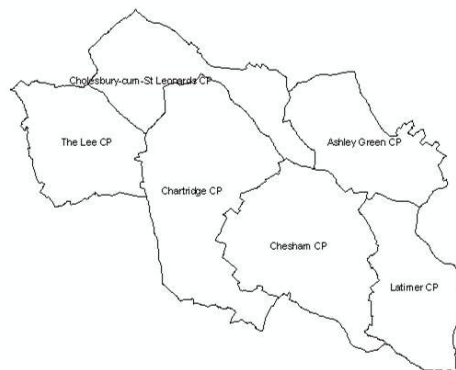


## CHESHAM LOCAL AREA FORUM



<b>DATE:</b>	16 September 2009
<b>TIME:</b>	<b>Meeting starts: 7.30 pm</b> 7:15pm Coffee on arrival and chance to meet other members
<b>LOCATION:</b>	Community Hall, Chesham Town Council, HP5 1DS

### AGENDA

Item		Page No
1	<b>Welcome and introductions</b>	
2	<b>Agreement of Chairman</b>	
3	<b>Agreement of Vice Chairman</b>	
4	<b>Forward Planning</b> Discussion of items of interest/ concern that members would like to see considered at future meetings.	
5	<b>Report regarding future locality working in the Chesham Local Area</b> Members may wish to defer in depth discussions of the proposed constitution and terms of reference until the next meeting. However should they wish to discuss this item Locality Services team officers will be in attendance.	<b>1 - 6</b>
	<b>Reports for Information</b> - The following items will not be presented, but officers will be available to answer questions.	
6	<b>Delegated budgets (non highways) for 2009/10</b> to note the report of Alison Derrick, Locality Services Co-ordinator	<b>7 - 10</b>
7	<b>Delegated budget (highways) for 2010/11</b> to note the report of Jim Stevens, Head of Transport	<b>11 - 22</b>
8	<b>"We're working on it "</b> to note the report of Jim Stevens, Head of Transport	<b>23 - 26</b>
9	<b>Dates of next meetings</b>	
<b>Refreshments, chance to network and to add further suggestions for items for future agendas</b>		

Democratic Services Contact : Helen Wailing, Tel 01296 383614, Email  
hwailling@buckscc.gov.uk  
Please contact me if you have any special requirements e.g. hearing loop



## Report to CHESHAM LOCAL AREA FORUM

**Title:** Future Locality Working

**To:** Chesham Local Area Forum

**Date:** 16 September 2009

**Author  
&  
Contact Officer:** Alison Derrick, Area Co-ordinator  
01494 586635  
aderrick@buckscc.gov.uk

### 1 Purpose of report

- a Members are asked to **note**
  - i the purpose of Local Area Forums
  - ii the proposed constitution for the Local Area Forum (see Appendix A)
- b Members are asked to **agree** that in future nominated representatives from Ashley Green, Chartridge, Cholesbury-cum-St Leonard's, Latimer and The Lee Parish Councils, Chesham Town Council, Buckinghamshire County Council and Chiltern District Council should meet as a fully constituted Local Area Forum (LAF).
- c Members are invited to **consider** if they wish to change the name of the Local Area Forum from "Chesham Local Area Forum" to another name.

### 2. Background

- d Local decision-making has been part of the County Council's structure since 2000 when the County Council received a clear message from parishes that they saw the County as remote and unapproachable. This approach has evolved significantly over the last 8 years and the 4 Local Committees established by Bucks County Council in 2000 have played a central role in this evolution with the establishment of Local Area Forums (LAF) as the next stage in this approach.
- e The Local Area Forum will enable the devolution of decision-making and influence to a much more local level. For 2009/10 the County Council has devolved approximately £44,000 to each of the 19 Local Area Forums<sup>1</sup>. LAFs will also be strongly encouraged to get involved in a wide range of local decision making and consultation.

---

<sup>1</sup> made up of funding for Positive Activities for Young People, grants for Early Years providers, the existing delegated transportation budget and a Local Priorities budget

- f The County Council will use the 19 local areas as building blocks to plan and deliver services. Through the Local Area Forums, Parishes will be able to discuss their own priorities and influence service delivery in their local area. The need to understand and measure outcomes for local communities is also an important aspect of the new Local Area Agreement (LAA) framework.
- g An understanding of local community needs will be the starting point for the LAA, service planning, budgetary processes and central to Bucks County Council performance management processes.

**- Report ends -**

## Appendix A

### PROPOSED CONSTITUTION AND TERMS OF REFERENCE

Members are asked to consider the following draft constitution and terms of reference and make such changes as they feel necessary.

This is drawn from the detailed proposals contained in the resolution of the County Council on July 10<sup>th</sup> 2008. Copies of the Council resolution will be available at the meeting on the 18<sup>th</sup> February 2009 or can be viewed on the County Council website.

<b>LOCAL AREA FORUMS – TERMS OF REFERENCE</b>
<p><b>1 Capturing Priorities for the Area</b></p> <p>Agreement about the key local priorities for the area - drawn from parish plans, County and District Community Plans, the Local Area Agreement plus other consultation and community engagement in the area and the local knowledge of the LAF members - will enable a shared understanding of local issues and priorities for improving the quality of life of the area to be used as the basis for collective action.</p> <p>LAFs will provide an additional means by which to engage local people and local stakeholders on the priorities and policies of local service providers, including the desired level and range of services and major service developments affecting the area and annual budget proposals.</p> <p>There is also the opportunity to consider the effectiveness of all public services within the community area in meeting local needs, informed by residents' feedback, and to recommend changes to service policy as appropriate.</p>
<p><b>2 Empowered Decision Making with Funding</b></p> <p>LAFs will be empowered to take decisions on matters devolved from the County Council, District Council and other partner organisations, including town and parish councils. They may also take decisions on budgets allocated by the County Council, District Council and other partners.</p>
<p><b>3. Taking Action on Community Issues</b></p> <p>LAFs will provide an opportunity to co-ordinate County Council consultation and community engagement at a local level; to promote and extend community empowerment in the area and to ensure feedback on County issues raised. Other issues of local concern will be referred to the relevant organisation or partnership for attention. The LAF will have a role in the monitoring action and negotiating the resolution of issues.</p>

## **Joint Forums (LAFs)**

The LAFs will be joint forums of the County Council with the District Councils, local councils and other partners.

In law, LAFs are unincorporated associations with written constitutions

## **LAF Meetings**

The LAF will normally meet quarterly within its local area.

Additional meetings or workshops/conferences can be convened as required outside the normal cycle of meetings.

## **Membership**

All County Councillors and District Councillors and representatives of parish and town councils will be members.

Representatives of police, fire and rescue and health, voluntary and community sector and other key local organisations (e.g.: local businesses) may also be invited into membership of the LAF. This is a decision for each LAF to make although it is hoped that LAFs will wish to engage as widely as possible.

The LAF will also be free to invite representatives of organisations or individuals to attend meetings as appropriate for specific topics.

## **Chairing**

The Chairman will be a County Council Member elected by the LAF membership.

The Vice-Chairman will normally being a member of the District Council, again elected by LAF members. The Vice-Chairman will Chair the LAF meeting in the absence of the Chairman.

## **Decision Making**

Decision making will normally be by consensus.

In the event that voting is required, the principle of one vote per member (in the case of parishes, their appointed representatives) will apply.

It is assumed that twin or triple-hatted County Councillors for the Local Area will vote as County Councillors at these meetings. It is therefore expected that Parishes will wish to appoint someone other than a County or District Councillor as their representative, in order to maximise their capacity to influence the forum.

The LAF may extend voting rights to representatives of other regularly attending bodies if it chooses.

## **Public engagement**

The LAFs will be open to the press and public. *(There may be rare occasions, when the business is defined as confidential in which case the Chair will have to request non-LAF members to leave the room.)*

All LAFs will allow a period for public questions during each meeting. Members of the public should be encouraged to submit their questions in advance of the meeting to facilitate a full answer.

Forums are encouraged to promote public attendance and engagement e.g. allowing members of the public to present petitions and speak on particular agenda items.

## **Petitions**

- Petitions may be presented direct to the LAF  
(The advantage of presenting a petition at a LAF is that the member of the public is able to present it in person and speak to their petition.)
- The LAF will refer the petition to the relevant Head of Service (or if relevant to another organisation e.g. District Council, PCT)
- The LAF may consider that the matter, to which the petition relates, is of major significance or has county-wide impact. In this case, for matters relating to the County Council, the County Councillor(s) for the Division concerned may choose to present the report to Full Council
- The service's response will be reported back to the LAF and the Cabinet Member may also report progress to Full Council

Petitions relating to the District Council, or other bodies, will be passed to the District Council and a formal response reported back in due course.

## **Officer support for the LAFs**

Regular officer support for the meetings will be provided by the County Council's Area Co-ordinator and Lead Area Officer, supported by a representative of the County Council's Democratic Services, who will provide administrative support to the Forum and constitutional advice.

In addition, officers from either the County or District Councils (or other bodies) may attend in support of particular agenda items.

## **Agenda and minutes**

An agenda will be prepared for each LAF meeting under the guidance of the Chair. However, all LAF members are invited to nominate items for the agenda.

Formal agendas will be issued in advance of the meeting and notes will be circulated following the meeting.

It is the responsibility of each Council's representative at the meeting to ensure that they report back to their organisation, with the aid of the minutes, to ensure that decisions are actioned and information flow maintained.







# Report to CHESHAM LOCAL AREA FORUM

**Title:** LOCAL AREA FORUM BUDGETS 2009/10

**To:** Chesham Local Area Forum

**Date:** 16 September 2009

**Author &** Alison Derrick, Area Co-ordinator

**Contact Officer:** 01494 586635  
aderrick@buckscc.gov.uk

## Recommendation

1. The Chesham Local Area Forum is recommended to:
  - **note** the arrangements for devolved budgets 2009/10 as described in the report
  - **note** the need to establish a Local Area Plan in due course to support the prioritisation of expenditure
  - **advise** LAF members to contact the Area Co-ordinator with proposals for the PAYP and Local Priorities budget.

## Background

2. A key element of the Getting Closer to Communities (GC2C) Vision is “genuine and increased influence by residents over local decisions and budgets”. LAFs are central to achieving this (although this is not the only mechanism for working at a more local level). This is included as one of the three key roles of LAFs:
  - Shaping service delivery
  - Taking devolved decisions
  - Agreeing priorities for the LAF local area plan
3. To take forward these objectives, discussions have taken place with Heads of Service and Strategic Directors to identify opportunities for increasing devolved budgets and direct influence over budgets. Proposals for each Portfolio have been signed off by the Cabinet Member.
4. We now have an increased range of decisions, services and budgets that can be influenced within the framework of the 19 community areas and via the LAFs. The table in Appendix A illustrates the range of ways in which Local Area Forums can influence investment in their local areas. This paper focuses on the budgets that are devolved to the LAFs and the proposed arrangements for how decisions are made.

## Budgets Devolved to LAFs in 2009-10

5. The devolved budgets for 2009-10 are set out in the table below. N.B. It is anticipated that there will be further budget devolution from a wider range of services in subsequent years.

<b>Service area</b>	<b>County-wide total</b>	<b>Chesham LAF</b>
Transportation local improvements	£500,000	£15,950 #
Positive Activities for Young People	£95,000	£5,000
"Early Years" grant	£95,000	£5,000
Local Priorities budget	£152,000	£8,000
<b>Total</b>	<b>£842,000</b>	<b>£52,000</b>

# Because LAFs were not in existence in Chiltern District when the schemes for the Transportation local improvements budget were, the same process was used when working through Chiltern Local Committee in previous years. If this budget had been allocated on the same basis as it has been for LAFs in Wycombe and Aylesbury, the sum devolved would have been £32,873.

## General Principles for the Management and Decision-Making of Devolved Budgets

6. All funding must be spent in line with the specific criteria associated with each specific budget.
7. The funding must be spent within the financial year for which it is allocated.
- For 2009-10, in consultation with the LAF Chairman, each Head of Service concerned will take a view in November 2009 on the likelihood of unspent monies being used that year. If there is budget that is unlikely to be spent that year, it will revert back to the service concerned and be allocated to activities that will take place during 2009-10.
  - Whilst it is anticipated that this should not be a problem in future years, the same principle will apply.
8. In terms of formal decision-making, the same approach will be used as for the Local Committee i.e. LAFs will be advising the relevant Head of Service on how to spend the devolved budget who will then implement that advice.
9. To allow for the occasional unforeseen opportunity that requires a swift decision, funding may be agreed in between LAF meetings subject to the approval of the LAF Chairman and Vice-Chairman. Given the relatively late establishment of the Chesham LAF, much of the funding may need to be allocated via this route in 2009-10.

## Positive Activities for Young People (PAYP)

10. Information was circulated to Parish and Town Council Clerks on 6 August 2009 encouraging them to promote the availability of this funding. The availability of the

funding has also been promoted via community newsletters and direct to community organisations. An application form was circulated and copies are available from the Area Co-ordinator.

11. This budget must be used to engage young people (age 13-19) in positive activities (open youth club provision is not acceptable unless there is a structured programme). It can be used for a one-off event, equipment or be given to a voluntary organisation. Young people must be consulted on any planned activity.
12. The deadline for the receipt of proposals is the end of September 2009. This is to allow time for the evaluation of proposals, approval and implementation of the activity during this financial year.
13. The LAF can involve its nearest Youth Opportunity Fund panel to get additional money if it wishes. The YOF is young people led so that would also help with consulting young people.
14. The Youth Service will evaluate applications and make recommendations to the LAF.
15. The accountable Officer is the Head of Community and Youth Engagement (from June 2009 the Officer designated to manage the Youth Service).

### **"Early Years" grant**

16. This must be used to fund local nursery provision - specifically ICT improvements, disability access, extended flexible provision for 2, 3 and 4 year olds.
17. Within each category, there are further detailed criteria which must be satisfied. There are also strict criteria for who can qualify for funding which includes registration with BCC Children's Services.
18. The BCC Early Years & Childcare Service will promote the availability of funding, to all eligible organisations, assess all applications for eligibility and evaluate the merit of the application. In the autumn, the Early Years & Childcare Service will evaluate applications and make recommendations to each LAF.
19. The accountable Officer is the Divisional Director, Commissioning and Business Improvement.

### **Local Priorities Budget**

20. This budget can be used for any purpose which supports local community priorities and the well-being of the area identified by the LAF through its local area planning process. Until the Chesham LAF has agreed its priorities, officers will have to rely upon identified common priorities from Town and parish plans, Revitalisation group priorities and other forms of consultation when evaluating proposals.
21. The Lead Area Officer and Area Co-ordinator will evaluate proposals and make recommendations in due course for how this budget may be spent in 2009-10. LAF members who have particular ideas should raise these directly with the Lead Area Officer or Area Co-ordinator.

22. During the next couple of months, the Local Area Co-ordinator will be preparing a local priorities profile based upon parish plans, CHAP priorities etc. In due course the LAF will be able to take a view on its over-arching priorities to shape future expenditure of its devolved budgets.

23. The accountable Officer is the Locality Services Manager.

### **Transportation Local Improvements Budget**

24. This budget is to fund minor transportation improvement schemes. The list of proposed schemes for the Chesham Local Area in 2009-10 was approved in April 2009. These are listed below:

<b>Scheme</b>	<b>Value</b>
Prevent water running off from the highway and eroding car parking area in front of the village hall, Two Dells Lane, <b>Ashley Green</b>	£5,000
Provision of a salt bin, White Hall, Whelpley Hill, <b>Ashley Green</b>	£475
Provision of a salt bin at junction of with Chartridge Lane, The Warren, <b>Chartridge</b>	£475
Provide lighting between parking area and the sports facility, Moor Road, <b>Chesham</b>	£5,000
Refurbishment of verge and kerb, Buckland Common, <b>Cholesbury</b>	£5,000
<b>Total</b>	<b>£15,950</b>

25. The accountable Officer is the Head of Transportation.

### **Monitoring and future planning arrangements**

26. At the end of the year, officers will prepare a review of the work of Chesham Local Area Forum and put forward proposals for the allocation of the next year's budgets. Projects which have benefited from Chesham LAF support will be invited to report on progress to the LAF, either as part of the annual review or at some time during the course of the year.

27. It is anticipated that by next financial year, the Chesham LAF will have agreed its Local Area Plan which will help guide priorities for its devolved budgets.

**- Report ends -**



## Report to CHESHAM LOCAL AREA FORUM

**Title:** HIGHWAYS/TRANSPORT DELEGATED BUDGET  
(2010/11)

**To:** Chesham Local Area Forum

**Date:** 09 September 2009

**Author &  
Contact Officer:** Jim Stevens, Head of Transport for Buckinghamshire  
01296 382420  
jstevens@buckscc.gov.uk

### Recommendations

1. *Chesham Local Area Forum (LAF)* is recommended to **NOTE:**
  - The process for submitting projects for possible funding in 2010/11 through the highways/transport delegated budget.
  - The delegated budget for highways/transport projects in Chesham area for 2010/11 will be **£35,292.25**.
  - Participatory Budgeting will be included as part of the process.
  - Members of the Chesham LAF are invited to submit bids for schemes to Chris Schwier, Transport Localities Team Leader, Amersham Area Office by the 30 November 2009.
  - All bids received will be evaluated and costed by Transport for Buckinghamshire and a full report presented to the Chesham LAF in January/February 2010 to enable the LAF to decide which schemes should be implemented in 2010/11.

### Introduction

2. This report has been written to guide LAF members through the process of submitting bids for highways/transport schemes. The report also describes the criteria that will be used to evaluate all bids received.

## **Background**

3. The highways/transport delegated budget amounts to £500,000 countywide and historically has been allocated the former Local Committees equally (£125,000 per district area).
4. Under this arrangement Transportation Officers supported the Local Committee by evaluating bids to enable the Committee to decide which schemes should be implemented. Under this methodology the amount of money spent in each Parish/Town area varied from year to year, with some areas not having any money allocated.
5. It was decided to start moving towards a funding allocation methodology to reflect 'need' in each LAF area. This approach was used for evaluating scheme bids for the LAFs in the Aylesbury Vale and Wycombe district areas to determine the works programme for 2009/10.
6. This 'needs based' methodology is now being rolled out for all LAFs and will therefore also apply in all areas.
7. The methodology uses a weighted formula as a proxy to reflect need (population, road length, car traffic volume, HGV traffic volume and net customer satisfaction data in each LAF area).
8. The allocation of funding for 2010/11, arising from this methodology, is shown in Table A.

## **Participatory Budgeting:**

9. In December 2007, the County Council was approached by the Department for Communities and Local Government to be one of the national pilots taking the Participatory Budgeting (PB) project forward and we accepted the invitation.
10. PB is a mechanism which brings local communities closer to the decision-making process around how budgets are spent. It gives people direct and clear choice about how funds are allocated in their local area, thus ensuring that their priorities are met. It is a flexible process and can be implemented in varying forms. PB aims to enhance participation in local democracy whilst ensuring the delivery of cost-effective local services.
11. It is intended to encourage all LAFs to use the principles of PB when developing scheme bids for the delegated budget and the process describing how to do this is set out in Appendix A.

**Next Steps:**

12. All LAF members are encouraged to start developing ideas for local highways/transport related schemes (for implementation in 2010/11) and embrace the principles of PB whilst doing this.
13. Bids should be submitted to the Transport Localities Team Leader Chris Schwier by the 30 November 2009 using the process described in Appendix A.

**Table A**

<b>LAF/LCP Area</b>	<b>Funding for 2010/11</b>	<b>LAF/LCP Area</b>	<b>Funding for 2010/11</b>
Beaconsfield	£31,678.93	Chepping Wye Valley	£24,436.87
Beeches	£30,182.42	High Wycombe	£38,070.52
Gerrards Cross	£30,051.90	Marlow	£30,938.44
Ivers	£33,086.74	Princes Risborough	£31,554.17
<b>SB Area Total</b>	<b>£125,000.00</b>	<b>WYC Area Total</b>	<b>£125,000.00</b>
Aylesbury	£21,341	Amersham	£27,112.96
Buckingham	£26,947	Chesham	£35,292.25
Haddenham	£22,252	Great Missenden	£33,122.92
Waddesdon	£23,202	The Chalfonts	£29,471.86
Wendover	£18,267	<b>CH Area Total</b>	<b>£125,000.00</b>
Wing & Ivinghoe	£31,190		
Winslow	£17,815		
<b>AV Area Total</b>	<b>£161,014</b>		

## **APPENDIX A**

### **Guidance for Parish and Town Councils on Delegated Budgets incorporating principles of Participatory Budgeting for 2010-11**

#### **Purpose**

In December 2007, we were approached by Communities and Local Government to be one of the national pilots taking the Participatory Budgeting (PB) project forward and we accepted the invitation.

PB is a mechanism, which brings local communities closer to the decision-making process around how budgets are spent. It gives people direct and clear choice about how funds are allocated in their local area, thus ensuring that their priorities are met. It is a flexible process and can be implemented in varying forms. PB aims to enhance participation in local democracy whilst ensuring the delivery of cost-effective local services.

To take this project forward, pilots were carried out in two Local Areas; Wendover and Chepping Wye Valley. A key aspect of the PB project is to ensure that local communities are more closely involved in the decision making process. We therefore want to ensure that parish and town councils are engaging their communities when putting forward 'bids' to BCC. Our aspiration is to move in a more sustainable and meaningful manner from limited involvement by local communities to high levels of active and direct participation by our residents and local Members in our decision-making processes.

This paper is to advise Parish and Town Councils of the decision to combine the principles of Participatory Budgeting (PB) into the future bidding process for Delegated Budget funding.

In all Local Community areas it is expected to roll out this advisory document in time for the next round of Local Area Forum due around September 2009

#### **Background**

Delegated budgets were originally established to allow Local Area Committees to make decisions on an allocation of funding for local highway and transport needs. Historically, the schemes have generally been of a highway nature and have been on publicly maintainable land or had become dedicated as publicly maintainable following completion of the scheme. Following the change from Local Area Committee to the introduction of Local Area Forums. The delegated budget has been split between the 19 Local Community Areas throughout the County, using a needs based assessment using technically weighted criteria.

The Local Area Forum (LAF) and Local Community Partnerships (LCP) Delegated Budgets, as they will now be known, have allowed Parish/Town Councils an opportunity to promote a scheme, which will add benefit to the local community which under normal circumstances, would not have received a high



enough priority to be carried out as part of the Transport for Buckinghamshire annual programme. Any scheme that a parish or town council put forward must be submitted through the Transport Localities Team Leader to the LAF/ LCP for consideration.

Annually, on receipt of the bids for Delegated Budget funding, all schemes are assessed by Officers and priorities considered and agreed by the LAF /LCP. Local Members form an active part of the Local Area Forums and Chair the meetings, to further enhance local democracy. Members are encouraged to engage with local Parish and District Councillors and other stakeholders to jointly develop schemes that satisfy both the needs of the County Council and the locality.

The rationale behind **this** proposal is to include the principles of Participatory Budgeting into this process. In doing so, as well as taking into account the technical aspects of a scheme, due consideration is given to social, economic and other equality criteria including the level of importance of a scheme to the local community. The outcome from this will be that we will provide the general public with a greater sense of participation in the budgetary decision making process.

#### **Criteria for scheme bids**

- a) Schemes bids should be supported by Parish/Town members and full details must be submitted in writing by the Parish Clerk to the Transport Localities Team Leader
- b) Parish/Town Councils are responsible for carrying out local consultation on proposed schemes to harness views of residents, councillors, officers, community groups, police and other public sector and voluntary organisations into a partnership around local needs, preferences and priorities. Evidence of this consultation should be included as part of the application for delegated budget.
- c) Scheme bids should only be considered for new works or improvements and preference will be given to those schemes which meet the needs of the community. Examples of previously successful schemes can be found at the end of Part 3 of the Submission Form
- d) Individual scheme bids must exceed the LAF budget allocation unless part funding arrangements are agreed.
- e) Scheme bids are assessed using the LAF Delegated Budget Scheme Assessment process (see Appendix 1) in order to prioritise them based on benefit to local communities and the needs of multiple and diverse groups.

- f) Scheme bids for the following financial year should be submitted before 30 November 2009 for agreement by the Local Area Forums in the January/February cycle. Beyond 2010-11, bids will need to be submitted by May for inclusion in the following financial year's programme.
- g) All scheme bids are assessed and reported to LAF meetings held in the last financial quarter for approval and implementation in the following financial year.

### **How to make a bid**

Appendix 1 outlines criteria for the scheme, taking into account local circumstances and reflecting Participatory Budgeting principles. Parishes and Town Councils will be asked to complete Part 1 of the form. It is important to consult local communities as part of this process and include all supporting information to enhance your bid for Delegated Budget funding.

The technical assessment (part 2 of the form) will be completed by Transport for Buckinghamshire and will supplement the application process.

## Appendix A

### Local Area Forum Delegated Budget Scheme Assessment sheet

#### Part 1 - to be completed by Parish/Town Council

	PROVIDE DETAIL	POINTS SCORED (BCC TO COMPLETE)
Have local stakeholders and community leaders been engaged in the planning of this scheme? <b>(Evidence required as part of the submission)</b>		
Have the needs of different groups of people where relevant/appropriate been taken into account?		
Could the scheme result in an adverse effect on the local community? If so, is it justifiable or legitimate?		
Will this scheme increase equality between groups and/or make it more visible?		
Does the scheme actively engage and involve people from different backgrounds in the locality?		
Does the scheme bring groups and communities into increased contact with each other?		
Will this scheme help groups develop a sense of belonging and feel		

## Appendix A

engaged in local budgetary decisions?		
		Total (Max 2.0)

# Appendix A

## Part 2 to be completed by Transport for Buckinghamshire Officer Only

Date.....

Scheme.....

Parish.....

### Accessibility (tick boxes)

- Dropped kerbs – improved pedestrian access.....  (0.3 max)
- New community footway.....  (0.2 max)
- Improved access to schools.....  (0.1 max)
- Improved access to local shops.....  (0.1 max)
- Improved access to hospitals.....  (0.1 max)
- Improved access to health care.....  (0.1 max)
- Improved access to sheltered housing.....  (0.1 max)

\_\_\_\_\_  
 \_\_\_\_\_  
 TOTAL

### Congestion

- Improved visibility.....  (0.4 max)
- Improvement to on street parking.....  (0.3 max)
- Remove carriageway obstruction.....  (0.3 max)

\_\_\_\_\_  
 \_\_\_\_\_  
 TOTAL

### Environmental Issues and Impacts

- Reduce traffic speeds.....  (0.5 max)
- Encourage walking, cycling or use of public transport  (0.5 max)

\_\_\_\_\_  
 \_\_\_\_\_  
 TOTAL

### Road Safety Issues

- Potential for reducing collisions.....  (0.2 max)
- Safe place to cross roads.....  (0.1 max)
- Signs or line improvements/Village gateway feature..  (0.1 max)
- Lighting improvement.....  (0.1 max)
- Vehicle Activated Signs.....  (0.1 max)
- Provision of new footway.....  (0.1 max)

\_\_\_\_\_  
 \_\_\_\_\_  
 TOTAL

### Maintenance Issues (- minus score)

- Significant utility plant impact (> £1,000).....  (-1.0 max)

\_\_\_\_\_  
 \_\_\_\_\_  
 TOTAL

#### Note:

In each section the criteria are weighted and give a possible maximum score of 1.0. The higher the score, the greater the case of the schemes being implemented. A low score will mean that schemes do not rank as high priority. The maximum possible score for all sections is 4

Part 1 Scores

Total

LAF DB Assessment Score

\_\_\_\_\_  
 \_\_\_\_\_  
 GRAND TOTAL

# Appendix A

## Part 3 – Scheme Record Sheet – internal use only

Scheme .....

Parish .....

Date .....

<b><i>LAF DB Assessment Score</i></b>
---

1. Scheme Outline
2. Engineering Difficulty
3. Quantities and design
4. Photographs and further details
5. Recommendations by BCC Officers
6. Outcome of scheme (including score) and recommendations to LAF and outcome from LAF as to where the scheme is in the current year.

## Appendix A

Examples of schemes that have been approved in the past are shown here. This list is not exhaustive only indicative of successful bids.

- Bus shelter,
- New Street light
- Kerbing
- Provision of footway
- Vehicle Activated Signs
- Salt bins
- Dropped kerbs and accessibility improvements
- Parking areas







## Report to CHESHAM LOCAL AREA FORUM

**Title:** 'WE'RE WORKING ON IT' PROJECT - 2009/10

**To:** Chesham Local Area Forum

**Date:** 09 September 2009

**Author &  
Contact Officer:** Jim Stevens, Head of Transport for Buckinghamshire  
01296 382420  
jstevens@buckscc.gov.uk

### Recommendations

1. Chesham Local Area Forum is recommended to **NOTE:**
  - The principles of the 'We're Working On It' project.
  - The 2009/10 programme timescales.
  - Members of the Chesham LAF are invited to identify suitable works to be considered for the Local Community gangs as part of the project during 2009/10 and liaise with the County Council Local Member and Local Area Technician on the specific details.
  - Members of the Chesham LAF will be encouraged to identify priorities for the plane and patch gangs later this financial year to assist the County Council Local Member and Local Area Technician determine the works programme for 2010/11.

### Introduction

2. This report has been written to inform LAF members about the principles of the 'We're Working On It' project, funding and the type of work that can be carried out locally through this project and how LAF members can influence the work carried out.

### Background

3. The "We're Working On it" project was initiated in 2008/09, following the County Council's decision to invest more resources into highway maintenance in response to local concerns and in order to make a real

difference on the ground. The budget for this project in 2008/09 was £3.25 million (county wide) and this has increased by a further £0.95 million this year (2009/10).

4. The project this year follows similar principles to those adopted last year and falls into three discreet elements. The three elements are road surface plane and patch, white lining and community gangs.
  - **Plane and Patch** – commenced in May and will be completed by October 2009. The work is being carried out in a wave of activity moving south to north through the County, dealing with potholes and road surface defects, prior to the onset of winter. The programme is set out in Table A below from which it can be seen when the plane and patch work in Chesham is due for completion.
  - **White Lining** – repainting white lines following on behind the plane and patch gangs and will be completed by October. Some work is being carried out overnight (at no additional cost) reducing the impact on the road network.
  - **Local Community Gangs** - the local community gangs carry out activities such as sign cleaning, hedge cutting and general tidying up work to improve the environment and street scene. There is one local community gang allocated to each district area (two in Aylesbury Vale) and they will be operating for the entire year.

**Table A**

LAF/LCP Area	Programme Date	LAF/LCP Area	Programme Date
Beeches	May	Great Missenden	July
Ivers	May	Chesham	July
Gerrards Cross	May	Wendover	July/August
Beaconsfield	May/June	Aylesbury	July/August
Amersham	May/June	Waddesdon	August
Chalfonts	May/June	Haddenham	August/September
Princes Risborough	June	Winslow	August/September
Chepping Wye Valley	June/July	Wing & Ivinghoe	August/September
High Wycombe	June/July	Buckingham	September/October
Marlow	June/July		

### Funding:

5. The total budget for the 'We're Working On It' project for 2009/10 is £4.2 million. This pays for all plant, labour and materials associated with the three elements of the project.
3. The budget for the plane and patch work is sub allocated to each LAF area using a weighted formula as a proxy to reflect need in each area (a base allocation, population, road length and customer contacts).
4. The 2009/10 allocation of funding for the plane and patch work, arising from this methodology, is shown in Table B.

**Table B**

<b>LAF Area</b>	<b>Funding</b>	<b>LAF Area</b>	<b>Funding</b>
Insert name	£110,200	Princes Risborough	£112,000
Ivers	£94,600	Chepping Wye Valley	£102,800
Gerrards Cross	£90,400	High Wycombe	£134,400
Beaconsfield	£84,000	Marlow	£126,000
<b>SB Area Total</b>	<b>£379,200</b>	<b>WYC Area Total</b>	<b>£475,200</b>
Wendover	£90,400	Amersham	£105,400
Aylesbury	£139,400	Chalfonts	£92,600
Waddesdon	£82,800	Great Missenden	£89,000
Haddenham	£102,400	Chesham	£109,000
Winslow	£90,200	<b>CH Area Total</b>	<b>£396,000</b>
Wing & Ivinghoe	£120,200		
Buckingham	£124,200		
<b>AV Area Total</b>	<b>£749,600</b>		

12. The local community and white lining gangs are funded from within the total budget for the project. This pays for one local community gang allocated to each district area (two in Aylesbury Vale) for the entire year. The white lining gang is similarly funded, although this element of work will cease in October to coincide with the completion of the plane and patch work.

### Identifying Work Priorities:

13. One of the main principles of the project is that work is identified by the County Council Local Member, working with the Local Area Technician and other stakeholders. In this way, the work carried on the ground will reflect local community needs and priorities.

**Next Steps:**

10. LAF members are encouraged to engage with the process of identifying work priorities for the local community gangs this year and communicate the specific details to the Local Member and Local Area Technician for the LAF area.
11. Please note that for the Chesham LAF the plane and patch gangs may have completed their work for this year. However, any concerns and requests for highway maintenance or other related works (outside the 'We're Working On It' project) should be passed through to the County Council on 0845 230 2882 or discussed with the Local Area Technician for the area.
12. LAF members will be encouraged to identify work priorities for the plane and patch gangs towards the end of this year to assist the County Council Local Member and Local Area Technician determine the works programme for 2010/11. A further reminder will be given to the LAF later this year.

**Local Area Technicians:**

11. Mike Barber is the Local Area Technician responsible for the Chesham area. The Local Area Technicians are based in the Amersham Area Office and can be contacted on 0845 230 2882.