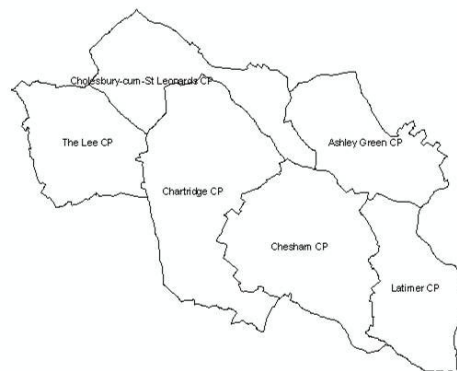


CHESHAM AND CHILTERN VILLAGES LOCAL AREA FORUM



DATE:	13 April 2011
TIME:	7.30 pm
LOCATION:	Memorial Hall, Ashley Green

AGENDA

Item		Page No
1	Apologies and Changes in Membership	
2	Declarations of interest	
3	Action Notes To confirm the notes of the meeting held on 2 February 2011	1 - 8
4	Question Time There will be a 20 minute period for public questions. Members of the public are encouraged to submit their questions in advance of the meeting to facilitate a full answer on the day of the meeting. Questions sent in advance will be dealt with first and verbal questions afterwards. Please contact Helen Wailing on 01296 383614 or hwailing@buckscc.gov.uk to submit your question.	
5	Petitions	
6	Information on GP-led Commissioning Kerry Stevens, Lead Area Officer for the Chesham and Chiltern Villages Local Area Forum	
7	Improving links with Hard to Reach Groups	
8	Update from the Buckinghamshire Healthcare NHS Trust (previously the Buckinghamshire Hospitals Trust) Juliet Brown, Director of Strategy, Buckinghamshire Healthcare NHS Trust	
9	Local Area Forum Budgets Christine Gardner, Localities and Communities Manager - Chiltern	9 - 24
10	Transport for Buckinghamshire Delegated Budget 2011/12 Ann-Marie Davies, Transport Localities Team Leader	25 - 26
11	Update on Local Area Technicians (who to contact)	

12	Transport Update Ann-Marie Davies, Transport Localities Team Leader	27 - 30
13	Building Community Capacity in Chesham - verbal update Maggi McKerron, Community Cohesion Officer, Chiltern District Council	
14	For Information - Community Car Schemes	31 - 46
15	For information - Outcome of Day Care Services Consultation	47 - 50
16	For information - Speeding concerns	51 - 52
17	Date of next and future meetings 15 June 2011, 7:30pm, Council Chamber, Chesham Town Hall	

Democratic Services Contact: Helen Wailling, Tel 01296 383614, Email hwailling@buckscc.gov.uk

If you would like to attend a meeting, but need extra help to do so, for example because of a disability, please contact us as early as possible, so that we can try to put the right support in place.

Agencies: Buckinghamshire County Council, Chiltern District Council, Ashley Green Parish Council, Chartridge Parish Council, Chesham Town Council, Cholesbury cum St Leonards Parish Council, Latimer Parish Council, The Lee Parish Council

ACTION NOTES

MEETING:	Chesham and Chiltern Villages Local Area Forum
DATE:	2 February 2011 7.30 pm to 9.13 pm
LOCATION	The Lee Parish Hall, Lee Clump Road, Lee Common, Great Missenden, HP16 9NB

Present:	John Axon (Ashley Green Parish Council), Patricia Birchley (Buckinghamshire County Council), Jane Bramwell (Chiltern District Council - St Mary's and Waterside), Chris Brown (Cholesbury-cum-St Leonards Parish Council), Noel Brown (Buckinghamshire County Council) (Chairman), Joan Lherbier (Chartridge Parish Council), Merrin Molesworth (Chesham Town Council), David Natali (Ashley Green Parish Council) and Keith Platt (Latimer Parish Council)
In Attendance:	Karen Adamson, Kevin Flint, Christine Gardner, Phil King, Chris Schwier, Kerry Stevens, Judith Vivis and Helen Wailling
Apologies:	Elaine Bamford, Mohammad Bhatti, Michael Brand, John Ford and Andrew Garth

Item	ISSUES RAISED
1	<p>WELCOME / APOLOGIES</p> <p>See above.</p>
2	<p>ACTION NOTES</p> <p>The notes of the meeting held on 29 September 2010 were agreed and signed as a correct record, with the following amendment:</p> <ul style="list-style-type: none"> • Page 6, table of agreed funding – Chesham Women’s Friendship Group had requested £2000, and been awarded £1500. <p>Matters arising</p> <p><i>Page 1 – Voting Arrangements</i> - a member of Ashley Green Parish Council said that they had understood that there had been agreement at the meeting of the Forum in June 2010 to trial the ‘Amersham’ model as a voting system until May 2011. The Chairman said that Chesham Town Council had not been happy with this decision and that at the meeting in September 2010, another decision had been made, to use a system of ‘agreement by consensus.’ This would be reviewed after May 2011.</p> <p><i>Page 4 – Defibrillator</i> – A member asked if a defibrillator had been placed in the new theatre in Aylesbury. Action: HW to find out.</p> <p><i>Page 7 – school buses and gritting of roads</i> – A member of Cholesbury-cum-St Leonards Parish Council referred to his previous query about the gritting of roads where school buses travelled. This had been raised before and Chris Schwier had responded. However the responses had not fully answered the member’s queries. The member asked for a definitive response on this. Action: A written response from the Head of Service to be brought to the next meeting – Action: CS [response attached to Minutes]</p>
3	<p>QUESTION TIME</p> <p>Good Neighbourhood Scheme (Age Concern) Judith Vivis (Age Concern) was in attendance at the meeting and asked the Chairman if she could</p>

	<p>give a brief update on the Good Neighbourhood Scheme.</p> <p>Judith Vivis had previously attended a meeting of the Local Area Forum in June 2010 to give an update on the Good Neighbourhood Scheme. The Good Neighbourhood Scheme had received £4000 in funding from the Local Area Forum in 2009/10.</p> <p>Judith Vivis said that her recent work had included sending out questionnaires to libraries, surgeries, the Town Hall, etc, to find out the needs of residents and to get volunteers for the Scheme. Drop-in sessions had been held once a fortnight. If anyone was interested in being a volunteer, they should let Judith Vivis know.</p> <p>Query re: speeding on Lye Green Road A query had been received from a resident via Chesham Town Council, regarding speeding in Lye Green Road in Chesham. PC Keith Flint said that speed limits had changed in various rural areas, and that the Police were carrying out speed enforcement exercises to the current speed limits. PC Flint said that he would obtain a response to the query. Action: KF</p>
<p>4</p>	<p>PETITIONS</p> <p>A petition had been received re: speed restrictions in Swan Bottom, requesting:</p> <ol style="list-style-type: none"> 1. A reduction in the speed limit from 40mph to 30mph 2. Traffic calming measures to encourage and reduce the travelling speed of cars in support of a reduced speed limit of 30mph <p>Patricia Birchley (Buckinghamshire County Council) said that the Petition had also been presented at full Council, and that she supported the requests in the Petition.</p> <p>Chris Schwier circulated a written response to the Petition (attached).</p> <p>Chris Schwier said that Swan Bottom had been part of the Area 2 speed limit review, in which speed limits had been reviewed following consultation with residents. Reviews had been carried out in 2005 and in 2008, and as a result a change to speed limits had been made in King's Ash, but not in Swan Bottom. There were no plans for further reviews.</p>
<p>5</p>	<p>BUCKINGHAMSHIRE HEALTHCARE NHS TRUST (PREVIOUSLY BUCKINGHAMSHIRE HOSPITALS TRUST) - LOCAL WORKING</p> <p>Written updates were circulated to members about the development of community healthcare services by Buckinghamshire Healthcare NHS Trust.</p> <p>Jane Bramwell, who was a Non-Executive Director of Buckinghamshire Healthcare NHS Trust, gave a brief update about the work but suggested that a representative from the Trust be invited to the next meeting to provide a fuller update.</p> <p>Jane Bramwell said that until April 2010, the Hospital Trust was based over three hospitals. In April 2010 the Hospital Trust had amalgamated with community health services and the new organisation had called itself Buckinghamshire Healthcare NHS Trust. The new organisation included Marlow Community Hospital, Thame Community Hospital and Buckingham Community Hospital. The amalgamation would enable a much more person-centred view, with episodes in hospital being 'one-offs.' The Trust was hoping to go into residential care homes to provide better care, rather than residents being sent to hospital if they became ill.</p>
<p>6</p>	<p>POLICE / NEIGHBOURHOOD ACTION GROUP (NAG) UPDATE</p>

PC Kevin Flint was invited to the meeting.

PC Flint said the following:

- Regular neighbourhood Action Group (NAG) meetings were held in the Chesham area. There was one NAG for Chesham town and one NAG for the rural areas.
- Staffing levels were as follows: 1 inspector for the Chiltern District; 2 sergeants for the Chesham area; 4 officers and 9 PCSOs.
- An assurance had been made that neighbourhood policing would be low down the list of cuts in the Thames Valley, as it was very effective.

Chesham Town NAG

This NAG was split into three areas (Chesham East, Chesham West and Chesham South, which included the town centre).

The priorities of the Town NAG were:

- Car dealing on streets
- Parked cars on streets
- Visibility of cyclists
- School parking (particularly during drop-off and pick-up times)
- Enforcement of double yellow lines (although enforcement of these was no longer the responsibility of the Police)

The NAG would be moving its meetings around the area instead of always meeting at the Town Hall.

There had been a recent query about how the Police and PCSOs worked together. PC Flint said that the work of PCSOs was very valuable to the Police.

The Chairman congratulated the PCSOs for their work on diversionary activities for young people in Chesham Town.

Chesham Rural NAG

'Have your Say' sessions were held at The Lee Shop every month, 11am to 1pm to listen to the concerns and priorities of local residents. Similar sessions were planned for St Leonards and Cholesbury.

Recent issues discussed at the NAG included:

- Mini motos using footpaths (some of these had been seized and the problem had since diminished).
- Signing, speed limits and the condition of the cross-roads at Latimer, which were in poor condition.
- 'Horse plaiting' (horses' manes being plaited at night for no apparent reason).

Chris Schwier said that the issue of the signs on Stony Lane in Latimer had previously been discussed at length, including the fact that motorists did not stop at the 'give way' line.

A large problem was that district sweepers did not clear the type of the stone used. A stop sign had been requested but the criteria for this had not been met.

Patricia Birchley (Buckinghamshire County Council) thanked PC Flint for his very informative e-mails.

A member of Cholesbury-cum-St Leonards Parish Council said that due to the NAG there had been a significant improvement in their knowledge of Police work in their area and of follow-up to incidents. The members thanked the Police for their work.

<p>7</p>	<p>UPDATE ON THE CORE STRATEGY</p> <p>Phil King (Chiltern District Council) was welcomed to the meeting.</p> <p>Phil King told members the following:</p> <ul style="list-style-type: none"> • The Core Strategy had been submitted to the Secretary of State for approval in January 2011. • The Core Strategy set out plans for the number of houses and their locations in the Chiltern District up to 2026. The target was 2400 homes. • 1800 of homes would be built in Chesham, Amersham, Little Chalfont and Chalfont St Peter. • There would be c.600 new homes in smaller settlements (those with a population of 1000 or more). • The Core Strategy included policies to increase affordable housing. 30% of new housing had to be affordable. • In rural areas housing provision was set locally, using the 'rural exceptions' criteria, which required the housing to be built on the edge of rural settlements. Proposals were taken from Parish Councils for schemes of 100% affordable housing for local people. Winchmore Hill had been the most successful of these. Proposed Government changes supported this approach (the Localism Bill and the 'Big Society'). • The next stage of the Core Strategy would be a meeting with members of the public, developers and the Planning Inspector. Affordable housing would be a key area for discussion. • If the Strategy was agreed, it would be adopted in summer 2011. <p>A member said that the affordable housing scheme in Bellingdon had not been successful. Phil King said that the decision to go ahead with the Scheme had been made by the Planning Committee.</p>
<p>8</p>	<p>SNOW!!</p> <p>Jane Bramwell gave an update on CHAV (Chesham Action Volunteers).</p> <p>A training day for CHAV had been held on 11 December 2010, run by City University. The day had consisted of mock scenarios, and the phone had rung constantly. 40 fictional Adult Social Care cases were also provided, and these had to be prioritised. The training day had been very informative.</p> <p>Seven days after the training it had snowed heavily, and CHAV had been activated from 18 December until 22 December 2010, 10am to 4pm. Between 15 and 20 substantive calls had been received and the 4x4 drivers had been utilised. Calls had been taken from the Football Club, but by the third day it had been agreed that the calls could be diverted to a mobile phone so that volunteers did not have to remain at the Football Club.</p> <p>A particularly concerning call had been received late on the final day via Paradigm housing regarding 9-10 older people in the Missenden area who had not been able to leave their houses for 10 days. Action had been taken through BCC, and the Samaritans had visited the older people concerned. This had showed that the needs addressed by CHAV were also found in other areas of the County. The CHAV model could be replicated in these other areas, particularly in the rural areas, where residents could be more isolated. The key to the scheme was having a comprehensive list of volunteers and of drivers.</p> <p>Kerry Stevens (Head of Service Provision, Adult Social Care) said that support services such as CHAV were vital from an Adult Social Care perspective.</p>

	<p>The Chairman thanked Jane Bramwell for the work carried out by CHAV during the severe weather.</p> <p>A member asked how members of the Community could assist Social Care given that the names of Social Care clients were confidential.</p> <p>Kerry Stevens said that if Social Care services were unable to reach clients during severe weather, he would make a decision regarding the severity of the situation, and if necessary, data protection rules could be over-ridden if a client's welfare was at risk. However a named contact in each Community was key to ensuring that the system worked.</p> <p>A member of Cholesbury-cum-St Leonards Parish Council said that the WI had been very active in their Parish during the severe weather. Kerry Stevens said that BCC could support the WI in this respect.</p> <p>Christine Gardner (Localities and Communities Manager – Chiltern) told members that she had sent an e-mail to Town and Parish Councils asking them to compile a local community scheme which could be activated during severe weather. A toolkit had also been sent. Christine Gardner asked those Councils which had not responded to forward her this information, particularly the contact details of one person in each area who would be responsible for the Scheme.</p>
<p>9</p>	<p>DISCUSSION OF VENUES FOR ADULT SOCIAL CARE SURGERIES</p> <p>Karen Adamson told members that the Adult Social Care (ASC) surgeries had now been running for almost three years.</p> <p>Recent venues had included Chesham Library and Waitrose, alongside Police and Transport Surgeries.</p> <p>Adult Social Care surgeries had also been held at GP surgeries during the flu vaccination times.</p> <p>Adult Social Care surgeries gave advice on Social Care services to anyone over the age of 18. The most common issue was people not realising that they could refer themselves to Social Care.</p> <p>So far surgeries had been held in Chesham Town as there was a larger footfall there. However Karen Adamson said that she was very happy to come to rural areas if a surgery could be organised around another event.</p> <p>Karen Adamson asked for suggestions of venues which were popular and accessible to everyone. Members were asked to email any venue suggestions to Helen Wailling, as well as the names of any organisations which Karen could contact. Karen Adamson's phone number: 01296 383847.</p> <p>A member asked if the mobile library had been used as a venue. Karen Adamson said that it had been used once, but that there were currently changes being proposed to mobile libraries.</p>
<p>10</p>	<p>TRANSPORT FOR BUCKINGHAMSHIRE DELEGATED BUDGETS 2011/12</p> <p>The Forum received the Report of Jim Stevens, Head of Transport.</p> <p>Chris Schwier also told members that on 17 February 2011 the County Council budgets for 2011 would be agreed by Cabinet, and that this could mean that the funding available for 2011/12 could change. The Local Area Forum would be notified of any changes.</p> <p>2010/11 Schemes</p> <p>Chris Schwier (Team Leader, Transport Localities, Chiltern and South Bucks) told members that one of the agreed schemes for 2010/11 had been a traffic-calming measure in Germain Street, Chesham. The original estimated cost had been £35 000 (the Local Area Forum had contributed £30 000).</p> <p>However the estimated cost had now risen to £61 000 due to the fact that the road would need to</p>

be repaired following the work on the traffic-calming scheme, as the road was in a bad condition. There had also been a change in the lighting required. Chris Schwier was trying to obtain the extra funding for the scheme from a number of other budgets. There was also the option for the Local Area Forum to use some of its 2011/12 delegated budget for this purpose. If the extra funding was not obtained and the scheme in Germain Street could not go forward, the original £30 000 which the Forum had agreed would be able to be carried over into 2011/12 and re-allocated by the Forum.

A member requested a breakdown of the additional costs of the scheme, and questioned the need for repair of the road. Chris Schwier said that he had tried to avoid the need for the road being repaired, but that this was not possible. The road would not have been repaired if the traffic-calming scheme had not been proposed.

Members agreed that they did not feel happy making a decision about the extra funding until additional information was provided – **Action: additional information to come to the next meeting - CS**

2011/12 Schemes

Chris Schwier referred members to the list of schemes for which bids had been made for funding in 2011/12 (page 11 of the agenda papers).

Members discussed the bids. The total budget available was £34 441. However the estimated total cost of the bids came to £88 066, so not all the bids would be able to be funded.

The following comments were made about the bids:

Bid for replacement of finger post signs in the Broadway / Market Square, Chesham

A member said that there was not sufficient detail about this bid. Chris Schwier said that he would bring further information to the next meeting and that a decision on this bid would be deferred until the further information was provided.

Bid for salt bins in Chesham

This was a bid for 2 salt bins, not 3. The sites for the bins would need to be approved by Transport for Buckinghamshire.

Bid for re-surfacing of carriageway at Hawridge Lane, Chartridge and on The Warren

Members did not agree these schemes as they both had very high estimated costs which would exclude most other schemes.

The Chairman emphasised the need for a balance in funding between years across all areas.

The Forum agreed the following funding:

Bid	Funding agreed
Pedestrian Crossing point, Chartridge Lane, Chesham	£885
Crossing outside Little Spring School, Greenway, Chesham	£885
Two salt bins, Chesham	£900
Construction of kerb around grass island, the junction of Rays Hill and Cholesbury Lane, Cholesbury	£2519
Construction of kerb around grass island, the junction of Gilberts Hill and Bottom Lane, Cholesbury	£2797
Salt bin at Hawridge Hill	£450
Salt bin at Vale Bottom	£450

Salt bin at Red Lion Hill	£450
Salt bin at Latimer Camp Road at the entrance to Parkfield Estate	£450
Bus Shelter at Botley Road, Botley	£5426
2 Salt bins at Kiln Lane, Botley	£900
Total	£16 112

Decisions on the remaining funding would be deferred.

11 UPDATE ON LOCAL AREA FORUM FUNDING

The Local Area Forum received the Report of Rebecca Carley.

The Forum noted the Report.

12 TRANSPORT UPDATE

The Forum received the Report of Jim Stevens, Head of Transport.

A member referred to the information about local farmers on page 20, and said that their Parish Council had submitted the name of three farmers to Transport for Buckinghamshire but that these farmers had not been contacted during the snow. The member also said that some farmers had been told they could not help to clear snow due to a lack of insurance.

Chris Schwier said that he would take these comments back and would clarify the situation regarding insurance, including the type of insurance required.

The Chairman referred members to the Consultation on the Local Transport Plan 3 (LTP3) and said that the Green Lanes Policy should be looked at.

13 LINK TO BUCKINGHAMSHIRE COUNTY COUNCIL BUDGET CONSULTATION - FOR INFORMATION

The Forum noted this report.

14 RESULTS OF THE BUCKS DEBATE - FOR INFORMATION

The Forum noted these results.

15 CENSUS 2011 - FOR INFORMATION

The Forum noted the reports.

A member who was assisting with the Census asked Councillors to encourage their residents to complete the Census as the Census results influenced the funding which Buckinghamshire would receive.

16 DATE OF NEXT MEETING

13 April 2011, 7:30pm, Memorial Hall, Two Dells Lane, Ashley Green, HP5 3PN

AOB

Christine Gardner asked members to pick up a poster about the community car scheme being run in conjunction with Community Impact Bucks, and encouraged people to volunteer.

Royal Wedding Street Parties

The Chairman gave members some information about street parties for the Royal Wedding:

- | | |
|--|--|
| | <ul style="list-style-type: none">• Chiltern District Council and the other District Councils were working with Buckinghamshire County Council (BCC) to try to set in place a mechanism to support community requests for street parties on the day of the Royal Wedding (29 April 2011).• Major routes and key network routes, and certainly A and B roads were not likely to be permitted to close.• Cul-de-sacs and closes would be most appropriate.• Any requests for road closures in Chiltern should be directed to Chiltern District Council who would liaise with BCC and the Safety Advisory Group.• The responsibility and costs for public liability insurance and traffic management would be down to the event organiser.• Licensing could apply if alcohol was sold. |
|--|--|

Report to The Chesham and Chiltern Villages Local Area Forum

Title:	LOCAL AREA FORUM BUDGETS
Date:	13th April 2011
Author:	Rebecca Carley, Acting Head of Localities and Safer Communities Tel: 01296 383287
Contact officer:	Christine Gardner, Localities and Communities Manager Tel: 01296 383645
Electoral divisions affected:	Chess Valley, Chesham East, Chesham North West, Chiltern Ridges

Summary

1. This paper describes the arrangements for the allocation of the funding devolved to Local Area Forums (LAFs) in 2011/12.
2. The amount of funding awarded to each proposal by the Local Area Forum in 2010/11 is outlined from paragraph 13 onwards.

Recommendation

3. **The Chesham and Chiltern Villages Local Area Forum is recommended to note the arrangements in 2011/12 for its devolved budgets as described in the report and also note the expenditure of the allocated funding in 2010/11.**

Background

4. A key element of the locality strategy 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).



INVESTOR IN PEOPLE



5. This vision has led to an increased range of decisions, services and budgets that can be influenced within the framework of the 19 local areas and via the LAFs. In line with the County Council's aim to increase local decision making, the LAFs' Transportation delegated budget has been increased from £500,000 in 2010/11 to £1,000,000 in 2011/12.

Budgets Devolved to LAFs in 2011/12

6. The devolved budgets for 2011/12 are set out in the table below. In total, this amounts to a **26.45%** increase over the devolved budgets available in 2010-11.

Service area	County-wide total	The Chesham and CV LAF
Transportation delegated budget	£1,000,000	£69,168.94
Local Priorities budget	£380,000	£20,000.00
Total	£1,380,000	£89168.94

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

1. All funding must be spent in line with the specific criteria associated with the budget (see below).
2. The funding must be spent within the financial year for which it is allocated.
 - For 2011/12, in consultation with the LAF Chairman, each Head of Service concerned will take a view in November 2011 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 for allocation to activities that will benefit the area during 2011/12.
3. As in 2010/11, in terms of formal decision-making, the LAFs will be advising the relevant Head of Service on how to spend the devolved budget who will then implement that advice.
4. To allow for the occasional unforeseen opportunity that requires a swift decision, funding may be agreed in-between LAF meetings in consultation with the Local Area Forum Chairman and the Head of Service.

Local Priorities budget

5. The Local Priorities budget is to be used to commission activities to meet the Local Priorities identified in the Chesham and Chiltern Villages local area plan to support community needs and the well-being of the area in line with the criteria below:
- Proposals meeting more than one of the LAF's priorities or addressing a community need will be prioritised for funding.
 - Proposals enabling capacity-building or those with match-funding – financial or in kind e.g. with community volunteer input – will be given priority over proposals with no additional funding or those with little community support.
 - Priority will also be given to proposals which cannot be undertaken by an individual Parish Council, either because an activity is not within its remit or funding capability.

- The Local Priorities budget is not the catch-all to support proposals rejected for funding by the Transportation LAF budget (although that is not precluded where there is a compelling case) or to fill service budget cuts or short-falls. Similarly, it should not be used for activities normally funded by Parish precepts.
 - The Localities and Communities Manager will also assess potential proposals to see whether there are other funding opportunities or if 'quick wins' can be identified to enable specific proposals/issues to be resolved quickly through other means.
6. The Localities and Communities Manager will evaluate potential proposals to be commissioned and make recommendations in due course to the LAF. LAF members who have particular ideas should raise these directly with the Lead Area Officer or Locality Manager.
7. The Accountable Officer is the Locality Services Manager.

Transportation delegated budget

8. This budget is to fund minor transportation improvement schemes. Schemes for 2011/12 agreed so far by the Chesham and Chiltern Villages LAF are listed below. More detailed information on this budget is given in the Transport for Buckinghamshire report distributed to LAFs in Spring 2011: '2011/12 delegated budget increase following full Council decision'.

Scheme	Value	Status
Pedestrian Crossing point, Chartridge Lane Chesham	885	Agreed 9/2/11
Crossing outside little Spring School, Greenway, Chesham,	885	Agreed 9/2/11
Two salt bins, Chesham	900	Agreed 9/2/11
Construction of kerb around grass island, the junction of Rays Hill and Cholesbury Lane, Cholesbury	2519	Agreed 9/2/11
Construction of kerb around grass island, the junction of Gilberts Hill and Bottom Lane, Cholesbury	2797	Agreed 9/2/11
Salt bin at Hawridge Hill	450	Agreed 9/2/11
Salt bin at Vale Bottom	450	Agreed 9/2/11
Salt bin at Red Lion Hill	450	Agreed 9/2/11
Salt bin at Latimer Camp Road at the entrance of Parkfield estate	450	Agreed 9/2/11
Bus shelter at Botley Road, Botley	5426	
2 Salt bins at Kiln Lane, Botley	900	
Total	£16,112	Agreed 9/2/11

9. The Accountable Officer is the Head of Transportation.

Monitoring and future planning arrangements

10. New or changing policies/functions, where relevant, require that an equality impact assessment (EIA) be carried out to understand how people will be affected. To this end, the process by which local priorities are identified and the solutions for addressing them will be subject to an EIA. As LAFs have always placed an emphasis on meeting local needs, this should only provide reassurance that the process has been rigorous and well informed. In the main, this process will be proportionate and largely invisible to LAF members but should provide some reassurance that any decision that seems to go against the grain will be flagged up. As LAFs review their priorities and as more up to date information becomes available about local community profiles, we will endeavour to ensure that this information is brought to the attention of LAF members to assist their decision-making.

11. At the end of the year, officers will prepare a review of the work for the Chesham and Chiltern Villages Local Area Forum and put forward proposals for the allocation of the next year's budgets. Schemes which have benefited from the Chesham and Chiltern Villages 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.

12. Schemes benefiting from this funding in 2010-11 are outlined below.

SCHEMES AWARDED FUNDING DURING 2010-11

13. Schemes awarded funding during 2010-11 through the Chesham and Chiltern Villages LAF include the following projects.

Local Priorities budget

14. The following schemes were funded during 2010-11 through the LAF's Local Priorities budget.

Scheme	Amount agreed
Rafes Place	1500
Community Car Scheme	2000
Good Neighbour Scheme	3900
Resurface drive and car park – St Leonards Parish Hall	2000
Bellingdon Play Space	2000
Walkers are Welcome boards	200
Enlarge/refurbish kitchen – Coronation Hall, Whelpley Hill	2000
SPARX Youth Project Chesham Park	1200
Total	£20,000

PAYP funding

15. The following schemes were funded during 2010-11 through the LAF's PAYP funding. This funding stream ended in March 2011.

Scheme	Value
Youth Schemes (diversionary activities) in partnership with CDC and Nexus	£5,000
Total	£5000

Transportation delegated budget

16. The following schemes were funded during 2010 -11 through the LAF's Transportation delegated budget.

Scheme	Value
Chartridge Traffic Calming	£2000
Chesham Tree Planting, Broadlands Avenue	£2000
Chesham, Germain Street Traffic Calming	£30,000
Cholesbury, Gilberts Hill and Little Twye - Salt Bins	£900 (£450 each)
Total	£34,000

Early Years grant

17. The following schemes were funded during 2010-11 through the LAF's Early Years funding. This funding stream ended in March 2011.

Scheme	Value
Little Bears Pre-school, St Leonards	1690.34
Leeside Nursery School, Lee Common	1240.00
Little Spring Pre-school, Greenway, Chesham	2069.66
Total	5000.00



Report to CHESHAM AND CHILTERN VILLAGES LOCAL AREA FORUM

Title: Applications for funding from Local Priorities budget

To: Chesham and Chiltern Villages Local Area Forum

Date: 13th April 2011

Author Rebecca Carley

Contact Officer Christine Gardner
01296 383645
cgardner@buckscc.gov.uk

Electoral divisions affected Chess Valley, Chesham East, Chesham North West, Chiltern Ridges

Summary

- 1) This report relates to one proposal for funding from the Chesham and Chiltern Villages LAF Local priorities devolved budget for 2011/12
- 2) Applications received should be evaluated against the priorities agreed by the Local Area Forum (LAF) in its Local Area Plan. This report seeks agreement to allocate funding from the LAF's Local Priorities budget to enable the project to be implemented.
- 3) The project and amount requested is as follows:

Project	Amount requested
Citizens Advice Bureau. To move premises from Market Square to larger offices in Townsend Road Chesham. Planning permission from CDC has been granted and funding is required for disabled access ramp, re-tarmacing of entrance, gate, lighting and external door.	5000
TOTAL	5000

Recommendation

- 4) **Members of the Chesham and Chiltern Villages Local Area Forum are invited to agree that funding from the Local Priorities budget be allocated to the above project.**

Background

Citizens Advice Bureau - Disabled Access Ramp, tarmacing, gate, external light and door

- 5) The Bureau already works with over 5000 clients per annum in the Chiltern District Council area. Client numbers are growing at an annual rate of over 10%. The project is to move premises from Market Square in Chesham to larger offices in Townsend Road Chesham. Planning permission from CDC has been granted. This move would underpin an expansion in the Bureau that would enable more clients to be seen and a wider range of services provided to residents in the area e.g. in money advice, financial capability (a financial education service), child poverty, energy advice and support to Sure Start Children's Centres. Critically the new premises would have disabled parking, access and facilities not possible in the current Chesham or Amersham office.
- 6) The application is for a contribution to the funding of a ramp for disabled people, re-tarmacing of the entrance, a gate, external light and door. CAB is applying to all four LAFs in the Chiltern Area and has apportioned each application according to current usage of the existing Chesham office by residents of each of the four local areas.
- 7) In terms of meeting the Local Priorities Budget funding criteria, the proposal:
 - a) meets more than one of the local area priorities, namely:
 - Support for families
 - Support for Older People
 - Access to Health Services (increasingly more GPs are referring patients to CAB)
 - Links to the Asian Community (approx 15% of Chiltern CAB clients are from this community)
 - b) CAB have match-funded the amount asked for by already securing £20,000 and have applied to other funding sources for the remainder;
 - c) the project involves the use of volunteers to provide the service.
- 8) I therefore recommend this proposal receives funding. More information can be found on the attached application form.

Further applications

- 9) Other proposals will be considered during the year for the unallocated budget provided they meet local priorities criteria. Monies not committed to projects by November 2011 will be returned to the budget holder.

- **Report ends** -

LOCAL PRIORITIES PROJECTS

Contact and Assessment Form - Part A

Before applying for this funding, please email locality-services@buckscc.gov.uk to check how much funding has already been awarded in this financial year for the Local Area you are contacting us about (see pages 6-7 of the accompanying 'The local priorities for each Local Area' booklet for more information on the areas).

This is the first section of a two-part Contact and Assessment Form. If your initial contact (Part A) is assessed and approved to go forward to the Local Area Forum, you will be invited to complete Part B.

Please note that funding is subject to retrospective payment, on completion of the project, unless staged, or other forms of payment, have been agreed in advance.

Contact details			
Name of group/organisation		Chiltern Citizens Advice Bureau	
Address of group/organisation		5 Market Square Chesham Bucks	
		Postcode	HP5 1HG
Main contact	Paul Gosling	Position	Trustee
Daytime tel		Evening tel	
Email address		Mobile	
If you have any specific communication needs (eg sign language), please tell us what they are			
None			

Project details	
Project title	Premises Refurbishment
Local Area See pages 6-7 of accompanying 'The local priorities for each Local Area booklet)	Chesham and Chiltern Villages. Please note that funding is being requested from all 4 LAFs in the Chiltern District area. The objective is to secure funding for the disabled facilities for the premises

	to be refurbished to include disabled parking, ramp, handrail, entrance door and toilet facilities. The requested amount of each LAF reflects the different usage of residents of the CAB service in each LAF
Project location	Townsend Road Chesham
Parishes served by this project	All Parishes in the Chiltern District Council Area
Description of the project What projects/activities will take place	<p>The Chiltern Citizens Advice operates from offices in Chesham and Amersham. In recent years the services has expanded to include Outreach Centres in both Prestwood and Chalfont St Peter. Trends in debt, employment and benefit issues particularly are driving the need for greater numbers of volunteers and for a wider set of services in order to respond to the needs of clients in the area.</p> <p>The Bureau already works with over 5000 clients per annum in the Chiltern District Council area. Client numbers are growing at an annual rate of over 10%. The project is to move premises from Market Square to larger offices in Townsend Road Chesham.</p> <p>Planning permission from CDC has been granted.</p> <p>This move would underpin an expansion in the Bureau that would enable more clients to be seen and a wider range of services provided to residents in the area e.g. in money advice, financial capability (a financial education service), child poverty, energy advice and support to Sure Start Children's Centres. Critically the new premises would have disabled parking, access and facilities not possible in the current Chesham or Amersham office.</p>
Please list the Local Area priorities met by this project	Priority: Support for Families
	Priority: Support for Older People
	Priority: Access to Health Services (increasingly more GPs are referring patients to CAB)
	Priority: Links to the Asian Community (approx 15% of Chiltern CAB clients are from this community)

	Priority:
<p>Please outline how this project contributes to these priorities</p> <p>If the Local Area Plan has already identified a preferred solution, please address this in your response</p>	<p>The project would provide increased volunteer capacity that would allow us to meet the needs of more clients (families, the elderly, the unwell and the Asian Community) in the Chiltern District Council area. Our current offices have become too small and are impacting on our ability to extend critical services to address known problems raised by clients on benefits, debt and employment as well as others. This project will allow us to deliver enhanced services in money advice, financial education, energy advice and child poverty essential for social cohesion and the further development of the community. In addition, the upgraded and extended telephony together with IT system changes planned for late this year (to coincide with the Premises move) will provide a greater capacity to handle more clients with telephone based advice. Finally, with the additional space, we will have the opportunity of working cooperatively with other local charities in the furtherance a greater impact e.g. Age UK</p>
<p>Why is this project being proposed?</p> <p>Does it meet an unfilled community need? How has this need been identified? What difference do you hope this will make?</p>	<p>The project is being proposed to meet the growing demands of the community for our range of free and independent advice services. The premises move will act as a platform to help more clients e.g. families through our work with Sure Start Centres, raising the level of financial education through work with Schools and Colleges and assistance to residents with energy advice through our work with Veolia Water and CDC.</p>
<p>Does this project link with others in the area?</p> <p>Please outline the links with other projects and how the relevant stakeholders are working together</p>	<p>While the premises move does not directly, it will enable the enhancement of services with other agencies/projects in the area e.g. money advice (e.g. . Surestart Centres, Age UK Centres) and Energy Advice e.g. CDC and Veolia Water</p>
<p>How will you know that the project has been successful?</p> <p>How will you evaluate the outcome of the project?</p>	<p>The Bureau keeps a wide variety of statistics on the work it does with clients and their issues. Debt and benefit related issues have grown 32% and 18% respectively. Success for the Bureau will be when we see client numbers stabilise and that for those clients we see satisfaction levels</p>

	are high and the available support from relevant agencies are fully provided. This would be determined by client satisfaction surveys
What measures are being put in place to ensure the long-term sustainability of the project?	<p>The Bureau has a committed base of volunteers many of which have supported the CAB cause for over 10 years. We are currently expanding this base to include both advice and non-advice based volunteers. The non advice volunteers would typically work on projects, funding initiatives and business activities in finance or marketing.</p> <p>The Charity operates a reserves policy that would allow it to operate unfunded for up to six months. Further over the past 3 years funding streams have diversified such that 45% of financial needs are provided by funders other than Chiltern District Council. However, these are in the main project based restricted funds that can be withdrawn at any point. Chiltern District Council have recently confirmed continued funding at the 2010/11 level for a further 2 years.</p>
How long will the project run?	The services that this project will support will run for the foreseeable future while the physical move will take 9 months from planning to completion.

Project costs and contributions

What is the cost of your project? Please give a breakdown on costs.

Item or activity	Total cost £	Funding requested from the Local Area Forum
External Costs (disabled ramp, re-tarmac, gate, lighting, external door)	12372	5000
Internal re-fit (Sound proof partitioning, flooring, some furniture, DDA toilet, internal door,	19460	

decorating)			
Telephony & IT (server, PCs, cabling, some handsets)	12000		
Professional Costs (Legal fees, planning consent, plans, surveys, project management)	7608		
Contingency (10%)	5144		
Total:	56584		
If the total cost of the project is higher than the funding request, please tell us where the rest of the funding will come from Including match-funding and other financial contributions from partners	Reaching Communities Lottery Fund, Bucks Community Foundation, the 3 other Chiltern Local Area Forums, internal funding		
Is evidence of match-funding supplied?	No evidence		Evidence of complete funding with financial and in-kind contributions <input type="checkbox"/>
	Evidence of some confirmed funding, but package incomplete	xx <input type="checkbox"/>	Provision of business plan addressing funding issues <input type="checkbox"/>
What contribution is being made by other partners and what contribution are you making? This can include financial resources, in-kind support, fundraising, volunteer time, etc.	Other LAFs £9000. Bucks Community Foundation £3000, Reaching Communities Lottery Funding £19648. The Chiltern CAB plan to contribute £21900 of funding to this project		
What are the risks to the funding not being spent in the timeframe? Please note that the Local	The current lease on the existing Chesham premises expires at the end of calendar year 2011. This is a compelling event for the Bureau. However, we would have a time contingency of		

Priorities budget must be allocated and spent in this financial year ending March 2012

3 months before the end of the financial year 2011/12 assuming we could negotiate a short existing lease extension. In summary there is very low risk that funds would not be spent

About your organisation

What year was your organisation formed?

13 December 1999

When does your financial year end?

March

Signatures

Signature of main contact

I confirm that, to the best of my knowledge and belief, all the information in this contact form is true and correct. I understand that you may ask for additional information at any stage of the application process.

This must be the signature of the person named at the beginning of this form and not the same person who signs as second contact below.

Signed

P Gosling

Date:

April 2011

Signature of senior contact

One of your organisation's bank account signatories

Signed

J Dodd

Date:

April 2011

Second signatory name

John Dodd

Position/job title

Chairman

Contact address

Email address/telephone number

Please post this application to:

Heather-Joy Garrett, Locality Services
G14, County Hall, AylesburyBucks HP20 1UZ
Email: locality-services@buckscc.gov.uk

Please note:

Please ensure that prior to mailing the application you check the remainder of funding available in this financial year for the relevant Local Area. Please note that funding is paid on completion of schemes.

**Report to Chesham and Chiltern Villages
Local Area Forum**

Title	Delegated Budget 2011-12
Date	30 March 2011
Author & Contact Officer	Ann Marie Davies Transport Localities Team Leader 01296 382157
Electoral Divisions Affected	Kimberley Hardwick Transport Localities Team 01296 382262 Chess Valley Chesham East Chesham North East Chiltern Ridges

Summary

TFB is pleased to advise you that following full Council on 17 February 2011 they have been able to double the funds currently allocated to the overall delegated budget. The total budget for the County has increased from £500,000 to £1,000,000 and will be allocated across the 19 Locality areas on the same criteria as before (using needs based assessment and technically weighted data).

This has resulted in the Chesham and Chiltern Villages LAF delegated budget increasing from £34,441.00 to **£69,168.94** for 2011/12

Decision required

It is appreciated that some schemes have already been identified for funding for 2011/12. In order that the full benefit of the increase in budget allocation is achieved, each LAF is asked to consider, at their March/April meeting, whether or not to review those schemes already identified and consider the following three options;

1. To proceed with the identified schemes and identify additional schemes that fit in with the local priorities.

2. To proceed with the identified schemes but increase the size of the allocation to those schemes which will deliver additional quantity of that scheme.
3. To remove the schemes that have already been identified and identify alternative schemes that may not have been considered due to the cost of providing those schemes.

Following a decision

Any alterations to schemes already identified for 2011/12 should be submitted to Ann-Marie Davies by 2 May 2011 and LAFs will be expected to make a final decision on their programme in the June/July meeting.

Officers within TFB will assess schemes and provide feedback prior to the June/July round of LAFs.

Guidance on how to make a bid should be available from your Parish Clerk. Please send an email to khardwick@buckscc.gov.uk should you require this information or have any questions that aren't covered in this note.

**Report to Chesham and Chiltern Villages
Local Area Forum**

Title	Update report from Transport for Buckinghamshire
Date	31 March 2011
Author & Contact Officer	Ann Marie Davies Transport Localities Team Leader 01296 382157
Electoral Divisions Affected	Kimberley Hardwick Transport Localities Team 01296 382262 Chess Valley Chesham East Chesham North East Chiltern Ridges

Background

1. From 2010 this standard report will be issued to each Local Area Forum (LAF) from Transport for Buckinghamshire.
2. It will aim to provide a comprehensive update on current and relevant Transportation issues which are tailored to each individual LAF.
3. Standard topics to be covered will be:
 - Dates of when Local Community Gangs will visit parishes
 - Major issues likely to affect parishes within the LAF
 - Update on ongoing local issues
 - Policy Development
 - Any other information
4. In addition, it will cover any emerging issues which could or will affect Local Areas Forum areas.

Area Maintenance

Nothing to report.

Traffic Management

The refurbishment of the Bois Lane / Bois Moor Road traffic signal controlled bridge over the railway was successfully conducted on 29 and 30 March 2011. The refurbishment involved installing equipment that should resolve the reliability issues that have been experienced in recent years.

Policy

Local Transport Plan 3 (LTP3) consultation closed on the 25th February and the final document has been adopted by the County Council Cabinet on the 21st March. The strategy will supersede the LTP2 and come into effect on the 1st April 2011. The document will initially be available online, but hard copies are being produced for distribution, and will be available in libraries and County Council offices. We will let you know when and where it is available. TfB would like to thank all of those who took part in the consultation - Your views have helped shape the final document and a Consultation and Engagement Report will be produced early in 2011/12.

Road Safety

Local safety Schemes – Nil

Road safety Team – 26 Jan 2011, St. Mary's Way, Red Lion St & Amersham road, seat belt & mobile phone checks carried out.

Speed Limit Review – Nil

DEALING WITH SPEEDING TRAFFIC

If you send out letters to the public re speeding issues, as from the 1st April 2011 the Thames Valley Safer Roads Partnership (TVSRP) ceases to exist, therefore concerns regarding "dealing with speeding traffic" where the public request police enforcement have been altered, below are the new e-mail & postal details to use.

Thames Valley Police are responsible for all matters concerning enforcement of traffic laws. However, requests from the public about speeding are considered for enforcement, either by Police presence/speed checks or mobile camera enforcement through a "dealing with speeding traffic" scheme.

A request for this enforcement can be made by contacting the Thames Valley Police either by email at:

SpeedSolutions@thamesvalley.pnn.police.uk or by post to:

Speed Solutions
Thames Valley Police
Roads Policing Three Mile Cross
270 Whitley Wood Road
Reading
Berkshire
RG28FT

Following a request a decision would be taken by the Police, who would contact you direct.

Passenger Transport

Nothing to report

Development Control

Nothing to report

Design

Nothing to report

Asset Management

Nothing to report.

Delegated Budget update 2010/11

Chartridge Traffic Calming – anticipated to be completed end of April
Chesham Tree Planting, Broadlands Avenue - complete
Chesham, Germain Street Traffic Calming – Reviewing costs – will report progress direct to LAF.
Cholesbury, Gilberts Hill and Little Twye - Salt Bins - complete

Delegated Budget 2011/12

Separate report – including information on the delegated budget increase. For your information the allocation for the Chesham and Chiltern Villages LAF is now **£69,168.94**

Voluntary Car Schemes

A Toolkit for Good Practice

What is a voluntary car scheme?

A voluntary car scheme is an organised form of car sharing, which uses a pool of volunteer drivers to take people on pre arranged journeys. There is usually a co-ordinator who manages bookings, and drivers use their own cars and claim back out of pocket expenses such as mileage and parking costs.

Many schemes provide a service where volunteers stay with their passengers throughout the trip - for example to help with shopping or wait at the hospital or doctor's surgery; offering support and assistance beyond the scope of a commercial transport operator.

It is very important to establish that there is a local need, so having an open meeting and looking into the local bus services are good starting points.

Who benefits from a voluntary car scheme?

Car schemes can assist anyone in the local community who needs help with transport. Most often this is elderly or disabled people, but you may decide to extend this to a wider range of beneficiaries if you have enough drivers. In the current climate an increasing number of bus services are being withdrawn, and this has an impact on everyone from young families to the elderly.

At Community Impact Bucks, we spend a lot of time talking to people who are isolated due to lack of transport, particularly in rural areas. Although some people are able to get occasional lifts from neighbours and family, they tell us that they feel uncomfortable asking for help and don't want to be a burden. Organised community car schemes help these people not only by providing a much needed lifeline to the outside world, but also by helping them feel less uncomfortable about asking for a lift.

Where can I get help?

At Community Impact Bucks we can help you in identifying the local need for a scheme and in getting started. We can also help established schemes in many ways through recruiting volunteers, advice on financial and business planning, opportunities to raise funds, marketing and communication and much more. Contact us on 0845 389 0389 or by email at info@communityimpactbucks.org.uk

Voluntary Car Schemes
A Toolkit for Good Practice



Information is also available from organisations such as Volunteering England (www.volunteering.org.uk) and the Community Transport Association (www.ctauk.org).

GETTING STARTED

1. Establish a Need

If you are actively involved in your local community, the chances are that you will already have some idea of transport needs in your area and the majority of community car schemes are set up reactively, as a response to reduced bus services. It is however always a good idea to do your research first to make sure that there is a need for a scheme. The things you will need to find out are:

- How well connected is your village/community? Bus timetables and route information are available online at www.traveline.org or by calling 0871 200 22 33.
- Are there any other car schemes locally that may already serve your area? Often services such as this only advertise through word of mouth, and you may find that there is already a group who help informally with your local transport needs. Your church or doctor's surgery may have more information.
- Where do people need to go? Holding an open meeting in your village hall is a good way to find out about people's transport needs and establish an interest. You could also send out surveys and questionnaires via your parish magazine, however this can be an expensive and time consuming process and may alienate some people.

A word of advice- if you do hold an open meeting about transport, make it clear from the outset that it is about a voluntary car scheme, and not buses- or you may find you spend your evening talking about the withdrawal of local bus services! The transport officer at Community Impact Bucks will be happy to attend such meetings if required.

- Don't forget about the socially isolated people in your area. Often those in most in need of services are the people who don't access them- they may not be able to attend meetings due to mobility problems, and may not hear about services due to isolation. Get to know the professionals who work in the community, for example PCSOs, Adult Social Care, GPs...mobile hairdressers and milkmen may know who is in need too.

2. Find your co-ordinator

The coordinator of the scheme is the person who makes it happen. The perfect candidate is someone who is friendly and patient, and with good organisational skills. It is also helpful if the coordinator is someone who's known within the local community, as it makes it easier for potential passengers to take that first step towards booking a trip.

In general the scheme coordinator looks after four areas of work. It is not essential that the coordinator does each of these (for example other volunteers may help in undertaking each role) but the coordinator needs to keep an overall eye on all four areas of activity.

- Taking calls and booking drivers for each journey
- Advertising the scheme
- Recruiting volunteers
- General administration and checking of drivers' documents etc

They need a telephone with an answer phone, and ideally an email account. There is no need for the coordinator to be available constantly, as long as they can allocate a few hours a week to deal with enquiries and organise bookings.

The coordinator will need:

- A list of drivers with their contact details and availability
- Some form of booking system - a computer spreadsheet is ideal, but some people choose to keep a written record in a book or card index system. This will need to include name and address of passenger, driver details, pick up/collection times and destinations.
- Map of the local area

Depending on the size and finances of the scheme, the coordinator can be a paid position, however the vast majority are volunteers. If payment is made

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it is usually funded through donations, grants from local organisations and fundraising events.

3. Drivers!

No voluntary car scheme can work without a good team of drivers, and there is no point in advertising the service until you are sure you have enough. You can advertise for drivers anywhere, but parish magazines are usually a good bet. Also bear in mind when the majority of trips will take place – generally most of them will be during the day, so your target market for volunteers is probably going to be people who don't work full time. Advertising in golf clubs and local schools/playgroups/nurseries may therefore be a good idea.

Community Impact Bucks can also help with the recruitment of volunteers; just call us on 0845 3890389, or visit the national volunteering website, www.do-it.org.uk.

One of the most important things to tell potential drivers is that they shouldn't have to commit a lot of their time to the scheme. Most schemes operate with a team of drivers who only have to give one or two hours a week, but obviously the larger the team of volunteers, the less pressure there is on each individual. They may also be concerned about tax and insurance, which we will cover later on.

You may need to provide some training for drivers, particularly if they are driving the elderly or children. However this should not be a significant burden and there are excellent resources available from ROSPA and the Community Transport Association that can be used.

You will need to make reasonable enquiries that a volunteer driver's car is safe and suitable for the purposes of the scheme. This should include seeing the MOT certificate (where applicable) and the occasional visual check of the car to see if it has any obvious defects. You will also need to check that the driver has a valid driving licence and take (or ask them to provide you with) a photocopy. Again, however, this does not need to be a significant burden in terms of time and effort.

Your drivers are your most valuable resource, so will need to feel supported and appreciated. A drivers' handbook should be given to all new drivers (we can provide you with copies of these if requested).

Ideally, the cars used will be ones which are easy to get in and out of, in case beneficiaries have any mobility problems. Very high 4 x 4s may be difficult for some older people to use.

4. A Committee

The majority of groups form a small committee, agreeing:

- Name of the scheme
- Charges to passengers (this should not be any more than basic mileage/parking costs)
- What sort of journeys you want to make (some schemes just take people to doctor's surgeries, other cover social activities, shopping and daytrips, picking up prescriptions)
- What geographic area and distances your scheme will cover
- Who will be eligible to use the scheme

Some groups choose to go further and establish a formal constitution for the organisation, with members who take on specific roles such as secretary, treasurer etc. As any cash handling is minimal, and covers out of pocket expenses only, there may not be any formal need for a treasurer, but we are happy to discuss each group's needs on an individual basis. We can also give advice on setting up constitutions if required.

5. Advertising

So you've got your drivers, and you know what you want to do, but how are you going to let people know? As with advertising for drivers, it's a good idea to use your local resources, many of which will be free and will reach a large audience. Parish newsletters, libraries, shops, GP surgeries etc are a great way to reach potential beneficiaries, and the local newspaper may agree to write a feature on the scheme. We can also help with advertising the service at a broader level, such as through Adult Social Care.

LEGAL ISSUES- FREQUENTLY ASKED QUESTIONS

Many groups considering setting up a community car scheme are concerned about the legal implications. The following answers some of the most common questions. We are happy to discuss specific questions you may have which are not answered here.

Do we need a special licence?

A Toolkit for Good Practice

The answer is no; voluntary car schemes are exempt from all licensing and operating regulations. Providing your drivers do not make a profit on expenses they need only comply with normal regulations applicable to private motorists.

If you expand, and begin offering a scheduled service with a larger vehicle, such as a community bus scheme, you would then need to look at other licensing requirements and legal issues. Community Impact Bucks is happy to advise on this should you feel this is the direction you want to take, but these schemes can be expensive to set up and need a good deal of capital funding.

Do drivers need to change their insurance?

No, but they will need to notify their insurance companies that they are involved in a car scheme on a not-for-profit basis. Most insurance companies are aware of the existence of these schemes and drivers should not need to pay any additional premiums.

Does it affect tax?

No. As long as drivers are not claiming more than the maximum rate allowed by HMRC (currently 40p a mile up to 10,000 miles and then 25p a mile for subsequent miles) they do not need to declare it to the Inland Revenue.

Do we need to do CRB checks on our drivers?

The official guidance from the National Community Transport Association and Disclosures Agency is that it is advisable, though not essential, to carry out CRB checks on potential volunteer drivers. Our advice would be to CRB check all volunteers, as they will be working one to one with potentially vulnerable people - this protects both parties. This is, however the choice of the individual group and something that you should agree on when you are setting up your scheme.

What other checks are needed on our drivers?

You should check that they have a full licence and preferably no endorsements. Where a driver has penalty points the scheme coordinator will need to decide on a case by case basis whether they consider the driver is suitable as a volunteer.

What insurance is required by the scheme?

Voluntary Car Schemes



A Toolkit for Good Practice

The scheme should take out public liability insurance so that it is covered in case a claim is not covered by the driver's car insurance. In addition the scheme should consider the need for a Contingent Liability Policy – this covers the scheme in the event that it is considered responsible for an accident incurred by a volunteer driver.

Do we need to pay our drivers?

No, any payment to drivers is usually paid direct by the passenger. As previously mentioned, this should be out of pocket expenses only, such as parking tickets and mileage. Some passengers may want to pay more than this, but it is advisable to tell the drivers to politely decline - the minute they begin "earning" anything from the scheme complications begin with tax and insurance.

Project Plan – Community Transport Hub and Car Scheme Federation

Whilst the Bucks Accessibility Partnership has largely faded there is significant demand for advice and support to local groups and organisations on transport matters. In particular over the last year there has been increased demand for assistance and support in establishing community led solutions to transport needs. Pressure for such an approach is both a reflection of the national Big Society agenda and the associated drive to make public sector expenditure reductions, and a genuine response to local need (particularly in light of actual and potential reductions in rural bus services).

A number of the Local Area Forums have recognised this need and provided additional funding, to be used by 31 March 2011, to promote community car schemes in up to 20 local areas. Whilst the focus at the moment is on community car schemes, it is anticipated that other community solutions (such as community bus schemes along the lines of the Risborough Community Bus) will also be needed. Our experience is that such initiatives can deliver significant benefits but frequently have a longer gestation period due to their larger funding and operational requirements.

In light of this two objectives for the immediate future development of community and rural transport within Buckinghamshire are apparent:

- Community Transport Hub
- County-wide federation of community car schemes

Funding to develop both of these projects has been secured and an initial project plan for their implementation is shown below.

Project 1: Community Transport Hub

Not everyone has access to a traditional bus service and are seeking a more needs-led alternative. There are at least 20 community car schemes in Buckinghamshire, who already offer an outstanding service to people from rural areas, but they are often under resourced and leave their advertising to word of mouth. In the past year, Community impact Bucks have taken an increased number of enquiries from members of the public looking for transport solutions, often to visit relatives in hospital or to attend day centres. This has demonstrated that people are often confused about what services may be able to help them, and how to access those services. Our proposal is to pilot a community transport hub, which would act as a “one stop shop” for information, advice and guidance on community transport services, where customers can call one centralised number and find out which service best meets their needs. There would also be the option of booking trips through this centralised number if the client wishes

Project Plan – Community Transport Hub and Car Scheme Federation

to do so and the individual community transport provider has highlighted a need for help with bookings and administration. In addition to this, the hub would support those individual services, by reviewing policies, procedures and practices; providing business development support and financial healthchecks and identifying potential tender opportunities. Key aims are:

- a. Work with Dial-A-Ride to review procedures and practices with a view to improving customer service through implementing a central co-ordinating hub
- b. Support the local Dial-A-Ride in improving accessibility to a range of other community transport providers
- c. Provide business development support (eg financial healthchecks, identification of tender opportunities, advice on financial costing) to the local Dial-A-Ride as necessary
- d. Establish links with local community transport providers to develop joint working and awareness.

The hub would initially be piloted in the Chiltern area, and operated with Chiltern Dial A Ride, who are already well established as valued community transport provider with booking systems, telephone staff and governance. There is a possibility of extending the pilot to the Wycombe and South Bucks areas during the year, although this is subject to further discussion and agreement by the relevant parties. The work will begin on 1 April, with a view to “go live” by 31 August 2011:

Task	Start Date	Completion Date	Priority
Recruit Coordinator	01-Apr	30-Apr	High
Recruit Volunteers for research projects	01-Apr	30-Apr	High
Visit to Wiltshire	01-Apr	30-Apr	Medium
Needs Assessment Survey- public	01-Apr	31-May	High

Project Plan – Community Transport Hub and Car Scheme Federation

Needs Assessment Survey- community transport providers	01-Apr	31-May	High
Collect Data on Car Schemes and other transport options/Gap analysis	01-May	31-May	High
Set up policies and procedures/terms and conditions	01-Apr	31-May	High
Set up booking system	01-Apr	31-May	High
Research and purchase journey planning software	01-Apr	30-Jun	High
Organise seminar/meeting of existing providers	01-May	30-Jun	Medium
Toolkit provided to all schemes	01-May	30-Jun	Medium
Database of vehicles	01-May	30-Jun	Medium
Insurance	01-Apr	30-Jun	High
Marketing Plan including targeted marketing in areas where gaps have been identified	01-Jun	30-Jun	High
Income Generation/Business Planning	01-Jun	30-Jun	High
Recruitment of new volunteers	01-Jun	ongoing	High
Agree fee structure- chargeable services and membership fees	01-May	30-Jun	Medium
Database of volunteers	01-Jun	31-Jul	High
Database of schemes	01-Jun	31-Jul	High
Website	01-Aug	31-Jul	High

Project Plan – Community Transport Hub and Car Scheme Federation

Official Launch

01-Jun

31-Aug

High

Project 2: County Wide federation of community car schemes

Since October 2010, Community Impact Bucks has been involved with the set up of community car schemes in 20 LAF areas and the support of existing community transport providers. On speaking to existing schemes it has become evident that many are under resourced, with a dwindling number of volunteer drivers, limited financial back up and there is a great disparity in terms of policies, procedures and administration. In addition to this, in some villages there are as many as five car schemes, all operating independently of each other despite offering a very similar services and working with the same client groups. This can cause confusion among potential passengers, and also results in wasted resources, when schemes could be working together, sharing volunteers and vehicles. Potential coordinators and volunteer drivers are often uncertain about legal requirements regarding CRB checks, public liability insurance, vehicle insurance, and have asked for help with these issues. To this end we have published a toolkit for all schemes across the county, and offer telephone support and advice for new and existing schemes. Our proposal is to establish a federation of car schemes across Buckinghamshire, to give the opportunity to share resources, have expert support and the opportunity to join a county wide public liability insurance policy. This service would be given in return for a small annual membership fee.

There are two aspects of work, which will cover:

1. Establish a county wide federation of community car schemes, building on best practice from elsewhere in the country.
 - a. Federation to provide marketing, publicity and promotional support
 - b. Federation to seek group insurance for local community car schemes (subject to financial viability)
 - c. Federation to provide governance and operational information and advice, including model documents (eg reimbursing arrangements, driver agreements, good practice etc) to participating community car schemes
 - d. Federation to assist with recruiting and training volunteers (possibly to include CRB checking)
2. Work with local communities to develop new community led transport schemes, in particular;

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- a. Keeping up to date a community car implementation toolkit
- b. Promoting best practice and ideas from other areas

Task	Start Date	Completion Date	Priority
Recruit Volunteers for research projects	01-Apr	30-Apr	High
Visit to Wiltshire	01-Apr	30-Apr	Medium
Needs Assessment Survey- community transport providers Gap analysis	01-Apr	31-May	High
Collect Data on Car Schemes and other transport options	01-May	31-May	High
Agree governance, terms and conditions etc	01-Apr	31-May	High
Organise seminar/meeting of existing providers	01-May	30-Jun	Medium
Toolkit provided to all schemes	01-May	30-Jun	Medium
Database of vehicles	01-May	30-Jun	Medium
Public Liability Insurance	01-Apr	30-Jun	High
Marketing Plan including targeted marketing in areas where gaps have been identified Recruitment of new volunteers	01-Jun	ongoing	High
Agree fee structure- chargeable services and membership fees	01-May	30-Jun	Medium
Database of volunteers	01-Jun	31-Jul	High
Database of schemes	01-Jun	31-Jul	High
Website	01-Aug	31-Jul	High

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Funding Needs 2011/2012

Community Impact has assessed these two areas of activity and estimates that the following funding is required to meet the outcomes set out above.

	Community Car Schemes	Community Transport Hub
Salary costs	11,020	7,540
Project Costs	5,000	7,000
Management and Administration	1,100	750
	17,120	15,290
Bucks County Council *	10,000	
District Contribution (£500 each)	2,000	
Chiltern District Council *		13,000
Community Impact Bucks *	5,120	2,290
	17,120	15,290

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* funding agreed

The Future of Day Services in Buckinghamshire

Final Decision

March 2011

At Cabinet on 21 March Buckinghamshire County Council agreed the business plan for the future direction of day services.

The *Having a Good Day* consultation held between June and September last year provoked a high response and voiced the major concerns of service-users and carers as well as community groups and organisations involved in the service and their local communities.

During the consultation it was made clear that we could not leave Day Services unchanged, but the responses received have critically informed plans for the future to address the issues raised in the best possible way.

A major factor for change is the introduction of Self Directed Support, and the Personalisation of Social Care. This means all local authorities must promote choice and control for service users, usually through a Direct Payment, with which to purchase their services. However, by law, these cannot be spent on services provided by the County Council. Therefore the way in which Day Service are delivered must be changed.

By releasing the funding locked up in directly provided services the future plans will deliver significant ongoing savings and ensure value-for-money. They will establish a service that supports Personalisation and Self Directed Support with the increased focus on people taking their personal budgets as a Direct Payment and develop a wider range of services that people will want to buy.

Change is also driven by the predicated increase in the number of people with highly complex, long term disabilities with which they will require support over a number of years. This increase in the complexity of demand will take place within an aging population and Day Services provision must respond to the challenges posed.

The decision by Cabinet is as follows:

- 1. To provide six specialist Day Opportunities Centres to be located in: Aylesbury - Amersham/Chesham - Beaconsfield - Buckingham - Burnham – Wycombe**

These will support people with complex disabilities, as well as offering a wider community resource such as One Stop Shops and Centres for Independent Living.

We are looking into the potential use of current sites for the new centres at Hartwell Day Centre in Aylesbury, Orchard House in High Wycombe, Seeleys House in Beaconsfield and Amersham Library. In addition, we are actively exploring options for sites in Buckingham. While it is anticipated that some of the existing Day Centre sites will be used to develop the new centres, the final decision for all sites is yet to be made.

Additionally, the Council is working with community groups in Princes Risborough, Bourne End and Chesham, who have shown an interest in managing some elements of day service in their locality.

2. A network of Community Bases

These will be the default provision situated in local community centres, village halls, leisure facilities, etc. and be places where people can meet and/or use as starting points for other activities within the local community.

The Council has already agreed as part of its capital programme to fund up to £6.5million to support these plans, as well as the use of the proceeds from the sale of those buildings released.

The locations of the Day Opportunities Centres have been chosen to be close to areas of greatest demand. This will shorten journey lengths and times for most people who need a building-based provision. In many cases service-users currently travel longer distances than they should to reach a day centre.

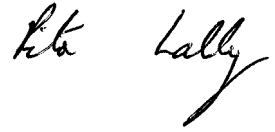
The programme for the redevelopment of day services and the Day Opportunities Centres will begin with immediate effect but will take three to four years to complete. It will take several weeks before a detailed work programme has been put in place and this will be made available.

The development programme will, importantly, include transition arrangements for those currently using Day Centres and we will keep service-users, carers, service providers and staff fully informed on what is happening and when. All service-users will be re-assessed so that the most appropriate service is identified and planned with and for them. We also want to make sure that service-users and carers are involved in helping us to develop the design of the new buildings and what the new services will provide.

The Cabinet Report provides more detail about the proposals and can be viewed on the internet using the following link:

[http://www.buckscc.gov.uk/moderngov/Published/C00000124/M00004530/AI00016208/\\$CabinetReport21stMach2011final.docA.ps.pdf](http://www.buckscc.gov.uk/moderngov/Published/C00000124/M00004530/AI00016208/$CabinetReport21stMach2011final.docA.ps.pdf)

We believe that the new plans for day services, while representing a significant and radical change, are essential to ensure a modern, affordable, sustainable and quality service for our most vulnerable clients. I hope that you will embrace these changes and work with us to ensure the health and wellbeing of vulnerable adults in Buckinghamshire.

A handwritten signature in black ink, reading "Rita Lally". The signature is written in a cursive style with a large, sweeping flourish at the end of the name.

Rita Lally
Strategic Director
Adults & Family Wellbeing



DEALING WITH SPEEDING TRAFFIC

'Community Concern' Scheme

Thames Valley Police are responsible for all matters concerning enforcement of traffic laws. The Thames Valley Safer Roads Partnership is currently running a Community Concern scheme where requests from the public about speeding are considered for enforcement, either by Police presence/speed checks or mobile camera enforcement through a "dealing with speeding traffic" scheme.

A request for this enforcement can be made by contacting the Thames Valley Police either by email at:

SpeedSolutions@thamesvalley.pnn.police.uk

or by post to:

Speed Solutions
 Thames Valley Police
 Roads Policing Three Mile Cross
 270 Whitley Wood Road
 Reading
 Berkshire
 RG28FT

Following a request a decision would be taken by the Police, who will then contact you .

Police Neighbourhood Action Group (NAG)

A speed check can also be requested via a Police Neighbourhood Action Group (NAG) if there is one in your area. For further details on NAGS please see:

<http://www.thamesvalley.police.uk/yournh/yournh-nag>

Neighbourhood Policing deal with reported speeding in various ways, depending on the nature of the problem (i.e. the number of speeding motorists and the number/type of collisions on the road length).

Community Speedwatch

Local residents can also volunteer to carry out speed monitoring in a scheme called 'Community Speedwatch' which is organised by Buckinghamshire County Council and Thames Valley Police but run by volunteers in the community. Further information on this scheme can be found at:

<http://www.buckscc.gov.uk/bcc/transport/speedwatch.page>

Make the Commitment (MTC)

If the majority of users are local residents it may be the case that our 'Make the Commitment' scheme is suitable. The scheme asks drivers to sign a pledge that they will try to keep to the speed limits at all times. The idea behind this is that it will focus a driver's attention on the speed at which they travel and help them maintain a lower speed. This initiative is most effective when the majority of users are local residents who travel the road regularly and therefore if leaflets regarding this scheme could be distributed within the local area alongside further publicity on concerns it could help to reduce the speed of the majority of the road's users. Further information on Make the Commitment can be found at:

www.buckscc.gov.uk/mtc

If you think this scheme would be suitable for your area we will be happy to provide some leaflets for distribution through the Parish Council.

Vehicle Activated Signs

There is a new policy in place to enable Parish/Town councils to provide signs which 'flash up' a message to drivers who exceed a predetermined speed. Details of this policy can be seen at:-

http://www.buckscc.gov.uk/bcc/transport/vehicle_activated_signs.page

Temporary Speed Indicating Device (TSID)

A Temporary Speed Indicating Device (TSID) is available at each area office. These devices can only be booked by parish or town councils or by county councillors and cost £100 for two weeks. Please [contact us online](#), by email via tfb@buckscc.gov.uk or call 0845 2302882 to request an application form.

The police still have their own versions of these signs which other organisations or community groups can borrow or hire. Please contact your local Police Community Support Officer (PCSO) or local neighbourhood police office for further information. This can be done through the police non-emergency number 0845 8 505505.