



Cabinet agenda

Date: Thursday 22 February 2024

Time: 3.00 pm

Venue: The Oculus, Buckinghamshire Council, Gatehouse Road, Aylesbury HP19 8FF

Membership:

M Tett (Leader), S Broadbent (Deputy Leader and Cabinet Member for Transport), A Macpherson (Deputy Leader and Cabinet Member for Health and Wellbeing), T Broom (Cabinet Member for Climate Change and Environment), J Chilver (Cabinet Member for Accessible Housing and Resources), A Cranmer (Cabinet Member for Education and Children's Services), C Harriss (Cabinet Member for Culture and Leisure), A Hussain (Cabinet Member for Communities), P Strachan (Cabinet Member for Planning and Regeneration) and M Winn (Cabinet Member for Homelessness and Regulatory Services)

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Cabinet minutes

Minutes of the meeting of the Cabinet held on Tuesday 13 February 2024 in The Oculus, Buckinghamshire Council, Gatehouse Road, Aylesbury HP19 8FF, commencing at 10.00 am and concluding at 12.25 pm.

Members present

M Tett, S Broadbent, A Macpherson, J Chilver, A Cranmer, A Hussain, P Strachan and M Winn

Others in attendance

D Barnes, J Jordan, P Martin, R Stuchbury and M Walsh

Apologies

T Broom and C Harriss

Agenda Item

1 Apologies

Apologies were received from Councillors T Broom and C Harriss, and from Nick Graham. Councillor Jilly Jordan (Deputy Cabinet Member – Environment) attended in place of Councillor Broom.

2 Minutes

RESOLVED –

That the Minutes of the Cabinet meeting held on 4 January 2024 be approved as a correct record.

3 Declarations of interest

Cllr Arif Hussain declared a prejudicial interest as he owned investment properties in High Wycombe. He left the room while the changes to council tax discounts and premiums was considered.

4 Hot Topics

The following hot topics were discussed:-

Cabinet Member for Transport

Buckinghamshire Council had been given £1,991,000 in funding recently granted

from the UK Government's [Local Electric Vehicle Infrastructure \(LEVI\)](#) capital fund, which was 100% of the bid submitted. LEVI aimed to support those who could not install their own charge points at home and so would enable more people to be able to make the switch to EVs. The new LEVI-funded installation programme would be a step change and help the Council work towards their target of 1,000 publicly-accessible charge points in Buckinghamshire by the end of 2027, as set out in the [Buckinghamshire Council's 5-year Action Plan](#). The new LEVI funding built on the Council's earlier successes with the [Wendover electric vehicle charging trial](#) that was already underway.

Cabinet Member for Education and Children's Services

A lunch had been held to celebrate apprenticeships which also included their managers. There were currently 133 staff undertaking an apprenticeship with 23 new starters. The apprenticeships were wide ranging from legal and surveying skills to occupational therapists. Staff from Adult Learning and Buckinghamshire New University also attended.

Deputy Cabinet Member Environment

The Deputy Cabinet Member referred to tree planting in Wing wood. 132,000 trees would be planted across a 51-hectare plot of council-owned land (previously used as farmland) by the end of the 2023 to 2024 planting season. There were local members at the event including 30 members of the public. The Council had pledged to plant a tree for every resident in the County.

Cabinet Member for Planning and Enforcement

As part of its long-term plan for housing, the government had announced today that every council in England would be told that they would need to prioritise brownfield developments and instructed to be less bureaucratic and more flexible in applying policies that halt housebuilding on brownfield land. There would be a consultation on this to which the Council would respond on a package of measures aimed at making it easier for developers to get permission to build on derelict sites in urban areas. The Leader commented that it would be helpful to obtain a definition of a brownfield site.

Leader

The Leader as Chairman of the People and Places Board at the LGA gave evidence at a Parliamentary Select Committee on the transition from education to employment for young disabled people. This included providing evidence on what Buckinghamshire Council had been doing in this area.

5 Question Time

Question from Councillor Robin Stuchbury to Councillor Angela Macpherson, Deputy Leader and Cabinet Member for Health and Wellbeing

Adult Social Care Precept

The government has allowed councils which provide social care to adults to increase their share of council tax by up to an extra 2% in comparison to last year's council

tax. This additional council tax charge is called the adult social care precept. What is the level in percentage terms of the total amount of the Buckinghamshire Council precept which is made up from the social care precept element collected from council tax payers, since its introduction in 2015/16, and what is the total amount in monetary terms which the social care precept brings into the local authority as a financial figure to be used to fund adult and social care since 2015/16 to support this important service?"

RESPONSE from Councillor A Macpherson

The Adult Social Care Precept was introduced by the then Government for the financial year 2016/17. It allows those councils with responsibilities for Adults Social care to levy an additional precept, 'the 'Adult Social care precept', on its Council Tax bills. This additional locally raised funding is ring-fenced to Adult Social Care, and the percentage by which it can increase each year is announced through the Local Government Settlement and forms part of the Council tax referendum threshold.

The table below shows the Basic and Adult Social Care 'ASC' precept amount (£s) and % for each year from 2015/16. In 2024/25 the ASC precept is £255.17 or 13.9% of the total amount collected from council taxpayers. This is projected to generate £59.0m of funding for the delivery of adult social care services in 2024/25 compared to the net Adult Social Care budget of £197.4m and represents 4.9% of the Council's gross budget for 2024/25 or 11.0% of the net budget.

Basic Council tax precept and Adult Social care precept by year

Financial Year	Basic precept	ASC precept	ASC as a %age of Total CT	Total ASC precept income
2015/16	£1,115.67	£ -	0.0%	£ -
2016/17	£1,137.87	£22.32	1.9%	£4,690,626
2017/18	£1,160.96	£57.12	4.7%	£12,191,167
2018/19	£1,196.34	£94.70	7.3%	£20,497,872
2019/20	£1,234.94	£94.70	7.1%	£20,762,189
Creation of Buckinghamshire Council – Basic precept increases to reflect incorporation of average District Council Tax				
2020/21	£1,422.26	£123.49	8.0%	£27,223,788
2021/22	£1,452.92	£154.51	9.6%	£34,368,129
2022/23	£1,484.33	£186.66	11.2%	£42,004,238
2023/24	£1,534.35	£220.08	12.5%	£50,397,869
2024/25	£1,586.86	£255.17	13.9%	£58,985,559

ASC precept compared to the total Council budget.

Gross operating expenditure budget 2024/25 £1,207,923,000

ASC precept – 4.9% of gross budget

Net operating expenditure budget 2024/25 £538,028,000

ASC precept – 11% of net budget

[Footnote:

In December 2021, a similar table was produced based on average band D (in all years) as the actual Band D was not available for 2022/23. This table is based on actual band D as this is now known in all years. The calculation using actual band D provides a more accurate representation.]

6 Forward Plan (28 Day Notice)

The Leader introduced the Forward Plan and commended it to all Members of the Council and the public, as a document that gave forewarning of what reports would be discussing at forthcoming meetings.

RESOLVED –

That the Cabinet Forward Plan be noted.

7 Select Committee Work Programme

The Leader introduced the Select Committee Work Programme and commended it to all Members of the Council and the public, as a document that gave forewarning of what Select Committees would be discussing at forthcoming meetings.

RESOLVED –

That the Select Committee Work Programme be noted.

8 Budget Scrutiny 2024 Report

Cabinet were asked to consider the recommendations of the Budget Scrutiny Inquiry Group which was formed to scrutinise the Draft Medium Term Financial Plan 2024/25 to 2026/27 and Capital Programme 2024/25 to 2027/28 that Cabinet approved on 4 January 2024. As the Chairman, Councillor R Bagge, had given his apologies, the Vice Chairman (Councillor M Walsh) presented the report.

In January, the Finance and Resources Select Committee carried out its review of the draft budget. This involved three full days of questioning with each portfolio session attended by Cabinet Members and their deputies, the Section 151 officer, Corporate Directors and Heads of Finance. It was a cross-party constructive review on behalf of residents for Cabinet to consider. The report included 5 recommendations across the portfolios. Overall, the Inquiry Group supported the budget proposals and increase in Council Tax and acknowledged the tough decisions proposed in a difficult financial climate and rising social care costs. It was clear that there was not much room to manoeuvre given increased cost pressures for the Council through increased demand and complexity. In particular the Inquiry Group wanted to highlight three key areas of the budget:

1. The use of capital expenditure across a number of portfolio areas to alleviate revenue spend over the MTFP and the need to safeguard against project slippage;
2. The significant savings built into the budget through increased foster families and;

3. The risk of the Dedicated Schools Grant deficit growing.

The Budget Scrutiny Inquiry Group's observations, key findings and recommendations were set out in the report attached at Appendix 1 to the Cabinet report. The Vice-Chairman extended his thanks to all Members of Cabinet and officers for attending the sessions and their contributions as this helped the Inquiry Group gain a deeper understanding of the challenges and opportunities for the Council. He also thanked the review group, Councillors R Bagge, M Ayub, P Cooper, D Dhillon, G Harris, I Macpherson, S Morgan, R Newcombe, A Schaefer, C Oliver and S Wilson for all their hard work and the Section 151 Officer Dave Skinner and Chris Ward, Senior Scrutiny Officer for his support in producing the report.

The Leader thanked the Vice-Chairman and the Review Group for the constructive cross party work that had been undertaken and then went through the proposed Cabinet response to the recommendations in the report. In particular, the following points were made:

Recommendation 1: That Cabinet was recommended not to agree this recommendation. The MTFP set out how the Council was deploying its resources and included those schemes that were to be delivered within the available resources. As agreed in the response to the recommendation in 2023, the capital element of the MTFP would make clear which of the projects in the capital programme had an agreed business case, and which still required a business case to be approved before the allocated funding could be released. This would provide greater clarity about the status of projects in the programme and manage expectations.

Recommendation 2: That this recommendation be agreed in part, as per the proposed Cabinet response, as the Council had already undertaken significant work to consider the viability of the provision of an in-house transport fleet.

Recommendations 3-5: That Cabinet was recommended to agree these recommendations, as per the proposed Cabinet response:-

- The Finance & Resources Select Committee should receive an in-depth confidential report on Home to School Transport costs which also includes information on the growth model.
- In light of historic and ongoing concerns raised by the Audit & Governance Committee, the financial management model and/or the adverse financial position of Farnham Park Trust must be resolved in 2024-25 in conjunction with the delivery of the Leisure Strategy.
- The Finance & Resources Select Committee should receive a report on the Dedicated Schools Grant deficit and the Delivering Better Value programme in 2024 year once figures have been finalized following year-end.

During discussion the following points were noted:-

- The Dedicated schools grant was passported through schools so the Council did not have much control over this budget. The budget for special

educational needs was a national issue and was so substantial that there was a statutory override by Government as a national solution was required. If all councils had to provide funding for this area all Councils would be in financial difficulties.

- The Adult Social Care budget had the highest net expenditure. The Cabinet Member thanked Budget Scrutiny for understanding that there was no wriggle room in the budget and that portfolios were working hard to control expenditure and focus on key strategies such as the Better Lives Strategy and enablement to provide the right service at the right time.
- Statutory inspections and changes such as the National Living Wage put additional budgetary pressures on councils.
- The Cabinet Member for Homelessness and Regulatory was working hard to mitigate budget risks on his service area but commented that it helped to become a unitary council to address the problem on a county wide basis and work closely with other service areas.
- The Cabinet Member for Transport confirmed that he was on target for addressing the Parking Strategy which was being discussed at Cabinet on 22 February 2024. He commented that this was now the right time for a Strategy once normal working patterns had been established post covid.
- In terms of home to school transport the Cabinet Member for Transport reported that a report had gone to the TECC Select Committee and he was happy to provide a briefing for the Finance and Resources Select Committee in relation to the budget. The Service area was looking at widening out the use of capital to help mitigate that cost pressure and to look at alternative ways of getting to school, focusing on having the right service for the right child at the right time.

Cabinet Members welcomed the scrutiny process and the fact that it was hard to provide a balanced budget in such difficult times. A comment was also made that becoming a unitary council had helped Buckinghamshire take a holistic approach to ensuring value for money in each service area. The Leader also emphasised that there were risks with this budget, risks had been mitigated where possible but contingency budgets had been cut significantly.

A complete breakdown of the scrutiny recommendations and Cabinet's responses can be found [here](#).

RESOLVED –

- (1) That the Budget Scrutiny Inquiry Group, as well as the supporting Officers, be thanked for their work and subsequent recommendations.**
- (2) That Cabinet's responses to the Budget Scrutiny report 2024 and recommendations, as detailed at the meeting, be agreed.**

9 Change to Council Tax Discounts and Premiums

Cabinet received a report and was informed that following the consolidation into a single Revenues and Benefits system there had been an opportunity to review the

existing discretionary Council Tax discounts. Two of the discounts that had been reviewed were the one month empty and unfurnished 100% Council Tax discount and the 50% discount for up to 12 months for properties undergoing major structural repairs.

Prior to the formation of Buckinghamshire Council, all of the legacy District Councils had a one month empty and unfurnished discount, and Aylesbury Vale DC and Wycombe DC had an additional discount for properties undergoing major structural repairs. The removal of the discounts was aimed at encouraging bringing properties back into active use at the earliest opportunity. The first of these discounts cost the Council approximately £336k per year, while the second of the discounts relating to undergoing major structural reports currently cost £756k for the Council.

A review of neighbouring authorities had identified that Buckinghamshire Council was an outlier in still providing these discounts and therefore it was proposed to remove them with effect from 1 April 2024.

The Levelling Up and Regeneration Act 2023 made provision for Billing authorities to introduce additional premiums for empty homes and second homes. It was proposed to change the 100% empty home premium to come into effect after a property had been empty for 12 months, rather than the current position that was after a property had been empty for two years, with effect from 1 April 2025. The introduction of the empty home premium after one year would bring an estimated additional Council Tax revenue for the Council of £0.490m from 1 April 2025.

That Council be RECOMMENDED to:

- (1) Remove the following discretionary Council Tax empty house discounts from 1 April 2024 –**
 - (i) Empty and unfurnished (100% discount for the first month).**
 - (ii) Empty discount for property undergoing major structural repairs (50% discount for up to 12 months).**
- (2) Approve the Council Tax Discounts, Exemptions and Premiums Policy (Appendix 1), that reflects the removal of removal of the discounts at recommendation (1) above.**
- (3) Introduce a 100% Council Tax premium from 1 April 2025 on empty homes after they have been empty for 12 months.**

10 Medium Term Financial Plan 2024/25 to 2026/27 and Capital Programme 2024/25 to 2027/28

Cabinet received a report on the Medium Term Financial Plan (MTFP) 2024/25 to 2026/27 and Capital Programme 2024/25 to 2027/28 for Buckinghamshire Council. These proposals were based on the latest known funding position, service budget pressures and the key financial risks facing the Council both now and in the future. They also took account of the findings from the recent budget scrutiny inquiry.

The Council Tax Resolution report would be presented as a separate report as part

of the budget to Council in February 2024 and would contain the final information from the other precepting authorities leading to the total Council Tax for the area, which Full Council would be required to approve.

The Revenue Budget was for the financial years 2024/25 – 2026/27. The financial position for the Council was extremely challenging with significant pressures identified in relation to both inflation and ongoing increases in demand for key services, in line with those being experienced nationally. The Council discharged more than 1300 statutory duties and was facing increased demand pressures in key services such as Adult Social Care, Children’s Services, Home to School Transport and Temporary Accommodation. This year had become the most difficult to date in responding to these challenges whilst delivering a balanced budget, and this had been achieved through a significant programme of additional savings and income.

The Council had a strong track record of delivering savings with £45m delivered in the first 3 years following the inception of the new unitary Council, a further £30.4m of income and savings currently on-track for delivery in 2023-24. A further programme of £95.3m of new income and savings had been identified as part of the 2024-25 to 2026-27 Revenue Budget.

The Final Local Government Settlement was announced on 5 February 2024 and included an increase in funding for Social Care through the Social Care grant, and an increase in the Minimum Funding Guarantee from 3% to 4%. Whilst these funding announcements were welcome the expected increases in funding were not likely to be sufficient to address either the recently experienced high levels of inflation (circa 10%) or the broadly recognised structural issues of underfunding and increasing demand which currently exist across both the sector as a whole and within Buckinghamshire. The budget proposals were based on the figures published within the Final Settlement. The one-off additional funding was allocated to the contingency budget for Social Care (approx. £5 million). The Council had played a key part in lobbying the Government for further funding.

Overall, the key elements of the final revenue budget portfolio proposals include unavoidable growth of **£47.2m**, Inflation of **£14.2m**, and net savings and income changes of **£28.3m** in 2024/25. The budget proposed had been built on the agreed Council Tax base and assumed a 2.99% increase in basic Council Tax and a 2% increase for the Adult Social Care Precept, giving a total increase of 4.99%. This was the maximum allowable without triggering a local referendum and was below the average rate of inflation experienced during 2023/24.

Whilst the budget provided the best available estimates for the 2024/25-2026/27 financial years, there was significant risk around future income, cost, and funding projections. The external environment was continuously monitored, and financial risks were managed through revenue contingency budgets contained within these budget proposals.

The Capital Programme covered 4 years as many schemes spanned multiple financial

years. In total the programme included £666.3m of projects. As with previous years it was proposed that a recommendation be made to Council in February for delegation to be given to Cabinet to add up to £100m worth of schemes to the capital programme, to be funded through prudential borrowing, subject to a robust business case being approved. This would enable additional priorities, such as regeneration and housing projects, to come forward and be added to the capital programme once positive business cases were fully developed. Key areas of investment within the programme were: a) £179.8m on Strategic Infrastructure (including HIF). b) £168.3m on schools' capital programme. c) £107.9m on roads including pothole repairs. d) £37.1m to support regeneration projects. With the additional funding from Government some savings could be reinstated which included litter clearing, gully emptying, the number of days Household Waste Recycling Centres were open and to re-introduce one cycle of weed spraying.

The Leader reported that some of the savings/increases in income made within the budget would be unwelcome to some residents and community groups for example increases in car park charges but the Council had to balance the budget alongside dealing with difficult financial challenges.

The Cabinet Member for Health and Wellbeing commented that whilst the additional funding was welcomed it should be highlighted that this was for one year only and this allocation could not be built into the base budget which was what was needed to address future demand and complexity.

RECOMMENDED to Full Council to –

- (1) Approve the Medium Term Financial Plan 2024/25 to 2026/27 and Capital Programme 2024/25 to 2027/28.**
- (2) Approve the 'Special Expenses' budgets, precepts and associated services for Aylesbury Town, High Wycombe Town and West Wycombe Church Yard (Appendices 2 & 3).**
- (3) Support the proposal to delegate to Cabinet, decisions to add up to £100m to the Capital Programme, to be funded by Prudential Borrowing, subject to a robust business case being approved.**
- (4) Approve the Business Rates Discretionary Rate Relief Policy (Appendix 5).**
- (5) Note that a supplementary report, the formal Council Tax Resolution, will accompany the final budget to full Council.**
- (6) Note the Bucks Business Group response to the budget (Appendix 6).**
- (7) Note that a supplementary report, the formal Council Tax Resolution, will accompany the final budget to full Council.**
- (8) Note the Equality Impact Assessment for the proposed budget (Appendix 7).**

11 Capital and Investment Strategy

The Council was required to approve its Capital and Investment Strategy on an annual basis. The draft Strategy was included at Appendix 1 and provided the framework within which to deliver its Corporate Plan objectives through the

effective investment of its limited capital resources.

As well as the Councils immediate statutory responsibilities, the Strategy also reflected the important role that it had to play in the regeneration and growth, affordable housing and climate change agendas, especially in the context of significant housing growth in the area.

The existing Capital & Investment Strategy remained fundamentally fit for purpose, and therefore only minor amendments were proposed to keep the document up to date and relevant to the current Capital Programme.

- Update the list of Strategies which underpin the Capital Programme to include the recently approved Regeneration Strategies, the in-train Housing Strategy, and the future Local Plan and Local Transport Plan.
- Expand on the definition of what Community Infrastructure Levy could be invested in, as it is restricted by Statute to specific types of infrastructure.
- Clarify the rules around prudential borrowing to support regeneration.
- Updated the Governance arrangements:
 - The Property, IT and Highways Capital Boards would be disbanded. Member briefings and updates could continue as part of regular Cabinet Member engagement by Service Directors.
 - Oversight of the Capital Programme overall would be undertaken by Corporate Capital Investment Board ('CCIB').
 - CCIB to review business cases and recommend changes to the Capital Programme to Cabinet for decision, including the release of funding.

RESOLVED –

- (1) That the Capital and Investment Strategy (Appendix 1) be AGREED.**
- (2) That Council be recommended to APPROVE the Capital and Investment Strategy.**

12 Q3 Capital Budget adjustments and Reprofileing

The Capital Programme for 2023-24 to 2026-27 had been approved by Full Council in February 2023, with an expenditure budget of £505.9m. The programme had been revised to £556.8m following additions agreed by Cabinet in July 2023 and to £582.6m by Cabinet in November 2023.

The Council often received ringfenced funding in-year from Government and developers that were added to the programme in a supplementary budget change. Additionally, the programme was reviewed quarterly to check that the profiled spend remained realistic.

The Cabinet report set out the recommended additions and reprofiling for Quarter 3, and recommended the projects listed in Table 3 to be reduced or removed from the programme. These budget changes would ensure the programme remained realistic and deliverable, and released budget for reinvestment. The recommended changes would reduce the 2023-24 current year budget from £124.5m to £119.6m.

RESOLVED –

- (1) The addition of £4.602m in the current year 2023/24 for new externally funded ringfenced grants, Section 106 developer contributions, or ringfenced capital receipts (Table 1).
- (2) The release of £5.56m the Schools Secondary Schools places and SEN budgets (Table 2).
- (3) The removal of £0.185m where borrowing requirements no longer apply (Table 3).
- (4) The reallocation of £5.106m consisting of £4.653m from projects budgets recommended for reinvestment in priority projects with the Final Budget and Capital Programme 2024-25 to 2027-28, and an increase of £0.638m in the Capital Contingency from underspend released on the Ashwells project (Table 3).
- (5) Reprofile of £9.3m from 2023/24 into future years (Table 4).

13 Q3 Budget Monitoring Report 2023-24

Cabinet received a report on the forecast Revenue and Capital outturn position for Buckinghamshire Council for the financial year 2023/24 as at Quarter 3. The Council continued to experience significant financial pressures due to continued increase in demand and complexity of need in key services, such as Adults Social Care and Children's Social Care. The forecast revenue outturn position at Quarter 3 was an adverse variance of **£4.5m**, (1% of Portfolio budgets), a reduction of £4.1m from the Quarter 2 reported position of **£8.6m**. The adverse variance remained primarily due to pressures in Health and Wellbeing and Education and Children's Services from demand and market insufficiency issues, coupled with pressures in Housing and Homelessness & Regulatory Services in Temporary Accommodation budgets and Transport budgets.

At Quarter 1, an adverse variance of £8.3m had been reported, and action plans were formulated in order to contain pressures as much as possible. The Quarter 2 budget monitoring report provided an update on these measures and reflected positive movements across several Portfolios linked to the delivery of action plans. The overall forecast at Quarter 2 deteriorated due to increasing pressures within Education and Children's Services. Between Quarter 2 and Quarter 3 the Council had additionally developed enhanced spending and vacancy controls to further contain the overall budget pressure and these were detailed in the main report.

Within the overall position there was an adverse variance of £13.6m (3%) in Portfolios (£15.2m last quarter) offset by a £9.1m (£6.6m last quarter) favourable variance in Corporate & Funding. The Capital Programme had been updated for proposed Quarter 3 Budget Adjustments, subject to Cabinet approval. Capital spending was forecast to be 99.0% of the updated budget, a variance of (£1.2m). Figure 5 in the report showed the summary Capital Budgets by portfolio and Appendix 2 was a breakdown of the programme in detail. Spend to date was £66.9m (56.3% of budget). There were five key projects with £14.7m of budget as yet

unspent, where the majority of the budget was expected to be spent in the final quarter. These were outlined in Section 4.2 of the Cabinet report.

The Cabinet Member for Health and Wellbeing commended her team for overdelivering on their savings target by £1.4 million which reflected the vigorous work being undertaken in the portfolio area.

RESOLVED –

- (1) That Cabinet note the report and risks and opportunities within it.**
- (2) That Cabinet note the actions being taken to mitigate pressures as set out in paragraph 1.3 of the Cabinet report.**

14 Q3 Performance Report 2023-24

The quarterly performance report provided details of the key performance measures reported through the corporate performance framework for 2023/24 and the performance scorecard, which provided information on four key elements of performance for the Council covering Finance, Customer Service, Performance and Human Resources indicators. Within the performance report and performance scorecard, outturns which were performing at or better than target were classified as Green, those which were within 5% of the target are Amber and those which were more than 5% of the target were Red. At the end of Quarter 3, 93 indicators had outturns reported with a Red, Amber or Green status. Of these, 54 were Green (57%), 18 were Amber (19%) and 22 were Red (24%).

The Leader asked each Cabinet Member to comment on the red indicators in their portfolio area:-

Leader

Strategic Infrastructure projects: percentage profiled spend achieved
Performance in Q3 was 47% which was lower (worse) than the target of 75%. Actual spend on SE Aylesbury Link Road Phase 1 to date was £1,474,870 against a budget of £4m. Phase 2 spend to date was £622,923 against a budget of £500,000. The lower expenditure of Phase 1 was partly due to slower than anticipated progress on construction and land acquisition while the Housing Infrastructure Fund reallocation was awaited. This was a very difficult and complex project and a meeting was being held shortly to address this.

Cabinet Member for Accessible Housing and Resources

Average Call Wait Time

Q3 performance was 3 minutes 33 seconds against a target of 3 minutes. This was an improvement in performance compared with Q2 (4 minutes 16 seconds). The focus this quarter continued to be to help residents who were online to remain online, thereby reducing the number of calls to the Customer Service Centre (CSC). Use of call back queues and chat bots were being promoted. This quarter the CSC had launched the new Abavus Customer Relationship Management (CRM), which once fully implemented would replace all of the legacy systems. However, it should

be noted that the service area was well above target with the percentage of phone calls answered in the Customer Services Centres which was 95.5% against a target of 90%. Customer satisfaction was also above target at 82%. The Leader welcome the use of Microsoft co-pilot which was being trialled, although it was recognised that currently this was for basic tasks.

£ value of unsecured debt

This indicator measured the value of unsecured debt greater than 90 days (excluding Business Rates, Housing Benefit and Council Tax, and not secured against a property or asset). Q3 performance was £14.9m against a target of £10m. The outstanding debt in this category had increased by £0.8m since Q2. This was mainly due to:

- Reclassification of £1.4m Adult Social Care debt from secured to unsecured as the legal proceedings to secure a charge against a property were not yet complete.

There were currently delays with Government departments: Adult Social Care debts, with waits of 9-12 months for the grant of probate; 6+ month waits for Land Registry charges; and waits of 1-2 months for Court Orders relating to Deputyship.

- An increase in debts across Strategic Assets and Estate Management over 90 days due to the recent film strikes as the Council received revenue from filming from its properties.

- Increased levels of billing in Adult Social care as processes were improved and automated

- Year-on-year billing had increased by approximately £30m and the current challenging economic conditions were having an impact both on residents and corporate businesses which was influencing the delays in settlement of debts by customers

Average time for processing new Housing Benefit claims or any changes to claims (days)

The performance was impacted by the backlog of claims following the single-system merger although it was steadily coming down. There were also pressures in relation to the annual billing process and year end so some of the team would be focussed on this area. There should be a positive trend in the new financial year. In terms of any changes to claims the service area was on target and for new claims additional resources were being utilised.

Deputy Cabinet Member – Climate Change and Environment Portfolio

Percentage of waste collected for recycling, reuse, composting or anaerobic digestion from household sources (Amber indicator)

Recycling was just below target – food waste was lower compared to last year and there was evidence of some food waste being disposed of in the wrong bin. A strong and sustained communications campaign would be undertaken to promote positive behaviour change. Clarification was given that this target applied to all waste including Household Waste Recycling Centres.

Flytipping

The Council had increased fines to £1000 which was nationally recommended and a person had been prosecuted for depositing a black bin bag in a layby in Denham

who was caught on camera. The person had paid the fine without going to court. The Leader reported that on this issue the Council had been mentioned in the House of Commons, the Today Programme and BBC Breakfast.

Cabinet Member for Communities

Household Support Fund (Helping Hand): Percentage of profiled spend achieved Q3 performance was 70% against a target of 75%. This was the first time there had been 12 months of funding rather than six months. £3,363,128 of the total funds (£4,798,381) was disbursed by the end of Q3. Spend to date in 2023/24 was lower than in 2022/23, however the variance from the target of 75% was primarily due to the requirement to provide vouchers for 2 school holidays in Q4, which would increase spend in this quarter, and retention of sufficient funds to provide support to targeted cohorts in Q4. The full fund allocation was expected to be spent by the end of the year. The lower direct spend reported to date in 2023/24 compared to 2022/23 was largely due to the cessation of provision of funding for carpets, with residents requiring carpets now signposted to other sources of support and a policy change (scheme to allow reuse of floor coverings for tenants) effected within Housing Associations.

Cabinet Member for Culture and Leisure (Matt Everitt)

Number of visitors to Country Parks

Performance in Q3 is 881,143, which was below the target of 930,203. Visitor numbers in Q3 2023/24 were 3% lower than for the same quarter in 2022/23, but this was a slight improvement on the shortfall in Q1 (-4.1%) and Q2 (-5.9%); and overall visits for the year to date remain 10% higher than pre-pandemic levels (799,790 Q1-Q3). The poor weather through the summer and autumn was likely to be the main cause.

Cabinet Member for Education and Children's Services

% of children's social care assessments completed in 45 working days

During Q3 (October - December 2023) 1,515 assessments from referral were completed, with 73% completed within 45 days. This was below target and below latest available published benchmarks. The Q3 position was an improvement compared to Q1 (62%) and Q2 (67%).

The Chief Executive reported that in relation to this indicator there had been a Joint Targeted Area Inspection which looked at a whole range of issues including the Councils use of the front door (Multi Agency Safeguarding Hub). There was an issue which the Corporate Director had already identified which was the extent to which the Council was properly triaging and considering the areas of risk for young people when they came through that front door. This was a serious professional judgement that was required to be made by social workers and Team Managers and if this judgement wasn't quite right there could be more children coming in for assessment. If a slightly different approach was taken and support was provided for those families outside of a formal assessment the social work intervention would not have been required. The work and oversight of the social workers and Team Managers was really critical.

In addition the Council was also rethinking about how they provided that support for children and their families by moving to a locality model of service in April so that children have continuous involvement with their social worker.

In terms of children not seen within their target timescales or reviews completed the Chief Executive confirmed that there was serious oversight of those cases where managers identified children most at risk to ensure the correct support and intervention was given.

% of children with Initial Child Protection Conferences completed within 15 working days of the strategy discussion

During Q3 (October - December 2023) 195 children were subject to an ICPC, of which 77% (150 children) were completed within time. This was an improvement on Q2 (61%).

% of Children in Need seen within 4 weeks

At the end of Q3 (December 2023) 85% of children were seen within 4 weeks. This remained an area for continued improvement. Managers were aware of those children not seen within statutory timescale and record an oversight of the reason and actions taken to mitigate against the risk on the child's case file. Visits to children most at risk of harm were prioritised.

Percentage of new Education, Health and Care plans issued within 20 weeks (excluding exceptions)

During Q3 (October - December 2023) 28.2% of EHCPs were issued within 20 weeks. This was below target and below latest available benchmarks for the 2022 calendar year, when 67% of Buckinghamshire EHCPs were issued within 20 weeks. The drop in performance was due to both a continuing increase in requests for EHC Needs Assessments and vacancies within the educational psychology team (currently 11.38 out of 16 FTE's in post). Over this quarter the numbers of children waiting for assessment had decreased (from 411 to 333). As the backlog of assessments was steadily addressed through the use of associate Educational Psychologists (EPs), the performance had decreased as they were issuing a higher number of plans outside the statutory timescales.

The Chief Executive referred to the huge increase in demand and reported that the Council was working with health partners to provide support to children and families while they were on the waiting list.

% of initial Family Support Plans completed within 31 working days

During Q3 (October - December 2023) 78% of Initial Plans were completed within 31 working days of the start of Family Support Service involvement. This was 2 percentage points more than Q2, although 7 percentage points below the target of 85%. This area of the service had been affected by changes in management and ongoing changes to working practices made to improve the quality of the work. This had continued to impact on timeliness of assessments in Q3. This part of the service

also reported an increase in demand of Level 2 and 3 work since appropriate and necessary changes in the Multi Agency Safeguarding Hub (MASH) came into effect to ensure children and families receive the right level of service. This had led to an increase in what is deemed as Family Support casework and had led to this performance indicator remaining relatively unchanged. As part of the Transformation and change programme in Children's Services currently underway, work would be focused on ensuring the work of FSS was correctly targeted.

Education Health and Care Plan (EHCP) Annual Reviews - % of CYP with an EHCP who have had an annual review within the last 12 months

At the end of Q3 (December 2023) 71% of children and young people with an EHCP had an annual review in the past 12 months. This was below the agreed target of 75%. This was recognised and agreed as an area where further resource would be required for the financial year 2023/24. Despite successful recruitment other vacancies in the Education, Health and Care Coordinator Teams had impacted on performance.

Cabinet Member for Health and Wellbeing

Number of younger people (aged 18-64) admitted to permanent residential or nursing care homes per head of 100,000 population

Between 1 April 2023 and 31st December 2023, 41 younger adults (12.5 per 100,000 population) were permanently admitted to care homes. This was 6 people above the target of 35 people (10.6 per 100,000 population) at the end of Q3, which was set at the 2021/22 South East benchmark level. 2022/23 benchmarking data was now available, and the pro-rata regional figure for this measure at Q3 was 11.6, which equated to 38 people admitted, 3 below the current Buckinghamshire outturn. During Q3, 13 younger adults were admitted - 7 from their own home and 6 transferred from supported living/hospital into care homes. New provider opportunities for the younger adult's admission cohort were being explored to offer more accommodation options and better choice.

% of young people whose Adult Social Care Assessment was completed before they turned 18 years old

Between April and December 2023 57% (13 out of 23) of young people that moved into adult services, were assessed in time. This was lower than Buckinghamshire's position for the same period last year (80%) and the target of 65% (16 out of 20). The 10 people whose assessments were delayed were due to the reasons set out below. All 10 assessments have now been completed.

- 6 cases were delayed allocations due to workforce pressures and prioritisation of higher risk young adults.
- 4 cases were delayed due to a late referral into Adult Social Care Services.

In keeping with the rest of Adult Social Care across the region, demand management was a challenge. Steps were being taken to address workforce issues across the service. The Council would continue to prioritise young people needing Care Act assessments, which might result in some young people not being assessed as timely as liked and closer working with Children's Services.

% of those who have set a quit smoking date who have successfully quit at 4 weeks
In Q2, 164 people set a quit date and had the opportunity to achieve their 4-week quit date. Of those, 71 smokers successfully quit smoking at their 4 week quit date (43%). The indicator was 7 percentage points below the target of 50%. The proportion of residents living in deprivation quintiles 4 & 5 (our most deprived areas) who successfully quit by their 4-week set date was 34% (34 out of 99 clients). Q2 had been impacted by the performance of the Nicotine Replacement Therapy (NRT) products supplier. The current supplier had a limited range of products, just offering patches and gums, whereas some clients would prefer to use inhalators to replace the hand-to-mouth action. Limited stock had also resulted in delays to dispatching NRT to service users, leading to disengagement and drop-out.

Cabinet Member for Homelessness and Regulatory Services

Whilst the Cabinet Member did not have any red indicators he commented that he was looking at his performance indicators as he felt that they did not reflect the challenges being experienced by the service area. The Chief Executive reported on the positive news that at the end of Q3 there were no applicants with/expecting children who had been in non-self contained B&B accommodation for longer than 6 weeks.

Cabinet Member for Planning and Regeneration

Percentage of Planning Enforcement Notice Appeals Upheld

The Q3 outturn was 28% against a target of 20%. In Q3, 14 appeal decisions were made, of these 4 appeals were upheld. One of these decisions followed retrospective refusal of planning permission at Planning Committee. Q3 performance was better than Q1 (40%) but slightly worse than Q2 (21%).

The Cabinet Member reported that this was a difficult area as the Inspector could be inconsistent occasionally with their decision making. Appeal decisions were reviewed and discussed by the team so learning points could be taken away for use in future cases to ensure continual learning and development within the service. The Leader expressed concern also at some of the decisions which the Inspector overturned as residents then suffered from unauthorised activity. The Corporate Director reported that there was a common misunderstanding that residents who chose to build without planning permission could be served an immediate enforcement notice. The Council had to go through a proper legal process which often took a long time to complete. In the majority of cases the Council did win at appeal.

Percentage of Community Infrastructure Levy (CIL) Liability Notices issued within 12 weeks of planning permission being granted

In Q1 performance was 48% which was below the target of 90%. Performance varied across the East/South (57 applications, 54% of Liability Notices issued within 12 weeks) and West areas (32 applications, 38% of Liability Notices issued within 12 weeks). The low performance was due to the challenges of recruiting and training new staff and introducing new processes. However, most of the Liability Notices were issued by the end of Q3 for permissions granted in Q1 (91% in East/South area

and 94% in West area). The remaining cases were more complex and took longer to assess. Due to staffing issues and legacy responsibilities this target remained challenging.

Number of uncommitted s106 contributions that must be used within two years
A new process to approve the allocation of s106 contributions was being put in place in Q4 which would reduce the overall number that were uncommitted.

Cabinet Member for Transport

Percentage of reported Rights of Way issues dealt with in target time

Performance in Q2 was 52%, which was lower (worse) than the target (70%) and a drop from Q1 (54%). Performance had been impacted by staff vacancies (1.5 FTE), which reduced the number of issues that could be resolved in the target time. A similar number of issues had been resolved in Q1 to Q3 as the previous year, however, there had been an increase in the number of issues reported by 12 – 15% and these have added to the backlog of work. Staff training for the new members of staff was ongoing.

HS2 highways approvals: Percentage responded within time limit

In Q3 performance was 50% which was lower (worse) than the target of 95% and lower than Q2 performance (100%). These delays were due to poorly programmed and poor quality submissions. Further work with HS2 Ltd would be carried out to improve the quality of their submissions and to space out the applications to avoid an influx of submissions where possible and to work with the technical consultants Atkins Realis to ensure more experienced resources were engaged and the applications were responded to in a timely manner.

Average daily cycling count per active cycle counter per day

Q1 and Q2 counts were generally higher than Q3 and Q4 due to favourable weather conditions in Spring and Summer. The wet weather and low temperatures in Summer 2023 could explain the observed reduction in cycling rates.

Reference was made to gully cleaning which had a green indicator with 70,000 gullies cleaned by the end of December. However recent wet weather had disrupted the programme of works due to multiple call outs. This could affect the ability to meet the year end target.

RESOLVED –

That the performance report be noted including the action taken to improve performance where required.

15 Adoption of the Shenley Park Supplementary Planning Document

Supplementary Planning Documents provided guidance to implement Local Plan policies. This Supplementary Planning Document applied to the Shenley Park site allocation (D-WHA001) near Whaddon in the Vale of Aylesbury Local Plan. To adopt a Supplementary Planning Document, the Council was legally required to conduct a

public consultation for a minimum of four weeks. A six-week consultation was conducted from 30 August to 11 October 2023 and the report now requested that Cabinet adopted this Supplementary Planning Document.

The Vale of Aylesbury Local Plan set out a vision and framework for sustainable growth across the North and Central planning areas area for the period up to 2033. It promoted new development to meet identified needs, which would contribute to creating a thriving, diverse, safe, vibrant place to live, work and visit.

This policy allocated the site for at least 1,150 homes, forming part of the housing requirement for the VALP. The allocation was for “an exemplar development, of regional significance, which would be a great place to live, work and grow. Built to a high sustainable design and construction standards, the development would provide a balanced mix of facilities to ensure that it met the needs and aspirations of new and existing residents, at least 1,150 homes, 110 bed care home/extra care facility, new primary school, subject to need a site for new secondary school, multifunctional green infrastructure (in compliance with Policies I1 and I2 and associated Appendices), mixed use local centre, exemplary Sustainable Drainage Systems, new link road between A421 Buckingham Road and H6 and or H7 Childs Way/Chaffron Way, public transport and cycling and walking links.”

In addition to infrastructure, the Supplementary Planning Document also set out key principles for design and landscaping to ensure that a new long-term defensible edge and buffer between the village of Whaddon and the new development was created. It also identified an extension to the existing Tattenhoe Valley park in the southern half of the site.

During discussion the following points were made:-

- With reference to the following words in the document “The Development Framework offers the ability to address transport priorities as they evolve” a Cabinet Member asked for further clarification on what this meant. She referred to land being safeguarded for duelling and how this was triggered which would hopefully be before there was major congestion. The Corporate Director reported that there was a planning application for this site already. There was an opportunity through consideration of the planning application to see if there were any traffic solutions that could be implemented as a consequence of the planning application. There was also the ability to future proof the area through the SPD as well as the planning application in terms of responding to any future traffic issues including issues that the Council was not aware of at the moment.
- Reassurance was asked for in that transport modelling would be undertaken at the appropriate time in a holistic manner. The Cabinet Member for Planning and Regeneration gave an assurance that the modelling would accurately reflect that part of the SPD. The Corporate Director reported that there had already been various degrees of modelling taking place such as the sites allocated in the Vale of Aylesbury Local Plan and there would have been

an extension of that as part of the SPD assessment but there would be further more detailed modelling as part of the planning application and at every single stage these would become more detailed.

- It was noted that the Parish Council had a number of concerns about the development and it was important that there was a continuing dialogue with the developers and planners. One concern was traffic impact, particularly the increased congestion on the A421 and the risk of rat running through the village so it was important that the necessary traffic calming and speed limits were put in place in Whaddon village. The future A421 study should be progressed as quickly as possible and the future cumulative impact of other developments in the area should be considered. Another concern was the maintenance and protection of the green buffer zone and the arrangements for its long term ongoing management. There should be a robust boundary line to the development along the new perimeter link road to avoid any further encroachment to maintain this green buffer. Milton Keynes Council would also like any information on discussions where possible. The Cabinet Member reported that all these points raised by Whaddon Parish Council would be taken very seriously.
- Concern was raised about tree planting along the verges incase this land was going to be used for duelling. The Corporate Director reported that the land set aside would be for future duelling and as part of any detailed development they would make sure that any planting would accommodate that future use. In the SPD they were setting out the principle of having a tree lined road which would need to respect the fact that there might be future duelling. The Leader commented that the trees would need to be set back from the road so it did impinge on any future road plans.

RESOLVED that the Shenley Park Supplementary Planning Document be adopted (site D-WHA001 of the Vale of Aylesbury Local Plan).

17 Confidential Minutes

RESOLVED –

That the confidential Minutes of the Cabinet meeting held on 4 January 2024 be approved as a correct record.

18 Date of next meeting

22 February 2024 at 3.00pm



Buckinghamshire Council Cabinet/Leader forward plan

The local authorities (executive arrangements) (meetings and access to information) (England) regulations 2012

This is a notice of an intention to make a key decision on behalf of Buckinghamshire Council (regulation 9) and an intention to meet in private to consider those items marked as 'private reports' (regulation 5).

A further notice (the 'agenda') will be published no less than five working days before the date of the decision meeting and will be available via the Buckinghamshire Council website ([Cabinet agendas](#) / [Leader decisions](#)).

All reports will be open unless specified otherwise.

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
Cabinet 22 February 2024				
Parking Strategy To bring forward a Parking Strategy for Buckinghamshire which sets out our vision and ambitions for parking across Buckinghamshire		Councillor Steve Broadbent Kevin Goad		20/12/23

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>Sale of Land in High Wycombe to Long Leaseholder Sale of land for a premium to facilitate regeneration of the overall area. This should result in greater economic activity in the area and job creation.</p>	Chiltern Villages	Councillor John Chilver John Reed	Part exempt <i>(para 3)</i>	4/12/23

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>The future of E-scooter and E-bike hire schemes in Buckinghamshire</p> <p>The national e-scooter trial period has been extended for a further two years to 31st May 2026. It is recommended that the Council continues to offer an e-scooter and/or e-bike hire offer after the current contract with Zipp Mobility ends on 31st May 2024.</p>	<p>Abbey; Aston Clinton & Bierton; Aylesbury East; Aylesbury North; Aylesbury North West; Aylesbury South East; Aylesbury South West; Aylesbury West; Booker, Cressex & Castlefield; Downley; Hazlemere; Ryemead & Micklefield; Stone & Waddesdon; Terriers & Amersham Hill; The Risboroughs; Totteridge & Bowerdean; Tylers Green & Loudwater; West Wycombe; Wing</p>	<p>Councillor Steve Broadbent</p> <p>Rupert Zierler</p>		<p>12/1/24</p>

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
Cabinet 5 March 2024				
<p>Area of Outstanding Natural Beauty Update An update on a number of points regarding the Chilterns Area of Outstanding Beauty including the strategy being proposed by the Chiltern Conservation Board regarding their Management Plan.</p>	<p>Amersham & Chesham Bois; Aston Clinton & Bierton; Beaconsfield; Chalfont St Giles; Chesham; Chess Valley; Chiltern Ridges; Chiltern Villages; Flackwell Heath, Little Marlow & Marlow South East; Ivinghoe; Little Chalfont & Amersham Common; Marlow; Penn Wood & Old Amersham; Ridgeway West; Ryemead & Micklefield; Terriers & Amersham Hill; The Wooburns, Bourne End & Hedsor; Totteridge & Bowerdean; Tylers Green & Loudwater; Wendover, Halton & Stoke Mandeville</p>	<p>Councillor Thomas Broom Darran Eggleton</p>		<p>2/2/24</p>

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>Buckinghamshire Healthy Ageing Strategy 2023-28 To approve the Council's Healthy Ageing Strategy 2023-2028. The Healthy Ageing Strategy sets out how the Council and its partners will work to make Buckinghamshire more age friendly, which is a priority in the Joint Health and Wellbeing Strategy. This will support Buckinghamshire residents to live healthy, fulfilling, and independent lives for as long as possible, to 'age well'.</p>		<p>Councillor Angela Macpherson</p> <p>Dr Jane O'Grady</p>		23/12/22
<p>Buckinghamshire Housing Strategy 2024 to 2029 For Cabinet to agree the updated Buckinghamshire Housing Strategy 2024 to 2029 following the councillor, stakeholder organisation and public consultation exercise</p>	All Wards	<p>Councillor Mark Winn</p> <p>Lisa Michelson</p>		31/1/24
<p>Future High Street Fund Scheme Seeking agreement to proceed with a regeneration scheme in High Wycombe, as part of the Future High Street Fund programme</p>	Abbey	<p>Councillor John Chilver</p> <p>John Reed</p>	Part exempt (para 3)	12/1/24
<p>Old County Offices, Aylesbury – Disposal Options for the future of the building known as Old County Offices</p>	Aylesbury North	<p>Councillor John Chilver</p> <p>John Reed</p>	Part exempt (para 3)	10/11/23
<p>Sale of Long Leasehold Interest in Wycombe (2) Proposal to sell a long leasehold interest in the Wycombe Area</p>	Chiltern Villages	<p>Councillor John Chilver</p> <p>John Reed</p>	Part exempt (para 3)	12/1/24

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>Strategic Asset Management Plan A new Strategic Asset Management Plan (2023-2028) to ensure the framework and management of the property portfolio is in line with our requirements now and in the future.</p>		Councillor John Chilver John Reed		29/8/23
Cabinet 9 April 2024				
<p>All-age Autism Strategy To agree the All-age Autism strategy for Buckinghamshire</p>		Councillor Angela Macpherson Simon Brauner-Cave		13/7/23
<p>Littering Enforcement Strategy - Options Strategy on how to take litter enforcement forward - options paper.</p>		Councillor Thomas Broom Martin Dickman	Part exempt (<i>para 3</i>)	7/9/23
Cabinet 7 May 2024				
<p>Domestic Abuse and Violence Against Women and Girls Strategy 2024-27 A 3 year strategy to support partners to tackle domestic abuse and violence against women and girls in Buckinghamshire; continuing a focus on supporting victims and survivors, tackling perpetrators through early intervention & prevention</p>		Councillor Arif Hussain Gideon Springer		31/1/24

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>Leisure Strategy To provide an assessment of indoor sports and leisure facilities, considering future opportunities and demand around this provision.</p>		Councillor Clive Harriss Sophie Payne		26/1/23
<p>South East Aylesbury Link Road (SEALR) Phase 1 Delivery of Phase 1 of the South East Aylesbury Link Road (SEALR)</p>	Aston Clinton & Bierton; Wendover, Halton & Stoke Mandeville	Councillor Steve Broadbent Steve Bambrick	Part exempt (<i>para 3</i>)	12/1/24
February 2024 Leader Decisions				
<p>Archive Service Policies All encompassing overview statement to include sub-policies that cover all aspects of service delivery for the Archives Service.</p>		Councillor Clive Harriss Sophie Payne		27/11/23
<p>Aylesbury cycleway north of Bedgrove Park Early investigative works for a new cycleway linking the Hampden Fields development and the existing Aylesbury cycle network</p>	Aylesbury East; Aylesbury South East	Councillor Steve Broadbent Rebecca Dengler-Jones, Robin Smith		11/10/23
<p>Aylesbury Road, Aston Clinton Parking Scheme Yellow lines to control parking and waiting on London Road and Aylesbury Road, Aston Clinton and at side road junctions to support the Highway Code.</p>	Aston Clinton & Bierton	Councillor Steve Broadbent John Pateman		27/11/23

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>Castlefield Traffic Calming Measures To enable the implementation of the Castlefield Traffic Calming scheme, High Wycombe.</p>	Booker, Cressex & Castlefield	Councillor Steve Broadbent Kevin Goad		4/1/24
<p>Determined Admission Arrangements 2025 Primary and Secondary admissions arrangements for Buckinghamshire schools for 2025 entry to be determined by 28 February 2025</p>		Councillor Anita Cranmer Debbie Munday		4/1/24
<p>Fleet Trading Account Budget (2024/25) To confirm details of the 2024/25 Fleet Trading Account budget, which is a zero balanced budget and therefore can't be included in the full council decision taken in February for other revenue budgets.</p>		Councillor Steve Broadbent Lindsey Vallis		31/1/24
<p>Hackney carriage fare review Review of current maximum hackney carriage fares.</p>		Councillor Mark Winn Lindsey Vallis		17/10/23
<p>Harmonisation of Pest Control Fees The harmonisation of policy and fees regarding which residents are able to access subsidised pest control treatment.</p>		Councillor Mark Winn Jacqui Bromilow		30/8/22

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>Junction Improvement A41 Aylesbury Early investigation works to improve the A41 / King Edwards Avenue junction, funded by the Housing Infrastructure Fund.</p>	Aylesbury East; Aylesbury South East	Councillor Steve Broadbent Rebecca Dengler-Jones, Robin Smith		11/10/23
<p>Physical Activity Strategy 2024 - 2029 To approve the Councils physical activity strategy for 2024-29. The physical activity strategy sets out how the Council and its partners will improve the levels of physical activity and opportunities for Buckinghamshire residents.</p>		Councillor Angela Macpherson Dr Jane O'Grady		19/4/23
<p>Proposed Picasso Place Cycle Crossing, on the Platinum Way Cycle Way A new Raised Cycle Crossing table on the Platinum Way Cycle Way, across Picasso Place is proposed. Currently, the existing cycle users have to rejoin the carriageway from the off road route, which presents hazards to vulnerable users</p>	Aylesbury North West	Councillor Steve Broadbent Simon Glover		17/10/23
<p>Proposed Traffic calming on High Street, Edlesborough Installation of 'build-out' feature within the carriageway to effectively narrow the road to one lane of traffic with northbound traffic giving way. This scheme is to be constructed and paid for by the developer to land north of Good Intent.</p>	Ivinghoe	Councillor Steve Broadbent Joe Bates		23/5/23

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>Reapportionment of Aylesbury Housing Infrastructure Fund (HIF) Project savings Options for the use of savings following re-apportionment of the Aylesbury Housing Infrastructure Fund</p>	<p>Aylesbury East; Aylesbury North; Aylesbury North West; Aylesbury South East; Aylesbury South West; Aylesbury West</p>	<p>Councillor Martin Tett Steve Bambrick</p>	<p>Part exempt (<i>para 3</i>)</p>	<p>13/12/23</p>
<p>Rosefield Solar Farm Development Consent Order (DCO) This report seeks approval to obtain delegated powers for the Service Director of Planning & Environment to engage in the Development Consent Order process for the Rosefield Solar Farm. The delegation will also include consultation with relevant Cabinet Member(s) on certain key documents submitted to the Council for a formal response.</p>	<p>Buckingham West; Great Brickhill; Grendon Underwood; Stone & Waddesdon; Wing; Winslow</p>	<p>Councillor Peter Strachan Christine Urry</p>		<p>11/10/23</p>
<p>Rural England Prosperity Fund Procurement Updates Amends to the procurement thresholds for the Rural England Prosperity Fund</p>		<p>Councillor Martin Tett Claire Phillips</p>		<p>18/1/24</p>

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>Sale of surplus land known as The Courtyard, Cressex, High Wycombe</p> <p>A decision is required on accepting one of the offers received as a result of an open market disposal process. The site has been declared surplus to requirements and the decision to sell with result in capital receipt and appropriate levels of affordable housing provision. The site will have been marketed for 4 weeks with the results of the process being presented in a full report to the Leader.</p>	Abbey	Councillor John Chilver John Reed	Part exempt <i>(para 3)</i>	10/11/22
<p>Supported Living Services Commissioning</p> <p>Regarding the delivery of Supported Living Services in Buckinghamshire from April 2024</p>		Councillor Angela Macpherson, Councillor Mark Winn Lisa Michelson		13/12/23

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>Vale of Aylesbury Local Plan - Affordable Housing - Supplementary Planning Document This Supplementary Planning Document provides affordable housing guidance to the Vale of Aylesbury Local Plan Policies H1, H2, H6a, H6c, BE2.</p>	Aston Clinton & Bierton; Aylesbury East; Aylesbury North; Aylesbury North West; Aylesbury South East; Aylesbury South West; Aylesbury West; Bernwood; Buckingham East; Buckingham West; Great Brickhill; Grendon Underwood; Ivinghoe; Stone & Waddesdon; Wendover, Halton & Stoke Mandeville; Wing; Winslow	Councillor Peter Strachan Charlotte Morris		15/2/23

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
March 2024 Leader Decisions				
<p>Buckinghamshire Tobacco Control Strategy 2024-29 To approve the Councils Buckinghamshire Tobacco Control Strategy 2024-29, which sets out how the Council and its partners aim to save lives and improve the health of thousands of people in Buckinghamshire by minimising their exposure to tobacco.</p>		<p>Councillor Angela Macpherson Dr Jane O'Grady</p>		6/7/23
<p>Capital Gateway – adjustments to the Capital Programme Paper for Decision to release 2 Schools Programme capital budgets via the Capital Gateway process, to enable projects to proceed to delivery. Also to add a new project into the Capital Programme</p>	Abbey; Buckingham East; Buckingham West; Stone & Waddesdon	<p>Councillor John Chilver Dave Skinner</p>		13/2/24
<p>Improvement works Market Square, Cambridge Street, Kingsbury Aylesbury Improvement works</p>	Aylesbury North	<p>Councillor Peter Strachan Richard Ambrose</p>		2/2/24
<p>Review of the Council's Highway Safety Inspection Policy To recommend approval of Buckinghamshire Councils Highways Safety Inspection Policy, updated to improve the efficiency, quantity and quality of highways works and general safety on the highways network</p>		<p>Councillor Steve Broadbent Richard Barker</p>		13/2/24

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
April 2024 Leader Decisions				
Local Flood Risk Management Strategy An update to the local flood risk management strategy.		Councillor Thomas Broom Colin Walker		27/11/23
May 2024 Leader Decisions				
School Transport Policy - consultation findings and recommendations 2024/2025 Post-consultation findings and recommendations on proposed changes to: - Home to School Transport Policy, and - Post-16 Transport Policy Statement 2024/25 for adoption from 2024/25		Councillor Steve Broadbent Lindsey Vallis		2/2/24
July 2024 Leader Decisions				
Suicide Prevention Action Plan The Plan, informed by Suicide Prevention Strategy for England 2023-28, local data and expert knowledge, will set the Buckinghamshire vision for the prevention of self-harm and suicide. It will include actions the Council and other organisations will take to reduce the local suicide rate.		Councillor Angela Macpherson Dr Jane O'Grady		18/1/24

Individual Leader decisions (in consultation with the Cabinet Member) are not discussed at meetings – a report is presented to the Cabinet Member and the Leader will decide whether to sign the decision.

If you have any questions about the matters contained in this forward plan, please get in touch with the contact officer. If you have any views that you would like the cabinet member to consider please inform the democratic services team in good time ahead of the decision deadline date. This can be done by telephone 01296 382343 or email democracy@buckinghamshire.gov.uk. You can view decisions to be made and decisions taken on the council's website.

The council's definition of a 'key decision' can be seen in part 1 of the council's [constitution](#).

Each item considered will have a report; appendices will be included (as appropriate). Regulation 9(1g) allows that other documents relevant to the item may be submitted to the decision maker. Subject to prohibition or restriction on their disclosure, this information will be published on the website usually five working days before the date of the meeting. Paper copies may be requested using the contact details below.

*The public can be excluded for an item of business on the grounds that it involves the likely disclosure of exempt (private) information as defined in part I of schedule 12a of the Local Government Act 1972. The relevant paragraph numbers and descriptions are as follows:

Paragraph 1 - Information relating to any individual

Paragraph 2 - Information which is likely to reveal the identity of an individual

Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Paragraph 4 - 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 5 - Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings

Paragraph 6 - Information which reveals that the authority proposes:

(a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or

(b) to make an order or direction under any enactment

Paragraph 7 - Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

Part II of schedule 12a of the Local Government Act 1972 requires that information falling into paragraphs 1 - 7 above is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Nothing in the regulations authorises or requires a local authority to disclose to the public or make available for public inspection any document or part of a document if, in the opinion of the proper officer, that document or part of a document contains or may contain confidential information. Should you wish to make any representations in relation to any of the items being considered in private, you can do so – in writing – using the contact details below.

Democratic services, Buckinghamshire Council, The Gateway, Gatehouse Road, Aylesbury, Buckinghamshire HP19 8FF 01296 382343
democracy@buckinghamshire.gov.uk



Report to Cabinet

Date: 22 February 2024

Title: Parking Strategy

Cabinet Member(s): Cllr Steven Broadbent

Contact officer: Julie Rushton, Head of Parking Services

Ward(s) affected: All wards

Recommendations:

1. To agree the Parking Strategy for Buckinghamshire which sets out the ambitions and vision for parking across Buckinghamshire.
2. Cabinet is also asked to note the following which are in motion:
 - a. Public consultation launched week commencing 15 January 2024 on the Traffic Regulation Order to make amendments to provide a more consistent customer experience by; removing unfunded free parking sessions, updating hours of control, including introducing hours and charges in preparation for the new Winslow Station Car Park, and making On-Street charging amendments.
 - b. Actions to strengthen the in-house parking team and increase enforcement capacity to drive up parking compliance.
 - c. In the process of joining the pilot of the National Parking Payment Platform – a pilot funded by the Department for Transport to increase flexibility to customers on how they choose to pay for parking and remove the subsidy for Wycombe RingGo fees.
 - d. A review of our parking estate, which may result in disposal of non-profit making car parks.
 - e. Preparation in the making to support transition to a digital strategy for payment for parking, as cash payment machines reach the end of life.

Reason for decision:

In order to ensure continued financial sustainability of the parking service, respond to driver behaviour trends, and provide a consistent service for residents and visitors to Buckinghamshire, it is key that the Council adopts an outline Parking Strategy which sets out the vision and ambitions for the parking service in the future. This will also address inconsistencies across the county in terms of car parking, which are a result of legacy arrangements. Additionally, Statutory Guidance for parking expects local authorities to establish parking operations that are self-financing - currently in Buckinghamshire, there is a forecasted shortfall against the budget.

Executive summary

- 1.1 Due to the arrangements made under legacy authorities, the parking service has historically been delivered through a split operating model - Off Street enforcement was delivered in house; On Street was outsourced. Following a Better Buckinghamshire Service Review an integrated parking service has been created which provides a more effective delivery model and aligns to national standards where parking enforcement for on and off street is delivered by one Council.
- 1.2 As a pre-cursor to the formulation of this strategy an informal review of the Parking Service was undertaken by a member working group at the request of the Cabinet Member for Transport. The purpose of the review was to assess what potential improvements could be made to better serve the residents of Buckinghamshire and to address legacy inconsistencies and outputs from the review have informed the development of this Strategy.
- 1.3 The proposals set out in this report, and in the draft Parking Strategy (Appendix A) set the strategic direction of travel for the service which will support the MTFP process and balance the Parking Account. The strategy will enable the Council to set out its aims and objectives for parking services, within the context of a rapidly changing industry, across Buckinghamshire and highlight the importance and value that parking services can provide for residents and local communities. Not least, to ensure the associated regulatory requirements are appropriately met for the Council, which includes compliance, but also how the parking estate will be financially managed to assess car parks as an asset, along with how parking supports the Local Transport Plan 5 (LTP5).
- 1.4 The Parking Strategy sets out our vision for parking in Buckinghamshire across four themes: Technology & Innovation, Parking Charges, Enforcement, and Parking Assets. Within those themes there are a number of key proposals which are set out in detail below.

Technology & Innovation

Join the National Parking Platform and remove subsidy for Wycombe RingGo fees.

- 1.5 The National Parking Platform (NPP) is a pilot supported and funded by the Department for Transport, which creates a platform to provide a better service to customers and at a reduced cost to the Council. Benefits are:
- Improved customer experience: competition between suppliers for customers - enabling customers to choose the supplier that best meets their needs at any participating location; competitive pricing - suppliers must compete for customers, thus resulting in service fees that are reasonable; wider access to parking availability data leading to better journey planning and better data for the local authority; greater competition will drive innovation.
 - Reduced costs: reduced requirement for payment equipment - improved customer experience, and more choice, is proven to encourage greater use of cashless payment; Simplified procurement process - removes the requirement for procurement of payment providers; inexpensive to set up and operate.
 - Easy implementation of advanced, digitised services: Information from all payment providers in one data stream for use by enforcement; data is still owned and controlled by the Council; payments from all payment providers aggregated into a single, auditable session payment schedule.
- 1.6 Due to the arrangements made under legacy authorities, the Council currently has two 'contract types' with the existing pay by phone provider, RingGo. For Wycombe car parks (excluding The Swan, Easton Street, Handy Cross), the service fee to use RingGo is paid for by the Council. For all other areas, including On-Street, the service fee is paid for by the customer. NPP will enable a consistent approach across the county and for the choice to be with the customer on which supplier to use, and subsequently the fee they pay. The current cost to the Council for the Wycombe service fees is £169k which would be saved going forward.
- 1.7 Councils participating in the Pilot will not be required to pay a joining fee (between £10-15k). Funding in the longer term is yet to be established, however early indications are that Local Authorities joining after the pilot would be charged a joining fee (between £10-15k), suppliers could be asked to contribute to join the platform, ongoing contributions from Local Authorities of between 0.05 and 1.5p per transaction.
- 1.8 Initially, the adoption of the NPP platform would be in the old Wycombe district area car parks. Based on the current Wycombe RingGo transactions, the net saving to the Council after the contribution to the NPP at the higher rate of 1.5 pence per transaction, is £156k. It is recommended that other areas across Buckinghamshire are included in the pilot in stages following the initial roll out in Wycombe.

Parking Payment Methods

- 1.9 The Council has a range of parking payment machines many of which are more than 10 years old. Currently out of the 104 On Street machines, 51 are not working and are at end of life. The current annual cost for servicing and repairs is £220k per annum with further expense incurred for cash collection and bank charges. Following COVID, there has been an increase in customers choosing to pay by phone – 79% who previously paid by cash are now using alternative payment methods. The cost to replace the 51 machines On Street would be in the region of £321k; these would require funding.
- 1.10 Given the above, it is recommended to transition towards digital payment methods only over time. As machines reach the end of life, they should not be replaced like for like and we should continue to and increase promotion of cashless and ultimately digital payment methods. Where new chargeable parking arrangements are put into place, such as Winslow Station Car Park and Quoiting Square, Marlow, it is recommended that these do not include payment machine options. This would not only reduce the costs of delivering the service but would also provide more consistency for customers and reflects societal trends.

Enforcement

- 1.11 The Parking Service supports the reduction of congestion, promotes safety, and encourages modal shift to alternative transport options using a range of enforcement methods. This includes patrol of over 426 miles of on street restrictions, incorporating 328 schools and 7,400 on street parking bays, along with off street parking equating to 10,988 parking spaces. Based on 22/23 figures, the number of Fixed Penalty Notices issued was 32,291 and recovery rate was 72%.
- 1.12 Following a service review, the parking service is delivered in an integrated in-house model which aligns to national standards. A ‘one year on’ review advised that it was too early at this stage to go back out to market, advising that it normally takes two years for a new operation to fully bed in.
- 1.13 As part of the review, benchmarking exercises were also undertaken to assess how Buckinghamshire Council Parking Service performs compared to other local authorities. These results show that the Civil Enforcement Officer (CEO) error cancellation, challenge, appeal, and cancellation rates are all below average, indicating that the service is, in the main, achieving good quality standards. BC issuing rates were also benchmarked which showed that Buckinghamshire is operating above average.
- 1.14 A compliance study conducted in March 2023 and sampling streets across Amersham, Chesham, Marlow, Aylesbury, and High Wycombe, showed that on average across Buckinghamshire compliance of the On-Street restrictions was c. 84% and Off-Street was 92%. The same study was undertaken in October 2023 as part of the recent review

which shows that across the areas collectively there is an increase in compliance of 0.04%. The biggest change is across the car parks in these areas where compliance has increase from 92.73% to 95.13%

- 1.15 While identifying a number of successes and improvements that have been delivered following the service review in 2022, there are further areas for improvement through increasing capacity and strengthening the leadership team to include project management functions particularly as MTC activity sets to grow, and increasing the number of CEOs by a minimum of 10 FTE, along with a greater resource capacity for maintenance of equipment/car parks and the management of suspensions which currently impacts the time CEOs spend on enforcement.
- 1.16 The cost of these improvements is estimated at around £381k and would deliver an increase in income of around £590k, creating an uplift of £209k per annum to the parking account. There would also be a saving on external Project Management costs resulting in total uplift of £240k.
- 1.17 Where there is a request by Community Boards, Town/Parish Councils, and town committees to have more control over the enforcement of an area, such as dedicated patrols including input into what locations are patrolled at which times and on what days, there is the option for the Town/Parish Councils, and town committees to fund the cost of a dedicated resource.

Parking Charges

- 1.18 The changes to parking charges relating to Hours of Control, Removal of unfunded free parking sessions, Winslow Station Car Park, and on street charging amendments (as further detailed below) require an amendment to the Traffic Regulation Order and therefore require statutory consultation. The intention is to launch this consultation in December 2023.

Hours of Control

- 1.19 Parking charges contribute to the Council's revenue income. Where car parking charges are in place, the upkeep and maintenance of the car parks is funded by the users, thus reducing the need to draw down from other funding pots within the Council. Where parking charges are not in place, usage still causes wear and tear which reduces the life expectancy of the car park if not fully maintained. While the customer does not contribute towards the space they are using and therefore see the parking as 'free,' this is not the case as the maintenance requires funding.
- 1.20 Across Buckinghamshire there is a disparity between the charging periods, which stems from legacy arrangements. Furthermore, we are seeing an increase in the take up of the parking spaces on evenings, Sundays, and Bank Holidays. A survey of neighbouring authorities shows that many charge late into the evening and on Sunday/bank holidays. The results of the survey are provided in table 1.

Table 1 Neighbouring Authorities Charging Periods

Local Authority	Latest Charging Time (outside of 24hr charging)	Charge Sun/B.Hol
Buckinghamshire		
Aylesbury	21:00	Yes
Chilterns	18:00	No
South Bucks	20:00	Yes
Wycombe	19:00/20:00	Yes
Bracknell Forest	Specific evening charge applies 18:00 to 06:00	Yes
Oxford City	20:00	Yes
Oxfordshire South	18:00	Yes
Slough	22:00	Yes
St Albans	22:00	Yes
Three Rivers	18:30	No
Watford	22:00	Yes
Windsor & Maidenhead	21:00	Yes
Woking	Specific evening charge applies 18:00 to 06:00	Yes

1.21 In order to achieve consistency across Buckinghamshire, the first planned step is to align Sunday charging rates and charging start times, and to extend the charging end time to 19:00 for all car parks that currently cease charging before this time. At the same time, extension of On Street charging periods will continue to encourage customers into the car parks. The Off-Street changes can be seen at **Appendix B**. On Street is provided in **Appendix C**. The existing charging periods are included within the Appendices.

1.22 It is anticipated that extending the charging periods will generate additional income in the region of £147k.

Removal of unfunded free parking sessions

1.23 Across Buckinghamshire there are a number of one-hour free parking schemes that are paid for by the Parish Councils. There are also a number of free parking sessions that are not funded and these are therefore subsidised by Buckinghamshire Council. Introducing charges in these areas will create income in the region of £32,518 based on current usage levels.

1.24 The locations, along with the proposed tariffs are provided in table 2.

Table 2 Charges for currently non funded free parking sessions

Car park	Parking Period	Tariff	Comments
Wendover - Library	Up to 1 hr	£0.50	
Winslow - Market Square	Up to 1 hr	£0.50	
Amersham - KGVH	Up to 30 mins	£0.60	KGVH is being developed resulting in the car park moving out of BC control at some point

1.25 Whilst the charges for these locations will be included in the consultation to amend the Traffic Regulation Order, the relevant Town and Parish Councils will be given the opportunity to fund the charges to enable the free element to be retained. This is similar to the other funded free parking schemes.

Winslow Station Car Park.

1.26 The new Railway Station and associated car park is due to complete in 2024. The car park will be two storeys consisting of 365 spaces including 19 disabled bays, 13 electric vehicle re-charging points (equating to 26 spaces), 3 motorcycle spaces and a taxi rank with 3 spaces. The number of disabled bays is based on national standards¹, which provides that car parks with over 200 bays should include four disabled bays plus 4% of the total capacity.

1.27 The charges being consulted on are displayed in table 3. When considering charges, a review was undertaken of the surrounding station car park charges. The closest station is Bletchley, 6.34 miles away, charging £6.40 before 10am and £4.60 after 10am. The second closest is Milton Keynes Central, 7.02 miles away, charging for varied periods with long stay charges being up to 6hr £9.00, Up to 7hr £10.50, Over 7hr £11.70. The charges being consulted on for Winslow sit comfortably between the car park charges that are applied at Bletchley and Milton Keynes Central. The wider review of station car park charges is provided at **Appendix D**.

Table 2 Charges and Hours of Control for Winslow Station Car Park

Tariffs	Up to 1hr £0.90, Up to 2hr £1.70, Up to 3hr £2.20, Up to 4hr £2.70, Up to 9hr £6.10, Over 9hr £8.10.		
Season Tickets	1 month	3 months	12 months
	£143.00	£284.00	£1065
Hours of Control	Mon-Sun (incl bank holidays 07:00 to 21:00 Standard charges apply at all times.		

1.28 It is difficult to predict demand for the car park due to changes in commuter numbers post-COVID and this being a new un-tested route. Based on pre-COVID data, along with post covid data for car parks across Buckinghamshire that serve commuters, and EWR input on growth, it estimated that the net income could be between £60k and £165k per year, potentially rising to £235k per annum by year 5. A Parking Management Plan for the On Street parking restrictions, is under development. Proposals for parking restrictions on local roads to prevent station related parking by rail users will be consulted upon through the statutory process during 2024.

On Street Charges Amendments

¹ <https://tsrgd.co.uk/pdf/tal/1995/tal-5-95.pdf>

- 1.29 At the bottom of Oxford Road, High Wycombe, at the junction with the A4155 Marlow Road, there is an unregulated On Street parking area. The area can accommodate parking for up to 17 vehicles and is currently used all day free of charge. Introducing charges in this area will enable a greater turnover of space, thus support parking needs and create income in the region of £20k per annum, based on 80% occupancy. The charges being put forward are displayed in table 4. These align to the nearby West Street Car Park for Monday to Saturday, and the wider approach for Marlow of a flat day rate for Sunday and bank holidays.

Table 3 Charges and Hours of Control for Oxford Road

Hours of Control	Tariffs
Mon-Sat 07:00-19:00	Up to 30min £0.70, Up to 1hr £1.00, Up to 2hr £1.80, Up to 3hr £2.70, Up to 4hr £3.20, Up to 6hr £4.20, Over 6hr £6.70
Sun/B.Hol	All day £1.20

Free parking Day Allocation

- 1.30 Historically and to date, Town, and Parish Councils and HWBidCo have been permitted a variety of free parking periods/days each year in certain car parks. The legacy arrangements range from free after 3.30pm every Thursday in December to five free parking days per annum. **Appendix E** provides a summary of the legacy arrangements. In addition, since 2021 Buckinghamshire Council has offered free parking days on car parks that serve the high streets for the second and third Saturday in December.
- 1.31 In order to continue to offer free parking and to ensure consistency going forward, it is recommended that four free parking days are permitted per annum: two for Buckinghamshire Council to commit to Christmas free parking, and the remaining two to be used at the discretion of the Community Boards. The proposal in full is provided at **Appendix F**. **Appendix G** sets out which car parks are included/excluded for use with the proposal. The impact on the budget for four free days, considering car park inclusion and exclusions lists, is a saving of £25k.
- 1.32 The decision on when to use the two remaining days will be designated to the Community Boards in consultation with Town and Parish Councils or Town Committee. Allocating the decision to the Community Boards will enable wider engagement and support for local areas, whereas previously, Buckinghamshire Council ward members were not consulted.
- 1.33 Community Boards, Town and Parish councils, and HWBidCo will also be able to fund additional free parking days, and/or, evenings/weekends. This will be on a cost neutral basis for Buckinghamshire Council with the funding value being based on ticket sales data to enable accuracy around recharging and transparency on costs. Additionally, it enables ball point costs to be provided upfront.

Parking Assets Review

- 1.34 Parking provision and management is a key element of the Local Transport Plan and can also be used to support other corporate objectives around supporting our high streets, regeneration and improving travel choices for those seeking to travel in and around Buckinghamshire. It affects everyone in the community whether customers are looking for somewhere to park or are impacted by other people's parked vehicles. Additionally, it can influence the vitality and viability of local towns/villages, along with the attractiveness of tourist spots and residential areas. Parking features at the beginning and end of a visit for those customers using the car parks, and as such, the car parks are the first and last impression of a given area.
- 1.35 It is however widely recognised that parking takes up a lot of land and costs money to provide and to maintain. Currently, the Council owns / manages 96 car parks, 74 of which are managed by Parking Services with others managed by other Council services. These are a mixture of chargeable and free car parks.
- 1.36 To provide quality public parking facilities it is essential that the assets are financially healthy and managed in a way that provides additional income, or savings through responsive change. To support this objective, a financial review of the car parks is underway to determine which ones are best serving the community and which ones are running at a loss. The outcome will determine whether to retain a car park, repurpose, devolve, or dispose of either in full or in part. Financial analysis is in the early stages as the previous budget arrangements in SAP did not allow for profit and loss scrutiny per car park, however, for 2024/25 the savings are in the region of £299k.

Legal and financial implications

- 1.37 In 23/24, there is a 20% reduction on the Off-Street income budget and the reduction for 2022/23 was 35%. The forecast deficit as at the end of Q3 against the budget for 23/24 is c.£0.7m. There are a number of challenges that have contributed towards the current year deficit including CEO vacancy rates (though these have now reduced), changes in driver behaviour, closure of and repairs to car parks due to anti-social behaviour and tree fire, and maintenance cost to aging payment machines. The proposals highlighted in this report and set out in the draft Parking Strategy will reduce the deficit and enable financial sustainability of the service going forward.
- 1.38 Table 5 sets out the actual income pre-COVID, versus 23/24 budget and forecast.

Table 5 Income Pre and Post Covid

Income	2019/20	2023/24		Variance (Surplus) / Deficit £'000
	Outturn £'000	Budget £'000	Forecast as at Q3 £'000	
Total Parking Income	(12,507)	(11,351)	(10,136)	1,215
Off-Street	(10,162)	(8,624)	(8,009)	615
Pay & Display	(8,355)	(7,378)	(6,892)	486
PCN	(646)	(405)	(435)	(30)
Season Tickets	(695)	(518)	(437)	81
Other Income	(466)	(323)	(245)	78
On-Street	(2,345)	(2,727)	(2,127)	600
Pay & Display	(619)	(620)	(550)	70
PCN	(1,430)	(1,750)	(1,236)	514
Permit & Dispensation	(296)	(357)	(341)	16
Total Parking Expenditure	8,407	7,936	7,405	(531)
Net Parking Account	(4,100)	(3,415)	(2,731)	684

1.39 The Medium-Term Financial plan revenue proposals anticipate net savings and income, net of growth and inflation of £1,247k for 2024/25. From year 2025/26 onwards there is an expectation of recovery of parking income. This will however be down to many factors such as, driver behaviour and whether a hybrid working model continues to be the norm nationally. From FY 25/26 onwards, the net savings and income target, is expected to increase to £1,945k.

NB. The figures above will not agree exactly to the Budget Scrutiny/Cabinet pack produced for January Budget meetings as the Budget Scrutiny/Cabinet pack presentation includes consolidated figures for similar line items (savings, growth, income, inflation) for all services within Highways & Technical Services rather than just for Parking Operations. The individual line items are consistent with what has been discussed.

1.40 Implementation of the Parking Strategy proposals creates an uplift of £1,139k, against the Revenue budget and meets the inflation pressures included in the MTFP. The value is a combination of additional income and savings on expenditure; Table 6 provides the breakdown. Additionally, one off savings of £346k against Capital.

Table 6 Overview of Additional Income and Savings (already included in the MTFP)

Revenue (2024/25)	Itemised in report £'000	

Join NPP and remove subsidy for Wycombe RingGo fees	£156	Saving
Parking Payment Methods (Cashless Approach)	£220	Saving
Delivery Resource Model – Inhouse	£240	Add Inc.
Pathway to consistent charging:		
Hours of Control	£147	Add Inc.
Remove free parking sessions	£32	Add Inc.
Winslow Station Car Park (income starts 2025/26)	£0	
On Street Charges Amendments – Oxford Road	£20	Add Inc.
Free parking Day Allocation	£25	Saving
	£224	
Parking Asset Review	£299	
Total		£1,139

One off Capital Savings Description	Saving £'000
Winslow Station – opt to not install payment machines.	£25
On Street – opt to not replace 51 end of life machines.	£321
Total	£346

- 1.41 The above capital savings are yet to be factored into the capital programme.
- 1.42 The service will continue to monitor and manage budgets within the overall service and directorate cash envelope.
- 1.43 The changes to parking charges stated in this report require an amendment to the Traffic Regulation Order and therefore require statutory consultation. Following consultation with the Cabinet Member for Transport, officers have commenced the consultation which runs from 23 January 2024 to 18 February 2024.
- 1.44 An Equality Impact Assessment screening is being carried to support the parking strategy. Further detailed equalities impact assessments will be completed for each of the programmes of activities referred to above which would result in a service change.

Section 151 Officer Comments

- 1.45 The s151 Officer has read and noted the report.

Director of Legal and Democratic Services Comments

- 1.46 The Director has read and approved the report.

Corporate implications

- 1.47 Buckinghamshire Council delivers the parking service to comply with the network management duties set out in the Traffic Management Act 2004. The enforcement side specifically helps reduce congestion, promote safety, and encourage modal shift

to alternative transport options, additionally supporting active travel measures and delivery of a sustainable transport network.

- 1.48 The ambitions within the draft Parking Strategy support the Corporate Plan objectives of the Council, as well as a number of our key adopted strategies including the Regeneration Framework, Local Transport Plan, and Climate Change & Air Quality Strategy. Our ambitions support local businesses and communities, by managing parking supply and implementing parking charging regimes that facilitate economic, social, transport and environmental objectives, whilst supporting a self-funding service, to help reduce impact in other areas.

Local councillors & community boards consultation & views

- 1.49 As the Parking Strategy is a Buckinghamshire wide document, there has not been specific local member engagement on it. However, should Cabinet adopt the Parking Strategy, there would be engagement with Community Boards and Local Members through the implementation of these recommendations. The strategy opens opportunities for Community Boards and Local Councils to fund additional enforcement and free parking for their areas.
- 1.50 As set out on the draft Strategy, in the coming year, it is our intention to reflect on our existing charges, season tickets and permits on a local basis. Engagement at a local level with Council Members will form part of those reviews.

Communication, engagement & further consultation

- 1.51 There are no statutory or constitutional requirements to publicly consult on the Parking Strategy. However, the implementation of a number of the proposals detailed in this paper require amendments to the Traffic Regulation Order which do require public consultation.

Next steps and timescales

- 1.52 A number of proposals in this report have been agreed in principle for early delivery which are being progressed through the Council's MTFP process. These include closure of car parks that are not profitable, changes to the hours of control for car parks county wide, including the removal of free parking periods at certain car parks, and a commitment to join the National Parking Platform (NPP) to provide choice to customers using digital payment methods, and remove the subsidy for Wycombe RingGo fees. Membership of the NPP will be completed early 2024.
- 1.53 Changes to the hours of control are subject to a statutory consultation to amend the Traffic Regulation Order. The outcome of the consultation and to seek a decision, will be brought back to Cabinet March/April 2024. .

Background papers

Appendix A	Draft Parking Strategy
Appendix B	Off Street charging period changes
Appendix C	On Street charging period changes
Appendix D	Station Car Park Charges - Surrounding Areas
Appendix E	Legacy Free Parking Days
Appendix F	Free Parking Days Proposal
Appendix G	Free Parking Days-Car Parks (included/excluded)

Your questions and views (for key decisions)

- 1.54 If you have any questions about the matters contained in this report, please contact the author of this report. If you have any views that you would like the cabinet member to consider, please inform the democratic services team by 5pm on 20 February 2024. This can be done by email to democracy@buckinghamshire.gov.uk.

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Parking strategy



FOREWORD

I am delighted to bring forward this Parking Strategy, which sets out our vision and ambitions for parking in Buckinghamshire in the years ahead.

The parking service operates across Buckinghamshire to manage supply of parking, reduce congestion, promote safety and encourage use of alternative transport options. Our parking service provides, enforces and manages on street, off street and multi storey car parks in towns and villages across the county.

We must continue to seek opportunities to use our parking assets and enforcement powers to support our corporate objectives to increase prosperity, improve the environment, strengthen communities and protect the vulnerable – all the while keeping customers central to our offering.

Driver behaviour and demand for car parking has significantly changed in recent years, and so it is right to take a considered, strategic and data led approach to our parking offer going forward. Members and Officers at the Council grapple with the complexities that this entails and the themes included in this strategy provides a

framework upon which to inform decisions that will accommodate the further anticipated changes that people, places and technology will bring.

Parking generates significant income to the Council and we must ensure that our parking offer is right for the future, our communities and is financially sustainable and does not place an undue burden on the Council and taxpayers. The parking service should be paid for by users, rather than subsidised, and those users should receive a good quality offering and a consistent service.

This strategy sets out our ambitions to achieve this through focus on technology and innovation, review of our charging schedules and of our assets and through efficient and effective use of our enforcement powers.



Councillor Steven Broadbent

Deputy Leader and
Cabinet Member for Transport

Aligning to our corporate plan and priorities

The parking service must continue to support our corporate aims and objectives, and actively collaborate with other service areas to achieve our shared goals and ambitions for residents, businesses and visitors to Buckinghamshire.

- Our **Opportunity Bucks** flagship programme to improve opportunities for people in Buckinghamshire provides a local response and focus for levelling up ambitions. Our parking offer will support the ambitions of that programme by facilitating free flow of traffic, road safety and access to services

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- Supporting our older, disabled and vulnerable residents to move around Buckinghamshire through provision of **blue badge** parking spaces.
- We will work with partners and continue to work towards **Safer Car Park Awards** to discourage crime and anti-social behaviour in our car parks enhancing our customer experience.



- Through review of our parking assets, we will support the **Climate Change and Air Quality Strategy** by enabling opportunities to consider installation of solar car ports (Action 20)
- The Parking Strategy will support our **Electric Vehicle Action Plan** vision to expand the EV Infrastructure network in Buckinghamshire and to provide 1,000 spaces by 2027.

- The parking service will harness technology and innovation to support our vision for how transport plays a part in making Buckinghamshire a great place to live and work as set out in the emerging **Local Transport Plan**.
- Our parking assets will be critical to enabling ambitions for our town centres as set out in **Regeneration Framework and Strategies** to create places where people want to be, drive local revitalisation and create vibrant spaces to live and work.

Parking Strategic Priorities



Technology
and
Innovation



Parking
Charges



Enforcement



Parking
Assets



Looking to
the future

Technology and Innovation



We want to offer our customers a high-quality Parking service in Buckinghamshire. Technology and innovation offer our customers more consistency and helps us to ensure that our enforcement teams can act effectively and are protected.

Since COVID, 79% of customers who previously chose to pay with cash now opt to use digital methods. Our current set of parking payment machines are reaching the end of their economic life, and we must only invest in hard infrastructure such as payment machines where it is economically viable to do so. We must also continue to seek future opportunities for innovation where they exist in the future, for example demand management.



- We will reflect emerging societal trends and support financial sustainability of our parking service by:
 - Transitioning towards card payment and ultimately digital payment methods, as and when parking payment machines need to be replaced
- We will take opportunities for innovation to support our aims, while encouraging modal shift, by:
 - Piloting use of the National Parking Payment Platform initially in Wycombe, which gives customers a greater choice of who they choose to pay for parking
 - Continuing to make use of Moving Traffic Enforcement powers to support road safety
 - Actively bidding for funding and working with partners to deliver more Electric Vehicle charging points across Buckinghamshire in line with our EV Action Plan
 - Supporting active and sustainable travel through infrastructure and initiatives such as car clubs, car sharing and autonomous vehicles
 - Continuing to utilise solar charging to power our existing parking payment machines
- We will ensure our Parking Enforcement Officers have the right equipment to deliver a high quality and efficient service, for example body-worn cameras and handheld enforcement equipment.

Parking charges



We want to implement a charging schedule across Buckinghamshire through which any changes must make a net revenue contribution towards the Councils running costs. We should ensure that our charges are comparable with nearby local authorities, and support the upkeep and enhancement of our valuable car park assets which benefit the whole community.

Through appropriate and considered charging, we can:

- support effective maintenance of the car parks
- encourage drivers to use car parks rather than on street, which in turn encourages network safety
- encourage turnover of spaces



- We will ensure the service is financially sustainable and reflect the needs of the local community by:
 - In this coming year, on a localised basis, reflect on our existing charges and make appropriate changes to charging schedules. This will include a review of permits and season tickets.
 - Continually assess parking behaviours across our car parks and on street parking areas
 - Enabling town and parish councils to fund free parking in their areas where this is cost neutral for Buckinghamshire Council
- We will continue to give our customers clarity and consistency on charging levels by:
 - Make careful and considered decisions about parking tariff charges to balance financial sustainability with customer and local needs following a consistent approach to parking provision within a given area and not simply each car park in isolation
 - Continue to offer consistency of approach for blue badge parking in our car parks
- We will encourage the use of car parks over on-street parking to free up kerbside space for other uses by:
 - Maintaining a price differential between on and off-street parking
 - Explore the introduction of differential pricing linked to occupancy and demand through the use of technology

ENFORCEMENT



We want to make sure that drivers park appropriately and do not overstay. Doing this relieves congestion by helping vehicles move around our highway network more easily, in turn this supports network safety, essential delivery of blue light services, reduces emissions and facilitates the passage of public transport.

We use our enforcement powers to support safety in car parks but also in on street parking locations, and to issue fines to vehicles that break moving traffic restrictions such as driving in a bus lane, taking a restricted turn and stopping in a hatched box. We also use our enforcement powers to support the use of designated bays such as Electric Vehicles, Blue Badge and loading bays.



- We will encourage modal shift and good driver behaviours by:
 - Continuing to use a variety of enforcement methods including Civil Enforcement Officers, Moving Traffic Contravention powers and enforcing against fraudulent use of Blue Badges
 - Enabling Town and Parish Councils to fund additional enforcement capacity for their local areas
 - Deliver a simpler process for local parking reviews and schemes to reduce the administrative burden and time taken to enact changes.
- We will ensure efficient use of our resource to drive compliance by:
 - Increasing resource and ensuring that we have a sustainable and skilled staffing model
 - Utilising intelligent and direct deployment of staff based on compliance levels, prioritising enforcement to keep traffic flowing on key routes.
 - Encouraging customers to report problem areas

PARKING ASSETS



We want to support the high street, leisure facilities and national landscapes (AONBs) and enabled residents and visitors to Buckinghamshire visit those locations. At the same time, we need to minimise any subsidy to our car parks and ensure that they make a net contribution to the Council while meeting maintenance requirements.

Car parks and on street parking locations are prized assets of community value, but where they are not well used or making a return we need to consider other uses for those sites. We want to make use of our parking estate to support our wider corporate ambitions around regeneration, housing and place shaping while also taking into consideration specific local needs.



- We will make an informed and balanced assessment of car parking assets over the coming financial year to release capital and realise opportunities. We will be informed by:
 - Financial sustainability of car parks – prioritising the disposal of car parks that are not making a return
 - Opportunities in our town centres linked to the Buckinghamshire Regeneration Framework and other corporate objectives
 - Usage trends for each car park, and considering supply of parking available in each town and village
- We will ensure our car parks are safe for our customers by:
 - Seeking to achieve a Safer Car Park Award for all our car parks
 - Maintaining our car parks for a fit for purpose standard
 - Engaging with partners, bluelight services and local communities about our car parks



LOOKING TO THE FUTURE - what's next?



We will work with members and partners to deliver against our strategic aims set out in this strategy.



We will continually review the best model for delivering parking services for the future and will seek opportunities to harness innovation and work with the wider industry to trial and pilot innovation.



We will continue to look for more opportunities to harness innovation and work with the wider industry to trial and pilot new innovative ways to deliver parking services.

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Appendix B

Off Street Charging Period Changes

	Location	Car park	Current Charging Periods	Proposed Charging Hours (NB. no recommended change to charging days unless otherwise stated)	
Aylesbury	All Aylesbury car parks (except Aqua Vale)		Sun & B/Hol flat £1.60 day rate - day rate period is as per charging hours designated at each location e.g. day rate for	Day rate to reflect recommended charging period	
	Aylesbury	The Gateway	na	Mon-Fri 08:00 to 19:00. Upto 1hr £1.20, Upto 3hr £2.20, Upto 4hr £3.70, Upto 5hr £5.20, Over 5hr £8.20	
		The Gateway - Season Tickets			1mth £70, 3mth £210, 6mth £420, 9mth £630, 12mth £840
		Aqua Vale car park		Mon-Sun 24 hours - Sun/B.Hol charged same as other days	
		Coopers Yard	Mon-Sat 08:00-21:00		No Change
		Exchange Street	Mon-Sat 08:00-21:00		No Change
		Friarscroft	Mon-Sat 06:30-20:30		No Change
		Hale Street	Mon-Sat 08:00-Midnight		No Change
		Hampden House	Mon-Sat 08:00-21:00		No Change
		Upper Hundreds	Mon-Sat 08:00-21:00		No Change
		Walton Green	Mon-Sat 08:00-21:00		No Change
		Walton Street	Mon-Sat 08:00-21:00		No Change
		Waterside - Level 2 and 3	Mon-Sat 08:00-21:00		No Change
		Waterside North	Mon-Sat 08:00-21:00		No Change
Whitehall Street	Mon-Sat 08:00-21:00		No Change		
Aylesbury surrounding towns & villages	All Aylesbury surrounding town/village car parks		Sun/B/Hol FOC	Sun/B/Hol flat day rate of £1.70 across Buckingham, Wendover, Winslow	
	Buckingham	Cornwall's Meadow	Mon-Sat 08:30-17:00	07:00 to 19:00	
		Swan pool car park	Mon-Fri 08:00-17:00. Sat is FOC	Mon-Sat 07:00 to 19:00	
		Western Avenue	na	Mon-Sat 07:00 to 19:00. Upto 3hr £0.70, Upto 4hr £	
	Wendover	Wendover Library	Mon-Sat 07:30-18:30	07:00 to 19:00. Plus add Upto 1hr £0.50	
	Winslow	Greyhound Lane	FOC funded by Winslow Town Council c. £8k per annum	Mon-Sat 07:00 to 19:00. Upto 1hr £0.50, Upto 2hr £0.70, Upto 3hr £0.90, Upto 4hr £1.20, Upto 5hr £1.70, Over 5hr £2.70.	
		Market Square	Mon-Sat 08:30-17:00	07:00 to 19:00. Plus add Upto 1hr £0.50	
		Winslow Train Station	na	Mon-Sun (incl b/hol) 07:00 to 21:00. Upto 1hr £0.90, Upto 2hr £1.70, Upto 3hr £2.20, Upto 4hr £2.70, Upto 9hr £6.10, Over 9hr £8.10.	
	Winslow Train Station - Season Tickets		1mth £143, 3mth £284, 12mth £1065		
Wycombe & surrounding towns & villages	All Wycombe & surrounding town/village car parks (except where highlighted)		Sun & B/Hol flat £1.10 day rate - day rate period is as per charging hours designated at each location e.g. day rate for Duke Street applies 07:00-19:00	No change	
	Bourne End	Wakeman Road	Mon-Sat 07:00-19:00	No change	
	Wycombe	Desborough Street	Mon-Sat 07:00-19:00	No change	
		Desborough Square	Mon-Sat 07:00-19:00	No change	
		Duke Street	Mon-Sat 07:00-19:00	No change	
		Easton Street	Mon-Sat (Inc B/Hol) 07:00-20:00. Note B/Hol charged same as other days Sunday 07:00-20:00 flat rate	No change	
		George Street	Mon-Sat 07:00-19:00	No change	
		Handy Cross Park & Ride	Mon-Sun 24hours - Sun/B.Hol charged same as other days		No change
		Kingsmead Recreational Ground	Mon-Sat 09:00-17:00		No change
		Railway Place	Mon-Sat 07:00-19:00		No change
		Richardson Street	Mon-Sat 07:00-19:00		No change
		Totteridge Road	Mon-Sat 07:00-19:00		No change
		WDC Offices - Front	Mon-Sat 07:00-20:00		No change
		WDC Offices - Rear	Mon-Fri 0700-1700 (Permit Holders only)		No change - private car park for offices & tenants during these times
			Mon-Fri 17:00-20:00		No change
	Sat 07:00-20:00		No change		
	Swan	Sun & B/Hol 07:00-20:00		No change	
	Marlow	Dean Street	Mon-Sat 07:00-19:00	No change	
		Institute Road	Mon-Sat 07:00-19:00	No change	
		Liston Road	Mon-Sat 07:00-19:00 Sun & B/Hol 07:00-19:00. Specific tariff applies: (Upto 30 min 60p, over 30 minutes £1.10)	No change	
		Marlow Central	Mon-Sat 07:00-19:00 Sun & B/Hol 07:00-19:00. Specific tariff applies: (Upto 30 min 60p, upto 4hr £1.10, Up to 6hrs £10.10)	No change	
		Pound Lane	Mon-Sun (inc B/Hol) 07:00-19:00 - Sun/B.Hol charged same as other days		No change
		Riley Road	Mon-Sat 07:00-19:00		No change
		West Street	Mon-Sat 07:00-19:00		No change
			Sun & B/Hol 07:00-19:00. Specific tariff applies: (Upto 30 min 60p, over 30 minutes £1.10)		No change
		Princes Risborough	Horns Lane	Mon-Sat 07:00-19:00	No change
			The Mount	Mon-Sat 07:00-19:00	No change

	Location	Car park	Current Charging Periods	Proposed Charging Hours (NB. no recommended change to charging days unless otherwise stated)
Chilterns	All Chilterns car parks		Sun/B/Hol FOC	Sun/B/Hol flat rate of £1.20 across all Chilterns
	Amersham	Amersham Multi Storey	Mon-Sat 07.30-18:00	07:00 to 19:00
		Chiltern Avenue	Mon-Sat 07.30-18:00	07:00 to 19:00
		Sycamore Road	Mon-Sat 07.30-18:00	07:00 to 19:00
		Council Offices (KGVH)	Mon-Fri 07.30-18:00	Mon-Sat 07:00 to 19:00. Plus add upto 30 minutes £0.60
	Amersham Old Town	Amersham Old Town	Mon-Sat 07.30-18:00	07:00 to 19:00
	Chalfont Peter	Church Lane	Mon-Sat 07.30-18:00	07:00 to 19:00
	Chalfont St Giles	Blizzards Yard	Mon-Sat 07.30-18:00	07:00 to 19:00
	Chesham	Albany	Mon-Sat 07.30-18:00	07:00 to 19:00
		Catlings	Mon-Sat 07.30-16:00	07:00 to 19:00
		East Street	Mon-Sat 07.30-18:00	07:00 to 19:00
		Star Yard	Mon-Sat 07.30-18:00 Goods vehicles permitted overnight, set charge between 18:00 - 07:30	07:00 to 19:00. Goods vehicle overnight charge valid 19:00 - 07:00
		Water Meadow	Mon-Sat 07.30-18:00	07:00 to 19:00
	Great Missenden	Buryfield	Mon-Sat 07.30-18:00	07:00 to 19:00
Link Road		Mon-Sat 07.30-18:00	07:00 to 19:00	
Little Chalfont	Snells Wood	Mon-Sat 07.30-18:00 Goods vehicles permitted overnight, set charge between 18:00 - 07:30	07:00 to 19:00. Goods vehicle overnight charge valid 19:00 - 07:00	
Prestwood	High Street, Prestwood	Mon-Sat 07.30-18:00 Goods vehicles permitted overnight, set charge between 18:00 - 07:30	07:00 to 19:00 Goods vehicle overnight charge valid 19:00 - 07:00	
South Bucks	All South Bucks car parks		Sun & B/Hol flat £1.60 day rate - day rate period is as per charging hours designated at each location e.g. day rate for Altons 08:00-20:00	No change
	Beaconsfield	Altons	Mon-Sat 08:00-20:00	No change
		Penncroft	Mon-Sat 08:00-20:00	No change
		Warwick Road	Mon-Sat 08:00-20:00	No change
	Burnham	Jennery Lane	Mon-Sat 08:00-20:00	No change
		Neville Court	Mon-Sat 08:00-20:00	No change
		Summers Road	Mon-Sat 08:00-20:00	No change
	Farnham Common	The Broadway	Mon-Sat 08:00-20:00	No change
	Gerrards Cross	Bulstrode Way	Mon-Sat 08:00-20:00	No change
Packhorse Road		Mon-Sat 08:00-20:00	No change	
Station Road		Mon-Sat 08:00-20:00	No change	
Country Parks	Denham	Denham Country Park	Mon-Sun 08:30-19:30	No change - no offering parks beyond 19:30/20:00 + car parks come under Leisure
	Iver	Langley Park Country Park	Mon-Sun 08:30-19:30	No change - no offering parks beyond 19:30/20:00 + car parks come under Leisure
	Wexham	Black Park Country Park	Mon-Sun 08:00-20:00	No change - no offering parks beyond 19:30/20:00 + car parks come under Leisure

Appendix C

On Street Charging Period Changes

Location	Road/Street name	Current Charging	Max Stay	Proposed Charging Hours
Chiltern	Whielden Street	Mon-Fri 08:00-17:00	24 hours	Mon-Sun incl B/Hol 08:00-19:00
Chiltern	King George V Avenue	Mon-Fri 08:00-17:00	2 hours	Mon-Sun incl B/Hol 08:00-19:00
Chiltern	Station Approach, Little Chalfont (M-F)	Mon-Fri 08:00-18:00	24 hours	Mon-Sun incl B/Hol 08:00-19:00
Chiltern	Station Approach, Little Chalfont (Sa,Su,BH)	Sat-Sun 08:00-18:00	24 hours	
Alesbury	Walton Street	Mon-Sat 08:00-17:30	1 hour	No Change
Alesbury	Buckingham Street	Mon-Sat 08:00-18:00	2 hours	No Change
Alesbury	High St Aylesbury	Mon-Sat 08:00-18:00	2 hours	No Change
Alesbury	Brittania Street	Mon-Sat 08:00-18:00	2 hours	No Change
Alesbury	Railway Street	Mon-Sat 08:00-18:00	2 hours	No Change
Alesbury	Anchor Lane	Mon-Sat 08:00-18:00	2 hours	No Change
Alesbury	Cambridge Street	Mon-Sat 08:00-18:00	2 hours	No Change
Alesbury	Kingsbury Square	Mon-Sat 08:00-18:00	2 hours	No Change
Alesbury	Rickfords Hill	Mon-Sat 08:00-18:00	2 hours	No Change
Alesbury	Great Western Street	Mon-Sat 08:00-18:00	2 hours	No Change
Wycombe	Benjamin Road	Mon-Sat 09:00-17:00	4 hours	No Change
Wycombe	Cryers Hill Road	Mon-Fri 10:00-14:00	24 hours	No Change
Wycombe	Desborough Street	Mon-Fri 09:00-16:00	4 hours	No Change
Wycombe	Hampden Road	Mon-Sat 09:00-17:00	4 hours	No Change
Wycombe	Harlow Road	Mon-Sat 09:00-17:00	4 hours	No Change
Wycombe	Kitchener Road	Mon-Fri 09:00-16:00	4 hours	No Change
Wycombe	Oakridge Road	Mon-Fri 09:00-16:00	4 hours	No Change
Wycombe	Peterborough Avenue	Mon-Fri 09:00-16:00	4 hours	No Change
Wycombe	Queens Road	Mon-Sat 09:00-17:00	4 hours	No Change
Wycombe	Rectory Avenue	Mon-Fri 09:00-16:00	4 hours	No Change
Wycombe	Roberts Road	Mon-Sat 09:00-17:00	4 hours	No Change
Wycombe	Saffron Road	Mon-Sat 09:00-17:00	4 hours	No Change
Wycombe	Shaftesbury Street	Mon-Fri 09:00-16:00	4 hours	No Change
Wycombe	Stuart Road	Mon-Sat 09:00-17:00	4 hours	No Change
Wycombe	Temple End	Mon-Sat 09:00-17:00	4 hours	No Change
Wycombe	Victoria Street	Mon-Fri 09:00-16:00	4 hours	No Change
Wycombe	West Wycombe Road	Mon-Fri 09:00-16:00	4 hours	No Change
Wycombe	Baker Street	Mon-Sat 09:00-17:00	4 hours	No Change
Wycombe	Brook Street	Mon-Sat 09:00-17:00	4 hours	No Change
Wycombe	East Richardson Street	Mon-Sat 09:00-17:00	4 hours	No Change
Wycombe	George Street	Mon-Sat 09:00-17:00	4 hours	No Change
Wycombe	Mendy Street	Mon-Sat 09:00-17:00	30 minutes	No Change
Wycombe	Queen Alexandra Road	Mon-Sat 09:00-17:00	2 hours	No Change
Wycombe	Short Street	Mon-Sat 09:00-17:00	4 hours	No Change
Wycombe	Suffield Road	Mon-Sat 09:00-17:00	4 hours	No Change
Wycombe	Wendover Street	Mon-Sat 09:00-17:00	4 hours	No Change
Wycombe	West End Road	Mon-Sat 09:00-17:00	4 hours	No Change
Wycombe	Castle Street	Mon-Sat 09:00-18:00	2 hours	No Change
Wycombe	Cedar Terrace	Mon-Sat 09:00-18:30	4 hours	No Change
Wycombe	Dovecot Road	Mon-Sat 09:00-18:00	2 hours	No Change
Wycombe	Easton Street	Mon-Sat 09:00-17:00	2 hours	No Change
Wycombe	Frogmoor	Mon-Sun 07:00-19:00	2 hours	No Change
Wycombe	Priory Road	Mon-Sat 09:00-17:00	4 hours	No Change
Wycombe	Priory Road	Mon-Sat 09:00-18:00	2 hours	No Change
Wycombe	Priory Road	Mon-Sat 09:00-18:00	30 minutes	No Change
Wycombe	West Richardson Street	Mon-Fri 09:00-16:00	4 hours	No Change
Wycombe	Bridge Street	Mon-Sat 08:00-17:00	1 hour	No Change
Wycombe	Desborough Road	Mon-Sat 09:00-17:00	1 hour	No Change
Wycombe	Rutland Street	Mon-Sat 08:00-17:00	1 hour	No Change
Wycombe	Duke Street	Mon-Sat 09:00-17:00	8 hours	No Change
Wycombe	Gordon Road	Mon-Sat 08:00-18:00	8 hours	No Change
Wycombe	Priory Avenue	Mon-Sat 09:00-18:00	9 hours	No Change
Wycombe	Slater Street	Mon-Sat 09:00-17:00	8 hours	No Change
Wycombe	The Greenway	Mon-Sat 08:00-17:00	8 hours	No Change
Wycombe	Cressex Business Park. Includes roads: Lincoln Road Coronation Rd Stirling Rd Halifax Rd Blenheim Rd Turnpike	Mon-Sun 24 hours		No change

Location	Road/Street name	Current Charging	Max Stay	Proposed Charging Hours			
Marlow	Oxford Road	na	24 hours	Mon-Sat 07:00-19:00	Up to 30min	£0.70	Aligned times to car park times, as the layout has a car park format even though it is on street.
					Up to 1hr	£1.00	
	Up to 2hr	£1.80					
	Up to 3hr	£2.70					
	Up to 4hr	£3.20					
	Up to 6hr	£4.20					
	Over 6hr	£6.70					
				Sun/B.Hol	All day	£1.20	

Appendix D

Station Car Park Charges - Surrounding Areas

S - Standard Charge (day rate)										
Daily Charge Rates							Season Tickets			
	Day Rate	Off peak period	Off peak £	Saturday	Sunday	Bank Hol	Weekly	Monthly	Quarterly	Yearly
Aylesbury Vale	£8.50	From 12:00	£5.50	£5.50 all day	£5.50 all day	S	£32.50	£124.00	£372.00	£1,288.00
Aylesbury (Parkway)	£3.00	From 12:00	£3.00	£3.00 all day	Free	Free	£13.00	£50.00	£150.00	£525.00
Bicester North	£8.50	From 12:00	£5.50	£5.50 all day	£5.50 all day	S		£133.00	£399.00	£1,390.00
Bicester Village	£9.00	From 12:00	£6.00	£6.00	£6.00	£6.00	£35.00	£133.00	£399.00	£1,390.00
Charlbury	£4.60	From 10:00	£3.20	£3.20 all day	£3.20 all day	Free	£23.00	£77.00	£226.00	£770.00
Bletchley	£6.40	From 10:00	£4.60	S incl for off peak			£21.20	£78.40	£222.50	£869.60
Leighton Buzzard	£9.60	From 10:00	£6.90	£6.90	£6.90	S	£45.60	£137.70	£273.30	£1,004.10
Milton Keynes	Up to 1hr £1.50, Up to 2hr £3.00, Up to 3hr £4.50, Up to 4hr £6.00, Up to 5hr £7.50, Up to 6hr £9.00, Up to 7hr £10.50, Over 7hr £11.70			Up to 1hr £1.50, Up to 2hr £3.00, Up to 3hr £4.50, Over 3 hrs £5.70				£160.00	£383.40	£1,374.80

Winslow Station

Up to 1hr £0.90, Up to 2hr £1.70, Up to 3hr £2.20, Up to 4hr £2.70,	na	£143.00	£284.00	£1,065.00
Disc. vs daily (over 9hr) charge (5 days per wk)		12%	36%	45%
Disc. vs daily (over 9hr) charge (7 days per wk)		41%	54%	60%
Car park open 24 hours. Mon-Sun (incl bank holidays 07:00 to 21:00. Standard charges apply at all times.				

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Appendix E

Legacy Free Parking Days

Legacy Arrangements:

- **Chiltern** - 5 free days (used at will). Each Town/Parish Council usually allocates an average three days for Christmas:

Parish/Town Council	Valid Car Parks
Little Chalfont PC	Snells Wood
Chalfont St. Giles PC	Blizzards Yard
Chalfont St. Peter PC	Church Lane
Chesham	Water Meadow & Albany
Amerham TC	Sycamore Road, Chiltern Av
Amersham TC	Amersham Old Town
Great Missenden PC	Link Road, Buryfield, & Prestwood

- **Wycombe** - 3 free days (used at will) usually taken at Christmas, except HWBIDCo which use during the year:
 - HWBIDCo - all car parks excluding Handy Cross and Kingsmead.
 - Marlow TC - all car parks.
 - Princes Risborough TC - all car parks.
 - Bourne End PC - all car parks.
- **Aylesbury** - 3 free days (used at will) - usually 2x Sat in October for Charter fair and 1x Sat in December for Santa parade:
 - Buckingham - all car parks, except Swan Pool
- **Christmas Free Parking Specifically**
 - South Bucks: 2nd & 3rd Saturday in December. All car parks.
 - Aylesbury: Thursday from 3.30pm. December up to Christmas. All car park.
 - Aylesbury: Sunday. December up to Christmas. Walton Street car park only.
 - Wendover: One evening in December - Carol singing event. Library car park.
 - Winslow: One evening December; Christmas event. Market Square car park.

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Appendix F**Free Parking Days Proposal**

The recommendation is for four free parking days per annum; split two days to be designated to Christmas by Buckinghamshire Council and two days to be designated to the Community Boards to be used as will.

These recommendations will continue to provide an offering of free parking, but in a fair and balanced way. They also ensure sufficient mechanisms are in place to manage overall supply and demand and provide a net cost to the Council, whilst equally supporting the high street and local communities.

Two Days - Community Boards

Designate the Community Boards (where car parking charges are in place) with two free parking days per calendar year to be used at will for their areas:

- Free parking to apply to the designated car parks listed in Appendix F.
- For fairness and consistency, the designated car parks list has been created with the need to support turnover of parking space whilst recognising the supply levels in each area:
 - 4x car parks or less in an area: 1x car park designated for free parking.
 - 5x car parks in an area: 2x car parks designated for free parking.
 - 6x car parks or more in an area: 3x car parks designated for free parking.
- Each free parking day to apply to all car parks simultaneously within the area. For example, an area that has two designated car parks, each 'free day' will apply to both car parks simultaneously.
- Designated car parks are to be used for their primary intended purpose.
- Parking Services to email Community Boards at the start of the calendar year to seek dates for the two free parking days. The process on how the Community Boards will decide which two days to designate as free is to be worked through in due course.
- Notice to customers.
To reduce the level of resources required it is proposed that the machines are not bagged on the free allocated days. Instead, Parking Services to place signage in the car parks approximately two weeks ahead of a free parking day to inform customers, with each sign stating the specific date/car park that the free parking applies to, along with the reason.
- Community Boards may purchase additional free parking days. These would be charged at the rate of income that would be lost for the day, along with a small administration fee to support implementation.
- Additionally, Town and Parish Councils to also have flexibility to purchase free parking days

Two Days - Buckinghamshire Council. Christmas:

- Designate free parking to the 2nd and 3rd Saturday in December. This approach enables both free days to take place in December and before Christmas on a year on year basis.

- Free parking to apply to all BC chargeable car parks that support the High Street. Excluded are car parks that predominantly serve leisure centres, along with the Handy Cross Park and Ride car park, and Amersham Multi-Storey car park. Appendix B provides a list of car parks that are included/excluded.
- Free parking to apply to vehicles arriving after 10am. Members have raised that the majority of the parking spaces where Christmas free parking has been in place previously have been taken by commuters/local workers. Thus, free parking not having the intended benefit for the high street and their customers.
- Comms to be via the Council's standard stakeholder channels.

Appendix G

Free Parking Days - Car Parks (included/excluded)

Location	Car park	No. of Spaces	Town/Parish/HWBidco Two Free Days			Comments	BC Xmas Free Parking (2nd & 3rd Sat in Dec) arriving after 10am	
			✓ (Incl)	/	x (Excl)		✓ (Incl)	/
Aylesbury	Aqua Vale car park	128		x		Specific to Leisure Centre		x
	Coopers Yard	67		✓				✓
	Exchange Street	278		x		main c.pk for short stay-retain		✓
	Friarscroft	347		✓				✓
	Hale Street	16		x		Only 16 spaces		✓
	Hampden House	364		x		Possibly closing		x
	Upper Hundreds	305		x		Retain for High St turnover		✓
	Walton Green	14		x		Only 14 spaces		✓
	Walton Street	525		x		Retain staff & member parking		✓
	Waterside - Level 2 and 3	275		x		Retain turnover for Waitrose		✓
	Waterside North	106		✓		Support EV owner on free day		✓
	Whitehall Street	38		x		Only 38 spaces		✓
	Friars Square - Shopping Centre	260		x		Run by shopping centre		✓
Buckingham	Cornwall's Meadow	332		✓				✓
	Swan pool car park	129		x		Specific to Leisure Centre		x
Wendover	Wendover Library	71		✓			✓	
Winslow	Greyhound Lane - foc (funded by WTC)	73		na				na
	Market Square	16		✓				✓
Bourne End	Wakeman Road	82		✓			✓	
Wycombe	Desborough Street	27		x		Retain for High St turnover		✓
	Desborough Square	54		✓		Even balance across area with Railway Pl & Richardson St		✓
	Duke Street	169		x		Retain for High St turnover		✓
	Easton Street	507		x		Retain staff & member parking		✓
	George Street	26		x		Only 26 spaces		✓
	Handy Cross Park & Ride	396		x		Historically excluded		x
	Kingsmead Recreational Ground	118		x		Specific to Leisure Centre		x
	Railway Place	184		✓		Even balance across area with Desb'gh Sq & Richardson St		✓
	Richardson Street	51		✓		Even balance across area with Desb'gh Sq & Railway Pl		✓
	Totteridge Road	23		x		Only 23 spaces		✓
	WDC Offices - Front	13		x		Req'd for QVR&Police Station		✓
	WDC Offices - Rear	109		x		Req'd for QVR+private fof bdg M-F during day		✓
Swan	340		x		Retain for Theatre		✓	
Marlow	Dean Street	86		✓				✓
	Institute Road	61		✓				✓
	Liston Road	186		x		Retain turnover for Lidl		✓
	Marlow Central	186		x		Retain for High St turnover		✓
	Pound Lane	224		x		Mainly used for leisure		✓
	Riley Road	28		x		Only 28 spaces		✓
	West Street	61		✓				✓
Princes Risborough	Horns Lane	80		x		Retain for turnover		✓
	The Mount	140		✓				✓
Amersham	Amersham Multi Storey	1046		x		Historically Excl'd		x
	Chiltern Avenue	263		x		Specific to Leisure Centre		x
	Sycamore Road	283		✓				✓
	Council Offices (KGVH)	173		x		Historically Excl'd		✓
Amersham Old Town	Amersham Old Town	199		✓			✓	
Chalfont Peter	Church Lane	167		✓			✓	
Chalfont St Giles	Blizzards Yard	80		✓			✓	
Chesham	Albany	69		✓				✓
	Catlings	55		x		Historically Excl'd. Retain status quo for turnover		✓
	East Street	12		x		Historically Excl'd. Retain status quo for turnover		✓
	Star Yard	165		x		Historically Excl'd. Retain status quo for turnover		✓
	Water Meadow	169		✓				✓
Great Missenden	Buryfield	61		✓				✓
	Link Road	74		x		Retain for turnover		✓
Little Chalfont	Snells Wood	47		✓			✓	
Prestwood	High Street, Prestwood	45		✓				✓
	Altons	170		✓				✓
Beaconsfield	Penncroft	101		x		Retain turnover for M&S		✓
	Warwick Road	49		x		Mainly short stay Cust. - retain for turnover		✓
Burnham	Jennery Lane	65		x		BPC prev. preferred Summers Rd for free element		✓
	Neville Court	25		x		Only 25 spaces		✓
	Summers Road	58		✓		Had 1hr free funded by BPC until 4.10.2018		✓
Farnham Common	The Broadway	73		✓			✓	
Gerrards Cross	Bulstrode Way	32		x		Short stay - retain for turnover		✓
	Packhorse Road	67		✓				✓
	Station Road	122		x		Retain to support turnover		✓

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Report to Cabinet

Date:	22nd February 2024
Title:	The future of E-scooter and E-bike hire schemes in Buckinghamshire
Cabinet Member(s):	Councillor Steve Broadbent, Cabinet Member for Transport
Contact officer:	Steven Smith, steven.smith@buckinghamshire.gov.uk Rupert Zierler, Rupert.zierler@buckinghamshire.gov.uk
Ward(s) affected:	Abbey; Aston Clinton & Bierton; Aylesbury East; Aylesbury North; Aylesbury North West; Aylesbury South East; Aylesbury South West; Aylesbury West; Booker, Cressex & Castlefield; Downley; Hazlemere; Ryemead & Micklefield; Stone & Waddesdon; Terriers & Amersham Hill; The Risboroughs; Totteridge & Bowerdean; Tylers Green & Loudwater; West Wycombe; Wing.
Recommendation:	Continuation of E-scooter and E-bike hire schemes until May 2026
Reason for decision:	The national e-scooter trial period has been extended for a further two years to 31 st May 2026. It is recommended that Buckinghamshire Council continues to offer an e-scooter and/or e-bike hire offer after the current contract with Zipp Mobility ends on 31 st May 2024.

1. Executive summary

- 1.1 Buckinghamshire Council hosts three of the national e-scooter trials (Aylesbury, High Wycombe, Princes Risborough). The Council introduced e-bikes to complement the trial schemes in Aylesbury and High Wycombe in July 2023.

- 1.2 In the King's speech on 7th November 2023, it was announced that the government's e-scooter trial period would be extended by a further two years to 31st May 2026. No firm decision has been made by the Government regarding legalisation of e-scooters beyond this point, or beyond the geographic extent of the existing trial areas.
- 1.3 The Council's contract with Zipp Mobility, which operates the service at zero cost to the Council (aside from officer time), is currently set to conclude on 31st May 2024, in line with the former end of the Government's trial period.
- 1.4 Options considered to continue, reduce the scope of, or cease the e-scooter and/or e-bike hire offer are discussed in this paper.
- 1.5 It is recommended that the Council continues all three e-scooter hire schemes until the 31st May 2026 and that these include an offer of e-bike hire in all three areas.

2. Content of report

Background

- 2.1 To support a 'green' restart of local travel during the COVID-19 pandemic, and to help mitigate reduced public transport capacity, in July 2020 the Department for Transport (DfT) made regulations allowing limited trials of rental e-scooters. The three trials in Buckinghamshire (Aylesbury, High Wycombe and Princes Risborough) started from October 2020.
- 2.2 These trial areas were originally scheduled to end on 31 March 2022, but have so far been extended twice, first to November 2022, and then for a further 18 months to 31 May 2024, reflecting extensions of the trial period by central Government. The purpose of the extension was to gather more information to inform a decision on the future legalisation of e-scooters¹. Although the Government's trial period has now been extended to 31 May 2026, there is still uncertainty regarding the legal status of e-scooters after this point. As of November 2023, there are thirty-eight trial areas active across the country.
- 2.3 The DfT strategic objectives for the trials are:
 - To evaluate safety for riders, other road users and the community;
 - To measure the transport mode shift;
 - To contribute towards improving air quality and reducing carbon emissions;
 - To evaluate the effectiveness of e-scooters as a new transport mode; and,
 - To evaluate how local characteristics impact on the trial.

¹ [E-scooter trials: guidance for local authorities and rental operators - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/e-scooter-trials-guidance-for-local-authorities-and-rental-operators)

- 2.4 In December 2022, the DfT published a comprehensive National Evaluation of e-scooter trials - Findings Report² which analysed data collected from all trial areas between July 2020 and December 2021.
- 2.5 The findings showed that rental scheme e-scooter users were most likely to have walked their journey if an e-scooter had not been available (42% of trips), followed by using private motor vehicle (21%), or taking public transport (18%).
- 2.6 These results are consistent with the authority's own findings (surveys undertaken via the Zipp Mobility app in July 2022, March 2023 and August 2023). In the most recent Zipp survey 18% of customers stated they would have travelled by car, and 18% would have used a bus. Assuming that e-scooters have zero tailpipe emissions, this equates to approximately 91k miles of car journeys, an equivalent mileage of bus journeys, and 31.2 tonnes of carbon saved³ over the lifetime of the scheme (see Appendix 3).

E-scooter Legislation

- 2.7 Details on the legality of e-scooters (rental and privately owned) are available on the DfT website⁴. The Queen's Speech in May 2022 stated the following:
- "New powers would allow the Government to decide the vehicles that fall into this new category in future and how they should be regulated to make sure that they are safe to use. We hope that e-scooters will be the first of these vehicles."*
- 2.8 Although the King's Speech in November 2023 did not mention e-scooters or their future legal status, the trial period for specified hire schemes has been extended by two years, to 31st May 2026.
- 2.9 No official updates have been provided on the long-term legalisation of e-scooters. Several possibilities remain beyond May 2026: full legalisation of all e-scooters; partial legalisation of rental scheme e-scooters only; further extension(s) to the trial period; or ending the trials without legalisation.

E-scooter trial schemes in Buckinghamshire

- 2.10 The Council's own trials started in Aylesbury and High Wycombe in October 2020. A further trial was launched in Princes Risborough in May 2021. Fifty-one thousand people have downloaded the app and there are currently 85 e-scooters in Wycombe, 173 in Aylesbury and 10 in Princes Risborough.
- 2.11 Buckinghamshire Council's e-scooter scheme is managed at zero cost to the Council by the supplier. The original supplier Zipp Mobility were acquired by Zeus Scooters in

² [National Evaluation of e-scooter trials - Findings Report](#)

³ Calculated based on DEFRA greenhouse gas reporting conversion factors 2023:

<https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2023>

⁴ E-scooter trials: guidance for users: <https://www.gov.uk/guidance/e-scooter-trials-guidance-for-users>

April 2023, who operate in eight countries worldwide. They have invested £400k in the Buckinghamshire networks, with a fleet of new e-scooters (see Appendix 1) and e-bikes.

- 2.12 Regular data has been provided by the operator in terms of e-scooter usage and Situation Reports are sent to the DfT monthly, reporting any incidents/accidents that occurred in that month.
- 2.13 E-scooters have typically been most popular among the 20 to 40 age range. As of 26 January 2024, over 327k trips had been made on e-scooters, covering a total distance of just over 507k miles. Appendix 2 provides a detailed snapshot of trip statistics from January 2024.

Safety concerns

- 2.14 At the moment privately-owned e-scooters are illegal on both roads and in pedestrian areas, including within the designated trial areas; being classed as motor vehicles but not having received clearance by statute for use on roads.
- 2.15 Casualty rates⁵ on rental e-scooters nationally in 2021 were estimated at 13 per million miles. This compares with 3.9 per million miles for pedal cycles. The DfT's evaluation report notes this is likely due to e-scooters' status as a new mode.
- 2.16 Safety features have been added to the rental scheme e-scooters during the trials at the Councils request, including enhanced braking and additional light fittings, which are likely to be absent from privately-owned scooters. In particular, the rental scheme e-scooters are 'geofenced' to operate within specified areas only, and their speed limited to 15.5mph, which private e-scooters are not. The trial zones cannot be extended to new areas or towns at present.
- 2.17 Members have previously raised concerns about the use of e-scooters, particularly in the High Wycombe area. Further information on feedback from local ward members is provided in section 6.
- 2.18 To date, there have been six health and safety incidents reported to the DfT from the Buckinghamshire trial schemes:
 - a) (Apr 2021) one injury to rider in High Wycombe (bruising)
 - b) (May 2021) one injury to pedestrian in High Wycombe (broken kneecap)
 - c) (Sep 2021) one injury to a pedestrian in Aylesbury
 - d) (May 2022) one death of a dog in High Wycombe

⁵ Casualties are defined as any person killed or injured involving a collision (with an e-scooter).

- e) (May 2022) one instance of anti-social behaviour in High Wycombe (rider wearing baby carrier)
 - f) (Feb 2023) one injury to a rider in High Wycombe (suspected dislocated shoulder)
- 2.19 Since the start of the trial there have been twenty-one recorded insurance claims involving a Zipp e-scooter. Fourteen of these were classed as a fault claim (e.g., e-scooter hit a car or pedestrian), six non-fault claims (e.g., car hit one of the e-scooters), and one joint responsibility. These represent 0.006% of all rides undertaken and is below the national average of 0.02%.
- 2.20 Whilst there have been issues and reports of misuse, the authority has also had positive feedback from local members and residents asking for e-scooters to be introduced to their areas, such as four recently installed bays extending the scheme to include Bierton (which is within the DfT approved trial zone).

E-bike trials

- 2.21 E-bikes were introduced to the Aylesbury and High Wycombe rental schemes in July 2023. E-bikes are legal to use on the highway, having the same road classification as pedal bicycles.
- 2.22 It is hoped the introduction of the e-bikes would appeal to a broader range of residents in Buckinghamshire who may have concerns about the safety of e-scooters, with the same opportunity to provide a low-cost sustainable travel option.
- 2.23 Fifty e-bikes were split between Aylesbury and High Wycombe. However, Zipp Mobility have experienced multiple issues with vandalism and theft and so the security of these is currently being reviewed. Zipp is relaunching the e-bikes in early 2024, with enhanced security features.

Recommendation to continue hire schemes until May 2026

- 2.24 The Council's concession contract with Zipp Mobility ends in May 2024 and the Council must decide whether to continue to provide this service in the longer term, until at least the end of the renewed Government e-scooter trial period: 31st May 2026.
- 2.25 Through the Council's own surveys and the DfT's 2022 report it is clear that e-scooters do provide a sustainable travel solution for local journeys. Zipp Mobility have performed well in terms of customer service (customer satisfaction is 83%) and safety record when compared to the national picture. Continuing the scheme means we will continue to offer a sustainable travel option to the local community, helping to reduce congestion and carbon emissions.
- 2.26 Despite e-scooters being illegal to use on the public highway outside of the specified trials, the numbers of private e-scooters in circulation have proliferated exponentially.

E-scooters have become established as a popular transport 'mode' regardless of the presence (or not) of dedicated trial areas.

- 2.27 The authority are able to control the Zipp e-scooter users by limiting the areas e-scooters can be used in and limiting the speed. Continuing the e-scooter rental trial will help to minimise the increase in private e-scooters and offer a safer option to customers.

3. Other options considered

- 3.1 Three other options were considered:

- a) The Council decides to discontinue the offer of e-scooters and refocuses efforts on providing e-bike hire schemes. Feedback from the operator has implied that e-bikes alone would not be a commercially viable option.
- b) The Council continues to offer e-scooter and e-bike hire in Aylesbury but removes them from High Wycombe, where there is less support from local members (Section 6). Feedback from the operator has implied that Aylesbury alone would not be a commercially viable option.
- c) The Council decides to discontinue both hire e-scooter and e-bike schemes. This would result in the removal of a low-cost sustainable travel opportunity for the people of Buckinghamshire. Removal of the scheme is counter to the Council's policies. It would also remove an established travel option frequently used by many residents (including adults commuting to work).

4. Legal and financial implications

- 4.1 Based on information provided by Zipp, the estimated value of the existing contract over the whole 6.5-year period since the start of the trial would be under the £5.3M⁶ threshold for public concession contracts. Therefore should the Council extend the hire scheme we have the option to either procure a new supplier through a competitive tender process, or to extend the existing contract.
- 4.2 The current Traffic Regulation Order is still in force but may require amendment should a change in legislation occur, which will incur staff time and legal costs at that time.
- 4.3 There is currently minimal financial burden for the Council as the existing e-scooter and e-bike rental schemes are delivered at zero cost. The scheme is also not supported by any funding from DfT. However, officer time is required to monitor the schemes

⁶ £5,372,609, source: <https://www.gov.uk/government/publications/ppn-1123-new-thresholds/procurement-policy-note-1123-new-thresholds-html>

and to manage any requests for minor changes to operational area (e.g. blocking off individual streets) or new pick-up points. This equates to an annual cost of £40k/year, which was not budgeted for at the outset of the trials as it was unclear how long they would remain in place.

- 4.4 Financial burdens could change if a new contractual arrangement is put in place, depending on the operator and route to procurement selected. We will seek a profit share arrangement with the operator to help cover the Council's administrative costs.

4a Director of Legal & Democratic Services comment

- 4.5 The Director has read and commented on the report.

4b Section 151 Officer comment

- 4.6 There is no budgetary provision for the trial of e-scooters or bikes and any extension of the scheme would have to be undertaken on the basis that it would be cost neutral to avoid placing any pressure on the Medium-Term Financial Plan. A profit share arrangement with the new operator would ensure this.

5. Corporate implications

- 5.1 Participation in the e-scooter and e-bike schemes is consistent with Councils corporate policies as follows:

- Buckinghamshire Corporate Plan (priority of "Improving our Environment", through reduction of transport carbon- and air pollutant emissions). The schemes are providing a sustainable alternative to people that would have otherwise used the car.
- Local Transport Plan 4⁷ - Policy 15 (supporting the Council's ambitions to be a 'living lab' for innovation).
- Climate Change and Air Quality Strategy⁸ (Council ambition for net zero carbon by 2050). The schemes promote sustainable low-carbon transport alternatives for shorter trips.

- 5.2 An Equalities Impact Assessment (EqIA) was completed prior to the start of the trial (see Appendix 4). The EqIA highlighted concerns regarding the impact on residents who may be blind, visually impaired or hard of hearing. The main concern, as with

⁷ [Buckinghamshire's local transport plan 4 \(buckinghamshire.gov.uk.s3.amazonaws.com\)](https://www.buckinghamshire.gov.uk/s3.amazonaws.com)

⁸ <https://www.buckinghamshire.gov.uk/environment/sustainability-and-climate-change/energy-and-climate-change/the-climate-change-and-air-quality-strategy/climate-change-and-air-quality-strategy/>

cyclists, is the potential for collisions. On continuation of the trial the EQIA will be updated.

6. Local councillors, community boards consultation and views

6.1 Members for the trial areas were contacted on 1st February 2024 requesting comments for this paper. No comments had been received at the time of publication.

6.2 Prior to the extension in March 2022, ward members from each trial area were emailed on 23rd December 2021 to update them on how the trials were progressing and ask their level of support for extending the trial. Their feedback is summarised below.

Aylesbury

6.3 Eighteen members for Aylesbury were contacted and there were three responses. All were supportive of the trial extension.

High Wycombe

6.4 Twenty-two members from High Wycombe were contacted and five responses were received. Two of these were supportive.

6.5 Additionally, one councillor was supportive of e-scooters in principle but had concerns about underage users, that they seem quite untidy and can lead to anti-social behaviour.

6.6 Two councillors were unsupportive of the trial extension. They raised the concern that e-scooters are not safe for those who are elderly or those with restricted sight, as well as being concerned about anti-social behaviours and non-observance of the rules. One councillor also believed they only replace walking trips and are being used for leisure, rather than replacing car trips.

6.7 It is possible that the lower level of support for e-scooters in High Wycombe may stem from the need for e-scooter riders to use shared-use pavements more often, whereas Aylesbury has more dedicated, segregated cycling infrastructure which e-scooters can use.

Princes Risborough

6.8 Three members for The Risboroughs were contacted and one supportive response was received.

6.9 Community Boards were not contacted directly as these do not align directly to the respective trial zones. However, all the Chairs for the Community Boards were included in their capacity as local ward members.

7. Communication, engagement and further consultation

- 7.1 The team frequently attend the High Wycombe Town Committee to update local stakeholders on the progress of the trials, most recently on the 26th September 2023. At this meeting local members again voiced their concerns about antisocial behaviour, underage riding and lack of insurance.
- 7.2 To combat the use of illegal e-scooters Thames Valley Police (TVP) have agreed to run joint campaigns to raise awareness of the appropriate use of e-scooters and are currently running a campaign to minimise the use of illegal private e-scooters⁹. Most recently, TVP, Buckinghamshire Council and Zipp Mobility ran an information stand in Friars Square Shopping Centre on 15th and 16th January 2024 to raise awareness of e-scooters and their safe use.
- 7.3 The team are also working with Zipp to ensure the provision of safety advice to e-scooter users via their app.

8. Next steps and review

- 8.1 The team are liaising with Procurement and Legal teams to ensure the legal requirements are in place by 31st May 2024, in order to avoid a gap in service provision for users.
- 8.2 The team will then update key stakeholders including Thames Valley Police and provide wider messaging about the continuation of the hire schemes, as well as reminders regarding the illegal status of private e-scooters.

9. Background papers

National Evaluation of e-scooter trial report: [National evaluation of e-scooter trials report - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/115422/national-evaluation-of-e-scooter-trials-report.pdf)

Reported e-scooter casualties:

[https://www.gov.uk/government/statistics/reported-road-casualties-great-britain-e-scooter-factsheet-year-ending-june-2022/reported-road-casualties-great-britain-e-scooter-factsheet-year-ending-june-2022#:~:text=there%20were%201%2C437%20casualties%20in,the%20year%20ending%20June%202021\)](https://www.gov.uk/government/statistics/reported-road-casualties-great-britain-e-scooter-factsheet-year-ending-june-2022/reported-road-casualties-great-britain-e-scooter-factsheet-year-ending-june-2022#:~:text=there%20were%201%2C437%20casualties%20in,the%20year%20ending%20June%202021)

10. Your questions and views (for key decisions)

- 10.1 If you have any questions about the matters contained in this report, please get in touch with the author. If you have any views that you would like the cabinet member

⁹ <https://www.bucksfreepress.co.uk/news/23936219.thames-valley-police-launch-crackdown-e-scooters/>

to consider, please inform the democratic services team by 5pm on 20 February 2024.
This can be done by email to democracy@buckinghamshire.gov.uk.

Appendix 1 – E-scooter models



New model introduced into Buckinghamshire Council in 2023.

The new model of e-scooter introduced into Buckinghamshire Councils e-scooter trial scheme has additional features compared to the first round of e-scooters introduced in 2020:

- Indicators
- Different coloured bell (blue)
- Sturdier stand
- Sturdier frame

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Appendix 2 – Buckinghamshire Councils e-scooter trial data from trial start. Detailed breakdown, January 2024

Figures are from 26th January 2023, unless otherwise stated.

Aylesbury

Total Number of Rides	187,866
Total Distance Travelled	300,568 miles
Average Trip Length	1.6 miles
Average trip Duration	13.5 minutes (November 2023)
Total carbon emissions savings (2023 levels)	18.49 Tonnes

High Wycombe

Total Number of Rides	132,543
Total Distance Travelled	198,814 miles
Average Trip Length	1.5 miles
Average trip Duration	20 minutes (November 2023)
Total carbon emissions savings (2023 levels)	12.23 tonnes

Princes Risborough

Total Number of Rides	6,837
Total Distance Travelled	7,860 miles
Average Trip Length	1.15 miles
Average trip Duration	6 minutes (November 2023)
Total carbon emissions savings (2023 levels)	0.48 tonnes

Appendix 3 – E-scooter User data

E-scooter user survey 09/03/23 to 16/03/23

Below are the results from a survey by Zipp in which 152 users responded asking them to give feedback on their experiences and their general feelings about e-scooters.

1. What town do you use e-scooters in?

- Aylesbury
- High Wycombe
- Princes Risborough



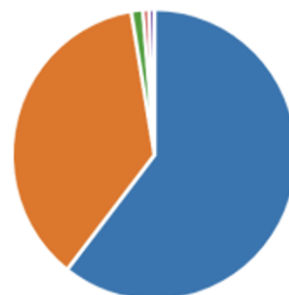
2. What age group do you belong to?

- 16 - 20
- 21 - 25
- 26 – 30
- 30+



Overall, how safe do you feel while riding e-scooters?

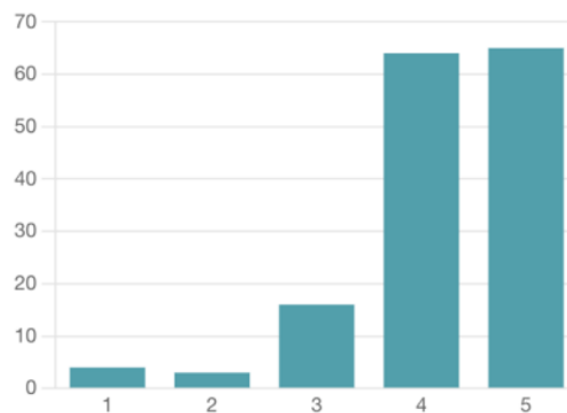
• Very Safe	92
• Somewhat safe	56
• Neither safe nor unsafe	2
• Somewhat Unsafe	1
• Very unsafe	1



On a scale of 1 to 5 how likely are you to recommend using a Zipp e-scooter to a friend?

Other users' feedback

4.20
Average Rating



28% gave a positive feedback:

- "it's a great addition to High Wycombe"
- "Excellent service. I love it"
- "It is good and me and my family love it"
- "It is amazingly good and amazingly fast, I have recommended it to my niece and she has been loving it"

26% of responses were suggesting improvements to the e-scooter service.

- "Bays at destinations like Tesco, train station and more bus stops"
- "More bays around Fairford Leys would be beneficial"
- "Need more-scooters"
- "There is no yearly membership option, and most of Fairford Leys hasn't got a scooter when I need one"

17% of responses were expressing some concern with the e-scooter scheme.

- "Plenty of bays in town but less so in other areas"
- "Maintained well but ruined by the public, would use them more."
- "When they are fast and available they are amazing but I don't often have them at my side of Aylesbury which is frustrating"

Rapid e-scooter user survey August 2023

In late August 2023, Zipp undertook a rapid, simple one question survey of customers in Buckinghamshire to understand the alternative modes of transport that users would use if e-scooters were not available. While the survey was rapid and short, the findings do help to show the validity of e-scooters for commuting and other purposes.

One of the key objectives of e-scooter schemes is to provide an alternative means to people to commute to work and/or for general private trips, reducing carbon emissions and congestion by replacing single occupancy car trips.

The findings show that 18% of users would have used a car for their journey. A further 18% would have used a bus. Extrapolating the use of cars as an alternative across the customer base and rides distances of 507,242 miles, it means that 91,303 miles of car-based driving has been avoided directly by the use of e-scooter hire in Buckinghamshire, as well as an equivalent mileage of bus travel. Replacement of car and bus journeys with e-scooter trips equates to a total of 31.2 tonnes of carbon dioxide emissions saved.

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Equality Impact Assessment (EqIA) Screening Template

April 2020

Proposal/Brief Title: e-scooter trial in Buckinghamshire

Date: 18.10.2020

Type of strategy, policy, project or service:

Please tick one of the following:

- Existing
- New or proposed**
- Changing, update or revision
- Other (please explain)

This report was created by

Name Jo Morphet

Job Title Transport Strategy Lead Officer

Email address jo.morphet@buckinghamshire.gov.uk

Briefly describe the aims and objectives of the proposal below:

Buckinghamshire Council have submitted a proposal to the Department of Transport (DfT) to participate in e-scooter rental trials. These trials have been fast-tracked by the DfT across the country to help ease the burden on public transport and allow for other social distancing options on our transport infrastructure during the current Covid 19 crisis.

Aims of the trial include:

- To inform decision making as to the potential to legalise e-scooter use in future
- To evaluate safety
- To measure the transport mode-shift
- Acceptability to other road users and community and the public response to the trials

What outcomes do we want to achieve?

- To provide evidence so a full assessment of safety for riders, other road users and the community can be undertaken.
- To assess the effectiveness of e-scooters as a transport option in response to Covid 19 and in the future.



Equality Impact Assessment (EqIA) Screening Template

April 2020

- Identify levels of transport mode shift.
- Confirm whether e-scooters make a positive contribution towards the County's ambition to improve air quality and reduce its carbon emissions.

1) Screening Questions

1.1 Does this proposal plan to withdraw a service, activity or presence? No

Please explain your answer: This is a new transport option being introduced in the UK (currently not legal). No current Bucks service, activity or presence will be reduced to accommodate it

1.2 Does this proposal plan to reduce a service, activity or presence? No

Please explain your answer: This is a new transport option being introduced in the UK. No current Bucks service, activity or presence will be reduced to accommodate it

1.3 Does this proposal plan to introduce, review or change a policy, strategy or procedure? Yes

Please explain your answer: An Experimental Traffic Regulation Order (ETRO) is required to facilitate the trial. The trial lasts 12 months. The ETRO is for the trial period only.

Does this proposal affect service users and/or customers, or the wider community? Yes

Please explain your answer: This will be a new mode of transport on the streets and cycle-paths of Buckinghamshire

1.4 Does this proposal affect employees? No

Please explain your answer: In the capacity of an employee of Bucks Council, this proposal does not affect employment terms, conditions or contracts.

1.5 Will employees require training to deliver this proposal? No

Please explain your answer: In the capacity of an employee of Bucks Council, training is not required.

1.6 Has any engagement /consultation been carried out? Yes

Please explain your answer: Internally, engagement and/or papers/briefings have been undertaken with Transport for Bucks, Active Travel Steering Group, Planning, Growth and Sustainability Management Team; officers required to confirm approval via forward plan process to approve ETRO.

Briefing papers have been circulated to all relevant Community Board Members, Town Councils, Parish Councils and town committees. All have been invited to presentations and Q & A sessions which are scheduled for the 8th and 14th Sep 2020.

Briefing papers have been circulated to Bucks Vision, RNIB, BuDS, and PHE. An initial meeting has been undertaken with sight loss organisations and other groups representing vulnerable people.

Externally, initial engagement has been undertaken with Thames Valley Police, NHS Bucks Trust, Aylesbury Garden Town, Chiltern Railways, BTVLEP.

Engagement is planned throughout the trial to ensure the needs of our communities are met.



Equality Impact Assessment (EqIA) Screening Template

April 2020

Are there any concerns at this stage which indicate that this proposal could have negative or unclear impacts on any of the group (s) below? (*protected characteristics). Please include any additional comments.

- A) Age* Yes/No
- B) Disability* Yes**
- C) Gender Reassignment* Yes/No
- D) Pregnancy & maternity* Yes/No
- E) Race & Ethnicity* Yes/No
- F) Religion & Belief* Yes/No
- G) Sex* Yes/No
- H) Sexual Orientation* Yes/No
- I) Marriage & Civil Partnership* Yes/No
- J) Carers Yes/No
- K) Rural isolation Yes/No
- L) Single parent families Yes/No
- M) Poverty (social & economic deprivation) Yes/No
- N) Military families / veterans Yes/No
- O) Gender identity Yes/No

Additional comments (please indicate which of the protected groups you are commenting on):

There are concerns regarding the impact on residents who may be blind, visually impaired or hard of hearing. A key aim of the trial is to provide evidence to assess safety for the users, other road users and the wider community.

As a result of this screening, is an EqIA required?

(If you have answered yes to any of the screening questions or any of the group (above), a full EqIA should be undertaken)

- Yes
- No

Briefly explain your answer:

One of the main aims of the trial is to assess safety. E-scooters are currently illegal in the UK and the Department of Transport would like evidence from the UK to consider safety before the decide whether to make e-scooters legal or not, in the future. This is also a requirement for Bucks entering into the trial and will provide evidence to identify whether the protected characteristic of disability is significantly impacted. This outcome will feed into our future decision-making processes concerning e-scooter rental schemes in Bucks.

EqIA Screening Sign off

Officer completing this Screening Template: Jo Morphet Date: 4/9/2020



Equality Impact Assessment (EqIA) Screening Template

April 2020

Equality Lead: (Please insert name) Date: (Please insert Date)

Shadow Buckinghamshire Corporate Board sign off (Please insert name) Date: (Please insert Date)

Please continue to the next page to complete a full EqIA.

EqIA – Full Equality Impact Assessment

Step 1: Introduction

Policy or Service to be assessed: E-scooter trial in Buckinghamshire



EqIA - trial
information.docx

Service and lead officer: Jo Morphet – Transport Strategy Lead Officer – Planning, Growth and Sustainability

Officers involved in the EqIA:

What are you impact assessing?

- Existing
- New/proposed
- Changing/Update revision

Other, please list:

-
-

Step 2: Scoping – what are you assessing?

What is the title of your service/strategy/policy/project?

E-scooter trial in Buckinghamshire

What is the aim of your service/strategy/policy/project?

The main aim of the trials is to build robust evidence about the safety benefits, public perceptions and wider impacts of e-scooters in order to inform legal changes that may be introduced after the trial period ends by the DfT. It will also provide residents with another transport mode that can help ease the burden on transport networks and allow for social distancing.

Who does/will it have an impact on? E.g. public, visitors, staff, members, partners?

The trial is open to the public to use



Equality Impact Assessment (EqIA) Screening Template

April 2020

Will there be an impact on any other functions, services or policies? If so, please provide more detail

no

Are there any potential barriers to implementing changes to your service/strategy/policy/project?

no

Step 3: Information gathering – what do you need to know about your customers and making a judgement about impacts

What data do you already have about your service users, or the people your policy or strategy will have an impact on, that is broken down by equality strand?

Age: service users are required to possess a provisional driving licence to access the service. This is due to the Department of Transport not being able to change primary legislation at short notice; the service will be limited to those over 16.

Disability: There is potential for e-scooters to impact on the daily lives of residents who are blind, partially sighted or hard of hearing. There is no current evidence in the UK to support perceived or actual impacts. The trial will provide that evidence.

Gender re-assignment: none – no impact

Race: none – no impact

Religion or belief: none – no impact

Sex: none – no impact

Sexual orientation: none – no impact

Pregnancy and maternity: none – no impact

Marriage & Civil Partnership: none – no impact

Do you need any further information broken down by equality strand to inform this EqIA?

Yes

No

If yes, list here with actions to help you gather data for the improvement plan in Step 4

Ongoing evidence from existing trials and this trial once launched will be constantly assessed to ensure impacts on any protected characteristics are mitigated.

Is there any potential for direct or indirect discrimination?



Equality Impact Assessment (EqIA) Screening Template

April 2020

Yes

No

If yes, please provide more detail on how you will monitor/overcome this

The trial could directly impact on residents with disabilities.

Before the trial begins, we are engaging with national and local disability groups to ensure we have considered all their concerns and can provide mitigation where needed. This engagement will continue on a formal basis throughout the trial to enable us to respond to concerns.

Monthly reporting is required by the e-scooter operator to both the DfT and Buckinghamshire Council. This will include levels of incidents and complaints received from the public. These will be reviewed every month to ascertain whether we need to make any changes to the trial details. Should a serious incident take place, the technology behind the scooters can be quickly updated to ensure it does not reoccur.

It is a 12-month trial and if the impact on vulnerable residents, other road users, communities and the service users should escalate to an extremely dangerous level we can end the trial early.

Conclusion:

One of the key aims of the trial is to assess the safety of e-scooters in a controlled environment. The DfT have set strict guidelines for operators in terms of the technical specification of the scooters to ensure they are as safe as possible for users and the general public.

By participating in the trial, Buckinghamshire can evaluate evidence based on our own communities and the impact e-scooters may have on our vulnerable residents. It will enable us to control the trial to suit our own local requirements and allow an informed decision-making process over the future use of e-scooters in Buckinghamshire.

Step 4: Improvement plan – what are you going to change?

Issue	Action	Performance target (what difference will it make)	Lead Officer	Achieved
How to take into consideration the impact on residents with disabilities	Engage with disability groups before the trial starts to identify concerns and develop an action plan to address these.	Mitigation in place before the trial starts	Jo Morphet	
Impacts on residents with disabilities that	Monthly reporting will identify incidents and complaints	Adjustments to the trial details will be recorded to mitigate against	Jo Morphet	



Equality Impact Assessment (EqIA) Screening Template

April 2020

Issue	Action	Performance target (what difference will it make)	Lead Officer	Achieved
arise during the trial	during the trial period	further incidents and the impact of these changes will be reported		
	Formal engagement will continue with disability groups throughout the trial	Trial plan updated and reviewed on a monthly basis. (this will be daily at the beginning of the trial so adjustments and additional mitigation can be applied).	Jo Morphet	
Impacts on residents with disabilities of e-scooters	Equality Impact Assessment to be conducted at end of 12-month trial.	Evidence will feed into DfT trial assessment to consider legalisation	Jo Morphet	

EqIA approved by: Natalie Donhou Morley

Date: 10th November 2020

Next review date:

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Cabinet Report

Date:	22nd February 2024
Title:	Sale of Land in High Wycombe (“the Site”) to the existing Leaseholder (“the leaseholder”)
Cabinet Member:	Cllr John Chilver; Cabinet Member for Accessible Housing and Resources
Contact officers:	John Reed / Paul Redstone john.reed@buckinghamshire.gov.uk ; paul.redstone@buckinghamshire.gov.uk
Ward affected:	Chiltern Villages
Local Councillors:	Councillor Dominic Barnes, Councillor Zahir Mohammed and Councillor Mark Turner
Recommendations:	<p>That Cabinet approve:</p> <ol style="list-style-type: none"> 1) Buckinghamshire Council (“BC”) selling a long leasehold interest in the Site at Wycombe Air Park (“WAP”) to the leaseholder (“the principal transaction”). This will generate a capital receipt which is budgeted for in the MTFP. 2) BC simultaneously completing on all associated legal agreements including Deeds of Variation to existing legal agreements between the parties (“related transactions”). 3) Granting delegated authority to the Director of Property Assets, in consultation with the Cabinet Member for Accessible Housing and Resources, Head of Legal and the S151 Officer to progress legal due diligence, obtaining all necessary sign off reports and the carrying out of all necessary due diligence prior

to exchange/completion on both the principal and related transactions (“the overall transaction”) on the terms set out in the Heads of Terms (Appendix 1 in the Confidential Appendix).

- 4) Approving a budget spend on legal and professional fees to progress the transaction, noting that this is to be funded from the Capital Receipt and does not require a budget amendment.**

Reasons for recommendations: The overall transaction will

- 1) deliver a significant net capital receipt which will contribute to BC’s capital receipt target to fund its existing priority capital projects. The consideration agreed is more than the current projected figure in BC’s Medium Term Financial Plan (“MTFP”).
- 2) maintain most of the revenue currently emanating from the land at WAP. This will continue to contribute to BC’s revenue target as set out in the MTFP.
- 3) create an opportunity for a significant additional revenue receipt to BC if planning can be secured on other land within WAP that exists beyond the Site. This is not yet budgeted for in the MTFP.
- 4) enhance the prospects for an upgrade of WAP as an operational airfield.

BC and the existing Leaseholder (“the Leaseholder”) both acknowledge that a key driving factor for the overall transaction is to improve the long-term viability and sustainability of WAP.

The Leaseholder has stated that it, along with it wishes to invest in WAP to make it more economically viable in the long term. The Leaseholder’s ambition is to provide a more user friendly, modern, and attractive airfield for the aviation community for decades to come. The Leaseholder’s verbal commitment is to create new facilities and buildings to maintain the current audience and to attract new people to aviation as well as new aircraft operators.

1. Executive summary

- 1.1 In September 2022, the Leaseholder signed a Collaboration Agreement (“CA”) with BC to investigate the potential to sell surplus land at WAP (plan showing the Site - see Appendix 1).
- 1.2 In May 2023, the Leaseholder, with financial backing from an investor, approached BC to acquire a 150-year leasehold interest in the Site. Linked to this were other terms to vary their existing leasehold interest on WAP.
- 1.3 In October 2023, the Leaseholder put forward a “best and final unconditional cash offer” to BC.
- 1.4 BC’s Property team is now seeking Cabinet approval to accept this offer.

2. Content of report

2.1 Background to the transaction:

- 2.2 In July 2022, BC’s Cabinet delegated authority on all matters relating to the sale of the Site to the Director of Property and Assets in consultation with the Cabinet Member for Finance, Resources, Property and Assets (now titled Cabinet Member for Accessible Housing and Resources), Head of Legal and S.151 Officer.
- 2.3 This delegated authority was subject to the terms being in accordance with those approved by Cabinet on the same date.
- 2.4 In September 2022, the parties signed a CA to investigate the potential to sell the Site which is identified as an employment regeneration site in the Wycombe District Local Plan 2019.
- 2.5 Minimum pricing figures were incorporated in the CA.
- 2.6 In May 2023, the Leaseholder, with financial backing from an investor, approached BC to acquire a 150-year leasehold interest in the site.
- 2.7 In October 2023, it put forward a “best and final cash offer” to BC.
- 2.8 The Leaseholder is now seeking a decision from BC as to whether it agrees to the terms so that the transaction can be legally documented.
- 2.9 **The Site:**
- 2.10 The Site is a 13-acre net (18-acre gross) site within WAP.

- 2.11 It, along with other buildings on WAP, currently provides hangar space and other employment buildings necessary for the airfield to operate.
- 2.12 Feedback from the Leaseholder is that WAP is in a state of gradual decline. This trend is set to continue without a material cash injection.
- 2.13 The Site is identified as a strategic employment site (HW15) within the adopted Wycombe District Local Plan (2019); in addition, there is potentially a further 6-12 acres of land within WAP that is also available for development, it too falling within HW15 – see Appendix 2. Proposals for B1, B2 and B8 uses and sui generis employment generating uses will all be permitted within this designated zone.
- 2.14 The Leaseholder has secured financial backing from an investor (“the funder”) to upgrade WAP. A pre-condition of the funder is that the Leaseholder acquires the Site on a long leasehold basis on a peppercorn rent (150-year term minimum).
- 2.15 **Legal interests within WAP:**
- 2.16 *BC’s freehold interest within WAP.*
- 2.17 All of WAP; including the Bateman Chapman building currently occupied by Airways Aero Associations Ltd (“AAA”); Plot 3, an office building with car parking; 3 units leased to Booker Gliding Club (“BGC”); a hangar/office occupied by ATS Group (“ATS”) and a shed/small plot of land until recently occupied by Barry Parkhouse (now vacant).
- 2.18 *AAA’s legal interest within WAP.*
- 2.19 All of the Site other than the land owned by BC leased to ATS and BGC; the Bateman Chapman building and the Bellman hangar.
- 2.20 AAA also lease Plot 3 on a peppercorn rent but do not occupy it. It is sublet to a car dealership company.
- 2.21 *Other legal interests within WAP.*
- 2.22 BGC occupy their three units on long term leases from BC albeit a nominal rent is only being paid.
- 2.23 ATS occupy their building on a leasehold basis.
- 2.24 *The Site.*
- 2.25 The Site comprises part of AAA’s leasehold interest along with the Bateman Chapman building and units owned by BC that are directly let to ATS and BGC.
- 2.26 All land ownerships are shown on the plan in Appendix 2. Full details of the various legal agreements are set out in the Confidential Appendix.

- 2.27 **BC and the leaseholder’s contractual relationship under the CA**
- 2.28 The CA was signed in September 2022. A target date to agree a vacant possession strategy has passed without an agreement but the CA remains live until September 2024 with both parties able to agree to a 12-month extension if suitable progress has been made prior to that date.
- 2.29 The aim of the CA is for both parties to jointly work up a business case for a potential sale of the Site, subject to minimum net land receipts being achieved.
- 2.30 Minimum net land price receipts are stated in the CA and are set out in the Confidential Appendix.
- 2.31 Whilst the CA is a legal contract, it does not obligate either party to commit to a sale even if the minimum net land price receipts are achieved, albeit there is a Good Faith clause contained in the documentation.
- 2.32 The CA’s ultimate business plan objective is to generate both a capital receipt for each party (no less than minimum land price) and to ensure the Site is brought forward as a regeneration initiative in accordance with its employment status set out in the Wycombe District Local Plan 2019.
- 2.33 The CA envisages a site sale to a third party, not the leaseholder as is now being considered. In fact, the CA specifically excludes either BC or the leaseholder from bidding for the Site.
- 2.34 The CA also specifically mentions that any sale must meet S123 guidelines as set out the Local Government Act 1972. This guidance states that any Council selling land must seek to obtain “best price that can reasonably be obtained in the market.” If there is doubt, or a party wishes to sell to someone else or off market, prudence suggests that an independent valuer confirms that the transaction meets S.123 guidance.
- 2.35 **Leaseholder’s unsolicited financial proposal:**
- 2.36 In October 2023, the leaseholder formally approached BC to acquire a long lease on the Site.
- 2.37 It has secured financial backing to upgrade WAP. A pre- condition of the funder is that the Leaseholder acquires the Site on a long leasehold basis.
- 2.38 A copy of the Leaseholder’s latest proposal is contained in Appendix 1 of the Confidential Appendix.
- 2.39 The Leaseholder has indicated that the window for this transaction is limited as its funder has set strict timeline for progress.

- 2.40 It has also said that “it may lose interest in the running of WAP if it cannot secure an equity partner to finance an upgrade of facilities.....the airpark, as is, is financially unviable and urgently needs a cash injection.”
- 2.41 The CA does not cater for this scenario, so any decision is subject to mutual discretion.
- 2.42 *Outline of Leaseholder’s proposed financial offer.*
- 2.43 To pay BC an unconditional cash payment in return for a new 150-year lease subject to a peppercorn payment.
- 2.44 The Leaseholder will continue to pay its current contracted rent on a reduced WAP demise. All other terms of the lease will remain as currently drafted other than those referred to in the Confidential Appendix.
- 2.45 The Leaseholder will seek to deliver open storage on land allocated for employment use elsewhere on WAP at its cost. Net income generated from this use to be split on the terms set out in the Confidential Appendix.
- 2.46 The Leaseholder will remain obligated to keep BGC on site in accordance with its current agreement.
- 2.47 BUT: the Leaseholder would not be under a contractual obligation to progress a planning application on the Site nor to carry out improvements anywhere on WAP.
- 2.48 If the Leaseholder does not invest an agreed sum in WAP within an initial period, BC will receive a further payment on terms stated in the Confidential Appendix.
- 2.49 **Benefits of the transaction for the Council:**
- 2.50 *Financial.*
- 2.51 Significant capital receipt to BC, which exceeds the current MTFP target figure for the Site.
- 2.52 BC will virtually maintain its current income stream from its existing WAP ownership despite selling off on a long leasehold basis a major part of the estate.
- 2.53 Potential significant increase in revenue for the Council if the Leaseholder achieves planning and delivers an open storage development. This income will contribute to Property & Asset's increased Revenue MTFP target.
- 2.54 *Non-financial.*
- 2.55 The development potential of the Site would be brought forward 25 years, thus realising the aspirations of the Wycombe District Local Plan 2019.
- 2.56 Enable the Leaseholder to create a modern “best in class” aerodrome by granting a long lease which is needed to secure funding to invest in their existing buildings and facilities.

2.57 **Recommendation:**

2.58 If BC is seeking a capital receipt from this asset today, then the recommendation is to accept the Leaseholder's financial proposal. Whilst the figure is marginally below the minimum price stated in the CA, Officers believe that the terms for the overall transaction are in line with market pricing today, particularly as the Site is being acquired on an unconditional basis and most of the current rent remains payable to BC. In addition, further site assembly and planning needs to be achieved before any comprehensive development can take place.

3. Other options

3.1 *Seek to renegotiate financial terms with the Leaseholder to achieve a better final financial output.*

3.2 The Leaseholder has said that there is no further room for negotiation so there is a risk that if BC seek to vary the terms currently put forward, the Leaseholder and its funder may terminate discussions.

3.3 If the capital receipt is a priority for BC, this is not a recommended option to pursue.

3.4 *Progress as outlined in the CA.*

3.5 Continue to progress a vacant possession strategy and once achieved to then carry out a formal marketing of the Site for a planning compliant redevelopment scheme.

3.6 Agree detailed parameters for a sale with the Leaseholder in accordance with the CA.

3.7 This is a realistic option but quantum of cash receipt and timing both uncertain.

3.8 The Leaseholder may also decide to not support this strategy whereupon a sale would not be possible.

3.9 Again, if the capital receipt is a priority for BC, this is not a recommended option to pursue.

3.10 *Do nothing.*

3.11 BC will be unable to take a capital receipt on the Site until lease expiry which is some years away.

3.12 BC will have a significant gap in its MTFP Capital Receipts target, which will mean that alternative receipts will need to be identified, or the capital programme reduced through Member agreement.

3.13 BC will not realise the local plan aspirations to bring the Site forward as a employment led regeneration initiative.

4. Legal and financial implications

4.1 *Legal.*

4.2 Local authorities are given powers under the Local Government Act 1972 to dispose of land in any manner they wish. The main constraint is that the disposal must be for the best consideration reasonably obtainable pursuant to section 123(1) of the Local Government Act 1972.

4.3 It is recognised that there may be circumstances where an authority considers it appropriate to dispose of land at an undervalue. Section 128(1) of the 1972 Act confers on the Secretary of State power to grant a general Consent for the purposes of land disposals in certain circumstances. The terms of the consent mean that specific consent is not required for the disposal of any interest in land which the authority considers will help to secure the promotion or improvement of the economic, social or environmental well-being of its area. Authorities can also rely on the well-being criteria when considering disposals at less than best consideration.

4.4 Additionally, the difference between the unrestricted value of the land to be disposed of and the consideration of the disposal does not exceed £2,000,000. The “best value consideration report” will confirm this.

4.5 A “best value consideration report” can be obtained with four-weeks' notice. This would be prepared by an independent valuer if Cabinet approve the Officers' recommendations. The valuation advice will be prepared in accordance with S123 Local Government Act 1972 provisions and will confirm that the offer can be relied upon to provide best value for the site in the circumstances.

4.6 The Leaseholder's current financial proposal is included in Appendix 1 of the Confidential Appendix. This will be finalised once Member approval is obtained to dispose of the Site.

4.7 Legal services' external consultants have undertaken an initial review of the title to the property and have seen the most recent Heads of Terms. A detailed legal report will be undertaken prior to exchange of the transaction and will be shown to the inhouse legal team for approval.

Financial.

4.8 **Capital Implications:** The capital receipt target included in the MTFP for the disposal of the Site will be exceeded by the level of bid received from the leaseholder.

4.9 **Revenue implications:** The loss in Revenue income from rent as part of the sale of the Site will be absorbed and managed across the Property portfolio within existing Property Rental MTFP Revenue budgets. Detail of this is set out in the Confidential Appendix.

- 4.10 There will be a one-off cost to the Council for legal and consultancy fees on the disposal. This will be funded by reducing the net capital receipt received from the disposal. Because of the way such costs are accounted for (as an offset against the receipt), no technical budget change is required for this. If for whatever reason the transaction does not take place and costs have been incurred, they will need to be written off to Revenue and funded from within Service Budgets in Property.
- 4.11 **Asset Status:** The land asset for site B is held on the Council's balance sheet. On sale, this figure will be adjusted to reflect the reduced ownership of WAP. The long-term lease qualifies as a 'disposal' of the asset, and therefore part of the asset will no longer be held on BC's balance sheet. This is a non-cash change and does not impact on General Fund.
- 4.12 **Covenant status of purchasing entity:** Further due diligence will be needed on the covenant status of the purchasing entity and verifying their sources of funding as part of the finalisation of the transaction.

4a Director of Legal & Democratic Services comment

- 4.13 The Director has read and approved the report.

4b Section 151 Officer comment

- 4.14 The Capital Receipt is budgeted for in the MTFP; not progressing this deal at some point will result in a gap in the funding for the Capital Programme which will either require new receipts or a reduction in the Programme. Best Value for the site needs to be achieved.
- 4.15 The Revenue impacts from loss of income will be managed within the existing MTFP revenue budgets, in Property.
- 4.16 If the transaction does not go ahead then the Property service will need to find revenue savings to fund the costs, as there will be no offsetting Capital Receipt.

5. Corporate implications

- 5.1 Property – report prepared by Property.
- 5.2 HR – Not relevant.
- 5.3 Climate change and sustainability – a sale may have a positive impact on improving the EPC and MEES rating of the property if AAA ultimately invest in the property.
- 5.4 Value for money – A report is to be obtained from Independent Chartered surveyors seeking confirmation that the transaction meets the compliance criteria of S123 of the Local Government 1972 which states that except with the consent of the Secretary of State, a local authority shall not dispose of land "for a consideration less

than the best that can reasonably be obtained". This will be prepared prior to presenting a paper to Cabinet.

6. Local councillors & community boards consultation & views

- 6.1 Ongoing discussions held with Cllr Chilver who in principle supports the transaction.
- 6.2 Ongoing consultation has also been held with relevant local Councillors including Ward members prior to matter being put to Cabinet.

7. Communication, engagement & further consultation

- 7.1 A communications plan has been discussed with Property team's communication forward plan lead. No specific plan is needed at this stage as the transaction is a disposal of a legal interest.

8. Next steps

- 8.1 *Next steps if Leaseholder offer is to be pursued.*
- 8.2 Finalise negotiations with the Leaseholder on a Without Prejudice/Subject to Contract basis.
- 8.3 Obtain a S.123 valuation report from a RICS registered valuer and ensure Best Consideration as an issue is suitably addressed.
- 8.4 Seek approval from internal procurement team for the overall transaction as the opportunity has not been marketed in accordance with the CA.
- 8.5 Agree Consultation strategy with key stakeholders including BGC.
- 8.6 *Next steps if the Leaseholder offer is to be rejected.*
- 8.7 Inform the Leaseholder of the decision and seek clarity from them as to whether it wishes to continue investigating a disposal of the Site to a third party or whether it is prepared to increase its offer.

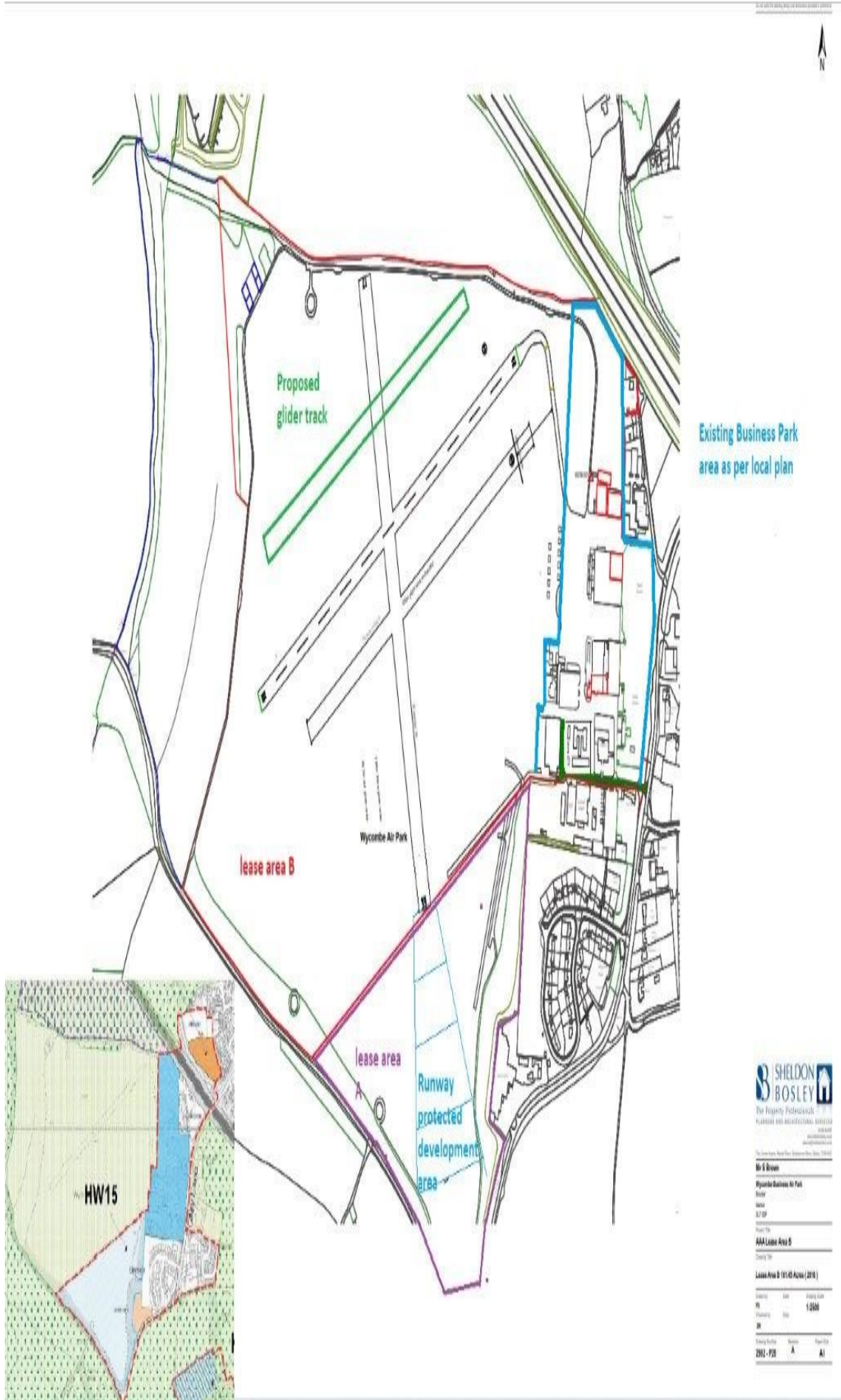
9. Background papers

- 9.1 None other than appendices attached.
- 9.2 If you have any questions about the matters contained in this report, please get in touch with the author of this report, Paul Redstone (paul.redstone@buckinghamshire.gov.uk) or his Head of Service (john.reed@buckinghamshire.gov.uk).

10. Your questions and views

- 10.1 If you have any questions about the matters contained in this report, please contact the author of this report. If you have any views that you would like the cabinet member to consider, please inform the democratic services team by 5pm on 20 February 2024. This can be done by email to democracy@buckinghamshire.gov.uk.

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SHELDON BOSLEY
 The Property Professionals
 PLANNING AND REGULATORY SERVICES

The Town and Country Planning Act 1990, Section 106(1)

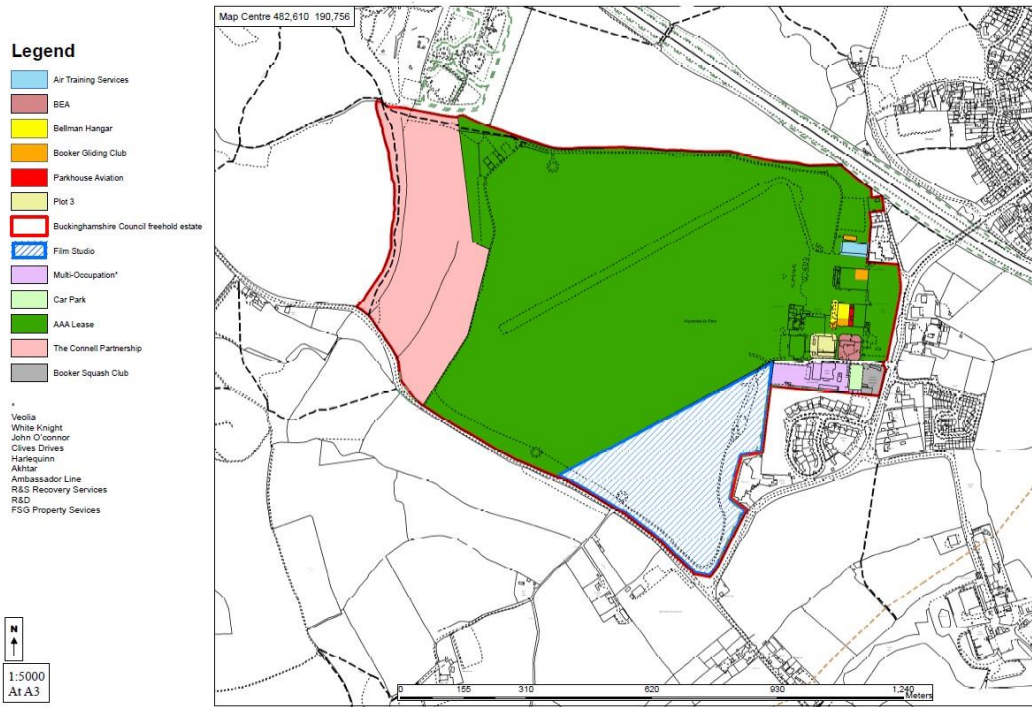
Mr S Brown
 Wycorbe Business Air Park
 Wycorbe
 Leicestershire
 LE12 0PZ
 Planning No: **AAA/Lease Area B**

Consent for:
Lease Area B (1145 Acres) (2018)

Scale:	1:500	Drawing Date:	12/2018
Drawn by:	SB	Checked by:	AL
Project No:	2018-1720	Revision:	A1

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Wycombe Airpark



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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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