



## Improvement and Review Commission

Date: 11 September 2019  
Time: 7.00 pm  
Venue: Council Chamber  
District Council Offices, Queen Victoria Road, High Wycombe Bucks

### Membership

Chairman: Councillor R Gaffney  
Vice Chairman: Councillor A D Collingwood

Councillors: K Ahmed, M C Appleyard, H Bull, Mrs L M Clarke OBE, A E Hill, M Hussain JP, M E Knight, Mrs W J Mallen, N B Marshall, H L McCarthy, Ms C J Oliver, S K Raja, R Raja, J A Savage, D A C Shakespeare OBE and R Wilson

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## Agenda

Item	Page
1. <b>Apologies for Absence</b> To receive any apologies for absence.	
2. <b>Declarations of Interest</b> To receive any disclosure of disclosable pecuniary interests by Members relating to items on the agenda. If any Member is uncertain as to whether an interest should be disclosed, he or she is asked if possible to contact the District Solicitor prior to the meeting.  Members are reminded that if they are declaring an interest, they should state the nature of that interest whether or not they are required to withdraw from the meeting.	
3. <b>Minutes of the Previous Meeting</b>	1 - 5

<b>Item</b>		<b>Page</b>
	To confirm the Minutes of the meeting held on 12 June 2019.	
4.	<b>Wycombe Community Safety Partnership Plan 2019-2020</b>	6 - 28
5.	<b>Report of the Parking Task and Finish Group</b>	29 - 33
6.	<b>Joint Waste Contract Task &amp; Finish Group - Commission Chairman's verbal update</b> The Commision Chairman to give a verbal update on the Joint Waste Contract Task & Finish Group.	
7.	<b>River Wye Task &amp; Finish Group - Commission Chairman's verbal update</b> The Commision Chairman to give a verbal update on the River Wye Task & Finish Group.	
8.	<b>Commission's Work Programme and Forward Plan</b>	34 - 47
9.	<b>Councillor Call for Action</b> To consider any Councillor Call for Action submitted in accordance with the agreed procedure.	
10.	<b>Supplementary Items</b>	
11.	<b>Urgent Items</b>	

**For further information, please contact Jemma Durkan 01494 421635,  
jemma.durkan@wycombe.gov.uk**

# Improvement and Review Commission Minutes

Date: 12 June 2019

Time: 7.00 - 8.20 pm

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

Councillors K Ahmed, M C Appleyard, A D Collingwood, M E Knight, Mrs W J Mallen, N B Marshall, H L McCarthy, S K Raja, R Raja, D A C Shakespeare OBE and R Wilson,

## 1. CHAIRMAN'S INTRODUCTIONS

The Chairman, Councillor Gaffney, welcomed the Cabinet Member for Community to the meeting and offered congratulations on his recent award of the BEM (British Empire Medal) for services to the community in the Queen's Birthday Honours for 2019. The Cabinet Member thanked the Commission and stated that he had accepted the award on behalf of all people undertaking voluntary work in the local community and he would proudly wear the medal on civic occasions.

The Chairman also welcomed Councillor Collingwood as Vice-Chairman of the Committee for 19/20. The Chairman noted that this would be a challenging year for the Council and outlined his 12 point plan for the coming year. He confirmed that a special meeting of the Commission would be organised to consider the upcoming Cabinet Member responses to the Remaking River Wye Task and Finish Group recommendations.

In reference to the 12 point plan the Chairman noted that regarding the anticipation of call-ins from the Opposition it was hoped that members could work together to avoid possible call-ins.

## 2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors H Bull, Mrs L M Clarke OBE, A Hill, M Hussain JP and J Savage.

## 3. DECLARATIONS OF INTEREST

There were no declarations of interest.

## 4. MINUTES OF THE PREVIOUS MEETING

Regarding Minute 41, the Vice-Chairman confirmed that all comments made at the meeting regarding the development of the Local Industrial Strategy had been provided to the LEP Board. It had also been highlighted to the LEP Board that

'distinct economic assets' should include other assets in the county not just the 'superstar' assets outlined in the draft documents.

Regarding Minute 42, an update on the Parking Task and Finish Group would be provided at the meeting.

The Commission also agreed that Chairman of the Waste Task and Finish Group Chairman would be Councillor Roger Wilson, with Vice-Chairman Councillor John Savage.

**RESOLVED:** That the minutes of the Improvement and Review Commission held on 13 March 2019 be approved as a true record and signed by the Chairman.

## **5. CABINET MEMBER FOR COMMUNITY - UPDATE ON STREET WARDENS**

The Chairman welcomed the Cabinet Member for Community, Deputy Cabinet Member for Community and Head of Housing, Environment and Community Services.

The Cabinet Member provided the Commission with an update regarding the appointment of the Community Wardens. The Commission noted that three full time wardens were in post and would begin patrols on 27 June following completion of various training modules. These training sessions would include First Aid, Conflict Management, Safeguarding and CCTV/SIA. Uniforms and equipment was in place and the Wardens would report directly to the Anti-Social Behaviour Team Leader.

The Warden's patrol would include known areas with anti-social behaviour, begging, street drinking and drugs. It was noted that the aim for the wardens was not to arrest perpetrators but to provide support and signposting to the right partners to enable rehabilitation. The Wardens would have powers under the Public Spaces Protection Order (PSPO) to issue fixed penalty notices and arrests would only be made if there was no other choice. The Cabinet Member confirmed that an application had been approved for Wardens to be provided with powers under the Community Safety Accreditation Scheme (CSAS) to help them with their role.

The Cabinet Member informed the Commission that One Recovery Bucks, an organisation that supported people affected by drugs and alcohol in Buckinghamshire, had an office based in High Wycombe and Wardens would be able to refer people to the service. It was noted that One Recover Bucks had obtained funding for their own warden who would also be available to support the area.

The Cabinet Member for Community confirmed that this long term plan was a positive step to help start the process of recovery for people in need and reduce begging for drugs and alcohol. He noted that beggars usually had addiction problems and support for addicts was the long term plan.

It was also noted that the Community Safety Partnership would now meet quarterly and the new Chairman would be Superintendent Kevin Brown.

Regarding a query that not all beggars were addicts, the Cabinet Member reported that surveys and a regular reports were undertaken by the Anti-Social Behaviour Team Leader and it was found that the majority of beggars all had addiction problems. It was rare to see non addicted people begging in the area.

It was agreed that a written report would be provided to the Commission in 6 to 9 months' time to review the projects objectives.

In response to a query it was noted that Fixed Penalty Notices could be issued under the Public Spaces Protection Order. Monitoring was undertaken and the number of people begging was reported. Street Wardens would feedback on a regular basis and this would be reported to Cabinet Members.

It was noted that One Recovery Bucks currently had 900 people registered and was a countywide charity. It was recommended to visit their hub to see the work being undertaken. Regarding gambling addiction this was not known to be an issue with people living on the streets however the Cabinet Member would investigate if this was an issue that One Recovery Bucks could help with.

Regarding beggars knocking on doors it was reported that Wycombe Homeless Connection did not have a waiting list at the moment and money would not be required to access these services.

In response to a query the Cabinet Member reported that Thames Valley Police representatives attended the CSSG meetings and the Group had been informed that police recruitment had been difficult but was improving.

Regarding operations the street wardens were able to operate alone and would be equipped with body cameras and phones however some areas would require two wardens. The current plan was for three full-time wardens and following reviews then further funding would be sought if this number needed to be increased.

The Chairman thanked the Cabinet Member, Deputy Cabinet Member and Head of Housing, Environment and Community for the update.

## **6. UPDATE ON THE PARKING TASK AND FINISH GROUP**

The Vice-Chairman of the Parking Task and Finish Group, Councillor Alex Collingwood provided the Commission with an update.

It was reported that the Parking TFG had met to consider the Park and Ride, capacity, technology and electronic signage. The bus service and timetabling to the Park and Ride was under review and a robust response had been provided to Bucks County Council for consideration.

The next meeting would be held on 17 June to consider commuter parking and draft recommendations were also being considered. The recommendations were

scheduled to be brought to the IRC meeting in September 19 and forwarded to Cabinet immediately for consideration.

It was commented that parking at Wycombe Hospital had become an issue and people were now parking in Morrisons car park.

The Commission thanked the Vice-Chairman for the update.

## **7. COMMISSION'S WORK PROGRAMME AND FORWARD PLAN**

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

The Chairman noted that currently the following task and finish groups were being considered –

River Wye TFG  
Parking TFG  
Waste Contract TFG  
Budget TGG.

Regarding the River Wye TFG it was noted that work had been completed by the Task and Finish Group members and officers, and the recommendations were currently with the Cabinet Members for a response. The Chairman of the Commission requested that a special meeting of the Commission be arranged to consider the responses of Cabinet and invitees should include Cabinet Members and the Head of Finance and Commercial so issues can be discussed.

It was also noted that an urgent meeting may be required regarding the adoption of the Local Plan.

Support was offered to the Chairman of the Audit Committee regarding the recent issues in relation to the external auditors. The Chairman of the Audit Committee confirmed that he would report directly to Council and any matters requiring action would be undertaken by the Audit Committee.

The Chairman confirmed that new Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities recently published by the Ministry of Housing, Communities and Local Government had been circulated to the Commission.

The Commission also offered their thanks to the Democratic Services officer for her work and congratulated the Head of Democratic, Legal and Policy for her appointment as Monitoring Officer for the Shadow Authority.

## **8. COUNCILLOR CALL FOR ACTION**

There were no Councillor Calls for Action.

## **9. SUPPLEMENTARY ITEMS**

There were no Supplementary items.

**10. URGENT ITEMS**

There were no urgent items.

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Chairman

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

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

# Agenda Item 4.

## SUMMARY



Report For:	Improvement & Review Commission
Meeting Date:	11 September 2019
Part:	Part 1 - Open

<b>Title of Report:</b>	<b>WYCOMBE COMMUNITY SAFETY PARTNERSHIP PLAN – 2019/2020 UPDATE</b>
Officer Contact: Direct Dial: Email:	Sarah McBrearty 01494 421876 Sarah.mcbrearty@wycombe.gov.uk
What is the Commission being asked to do?	The Commission is requested to note and support the updated Wycombe Community Safety Partnership priorities and actions for 2019/2020
Executive Summary	The Wycombe Community Safety Partnership Plan (Appendix A) sets out the aims and objectives for the Partnership for the period from April 2017 to March 2020. The Plan explains the structure and system for conducting business and the contribution and commitment of partners. The plan is forward looking with a focus on community and tackling the issues that matter most to residents, businesses and visitors. The Wycombe Community Safety Partnership regards the Plan as a living document that will build upon successes and identify areas where there is a need to focus resources and expertise.
Sustainable Community Strategy/Council Priorities - Implications	The Wycombe Community Safety Partnership Plan will support the following WDC Priorities: Place           - remove obstacles to enjoyment by tackling crime and anti-social behaviour People           - Support community resilience - Engage with and include young people - Tackle extremism - Support residents to help each other through individual and local groups  Risk: N/A Equalities: N/A Health & Safety: N/A
Monitoring Officer/ S.151 Officer Comments	<b>Monitoring Officer:</b> The legal basis for the plan deriving from the Crime and Disorder Act 1998 is set out in this report as are related requirements for discharging crime and disorder overview and scrutiny arrangements set out in The Crime and Disorder (Overview and Scrutiny) Regulations 2009, in conjunction with Section 19 of the Police and Justice Act 2006.



	<b>S.151 Officer:</b> Any financial implications for implementing the plan are contained within the existing budget provision.
Consultees:	<b>N/A</b>
Options:	<b>N/A</b>
Next Steps:	The Partnership Delivery Plans for 2019/2020 will be monitored via the Wycombe Community Safety Strategy group meetings.
Background Papers:	The Wycombe Community Safety Plan 2017-2020 is held by Community Services Team and published on the Council's website.
Abbreviations:	BCC – Buckinghamshire County Council YOS – Youth Offending Service CSP – Community Safety Partnership TVP – Thames Valley Police WDC – Wycombe District Council PSPO – Public Spaces Protection Order HWBIDCo – High Wycombe Business Improvement District Company DROP – Desborough Road Outreach Programme

Appendices to this report are as follows:

[Appendix A - Wycombe Community Safety Partnership plan](#)

## Background and Issues

According to the Crime and Disorder Act 1998, every local authority must have a Community Safety Partnership. The Wycombe Community Safety Partnership is responsible for delivering the Partnership Plan.

The following are members of the Partnership:

- Buckinghamshire County Council (BCC)
- Buckinghamshire Fire and Rescue Service
- Buckinghamshire Youth Offending Service (YOS)
- Chiltern Clinical Commissioning Group
- National Probation Service
- Thames Valley Community Rehabilitation Company
- Thames Valley Police (TVP)
- Wycombe District Council (WDC)

The partnership also works with other organisations from the statutory, voluntary and business sectors to deliver projects, but there are too many to list here.

The Community Safety Partnership Plan outlines the Partnership's priorities, which are determined by the Thames Valley Police Force Strategic Assessment, which is a statutory data analysis requirement to help the police and Community Safety Partnerships decide on their priorities and inform their Partnership Plans.

The Crime and Disorder (Overview and Scrutiny) Regulations 2009, in conjunction with Section 19 of the Police and Justice Act 2006, sets out the requirements for discharging crime and disorder overview and scrutiny arrangements. Every local authority is required to have a designated crime and disorder Overview and Scrutiny Committee with power to make recommendations regarding the functioning of their local Community Safety Partnership. Wycombe District Council uses the Improvement and Review Commission for this purpose.

## **Wycombe Community Safety Partnership Plan Priorities 2017 - 2020**

The Community Safety Partnership has agreed the following four priorities until 31<sup>st</sup> March 2020. Each priority has a delivery plan, with details of the key actions for each during 2019/2020 included below.

### **Priority 1 – Tackling anti-social behaviour and crime**

Crime and anti-social behaviour continue to be a priority concern for the residents of the district. The Wycombe Community Safety Partnership understands that certain crimes occur in peaks and troughs throughout the year, so we need to continue to plan for these peaks and make every effort to limit any increases during these periods.

#### ***Year three actions:***

- To implement and review the Street Warden pilot predominantly focusing on High Wycombe town centre.
- The town centre Public Spaces Protection Order (PSPO) comes to an end in February 2020. This Order prohibits drinking alcohol in a designated public place (where a person has been asked to hand over the alcohol). This Order will be reviewed and a consultation will be undertaken to agree a refreshed PSPO from February 2020 onwards.
- Utilise the Anti-Social Behaviour, Crime and Policing Act 2014 legislation to take action against people who aggressively beg and harass members of the public in the town centre,
- The Street Community Partnership, which consists of various partner agencies who work with people who are found begging, are rough sleeping or have drug/alcohol problems, will continue to raise awareness of the problems associated with giving money to people who beg. Awareness raising campaigns will encourage people to give money to the support agencies who are available within Wycombe who can provide real help to these vulnerable people.
- WDC, TVP and HWBIDCo to work together to tackle shoplifting, whilst safeguarding young people who may be the victims of criminal exploitation.

### **Priority 2 – Safeguarding adults**

Domestic abuse is a very under-reported crime and it is believed that those who are brave enough to come forward represent only the tip of the iceberg in terms of those who experience it. Consequently, organisations find it difficult to measure the true extent of domestic abuse in the district as they are not able to get a full picture.

Modern slavery is a term introduced in the UK in 2013, to describe all offences previously described as human trafficking, slavery, forced labour and domestic servitude. Human trafficking is the movement or recruitment of people by deception or coercion with the purpose of exploiting them.

Exploitation can take place in a number of ways, including:

- criminal exploitation
- domestic servitude

- labour exploitation
- sexual exploitation

Victims are forced to work against their will in many different settings, including brothels, cannabis farms, nail bars, car washes, agriculture and even within people's homes.

***Year three actions:***

- To include information on domestic violence and abuse in publications and through social media to signpost victims to the support agencies in both the district and nationally.
- To continue the Desborough Road Outreach Project (DROPE), which provides safeguarding and health support to local sex workers. This initiative was initially set up towards the end of 2018, but has been very successful, and all the agencies involved are keen to continue the good work.
- Multi-agency work to safeguard individuals who are the victims of cuckooing. 'Cuckooing' is when professional criminals target the homes of vulnerable adults so they can use the property for drug-dealing and other criminal activities.
- Bring together relevant agencies to support people who hoard – ensuring their safety along with the safety of the local community.
- Thames Valley Police and Crime Commissioner has funded the Willow Project as the exploitation victim support service for the Thames Valley. The Willow Project is dedicated to identifying and supporting those who are or have been affected by any form of exploitation through raising awareness, offering support and empowerment. Wycombe Community Safety Partnership will work with the Willow Project to support those individuals who are assessed as having been exploited or deemed as a high risk or highly vulnerable to being exploited.
- To undertake partnership operations to susceptible or suspected locations of modern slavery

**Priority 3 – Safeguarding children**

Every year thousands of children are the victims of modern day slavery. These children may have been forced to cross international borders, have been groomed into 'county lines' drug trafficking or have faced exploitation in their own communities.

Through training and changes in legislation big progress had been made in how professionals and wider society understand and respond to child sexual exploitation. Yet in recent years, new forms of exploitation have been uncovered and we need to learn the same lessons as we had to with child sexual exploitation, in order to stop treating children as criminals and give them the help they need.

As professionals we are constantly challenging the language we hear about these young people. Language has power, and how young people are described can determine how services respond to them. If a child is branded a 'criminal', then a route of prosecution and criminalisation may follow, however if the same child is recognised as a victim, then a safeguarding and vulnerability response kicks into action.

Disrupting all types of child exploitation requires a multi-agency response, professionals from a range of agencies need to come together to safeguard children at risk, disrupt networks of child exploitation through joint intelligence sharing and offering positive activities for young people to get involved in.

***Year three actions:***

- Roll out of the PCC funded, Thames Valley wide Early Intervention project, including the professional gang training, the Year 7 school production to raise awareness of grooming, and exploitation, and knife crime workshops for young people.
- Detached Youth Work provided via the Early Intervention Project funding to support young people at the point of custody and other key teachable moments.
- Raise awareness of Female Genital Mutilation and where people can access support.
- Specialist mentoring service to be provided by Reach Every Generation for vulnerable young people identified at risk of or involved in criminal exploitation, grooming, serious youth violence and gangs.
- Following on from the successful test purchase operations with Hotels and licensed premises during 2018/19, to continue test purchases during 2019/20.

#### **Priority 4 – Building community resilience**

A large part of the work of the Community Safety Partnership is to educate and inform the public – for example explaining how to prevent becoming a victim of crime, or explaining where specific help can be obtained for a certain issue (such as domestic abuse, or cybercrime) etc.

It is important, in these more challenging financial times, to build community resilience into the work of the Partnership. Together we need to enhance the personal and collective capacity of the community to anticipate risk, limit its impact and help them to bounce back rapidly.

#### ***Year three actions:***

- Neighbourhood Watch to provide road signs, door sticker and information leaflets to its members to tackle crime.
- To ensure effective communication particularly with the elderly and vulnerable – to raise awareness of scams and people can stay safe.
- The Street Association scheme to continue to roll out to other areas, and the toolkit to be promoted to Parish Councils and local community groups.

#### **The future of the Community Safety Partnership**

As part the wider work currently underway to plan for the transition to Buckinghamshire Council on 1<sup>st</sup> April 2020, there is a Community Safety Workstream which includes the Community Safety Managers for the District and County Councils. Part of the remit of this workstream is to look at the Community Safety Partnership, and what needs to be put in place for Buckinghamshire Council.

Currently Wycombe and Aylesbury each have their own CSP; Chiltern and South Bucks District Councils have one CSP for both districts; in effect, the existing CSPs mirror the local policing areas.

The Safer and Stronger Bucks Partnership Board sits as the County Strategy Group. It leads the Strategic Assessment for the county, public annual consultation on the strategic partnership priorities, monitoring progress against the priorities, and the dispersal and monitoring of the annual Community Safety Grant from the Police and Crime Commissioner. This group is currently chaired by Thames Valley Police with administrative support from the community engagement and safety team at the county council. There is also a Partnership Coordinating Group which sits at tactical level and reviews partnership reports, action plans, oversees the process for awarding the Community Safety Grant, the annual consultation about the strategic priorities and oversees process for the strategic assessment.

Each CSP develops their own community safety partnership plan with priorities that are a combination of those from the strategic plan, prevalence of issues locally and those based on consultation with their local communities. They also monitor and report on the progress against their community safety plan. Arrangements for chairing the CSP differ between areas, being chaired by the police or the local authority.

The Community Safety Workstream is running a workshop in September for the members of each of the CSPs across Bucks. The aim of the workshop is look at best practice and discuss the options for a potential new structure of Community Safety Partnership governance.

In order to not lose sight of local issues, WDC is working closely with TVP to set up a local operational community safety partnership meeting which will have a wider selection of agencies coming together to problem solve local problems.

### **Conclusions**

The Commission is asked to support the Wycombe Community Safety Partnership priorities for 2017-2020, and the actions outlined for 2019-2020.

### **Next Steps**

The Partnership Delivery Plans for 2019/2020 will be monitored via the Wycombe Community Safety Strategy group meetings.

### **Background Papers**

The Wycombe Community Safety Plan 2017-2020 is held by Community Services Team and published on the Council's website.



# **Wycombe Community Safety Partnership Plan 2017 – 2020**

**Updated April 2019**

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## **Introduction from the Chief Executive and Chair**

This is the Wycombe Community Safety Partnership Three Year Partnership Plan. The Crime and Disorder Act 1998, as amended by the Police Reform Act 2002, Clean Neighbourhoods and Environment Act 2005 and Police and Crime Act 2009 requires that the District Council, County Council, Police, Fire and Rescue Authority, NHS Bucks and Probation Service jointly develop and implement a strategy to tackle crime and disorder, including anti-social behaviour and other behaviour adversely affecting the local environment, as well as the misuse of drugs and to prevent reoffending within Wycombe District.

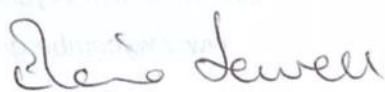
In Wycombe District we are fully committed to working in partnership with a large number of statutory agencies, voluntary organisations and the business community. Involvement of the local community is also essential and community spirit will continue to be harnessed into making Wycombe District a safe place to live, work and visit.

This Plan is effective for three years, from April 2017 – March 2020 and it aligns with other planning cycles. It will be revised annually thus reflecting any new issues emerging from annual strategic assessments. Set out within this document is how the Plan was arrived at, what the strategic priorities are and why they have been chosen.

The Wycombe Community Safety Partnership Plan is a living working document. The priorities represent a real but realistic challenge for the lead agencies, and other groups and organisations participating alongside them. However, members of the Community Safety Partnership are confident it will achieve the aim to reduce crime and disorder to ensure that Wycombe District is a safe place for people to live, work and visit.



Karen Satterford  
Chief Executive, Wycombe District Council



Elaine Jewell  
Chair of Wycombe Community Safety Partnership



## Wycombe – setting the scene

Wycombe District is located in the Metropolitan Greenbelt in south-east Buckinghamshire. Its main town, High Wycombe, lies 29 miles north-west of London, 26 miles south-east of Oxford and 10 miles north of Maidenhead. The district has an area of approximately 125 square miles being bordered on the west by Oxfordshire and on the south by the River Thames which is the county boundary of Berkshire.

Wycombe is one of the largest District Councils in terms of its population of 174,800. The district is one of considerable contrast and character which includes the urban environment of High Wycombe, the smaller towns of Marlow, Princes Risborough, Bourne End and Flackwell Heath, rural settlements and the scenic countryside of the Chilterns and the Thames Valley.

Wycombe's population is ageing, in line with national trends, with 27,196 residents over the age of 65. The District has an ethnically diverse population: 20,528 residents are from Asian backgrounds, primarily Pakistani heritage; 5,934 are from Black African Caribbean backgrounds; 139,477 are from various white backgrounds; and the balance are from other ethnic or mixed backgrounds.

When surveyed, residents generally feel Wycombe is an area where people from different backgrounds get on well together. Although crime levels are comparatively low in Wycombe they have been rising across all crime types over the last two years. Anti-social behaviour remains a key area of concern for local residents.

Office of National Statistics data to July 2018 shows that Wycombe's economy outperforms the national average with higher rates of employment, higher skilled workers, more people employed in higher paying managerial, professional and technical sectors.

The average house price in Wycombe is £380,000, compared to £235,995 nationally (ONS, 2018). There are long waiting lists for social housing with all but the highest priority candidates waiting for one or more years to be offered social housing. High Wycombe has a community of rough sleepers, numbering 17 in 2017 (MHCLG). A lack of affordable housing can lead to financial hardship and stress, overcrowding and in the most severe cases homelessness.

We have a large and increasing ethnic minority population, with around 13,000 of our residents (7.6% of the population) having family ties to Pakistan. People of African Caribbean origin form the second largest ethnic minority community (2%). High Wycombe town is home to the largest St Vincentian population outside of Caribbean. The Muslim faith community is the second largest in the south-east, with 15,000 (nearly 9%) people describing themselves as being Muslim in the 2011 census.

The health of people in Wycombe district is generally better than average for England. Life expectancy is higher than the England average<sup>1</sup>, although there are health inequalities by area and gender. For example, life expectancy for men is 82.1 years, but this is 7.3 years lower in the most deprived areas of our district. Over the past ten years, deaths from all causes have decreased and are lower than the average in England. Residents have relatively healthy lifestyles compared to the national average in terms of eating healthily and being physically active.

<sup>1</sup> Mid-year population estimates from ONS

<sup>1</sup> Claimant count for November 2016 from ONS

<sup>1</sup> Public Health England Profiles (September 2016)

## **Statutory Requirements**

According to the Crime and Disorder Act 1998, every local authority must have a Community Safety Partnership. The Wycombe Community Safety Partnership is responsible for delivering the Partnership Plan.

The following are members of the Partnership:

- Buckinghamshire County Council (BCC)
- Buckinghamshire Fire and Rescue Service
- Buckinghamshire Youth Offending Service (YOS)
- Chiltern Clinical Commissioning Group
- National Probation Service
- Thames Valley Community Rehabilitation Company
- Thames Valley Police (TVP)
- Wycombe District Council (WDC)

The partnership also works with other organisations from the statutory, voluntary and business sectors to deliver projects, but there are too many to list here.

Reports on performance of partnership work go to the Wycombe Community Safety Strategy Group. This Group sets up action groups to drive work on the priorities within the Partnership Plan and delivers on projects; is represented on the Buckinghamshire Safer and Stronger Partnership Board; and contributes to the Safer Bucks Plan.

The Community Safety Partnership Plan outlines the Partnership's priorities, which are determined by the Thames Valley Police Force Strategic Assessment, which is a statutory data analysis requirement to help the police and Community Safety Partnerships decide on their priorities and inform their Partnership Plans.

The overall purpose of the Partnership Plan is to 'add value' to the work already being carried out by the separate partner organisations.

## **Our Achievements during 2018/19**

As a result of the last Partnership Plan significant steps were taken to address crime and disorder issues. A few examples of activities undertaken in relation to the priorities from the last Plan are highlighted below.

### **Priority one: Tackling Anti-Social Behaviour and Crime**

- A multi-agency Street Community Group has been established which includes both statutory and non-statutory organisations who come together to see how they support those begging or living on the streets, and how they can safeguard the wider community.
- The Street Community Group has also launched its communications campaign, which includes an information leaflet for the public explaining the partnership work and encouraging people to give money to support charities rather than people begging. A webpage where people can find out further information has been developed and articles are going in Wycombe District Times and via social media about begging and how people can help the street community.
- Partners continue to regularly support Pub Watch and Shop Watch meetings and share information and guidance.
- A partnership campaign around spring crime and garden security was undertaken, through social media and Thames Valley Alert.
- Cocooning packs have been revised and materials are included on property marking and services available etc.
- The Town Centre Public Spaces Protection Order has been varied so that alcohol can be taken from people found drinking on the streets.

### **Priority Two: Safeguarding our communities**

- The regular monthly MARAC meetings have changed to weekly meetings
- A new Countywide DV Strategy and Action Plan has been developed.
- WDC community safety web pages have been updated, and include information on HBV, FGM, hate crime and Prevent.
- The Partnership agencies have supported national loan shark awareness campaigns through social media.
- Training materials were produced for on-licensed premises, which includes information on their safeguarding responsibilities. The training was undertaken during 2018.
- WDC licensing have funded a safeguarding training package for taxi and private hire license holders on issues such as CSE, slavery and dementia – as a mandatory condition of their license.
- The Willow Project have received PCC funding to be the exploitation victim support service across the Thames Valley, and rolled out extensive training to staff.
- New training materials were produced for Hotel Watch members on raising awareness of slavery – both as guests and as potential staff (from 'agency providers').

### **Priority Three: Working together to address Child Exploitation**

- All safeguarding leads at all schools in Wycombe LPA have met with the new Safeguarding Sgt/PC. All schools have been able to communicate their needs in

terms of safeguarding packages. A bespoke training package for each school will be created.

- A multi-agency group has been established, the Wycombe Child Exploitation & Missing Partnership, which identifies and safeguards vulnerable children and has strengthened relations with school safeguarding leads.
- The Hotel Watch scheme has been utilised to assist with finding a high risk missing young person.
- Test purchase operations have been undertaken in Hotels within the district. An undercover police officer and an underage police cadet try to purchase drinks and a room. Where premises fail to perform the required checks, or raise concerns with the police, further work is undertaken with that premise.

#### **Priority Four: Building community resilience**

- The Safe Place scheme continues to grow in business membership – particularly in the rural areas.
- TVP and WDC continue to regularly meet with NHW to discuss the success of their scheme and opportunities for partnership working.
- Marlow Neighbourhood Policing Team completed their Cop Cards project for 2018 and are awarding the prizes.
- WDC supported World Elder Abuse Awareness Day and the Dementia Awareness Days in June, through displays in reception and via social media.
- PCC funding was awarded to the Street Association Scheme for 2018/19 and another scheme was rolled out within Wycombe.
- Scam awareness materials are shared through the Street Association Project.

## **Wycombe Community Safety Partnership Plan Priorities 2017 - 2020**

The Community Safety Partnership has agreed the following four priorities for three years. Each priority has a delivery plan, and details of the key activities for each during 2019/20 are included below.

### **Priority 1 – Tackling anti-social behaviour and crime**

Crime and anti-social behaviour continue to be a priority concerns for residents of the district. The Wycombe Community Safety Partnership understands that certain crimes occur in peaks and troughs throughout the year, so we need to continue to plan for these peaks and make every effort to limit any increases during these periods.

Anti-social behaviour can degrade the local environment and have an adverse effect on communities and directly influences people's perceptions of fear of crime. Anti-social behaviour includes criminal damage, underage/anti-social drinking, noise, graffiti and harassment.

#### ***Year three actions include:***

- To implement and review the Street Warden pilot predominantly focusing on High Wycombe town centre.
- The town centre Public Spaces Protection Order (PSPO) comes to an end in February 2020. This Order prohibits drinking alcohol in a designated public place (where a person has been asked to hand over the alcohol). This Order will be reviewed and a consultation will be undertaken to agree a refreshed PSPO from February 2020 onwards.
- Utilise the Anti-Social Behaviour, Crime and Policing Act 2014 legislation to take action against people who aggressively beg and harass members of the public in the town centre,
- The Street Community Partnership, which consists of various partner agencies who work with people who are found begging, are rough sleeping or have drug/alcohol problems, will continue to raise awareness of the problems associated with giving money to people who beg. Awareness raising campaigns will encourage people to give money to the support agencies who are available within Wycombe who can provide real help to these vulnerable people.
- WDC, TVP and HWBIDCo to work together to tackle shoplifting, whilst safeguarding young people who may be the victims of criminal exploitation.

### **Priority 2 – Safeguarding adults**

Domestic abuse is a very under-reported crime and it is believed that those who are brave enough to come forward represent only the tip of the iceberg in terms of those who experience it. Consequently, organisations find it difficult to measure the true extent of domestic abuse in the district as they are not able to get a full picture.

Modern slavery is a term introduced in the UK in 2013, to describe all offences previously described as human trafficking, slavery, forced labour and domestic servitude. Human trafficking is the movement or recruitment of people by deception or coercion with the purpose of exploiting them.

Exploitation can take place in a number of ways, including:

- criminal exploitation

- domestic servitude
- labour exploitation
- sexual exploitation

Victims are forced to work against their will in many different settings, including brothels, cannabis farms, nail bars, car washes, agriculture and even within people's homes.

***Year three actions include:***

- To include information on domestic violence and abuse in publications and through social media to signpost victims to the support agencies in both the district and nationally.
- To continue the Desborough Road Outreach Project (DROP), which provides safeguarding and health support to local sex workers. This initiative was initially set up towards the end of 2018, but has been very successful, and all the agencies involved are keen to continue the good work.
- Multi-agency work to safeguard individuals who are the victims of cuckooing. 'Cuckooing' is when professional criminals target the homes of vulnerable adults so they can use the property for drug-dealing and other criminal activities.
- Bring together relevant agencies to support people who hoard – ensuring their safety along with the safety of the local community.
- Thames Valley Police and Crime Commissioner has funded the Willow Project as the exploitation victim support service for the Thames Valley. The Willow Project is dedicated to identifying and supporting those who are or have been affected by any form of exploitation through raising awareness, offering support and empowerment. Wycombe Community Safety Partnership will work with the Willow Project to support those individuals who are assessed as having been exploited or deemed as a high risk or highly vulnerable to being exploited.
- To undertake partnership operations to susceptible or suspected locations of modern slavery

**Priority 3 – Safeguarding children**

Every year thousands of children are the victims of modern day slavery. These children may have been forced to cross international borders, have been groomed into 'county lines' drug trafficking or have faced exploitation in their own communities.

Through training and changes in legislation big progress had been made in how professionals and wider society understand and respond to child sexual exploitation. Yet in recent years, new forms of exploitation have been uncovered and we need to learn the same lessons as we had to with child sexual exploitation, in order to stop treating children as criminals and give them the help they need.

Last year a record number of children were referred to the National Referral Mechanism to be recognised as child victims of trafficking, a 66% rise on 2016 numbers – with the greatest rise in labour exploitation including county lines.

As professionals we are constantly challenging the language we hear about these young people. Language has power, and how young people are described can determine how services respond to them. If a child is branded a 'criminal', then a route of prosecution and criminalisation may follow, however if the same child is recognised as a victim, then a safeguarding and vulnerability response kicks into action.

Disrupting all types of child exploitation requires a multi-agency response, professionals from a range of agencies need to come together to safeguard children at risk, disrupt networks of child exploitation through joint intelligence sharing and offering positive activities for young people to get involved in.

***Year three actions include:***

- Roll out of the PCC funded, Thames Valley wide Early Intervention project, including the professional gang training, the Year 7 school production to raise awareness of grooming, and exploitation, and knife crime workshops for young people.
- Detached Youth Work provided via the Early Intervention Project funding to support young people at the point of custody and other key teachable moments.
- Raise awareness of Female Genital Mutilation and where people can access support.
- Specialist mentoring service to be provided by Reach Every Generation for vulnerable young people identified at risk of or involved in criminal exploitation, grooming, serious youth violence and gangs.
- Following on from the successful test purchase operations with Hotels and licensed premises during 2018/19, to continue test purchases during 2019/20.

**Priority 4 – Building community resilience**

A large part of the work of the Community Safety Partnership is to educate and inform the public – for example explaining how not to become a victim of crime, or explaining where specific help can be obtained for a certain issue (such as domestic abuse, or cybercrime) etc.

It is important, in these more challenging financial times, to build community resilience through the work of the Partnership. Together we need to enhance the personal and collective capacity of the community to anticipate risk, limit its impact and help them to bounce back rapidly.

***Year three actions include:***

- Neighbourhood Watch to provide road signs, door sticker and information leaflets to its members to tackle crime.
- To ensure effective communication particularly with the elderly and vulnerable – to raise awareness of scams and people can stay safe.
- The Street Association scheme to continue to roll out to other areas, and the toolkit to be promoted to Parish Councils and local community groups.

## Appendix A

## Glossary of Terms

**Anti social behaviour (ASB)** 'Acting in an anti social manner ... that caused or was likely to cause harassment, alarm or distress'. Covers a wide range of selfish and unacceptable activity that can blight the quality of community life.

**Anti-Social Behaviour Team** - A partnership between Thames Valley Police and Wycombe District, working together to tackle anti-social behaviour within the District.

**Buckinghamshire Safer and Stronger Partnership Board** County-level group to help coordinate the work of the district community safety partnerships (this recognises that community safety issues do not always respect district borders and may sometimes be better organised at a county level).

**Child Sexual Exploitation** is illegal activity by people who have power over young people and use it to sexually abuse them. This can involve a broad range of exploitative activity, from seemingly 'consensual' relationships and informal exchanges of sex for attention, accommodation, gifts or cigarettes, through to very serious organised crime.

**Community Plan** Produced by the local strategic partnership, it sets a long-term, vision for an area across all services and informs the priorities in the **local area agreement**

**Community Safety Agreement** A document prepared by the Buckinghamshire Safer and Stronger Communities Partnership setting out how the district level Community Safety Partnerships will cooperate to deliver their priorities.

**Community Safety Partnership (CSP)** The local name for the crime and disorder reduction partnership introduced by the Crime and Disorder Act 1998. Its purpose is to bring together **responsible authorities** to work with other local organisations to develop and implement strategies to tackle crime and disorder including anti-social and other behaviour adversely affecting the local environment as well as the misuse of drugs.

**Criminal damage** Where a person 'who without lawful excuse destroys or damages any property belonging to another, intending to destroy or damage any such property or being reckless as to whether any such property would be destroyed or damaged'. It includes damage to property e.g. broken windows and car wing mirrors.



**Domestic abuse** 'Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults, who are or have been intimate partners or family members, regardless of gender or sexuality'.

**Domestic Homicide Review (DHR)** A legal requirement to undertake a partnership review following a domestic homicide with the intention of learning lessons to improve the way partners deal with domestic incidents and improved outcomes for domestic abuse victims.

**Hate Crime** A Hate Crime or Incident is any behaviour that you or someone else thinks was caused by hostility, prejudice or hatred of: Disability (including physical, hearing and visual impairments, mental health problems and learning disabilities); Gender identity (people who are transgender, transsexual or transvestite); Race, skin colour, nationality, ethnicity or heritage; Religion, faith or belief (including people without a religious belief); Sexual orientation (people who are lesbian, gay, bisexual, or heterosexual)

**Local Strategic Partnership (LSP)** Non-statutory, multi agency partnerships which bring together the different parts of the public, private, community and voluntary sectors allowing different initiatives and services to support one another so they can work more effectively.

**Police and Crime Commissioner** - This is an elected post and started in November 2012. The role of the PCC is to be the voice of the people and hold the police to account. Police and Crime Commissioners (PCCs) will aim to cut crime and deliver an effective and efficient police service within their force area.

**Property Related Crime** All crime where items are stolen including burglary and attempted burglary, robbery and theft including the theft of and from vehicles and the theft of pedal cycles.

**Responsible authorities** The responsible authorities are the police, police authorities, local authorities, fire and rescue authorities and primary care trusts.

**Sexual crime** Sexual crime includes a range of offences such as sexual harassment and paedophilia. Some sexual crimes involve violent assaults such as rape.

**Stakeholder** Organisations that have a direct interest in a service being provided and may be able to be involved in the delivery by contributing resources such as funding, knowledge, skills etc.

**Wycombe Partnership** The **local strategic partnership** for Wycombe.

**Youth Offending Service (YOS)** A Countywide service dealing with young offenders

## **Appendix B**

### **Glossary of Acronyms**

**ABC** - Acceptable Behaviour Contract

**ANPR** - Automatic Number Plate Recognition

**ASB** - Anti Social Behaviour

**ASBI** - Anti-Social Behaviour Injunction

**CBO** - Community Behaviour Order

**CE** - Child Exploitation

**CPN** - Community Protection Notice

**CSE** - Child Sexual Exploitation

**CSF** - Community Safety Fund

**CSP** - Community Safety Partnership

**CAMHS** - Child and Adult Mental Health Service

**Econ** - Economic

**DAAT** - Drug and Alcohol Action Team

**DHR** - Domestic Homicide Review

**DPPO** - Drinking in Public Places Order

**DVA** - Domestic Violence and Abuse

**FGM** - Female Genital Mutilation

**FPN** - Fixed Penalty Notice

**GMAP** - Gangs Multi Agency Partnership

**HBV** - Honour Based Violence

**IOM** - Integrated Offender Management

**LGBT** - Lesbian, Gay, Bisexual and Transgender

**LSP** - Local Strategic Partnership

**MAPPA** - Multi Agency Public Protection Assessment

**MARAC** - Multi Agency Risk Assessment Committee

**MHT** - Mental Health Team

**MK** - Milton Keynes

**NAG** - Neighbourhood Action Group

**PCC** - Police and Crime Commissioner

**PCSO** - Police Community Support Officer

**PPO** - Priority and Prolific Offender

**PSPO** - Public Spaces Protection Order

**TVCRC** - Thames Valley Community Rehabilitation Company

**WDC** - Wycombe District Council

**YOS** - Youth Offending Service

**Appendix C**

**Risk Register/ Risk Log**

Ref	Risk Description/ Impact	Risk Likelihood	Risk Impact/ Severity	Risk Mitigation Recommended Preventative Actions:	Owner of the Risk
	<p><i>A Risk is any event likely to adversely affect the ability of the project to achieve the defined objectives</i></p> <p><i>Add a brief description of the risk identified and its likely impact on the project (e.g. scope, resources, deliverables, timescales and/or budgets)</i></p>	<p><i>Describe and rate the likelihood of the risk eventuating (i.e. Low, Medium or High)</i></p>	<p><i>Describe and rate the impact on the project if the risk eventuates (i.e. Low, Medium or High)</i></p>	<p><i>Add a brief description of any actions that should be taken to prevent the risk from eventuating</i></p> <p><i>Recommended Contingent Actions: Add a brief description of any actions that should be taken, in the event that the risk happens, to minimize its impact on the project</i></p>	<p><i>Which partner will have responsibility for managing and monitoring the risk?</i></p>
Page 26	Staffing/ resources – key staff could change/ move on within all our partner agencies	Medium	Medium	<p><b>Preventative Actions:</b> Ensure progress on projects is documented, contact lists stored</p> <p><b>Contingent Actions:</b> Ensure a handover takes place</p>	Individual Managers of each organisation
2	Funding/ finance – The Partnership will no longer receive direct funding as all Community Safety funds will go to the Police and Crime Commissioner	Medium	Medium	<p><b>Preventative Actions:</b> To be more proactive to identify alternative funding</p> <p><b>Contingent Actions:</b> Review the funding situation to identify possible cuts to projects. Also make appropriate representations and cases for funding to the PCC</p>	Community Safety Partnership through the Community Safety Team Leader
3	Legislation changes – could change the partnership’s focus	Medium	Low	<p><b>Preventative Actions:</b> ensure the partnership is kept informed of relevant White Papers that may influence the agenda.</p> <p><b>Contingent Actions:</b> inform the partnership of new changes; ensure training/ new skills are provided to members of the partnership. Seek advice from</p>	Community Safety Partnership through the Community Safety Team Leader

Ref	Risk Description/ Impact	Risk Likelihood	Risk Impact/ Severity	Risk Mitigation Recommended Preventative Actions:	Owner of the Risk
				relevant legal departments	
4	Change of political leadership at District Council level – may have different priorities/ focus	Low	Low	<b>Preventative Actions:</b> Ensure all Councillors are kept informed of the work of the partnership and included in community engagement work. <b>Contingent Actions:</b> work with the new Council Leader to promote the work of the partnership.	Community Safety Team Leader
5	Change of government – may have different priorities/ focus	Medium	Medium	<b>Preventative Actions:</b> Unable to prevent <b>Contingent Actions:</b> inform the partnership of new changes; ensure training/ new skills are provided to members of the partnership.	Community Safety Team Leader
6 Page 27	Move to a unitary Council by April 2020	High	Medium	<b>Preventative Action:</b> Continue close working with all Community Safety Teams across Bucks during 2019/20. <b>Contingent Actions:</b> work with the new unitary Council to ensure local community safety priorities are included in the new Council work plans.	Community Safety Managers
7	Agency buy-in – organisations could change their priorities/ targets during the time of the partnership plan or lose resources/ staff/ funding that means they need to re-focus.	Medium	Medium	<b>Preventative Actions:</b> ensure strategic level buy-in. Ensure all organisations are aware of the importance of the partnership plan and offer training to staff where necessary. <b>Contingent Actions:</b> look at targets/ priorities to see if there is a need to re-prioritise with fewer resources/ funding/ staff.	Individual Managers of each organisation and Community Safety Partnership
8	A crime that was not originally a priority increases and needs to be addressed.	Low	Low	<b>Preventative Actions:</b> Ensure the partnership regularly monitors partnership data (especially police and fire) to identify new trends. <b>Contingent Actions:</b> Take steps to reduce the crime before it gets out of control.	Community Safety Partnership through the Community Safety Team Leader

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<sup>i</sup> Public Health England Profiles (September 2016)

# Agenda Item 5.

## SUMMARY



**WYCOMBE**  
DISTRICT COUNCIL

Report For:	Improvement & Review Commission
Meeting Date:	11 September 2019
Part:	Part 1 - Open
If Part 2, reason:	N/A

<b>Title of Report:</b>	Parking Task and Finish Group Recommendations
Officer Contact: Direct Dial: Email:	Jemma Durkan 01494 421635 Jemma.durkan@wycombe.gov.uk
What is the Commission being asked to do?	<ul style="list-style-type: none"> <li>i) To consider the recommendations of the Parking Task and Finish Group;</li> <li>ii) To decide on whether to endorse, amend or reject the Parking Task and Finish Group recommendations for referral onto the Cabinet meeting of 16 September; and</li> <li>iii) To note that the Parking Task and Finish Group has now completed its work.</li> </ul>
Executive Summary	<p>The Parking Task and Finish Group was set up by the Improvement and Review Commission on 24 January 2019 to consider parking capacity across the District, specifically the areas of High Wycombe, Princes Risborough, Marlow and Bourne End.</p> <p>A total of 5 meetings were held; the first on 28 March then 10 April, 30 April, 15 May and 17 June.</p> <p>Membership of the Group included:</p> <p><b>Chairman of the Parking Task &amp; Finish Group:</b> Councillor Mrs L Clarke OBE</p> <p><b>Vice-Chairman</b> Councillor A Collingwood</p> <p><b>Other Members:</b> Cllrs K Ahmed, A Hill, Mrs W Mallen, N Marshall, H McCarthy and P Turner</p> <p>Relevant Cabinet Member (Environment) Cllr Mrs J Adey also attended meetings with the Interim Head of Regeneration and Investment, Peter Wright.</p> <p><b>Officer contact:</b> Catherine Whitehead (ext:3980) <a href="mailto:catherine.whitehead@wycombe.gov.uk">catherine.whitehead@wycombe.gov.uk</a></p>
Sustainable Community Strategy/Council Priorities - Implications	<p>Risk: N/A</p> <p>Equalities: N/A</p>

	Health & Safety: N/A
Monitoring Officer/ S.151 Officer Comments	Monitoring Officer & S.151 Officer: There are no legal or financial implications at this stage until Cabinet has considered how to respond to the recommendations.
Consultees:	Cabinet Members and Officers
Options:	To not consider the recommendations
Next Steps:	The Improvement & Review Commission was scheduled to consider the recommendations at its next meeting on 11 September 2019. These would then go onto Cabinet for consideration at its meeting on 16 September.
Background Papers:	Improvement and Review minutes 24 January 2019 and 13 March 2019.
Abbreviations:	IRC - Improvement and Review Commission TFG - Task and Finish Group

## 1. Detailed Report

- 1.1 To consider the recommendations of the Parking Task and Finish Group as featured below.
- 1.2 The Parking Task & Finish Group was set up by the Improvement & Review Commission following discussions at its meetings on 24 January 2019 and 13 March.
- 1.3 The Task and Finish Group considered parking capacity, location, technology and planning issues relating to car parking across the district.
- 1.4 As a result the Task & Finish Group arrived at 15 recommendations for consideration, by both Improvement & Review and the Executive. These are featured below. Recommendations are open to any additions or deletions as agreed.
- 1.5 A total of five meetings were held, on 28 March, 10 April, 30 April, 15 May and 17 June. The following process was followed:
 

28 March – a scoping meeting took place to discuss the direction of the Parking TFG and which areas of focus could be considered.

10 April - further discussions were undertaken with members and officers, including the Parking Services Manager, Robin Evans.



30 April – information was received regarding the Park and Ride at the Handy Cross hub. Andy Clarke (Bucks CC) and Peter Cartwright (Chairman, LAF Transport Sub-Group) joined the group for discussions.

15 May – the group were joined by Melanie Williams (HWBIDCo), Charles Brocklehurst (Major Projects and Property Executive, WDC) and Ian Manktelow (Planning Policy, WDC) to receive information and discuss underutilised car parking and usage in the district. Recommendations were suggested.

17 June – External visitors, Mr Mike Rann and Mr William Knighton from Chiltern Railways and Andrew Norton from The Eden Centre attended to discuss commuter and consumer parking. The group were also joined by Rosie Brake (Planning Policy Officer, WDC), who provided a presentation on the High Wycombe Transport Vision and Strategy. Further recommendations were suggested.

1.6 Membership of the Group included:

**Chairman of the Budget Task & Finish Group:** Cllr Mrs L Clarke OBE

**Vice-Chairman:** Councillor A Collingwood

**Other Members:** Cllrs K Ahmed, A Hill, Mrs W Mallen, N Marshall, H McCarthy and P Turner

Relevant Cabinet Member (Environment) Cllr Mrs J Adey also attended meetings with the Interim Head of Regeneration and Investment, Peter Wright.

## Recommendations

### Recommendation 1

That there be an agreed parking strategy.

*Reason: To ensure that all car parks have the same sized car parking space, opening times, levels of cleanliness, provision of disabled and mother and child spaces. To improve the number of short stay spaces and consider the possibility of free parking for the first 30 minutes of any stay over all car parks*

### Recommendation 1

That funding be provided for consultancy work to survey the usage of the Park and Ride.

*Reason - Data was required to find out who was using the Park and Ride car park. Currently any member of the public could use the car park and it was suspected that a majority of users were not using the park and ride bus service.*

### Recommendation 2

That four buses be provided for the Park and Ride rather than three as suggested by Buckinghamshire County Council to run in conjunction with the trains to and from Birmingham/London.

*Reason - BCC were currently reviewing options for the bus service to and from the Park and Ride. This was to reduce operational costs when Section 106 funding that helped subsidise the current route comes to an end. Four buses would provide a better service and help maintain the best route to and from High Wycombe town centre. This would also ensure the bus provision for the Park and Ride would run in conjunction with trains to and from Birmingham/London. Although the times have been amended they still are*

*out of sync with the trains and takes no cognisance of the walking times to and from the platforms.*

### **Recommendation 3**

To ensure that the Park and Ride remains free for people parking and then using the bus service to and from the town centre in High Wycombe.

*Reason - To encourage people to use the Park and Ride service.*

### **Recommendation 4**

That the new barriers and payment system for the car park at the Park and Ride site be put in place as soon as possible.

*Reason - So that charging for car park users that are not using the Parking and Ride service can be implemented.*

### **Recommendation 5**

Provide improved signage and information at the Park and Ride site regarding payment and tickets for the users of the bus service.

*Reason - To provide users with the correct information and to ensure that they receive a ticket to enable free return travel.*

### **Recommendation 6**

That funding be providing for a report to be commissioned to provide information and data on the anticipated parking demand expected across the district in the future.

*Reason - Due to housing requirements outlined in the Wycombe Local Plan and changing Government policy up-to-date data was required regarding future parking requirement in the District.*

### **Recommendation 7**

To investigate the use of new technologies to help assess the usage of car parks.

*Reason - New technologies would help to identify the amount and locality of users of car parks in the District. This would enable capacity requirements for car parking to be accurately measured.*

### **Recommendation 8**

That Dynamic Parking Management apps be utilised to help identify users such as local residents or blue badge holders to enable charging to be applied accordingly.

*Reason - This would enable users to such as blue badge holders to access car parks with barriers and payment options be easier to manage.*

### **Recommendation 9**

That the electronic signs in High Wycombe providing information on parking availability be updated to include all major car parks and real-time information.

*Reason - Not all of the major car parks in High Wycombe were included on the current parking information signs and the information regarding number of parking spaces available was not accurate.*

### **Recommendation 10**

Issuing of on street parking permits should be limited for new build residential properties.

*(Suggested reason - new build properties in the town centre did not provide adequate parking capacity and was therefore causing issues with on street parking. Parking as a*

*planning condition/policy would be difficult to enforce so limiting on street parking permits would be the best option to alleviate this problem. )*

**Recommendation 11**

That all surface car parks be stacked to provide additional parking capacity.

*Reason - To increase car parking capacity.*

**Recommendation 12**

That funding be provided as soon as practicable possible to stack the Park and Ride car park to provide long term airport parking.

*Reason - Due to plans to provide a bus provision to Heathrow Airport from the Park and Ride funding is sought with a view to bring this into place as soon as possible and as a future income stream.*

**Recommendation 13**

That town centre car parks are refurbished.

*Reason - The WDC owned town centre car parks are past their original replacement date and need to be brought up to a better standard for users.*

**Recommendation 14**

That a co-ordinated parking strategy be created to work with partners such as Chiltern Railways, Eden and supermarkets within Wycombe.

*Reason – To ensure that all partners within the town were in agreement and worked to a co-ordinated parking strategy.*

**Recommendation 15**

To look at provision of parking at supermarkets within the town centre. To look at what control WDC has and how much WDC can influence supply.

*Reason: Some supermarkets have increased their free parking time to 3 hours. There would be reference back to their Planning Permission to ascertain whether this was in line with their original Permission.*

# Agenda Item 8.

## SUMMARY



**WYCOMBE**  
DISTRICT COUNCIL

Report For:	Improvement & Review Commission
Meeting Date:	11 September 2019
Part:	Part 1 - Open
If Part 2, reason:	N/A

<b>Title of Report:</b>	<b>COMMISSION'S WORK PROGRAMME AND CABINET FORWARD PLAN</b>
Officer Contact: Direct Dial: Email:	Catherine Whitehead (Head of Democratic, Legal & Policy Services) 01494 421980 Catherine.whitehead@wycombe.gov.uk
What is the Commission being asked to do?	The Commission is asked to: <ul style="list-style-type: none"> <li>i) Note the update on the Work Programme;</li> <li>ii) Identify any topics from the Cabinet Forward Plan that require review by the Commission as a future meeting, ahead of any item scheduled for consideration by Cabinet: and</li> <li>iii) Note the current position with regards to the Task and Finish Groups.</li> </ul>
Executive Summary	To consider the scheduled work of the Improvement and Review Commission and to discuss any suggestions for the work programme.
Sustainable Community Strategy/Council Priorities - Implications	Risk: N/A  Equalities: N/A  Health & Safety: N/A
Monitoring Officer/ S.151 Officer Comments	<b>Monitoring Officer:</b> There are no apparent legal implications.  <b>S.151 Officer:</b> No direct financial implications.
Consultees:	<b>None.</b>

Options:	<b>To not consider the report.</b>
Next Steps:	<b>None</b>
Background Papers:	<b>None</b>
Abbreviations:	<b>IRC - Improvement and Review Commission TFG - Task and Finish Group</b>

Appendices to this report are as follows:

Appendix A - Example Work Programme Suggestion Form and Guidance

Appendix B - IRC Work Programme

Appendix C - Cabinet Forward Plan

## **1 Task and Finish Groups**

- 1.1 The Commission is permitted (under the Constitution) to establish four Task and Finish Groups at any one time (not including joint Task and Finish Groups).

The current position regarding the established Task and Finish Groups are as follows:

- **Parking Task and Finish Group**

A report would be submitted to the meeting on 11 September for the Commission to consider and agree the draft recommendations for submission to Cabinet.

- **Joint Waste Contract Task and Finish Group**

Following a meeting with the Cabinet Member for Environment and the Head of Housing, Environment & Community Services, the Chairman, Councillor R Wilson and Vice-Chairman Councillor J Savage agreed that a Task and Finish Group was not required at this time.

### **Proposed new Review Topics**

- 1.2 If at any time Commission Members wish to suggest further topics for the Commission's consideration then please complete and return the Work Programme Suggestion Form (**Appendix A**) to the Democratic Services section for consideration at a future meeting of the Commission.

### **Scrutiny Work Programme**

- 1.3 For items coming to meetings of the Commission that are not the subject of a Task and Finish Group, please see the table in (**Appendix B**), the current active Task and Finish Groups are also featured in the Gantt chart at the end.

### **Cabinet Forward Plan**

- 1.4 The Commission is also asked to consider the Cabinet Forward Plan (**Appendix C**). The purpose of submitting the Forward Plan to the Commission is so that Members can review forthcoming items and highlight any reports that the Commission would like to consider ahead of Cabinet consideration.

## Guidance for Councillor for Work Programme Suggestions

### Proposed scope / focus of review

Identify precisely what will be reviewed to provide focus and direction.

### Your rationale for selection

What are the reasons for reviewing the topic and the key issues? Are they good ones which will stand up to Scrutiny themselves?

e.g. Is the issue important to local people?

What is the strength of Member interest?

What is the possible impact of a review – is there the potential to make a difference?

The focus must be on improving services, performance, policies or decisions for residents and/or significant savings. The Commission needs to be sure that the reviews do not tie up officers on work which has little impact.

### Evidence

What are the issues / facts which will support the need for a review?

e.g. Is there any evidence of dissatisfaction with the service or under performance?

### Desired outcomes/objectives

What are the outcomes the review is seeking or expected to achieve and how will it benefit or impact on the local community? Again, the Commission needs to be sure that the reviews do not tie up officers on work which has little impact.

e.g. Will the outcomes assist in achieving corporate priorities? If so, which ones?

### Other comments

Any other information, proposals or queries.

e.g. How will the subject be reviewed and is this achievable by the resources available?

The Commission needs to be aware of any impact on the ability of officers to deliver services especially small teams where there is likely to be a disproportionate impact.

What sort of timescale is involved?

Need to check what else has happened, is happening or is planned in the areas being considered in order to avoid duplication or wasted effort ( i.e. have regard to the wider programmes of reviews recently completed, being undertaken or programmed).

Are there other, more suitable, ways of investigating or picking up the issues?

## Work Programme Suggestion Form

Democratic Services  
Wycombe District Council  
Council Offices  
Queen Victoria Road  
High Wycombe, Buckinghamshire HP11 1BB

[committeeservices@wycombe.gov.uk](mailto:committeeservices@wycombe.gov.uk) 01494 421214

Your Name:

Contact Number:

**Proposed Scope / focus of review:**

**Your rationale for selection:**

**Evidence:**

**Desired outcomes / objectives / possible terms of reference:**

**Other comments:**

What timescale do you perceive to be necessary for this review?

- Urgent                       Within six months                       Within 6-12 months



## Wycombe District Council

### Improvement & Review Commission Plan – AUGUST 2019 - NOVEMBER 2019

Title & Subject Matter	Wards	Corporate Priority	Date to be taken	Lead Member	Department	Where referred to (if referred)	Contact Officer
Wycombe Community Safety Partnership Plan	All Wards	People. Engaging and working with our communities	11 September 2019	Improvement & Review Commission	Community	N/A	Sarah McBrearty, Community Services Team Leader sarah.mcbrearty@wycombe.gov.uk
Report of the Parking Task and Finish Group	All Wards	People. Engaging and working with our communities	11 September 2019	Improvement & Review Commission	Democratic, Legal & Policy Services	Cabinet	Catherine Whitehead, Head of Democratic, Legal & Policy. catherine.whitehead@wycombe.gov.uk
Commission Work Programme and Cabinet Forward Plan	All Wards	People. Engaging and working with our communities	11 September 2019	Improvement & Review Commission	Democratic, Legal & Policy Services	N/A	Catherine Whitehead, Head of Democratic, Legal & Policy. catherine.whitehead@wycombe.gov.uk
Update on the Licensing of HMOs	All Wards	People. Engaging and working with our communities	6 November 2019	Cabinet Member for Community	Planning & Sustainability	N/A	Brian Daly, Housing Services Manager brian.daly@wycombe.gov.uk
Commission Work Programme and Cabinet Forward Plan	All Wards	People. Engaging and working with our communities	6 November 2019	Improvement & Review Commission	Democratic, Legal & Policy Services	N/A	Catherine Whitehead, Head of Democratic, Legal & Policy. catherine.whitehead@wycombe.gov.uk
Commission Work Programme and Cabinet Forward Plan	All Wards	People. Engaging and working with our communities	8 January 2020	Improvement & Review Commission	Democratic, Legal & Policy Services	N/A	Catherine Whitehead, Head of Democratic, Legal & Policy. catherine.whitehead@wycombe.gov.uk
Commission Work Programme and Cabinet Forward Plan	All Wards	People. Engaging and working with our communities	4 March 2020	Improvement & Review Commission	Democratic, Legal & Policy Services	N/A	Catherine Whitehead, Head of Democratic, Legal & Policy. catherine.whitehead@wycombe.gov.uk

## IMPROVEMENT AND REVIEW COMMISSION TASK AND FINISH GROUPS – August 2019 to March 2020

2019							
AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
<b>PARKING TASK &amp; FINISH GROUP</b> <b>Membership:</b> <b>Chairman:</b> Cllr Mrs L Clarke OBE <b>Vice-Chairman:</b> Cllr A Collingwood Cllrs K Ahmed, A Hill, Mrs W Mallen, N Marshall, H McCarthy and P Turner							

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	current task and finish group		planned task and finish group		extant groups not currently active

**Wycombe District Council**  
**THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (MEETINGS AND ACCESS TO INFORMATION) (ENGLAND)**  
**REGULATIONS 2012**

**Cabinet Forward Plan – 2019/2020– Published Thursday, 8 August 2019**

**Notice is hereby given of the decisions listed below that are likely to be taken in private at the meetings indicated. For further information on why these matters will be considered in private, please see the description on the individual item.**

**Should you wish to make any representations in relation to the meetings below being held in private, please contact Democratic Services, Wycombe District Council, Queen Victoria Road, High Wycombe, Bucks, HP11 1BB. Email: [committeeservices@wycombe.gov.uk](mailto:committeeservices@wycombe.gov.uk)**

Y = key decision      \*= item to be submitted/decision to be made if necessary

Title & Subject Matter	Key	Decision to be taken by	Will the report be held wholly or partly in private	Reason no public access	Lead Member & Contact Officer
<b><u>Special Cabinet 19 August 2019</u></b>					
Compulsory Purchase of land for Abbey Barn Lane Realignment	Y	Cabinet	Open Report/ Exempt Appendices	Para 3 - Information about the financial or business affairs of any particular person (including the authority holding that information).	Cabinet Member for Planning  Principal Infrastructure Officer
Compulsory Purchase of land for the Princes Risborough Relief Road	Y	Cabinet	Open Report/ Exempt Appendices	Para 3 - Information about the financial or business affairs of any particular person (including the authority holding that information).	Cabinet Member for Planning  Principal Infrastructure Officer

Title & Subject Matter	Key	Decision to be taken by	Will the report be held wholly or partly in private	Reason no public access	Lead Member & Contact Officer
Local Plan	Y	Cabinet	Open Report	N/A	Cabinet Member for Planning  Strategic Planning Manager
<b><u>Special Cabinet - 27 August 2019</u></b>					
Joint Waste Procurement	Y	Cabinet	Exempt Report	Para 3 - Information about the financial or business affairs of any particular person (including the authority holding that information).	Cabinet Member for Environment  Head of Housing, Environment & Community Services
Wycombe Airpark Access Road	Y	Cabinet	Exempt Report	Para 3 - Information about the financial or business affairs of any particular person (including the authority holding that information).	Cabinet Member for Economic Development & Regeneration  Major Projects and Property Executive
<b><u>Cabinet 16 September 2019</u></b>					
Cabinet Response to the IRC River Wye Task and Finish Group Recommendations	Y	Cabinet	Open Report	N/A	Cabinet Member for Planning

Title & Subject Matter	Key	Decision to be taken by	Will the report be held wholly or partly in private	Reason no public access	Lead Member & Contact Officer
High Wycombe Town Centre Masterplan - Phase 7	Y	Cabinet	Open Report	N/A	Cabinet Member for Planning Head of Planning & Sustainability
Revenue Budget Monitoring Report Quarter 1 2019/20	Y	Cabinet	Open Report	N/A	Cabinet Member for Finance and Resources Head of Finance & Commercial
Capital Refresh & Monitoring for Quarter 1 Report	Y	Cabinet	Open Report/ Exempt Appendices	Para 3 - Information about the financial or business affairs of any particular person (including the authority holding that information).	Cabinet Member for Finance and Resources Head of Finance & Commercial
<b><u>Cabinet - Date to be confirmed</u></b>					
Regeneration Strategy	Y	Cabinet	Open Report	N/A	Cabinet Member for Economic Development & Regeneration Interim Head of Economic Development & Regeneration

Title & Subject Matter	Key	Decision to be taken by	Will the report be held wholly or partly in private	Reason no public access	Lead Member & Contact Officer
Eastern Quarter	Y	Cabinet	Open Report and Exempt Appendices	Para 3 - Information about the financial or business affairs of any particular person (including the authority holding that information).	Cabinet Member for Economic Development & Regeneration  Interim Head of Economic Development & Regeneration
<b><u>Cabinet 11 November 2019</u></b>					
Budget Monitoring Report 2019/20 Quarter 2	Y	Cabinet	Open Report/ Exempt Appendices	Para 3 - Information about the financial or business affairs of any particular person (including the authority holding that information).	Cabinet Member for Finance and Resources  Head of Finance & Commercial
Treasury Management Mid-Year Report	Y	Cabinet	Open Report	N/A	Cabinet Member for Finance and Resources  Head of Finance & Commercial
<b><u>Cabinet 16 December 2019</u></b>					
<b><u>Cabinet 3 February 2020</u></b>					

Title & Subject Matter	Key	Decision to be taken by	Will the report be held wholly or partly in private	Reason no public access	Lead Member & Contact Officer
Budget Monitoring Report 2019/20 Quarter 3	Y	Cabinet	Open Report/ Exempt Appendices	Para 3 - Information about the financial or business affairs of any particular person (including the authority holding that information).	Cabinet Member for Finance and Resources  Head of Finance & Commercial
<b><u>Cabinet 9 March 2020</u></b>					

### Members of the Cabinet

Name	Address	Ward represented	Position
Cllr Ms K Wood	c/o Wycombe District Council Council Offices Queen Victoria Road High Wycombe HP11 1BB	Tylers Green & Loudwater	Executive Leader of the Council
Cllr D Barnes	18 Juniper Rd Marlow Bottom Bucks SL7 3NX	Greater Marlow	Executive Deputy Leader & Cabinet Member for Engagement & Strategy
Cllr Mrs J Adey	Hatherley, Princes Road, Bourne End, Bucks SL8 5HZ	The Wooburns	Cabinet Member for Environment
Cllr S Broadbent	Michaelmas Cottage Bryants Bottom Road Great Missenden Buckinghamshire HP16 0JS	Greater Hughenden	Cabinet Member for Economic Development & Regeneration
Cllr D Carroll	10 Hoppers Way Great Kingshill Bucks HP15 6EY	Greater Hughenden	Cabinet Member for Youth & External Partnerships
Cllr D Johncock	32 Highfield Road Flackwell Heath High Wycombe Buckinghamshire HP10 9AN	Flackwell Heath & Little Marlow	Cabinet Member for Planning
Cllr J Langley	18 Rush Burn Wooburn Green Bucks HP10 0BT	The Wooburns	Cabinet Member for Housing



Cllr G Peart	8 Abbotswood Speen Princes Risborough Buckinghamshire HP27 0SR	Lacey Green, Speen and the Hampdens	Cabinet Member for Community
Cllr D Watson	Copper Howe, 17 Wendover Road, Bourne End 17 Wendover Road Bourne End Buckinghamshire SL8 5NS	Flackwell Heath & Little Marlow	Cabinet Member for Finance & Resources
Cllr L Wood	37 New Road Penn High Wycombe Buckinghamshire HP10 8DL	Tylers Green and Loudwater	Cabinet Member for Digital Development & Customer Services