officers were in attendance at the meeting:

Brian Daly	- Housing Services Manager
Jemma Durkan	- Senior Democratic Services Officer
Amy Starsmore	- Private Sector Housing Team Leader

Personnel and Development Committee Minutes

Date: 20 November 2019

Time: 6.00 - 6.18 pm

PRESENT: Councillor M Harris (in the Chair)

Councillors M C Appleyard, Mrs W J Mallen and Mrs J E Teesdale,

10 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Miss S Brown, M Hanif, M Hashmi, A Hussain and R Scott.

11 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting of the Personnel and Development Committee held on 17 October 2019 be confirmed as a true record and signed by the Chairman.

12 DECLARATIONS OF INTEREST

There were no declarations of interest.

13 JOINT STAFF COMMITTEE - RECOMMENDATION

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 No 9, because of its reference to matters which contain exempt information as defined as follows:

Minute 13 – Joint Staff Committee Recommendation

Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority (Paragraph 4, Part 1 of Schedule 12A, Local Government Act 1972).

(The need to maintain the exemption outweighs the public interest in disclosure, because disclosure would be likely to prejudice the Council's position in the consultation process or negotiations]

The Committee received a recommendation from Joint Staff Committee as previously considered by the Personnel and Development Committee on 17 October. The Committee had referred the matter to the Senior Management Board and following a meeting with the Chairman of the Personnel and Development Committee it was agreed that this would require a decision from the Committee.

Members discussed the proposal from Joint Staff Committee and considered the additional information provided by Staff Side. Following the discussion the Committee unanimously agreed to decline the proposal.

RESOLVED: That the proposal from Joint Staff Committee be declined.

Chairman

The following officers were in attendance at the meeting:

Jemma Durkan - Senior Democratic Services Officer
John McMillan - Head of HR, ICT & Customer Services

Agenda Item 12

SUMMARY



WYCOMBE
DISTRICT COUNCIL

Report For:	Full Council
Meeting Date:	19 December 2019
Part:	Part 1 - Open
If Part 2, reason:	Choose a reason

Title of Report:	Higginson Park Trust Budgets for 2020/21
Officer Contact: Direct Dial: Email:	David Skinner 01494 421322 David.Skinner@wycombe.gov.uk
Ward(s) affected:	N/A
Reason for the Decision:	The Council as a sole Trustee of the Higginson Park Trust has the responsibility to approve budgets for 2020/21.
Proposed Decision/Recommendation:	Council is requested to approve the Higginson Park Trust Charity budget for 2020/21 as set out in the report.
Sustainable Community Strategy/Council Priorities - Implications	The approval of the Trust budget is key to the delivery of the charities objectives. Risk: Financial risks relating to the 2020/21 budgets are set out in the main body of the report. Equalities: N/A Health & Safety: N/A
Monitoring Officer/ S.151 Officer Comments	Monitoring Officer: The report addresses the statutory obligations placed upon the Council. S.151 Officer: This is a Section 151 Officer report and all the financial implications are included in the report
Consultees:	Not applicable
Options:	Not applicable
Next Steps:	This report will be submitted to the Shadow Executive for noting.
Background Papers:	Not applicable
Abbreviations:	HPT : Higginson Park Trust LED : Light-emitting diode

Appendices to this report are as follows: None

1. Executive Summary

- 1.1. The report sets out the revenue budget proposals for Higginson Park Trust (HPT) in respect of the financial year 2020/21.
- 1.2. In previous years the Council as a sole trustee has approved the budgets for the trust as part of the overall council's budget setting process following recommendations from the Cabinet.
- 1.3. Wycombe District Council is the sole trustee until 31st March 2020. Therefore, in its capacity as sole trustee, the Council will need to approve the 2020/21 budgets for HPT charity. From 1st April 2020, the trusteeship of the HPT charity will be transferred to the new Buckinghamshire Council.

2. Background

- 2.1. Higginson Park was acquired in October 1928 following the death of its owner in 1921. Initially, trustees were appointed to administer the funds. Later, a company limited by guarantee was formed to administer the Trust Property. In 1928 the estate was conveyed to Marlow Urban District Council. In 1933, Marlow Urban District Council acquired a 99-year lease of Court Garden House (with no covenant as to use or user). Subsequently in 1955, Marlow Urban District Council acquired the freehold of Court Garden House when the then lease was merged and extinguished in the freehold, subject to a covenant to use it for recreational purposes.
- 2.2. In 1974, on local government re-organisation, Wycombe District Council assumed the management and administration of Higginson Park and Court Garden House. The charity is currently regulated by a Scheme of the Charity Commissioners of 19 January 1982 with Wycombe District Council, a local authority, being the sole Trustee.

3. Objectives and Budget for 2020/21

- 3.1. The charity has use of land and buildings which are used primarily for its charitable purpose. Wycombe District Council as Trustee of the charity is under a duty to apply the charity's property in or towards achieving this purpose, being: 'the provision and maintenance for the benefit of the inhabitants of the district of Wycombe, with particular regard for the inhabitants of the Town of Marlow, of a public park, ornamental gardens and recreation ground, with such facilities for physical exercise, training, lectures, classes and other forms of recreation or leisure-time occupation in the interests of social welfare, with the object of improving the conditions of life for the said inhabitants as the Trustee shall from time to time think fit.'
- 3.2. Court Garden Leisure Complex is currently undergoing £2m of essential refurbishment work, these works will ensure the leisure complex remains fit for use. This investment programme was approved by the Council in March 2017, following condition surveys carried out in September 2016. This includes refurbishment of the existing changing rooms, mechanical and electrical works including new boiler, ventilation, general electrical work and some LED lighting, roofing works, replacement of the sports hall floor, refurbishment of the pool and pool hall. Whilst these works will ensure the Centre keeps operating they do not provide any additional income generating space. The

swimming pool remains the same size and will continue to run at capacity, particularly the swim school which provides the maximum number of courses whilst still retaining time in the programme for popular water fitness classes and casual swimming.

4. Budgets for 2020/21

Net Income & Expenditure Account			
2018-19 Actuals	2019-20 Net Forecast		2020-21 Net Budget
£000	£000		£000
		Income	
		Charitable	
-£151	-£108	Physical Exercise	-£117
-£139	-£13	Recreation	-£33
		Trading	
-£78	-£161	Rentals	-£141
-£28	-£30	Events	-£30
-£396	-£312		-£321
		Expenditure	
		General Expenditure	
£1	£1	Skate Park	£1
£32	£54	Grounds Maintenance	£54
£6	£6	Repairs	£6
£5	£1	Other costs	£1
		Support Costs	
£23	£23	Insurance	£27
£5	£4	Governance	£4
£60	£35	Professional Services	£25
£86	£92	General Office	£86
£1	£1	Utilities	£1
		Trading Costs	
£9	£15	General	£15
£219	£232	Total Expenditure	220
-£177	-£80	Surplus from operations	-£101
£142	£142	Depreciation	£142
-£35	£62	Net Expenditure	41
Balance Sheet			
2018-19	2019-20		2020-21
£	£		£
5,389	5,247	Tangible Fixed Assets	5,105
259	5,335	Current Assets	5,436
-£4	-£5,000	Current Liabilities	-£5,000
5,644	5,582	Net Assets	5,541
-£255	-£335	Restricted Funds	-£436
-£5,389	-£5,247	Unrestricted Funds	-£5,105
-£5,644	-£5,582	Total Charity Funds	-£5,541



Report For:	Full Council
Meeting Date:	19 December 2019
Part:	Part 1 - Open
If Part 2, reason:	Choose a reason

Title of Report:	Higginson Park Trust Charity Annual Report 2018/19
Officer Contact: Direct Dial: Email:	Hasina Shah 01494 421972 Hasina.shah@wycombe.gov.uk
Ward(s) affected:	All
Reason for the Decision:	<p>The Charities Act 2011 requires to produce a statement of accounts for each year. These accounts must be approved by Trustees and Wycombe Council is the sole Trustee for The Higginson Park Charity.</p> <p>The Draft Annual Report was considered by the Audit Committee on 17th October 2019. Due to General Elections, there has been rescheduling of the Audit Committee and therefore the final audited Annual Report is directly brought to the Council for approval with the consent of the Audit Committee Vice-Chairman.</p>
Proposed Decision/Recommendation:	<p>The Council is asked to:</p> <p>(i) Consider and approve the Higginson Park Charity's audited Annual Report and Financial Statement for the year ended 31 March 2019 attached at Appendix A.</p>
Sustainable Community Strategy/Council Priorities - Implications	<p>Risk: n/a</p> <p>Equalities: n/a</p> <p>Health & Safety: n/a</p>
Monitoring Officer/ S.151 Officer Comments	<p>Monitoring Officer: The report addresses the statutory obligations placed on the Council as Trustee of the Higginson Park Charity, pursuant to section 132 of the Charities Act 2011.</p> <p>S.151 Officer: This is a Section 151 Officer report and all the financial implications are included in the report.</p>
Consultees:	n/a
Options:	n/a

Next Steps:	Submission of annual return to Charities Commission by 31 st January 2020
Background Papers:	Charities Act 2011 Statement of Recommended Practice
Abbreviations:	HPT : Higginson Park Trust

Appendices to this report are as follows:

Appendix A – Higginson Park Charity draft Annual Report and Financial Statement for the year ended 31 March 2019.

1. Detailed Report

- 1.1. The audited Annual Report and the Financial Statements for the year ended 31 March 2019 have been prepared in accordance with the requirements of the Charities Act 2011 and has adopted the provisions of Accounting and Reporting by Charities Statement of Recommended Practice and Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102).
- 1.2. The unaudited accounts were amended for the valuation of operational property. There was no impact on the Income & Expenditure account and resulting net income which remains unchanged from the unaudited accounts at £0.185m. The impact on balance sheet was on the Fixed Assets and the corresponding Restricted Funds. These were amended resulting in the net asset value of the fund at £5.644m (Restricted £5.389m) at the end of the financial year 31 March 2019. Unrestricted Funds (£0.255m) are expendable at the discretion of the trustee in furtherance of the objects of the charity; they can be used to meet any future funding shortfall or for a particular future project or commitment.
- 1.3. The Higginson Park Trust accounts has been audited by Seymour Taylor Audit Limited and their findings are included within the Annual Report attached at Appendix A in the Independent Auditor's report section.

Charity Number: 284420

HIGGINSON PARK CHARITY

Trustee's Annual Report and Financial
Statements for the year ended
31 March 2019

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The Higginson Park Charity
Trustee's Annual Report for the year ended 31 March 2019

Registration Number : 284420

Registered Address : Queen Victoria Road
High Wycombe
Bucks
HP11 1BB

Name of Trustee : Wycombe District Council

Address of Trustee : Queen Victoria Road
High Wycombe
Bucks
HP11 1BB

Contact : David Skinner
Head of Financial Services

Address : Queen Victoria Road
High Wycombe
Bucks
HP11 1BB

Solicitor : District Solicitor (Wycombe District Council)

Address : Queen Victoria Road
High Wycombe
Bucks
HP11 1BB

Auditors : Seymour Taylor Audit Limited

Address : 57 London Road
High Wycombe
Bucks
HP11 1BS

TRUSTEE'S ANNUAL REPORT

The Trustee submits the Report and Financial Statements for the year ended 31 March 2019. The Trustee has adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

Structure, Governance and Management

Higginson Park was acquired in October 1928 following the death of its owner in 1921. Funds were raised by private subscription for its purchase for the benefit of the Town of Marlow and to commemorate the one hundredth birthday, on 21 June 1926, of General Sir George Higginson.

Initially, trustees were appointed to administer the funds. Later, a company limited by guarantee was formed to administer the Trust Property - The Higginson Park Society Limited - and in 1928 this Company took a conveyance of part of the property, including Court Garden House. The remainder of the estate was conveyed to Marlow Urban District Council, subject to a covenant to use it as a public park and recreation ground. In 1933, Marlow Urban District Council acquired a 99-year lease of Court Garden House (with no covenant as to use or user) and commenced using the House as offices in 1934.

Subsequently in 1955, Marlow Urban District Council acquired the freehold of Court Garden House when the then lease was merged and extinguished in the freehold, subject to a covenant to use it for recreational purposes. Notwithstanding the covenant, the House continued to be used partly as offices.

In 1974, on local government re-organisation, Wycombe District Council assumed the management and administration of Higginson Park and Court Garden House, including the completion of the Theatre Hall and Leisure Complex, which had been commenced by Marlow Urban District Council.

The charity is currently regulated by a Scheme of the Charity Commissioners of 19 January 1982 with Wycombe District Council, a local authority, being the sole Trustee. The District Council, as Trustee, has the power to make and alter rules with reference to the terms and conditions upon which the property of the charity may be used by other persons or organisations and may engage and dismiss paid officers and servants as it considers necessary. It is also entitled to use the charity's income for the cost of repairs, insurance and all other expenditure in respect of the property including incidental administration and management expenses.

Objectives and Activities

The charity has use of land and buildings which are used primarily for its charitable purpose. Wycombe District Council as Trustee of the charity is under a duty to apply the charity's property in or towards achieving this purpose, being: 'the provision and maintenance for the benefit of the inhabitants of the district of Wycombe, with particular regard for the inhabitants of the Town of Marlow, of a public park, ornamental gardens and recreation ground, with such facilities for physical exercise, training, lectures, classes and other forms of recreation or leisure-time occupation in the interests of social welfare, with the object of improving the conditions of life for the said inhabitants as the Trustee shall from time to time think fit.'

The charity property includes the following;

15 acres of Higginson Park which is general parkland

a bowling green

a children's playground

a cricket ground

a maze

a skate park

a leisure complex

The charity provides a range of indoor and outdoor sports and recreation opportunities to the community with access for all to make use of the available facilities. A wide range of activities takes place over the course of the year, with many events held annually including regular use by local community groups and voluntary organisations. Registered local community groups and voluntary organisations are eligible for a 10% discount on the standard hire price of facilities at Court Garden Leisure Complex. The Trustee's objectives include improving the availability of high quality, accessible leisure opportunities.

Public Benefit Statement

The trustee has due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities. The following objectives and activities in the Trustee's opinion accords with the Charity Commission's public benefit requirements for Charities. The provision and maintenance for the benefit of the inhabitants of the district of Wycombe with particular regard for the inhabitants of the town of Marlow of a public park, ornamental gardens and recreation ground with such facilities for physical exercise, training, lectures, classes and other forms of recreation or leisure-time occupation in the interests of social welfare with the object of improving the conditions of life for the said inhabitants as the Trustee shall from time to time think fit.

Achievements and Performance

The Park retained its Green Flag award in 2018/19. The Park hosted: Pub in the Park Festival over three days; the annual Marlow Town Regatta & Festival; two Triathlon events; and, a range of other smaller charitable events.

Financial Review

The management of Court Garden Leisure Complex, ('CGLC') which forms part of the Trust, is contracted to Places for People Leisure Ltd for 15 years started on the 1st of July 2014 following an OJEU tender process. The Trustee directly manages the remainder of the Trust property. In consideration of local needs the Trustee revised its policy in 1997 to ensure organisations considered local to Marlow are guaranteed bookings at reduced charges with safeguards to ensure equality of opportunity and access for everyone. Places for People Leisure Ltd and Wycombe District Council continue their commitment to community development.

2018/19 saw an increase in Swimming and decrease in Dry activity sports, the latter could be the result of competition from other providers as well adverse weather conditions.

The Higginson Park Charity
Trustee's Annual Report for the year ended 31 March 2019

Performance Statistics – Admissions

	2017/2018	2018/2019	% Change
Swimming	41,853	42,636	1.87
Dry Sports/Activities	82,271	75,546	-8.17

As part of the management contract, Places for People Leisure is entitled to the income from charges for the use of the leisure complex. It is intended that any surpluses will be reinvested in maintaining and enhancing the facilities.

The capital expenditure continues to be funded by the Trustee. There were no additions to Property, Plant and Equipment during 2018/19. The depreciation charge was £141,717.

Going Concern Statement

The Charity has total funds of £9m as at 31st March 2019. Over the past two years, the Charity has been self-sufficient in its operating activities resulting into net annual gains which are set aside in an unrestricted fund for future investments. In addition to this Wycombe District Council is committed to the on-going support if and when required of the services and activities provided by the charity. Therefore, the Charity is considered to be a going concern for the foreseeable future.

Plans for the Future

The works identified in the ten-year Park Management Plan continues and includes ensuring that Higginson Park maintains its Green Flag Award for the foreseeable future and maintaining the now established Friends Group for the Park to support improvements.

A feasibility study was completed in March 2016 to identify options for the leisure & recreational facilities on the site. The recommendation from this report to undertake a major refurbishment of the Leisure Complex was adopted by Wycombe District Council and a budget of £2M allocated. The works are going to commence from September 2019.

Statement of Internal Control

This statement is given in respect of the statement of accounts for Higginson Park Charity. The Trustee acknowledges its responsibility for ensuring that an effective system of internal control is maintained and operated in connection with the resources concerned.

The system of internal control can provide only reasonable and not absolute assurance that assets are safeguarded, that transactions were authorised and properly recorded, and that material errors or irregularities are either prevented or would be detected within a timely period.

The system of internal control is based on a framework of regular management information, financial regulations, administrative procedures (including segregation of duties), management supervision and a system of delegation and accountability. In particular the system includes:

- Comprehensive budgeting systems; and
- Regular reviews of financial reports.

The Audit Committee will monitor the progress of the identified risks that have been evaluated for frequency and impact using a five by five matrix and graded according to a "traffic light" system. Red represents a material risk that may need urgent management attention moving from orange to green risks that probably require little or no attention.

The majority of identified risks are not high risks and the risk register is a live document: regularly monitored and updated.

The trustee has overall responsibility for ensuring that the Charity has an appropriate system of controls, financial and otherwise. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reassurance that:

- Its assets are safeguarded against unauthorised use or disposition;
- Proper records are maintained and financial information used within the Charity or for publication is reliable; and
- The Charity complies with relevant laws and regulations.

As part of the Charity's risk management process the trustee acknowledges their responsibility for the Charity's system of internal control and reviewing its effectiveness. It is also recognised by the trustee that such a system is designed to manage rather than eliminate the risk of failure to achieve the Charity's objectives and can only provide reasonable, not absolute, reassurance against material misstatement or loss.

The trustee has set policies on risk and internal controls, which cover the following areas in line with the Council's own approach:

- The responsibility of management to implement the trustees' policies and identify and evaluate risks for their consideration on an on-going basis;
- Consideration of the type of risks the Charity faces;
- The level of risks which they regard as acceptable;
- The likelihood of the risks concerned materialising;
- The Charity's ability to reduce the incidence and impact on the business of risks that do materialise;
- Arrangements for monitoring and reporting on risk and control matters of importance, together with details of corrective action being undertaken.
- The Charity (through the Audit Committee) has formally reviewed its own risk arrangements and believes that suitable controls are in operation to protect the Charity from exposure to high risks. Staff are properly trained to manage the operational risks that are inherent within the area that the Charity works within.

Reserves Policy

The Charity holds unrestricted funds of £255k (2018: £103k).

Statement of Trustees responsibilities

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved and signed on behalf of the Trustee by



David Skinner, Head of Financial Services

26 November 2019

REPORT OF THE INDEPENDENT AUDITORS' TO THE TRUSTEE OF THE HIGGINSON PARK CHARITY

Opinion

We have audited the financial statements of The Higginson Park Charity (the 'charity') for the year ended 31 March 2019 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2019 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be

**REPORT OF THE INDEPENDENT AUDITORS' TO THE TRUSTEE OF THE HIGGINSON PARK CHARITY -
continued**

materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements ; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of Trustees Responsibilities, the trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

REPORT OF THE INDEPENDENT AUDITORS' TO THE TRUSTEE OF THE HIGGINSON PARK CHARITY -
continued

Use of our report

This report is made solely to the charity's members, as a body, in accordance with Section 144 of the Charities Act 2011 and Regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Seymour Taylor Audit Limited, Statutory Auditor
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
57 London Road
High Wycombe
Buckinghamshire
HP11 1BS

26 November 2019

The Higginson Park Charity
Trustee's Annual Report for the year ended 31 March 2019

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR END 31 MARCH 2019

	Note	Unrestricted Funds £'000	Restricted Funds £'000	Total Funds 2019 £'000	Total Funds 2018 £'000
Income					
<i>Income from charitable activities</i>					
Operation of exercise facilities and park	3	290	-	290	296
<i>Income from other trading activities</i>					
Commercial trading	4	106	-	106	89
Total income		396	-	396	385
Expenditure					
<i>Expenditure on charitable activities:</i>					
Operation of exercise facilities and park	5	228	142	370	408
<i>Costs of raising funds:</i>					
Commercial Trading		16	-	16	21
Total expenditure		244	142	386	429
Net income / (expenditure)		152	(142)	10	(44)
Gains / (losses) on revaluation of fixed assets	8	-	175	175	-
Net movement in funds for the year		152	33	185	(44)
Reconciliation of funds					
Total Funds brought forward		103	5,356	5,459	5,503
Total funds carried forward		255	5,389	5,644	5,459

The Higginson Park Charity
Trustee's Annual Report for the year ended 31 March 2019

BALANCE SHEET AS AT 31 MARCH 2019

	Note	Charity 2019 £'000	Charity 2018 £'000
Fixed assets			
Tangible assets	8	5,389	5,356
Total fixed assets		<u>5,389</u>	<u>5,356</u>
Current Assets			
Debtors	9	259	133
Total current assets		<u>259</u>	<u>133</u>
Liabilities			
Creditors: Amounts falling due within one year	10	(4)	(30)
Net Current assets		<u>255</u>	<u>103</u>
Total assets less current liabilities		5,644	5,459
Net assets		<u>5,644</u>	<u>5,459</u>
The funds of the charity:			
Restricted income funds		5,214	5,356
Unrestricted income funds		255	103
Revaluation reserve		175	-
Total charity funds	12-13	<u>5,644</u>	<u>5,459</u>

The notes at pages 13 to 20 form part of these accounts.

Approved and signed on behalf of the Trustee on 26 November 2019



David Skinner Head of Financial Services
Wycombe District Council
Queen Victoria Road
High Wycombe, HP11 1BB

NOTES TO THE FINANCIAL STATEMENTS

1 General Information

The Higginson Park Charity is a charity registered in England and Wales. The charity number is 284420. The Registered Address and principal place of activity is Queen Victoria Road, High Wycombe, Bucks, HP11 1BB. The principal activities of the charity are as disclosed within the Trustee's Annual Report on pages 3-7.

The presentational currency of these financial statements is sterling (£), being the currency of the primary economic environment in which the charity operates. All amounts in the financial statements are rounded to the nearest £1,000 unless otherwise stated.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been applied consistently to all years presented unless otherwise stated.

2 Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a. Basis of preparation

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

b. Preparation of accounts on a going concern basis

At the time of approving the accounts, the trustees have a reasonable expectation that the charitable trust has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

c. Income

Income consists of rental income and charges. Income is included in the financial statements as it falls due except car parking and leisure activities income which is included in the accounts on a receipts basis. All income is shown exclusive of VAT.

NOTES TO THE FINANCIAL STATEMENTS – continued

d. Expenditure

Direct charitable expenditure is incurred on an accruals basis and includes maintenance of the property and provision of the activities of the charity. All expenditure is shown exclusive of VAT.

e. Capital expenditure

Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis.

f. Tangible fixed assets

Property, Plant and Machinery are valued on the basis of depreciated replacement cost. The value below which Property, Plant and Equipment are not capitalised is £10,000.

g. Investment property

Investment properties are properties which are held either to earn rental income or for capital appreciation or both.

Investment properties are measured at cost upon initial recognition. The initial cost of the property comprises of its purchase price and any directly attributable expenditure.

Subsequently, where the fair value can be measured reliably without undue cost or effort, investment property is measured at fair value at each reporting date with changes in fair value recognised in profit or loss in the period that they arise. No depreciation is provided in respect of investment properties applying the fair value model.

h. Depreciation

Individual fixed assets are depreciated over their estimated useful economic lives on a straight line basis. Freehold land is not depreciated. Assets included in the equipment classification are being depreciated at a rate of 10% on a straight line basis. The impact on the accounts is that a depreciation charge is made through the Statement of Financial Activities each year.

i. Impairment Review of Property, Plant and Equipment

Impairment reviews will be carried out only where there is some indication that the recoverable amount of a functional Property, Plant and Equipment is below its net book value.

j. Allocation of support costs

Wycombe District Council incurs costs, which are shared between numbers of activities, including those relating to the Charity. The Council apportions costs where necessary on the basis of the amount of officer time spent on the activities.

NOTES TO THE FINANCIAL STATEMENTS – continued

j. Taxation

The charity is exempt from taxation on its charitable activities.

k. Financial instruments

Financial Liabilities are recognised on the Balance Sheet when the the Trust becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and are carried at the amortised cost.

Financial Assets are classified into three types as summarised below:

Category	Balance Sheet	SOFA
Amortised Cost	Amortised Cost	Movements in amortised cost are debited / credited to the surplus or deficit on the fund.
Financial Value through Other Comprehensive Income and Expenditure	Fair Value	Movements in fair value are debited / credited to Other Comprehensive Income and Expenditure
Financial Value through Profit & Loss	Fair Value	All gains and losses are posted to the fund

*As at 31st March 2019 The Trust does not have any financial instruments

l. Significant judgments and estimates

The preparation of the financial statements requires management to make estimates and assumptions that affect the reported amounts of income, expenditure, assets and liabilities. If in the future such estimates and assumptions, which are based on management's best judgment at the date of the financial statements, deviate from the actual circumstances, the original estimates and assumptions will be modified as appropriate in the year in which the circumstances change.

NOTES TO THE FINANCIAL STATEMENTS – continued

3 Income from charitable activities

	Unrestricted funds 2019	Unrestricted funds 2018
	£'000	£'000
Income from facilities for physical exercise	151	132
Income from other recreation or leisure-time occupation	139	164
Total income from charitable activities	290	296

4 Income from other trading activities

	Unrestricted funds 2019	Unrestricted funds 2018
	£'000	£'000
Income from property	78	89
Income from events	28	0
Total income from other trading activities	106	89

5 Analysis of expenditure on charitable activities

	Facilities for physical exercise	Other recreation or leisure-time occupation	2019 Total	2018 Total
	£'000	£'000	£'000	£'000
Car park costs	-	-	-	8
Depreciation	142	-	142	147
Maintenance of skate park	1	-	1	1
Maintenance to grounds	-	32	32	34
Repairs / Maintenance	6	-	6	50
Support costs (see note 7)	160	15	175	157
Business Rates	-	9	9	-
Various Fees	4	1	5	11
Total	313	57	370	408

NOTES TO THE FINANCIAL STATEMENTS – continued

6 Summary analysis of expenditure and related income for charitable activities

	Facilities for physical exercise £'000	Other recreation or leisure-time occupation £'000	2019 Total £'000	2018 Total £'000
Costs	(313)	(57)	(370)	(408)
Physical exercise	151	-	151	132
Recreation or leisure-time		139	139	164
Net cost funded from other income	(162)	82	(80)	(112)

7 Analysis of support costs

The charity does not directly employ any staff. Wycombe District Council employees and support services are apportioned between various activities; refer to the table below for the basis of the apportionment.

	Facilities for physical exercise	Other recreation or leisure-time occupation	Total	Basis of apportionment
Governance	5	-	5	Allocated on time
Insurance	20	3	23	Allocated on risk
Accountancy, legal and other professional services	51	9	60	Allocated on time
General office	73	13	86	Allocated on time
Utilities	1	-	1	
Total	150	25	175	

Expenditure on governance is the audit fees of £4,500 for the year ending 31 March 2019 (£4,200 for 2017/18)

NOTES TO THE FINANCIAL STATEMENTS - continued

8 Tangible fixed assets

	Investment Property £'000	Land & Buildings £'000	Equipment £'000	Total £'000
Costs or valuation				
At 1 April 2018	929	5,129	442	6,500
Add Additions	-	-	-	-
Revaluation	175	-	-	175
At 31 March 2019	1,104	5,129	442	6,675
Depreciation				
At 1 April 2018	-	707	437	1,144
Charge for the period	-	140	2	142
At 31 March 2019	-	847	439	1,286
Net Book Value				
At 31 March 2018	929	4,422	5	5,356
At 31 March 2019	1,104	4,282	3	5,389

Investment Property and Land & Buildings comprise of a leisure complex, a suite of offices, car park and a number of adhoc buildings leased by sports clubs. The assets were valued at 31st March 2019 by Wilks Head & Eve. The Land & Buildings are held at cost and the Investment Property is included at the revalued amount.

The historical cost of the Investment Property amounts to £1,048,500.

9 Debtors

	2019 £'000	2018 £'000
Other Debtors	255	131
Trade debtors	4	2
	259	133

NOTES TO THE FINANCIAL STATEMENTS – continued

10 Creditors: amounts falling due within one year

	2019 £'000	2018 £'000
Other creditors and accruals	4	4
Deferred income	-	26
	4	30
	4	30

11 Deferred income

Deferred income comprises advance payments from commercial lessees.

	£'000
Balance as at 1 April 2018	26
Amount released to income earned from commercial trading	(26)
Amount deferred in year	-
	0
Balance as at 31 March 2019	0

12 Analysis of movement in charitable funds

Restricted funds are capital funds where the asset is required to be retained for actual use rather than be expended. Accordingly, the only movements on restricted funds relate to the additions, revaluation and depreciation of tangible fixed assets.

Unrestricted funds are expendable at the discretion of the trustee in furtherance of the objects of the charity

	Note	Restricted £'000	Unrestricted £'000	Total £'000
Balance at 1 April 2018		5,356	103	5,459
Income in the year		-	396	396
Gains / (losses)		175	-	175
Expenditure in the year		(142)	(244)	(386)
Balance as at 31 March 2019		5,389	255	5,644
		5,389	255	5,644

NOTES TO THE FINANCIAL STATEMENTS – continued

Comparatives for movements in charitable funds

	Note	Restricted £'000	Unrestricted £'000	Total £'000
Balance at 1st April 2017		5,503	-	5,503
Income in the year		-	385	385
Gains / (losses)		-	-	-
Expenditure in the year		(147)	(282)	(429)
Balance as at 31 March 2018		<u>5,356</u>	<u>103</u>	<u>5,459</u>

The restricted funds of the charity are in relation to the tangible fixed assets held.

13 Analysis of net assets between funds

	Restricted £'000	Unrestricted £'000	Total £'000
Tangible fixed assets	5,389	-	5,389
Net current assets	-	255	255
	<u>5,389</u>	<u>255</u>	<u>5,644</u>

14 Related Party Transactions

Wycombe District Council as the sole Trustee to the Higginson Park Charity supports the functions of the Charity by paying a fee for the management of the facility and also funding any deficit of expenditure over income. In 2018/19 Wycombe District Council provided £nil funding (£nil in 2017/18).

A balance was due from Wycombe District Council to The Higginson Park Charity as at 31 March 2019 which amounted to £255,000 (2018: £131,000).

