

CHILTERN DISTRICT COUNCIL

King George V House, King George V Road, Amersham,
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Cabinet

Tuesday, 22nd October, 2013 at 4.30 pm

Council Chamber, King George V House, King George V Road, Amersham

A G E N D A

- 1 Evacuation Procedures
- 2 Minutes
To sign the Minutes of the meeting held on 27 August 2013, subject to the inclusion of the word "Regulation" between the words "Traffic" and "Act" in Resolution 1a of Minute 36 – Off Street Car Parking Order.
- 3 Apologies for Absence
- 4 Declarations of Interest
- 5 28-Day Notice Forward Plan (*Pages 5 - 6*)
Appendix (Pages 7 - 18)
- 6 Current Issues
- 7 Capital Programme Review 2013/14 to 2017/18 and Repairs & Renewals Fund Programme 2013/14 to 2014/15 (*Pages 19 - 22*)
Appendix 1 (Pages 23 - 24)
Appendix 2 (Pages 25 - 26)
Appendix 3 (Pages 27 - 28)
Appendix 4 (Pages 29 - 30)

- 8 Procurement Strategy (Pages 31 - 32)
Appendix (Pages 33 - 48)
- 9 Treasury Management Report - July to September 2013 (Pages 49 - 52)
Appendix 1 (Pages 53 - 54)
- 10 Bucks Home Choice Allocations Policy (Pages 55 - 60)
Appendix 1 (Pages 61 - 94)
Appendix 2 (Pages 95 - 104)
- 11 Annual Car Park Report (Pages 105 - 110)
Appendix (Pages 111 - 112)
- 12 Chiltern Leisure advisory Board - Leisure Contract Performance Report
(Pages 113 - 122)
Appendix (Pages 123 - 124)
- 13 2013 Housing Land Supply Trajectory (Pages 125 - 128)
Appendix (Pages 129 - 154)
- 14 Chilterns AONB Management Plan 2014-19 (Pages 155 - 160)
- 15 Joint Chiltern and South Bucks Sustainable Community Strategy 2013 -
2026 (Pages 161 - 162)
Appendix (Pages 163 - 190)
- 16 Quarter 1 Performance Report 2013/14 (Pages 191 - 194)
Appendix (Pages 195 - 204)
- 17 Social Media Policies for Staff and Members (Pages 205 - 206)
Appendix 1 (Pages 207 - 214)
Appendix 2 (Pages 215 - 224)
- 18 Aviation Update (Pages 225 - 230)
- 19 Minutes of Joint Executive Committees
Members are asked to note the Minutes of the following meetings of Joint
Executive Committees:
*Appendix 1 - Chilterns Crematorium Joint Committee - 11
September 2013 (Pages 231 - 234)*

20 HS2 Update (*Pages 235 - 242*)

21 Exclusion of the Public

To resolve that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

Private Appendix to Item 20: HS2 Update (*Pages 243 - 244*)

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

Note: All Reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman's discretion.

Membership: Cabinet

Councillors: N M Rose (Leader)
M R Smith (Deputy Leader)
Mrs I A Darby
G K Harris
P J Hudson
P E C Martin
M Stannard

Date of next meeting – Tuesday, 17 December 2013

If you would like this document in large print or an alternative format please contact 01494 732145; email chiefexecs@chiltern.gov.uk

This Agenda should be considered as a Notice – under Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 – of an intention to meet in private to consider any items listed on the Agenda under Private Reports. The reason for the item being considered in private, that being the relevant paragraph number and description from Schedule 12A of the Local Government Act 1972 is detailed on this Agenda. Representations received (if any) regarding the items being considered in private (together with any response) are also detailed on this Agenda.

**CHILTERN DISTRICT COUNCIL
CABINET – 22 OCTOBER 2013**

Background Papers, if any, are specified at the end of the Report

FORWARD PLAN

Contact Officer: Alan Goodrum (01494 732001)

RECOMMENDATIONS

The Cabinet is asked to note the draft 28 Day Notice / Forward Plan (Appendix 1) which is due to be published on 18 November.

Relationship to Council Objectives

Objective 1: Efficient and Effective Customer Focused Services

Implications

Key decisions, Best Value implications, Performance Monitoring and advance notice of other issues

Financial Implications

None

Risk Implications

The publication of the Forward Plan is a statutory requirement

Equalities Implications

None

Sustainability Implications

None

Report

The Access to Information Regulation 2012 place a requirement on Councils to publish a notice 28 days before every Cabinet meeting detailing all Key Decisions and Private Reports to be considered by the Cabinet. The [28 Day Notice / Forward Plan](#) are published on the Council's website.

Background Papers: None

**Local Authorities (Executive Arrangements) (Meetings and Access to Information)
(England) Regulations 2012**

This is a Notice of an intention to make a Key Decision on behalf of the Local authority (Regulation 9) and an intention to meet in private to consider those items marked as 'Private Reports' (Regulation 5).

A further Notice (the 'Agenda') will be published no less than 5 working-days before the date of the Cabinet meeting and will be available at www.chiltern.gov.uk/democracy

Leader (Councillor N M Rose)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Date to Overview ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Director
No	Medium Term Financial Update: A preliminary update to the financial forecast for the period to 2016/17	P&R 3 December	Cabinet 17 December	No	Director of Services
No	Quarter 2 Performance Report 2013/14: To note the Q2 performance report	P&R 3 December	Cabinet 17 December	No	Chief Executive
No	Quarter 3 Performance Report 2013/14: To note the Q2 performance report	P&R 1 April 2014	Cabinet 6 May 2014	No	Chief Executive

Asset Management - Deputy Leader (Councillor M R Smith)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Date to Overview ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Director
Yes	Review of Car Parking Charges: To consider options for charges for 2014	P&R 3 December	Cabinet 17 December	No	Director of Services
Yes	London Road Depot Investment: Update report on outcome of main works. Possible funding for new paper sort facility requirements	P&R 3 December	Cabinet 17 December	Yes (Paragraph 3)	Director of Services
No	Proposed disposal of a small parcel of agricultural land at Upper Stone Meadows Chalfont St Giles: To approve the sale of 0.3 acre of uncultivated land to the owner of the adjoining property The Stone in order to help complete the restoration of a historic building and grounds		Cabinet 17 December	Yes (Paragraph 1 & 3)	Director of Services
No	Pest Control, Dog Control & Dog Waste Contracts: To inform Members of the outcome of the tender process for these contracts	C&E 26 November	Cabinet 17 December	Yes (Paragraph 3 & 4)	Director of Services
Yes	CCTV Outsourced by WDC & Review of CCTV Provision & Maintenance	C&E 26 November	Cabinet 11 Feb 2014	Yes (Paragraph 3)	Director of Services

Health and Housing (Councillor Mrs I Darby)

Key Decision (Y/N) ¹	Report Title & Summary ²	Date to Overview ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Director
Yes	The Public Safety Charitable Trust Ltd:		Cabinet 17 December	No	Director of Resources
No	Affordable Housing in Chiltern - Review Of Chiltern District Council Activity: To review the Council's activities for helping people to access affordable housing and to assess what other options may be available to the Council	H&P 21 January 2014	Cabinet 11 February 2014	No	Director of Services

Sustainable Development (Councillor G K Harris)

Key Decision (Y/N) ¹	Report Title & Summary ²	Date to Overview ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Director
Yes	Pre-Consultation Delivery Development Plan Document, Draft Infrastructure Delivery Schedule and Community Infrastructure Levy Review: To consider approving a Pre-Consultation version of the Delivery DPD, its related documents and draft Infrastructure Delivery Schedule for public consultation and whether the Council should consider introducing a Community Infrastructure Levy	H&P 11 December	Cabinet 17 December	No	Director of Services
Yes	Draft Sustainable Construction and Renewable Energy Supplementary Planning Document: To consider approving a draft Sustainable Construction and Renewable Energy SPD for public consultation		Cabinet 11 February 2014	No	Director of Services

Community (Councillor P J Hudson)

Key Decision (Y/N) ¹	Report Title & Summary ²	Date to Overview ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Director
No	Chiltern Revitalisation Groups Report: To report how Chiltern's Revitalisation groups have improved and developed local services and facilities as well as detail the key challenges moving forward.	C&E 26 November	Cabinet 17 December	No	Director of Services
No	Open Space Strategy 2013 - 2016: To present the newly updated Chiltern Open Space and Recreation Strategy 2013-2015	C&E 26 November	Cabinet 17 December	No	Director of Services
Yes	Chiltern Community Cohesion Plan Update Report 2013 – 15: To present members Chiltern's new Community Cohesion Plan 2013 – 15	C&E 26 November	Cabinet 17 December	No	Director of Services

Waste and Customer Services (Councillor P E C Martin)

Key Decision (Y/N) ¹	Report Title & Summary ²	Date to Overview ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Director

Support Services (Councillor M Stannard)

Key Decision (Y/N) ¹	Report Title & Summary ²	Date to Overview ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Director

28-DAY NOTICE – FORWARD PLAN

Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

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CHILTERN & SOUTH BUCKS JOINT COMMITTEE (JC)

Meeting: 21 October 2013* (Council Chamber, CDC)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation How/When ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Contact Officer and Telephone Number
Yes	Housing Service Review Business Case: To consider the case for a single team discharging Housing functions for Chiltern and South Bucks.		JC 21 Oct	Yes (Paragraph 3)	Martin Holt CDC: 01494 732055 SBDC: 01895 837354
No	Programme Report: Update on the programme activities, risks and finances.		JC 21 Oct	No	Jim Burness CDC: 01494 732905 SBDC: 01895 837217
Yes	Shared Services - Accommodation Issues: Report on options for accommodation solutions for the initial shared service teams that have had business cases approved		JC 21 Oct	No	Chris Marchant CDC: 01494 732250 SBDC: 01895 837360

*Following publication of this Notice the meeting date was subsequently changed from 2 October to Monday 21 October.

28-DAY NOTICE – FORWARD PLAN

Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

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CHILTERN & WYCOMBE JOINT WASTE COLLECTION COMMITTEE (JWCC)

Meeting: 10 October 2013 (Cabinet Room, CDC)*					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Contact Officer and Telephone Number (01494)
No	Programme Report: To receive an update on the Programme to date.		JWCC 26 September	Yes (Paragraph 3)	Kitran Eastman 732149
Yes	Recycling Containers: To consider a report on Recycling Containers in Chiltern		JWCC 26 September	Yes (Paragraph 3)	Kitran Eastman 732149
No	Service Level Agreement / Joint Reporting Arrangements: To consider a report on the service level agreement between both Councils and the arrangements for joint reporting		JWCC 26 September	No	Caroline Huges 421701

* Following publication of this Notice the meeting was rescheduled from 26 September to Thursday 10 October (Cabinet Room, CDC).

28-DAY NOTICE – FORWARD PLAN

Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

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JOINT WASTE COMMITTEE FOR BUCKINGHAMSHIRE (JWC)

Meeting: 9 October 2013 (Location: Olympic Room, AVDC)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Contact Officer and Telephone Number
Yes	Budget 2014/15: To agree the budget for 2014/15		JWC 9 October	No	Henry Allmand 07738 314184
Yes	Joint Waste Strategy – Options Report: To consider a report identifying options for the review of the Joint Waste Strategy		JWC 9 October	No	Henry Allmand 07738 314184
No	Fly-tipping: To highlight a particular fly-tipping case for officer input		JWC 9 October	No	Henry Allmand 07738 314184
No	Strategic Waste Acceptance Policy & Controlled Waste Regulations Schedule 2: To receive a verbal update on the Strategic Waste Acceptance Policy & Controlled Waste Regulations Schedule 2		JWC 9 October	No	Henry Allmand 07738 314184
No	The LGA Waste Review Presentation 'Wealth from Waste: To receive a presentation from Dan McCartney (LGA)		JWC 9 October	No	Henry Allmand 07738 314184
No	Energy from Waste Update: To receive an update on the EfW facility		JWC 9 October	No	Roger Seed 01296 387783
No	Inter-Authority Agreement Update: To receive an update on the IAA		JWC 9 October	No	Henry Allmand 07738 314184
No	Chiltern & Wycombe Rollout Update: To receive an update on the rollout of the CDC & WDC Joint Waste Collection Contract		JWC 9 October	No	Chris Marchant 01494 732250 01895 837360
No	County & District Councils Update: To receive an update from Bucks County Council & the District Councils		JWC 9 October	No	Henry Allmand 07738 314184

28-DAY NOTICE – FORWARD PLAN

Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

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CHILTERN CREMATORIUM JOINT COMMITTEE (CCJC)

Meeting: 12 February 2013 (Cabinet Room, CDC)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Date to Overview ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Director
Yes	Site Search: Aylesbury Crematorium: To consider an update report on the Aylesbury Crematorium		CCJC 12 Feb 2014	Yes (Paragraph 3)	Director of Services
Yes	Capital Programme:		CCJC 12 Feb 2014	No	Director of Resources
Yes	Medium Term Financial Strategy:		CCJC 12 Feb 2014	No	Director of Resources
Yes	Fees & Charges:		CCJC 12 Feb 2014	No	Director of Resources
Yes	Revenue Budget:		CCJC 12 Feb 2014	No	Director of Resources
Yes	Service Plan:		CCJC 12 Feb 2014	No	Director of Services

**CHILTERN DISTRICT COUNCIL
CABINET – 22nd OCTOBER 2013**

Background Papers, if any, are specified at the end of the Report

CAPITAL PROGRAMME REVIEW 2013/14 to 2017/18 and REPAIRS & RENEWALS FUND PROGRAMME 2013/14 TO 2014/15

Contact Officer: Gary Martin (01494 732243)

RECOMMENDATIONS

Cabinet is asked to:-

- 1. Consider and agree the proposed changes to the Approved and Committed Programme 2013/14 to 2017/18**
- 2. Consider and agree the Repairs and Renewals Fund Programme 2013/14 to 2014/15**

Relationship to Council Objectives

Schemes within the Capital and Repairs & Renewals Programme contribute to the delivery of all Council objectives.

Implications

- (i) This matter is a key decision within the Forward Plan*
- (ii) This matter is within the Policy and Budgetary Framework*

Financial Implications

The proposed programme is in accordance with the Council's financial policies and strategies.

Risk Implications

The risk implications of each scheme are considered as part of the business case appraisal process.

Equality Implications

The equality implications of each scheme are considered as part of the business case appraisal process.

Sustainability Implications

The sustainability implications of each scheme are considered as part of the business case appraisal process.

Report

Background

- 1 In order to prepare the capital programme budget managers were asked to:-
 - Review existing approved and committed schemes within the programme to ensure that the phasing of expenditure into each year is accurate (the

Item 7

importance of this exercise was emphasised, bearing in mind the £2.4m underspend brought forward from 2012/13)

- Review the current provisional schemes list and add new schemes for potential future inclusion in the capital programme.

The resulting programme was reviewed by Management Team on 18 September and Performance & Resources Overview on 8 October. Their comments, if any, will be reported verbally at this meeting. The report was also considered by the Capital Asset Management Group (CAMG) on 16 October.

Review of Capital Programme

2 The Capital Programme is managed in three parts:-

- (a) Committed – schemes currently in progress with contracts let and work on site or schemes approved by Cabinet and moving to contract
- (b) Approved but not yet Committed – schemes approved by Cabinet in principle pending further detail, for which funding has been allocated
- (c) Provisional Items – schemes that may be approved by formal reports to members if they are felt to require funding to progress Council priorities.

The current Approved and Committed Programme reflects recommendations made by Cabinet up to 27 August 2013. The figures are shown in **Appendix 1** and additional comments regarding each scheme are provided in **Appendix 2**.

Changes to Approved & Committed Programme

3 The following table shows the schemes which have been rephased and balances removed from the programme as a result of the review. In total £2.7m of expenditure has been rephased from the current year to future years and £150k has been released from the programme.

Capital Programme Scheme Review	13/14		14/15		15/16		16/17		Total	
	Orig Budget £	Latest Budget £	Orig Budget £	Latest Budget £	Orig Budget £	Latest Budget £	Orig Budget £	Latest Budget £	Orig Budget £	Latest Budget £
Schemes rephased:										
Public Access Module Upgrade	10,801	0		10,801					10,801	10,801
Public convenience refurb'mnt	225,000	5,000		45,000		75,000		100,000	225,000	225,000
London Rd Depot investment	2,091,087	1,000,000		1,091,087					2,091,087	2,091,087
Lords Mill Weir, Chesham	50,000	0		50,000					50,000	50,000
Leisure - Survey	7,084	0							7,084	0
Leisure Centres	159,765	0	100,000	266,849	100,000	100,000	100,000	100,000	459,765	466,849
Land Purchases - Amersham	20,000	0		20,000					20,000	20,000
AMSCP Guttering works	31,000	0		31,000					31,000	31,000
AMSCP Over roof	650,000	0		650,000					650,000	650,000
Addn'l off street parking sol'ns	10,000	0		5,000		5,000			10,000	10,000
KGVBH - secondary flat roofing	120,229	0		120,229					120,229	120,229
KGVBH - Second floor roof lights	128,500	0		128,500					128,500	128,500
KGVBH - Replace internal lighting	13,949	0		13,949					13,949	13,949
KGVBH - Virtual desktop investm.	200,000	0	50,000	250,000					250,000	250,000
	3,717,415	1,005,000	150,000	2,682,415	100,000	180,000	100,000	200,000	4,067,415	4,067,415
Total rephased		-2,712,415		2,532,415		80,000		100,000		0
Balances released:										
Big Green Deal CIC	40,000	35,000							40,000	35,000
Leisure - DDA Works	30,000	0	15,000	0	15,000	0			60,000	0
KGVBH - IT investment in wifi	50,000	0							50,000	0
KGVBH - External decoration	34,506	0							34,506	0
	154,506	35,000	15,000	0	15,000	0	0	0	184,506	35,000
Total removed		-119,506		-15,000		-15,000		0		-149,506

- 4 It is usual practice at this point to add a further year to the rolling programme, this being 2017/18, with the inclusion of certain specific schemes as follows:-

Disabled facilities grants: £390k

Of this sum £240k is met from government subsidy, with £60k - £90k from Paradigm funding and £60k - £90k from Council resources (dependent on Paradigm contribution).

Leisure Centres maintenance: £100k

Under the contract with Greenwich Leisure the Council has responsibility for the structure and exterior of the Leisure Centres, including the repair and maintenance of visitor car parks (Cabinet 8 April 2003, minute no. 258: "That the level of funding provided by CDC for the Chiltern Leisure Centres be £125,000 in 2003/04 and £100,000 for each year thereafter")

Computer network upgrades in CDC offices: £50k

This is required for annual licence fees and ongoing upgrades to the core applications such as Uniform or IDOX.

Capital salaries (Internal fees): £50k

This relates to engineers time spent on capital schemes. Sums are reviewed annually as part of the salary allocation process.

Provisional Schemes List

- 5 The provisional schemes list covers a wide range of capital bids. It identifies schemes which may be included in the future programme and gives an

indication of the potential demand on financial resources. The updated list is attached at **Appendix 3**.

- 6 The total value of schemes included on the list is £2.75m. A Cabinet report outlining the business case will be required for the addition of each scheme to the approved and committed programme.

Repairs and Renewals fund programme

- 7 As part of its overall resources the Council maintains a Repairs and Renewals Fund. The fund is used for the following:
- Minor repairs and maintenance to buildings and fixtures and fittings
 - To replace equipment which has a limited life
 - To fund expenditure of a capital nature which falls below the £20k de minimis level for inclusion in the Capital Programme.
- 8 As part of the review process bids to the value of £210k were received for 2014/15. The resulting programme is attached at **Appendix 4**.

Background Papers: None

Capital Programme 2013/14 to 2017/18

(Full rolling 5-year programme)

Cultural, Environmental & Planning

Committed Programme

	13/14 Budget £	14/15 Budget £	15/16 Budget £	16/17 Budget £	17/18 Budget £	Total Budget £
Public Access Module Upgrade/Uniform 9		10,801				10,801
Building Control EDMS	6,012					6,012
Health & Housing ICT Improvements	40,129					40,129
Investment at London Road Depot	1,000,000	1,091,087				2,091,087
Lords Mill Weir, Chesham		50,000				50,000
Chesham Valebrook culvert works	50,000					50,000
Leisure Centres	55,333					55,333

Approved but not yet committed

Leisure Centres		266,849	100,000	100,000	100,000	566,849
Public convenience refurbishment	5,000	45,000	75,000	100,000		225,000

Highways, Roads & Transport

Committed Programme

Land Purchases - Amersham On the Hill		20,000				20,000
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Approved but not yet committed

AMSCP Guttering works		31,000				31,000
AMSCP Over roof		650,000				650,000
Additional off street parking solutions		5,000	5,000			10,000

Housing

Committed programme

Disabled Facility Grants	396,185	390,000	390,000	390,000	390,000	1,956,185
Renovation Grants	63,028					63,028
Big Green Deal Community Interest Company	35,000					35,000

Corporate & Democratic Core

Committed Programme

Network Upgrade	59,368					59,368
Cash receipting / card security upgrade	29,365					29,365
ICT Helpdesk	6,000					6,000
Idox Pub. Access modules	23,742					23,742
<i>KGVH essential maintenance works:</i>						
- Secondary flat roofing over both blocks		120,229				120,229
- Second floor roof lights over both blocks		128,500				128,500
Web Content Management System	22,852					22,852
KGVH - Replace internal lighting		13,949				13,949
Shared finance system	20,843					20,843
Virtual environment upgrades	25,000					25,000
e-Chiltern: IT equipment to Members	20,000					20,000

Approved but not yet committed

KGVH - Entrance café (removal of eco house etc)	35,000					35,000
KGVH - IP telephony rollout - enhanced functions		36,000				36,000
KGVH - IT investment in virtual desktops		250,000				250,000
KGVH - IP telephony rollout - core infrastructure	70,000					70,000
Network Upgrade		50,000	50,000	50,000	50,000	200,000

Capital Salaries	50,000	50,000	50,000	50,000	50,000	250,000
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Summary

Cultural, Environmental & Planning	1,156,474	1,463,737	175,000	200,000	100,000	3,095,211
Highways, Roads & Transport	0	706,000	5,000	0	0	711,000
Housing	494,213	390,000	390,000	390,000	390,000	2,054,213
Corporate & Democratic Core	312,170	598,678	50,000	50,000	50,000	1,060,848
Internal Fees	50,000	50,000	50,000	50,000	50,000	250,000
Total Capital Programme	2,012,857	3,208,415	670,000	690,000	590,000	7,171,272

Funded by

Gov't housing subsidy re DFG's	244,717	240,000	240,000	240,000	240,000	1,204,717
Paradigm contributions re DFG's	90,000	60,000	60,000	60,000	60,000	330,000
s106 parking commuted sums	88,000	0	0	0	0	88,000
Internal Capital Resources	1,108,140	1,008,415	370,000	390,000	290,000	5,548,555
Total Funding	2,012,857	3,208,415	670,000	690,000	590,000	7,171,272

**Capital Programme 2013/14 to 2017/18
Commentary on Schemes**

	Owner	Comments	Additional Budget Manager Comments
Cultural, Environmental & Planning			
Public Access module upgrade/Uniform 9.	Sim Dixon	Part of project to replace Innogistic with Uniform 9 in Planning.	Relevant to forthcoming service reviews and Building Control shared service.
Building Control EDMS	Sim Dixon	Part of project to implement the IDOX document management system in H&H and BC. It has been successfully rolled out in H&H but due to the uncertainty over a joint BC service between CDC and WDC it was put on hold.	Part of Building control shared services implementation
Health & Housing ICT Improvements	Sim Dixon	Further development due re upgrade to IDOX & Uniform	order placed end of 2012/13 by IT
Investment at London Road Depot	Chris Marchant	Cabinet 9/7/13: revised budget	
Lords Mill Weir, Chesham	David Stowe	Cabinet 30/10/12 £50k from prov sum - '13/14	In partnership with Environment Agency
Chesham Valebrook culvert works	Oliver Asbury	Cabinet 11/12/12: £50k from prov sum	CDC to undertake works & invoice EA £50k (total £100k)
Leisure Centres (committed)	Lynn Trigwell	Cabinet 3/8/12: £40k from approved	
Leisure Centres (approved)	Lynn Trigwell		
Public convenience refurbishment	Chris Marchant	Cabinet 20/3/12: £225k; 30/10/12: £180k rephased	Subject to discussions with a range of partners before agreeing any programme to be carried out
Highways, Roads & Transport			
Land Purchases - Amersham On the Hill	Oliver Asbury	Cabinet 15/12/09: £20k reinst works; c/f to 13/14	Awaiting developer discussions as Sainbury own the garden. Need to keep budget for undertaking agreed works if required
AMSCP Guttering works	Oliver Asbury	Cabinet 14/9/11: £31k from prov.	Do this when the overroof work is installed (summer 2014)
AMSCP Over roof	Oliver Asbury	Cabinet 9/7/13: £562k from prov + £88k commuted sums	
Additional off street parking solutions	Oliver Asbury	Cabinet 9/7/13: £10k from prov	Study to be undertaken through consultation with CAMG
Housing			
Disabled Facility Grants	Martin Holt		Statutory expenditure
Renovation Grants	Martin Holt	Cabinet 7/5/13: £50k from prov sum re Housing Financial Assistance	Two HMOs known to require major works under Enforcement Policy and expecting increased demand for fuel poverty measures (heating and insulation) though Housing Assistance policy following closure of other schemes.
Big Green Deal CIC	Martin Holt	Cabinet 3/8/12 £40k from prov sum	Contribution paid
Corporate & Democratic Core			
Network Upgrade	Sim Dixon		This budget covers the license fee for Microsoft.
Cash receipting / card security upgrade	Rodney Fincham	£7k b/f + Cabinet 30/10/12: £22k from prov sum	Essential to be able to continue to take card payments
ICT Helpdesk	Sim Dixon	Please push this into 2013/14	Key to be able to support services increasingly reliant on ICT
Idox Pub. Access modules	Sim Dixon	Part of a project to enhance Uniform functionality for BC.	These are projects that are relevant to the current service reviews. The resources were factored in to ICT programme for shared services implementation agreed by Joint Committee.
<i>KGvH essential maintenance works:</i>			
- Secondary flat roofing over both blocks	Chris Marchant	Cabinet 1/2/11: £367k from Prov Sum: Work now scheduled for summer 2013	Awaiting roof light work way forward.
- Second floor roof lights over both blocks	Chris Marchant	Work now scheduled for summer 2013	Architect to be appointed as the initial QS assumptions on the glazing systems required repair did not reflect the bespoke Italian systems true repair costs. Full replacement needed. Possible link to conduct work at same time as Atrium but roof needs work undertaken soon.
Web Content Management System	Rachel Prance	Cabinet 1/2/11. Expenditure in progress	Part of jointly hosted website project agreed with SBDC
KGvH - Replace internal lighting	Chris Marchant	Work in progress	Balance transfer to entrance / reception area lighting 3.5yr payback
KGvH - IP telephony rollout - enhanced	Sim Dixon	Cabinet 30/10/12: tfr from prov sum £36k	Subject of Workwell Group Progression and report to Joint Cmm
KGvH - IT investment in virtual desktops	Sim Dixon	Cabinet 30/10/12: tfr from prov sum £250k	Subject of Workwell Group Progression
KGvH - IP telephony rollout - core infrastr	Sim Dixon	Cabinet 30/10/12: tfr from prov sum £70k	Subject of Workwell Group Progression and report to Joint Cmm
Shared finance system	Rodney Fincham	Cabinet 30/10/12: £100k from prov sum	Complete
Virtual environment upgrades	Sim Dixon	Cabinet 11/12/12: £25k from prov sum	Essential precursor to shared service ICT to support joint teams
e-Chiltern: IT equipment to Members	Sim Dixon	Cabinet 12/2/13: £20k from prov sum	Complete
KGvH - Entrance café	Chris Marchant	Cabinet 30/10/12: tfr from prov sum £35k	Future report to be taken to CAMG
Capital Salaries			
	Chris Marchant		Based on historical information. Will be examined as part of shared services review of Property & Facilities

**Capital Programme
Provisional List *
2013/14 to 2017/18**

Cultural, Environmental & Planning

	13/14 £	14/15 £	15/16 £	16/17 £	17/18 £	Total £	Budget Manager Comments
Leisure Centre energy efficiency works	20,000	20,000	20,000	20,000		80,000	
Prestwood Sports & Leisure		30,000				30,000	CDC in discussions with Leisure Trust re long - term strategy regarding facility & car park
Prestwood Sports & Leisure		70,000				70,000	
Town & village revital'n-capital pooled fund	16,000	16,000	16,000	16,000		64,000	To be reviewed
Environ'l improvements / BCC joint schemes	30,000	30,000	30,000	30,000		120,000	To be reviewed - possible Chesham town centre lighting improvement
Future land purchases	330,000	330,000	340,000			1,000,000	To be reviewed by CAMG
Leisure - DDA works				60,000		60,000	

Highways, Roads & Transport

AMSCP PV on new Roof (50-200kWp)		250,000				250,000	Subject to business case and report Autumn 2013
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Housing

Private Sector Renovation Loans / Grants		50,000	50,000	50,000	50,000	200,000	Subject to future report
Flexible Home Loan scheme	50,000	50,000	50,000	50,000	50,000	250,000	subject to future report

Corporate & Democratic Core

Entrance atrium & lobby glazing + 2nd floor lights		300,000				300,000	Subject to future report
Underground car park security fencing & gates	37,000					37,000	Subject to planning
Performance management software upgrades	10,000					10,000	Shared project with SBDC
ArcGIS server 9.3.1 & Local View Community	13,650					13,650	Linked to projects supporting shared services and transformation of service delivery
SAN (Storage Area Network) enhancement	25,000					25,000	Linked to projects supporting shared services and transformation of service delivery
NDL integration toolkit - base module	38,000					38,000	Linked to projects supporting shared services and transformation of service delivery
NDL integ'n toolkit - mobile exchg's further module		30,000				30,000	Linked to projects supporting shared services and transformation of service delivery
Shared disaster recovery facility			83,000			83,000	
Replacement chamber and ctee room furniture		40,000				40,000	Subject to future report
KGvH -WIFI replacement				50,000		50,000	Replace when current system reaches end of life.

Total Provisional List

569,650	1,216,000	589,000	276,000	100,000	2,750,650
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* Schemes that may be approved by formal reports to members if they are felt to require funding to progress Council priorities.

**Repairs and Renewals Fund Programme
2013/14 to 2014/15**

Cultural, Environmental & Planning

	13/14 Budget £	13/14 Virements £	Total 13/14 Budget £	14/15 Bids £
J001 Pub Conv's: Repair buildings & equipment	24,784		24,784	
J002 Barn Hall & Annex: Roof repairs	20,000		20,000	10,000
J003 Ashley Green old school: Roof repairs & damp	6,500		6,500	
J004 Chesham culvert: Floodsacks	6,000		6,000	
J006 Cleansing services: Replace dog waste bins	5,000		5,000	
J100 Depot: Access road improvements	23,500		23,500	20,000
J101 Depot: CCTV	18,000		18,000	5,000
J102 Depot: Papersort facility reinvestment fund	125,000		125,000	
J104 Depot: Electricity repairs	7,000		7,000	10,000
J105 Depot: Electricity testing - H&S	3,000		3,000	
J106 Depot: Fuel pump alter'n & operation systems	15,000		15,000	
J107 Depot: Electricity sub meters re recharges	1,000		1,000	15,000
J108 Depot: Mess room, H&S and lighting works	8,000		8,000	
JXXX Depot security fencing to South boundary				8,000
JXXX Depot: CDC/BCC food waste skips				19,000
JXXX Depot: Roadway PPM (Planned Preventative Maintenance) programme				20,000
JXXX Noise monitoring equipment				15,000
<u>Highways, Roads & Transport</u>				
J300 Car park surface repairs: Annual allocation	22,715		22,715	20,000
J301 Amersham Old Town Car Park: LED lighting	13,500		13,500	
J306 AMSCP: LED lighting (15k to ANPR)	20,000	-15,000	5,000	
J307 AMSCP: Repair pedestrian barriers	8,000		8,000	
JXXX ANPR - Catlings car park, Chesham (initial trial)		15,000	15,000	
JXXX LED Programme progress (Catlings etc)				15,000
JXXX AMSCP: Redecoration 3 year prog 2014-16				20,000
<u>Corporate & Democratic Core</u>				
J600 Offices: Air conditioning upgrade	6,000		6,000	8,000
J602 Offices: Design advice re Block C vacation	10,000		10,000	
J604 Offices: Boiler room upgrade	7,000		7,000	
J606 Offices: Internal redecoration	2,500		2,500	5,000
J607 Offices: Paving replacement	16,552		16,552	
J608 Offices: Replace chamber roof windows	5,000		5,000	
J610 Offices: Small maintenance works re survey	18,000		18,000	
J700 IT: Replacement equipment/alterations	31,381		31,381	
JXXX Offices: Planned Preventative Maintenance				20,000
Total R&R Fund Programme	423,432	0	423,432	210,000

Budget Manager Comments

Capital refurb is turning out slow to progress - c/f any o/st bal
50% of costs (total £30K) 50% paid by community assoc.
Ownership issues
Contingency planning

Planned Maintenance for side roads / recharge part (outside of capital programme works)
Running repairs
To cover outstanding liabilities

Maintain: Details to be developed as side road repairs take place.

Possible virement
To support operation during capital works
In support of J104

To improve security behind building 3 and down to old bring site.

EA requirement; part BCC funded

Side roads removed from capital; will now be done under a rolling prog (33% CDC 66% tenants)

New scheme - to replace existing aging outdoor noise monitoring equipment and software

Annual allocation c/f to fit PPM.

Progress remaining car parks LED schemes (Catlings etc)
R&R rather than Capital - rolling PPM redecoration and repairs

Alterations to air con units and upgrade from R22 gas

Decoration to offices & Chamber

Leisure Centres

J200 Leisure Centres Fund	17,909		17,909	
J201 Disability Discrimination Act works	25,300		25,300	
J202 Prestwood Leisure Centre	7,522		7,522	
Total Leisure Centres	50,731	0	50,731	0

Total R&R Fund Programme incl Leisure

Summary				
Cultural, Environmental & Planning	262,784	0	262,784	122,000
Highways, Roads & Transport	64,215	0	64,215	55,000
Housing	0	0	0	0
Corporate & Democratic Core	96,433	0	96,433	33,000
Leisure Centres	50,731	0	50,731	0
Total R&R Fund Programme	474,163	0	474,163	210,000

Background Papers, if any, are specified at the end of the Report

JOINT PROCUREMENT STRATEGY

Contact Officer: Rodney Fincham (01494 732260)

RECOMMENDATION

That Cabinet considers the Joint CDC / SBDC Procurement Strategy and provisionally approves this.

Relationship to Council Objectives

This report relates to maintaining effective governance arrangements, and improving value for money.

Implications

- (i) This matter is not a Key Decision within the Forward Plan.*
- (ii) This matter is within the Policy and Budgetary Framework.*

Financial Implications

There are no direct financial implications from this report.

Risk Management Implications

There are no direct risk management implications from this report.

Equalities Implications

There are no direct equality implications from this report.

Sustainability Implications

The Joint Procurement Strategy includes a sustainable procurement policy.

Report

- 1 The purpose of this report is to present a Joint CDC / SBDC Procurement Strategy for approval.
- 2 Members will be aware of the shared arrangements that have been put in place between the two councils since February 2012, and of the ongoing move towards shared service delivery. However both councils remain firmly independent, keeping their separate identities and sovereignty, and run by their own locally elected members.

Item 8

- 3 The move to a shared senior management team and greater shared services means that the financial affairs of the two councils are becoming linked. Officers from both Councils have, or will be, assuming responsibility for the affairs of either Council.
- 4 It is therefore appropriate to put in place a Joint Procurement Strategy to achieve operational effectiveness in the context of joint service delivery.
- 5 The proposed Joint CDC / SBDC Procurement Strategy is set out in Appendix 1.
- 6 The vast majority of elements of the existing individual authority procurement strategies have been encapsulated in the harmonised version.
- 7 The main difference is that CDC currently has a sustainable timber policy, whereas SBDC does not. Members are therefore requested to advise whether the joint policy should have a sustainable timber policy or whether the general Sustainable Procurement Policy is sufficient.
- 8 The Joint Procurement Strategy has yet to be approved by SBDC, and it is therefore suggested that at this stage CDC should give an in principal approval. Once SBDC have reviewed the Joint Procurement Strategy the CDC Support Services Portfolio Holder can then either approve it (if only limited changes are proposed by SBDC) or refer this back to this Cabinet (if more substantive changes are proposed by SBDC).

Recommendation

- 9 That Cabinet considers the Joint CDC / SBDC Procurement Strategy and provisionally approves this.

Background papers: (if any) None

**Chiltern District Council
and
South Bucks District Council**

**JOINT PROCUREMENT
STRATEGY 2014**

Draft

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A What is Procurement?

1. Procurement is the process of acquiring goods, work and services from suppliers – this could include third parties, partners or in-house providers.
2. The process spans the whole life cycle from the identification of needs through to the end of a service contract, or the end of the useful life of an asset.
3. It is about securing services and products that best meet the needs of users and the local community in its widest sense.

B Aim of Strategy

4. The aim of this procurement strategy is to set a framework for procurement within the two authorities.
5. The size of the two authorities makes it unrealistic to dedicate an officer with the necessary experience and training to work exclusively on procurement matters. This strategy is therefore about improving the efficiency and effectiveness of the procurement function in a way that allows for incremental improvement in the organisations' practises and procedures.

C Procurement Objectives

6. The Councils' overall procurement aim is:
"To obtain best value through planned and appropriate procurement in respect of goods, works and services required by the Councils for the sustainable delivery of their services."
7. The purpose of procurement is therefore to acquire goods, services or works in a way that:
 - supports the Councils' key objectives
 - secures best value for the money spent
 - is consistent with the highest standards of integrity
 - ensures fairness and transparency in awarding contracts
 - complies with all legal and Council requirements
 - takes account of sustainability issues
 - takes account of the duty to promote equality
 - supports the local economy and small / medium enterprises - taking into account the Councils' limited procurement capacity.

Appendix 1 sets out the Councils' detailed procurement principles.

D Responsibilities for Procurement

8. The Support Services Portfolio Holder (CDC) and the Resources Portfolio Holder (SBDC) are the Cabinet Members with overall responsibility for procurement.
9. The Councils' Management Team is responsible for ensuring that organisational arrangements are in place to deliver the Procurement Strategy and monitoring the action plan.
10. The Head of Finance has responsibility for maintaining the Procurement Strategy, and is responsible for co-ordinating and reviewing procurement across the organisations.
11. In general terms procurement responsibilities are decentralised, with Heads of Service being responsible for procurement in their respective service areas and for ensuring that staff have the necessary skills to deliver effective procurement.
12. All staff involved directly with the buying of goods, works and services are responsible for following all relevant guidance and procurement rules.

E Regulatory Framework

13. The Councils' must comply with EU legislation and Public Procurement rules.
14. The Government issues Procurement Policy Notes (PPNs). Although these PPNs primarily outline policy changes for central government departments, there are often implications or considerations for local government procurement.
15. The procurement of goods and services is regulated by the Councils' internal Contract Procedures Rules. The rules are the mandatory internal guidance which all officers and Members must follow.

F Local Arrangements

16. The Buckinghamshire authorities collaborate on an informal basis on procurement matters, and share a number of framework agreements.
17. Chiltern and South Bucks are both signatories to the Buckinghamshire Compact. This document sets out a framework for the working relationship between local public bodies and the voluntary and community sector in Bucks.
[Add link to Compact when available.](#)

G Procurement Performance Indicators

18. A number of key performance indicators have been identified against which procurement performance can be measured. These are set out in Appendix 2.

H Sustainability

19. Sustainability is an important aspect of the Councils' approach to procurement.
20. The key element of sustainable procurement are:
 - Only use the minimum resources necessary to achieve the desired outcomes, and minimise waste (“Reduce, re-use, recycle”).
 - When goods and services are procured the decisions need to be taken based on whole life costing, including carbon emission reductions.
21. In response to sustainability issues and national best practice guidance a separate policy on sustainable procurement has been drawn up and is attached as Appendix 3.

I Priorities for Further Action

22. Our priorities concentrate on those areas where there are tangible benefits to be obtained and quick win actions that can easily be implemented.

Ongoing Actions	Target Date
Continue to develop the publication of spend and contract information in line with the Government's policy of transparency in public bodies.	Ongoing
Continue to maintain the Joint Corporate Contracts Register.	Bi-Annually
Keep information regarding the Councils' procurement arrangements up to date and accessible on the Council websites	Ongoing
Continue to monitor performance against the Procurement Performance Indicators.	Annually
Monitor opportunities for the use of e-auctions and e-tendering.	As opportunities arise
Specific Actions	Target Date
When and where appropriate put joint CDC / SBDC contracts in place when current contracts expire.	As contracts expire
Produce harmonised CDC / SBDC Contract Procedure Rules.	2013/14
Produce a harmonised CDC / SBDC Procurement Guide.	2013/14
Produce harmonised CDC / SBDC Order Terms and Conditions.	2013/14
Update training for staff involved in the procurement process.	2014/15
Review layout and content related to procurement on the new SBDC website.	2014/15
Change to having a single purchasing card supplier for both CDC and SBDC	2014/15

Appendix 1: Procurement Principles

Best Value

Procurement decisions should be made on the basis of best value for money ie the most economically advantageous offer.

Best Value is defined as “the optimum contribution of whole life costs and benefits to meet the customer’s requirement”.

Contracts should not be awarded on the basis of lowest initial price alone. There must always be an assessment of quality and the costs that will be incurred by the council throughout the life of the asset or contract period.

Another aspect to value for money is to challenge the way things are done and the way that services are provided.

Partnering and Collaboration

Partnership and collaborative working will be actively explored as a means of delivering services.

Award, Management and Control of Contracts

Due consideration will be given on the award of any contract to the issue of contract indexation and whole life costs.

Structures and processes shall be in place to ensure all contracts are adequately managed and monitored, with a view to achieving completion of service delivery on time, to budget and in accordance with the specification.

Assessing and Minimising Risk

The risks associated with all procurement shall be assessed and minimised appropriately.

In this way good procurement practices link to the Councils’ risk management strategy.

Qualified and Experienced Staff

Staff engaged in procurement and contract management will be suitably qualified and trained for the purpose.

Specialist advice will be sought in respect of procurement, contract management and sustainability when required.

Social, Economic and Environmental Wellbeing

All major procurement will recognise the impact on social, economic and environmental wellbeing within the district areas, taking into account sustainable use of resources, minimisation of pollution and other environmental and local issues.

Packaging of Major Projects or Works

All major procurement will have due regard to the issue of sustainability and early decisions will be taken to ensure that projects are packaged so as to encourage delivery in the most efficient manner and achieve what end users want and can afford.

Consideration will be given to whether better value for money could be achieved by grouping individual projects into a single, larger procurement to achieve economies of scale – this could include joint procurement in partnership with other organisations.

High Professional Standards and Best Practice

All procurement procedures will be operated in a professional manner and ensure the highest standards of transparency, probity and accountability.

Openness of dealings and adherence to the Councils' Codes of Conduct when dealing with suppliers is integral to good corporate governance.

Continuous Improvement

Where contracts are going to run for a number of years, the contract should be sufficiently flexible as to provide for continuous improvement throughout the period of the contract and be flexible enough to deal with changing circumstances.

Equality and Diversity

The Councils support supplier diversity, which means that they will ensure that their procurement processes provide equal opportunities for all suppliers to compete for contracts.

All members of staff involved in procurement will adhere to the Councils' Equalities Scheme(s) and ensure that these are reflected in procurement decisions and partnering arrangements.

The Councils' contract terms will reflect the equality requirements in place at the time of letting the contract.

Workforce Issues

Any procurement that potentially involves the transfer of Council staff, or contractor staff employed wholly on a Council contract, shall comply with the Transfer of undertakings (Protection of Employment) Regulations 2006 (TUPE) and the Code of Practice and statutory guidance for the operation of TUPE in the public sector, or any statutory modifications or re-enactment thereof.

Impact on the District

All major procurement contracts shall consider the impact on the social, economic and environmental well being of the Districts.

Tenderers will be given the opportunity in their tenders to indicate how their tender may assist the Councils in progressing their corporate aims and those of the Community Plan.

Doing Business with Small & Medium Enterprises

The Councils have adopted the Small Business Concordat. This is a voluntary, non statutory code of practice that sets out the actions that local authorities will take to make their contracts more accessible to Small and Medium sized enterprises (SMEs).

The purpose of the Concordat is to facilitate effective trade between local authorities and SMEs. Local authorities adopting the Concordat pledge a range of commitments, which include providing better access to contract opportunities.

The Councils have signed the Small Business Engagement Accord and agreed to involve and consult the local business community in its decision making processes.

The Councils have adopted the Prompt Payment Code and given a commitment to pay suppliers on time, to give clear guidance to suppliers and to encourage good practice.

Appendix 2: Procurement Performance Indicators

Indicator	Rationale and expected impact on behaviour	CDC			SBDC			Comments
		2010/11	2011/12	2012/13	2010/11	2011/12	2012/13	
Suppliers								
Number of active suppliers on the finance system.	The aim is to amalgamate purchases with fewer suppliers, in order to generate economies of scale. Reducing the number of suppliers also helps reduce the amount of paperwork and makes it easier to manage the supplier database.	520	499	905	752	Not recorded	1,061	Improvement if less suppliers
% of active suppliers which are set up to allow BACs remittances to be emailed.	The aim is to ensure that if payment is made by BACs then the remittance advice is emailed, in order to reduce the amount of paperwork	Not recorded	Not recorded	Not recorded	70%	Not recorded	75% Bacs 224 Chq 41 EBacs 796	Improvement if more are e-enabled.
Ordering								
% of orders sent by email	The aim is to encourage orders to be sent electronically as these are more cost effective to process and are received quicker	Nil	Nil	Nil	64%	66%	82%	Improvement if more are e-mailed.
Invoicing								
Number of invoices paid	The aim is to encourage amalgamated invoicing to reduce the amount of paperwork. The move to fewer suppliers and a more streamlined focused Council will also help this indicator. Nb: The CDC figures exclude payments to individuals and direct debit invoices.	2,993	2,986	3,383	4,229	4,015	4,067	Improvement if less invoices.
Number of invoices under £50	The aim is to reduce the number of small value payments as these are not cost effective to process.	364	368	307	345	408	753	Improvement if less invoices.
Number of invoices received electronically	The aim is to encourage invoices to be sent electronically as these are more cost effective to process.	Minimal	Minimal	Minimal	397	304	943	Improvement if more invoices received electronically.

Indicator	Rationale and expected impact on behaviour	CDC			SBDC			Comments
		2010/11	2011/12	2012/13	2010/11	2011/12	2012/13	
Payment method								
The % of payments made electronically (eg BACS, DD, payment cards)	The aim is to encourage more payments to be made electronically as this is more cost effective and involves less paperwork. Nb: The CDC figures include payments to individuals which are more likely to be cheque payments.	90%	90%	91%	94%	96%	98%	Improvement if more paid electronically.

Appendix 3: Sustainable Procurement Policy

The Councils recognise that they have a vital role in furthering sustainable development, through its procurement of buildings, goods, works and services.

Procurement decisions have a major socio-economic and environmental implication, both locally and globally, now and for future generations.

The Councils will therefore strive to:

People, Education and Awareness

- Educate, train and encourage internal purchasers to review their consumption of goods and services, reduce usage and adopt more environmentally friendly alternative products.
- Communicate the sustainable procurement policy to all staff, suppliers and stakeholders.

Policy, Strategy & Procurement Process

General

- Promote and embed best practice for sustainable procurement.
- Work in partnership with other councils to maximise sustainable procurement gains.

Environmental products

- Consider the costs and benefits of socially and environmentally preferable goods, suppliers and services.
- Wherever possible and practicable, specify a requirement in line with nationally or regionally agreed minimum specifications.
- Where such exact specification is not possible, offer a facility for suppliers to submit offers for environmentally friendly alternatives.

Environmental construction, biodiversity & recycling

- Set targets for carbon emission reductions through carbon management.
- Set targets where appropriate for sustainable construction, refurbishment and maintenance through national standards such as BREEAM¹.
- Fulfil obligations under the Biodiversity duty (Natural Environment and Rural Communities Act 2006) as part of Sustainable Development plans.
- Investigate opportunities for recycling, reduced usage, bulk delivery and reduced or recyclable packaging.

¹ BREEAM - An environmental assessment method and rating system for buildings

Socio-Economic

- Fully support the Councils' commitment to the Small Business Friendly Concordat and VCS (Voluntary and Community Sector) Compact.
- Ensure that where appropriate and allowable, Sustainability Criteria are part of the supplier evaluation process and are used in the award of contracts.

Engaging Suppliers

- Communicate the Councils' sustainability objectives to our suppliers, together with the Councils' carbon emission reduction requirements.
- Encourage and persuade suppliers to adopt socially and environmentally friendly processes which underpin their supply of goods and services as part of their Corporate Social Responsibility.
- Address barriers to the Councils doing business with Small Business & Voluntary sectors.

Measurements and Results

- Collaborate with other councils to meet the sustainability targets set regionally or nationally.
- Support achievement of the authorities' targets for Sustainability and carbon management improvement.

Sustainable Timber Policy

The Authorities are committed to reducing its environmental footprint by managing its own environmental impacts, encouraging and supporting others to do the same, and continuously improving the environment for the benefit of residents, businesses and visitors.

Timber and wood derived products

As a consumer of timber and wood derived products, the authorities have a responsibility to ensure that the procurement of these products is not at the expense of the future of the world's forests, but positively supports responsible forest management.

To achieve this aim, the authorities will only purchase timber and wood derived products that are either:

- from independently verifiable legal and sustainable or FLEGT licensed or equivalent sources,

or

- recycled timber or wood derived products

In support of our policy we will not knowingly source forest products from:

- Forests or forest product suppliers that do not comply with all relevant national and international legislation relating to the trade in forest products.
- High Conservation Value Forests where these are recognised nationally or regionally, unless these forests are progressing towards credible forest certification in a time bound, stepwise and transparent manner.
- Protected areas, parks or similar areas where harvesting operations are not complimentary to responsible forest management.
- Forests which are currently being converted to other land uses, or forests that have been converted since 1994.
- Forests which are in areas of armed conflict or civil unrest where there is a direct relationship between the forest products trade and the funding of such conflicts.

Suppliers to the council will be required to demonstrate compliance with this policy, by providing:

- Evidence of certification under a scheme recognised by Central Point of Expertise on Timber (CPET) including the Forestry Stewardship Council (FSC) and the Programme for Endorsement of Forest Certification scheme (PEFC)

or

- Other documentary evidence that provides assurance that the source is legal and sustainable as summarised above and defined by CPET in detail.

To ensure this policy is implemented effectively, the authorities will:

- Incorporate the requirements of this policy across all functions of the councils
- Embed it in our supply chain and procurement processes

- Bring the policy to the attention of our employees and members of the supply chain, ie customers and key stakeholders, and gain their support in its implementation
- Actively support and encourage our suppliers in meeting the requirements of the policy
- Monitor the performance of the council against the policy, by monitoring purchasing across the council and evidence from suppliers
- Review the policy on an annual basis to ensure its continuing suitability and its relevance to the council's strategies and policies.

**CHILTERN DISTRICT COUNCIL
CABINET – 22nd OCTOBER 2013**

Background Papers, if any, are specified at the end of the Report

TREASURY MANAGEMENT REPORT – JULY to SEPTEMBER 2013

Contact Officer: Gary Martin (01494 732243)

RECOMMENDATION

That Cabinet note the treasury management activity in the quarter July to September 2013.

Relationship to Council Objectives

Objective 1: Efficient and effective customer focused services.

Implications

This matter is not a Key Decision.

This matter is within the Policy and Budgetary Framework.

Financial Implications

Potential for adverse financial implications if a more high risk treasury management policy is adopted.

Risk Implications

Possible risk of financial loss and damage to reputation if less risk-averse stance is taken.

Equality implications

There are no direct equality implications.

Sustainability Implications

There are no direct sustainability implications.

Report

1. In accordance with Treasury Management policy, this report sets out the activities of the Treasury Management operation for the quarter ending 30th September 2013.
2. All of the Council's investments are managed in-house. The investment criteria and parameters within which the treasury section works are set out in the Treasury Management Practices (TMP) document.
3. The table below summarises the transactions for the quarter:-

External Loans	
Number of loans placed	6
Total value of loans placed	£10,000,000
Average interest rate on new loans	0.65%
Interest received on new loans	£10,356
Average interest rate (including loans b/f)	1.07%
Interest received (including loans b/f)	£41,912

PSR overnight balances produced a total interest figure of £1,579.

4. The average interest rate achieved for the quarter on external loans was 1.07% (2012/13 Q2: 1.74%; 2012/13 year: 1.73%).
5. There were no changes in base rate in the quarter, with the rate having remained at 0.5% since 5th March 2009.
6. The total of loans outstanding at the end of the quarter was £16,000,000. The detailed lending list is attached at **Appendix 1** and the table below summarises the spread of the portfolio:-

Type of Investment	% of portfolio limit	£m	%
Cash Deposits	100%	£12m	75%
Money Market Funds	75%	£4m	25%
Gilts	50%	0	0
Treasury Bills	50%	0	0
Certificates of Deposit	50% or £5m max	0	0
Supranational Bonds	50% or £5m max	0	0
Total Portfolio		£16m	
- of which:			
Non specified investments	£10m	£1m	6%
Max in Building Societies	75%	£1m	6%
Forward Dealing	25%	0	0%
Callable Deposits	25%	0	0%

7. The in-house treasury team are advised by external treasury management advisers. Chiltern and South Bucks have negotiated a joint contract with effect from 1st July 2013 at a total cost of £7,500 p.a. of which Chiltern's share is £3,000. The contract is held by Capita Asset Services Treasury Solutions (Sector).

Investment Strategy

8. The investment strategy for the year was updated and agreed by Cabinet on 26th March 2013. The counterparty criteria and parameters within which day to day investments are managed are kept under review due to the ongoing economic uncertainties.

The Prudential Capital Code – Prudential Indicators

9. In accordance with the Prudential Capital Code the Council reviews its Prudential Indicators on a quarterly basis. The outcome of each review is included with the quarterly Treasury Management Report. The impact of the legislation has been limited due to the Council's debt-free status.

10. Movements in the Prudential Indicators for the year 2013/14 to date are as follows:

- **Interest rate exposures**

The interest rate exposure on investments has moved as follows:

Date	Investments as a % of total	
	Fixed	Variable
31/03/13	71%	29%
30/06/13	43%	57%
30/09/13	37%	63%
31/12/13		

This Prudential Indicator sets an upper limit on fixed interest rate exposures of 100% and variable interest rate exposures of 100% of net outstanding principal sums. Exposures have been managed within this limit.

- **Principal sums invested for periods longer than 364 days**

The limit for non specified investments is 100% of total investments, of which up to 50% only can be greater than 364 days. The figures are as follows:

Date	Total investments	Sums invested for longer than 364 days	% of total investments
31/03/13	£14m	£3m	21%
30/06/13	£14m	£1m	7%
30/09/13	£16m	£1m	6%
31/12/13			

Sums invested have been managed within the set limit.

Contract with the Co-operative Bank

11. The contract for the Council's banking services is held by the Co-operative Bank plc for a five year period from 1st April 2011 to 31st March 2016. The Performance and Resources Overview Committee had requested a report around the approach to short term cash balances in view of current risk ratings and the contractual position.
12. The contract with the Coop states that the agreement may be terminated with immediate effect by either party giving notice in writing if the other:-
- Commits a material breach of this Agreement which, in the case of a breach capable of remedy, is not remedied within 30 days of receipt from the party alleging the breach of a notice specifying the breach and requiring its remedy: or
 - Is unable to pay its debts as they fall due or becomes or threatens to become or is at risk of becoming subject to any form of insolvency,

administration, or ceases or threatens to cease carrying on business.

- The Bank may terminate the Agreement immediately or within such a period as it may specify, if continued association with the Council would, in the Bank's sole opinion contravene the Ethical Policy or the Ecology Mission Statement of the Bank as may be notified to the Council upon request from time to time.
 - The Council may terminate the Agreement immediately, or within such period as it may specify in the circumstances set out in Clause 13 (Gifts or Rewards to Members or Officers).
13. This implies that the contract cannot be terminated under current circumstances, with the Coop giving assurances that the downgraded ratings in no way indicate any threat to the ability of the bank to service customers. They have also assured the council that regardless of the bank's eventual strategic direction current contracts would be honoured until their expiry date.
14. No fixed term investments are being placed with the Coop for the foreseeable future and short term cash flow balances are being kept to the minimum practicable.

LIBOR manipulation

15. Reference has also been made to the manipulation of LIBOR (London Inter-Bank Offered Rate) by bankers. LIBOR manipulation may have had an effect on the following transactions:
- Borrowing with express LIBOR linkages
 - LOBO (Lender Option Borrower Option) loans
 - LIBOR linked investments
 - PFI contracts if payments are expressly linked to LIBOR.

None of these methods have been used by Chiltern and it is therefore believed that the council has not been exposed to any potential LIBOR manipulation losses.

Background Papers: None

**CHILTERN DISTRICT COUNCIL
CABINET – 22nd October 2013**

Background Papers, if any, are specified at the end of the Report

BUCKS HOME CHOICE – REVISION OF ALLOCATIONS POLICY

Contact Officer: Michael Veryard (01494) 732200

RECOMMENDATIONS

- 1. That Members consider the draft revised Bucks Home Choice Allocations Policy and comment as appropriate.**
- 2. That the Head of Health and Housing be given delegated authority to agree and adopt the final version of the revised Bucks Home Choice Allocations Policy in consultation with the Portfolio Holder for Health and Housing and subject to Aylesbury Vale, South Bucks and Wycombe District Councils also adopting the revised policy.**

Relationship to Council Objectives

- 1. Efficient and Effective Customer Focused Services*
- 2. Safe, Healthy and Cohesive Communities*

Implications

- (i) This is a key decision*
- (ii) This is within the Policy and Budgetary Framework*

Financial Implications

The overall costs associated with implementing the revised Bucks Home Choice are shared across the Bucks Home Choice Partnership. The contribution from Chiltern District Council is being met from existing Revenue budget. .

Risk Implications

None

Equalities Implications

The policy has been subject to a full Equalities Impact Assessment undertaken on behalf of the Bucks Home Choice partnership

Sustainability Implications

None

Background

- 1 BHC (Bucks Home Choice) is the choice based lettings scheme that is operated jointly by Aylesbury Vale, Chiltern, South Bucks and Wycombe District Councils for the allocation of social housing tenancies. The four District Councils operate a common allocations policy for:
 - assessing who qualifies for BHC,
 - prioritising applicants based their housing need and
 - allocating vacant social housing tenancies.

- 2 In response to the increased flexibilities introduced by the Localism Act 2011, the BHC Partnership (comprising the four District Councils and the four main stock transfer Registered Providers – Paradigm, L & Q, Vale of Aylesbury Housing Trust and Red Kite) commenced a review of the allocations policy. A report to Cabinet in October 2012 highlighted the main revisions that were being proposed for the policy. Members were advised that these proposals would be subject to a formal consultation exercise. The Bucks Home Choice partnership would then develop a final draft of the revised policy and this would be reported back to Members for consideration and approval.

- 3 The formal consultation exercise ran from 22nd April 2013 to 2nd June 2013. The Partnership has reviewed the results of the consultation exercise and drafted a final version of the revised policy (see **Appendix 1**). It has also prepared a draft summary of the results of the consultation which is appended to this report, **Appendix 2**, and which will be made available via the BHC website (www.buckshomechoice.gov.uk).

- 4 The consultation received 588 responses with the majority coming from BHC applicants or residents. The key findings were:
 - 80% of respondents favoured the principle that only those with a local connection should qualify to join the register
 - 87% of respondents felt that living in the District should be a key requirement to determining a local connection
 - 73% of respondents felt that having close family in a district should also be deemed as a local connection (The revised policy does not accept local connection solely on family grounds, but the Partnership has addressed this by stating that applicants aged 55+ will not be subject to local connection requirements. This ensures that the scheme will still assist the majority of applicants who do not live or work in the district, but who are seeking to move to the district to be near family to receive care or support)

- The majority of replies considered that the period of time that a person should hold a local connection before being able to apply on BHC should be 2 or more years. This reflects Government proposals to introduce a minimum 2 year local connection qualification requirement for social housing registers.
- 79% of respondents either “strongly agreed” or “agreed” that applicants should only qualify to be re-housed in a District where they have a local connection.
- There was high support for those ‘not adequately housed’ and ‘homeless people’ being allowed to join the register.
- There was support that homeowners and tenants with sufficient bedrooms would be considered ‘adequately housed’, but those applicants sharing facilities (e.g. bathroom, kitchen etc.) should be considered in housing need.
- Respondents indicated support that applicants with rent arrears should only be allowed to join the register when arrears are cleared (subject to reviewing the applicant’s circumstances on a case by case basis)
- There was mixed support over the proposals relating to the bedroom standard. The partnership had originally considered that the policy would require children of the same sex to share a bedroom until the oldest child reached 21 years of age. Instead, the policy will now use the DWP housing benefit social sector bedroom standard (introduced in April 2013) which expects children of the same sex to share a bedroom until aged 16.
- Respondents clearly supported those intentionally homeless should be placed in a lower band.
- Respondents considered the ‘date of application’ to be the relevant date for any prioritisation through the BHC system.

5 The main revisions to the BHC policy are therefore unchanged from those that were reported to Cabinet in October 2012 and approved by Members. The table below summarises the main revisions by showing (i) how the current BHC Allocations Policy operates in Chiltern and (ii) how the revised policy will operate.

	Current Policy	Revised Policy
A	<p>Local Connection Qualification: BHC is open to any applicant regardless of local connection with Chiltern</p>	<p>Local Connection Qualification: Applicants will only qualify for BHC in Chiltern if they have a local connection to Chiltern. Applicants who have no local connection to Chiltern will <u>not</u> qualify. (The only exceptions to this local connection requirement will be applicants who are - seeking accommodation</p>

		designated for persons aged 55 or over or - subject to the Council's statutory homeless duty or - current/former members of the armed forces)
B	<p>Local Connection Definition: For an applicant to have a local connection to Chiltern, he/she must:</p> <ul style="list-style-type: none"> - have lived in Chiltern for at least 6 out of the last 12 months (or at least 3 out of the last 5 years), or - have settled employment in Chiltern or <p>have close family living in Chiltern (and who have lived in Chiltern for at least 5 years</p>	<p>Local Connection Definition: For an applicant to have a local connection to Chiltern, he/she must:</p> <ul style="list-style-type: none"> - have lived in Chiltern for at least 2 years prior to the date of application or - have been in continuous employment in Chiltern for at least 2 years prior to the date of application. <p>An applicant with close family living in Chiltern will <u>not</u> be deemed as having a local connection unless the applicant has also lived/worked in Chiltern for at least 2 years</p>
C	<p>Housing Need: BHC is open to any applicant regardless of whether or not they have a current housing need (e.g. applicants who are currently adequately housed in suitable accommodation can still apply for BHC).</p>	<p>Housing Need: BHC will be limited to applicants who have a current housing need (i.e. they are currently living in poor or unsuitable conditions, sharing facilities, homeless etc.). Applicants who are currently adequately housed will <u>not</u> qualify for BHC.</p>
D	<p>Owner Occupiers: BHC is open to owner occupiers</p>	<p>Owner Occupiers: An owner occupiers will <u>not</u> qualify for BHC unless he/she:</p> <ul style="list-style-type: none"> - is seeking accommodation designated for persons aged 55 or more or - cannot remain in his/her current address due to medical circumstances etc.

E	<p>Bedroom Requirements: BHC assesses that:</p> <ul style="list-style-type: none"> - two children of the opposite sex do not require separate bedrooms until the older child reaches 8 years of age and - two children of the same sex can either share a bedroom or can have separate bedrooms 	<p>Bedroom Requirements: BHC will assess that:</p> <ul style="list-style-type: none"> - two children of the opposite sex will not require separate bedrooms until the older child reaches 10 years of age and - two children of the same sex will not require separate bedrooms until the older child reaches 16 years of age. <p>(This reflects the Housing Benefit rules introduced in April 2013)</p>
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- 6 The revisions to the Policy also include:
- amendments to the qualification criteria in respect to applicants who (i) have current or former tenant rent arrears or (ii) have been guilty of unacceptable behaviour- a reduction in the level of priority awarded to households who are deemed to be intentionally homeless (from Band C to Band D) and
 - the inclusion of current and former members of the armed forces and their families (in accordance with Government requirements).
- 7 As indicated to Cabinet previously, the revisions to the BHC Policy will have a limited impact on applicants in the higher Priority Bands A, B and C. The main impact will be on the lowest Priority Band D, with a significant reduction in applicants in this banding. Most of the households who will cease to qualify for Bucks Home Choice will have had little or no prospect of being re-housed under the current policy (in view of their low priority and the high demand for accommodation). Applicants who no longer qualify for Bucks Home Choice will instead receive targeted advice and assistance on their housing options. This will be backed up by improvements to the Bucks Home Choice website that will allow applicants to enter their details on-line and receive housing advice via the website that is tailored to their circumstances.
- 8 As stated earlier, the BHC Partnership has drafted the final version of the revised policy (see **Appendix 1**). In certain sections, the wording is being finalised and this is highlighted in the draft accordingly. The Partnership is consulting with the Legal Teams within the four District Councils to confirm that the revised policy satisfies all legal requirements set down in the Housing Acts and associated guidance.
- 9 The BHC Partnership is seeking to implement the revised Allocation Policy from March 2014. This will require a lead-in period of at least

three months to manage the re-registration process for all existing applicants. Consequently, the Cabinet is asked to consider and comment on the draft revised policy and to grant delegated authority to the Head of Health and Housing in consultation with the Portfolio Holder for Housing to:

- agree any further amendments to the policy as required and
- adopt the revised policy on behalf of the Council.

10 The final adoption of the policy by Chiltern District Council will be subject to:

- the District Council Legal representatives confirming that the policy satisfies all relevant statutory and legal requirements and
- all four District Councils (Aylesbury Vale, Chiltern, South Bucks and Wycombe) confirming that they agree to adopt the final version of the policy.

Background Papers: Draft revised Bucks Home Choice Allocations Policy

Bucks Home Choice

Allocation Policy



Home Choice

DRAFT

Revision 2013 Version 2.1
Draft for CDC Cabinet

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- 1.1 Introducing Bucks Home Choice
- 1.2 Members of the Bucks Home Choice Partnership
- 1.3 Aims of the Bucks Home Choice Partnership
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- 6.1 Determining priority between shortlisted applicants
- 6.2 Local Lettings Policies
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- 6.4 Verifying an application
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Section 7 – Review of decisions and complaints

- 7.1 Asking for a decision to be reviewed
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Section 9 – Data Protection and Information Sharing

9.1 Data Protection

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DRAFT

1. Introduction

Bucks Home Choice

1.1 *Introducing Bucks Home Choice*

Section 166(A) of the Housing Act 1996 requires that every local housing authority in England must have an allocation scheme for determining priorities (and the procedure to be followed) in allocating housing accommodation.

Bucks Home Choice is the scheme is used to allocate affordable housing in four local housing authority areas – Aylesbury Vale, Chiltern, South Bucks and Wycombe

Because of the shortage of affordable housing, Bucks Home Choice prioritises applicants so that properties that become available are offered fairly and transparently. This document describes the policy in detail - including who qualifies to apply for housing and how we give priority to different applicants based on their housing need

Bucks Home Choice operates on the following basis:

- Applicants register with the scheme
- Applicants are prioritised for re-housing based on their circumstances
- Available tenancies are advertised
- Applicants can express an interest in those tenancies that they wish to move to
- Expressions of interest in a tenancy are shortlisted in priority order
- The tenancy is offered to the best placed applicant on the short list

1.2 *Members of the Bucks Home Choice Partnership*

The following District Councils are members of the Bucks Home Choice partnership:

- Aylesbury Vale District Council
- Chiltern District Council
- South Bucks District Council
- Wycombe District Council

The four District Councils have chosen to jointly operate Bucks Home Choice and a common Allocation Scheme in order to:

- Deliver value for money by operating a shared scheme and IT system,
- Allow good practice and knowledge to be shared across the four districts
- Provide the opportunity for vacancies to be advertised countywide and for applicants to move from one district to another

The scheme applies to all properties in the Bucks Home Choice districts that are owned and/or managed by a Registered Provider and to which any of the Councils

have the right to nominate a tenant except those which are reserved for special housing needs groups.

The term “Senior Housing Officer” has been used in this policy for ease of reference only. The exact titles of the officers within each organisation vary and may be subject to change from time to time. Each organisation with the partnership will have designated officers responsible for the operation of the Bucks Home Choice scheme and Allocation Policy and details of these officers are available from each organisation on request.

1.3 Aims of the Bucks Home Choice Partnership

The aims of the Partnership are:

- a) To meet the District Councils’ statutory requirements and ensure that priority for housing is given to those with the highest level of housing need.
- b) To give applicants as much choice as possible having regard to the statutory requirements and the availability of housing stock.
- c) To provide a common framework for allocations of affordable housing within Buckinghamshire.
- d) To facilitate some mobility within Buckinghamshire.
- e) To help and encourage sustainable communities.
- f) To make the best possible use of all available housing stock.
- g) To allocate housing resources in a way that is as fair as possible.
- h) To make the process of allocating tenancies as open and transparent as possible.
- i) To prevent households from becoming homeless

The Partnership is also committed to:

- a) Providing applicants with sufficient information to enable them to make the right choices about where to live.
- b) Providing applicants with information on a variety of housing options to enable them to make informed decisions about their housing application.
- c) Ensuring that vulnerable people are able to make the most of Bucks Home Choice to meet their housing needs.
- d) Acting sensitively and treating all personal information as confidential.
- e) Ensuring customers are advised of their right to a review of decisions.

1.4 Equality Statement

This policy has been drafted in compliance with the requirements of the Equality Act 2010 and it has been subject to an Equalities Impact Assessment

Applicants will be asked to complete an equalities monitoring questionnaire. This information will be treated in the strictest confidence

1.5 Legal Background

This policy has been drafted to give due regard to the requirement to give reasonable preference to those categories of person set out in section 166A (3) of the Housing Act 1996.

In framing the Bucks Home Choice Allocations Policy, we have taken into consideration and had due regard to the Bucks Tenancy Strategy and the District Council Housing and Homelessness Strategies.

1.6 Policy Contents

This policy sets down:

- How applicants can apply to join the housing register
- Who is a qualifying person to join the housing register
- Who is eligible to join the housing register
- How an applicants priority is assessed.
- How members of the Partnership will determine priorities in allocating housing accommodation.
- How vacancies are advertised and let.
- How applicants can ask for a review of a decision.
- How the policy will be monitored and reviewed.
- How the Partnership will comply with the Data Protection Act.

This policy does not cover offers of licences, non-secure, or assured shorthold tenancies granted to homeless households in pursuance of any member of the Partnership's homelessness duties under Part 7 of the Act. This policy does not cover offers of tenancies excluded from an allocation scheme by virtue of s.159(5) and s.160 of the Act.

A summary of this policy is available, on our website. Applicants can ask for a copy of the full policy, or find it on the Bucks Home Choice website www.BucksHomeChoice.gov.uk

2. Eligibility and Qualification

2.1 Registering on Bucks Home Choice

In order to register for Bucks Home Choice, an applicant must:-

- Be eligible for an allocation of housing under Part 6 of the Housing Act 1996, and
- Qualify for the Bucks Home Choice scheme.

2.2 Eligibility for an allocation of housing

Under Section 160Z(A) of the Housing Act 1996, an applicant will not be eligible for an allocation of housing if he she is:

- A person subject to immigration control within the meaning of the Asylum and Immigration Act 1996 (unless he is of a class prescribed by regulations made by the Secretary of State) ;
- A person who falls within a class of persons from abroad who have been prescribed by the Secretary of State as being ineligible to be allocated housing accommodation by a local housing authority
- A person who falls into any other class of person prescribed by the Secretary of State as not qualifying to be allocated housing accommodation by a local housing authority

An applicant who is not eligible for an allocation of housing under Section 160Z(A) of the Housing Act 1996 cannot register with Bucks Home Choice regardless of the applicant's personal circumstances.

2.3 Persons who do not qualify to join the Bucks Home Choice scheme

Under Section 160ZA (7) a local housing authority may decide what classes of persons are, or are not, qualifying persons for an allocation of housing accommodation.

The following classes of person are not qualifying persons for the Bucks Home Choice scheme:

- A person whose circumstances do not meet the criteria of any of the Priority Bands set down in Appendix **. (See 2.3.1)
- A person who does not meet the local connection criteria set down in Section 2.3.2.
- A person who is an owner occupier of a property (See 2.3.3)
- A person with current or former tenancy rent arrears owed to a Registered provider or private landlord unless the Council is satisfied that action is being taken to resolve the arrears (See 2.3.4)
- A person who is an applicant and the applicant or a member of the applicant's household is considered guilty of unacceptable behaviour serious enough to

make them unsuitable to be a tenant and at the time of the application for housing they are still considered unsuitable to be a tenant by reason of that behaviour. (See 2.3.5)

(Note- The final version of the policy will also set down the process for:

- *deciding if an exemption to a non-qualifying class should apply and*
- *reviewing a decision that an applicant deemed to be a non-qualifying person.)*

2.3.1 Non-Priority

Those persons who do not fall into any of the priority bandings set out in Appendix 1 are considered to be adequately housed and therefore not qualifying persons.

2.3.2 Local Connection

An applicant must have a local connection to one of the following Districts in order to qualify for Bucks Home Choice:

Aylesbury Vale
Chiltern
South Bucks
Wycombe

An applicant is deemed to have a local connection with a District if the applicant:

- has lived in the District continuously for at least 2 years immediately preceding the date of the application and/or
- has been in continuous employment in the District for at least 2 years immediately preceding the date of the application

If an applicant does not meet criteria above, then the applicant will not be a qualifying person for Bucks Home Choice. The only exceptions to this are applicants who:

- Are seeking accommodation designated solely for persons aged 55 years or more,
- Are subject to the main housing duty under Part 7 (Homelessness) of the Housing Act 1996 by Aylesbury Vale, Chiltern, South Bucks or Wycombe District Councils, or
- Is serving in the armed forces or who has served in the armed forces within the five year period immediately preceding the application.

If an applicant meets any of the criteria listed above they will be deemed to qualify for Bucks Home Choice regardless of whether or not the applicant has a local connection to a District.

For the purposes of determining a local connection the following living arrangements will not be taken into account:

- Occupation of a mobile home, caravan, motor caravan, or houseboat which is not placed on a residential site; or
- Occupation of a holiday letting which includes a permanent building, hotel or bed and breakfast accommodation for the purposes of a holiday letting.

2.3.3- Owner Occupiers.

A person is considered to be an owner-occupier for the purpose of this policy if they are the owner or joint owner of any residential property regardless of location. They will not be a qualifying person unless;

- the person is seeking accommodation specifically designated for occupation by persons aged 55 or more only, or
- it is not possible for the person to remain in their current address (e.g. because adaptations are required and cannot be undertaken) and the person does not have sufficient financial resources available to secure other accommodation without the Council's assistance.

In considering the issues raised in this Section, the District Council managing the application will take specialist advice as required (e.g. from an Occupational Therapist)

2.3.4- Rent Arrears

Where an applicant or a member of his household owes rent arrears to a current or former landlord, the following action will be taken.

a) Rent arrears at time of the application

An applicant who has been evicted for rent arrears on a previous tenancy, either with a Registered Provider or Private landlord in the last 5 years, will not be a qualifying person for Bucks Home Choice

An applicant, who has former or current rent arrears, will need to show that they have been making payments for at least 6 months to reduce the rent arrears.

b) Rent arrears after the application

If an applicant is accepted onto the Bucks Home Choice and then gets into rent arrears at a later date, then the application will be suspended, until

- the rent arrears have been cleared, or
- regular payments have been made for at least 6 months to reduce the rent arrears.

The provisions in (a) and (b) above will not apply if the District Council has accepted a main housing duty under Part 7 (Homelessness) of the Housing Act 1996. In other exceptional circumstances, the Council may depart from this

policy. The Council may contact the current or former landlord of the applicant or any member of his or her household to confirm the facts.

2.3.5 Unsuitable for Tenancy

This section is currently being drafted to cover cases where an applicant is deemed not to qualify for Bucks Home Choice because he/she is “A person who is an applicant and the applicant or a member of the applicant’s household is considered guilty of unacceptable behaviour serious enough to make them unsuitable to be a tenant and at the time of the application for housing they are still considered unsuitable to be a tenant by reason of that behaviour.”

Examples of unacceptable behavior that may be deemed to make an applicant unsuitable for a tenancy include:

- (i) Conviction for illegal or immoral purpose.*
- (ii) Causing nuisance and annoyance to neighbours or visitors.*
- (iii) Committing certain criminal offences in or near the home and still posing a threat to neighbours or the community*
- (iv) Being violent towards a partner or members of the family.*
- (v) Allowing the condition of the property to deteriorate.*
- (vi) Allowing any furniture provided by the landlord to deteriorate due to ill treatment.*
- (vii) Obtaining a tenancy by deception, for example, by giving untrue information.*
- (viii) Paying money to illegally obtain a tenancy.*
- (viii) Having lost accommodation provided in connection with employment due to conduct making it inappropriate for the person to reside there.*

If an applicant is accepted onto the Housing Register and is subsequently found to fall into one of the categories listed above, then the District Council will review the application and may remove the applicant from the Housing Register.

3.1 Applying to Bucks Home Choice

An applicant for Bucks Home Choice must apply to go on to one of the four District Housing Registers. The applicant must have a local connection to the District concerned in order to qualify for the District Housing Register (e.g. an applicant for the Aylesbury Vale District Housing Register must have a local connection with Aylesbury Vale). Where an applicant has a local connection to more than one District, the application will be managed and maintained by the district where the applicant has a residential local connection.

An applicant who does not have a local connection but is still a qualifying person (e.g. a member of the armed forces) can apply to go onto the Housing Register of any of the four Districts.

Allocations to staff, council member or their family members

Member of staff, their close family and elected members who require housing with members of the partnership, may apply for housing in the same way as other applicants. Their status should be disclosed on the application form at the time of applying. Any applicant making a successful bid for a property and subsequent letting must be approved by the appropriate senior officer.

3.2 Registration form and supporting information

To apply to go on the housing register, applicants are required to complete an on-line application process at www.buckshomechoice.gov.uk. Where an applicant is unable to use these on-line forms a paper form will be available on request, or assistance from staff will be made available. There are two stages to an application;

Stage 1 – This is a pre-assessment process which takes details from the client and determines what housing options are available to them. This will include the option of making a Bucks Home Choice application if the information provided indicates that the client is eligible and will qualify for scheme.

Stage 2 – If the Stage 1 pre-assessment indicates that the client is eligible and qualifies for Bucks Home Choice, the client will then have the option of making a formal application to the Bucks Home Choice scheme.

After assessment, if the applicant is accepted onto the register they will receive written confirmation of the following information:

- Their unique reference number, which allows them to express interest via Bucks Home Choice.
- The housing need band in which the application has been placed. The date that application was accepted and assessed.
- The size of the property for which the applicant is likely to be able to bid.

Applicants must also provide the information and evidence that is required to enable the Partnership to check and assess their eligibility and housing need. If an applicant has not provided the requested information within 28 calendar days their application will be cancelled.

Applications will normally be assessed within 10 working days, once all the required information has been provided, and subject to any further information that may reasonably be required.

If an applicant is ineligible or does not qualify to join the housing register they will be informed of the reasons for this decision and advised of the review process.

3.3 Including a carer in a housing application

In all cases the carer must have been identified by the applicant as the person who is primarily responsible for providing them with care and needing to live with them.

Even if a carer is in receipt of Carer's Allowance this does not mean that it is necessary for them to reside with the person who is being cared for. Many carers provide over 35 hours a week support whilst living in their own home. An application to include a carer in a housing application will be considered if the carer has been assessed by Social Care and Health as needing to provide overnight support. In these circumstances the applicant must provide supporting evidence from other agencies e.g. Social Care, or a health professional.

In some circumstances it may be appropriate to consider cases where the carer is not in receipt of Carer's Allowance. In this case it will still be necessary for the applicant to demonstrate that the person looked after is in receipt of one of the following benefits:

- Disability living allowance or Personal Independence Payment paid at either the middle or higher rate for personal care
- Attendance allowance

3.4 False or withheld information

An offence may be committed if an applicant knowingly or recklessly gives false information or knowingly withholds information which has reasonably been requested on the housing registration form, in response to correspondence at the renewal of the application, or relating to any other review of the application. An offence is also committed if the applicant allows a third party to provide false information on his or her behalf, or at his or her instigation.

If an applicant, or a person acting on his or her behalf, has given false information or withheld information it could:

- Affect an applicant's eligibility to join the housing register;

- If appropriate, result in the applicant not being given preference at all.
- If appropriate, be taken into account in prioritising applicants who have reasonable preference; or

Where there is an allegation or suspicion that a person has given false information, or has withheld information, the application will be suspended pending the outcome of an investigation.

If the member of the Partnership assessing the application is not satisfied that it has been able to verify the true facts or that it has all the facts it needs to assess the application within a reasonable time, it will cancel the application or not register the application. The applicant can subsequently make a fresh application providing all the required information, and if this is accepted the date of registration will be that of the fresh application, with no backdating.

3.5 Giving applicants advice and information

The Partnership will provide advice and information to help applicants to make the most of Bucks Home Choice to meet their housing needs. This will include:

- How to apply to join the housing register and what supporting information applicants will be required to provide.
- Help to fill in the housing registration form.
- The meaning of the priority bands and how this affects the time individual applicants are likely to have to wait.
- Advice on how to express an interest in a vacancy, and how to obtain help to express an interest.
- Advice on other options for housing such as private renting or shared ownership.

Where an applicant is assessed as being a non qualifying person, the applicant will be given advice and information on the other housing options open to them.

3.6 Renewal of applications and changes of circumstances

Applicants must renew their applications once a year and they will receive a reminder and information on how to do this on the anniversary of the date of their application.

Applicants must also notify the member of the Partnership with which they are registered of any changes in their circumstances, such as relationship breakdown, an older child leaving home or a baby being born.

3.7 Suspending or Cancelling an Application

An application will be suspended if:

- the applicant has been asked to provide information to support his/her application and has not yet done so
- the applicant has changed address and not provided a change of circumstances form
- information has been requested from the applicant's support agency or support and a reply is awaited

An applicant will not be able to bid for properties while his/her application is suspended.

An application will be closed if:

- the applicant requests it to be closed
- the applicant has been rehoused via the Bucks Home Choice scheme
- the applicant has exchanged his/her property with another tenant
- the applicant has not responded to written communication about his/her application within 28 days (or has not provided all information that is reasonably required to support the application)
- there is evidence that the applicant no longer qualifies for housing
- the applicant has not responded to an offer of housing
- the applicant has given false or misleading information
- the applicant's circumstances have changed and he/she no longer qualifies under the Bucks Home Choice Allocations Policy

4 Assessment and Prioritisation of Applicants

The Partnership will assess the relative priority of applicants in two stages:

Stage One – Banding (See 4.1)

This assessment takes place when an applicant applies to join the housing register and his or her eligibility and priority are assessed.

The assessment of an application will take into account any accommodation that the applicant is currently entitled to occupy.

This policy ensures that reasonable preference is given to applicants who satisfy one or more of the categories listed in Appendix *. It also seeks to ensure that the landlords in the Partnership are able to make the best use of their stock, and deal effectively with housing management issues.

An applicant must not knowingly do (or fail to do) something for the purpose of worsening their housing circumstances and securing an increased level of priority under the Bucks Home Choice Allocation Policy. When such a situation arises, the Council will carefully assess the change of circumstances

and consider the facts of the case. The assessment of an application in these circumstances will take into account the applicants circumstances prior to the act.

Examples of an applicant undertaking an act for the purpose of worsening housing circumstances are set out below;

- Abandoning a previous suitable tenancy
- Moved into unsuitable housing without good reason
- Sold a property or given notice on a tenancy without getting other adequate housing first.
- Knowingly allowing a property to become overcrowded.
- Moving out of a property when, housing advice has been provided for the applicant not to move
- Moving out of an adapted property into an unsuitable or un-adapted property

If an applicant is assessed as having worsened their housing circumstances and is either awarded a lower priority band, or is assessed as a non qualifying person the applicant can request that their application is reconsidered after 12 months. This may involve submitting a new application.

Stage Two – Shortlisting (See 6.1)

This assessment takes place when an applicant expresses an interest in an advertised vacancy.

If more than one applicant expresses an interest in an advertised vacancy, they will be placed on a shortlist. The policy states how the relative priority of applicants on a shortlist will be determined.

4.1 Priority Bands

Applicants will be placed in a Priority Band, taking into account the information they have provided with their housing application. The criteria for the Bands are given in Appendix 1.

4.2 Assessment of medical needs

Members of the Partnership have appointed a qualified medical advisor whose advice may be sought when assessing whether to place an applicant in a higher priority band on medical grounds.

Applicants with serious medical problems may complete a self-assessment form. A Housing Officer will consider the information provided and make an assessment as to whether any medical priority should be awarded. In some

cases the Council will seek the medical advisor's opinion before reaching a decision. . The Council will consider the medical advisors opinion and all other relevant information in order to determine which Band the applicant should be placed in.

Notwithstanding an applicant's right to request a review of a decision not to award medical priority, the Council will not undertake any further assessment for 12 months unless there is a significant change in circumstances.

4.3 Assessment of welfare needs

Some applicants may need to move on welfare grounds that are not related to medical condition.

It is not possible to state all the circumstances that will justify reasonable preference on welfare grounds, and each case will be assessed individually. A panel of officers will assess each application, and will record their decisions to ensure equality and consistency is maintained.

The panel will comprise of at least two senior officers of the partnership who will consider the following factors to ensure consistency in when assessing welfare cases:

- Is the applicant's current housing situation having an adverse effect on their welfare?
- If so, can the adverse effect on the applicant's welfare be resolved without the need to move?
- If the welfare grounds cannot be resolved in the applicant's current housing situation, can they be resolved by re-housing elsewhere?
- Will the applicant suffer hardship if they do not move to a particular location in the local authority district?

5. How vacancies will be advertised and let

5.1 *How vacancies will be advertised*

Vacancies will be advertised weekly in a variety of formats and locations:

- On the Bucks Home Choice website
- In the offices of members of the Partnership
- Personalised property lists posted to applicants who are housebound or cannot use any of the other methods

The Partnership will make the advertisements available to partner organisations to enable them to assist their clients in seeking a home. The Partnership will also seek other cost-effective means of ensuring that information on the advertised vacancies is widely available.

The partnership may choose to vary the timing of the cycle for advertising vacancies. Any such variation will be subject to the agreement of all partners

5.2 *Advertising criteria*

Each vacancy will have information on the location, size and type of property, and any criteria that applicants must satisfy in order to be eligible for shortlisting. For example, a vacancy in an elderly persons' designated accommodation will be normally restricted to applications from people over 55 years of age. Larger properties may state that applicants must have more than a certain number of children under 16.

5.3 *Vacancies advertised within the District Council areas*

An applicant will only be able to bid for:

- a property being advertised via a partner where the applicant has a local connection with the partner's District, or
- a property that is being advertised countywide and is available to all Bucks Home Choice applicants who require the size and type of property concerned.

5.4 *Vacancies advertised county-wide*

One of the aims of Bucks Home Choice is to enable some applicants to move within Buckinghamshire. In order to achieve this, properties that do not have a high local demand will be advertised as being available for any applicants who are registered with of Bucks Home Choice regardless of the District(s) with which they have a local connection.

The Partnership will monitor how many vacancies are advertised, and how many are let in this way. It will also monitor how many vacancies are let to applicants who do not have a local connection. This monitoring will enable

the Partnership to assess whether applicants are finding some flexibility in where they can choose to live, whilst ensuring that the District Councils continue to be able to meet their statutory duties.

5.5 Size and type of property for which applicants are eligible

In order to make the best use of the available housing stock, it is essential to let vacancies to those who need that size and type of property to:

- Avoid creating overcrowding or under-occupation when letting a property
- Minimise the risk of the applicant being unable to afford rent payments on the property that is being let

When deciding the size and type of property for which applicants are eligible, the Bedroom Standard in Appendix 2 will be applied. The bedroom standard assumes that each of the following require one bedroom:

- Adult or adult couple
- Two children of the same sex aged under 16
- Two children of different sexes when the eldest is aged under 10
- Any other child

In exceptional circumstances the Senior Housing Officer may exercise discretion in deviating from the Bedroom Standard. In all cases applicants will need to demonstrate the property is affordable at the time of offer. Examples are:

- a) Where applicants require larger accommodation on health grounds (The Senior Housing Officer will consider this on a case by case basis, taking into account the advice of a qualified medical advisor appointed by the District Council or housing association with which the applicant has registered)
- b) Where there is little or no demand for a particular vacancy.
- c) Where the applicant has been approved as a foster carer by Buckinghamshire County Council, and so will need a larger property than normally required by the household.
- d) Where the applicant or a member of the household needs the support of a carer who will need to sleep in the home and cannot reasonably be expected to share a bedroom with another member of the household. See paragraph 3.3 for more information about including a carer in a housing application.

5.6 How applicants express an interest in a vacancy

Applicants may express an interest in up to three vacancies for which they are eligible in any one advertising cycle, by expressing an interest on the Bucks Home Choice website, or in person at one of the Partnership's customer service centre. Applicants who find it difficult to express an interest may ask an advocate or support worker to do so on their behalf. Help will also be available in the customer service centre and special arrangements will be made for any vulnerable applicant who cannot express an interest without help.

It will not normally be possible for an applicant to view a property before expressing an interest, but the landlord will arrange a viewing before the applicant has to accept an offer.

6. Prioritising and Lettings

6.1 Determining priority between shortlisted applicants

Where more than one applicant expresses an interest in a vacancy, they will be placed on a shortlist. Any applicant who expresses an interest in a vacancy for which they do not satisfy the advertised criteria will not be included on the shortlist. The reasons for this will be one of the following:

- The applicant's household size does not meet the Bedroom Standard.
- The applicant does not satisfy the age limit or mobility level as advertised.

The details of how shortlisted applicants will be prioritised are given in Appendix 1. The principles behind this are:

- a) Band A applicants will have a higher priority than Band B, and so on.
- b) Within each Band, shortlisted applicants who have a local connection with the District Council's area in which the property is located will be given the highest priority. Applicants will then be considered in date order, with the relevant date being:
 - c) the date they applied to go on the housing register
- d) The policy regarding applicants who are in rent arrears when they express an interest in for a property is given in ** above.
- e) For local lettings policies and rural properties provided as an exception to Planning Policies, see paragraphs ** and **
- f) The prioritisation of short-listed applicants will be based on the priority banding of each applicant as it stood at the point when the bidding cycle closed.

- g) The prioritisation and allocation process will take account of any additional criteria set down by the landlord for the occupation of the property.

If the applicant with the highest priority on a shortlist refuses the offer, the property will then be offered to the next applicant on the shortlist

The final decision on allocating a property through Bucks Home Choice will be made by the member of the Partnership that has nomination rights to the property concerned. At the time that a potential tenant has been identified, the partner managing the application will verify the information given by the applicant. The purpose of this verification is to check that the details provided by the applicant are correct, and in particular to confirm that the applicant is:

- a) eligible and qualifies for housing under the Bucks Home Choice Allocation Policy, and
- b) suitable for the size and type of property concerned (see Appendix 2), and
- c) in the correct Priority Band based on his or her circumstances (see Appendix 1).

6.2 Local lettings policies

Section 167(2E) of the 1996 Act enables housing authorities to allocate particular accommodation to people of a particular description, whether or not they fall within the reasonable preference categories. Local lettings policies may be used to achieve a wide variety of housing management and other housing policy objectives. So for example, local lettings policies may be used to lower the proportion of older children/young adults on an estate to reduce the incidences of anti-social behaviour; or to deal with concentrations of deprivation by setting aside a proportion of vacancies for applicants who are in employment.

From time to time a member of the Partnership may adopt a local lettings policy that will apply to a small proportion of the properties that it advertises. All such local lettings policies will be published on the Bucks Home Choice website and will be available in hard copy by request. Each local lettings policy will state clearly the justification for its being adopted and operated.

When a property that is affected by a local lettings policy is advertised, the advertisement will state which applicants will be eligible to express an interest in for that property.

Rural Properties provided as an exception to Planning Policies

Some registered providers properties in villages have been built as an exception to the usual planning policies, in order to meet the housing needs of people with a strong connection to the village. The planning approval is subject to conditions about the connection of current and future tenants to the village in question.

When such properties are advertised via the Bucks Home Choice scheme, the property advert will clearly set down any additional criterion that govern who is and is not entitled to express an interest. The short-listed applicants will be assessed to confirm that they meet the criteria for the properties and will then be prioritised using the process set down in Paragraph 6.1.

6.3 *Direct allocations*

In certain circumstances members of the Partnership reserve the right not to advertise a vacancy and allocate it directly to an applicant, or to allocate a property that has been advertised directly to an applicant. The following are examples of circumstances where a direct allocation may be made.

- a) Where a person has been assessed as needing an urgent move as a result of violence or threats of violence or through the National Witness Protection Service.
- b) Where a sensitive letting has to be made, for example for a vulnerable person, or a sex or violent offender, or to deal with a severe housing management problem, where the Council considers that a direct allocation is more appropriate than requiring or allowing the applicant to express an interest in a property.
- c) Where the applicant is a homeless person where the Council has accepted a full housing duty under Part 7 (Homelessness) of the Housing Act 1996 and the applicant has failed to express an interest in any vacancies and properties for which he or she is eligible (The applicant will be given advice on how to find advertisements and express an interest, but if after a reasonable period the applicant has still not taken any action, the Council reserves the right to make a direct allocation)
- d) Where the applicant is a homeless person where the Council has accepted a full housing duty under Part 7 (Homelessness) of the Housing Act 1996 and the applicant has been successful in expressing an interest in a property, but has subsequently refused after viewing, even though the property was suitable for the household's needs as set out in Appendix 2. In these circumstances, the applicant will be made one direct offer of a suitable property.

If the applicant is in temporary accommodation and this offer is refused the District Council that owes the applicant a duty under the Act will discharge its duty and will take possession proceedings.

- e) Where the applicant is a homeless person where the Council has accepted a full housing duty under Part 7 (Homelessness) of the Housing Act 1996 and the applicant is
- in temporary accommodation,
 - has expressed an interest in for a property or properties,
 - has not been successful, and
 - there is a strategic need to move that applicant from the temporary accommodation to make way for another homeless applicant.

When making a direct allocation, the preferences of the applicant will be taken into account as far as possible.

6.4 Verifying an application

Before any offer of accommodation is made, the landlord or managing partner will contact the successful applicant to verify all relevant information on their housing application. Home visits will, wherever possible, be carried out to verify applications. Applicants will be expected to provide the required documentary proof to confirm the statements on their housing application. If an applicant does not provide the necessary information, or if the verification shows that the housing application is not correct, then the offer will not be made, and the next person on the shortlist will be contacted with a view to making an offer.

For age persons designated vacancies, the scheme manager will meet with the applicant to ensure that they are suitable for the accommodation, as a condition of making an offer.

6.5 Temporary suspension from bidding

Where an applicant has successfully bid for a property and been offered the tenancy, their outstanding bids for other properties, if any, will not be considered. An applicant who has accepted the offer of a property will not be able to bid in following advertising cycle until the result of the offer has been determined.

Where an applicant has been successful and has been offered three tenancies which the Council consider to be reasonable the application will be suspended for a period of 6 months. During this period the applicant will not be permitted to bid on any advertised vacancies. Applicants will be notified of any such suspension.

6.6 *Serious offenders*

It is sometimes necessary to provide housing which will minimise the risk to the community and where supervision of the individual can be maintained. This may also apply to individuals currently living in the community who are considered to pose a risk to themselves and/or others, although they have not been convicted of an offence.

The District Councils will work with the Police and Probation Services to assess and manage risk and will apply special arrangements where cases are referred through either the Multi-Agency Public Protection Panel (MAPPA) or the Probation Protocol. Officers will attend case conferences with the Police, Adult Social Care and Health professionals. A planned and managed relocation pathway will be agreed, including a full discussion of a range of housing options which is most appropriate to the customer's circumstances and supervision needs.

This may result in restrictions being placed on the choice of property that is open to an applicant. Where this is the case, the applicant will be advised of the restrictions, but will whenever possible be given the opportunity to exercise some choice. However, the Partnership reserves the right to stop an applicant from expressing an interest in any vacancies, and to make a direct allocation

7. **Review of decisions and complaints**

7.1 *Asking for a decision to be reviewed*

Applicants have rights under the Act to ask for the review of a decision. The following decisions are subject to the right to request a review:

- a) The applicant's housing application has been refused on the grounds they are not eligible or qualifying person.
- b) The applicant is removed from the housing register on the grounds they are no longer eligible or qualifying person.
- c) An applicant has been suspended having refused three offers of accommodation.
- d) An applicant wishes to have their banding reviewed.
- e) Any decision about the facts of a particular application which have been taken into account to assess whether an allocation should be made
- f) The applicant has refused a direct allocation of accommodation (see paragraph 3.5).

Applicants should request a review within 21 days of being notified of a decision.

The review will be carried out by the Member of the Partnership that made the decision in respect of (a) to (e) above. Reviews will be carried out by a senior member of staff who was not involved in the original decision.

The applicant will be notified of the decision on review in writing within 21 days of the review being completed.

Once a review has been completed and the applicant has been notified of the decision on review, the applicant cannot request a further review on the same decision unless there has been a factual change in his/her circumstances.

7.2 *Making a complaint*

Each member of the Partnership has a published procedure for customer complaints which can be found on their website. Hard copy is available at customer service centre, or by post on request.

8. *Monitoring and policy review*

8.1 *Monitoring*

The Partnership will monitor the outcomes of lettings through Bucks Home Choice, to assess whether it is meeting the aims stated in paragraph ** and the Equality Statement in paragraph **.

8.2 *Policy review*

The results of monitoring will be used to review this Policy. Reviews will be carried out annually, but the Partnership may carry out an earlier review if monitoring shows that this is necessary.

9. *Data Protection and information sharing*

9.1 *Data Protection*

All information held by the Partnership is subject to the Data Protection Act 1998. Each member of the Partnership will seek the express consent of applicants joining their housing register to share personal information about the applicant, and any member of the household.

9.2 Information sharing without consent

Information can be shared with the other members of the Partnership and housing associations to whom nominations are to be made and, where relevant to organizations' providing support services in supported housing.

Information may be shared about the individual and their history irrespective of whether their consent has been obtained in exceptional circumstances which will include:

- a) In accordance with the provisions of the Crime and Disorder Act 1998 (Section 115).
- b) Where there is a serious threat to the other party's staff or contractors.
- c) Where information is relevant to the management or support duties of the proposed landlord or support organisation to ensure the health and safety of the applicant, a member of his or her household, or a member of staff.

APPENDIX 1

Priority Bands

Policy assesses the relative priority of Bucks Home Choice applicants by placing them in a Priority Band that best reflects the applicant's current housing circumstances and level of housing need.

The Priority Bands take account of the requirement of Section 166A (3) of the Housing Act 1996 which states that a local housing authority's allocation scheme must be framed so as to secure that reasonable preference is given to the categories of household listed in Appendix 3 of this policy.

The Priority Bands are listed below.

Band A
<p>Welfare grounds</p> <ol style="list-style-type: none"> 1. Applicants who have demonstrated an urgent need to move due to serious imminent personal risk or severe harassment and rehousing is the only option. 2. Applicants (or a member of their household) whose health or disability is so severely affected that: <ul style="list-style-type: none"> they physically cannot access their current home and/or essential facilities within their current home and it is not possible for adaptations to be carried out to the property to provide this access
<p>Child protection</p> <ol style="list-style-type: none"> 1. Applicants where a child needs protection as assessed by the Safeguarding Board and a more suitable property is essential to reduce the risk to the child.

Band B
1. Applicants who are assessed as having cumulative need in that they satisfy two or more of the reasonable preference categories as listed in Appendix 3.
2. Applicants who are: <ul style="list-style-type: none"> - subject to a full housing duty under Part 7 (Homelessness) of the Housing Act 1996 (i.e. accepted as homeless, in priority need and not homeless intentionally), - have been living in temporary accommodation for six months, and - have been unsuccessful in expressing an interest in properties.
3. Applicants living in supported housing who are: <ul style="list-style-type: none"> - threatened with homelessness, - in priority need (under Section 189 of the Housing Act 1996) and not intentionally homeless. <p>(Priority B status will only be awarded where there is an agreed move-on protocol in place between the landlord/support provider and the District Council with which the applicant is registered.</p>
4. Applicants who are due to leave the care of the Children and Families service and who are who are: <ul style="list-style-type: none"> - threatened with homelessness, - in priority need (under Section 189 of the Housing Act 1996) and - not intentionally homeless. <p>(Priority B status will only be awarded where the move is being undertaken in accordance with the Buckinghamshire Leaving Care Protocol between Bucks County Council and Aylesbury Vale, Chiltern, South Bucks and Wycombe District Councils.</p>
5. Applicants living in statutorily overcrowded accommodation.
6. Applicants who lack two or more bedrooms in comparison with the bedroom standard in Appendix 2.
7. Applicants who currently hold a tenancy with a Registered Provider and who are under-occupying family accommodation by one or more bedrooms in comparison with the Bedroom Standard in Appendix 2

Band B
<p>8.Applicants who currently hold a tenancy with a Registered Provider and are living in a property that has been built or adapted for a person with a disability (or where support is provided) and this is no longer needed.</p>
<p>9.Applicants who need to move on medical grounds because their current home is having a severe adverse impact on the health of a member of the household and re-housing to more suitable accommodation will help to reduce this impact.</p> <p>(Note – Priority B status on this ground will only apply where the applicant is expressing an interest in a property that will reduce the impact on the health of the member of the household. If the applicant expresses an interest in a property that will <u>not</u> reduce this impact, then Priority B status on this ground will <u>not</u> apply.)</p> <p>The recommendation of the medical advisor will be taken into account when deciding the level of priority to be given to applicants on medical grounds.</p>
<p>10.Applicants who are serving in the armed forces (or who had served in the armed forces within the five year period immediately preceding their Bucks Home Choice application) and who satisfy one of the Reasonable Preference categories listed in Appendix 3.</p>

Band C
<p>Applicants who satisfy one of the Reasonable Preference categories listed in Appendix 3 but do not qualify for Band A or Band B with the exception of applicants who are homeless and in priority need, but homeless intentionally (see Band D)</p>
<p>Applicants who need to move on medical grounds because their current home is having a significant adverse impact on the health of a member of the household and re-housing to more suitable accommodation will help to reduce this impact.</p> <p>(Note – Priority C status on this ground will only apply where the applicant is expressing an interest in a property that will reduce the impact on the health of the member of the household. If the applicant expresses an interest in a property that will <u>not</u> reduce this impact, then Priority C status on this ground will <u>not</u> apply.)</p> <p>The recommendation of the medical advisor will be taken into account when deciding the level of priority to be given to applicants on medical grounds.</p>

Band D
<p>1. Applicants who are currently sharing accommodation with members of the immediate family, namely:</p> <ul style="list-style-type: none"> - parents, - brothers or sisters, - adult children, - grandparents or - grandchildren. <p>For the purposes of this policy, sharing accommodation is taken to mean sharing the use of kitchen, bathroom and toilet facilities.</p>
<p>2. Applicants who are living in HMOs (Houses in Multiple Occupation).</p> <p>For the purposes of this policy, a HMO is a building which is lived in by more than one separate household who share basic facilities such as a kitchen, a bathroom or a toilet. People are treated as being part of the same household if they are related to each other (i.e. family members) or live together as a couple.</p>
<p>3. Applicants who are serving in the armed forces (or who had served in the armed forces within the five year period immediately preceding their Bucks Home Choice application) and who do not satisfy any of the Reasonable Preference categories listed in Appendix 3.</p>
<p>4. Applicants who are homeless and in priority need, but homeless intentionally</p>
<p>5. Applicants who are seeking accommodation designated for persons aged 55 or more and (i) are entitled to occupy such accommodation and (ii) do not fall into Priority Band A, B or C</p>

Appendix 2

Bedroom Standard and Type of Accommodation

When deciding the size of property for which applicants will be eligible, the following Bedroom Standard will be used.

Bedroom Standard				
	Number of bedrooms			
Household Size	1	2	3	4
Single Person	✓			
Couple wishing to live together	✓			
28+ weeks pregnant woman with or without partner and no other children	✓			
In exceptional cases e.g. where there are care needs adult siblings wishing to live together	✓	✓		
Parent(s) with one child		✓		
Parent(s) with two children of the same sex both aged under 16 years		✓		
Parent(s) with two children of opposite sex both aged under 10 years		✓		
Parent(s) with two children of the same sex and the oldest is aged 16 years or more			✓	

Parent(s) with two children of opposite sex where the older child is aged 10 years or over			✓	
Parents with three or more children regardless of age or sex			✓	✓

When deciding whether an applicant and his or her household is under-occupying accommodation, or lacks one or more bedrooms to assess eligibility, the lower number of bedrooms shown against each size of household will be used as the “standard” number of bedrooms required for the household concerned. For example a family with two children who is living in a relative’s home and has the use of one bedroom will be deemed to lack one bedroom.

Type of accommodation

Sheltered housing will normally be available only for applicants over state pension age.

Accommodation that is designated as supported housing will be available only for applicants who are eligible for that particular accommodation. For example, some supported housing is provided exclusively for people with learning difficulties, or for young people leaving care.

Where accommodation is available only for applicants who satisfy such special criteria, this will be made clear in the advertisement of the vacancy.

Appendix 3

Reasonable Preference

Section 166A (3) of the Housing Act 1996 states that a local housing authority's allocation scheme must be framed so as to secure that reasonable preference is given to

- a) People who are homeless (within the meaning of Part 7 (Homelessness) of the Housing Act);
- b) People who are owed a duty by any local housing authority under Part 7 (Homelessness) of the Housing Act 1996 because they are:
 - homeless and in priority need but homeless intentionally;
 - Homeless and in priority need and not intentionally homeless;
 - threatened with homelessness and in priority need and not intentionally homeless;
 - Not intentionally homeless but not in priority need;
- c) People occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions.
- d) People who need to move on medical or welfare grounds (including grounds relating to disability).
- e) People who need to move to a particular locality in the district of the authority, where failure to meet that need would cause hardship to themselves or others.

Appendix 4

Explanation of the terms used in this policy

Applicant	The term “applicant” includes single people and couples. Applicants may be the tenants of private or social landlords, or may own their home.
Household	The term “household” includes all individuals included in the applicant’s application. A household may therefore be an individual, a couple, a family or two or more individuals who wish, or need, to live together in the long term. Short term sharing arrangements or temporary part time arrangements will not normally be classified as a household.
Reasonable preference category	Description of those applicants to whom the District Councils must give “a head start” in their housing application. See Appendix 3.
the Act	The Housing Act 1996 as amended
Child	A person under 16

Bucks Home Choice - Consultation on Revisions on Allocations Policy

Summary Report

1 Background

- 1.1 The Localism Act 2011 makes a number of changes to the legislative framework governing the allocation of affordable housing. Local Authorities have more freedom to frame their allocations schemes to take into account local priorities and to set classes of person who qualifying to join their housing registers.
- 1.2 The Bucks Home Choice Partnership is also mindful of the Welfare Reform Act 2012, which affects the amount of Housing Benefit social tenants can claim, linked to the number of bedrooms in their accommodation. The partnership has therefore proposed a number of changes to its allocation scheme in response to both the Localism Act and the Welfare Reform Act.
- 1.3 It is acknowledged that some households will cease to qualify for Bucks Home Choice, but it is hoped that a more focused housing waiting list will be easier and more efficiently maintained, as well as managing the expectations of households who have little or no prospect of being rehoused.
- 1.4 The Code of Guidance for Local Housing Authorities requires that, when an alteration is made to a scheme reflecting a major change of policy, an authority must ensure that within a reasonable time, those likely to be affected by the change have the effect brought to their attention, taking such steps as the housing authority considers reasonable.
- 1.5 A consultation exercise ran for six weeks from 22 April – 2 June 2013 to seek the views of local residents, registered housing providers and other stakeholders. The exercise was designed to seek views only on those proposed significant changes to the existing scheme. It was based on a simple online questionnaire with paper copies available for those with no internet access.
- 1.6 The communication strategy to support the consultation included article on the partner organisations websites, press releases, and social media. In addition, we contacted those applicants who had not recently visited the main Bucks Home Choice website by direct mailing. Registered providers and stakeholders were also advised and invited to respond.

2 Summary of responses

- 2.1 588 responses were received in total and can be broken down as follows:

Current BHC applicants	231
Local residents not registered with BHC	288
Registered providers	17
Other stakeholders	52

- 2.3 The responses from existing local residents and existing applicants, can be broken down as follows:

AVDC	282
CDC	30
SBDC	17
WDC	159

- 2.4 Please note: Not all respondents replied to each question or all parts of a question where more than one response was possible. For analysis, answers from residents/current applicants are combined and answers from registered providers (RP'S)/stakeholder responses are combined. Where there is a clear variation in answer responses are shown separately.
- 2.5 Where responses did not clearly support a proposal, actions and next steps are set out in Section 4 (Next Steps).

3 Responses to questions

Question 3 (Who do you think should be allowed to join the housing register?)

- 3.1 At present Bucks Home Choice is an 'open housing register'. This means that anyone can join, regardless of whether they have any connection to one of the districts (i.e. Aylesbury Vale, Chiltern, South Bucks, and Wycombe). We propose that only those applicants with a local connection qualify to join the housing register in the future.
- 3.2 572 respondents answered this question; 36 respondents answered 'other' and gave a different answer.
- 3.3 Of those who responded, 81% of resident/applicants & 66% of RP's/stakeholders favoured the principle of only those with a local connection qualifying to join the housing register.

	RP/other stakeholder	Applicant/resident
Only those with a 'local connection' in Buckinghamshire	43	413
Anyone, no matter where they live	9	49
Don't know/ not sure	4	18
Other (please specify)	9	27

- 3.4 **Overall, responses support the principal that only those with a local connection should qualify to join the housing register.**

Question 4 (In future, thinking about what that 'local connection' means, should an applicant only be considered to have a 'local connection' if they have.....?)

- 3.5 Currently an applicant attains a local connection if they have lived in a Bucks district for 6 months, have permanent employment in a Bucks district (no specified time), or have close family who have resided in a Bucks district for 5 years. We propose that only

those applicants who live or work in Buckinghamshire qualify for a local connection in the future.

- 3.6 548 respondents answered this question; 34 respondents answered 'other' and gave a different answer.

		RP/other stakeholder	Applicant/resident
Live in Bucks	Yes	50	428
	No	3	25
	Not sure	2	13
Work in Bucks	Yes	42	279
	No	4	102
	Not sure	2	44
Close Family in Bucks	Yes	45	357
	No	2	65
	Not sure	4	27

- 3.7 Responses indicate an overall preference for all of the named groups attaining a local connection of:

- Living in the district (88% of resident/applicants & 78% of RP's/stakeholders)
- Working in the district (58% of resident/applicants & 65% of RP's/stakeholders)
- Having close family in the district (70% of resident/applicants & 74% of RP's/stakeholders)

- 3.8 Existing proposals are to restrict attainment of a local connection to only those applicants who live or work in Buckinghamshire. **Responses - therefore only partly support this proposal.**

Question 5 (And how long should the period be to qualify for a 'local connection' ...?)

- 3.9 Existing local connection time requirements vary according to the type of connection and are as follows: Lived continuously (last 6 months or 3 out of previous 5 years); permanent employment (no time limit); and close family living in the district (5 years). We propose to simplify this framework and set a 1 year period for all local connection types.

- 3.10 555 respondents answered this question; 78 respondents answered 'other' and gave a different answer.

	RP/other stakeholder	Applicant/resident
12 months	18	110
18 months	4	33
2 years	23	254
Don't know/not sure	8	34
Other (please specify)	9	62

- 3.11 52% of resident/applicants favoured a 2 year local connection against a second most popular answer of 1 year (22%). A number of the applicants who answered 'other' expressed a preference for 5+ years.
- 3.12 37% of RP's/stakeholders favoured a 2 year local connection against a second most popular answer of 1 year (29%).
- 3.13 Existing proposals were for a 1 year local connection, but responses indicate all groups prefer a 2 year local connection threshold. There have also been recent central government announcements about plans to introduce a 2 year local connection threshold for social housing waiting lists.

Question 6 (Do you agree that applicants should only be eligible for re-housing in the district with which they have a local connection?)

- 3.14 Currently applicants who have a local connection to any Bucks District are eligible to join the register for and be eligible for rehousing in any other Bucks District. The partnership proposes that future applicants are only eligible for housing in the district in which they have a local connection.
- 3.15 585 respondents answered this question. There was no 'other' option included for response.

	RP/other stakeholder	Applicant/resident
Strongly agree	79	223
Agree	19	143
Disagree	9	56
Strongly disagree	6	28
Don't know/not sure	4	18

- 3.16 There was a strong preference with both resident/applicants (78%) and RP's/stakeholders (65%) agreeing or strongly agreeing that applicants should only be considered for the district in which they had a local connection. **These responses strongly support the proposal that applicants only be eligible for rehousing in the district to which they have a local connection.**

Question 7 (Who do you think should be able to join the housing register?)

- 3.17 Currently anyone can join the housing register regardless of their level of housing need. This includes homeowners, those renting (private or affordable) with enough space and no underlying housing need. These applicants are classed as 'adequately housed' and make up around 75% of the current Bucks Home Choice housing register (Band D). The Partnership proposes that only those applicants in some level of housing need are able to join the register. (There are also linked proposals to change the threshold for households classed as adequately housed, see Q9)
- 3.18 525 respondents answered this question. There was no 'other' option included for response.

		RP/other stakeholder	Applicant	Resident
Anyone	Yes	9	120	57
	No	29	55	127
	Not sure	7	16	33
People not 'adequately housed'	Yes	56	154	198
	No	2	4	26
	Not sure	2	8	4
Homeless people	Yes	51	139	189
	No	0	4	10
	Not sure	1	9	18

- 3.19 Anyone - Existing applicants and local residents did not hold the same view. The majority of existing applicants (63%) preferred that 'anyone' qualify to join the register, whereas 59% of local residents held the opposite view. Only 20% of RP's/stakeholders preferred that 'anyone' qualify to join the register, with 64% holding the opposite view.
- 3.20 People not 'adequately housed' - 89% of applicants/residents were in favour of those not adequately housed joining the housing register. 93% of RP's/stakeholders were in favour of those not adequately housed joining the housing register.
- 3.21 Homeless people - 89% of applicants/residents were in favour of homeless applicants joining the housing register. 98% of RP's/stakeholders were in favour of homeless applicants joining the housing register.
- 3.22 Overall, there was high support for those 'not adequately housed' and 'homeless people' being allowed to join the housing register. There was not a complete consensus across the groups to support proposals for restrictions on 'anyone' joining the housing register. It is perhaps not surprising however, that existing applicants did not support this idea as some existing applicants may fear they will cease to qualify. Overall, respondents support the proposal that only homeless applicants and those not adequately housed qualify to join the housing register.

Question 8 (And which of the following types of applicant do you think could be classed as 'adequately housed'?)

- 3.23 Currently homeowners, and any private or social tenants with enough bedrooms are classed as 'adequately housed'. Existing arrangements also classify applicants who have enough bedrooms but have to share facilities because they reside in a House of Multiple Occupation (HMO) or live with other family members as 'adequately housed'. We propose that homeowners and existing tenants with enough bedrooms are classed as adequately housed. We also propose that those households who share facilities are able to join the housing register in Band D which will be re classified as 'lower housing need'
- 3.24 517 respondents answered this question. There was no 'other' option included for response.

		RP/other stakeholder	Applicant/resident

Homeowners	Yes	43	377
	No	1	49
	Not sure	7	24
Social tenants with enough bedrooms	Yes	46	347
	No	2	62
	Not sure	4	25
Private tenants with enough bedrooms	Yes	35	267
	No	9	117
	Not sure	7	38
Tenants who have enough bedrooms, but have to share a kitchen and/or bathroom	Yes	10	148
	No	32	219
	Not sure	9	42

- 3.25 Broadly speaking all those groups who responded supported the idea that Homeowners, (84%) and Social tenants with enough bedrooms (81%) should be considered adequately housed, as per original proposals;
- 3.26 The issue of private tenants with enough bedrooms was less emphatic with 63% of applicants/residents and 69% of RP's/stakeholders agreeing that this group should be classed as adequately housed.
- 3.27 There was overall support for the proposal that those sharing kitchen bathroom etc, were not classed as adequately housed with 63% of RP's/stakeholders and 54% of applicants/residents agreeing.
- 3.28 Overall, there is support for proposals to class homeowners and existing self-contained (i.e. non-sharing) tenants with enough bedrooms as non-qualifying persons for the housing register.

Question 9 (Do you think that people in rent arrears should be able to join the housing register?)

- 3.29 Currently, applicants are permitted to join the housing register if they have serious rent arrears, but are placed in a low priority banding (Band D). Offers of accommodation are not made unless the rent arrears are cleared completely or there are exceptional circumstances. The partnership proposes that in the future applicants who have serious rent arrears do not qualify to join the housing register.
- 3.30 518 respondents answered this question; 41 respondents answered 'other' and gave a different answer.

	RP/other stakeholder	Applicant/resident
Yes, but only if they have made payments continuously over 6 months to reduce the arrears	19	158
No, not until the arrears are paid back	19	247
Don't know / not sure	5	29
Other (please specify)	11	30

- 3.31 Responses for this question indicated a preference from residents/applicants (53%) that applicants should only be allowed to join the housing register when arrears were cleared completely. RP's/stakeholders voted with equal weight (35%) for this option and the alternative of applicants making regular payments to clear the arrears (35%). There were a large number of 'other' answers for this question with 20% of RP's/stakeholders and 7% of applicants/residents answering in this way.
- 3.32 Overall, responses support the proposal that applicants must not have any rent arrears before they qualify to join Bucks Home Choice. An amended proposal has however been drafted to take into account those households affected by recent welfare reform changes.

Question 10 (Do you think this is a fair way to calculate the number of bedrooms needed by families with children in the future?)

- 3.33 A bedroom standard is used to compare against an applicant's existing arrangements in order to calculate their priority. It is also used to calculate the size of property that applicants are eligible for. At present a bedroom standard is operated which is more generous than the new standards used for Housing Benefit purposes. This means for example that households with two young same sex children are currently eligible for a 3 bedroom property.
- 3.34 The partnership proposes to review the Bucks Home Choice bedroom standard so that two same sex children would share until the age of 21 and opposite sex children to share until the age of 10. This is the bedroom standard that the secretary of State has indicated should be adopted as a minimum.
- 3.35 517 respondents answered this question; 45 respondents answered 'other' and gave a different answer.

	RP/other stakeholder	Applicant/resident
Very fair	7	113
Fair	18	145
Very unfair	12	84
Unfair	4	68
Don't know / not sure	2	19
Other (please specify)	9	36

- 3.36 A majority of both residents/applicants (56%) and RP's/stakeholders (48%) said that the proposal as set out were either very fair or fair. A lower number residents/applicants (33%) and RP's/stakeholders (31%) thought the proposals were either unfair or very unfair. There were also a large number of 'other' responses (17% of RP's/stakeholders) with a varied number of suggestions.
- 3.37 The majority of respondents supported the proposal to adopt the above bedroom standard. Having considered the mixed response to this question, and the principle of consistency with Housing Benefit rules, a different bedroom standard has since been proposed.

Question 11 (Do you think it is more important for applicants to be prioritised by their priority band then...?)

3.38 At present applicants are prioritised by their priority band, and then how long they have been on the housing register overall. The partnership proposes that applicants be prioritised by their priority band and then how long they've been in their priority band.

3.39 514 respondents answered this question. There was no 'other' option included for response.

	RP/other stakeholder	Applicant	Resident
How long they've been on the register overall	15	120	109
How long they've been in their current priority band	26	55	92
Don't know / not sure	11	34	52

3.40 Perhaps unsurprisingly the majority of applicants/residents preferred the idea of retaining 'date of application' (50%) as opposed to 'date of band change' (32%), but the majority of support for 'date of application' came from those already on the housing register. RP's stakeholders held the opposite view and their preference was for 'date of band change' (50%), with a further (29%) preferring 'date of application'.

3.41 Proposals to amend the relevant date from 'date of application' to date of band change' were not supported overall by those who responded. It is clear that existing applicants understand and prefer the principle of 'date of application' and it is a simpler principle to administer overall.

Question 12 (Do you think that applicants who have become homeless due to their own actions should be in the same priority band as other homeless applicants?)

3.42 At present any applicant assessed as homeless or threatened with homelessness attains 'reasonable preference' and is initially placed in Band C regardless of whether or not they have become homeless because of their own actions. The partnership proposes that applicants who have become homeless by their own actions be placed in a lower priority band.

3.43 537 respondents answered this question; 31 respondents answered 'other' and gave a different answer.

	RP/other stakeholder	Applicant/resident
Yes, in the same priority band	6	77
No, in a lower priority band	38	337
Don't know / not sure	6	42
Other (please specify)	4	27

3.44 Respondents clearly supported the idea that intentionally homeless applicants should be placed in a lower banding. (Residents/applicants 70% & RP's/stakeholders 70%).

4 Next steps

- 4.1 Each district will now seek the relevant democratic approvals for amended proposals and an implementation plan will be formulated.
- 4.2 It is hoped a new allocations scheme will be ready for implementation in Spring 2014. All existing Bucks Home Choice applicants will be asked to re-register so that they can be assessed and prioritised against the new allocation scheme.
- 4.3 The Bucks Home Choice Partnership has considered the above responses and in some cases proposed alterations to original proposals, which are set out below.
- 4.4 *Question 4 – Local connection.* Proposals are for only those who live or work in Buckinghamshire to attain a local connection. Responses did not support this proposal and all groups consulted felt that close family living in Buckinghamshire should constitute a local connection.
- 4.5 We firmly believe that residence or employment are the most appropriate indicators of a strong local connection and therefore the proposal to restrict local connection to only residence and employment only will be progressed.
- 4.6 Those households with residents aged 55+ that need to move to Buckinghamshire to receive support, will be able to do so as they will not be subject to local connection requirements.
- 4.7 *Question 5 – Local connection (time period).* Having considered the support for a longer period of local connection this proposal is amended to reflect a 2 year qualifying time period to attain a local connection.
- 4.8 *Question 9 - Rent arrears.* Given the impact of welfare reform, this proposal has been amended so that applicants who have rent arrears, will become qualifying persons if they are actively engaging with the relevant landlord to resolve the problem. In all cases, applicants will not be made the offer of accommodation until the arrears are cleared, or unless there are exceptional circumstances.
- 4.9 *Question 10 – Bedroom standard.* Consultation responses indicated overall support for the proposed bedroom standard. This requires same sex children to share until the age of 21 and different sex children until the age of 10. In order to achieve consistency of approach and understanding, this proposal has been amended to a more generous bedroom standard to mirror the national Housing Benefit bedroom standard. This would require same sex children only to share a room until the age of 16.
- 4.10 *Question 11 - Relevant date.* Consultation responses overall favoured the principle of date of application over date of band change. This is an established and simpler principle to administer. It is likely that all future applications will have some level of housing need, so there is no prospect of someone with no level of long term housing need jumping the queue because of a recent change of circumstances. This proposal will not therefore be progressed and the 'relevant date' will continue to be an applicant's date of application

**CHILTERN DISTRICT COUNCIL
CABINET 22 OCTOBER 2013**

Background Papers, if any, are specified at the end of the Report

ANNUAL CAR PARKING REPORT (2012/13)

Contact Officer: Oliver Asbury 01494 732066

RECOMMENDATIONS

- 1 That Members note this report which under the Traffic Management Act 2004 will be submitted to the Department for Transport.**

Relationship to Council Objectives

Objective 1: Efficient and effective customer focussed services.

Objective 3: Conserve the environment and promote sustainability.

Implications

(i) Not a key decision.

(ii) Within the Policy and Budgetary Framework.

Financial Implications

There are no direct financial implications associated with this report.

Risk Implications

There are no direct risk implications associated with this report.

Equalities Implications

Parking for Blue Badge holders is provided throughout all Council owned/managed car parks and national exemptions are provided on-street within the District.

Sustainability Implications

There are no direct sustainability implications associated with this report.

Matters for consideration

This report was considered by the Housing and Planning Overview Committee on 1 October 2013.

Report

- 1 It is practice to present Members with an annual report on the overall parking operation. This report was last presented in September 2012.
- 2 Since 2008/9 CDC has to report annually to Central Government on the Council's parking performance and statistics. That information is found as **Appendix .1** and is set out as requested by the Department for Transport.
- 3 Members are asked to note this report which will be forwarded to the Department for Transport in October 2013
- 4 The Council operated 18 car parks in 2012/13, including the Council Office Car Park.
- 5 There was a total availability of 2,521 spaces which includes disabled spaces but excludes the Council Office car park which has a further 177 spaces.
- 6 All of the car parks are owned by this Council with two exceptions: Buryfields Car Park (39 spaces) which is leased from the Great Missenden Parish Council until 2013 and Chesham Station Car Park (179 spaces) which is leased from London Underground on a rolling basis (Chesham Station was taken back by Transport for London in June 2013 and will be reflected in the 2013/14 annual report)
- 7 The last tariff increase was brought into effect on 1 April 2012 which increased the 3, 4 and all day bands only from £1.70, £2.20 and £3.20 to £1.80, £2.40 and £3.50 respectively.
- 8 The Off-Street Car Parking out-turn figures for 2012/13 are set out below.

2011/12 Surplus £		2012/13 Income £	2012/13 Expenditure £	2012/13 Surplus £
(384,936)	Surface Car Parks	(1,116,956)	604,301	(512,655)
(293,324)	Amersham Multi Storey Car Park	(642,545)	307,068	(335,477)
(678,260)	Total	(1,759,501)	911,363	(848,132)

- 9 A surplus of £848,000 is a significant increase in overall outturn on the previous year of £678,000. Members will be aware the 2011/12 annual parking report explained the on-street function had been taken back by BCC in February 2012. The improved outturn is due to:
 1. A review of back office costs reflecting the loss of the on street function reducing costs by £100,000.

2. Reduced direct costs from 50% of the Parking Manager's post previously costed to the off-street account.
 3. The new CEO structure focusing on off-street enforcement will have improved compliance and increased pay and display income. It is not viable to pay for a dedicated CEO for each car park to ensure every driver pays to park, however, by being proactive we ensure more drivers are aware the car parks are enforced and/or we issue parking tickets.
 4. The 2012 Olympics caused the AMSCP to be full for 2 weeks with overflow parking occurring in Sycamore Road. C.£30k additional income is likely to be attributed to this.
- 10 A report on changes to car park charges will be brought forward in January/February 2014.

Security Issues

- 11 The British Parking Association's 'Park Mark' award continues to be maintained in all Chiltern District Council's car parks. This award is presented on behalf of the Association of Chief Police Officers for England, Wales, Northern Ireland and Scotland.
- 12 The Council suffered further pay and display cash thefts in 2012/13. The Council has again been quick to deal with the situation with the machines being fitted with additional software security and a dedicated security response employed. The total losses (repair costs, income loss and mitigation measure) as the year before were in the region of £50k which has reduced the out turn figure accordingly.

General

- 13 The works carried out in car parks since the last annual report consist of.

AMSCP	Structural Condition Surveys.
All Car Parks	Surface Repairs
Albany Place	LED Lighting installed
Blizzards Yard	1 hour free period successfully introduced

- 14 Pay-by-phone continues to be a popular service provision across most car parks particularly for longer stay durations.
- 15 The Chiltern Council pay by phone system has 11,200 customers registered. This saw an increase last year partly from the increased patronage for access to London for the Olympics.

- 16 Cashless methods of parking payment are being investigated such as Automatic Number Plate Recognition (ANPR). This has the potential benefit to improve the offer to the customers, increase compliance, raise income levels, reduce cash handling and introduce a resident band.

Health and Safety

- 17 Equipment and working procedures are continually reviewed and the Council's responsibilities under the Health and Safety at Work Act 1974 (HASWA 1974) and the Management of Health and Safety at Work Regulations 1999 (MHSWR 1999) regarding this function are being closely managed.

Training

- 18 To continually offer a high level of service, in what can be very difficult and, in some cases confrontational situations, the CEOs are trained or being trained to NVQ (now City and Guilds) in parking.

Parking Facilities for Parents Dropping off School Children – ('Go For Gold')

- 19 Within the District we currently operate seven 'Go for Gold' schemes. This scheme was approved at the Executive meeting on 3rd September 2002 (Minute 111). These schemes are designed to enable parents to park free of charge for an agreed time (which depends on the distance from the car park to the school) and then walk their children to school along a designated route.
- 20 Such schemes currently operate within the car parks at Great Missenden (Link Road), at Chesham (Water Meadow), at Chalfont St Peter (Church Lane) and Chalfont St Giles (Blizzards Yard), Amersham (Sycamore Road), Amersham Old Town (Dovecote Meadow) and Prestwood (High Street).
- 21 At the time of writing this report minor operational issues have been addressed with Chalfont St Peter CE Academy scheme which should be operational from September 2013.

Charging Hours

- 22 Charges for the Council's off-street car parks apply from 7.30am to 6.00pm Mondays to Saturdays. Currently no charge is made on Sundays and Bank Holidays in the Council's car parks although Aylesbury Vale DC now charge in some car parks on Sundays. Wycombe DC charge in their busiest car parks on Sundays and Bank Holidays with the rest remaining free. South Bucks DC charge in all car parks during those periods.

On-Street Parking

- 23 On Street parking enforcement is no longer undertaken by Chiltern District Council but under the Highway's Act the District operate the off-street parking order with the consent of the Highway Authority and under the Traffic Management Act we continue to set appropriate on and off street Parking Policies.
- 24 Following the termination of the on-street account Officers from CDC and BCC are now working on appropriate on and off-street Policy arrangements which will be the subject of further reports.

Performance

- 25 Statistics for performance for the off-street parking function between 1 April 2012 and 31 March 2013 can be found in **Appendix .1**
- 26 Appendix 1 shows 5567 PCNs issued off-street (as of 4/7/13) Figures update as cases are closed/paid. No PCNs were issued on-street by Chiltern DC which is now managed and supervised solely by the County Council.
- 27 This shows a significant improvement on last year's statistics which included on-street PCN data. 1,700 more PCNs were issued in 2012/13 with 50 fewer unpaid PCNs. This improvement is a function of the difference between on and off-street enforcement and appeals.

Conclusion

- 28 The 2012/13 outturn was favourable, the Council continued to invest in its car parking asset and indications are strong that the new off-street enforcement model is performing well.

Background Papers: None

DfT Decriminalised Parking Enforcement Statistics



Report produced on : 04/07/2013 14:21

Search criteria : Show all data where the date of Contravention is between : 01/04/2012 and 31/03/2013 as at 04/07/2013

	Off Street	Total
(1a) Number of higher level PCNs issued :	277	277
(1b) Number of lower level PCNs issued :	5290	5290
Number of PCNs issued with no charge level :	0	0
(1c) Total number of PCNs issued :	5567	5567
(1d) Number of PCNs paid at discount rate :	3450	3450
(1e) Number of PCNs paid at the non-discount rate :	459	459
(1f) Total number of PCNs paid :	3909	3909
(1g) Total number of PCNs unpaid :	1658	1658
(1h) Number of applications to register Charge Certificate at TEC :	257	257
(2a) Number of PCNs issued by a CEO subject to challenges (statutory and other) :	1824	1824
(2b) Number of PCNs issued using evidence from an approved device subject to challenges (statutory and other) :	0	0
(2c) Total number of PCNs subject to challenges :	1824	1824
(2d) Number of PCNs cancelled as a result of a successful challenge (PCN correctly issued) :	1074	1074
(2e) Number of PCNs cancelled as a result of a successful challenge (PCN incorrectly issued) :	74	74
(2f) Total number of PCNs cancelled as a result of a successful challenge :	1148	1148
(2g) Number of PCNs which resulted in adjudication because of a challenge :	6	6
(2h) Number of PCNs written off for other reasons :	57	57
(3b) Number of vehicles clamped :	0	0
(3c) Number of vehicles removed :	0	0
Number of cases where Contravention Group could not be derived :		0

**CHILTERN DISTRICT COUNCIL
CABINET 22nd October 2013**

Background Papers, if any, are specified at the end of the Report

**CHILTERN LEISURE ADVISORY BOARD REPORT
LEISURE CONTRACT PERFORMANCE REPORT 2012**
Contact Officer: Paul Nanji (01494 732110) Lynn Trigwell (01494 732012)

RECOMMENDATIONS

That the Members note and comment on the report.

Relationship to Council Objectives

Objective 2 – Safe, healthy and cohesive community

A -Build capacity and cohesion in our communities

B - Work closely with Parish and Town Councils and local neighbourhoods

F - Work with partners to address crime and anti-social behaviour

H -Support opportunities for young people to participate in community action and society

I -Address the needs of an increasingly elderly population and the needs of vulnerable people

J - Promote healthy living, well-being and address health inequalities

K- Support the local economy

Implications

(i) This is a key decision within the forward plan.

(ii) It is within the policy and budgetary framework.

Financial Implications

This report is for the full 12-month period 1st January 2012 – 31st December 2012. The Chiltern Leisure Contract delivered a surplus of £433,416. GLL-Better has continued to invest in facilities with;

- *£185,748 being spent on centre improvement and refurbishment works, including the installation of a new glazing system at Chalfont Leisure Centre. GLL-Better has now forward funded £155,000 expenditure from future profits.*
- *£214,601 invested in Repairs and Renewal.*

Risk Implications

Identified risks under the contract, include the failure of the Contractor to deliver a service as a result of loss of income or increased costs. In Jan 2011, Nexus merged with Greenwich Leisure Limited (GLL) to become GLL-Better. GLL is an employee-owned charitable social enterprise operating approximately one hundred public leisure centres across the South East

Region generating an annual turnover in excess of £100million. Given the size and status of GLL within the leisure industry and its very low gearing ratio there has been a significant reduction in the current risk of contract failure, which is reflected in the updated risk assessment log.

Equalities Implications

GLL-Better delivers a range of activities in support of the Council's equality standards. GLL-Better supports the delivery of ladies only swimming, reduced charges for older and younger people, targeted activities to maximise uptake by members of all communities, a range of diversionary activities to reduce Antisocial Behaviour and the fear of crime, and maintains the delivery of the exercise rehabilitation schemes for those suffering long term illness. The centres have also improved building access, extended the range of activities for disabled users including a new sensory playroom, and adapted fitness studio equipment and climbing wall equipment.

Sustainability Implications

GLL-Better and the Council undertook Capital/Repairs, and Renewal works to improve the facilities and reduce energy usage in all three centres including upgrading pool plant equipment and the installation of PV solar at Chesham leisure centre.

Report

- 1 Chiltern Leisure Advisory Board (CLAB) considers the strategic overview of leisure, in the District reporting to the Community and Environment Overview Committee and Cabinet. The minutes of the Community and Environment Committee will be available at the Cabinet meeting.
- 2 This report captures the key financial and operational performance of the leisure contract against its financial year, 1 January 2012 – 31 December 2012. The performance reports are detailed in **Appendix 1**.

Finance – Revenue

- 3 Overall the contract has performed well with the total surplus of £433,416 exceeding the projected budget target by £137,988. This was achieved despite the challenging financial climate which for the reasons detailed below impacted negatively on overall income.
 - 8% fall in the average spend per customer when compared to the previous year.
 - Customers reducing casual use of the centres and using pre-paid membership schemes.
 - Parents prioritising swim school sessions and reducing the take up of dry-side courses/activities.
 - An increase in the number of customers paying via direct debit and a corresponding decrease in the number of customers paying via a one off annual membership fee

- 4 The summary of the main financial issues arising from each leisure centre is detailed in the table below.

Chiltern Pools	<p>Total income was £68,273 lower than projected, offset by lower levels of expenditure of £107,150. Resulting in exceeding the budget by £38,877.</p> <p>Key reasons for the lower levels of income were due to a decrease in spend per customer. With lower levels of catering/vending purchases, reduced uptake of courses and reduce 'pay as you go' expenditure by customers. However, changes to management processes for the Gym supported income levels being £43,802 above the budget target.</p> <p>The lower levels of expenditure can be attributed to a staff restructure and the resulting savings arising from the recruitment and appointment process.</p>
Chesham Leisure Centre	<p>Total income was £101,612 lower than projected, offset partially by lower levels of expenditure totalling £47,063. Overall, the centre was £54,549 below anticipated budget.</p> <p>Key reasons for the lower levels of income were due to a fall in customer spend per visit, lower gym membership sales and member cancellations being higher than anticipated.</p> <p>The opening of budget gym operators in the local area had a major impact on the membership to the Gym, with income levels £56,003 below budget targets.</p> <p>The £47,063 underspend was due to a staff vacancies in gym and management staff following a centre restructure. Also the vending contract was centralised across the whole GLL estate which resulted in stock purchases no longer being undertaken by the centre.</p>
Chalfont Leisure Centre	<p>Total income was £12,378 higher than projected, improved further by lower levels of expenditure totalling £101,555. Overall, the centre was £113,932 above anticipated budget.</p> <p>The highlighted underspend of £101,555 can be attributed to the staff restructure that took place in 2012 which reduced the number of duty managers whilst at the same time increased the number of operational staff.</p>
Contract Administration	<p>The annual contract administration fee was £2,482 above the original budget due to higher marketing expenditure than originally anticipated.</p>
Summary	<p>Collectively during 2012 the centres recorded a total surplus of £433,416 which equates to the contract being £137,988 above GLL-Better's anticipated target.</p>

Finance – Capital

- 5 In 2012, GLL-Better invested £214,601 in its Repairs and Renewal Programme replacing and repairing buildings, plant and equipment including undertaking repairs to the Leisure Pool at Chiltern Pools.
- 6 Additionally GLL-Better invested £31,348 from the Planned Preventative programme, for the removal of Asbestos at Chalfont and for monitoring and equipment replacement. GLL-Better has set aside £342k from the Planned Preventative programme for future major works due at the centres, which includes refurbishment of the changing rooms and replacement of the boilers at Chesham.
- 7 Following the contract extension, GLL spent £600k in advance from the Reinvestment Fund (surplus share) funded against future profits. With additional investment by GLL-Better in a new spin studio and spin bikes at Chalfont LC at a cost of £45K, GLL-Better has now invested £358K more than the surplus share formula would indicate. The cumulative level since the contract commenced in 2005 is £1,246,105.
- 8 The Council invests £100,000/annum Capital to address the Council's contract liabilities for the building structure. Full details of all the various capital works during 2012/13 were detailed in a separate presented to Cabinet on 27th August 2013.

Year	Surplus available	Re-Investment	Areas of Investment
2005/6	81,764	99,588	Amersham and Chalfont gym refurbished and new Gym equipment, Spin Bikes in Chesham, Fencing at Chiltern Pools
2007	185,059	208,981	Chiltern Pools Changing Room refurbished
2008	110,168	214,019	Chesham gym refurbished
2009/2010	201,290	11,895	Chalfont and Chiltern Pools windows
2010	72,997	666,689	Chiltern Pools & Chalfont gyms refurbished, Chiltern Pools dry changing rooms, Disabled change creation, Chiltern Pools hot and cold water system replaced
2011	236,245	44,933	Chalfont Leisure Centre Spinning Studio
2012	202,688	0.00	No reinvestment during 2012
Total	1,090,211	1,246,105	(155,894) investment ahead of profits

Usage

- 9 During 2012, attendance at the leisure centres increased by 12,346 resulting in the highest number of annual centre visits of 842,300.
- 10 Participation from the exercise referral scheme attracted 8,460 usage and gym usage attracted an 249,288 visits.
- 11 Swim school participation (visits) increased from 99,442 to 117,423

Table 2 - Total Usage at the Leisure Centres

	2006	2007	2008	2009	2010	2011	2012
Attendance	713,262	733,624	759,423	779,672	810,949	829,954	842,300
Health Checks	718	638	653	499	476	697	133
Cardiac rehab	1,654	1,697	1,651	4,201	3,793	4,073	2,114
Prescription exercise	6,733	7,636	8,851	6,458	7,699	8,323	6,213
Children's Activities	3,193	2,781	1,631	4,866	3,775	3,001	3,871
Adult Wellness (Health and Wellbeing)	141,972	151,073	145,894	142,823	197,869	243,970	249,288
Complaints/1000 users	0.22	0.26	0.37	0.32	0.57	0.32	0.28

Service Quality

- 12 A major concern of both Community and Environment Overview Committee and CLAB has been ensuring that savings in expenditure do not impact on the quality of service. The Council's priority being that the standard of cleaning continually improves and that customer satisfaction achieves a score of 3.8. To further evaluate and improve service quality an annual customer survey is to be undertaken as part of the new leisure contract monitoring arrangements in 2014.
- 13 Customer monitoring of users combined with the Council's monthly monitoring of facilities and its knowledge of complaints, appears to confirm a continual improvement in customer experience. The increase in usage would also confirm this assessment
- 14 However several issues that occurred at Chiltern Pools adversely affected customer satisfaction levels. Comments from facility users have been focussed as follows;
- Water temperature being too cold in the leisure at Chiltern Pools
 - Water too hot in main pool at Chiltern Pools
 - Car parking charges at Chiltern Pools
 - High temperature in the Climb

Indicator	2006	2007	2008	2009	2010	2011	2012	Target
Customer satisfaction rating	3.5	3.62	3.70	3.71	3.69	3.56	3.73	3.8

Monitoring Service Quality

- 15 The contract requires GLL-Better to obtain independent assessments of the service quality at all centres. Following independent inspections by Leisure Client Ltd the results indicate that each centre is providing a high quality service as detailed below.
- 16 The assessment focuses on standards from the customers' perspective and is in the form of an unannounced visit. The auditor produces a report and makes suggestions for improvement – these suggestions are categorised by their degree of urgency and are then completed by the centre as recommended. Initially, the centre is assessed each month for three consecutive months with the benchmark set at 80%. Each centre is re-audited every month until this benchmark is reached.

Current scores at the centres;

- Chiltern Pools – 80.68% Good centre rating
 - Chesham – 84.3% Good centre rating
 - Chalfont – 89% Very good centre rating
- 17 Chiltern District Council utilise Quest accreditation to provide an independent assessment of service quality at each centre. Following significant changes to this process the scheme now assesses each centre on a pass or fail basis, evaluating performance in a number of key areas including:
- Business Planning
 - Continuous Improvement
 - Customer Experience
 - Environmental
- 18 Each centre has successfully achieved the new Quest accreditation charter mark as reported to CLAB earlier this year. Also as part of the Council's monitoring arrangements monthly inspections are undertaken at each leisure centre by the Principal Leisure and Community Officer. The benchmark of 70% was achieved with the average score for the year being 73.5%. The benchmark has been raised in 2013 to 75% helping to support on-going and continuous improvement.

Cleaning

- 19 With increasing user numbers, cleaning becomes more important whilst at the same time more challenging. Although there have been a few occasions where standards have fallen below the required level there has been an increase in the resources made available to centres and general standards have been improving. This area of service delivery will continued to be checked through on-going monitoring arrangements to ensure high standards of cleanliness are maintained.

Client Budget

- 20 The Client Budget underspend can be attributed to the new recharge settings as well as historical budget allocations that will be reviewed as part of the on-going budget review process.

Overview of the Council's client budget April 2012 / March 2013.

Item	Comments	2012/13 Full Year Budget £	Actual to 31st Mar 2013 £
<i>Revenue Budget:-</i>			
Management Fee		98,000	99,855
Staff costs		90,030	48,045
Internal support recharges		60,030	28,672
Premises related expenses		6,900	6,297
Community Organisations		29,500	21,302
Sundry and Misc expenses		19,000	4,318
Third party payments		0	3,048
Income (Grants and Misc)		-43,350	-30,450
Total Revenue		260,110	181,088
<i>Maintenance Budgets:-</i>			
Capital: General		122,715	7,617
Capital: Structural & Underwater Survey		7,084	0
Capital: DDA Works		15,000	0
Total Capital		144,799	7,617
R&R: General		35,218	17,309
R&R: DDA works		25,300	0
R&R: Prestwood		7,522	0
Total Repairs & Renewals		68,040	17,309

- 21 Savings in the Capital and R+R maintenance budget as agreed by Cabinet on 27th August 2013 have been rolled over into 2013/14 to assist with the Council's maintenance programme.

Health & Safety

22 From a contract monitoring perspective, GLL-Better have undertaken some of the major improvements to address matters that could have adversely affected the Health and Safety performance of the company. These include;

- Structural repairs to the purple flume at Chiltern Pools leisure centre
- Introduction of a new comprehensive water management system to reduce the risk of legionella and other forms of contamination
- The Floating Floor was brought up to current operating standards with alterations to controls and guarding
- Introduction of a new asbestos management plan
- Institute of Qualified Lifeguards accreditation implemented across all sites

Community Development

23 In addition to the operating the Council's leisure centre facilities, GLL-Better also provide a community development function comprising of three outreach officers. These officers are based with the Council's community team and deliver an extensive range of projects that have benefited local communities. Over the last twelve months these have included:

- Diversionary sports programmes including football, dance, parkour and street art delivered across the district to help to reduce anti-social behaviour
- Activities for elderly residents including exercise referral, gentle exercise, tai chi and Nordic walking encouraging more older people to participate in regular physical activity
- Disability sports/sensory activity programme at Chesham leisure centre in partnership with Heritage House school and Bucks County Council Aiming High children's disability team
- Successfully attracted over £20,000 funding to support community sports projects across Chiltern

Conclusion

24 The leisure contract financial performance for the period January 2012 to December 2012 delivered a surplus of £433,416 (subject to final auditing).

25 The Council's leisure client budget was £181,088 for 2012/13.

26 The contract has successfully delivered an extensive range of outreach community activities that support the Council's key corporate aims and objectives.

- 27 The contract achieved its highest visitor number level of 842,300 and continues its upward trend of year on year increases in leisure centre visits since the contract commenced in 2005.
- 28 Utilising financial performance data up to the end of June 2013 this year's leisure contract is on target to exceed 2012 surplus.

Background papers: None

Chiltern District Council Contract

Summary of results

Results subject to final audit

		Year to date			Actual	Budget
		2012	2012	Better v	Full Year	Full Year
		Actual	Budget	(Worse)	2012	2012
Chiltern Pools						
Income	Main	536,376	621,029	(84,653)	536,376	621,029
	Catering	12,847	34,200	(21,353)	12,847	34,200
	Courses	493,886	500,346	(6,460)	493,886	500,346
	Health & Fitness	724,517	680,715	43,802	724,517	680,715
	Community	391	0	391	391	0
				0	0	
	Total	1,768,017	1,836,290	(68,273)	1,768,017	1,836,290
Expenditure						
	Main	1,005,087	1,058,073	52,986	1,005,087	1,058,073
	Catering	4,688	21,240	16,552	4,688	21,240
	Courses	134,793	135,743	950	134,793	135,743
	Health & Fitness	224,532	262,848	38,316	224,532	262,848
	Community	1,655	0	(1,655)	1,655	0
	Total	1,370,755	1,477,904	107,149	1,370,755	1,477,904
	Surplus/(Deficit)	397,262	358,386	38,876	397,262	358,386
Chesham						
Income	Main	306,924	344,450	(37,526)	306,924	344,450
	Catering	17,769	46,641	(28,872)	17,769	46,641
	Courses	442,207	422,715	19,492	442,207	422,715
	Health & Fitness	437,549	493,552	(56,003)	437,549	493,552
	Community	1,298	0	1,298	1,298	0
	Total	1,205,747	1,307,358	(101,611)	1,205,747	1,307,358
Expenditure						
	Main	489,870	504,840	14,970	489,870	504,840
	Catering	8,348	27,222	18,874	8,348	27,222
	Courses	119,883	111,865	(8,018)	119,883	111,865
	Health & Fitness	182,026	203,692	21,666	182,026	203,692
	Community	428	0	(428)	428	0
	Total	800,555	847,619	47,064	800,555	847,619
	Surplus/(Deficit)	405,192	459,739	(54,547)	405,192	459,739

Chalfont						
Income						
	Main	327,819	334,191	(6,372)	327,819	334,191
	Catering	13,947	35,500	(21,553)	13,947	35,500
	Courses	378,367	346,977	31,390	378,367	346,977
	Health & Fitness	638,381	631,297	7,084	638,381	631,297
	Community	1,828	0	1,828	1,828	
	Total	1,360,342	1,347,965	12,377	1,360,342	1,347,965
Expenditure						
	Main	484,993	539,823	54,830	484,993	539,823
	Catering	6,220	22,288	16,068	6,220	22,288
	Courses	89,632	100,752	11,120	89,632	100,752
	Health & Fitness	181,486	202,695	21,209	181,486	202,695
	Community	1,671	0	(1,671)	1,671	
	Total	764,002	865,558	101,556	764,002	865,558
	Surplus/(Deficit)	596,340	482,407	113,933	596,340	482,407
Contract Administration						
	Income	99,135	97,906	1,229	99,135	97,906
	Expenditure	1,064,513	1,103,010	38,497	1,064,513	1,103,010
	Surplus/(Deficit)	(965,378)	(1,005,104)	39,726	(965,378)	(1,005,104)
Total Contract						
	Income	4,433,241	4,589,519	(156,278)	4,433,241	4,589,519
	Expenditure	3,999,825	4,294,091	294,266	3,999,825	4,294,091
	Surplus/(Deficit)	433,416	295,428	137,988	433,416	295,428

**CHILTERN DISTRICT COUNCIL
CABINET 22nd October 2013**

Background Papers, if any, are specified at the end of the Report

CHILTERN DISTRICT HOUSING LAND SUPPLY TRAJECTORY 2006 TO 2028

Contact Officer: Gary Bartlett (01494 732034)

RECOMMENDATION

- 1. That Cabinet approves the 2013 Chiltern District Housing Land Supply Trajectory 2006 to 2028 for publication as an evidence document for the Delivery Development Plan Document and inclusion in the 2012/13 Annual Monitoring Report**

Relationship to Council Objectives

The Housing Land Supply Trajectory has a strong relationship to all three Council Objectives:

Objective 1 – Efficient and Effective Customer Focused Services

Objective 2 - Safe, Healthy and Cohesive Community

Objective 3 – Conserve the Environment and Promote Sustainability

Implications

- (i) This is not a key decision.*
- (ii) Within the Council's Policy and Budgetary Framework.*

Financial Implications

The housing trajectory has to demonstrate that a supply of ready to develop housing sites exist in the District. Failure to produce the trajectory makes development control decisions in relation to housing vulnerable on appeal and weakens the Council's evidence base in taking forward the Delivery Development Plan Document. This could have financial implications in terms of appeals and potential awards of costs against the Council and delays and extra costs for the Delivery Development Plan Document.

Risk Implications

Failure to include a housing trajectory in the Annual Monitoring Report that demonstrates that a supply of ready to develop housing sites

exists in Chiltern District could result in housing being permitted on appeal on land protected for other uses or potentially within the Green Belt.

Equalities Implications

The housing trajectory is a factual document and does not propose policies.

Sustainability Implications

The housing trajectory demonstrates that in accordance with the Chiltern District Core Strategy November 2011, a significant majority of the supply of ready to develop housing sites is in the most sustainable locations in the District.

Report

1. The Council is required to prepare an annual housing trajectory. Cabinet is asked to approve the content and format of the Housing Land Supply Trajectory 2006 to 2028 attached to this report (the **2013 Trajectory**), as an evidence document for the Delivery Development Plan Document (DDPD) and inclusion in the 2012/13 Annual Monitoring Report to be published in early 2014.
2. There are two elements to this report. The first outlines the requirement to prepare a housing land supply trajectory under the National Planning Policy Framework (NPPF) and summarises the main findings of the 2013 Trajectory.
3. **Appendix A** comprises (i) the detailed housing trajectory paper which outlines the changes that have been made to the 2012 trajectory; (ii) the Core Strategy dwelling requirement and (iii) the amount of new housing that is expected to be delivered from a variety of sources of land to meet this requirement. The trajectory itself contains an appendix in which the headline and detailed tables and graphs that comprise the trajectory up to the year 2028 are presented. One table (**Table HT2**) drills down to individual sites within each different type of land source and gives the expected delivery on a year by year basis for each site. A copy of the detailed housing trajectory with tables and graphs printed on A3 size paper is available in the Members Room.
4. The document is necessarily detailed as robust evidence behind the 2013 Trajectory is needed to support the emerging Delivery Development Plan Document (DDPD) and for planning applications and appeals should housing land supply become a material consideration or is challenged at appeal.
5. The Trajectory has a base date of 31st March 2013 but includes more recent evidence that was known when this report was prepared.

6. The conclusions of the detailed trajectory paper are set out below and include the implications for the emerging DDPD.
7. Paragraph 47 of the National Planning Policy Framework (NPPF) requires, *“local planning authorities [to].....identify and update annually a supply of specific **deliverable** sites sufficient to provide 5 years’ worth of housing against their housing requirements.....identify a supply of **specific, developable sites or broad locations for growth, for years 6-10** and, where possible, for **years 11-15**.....for market and affordable housing”*.
8. Footnote 11 in the NPPF states that, *“to be considered **deliverable**, sites should be available now, and be achievable with a realistic prospect that housing will be delivered on the site within 5 years and in particular the development of the site is viable. Sites with planning permission should be considered deliverable until permission expires, unless there is clear evidence that schemes will not be implemented within five years, for example they will not be viable, there is no longer demand for the type of units or sites have long term phasing plans”*.
9. Footnote 12 goes on to explain that, *“to be considered **developable**, sites should be in a suitable location for housing development and there should be a reasonable prospect that the site is available and could be viably developed at the point envisaged”*.
10. The housing delivery ‘targets’ used in the trajectory are based on the lower end of the dwelling range in Policy CS2 of the Core Strategy, i.e. 2,650 dwellings to be provided between 2006 and 2026.
11. Cumulative overprovision of housing against ‘target’ between 2006 and 2013 means that the annual ‘target’ is currently reduced from 133 to 120 dwellings. However, as calculation of the target is dependent on the levels of delivery each year it could go up or down in the future. It is known as the ‘residual’ method. For instance, the target fell because over 300 dwellings were ‘delivered’ (built) in the last monitoring year but this level of delivery might not happen again in the future.
12. The delivery of new housing is expected to be above the current ‘target’ each year up to 2017/18 and a 5-year housing land supply can be demonstrated in line with the requirements of the National Planning Policy Framework (NPPF).
13. **Graph HT1** in the appendix to the 2103 Trajectory shows anticipated delivery by year from ALL sources of land. **Graph HT2** breaks this down into delivery from the 5 different sources of land identified in the trajectory. Both show that at the present time anticipated delivery is front loaded from committed and allocated sites and goes beyond the ‘5-year supply period’.

14. Delivery at or above 'target' is expected to continue for a further two years up to 2019/20. By then all the dwellings that had extant planning permission and had been 'agreed in principle' by the Council at 31st March 2013 are expected to have been delivered while the potential on all Core Strategy allocated housing sites is also expected to have been realised by then.
15. From 2020 onwards new housing delivery is shown to come entirely from Strategic Housing Land Availability Assessment (SHLAA) and 'Other' sites, and on small windfall housing sites. This means that by the time of the 2015 trajectory, SHLAA and Other housing sites will figure in the '5-year supply', none of which currently have planning permission or are formally allocated.
16. Therefore while housing delivery on small windfall sites has been a consistent feature in Chiltern for many years and is expected to continue, the inclusion of SHLAA and Other housing sites in the '5-year supply' is subject to the outcome of the DDPD which will test the deliverability and availability of such sites and also consider the opportunity to bring forward other development proposals involving housing. The DDPD currently has an anticipated adoption date of December 2014 and a pre-submission consultation version is anticipated to be considered by Cabinet on 17th December 2013.
17. The DDPD will need to ensure the Council can demonstrate sufficient housing opportunities to meet both the housing delivery requirements of the Core Strategy and a continuing '5 year supply' of housing land in the trajectory in the years ahead.

Background Papers:

- Planning Policy Statement 3 Housing June 2010 (PPS3)
- Report on the Examination into the Core Strategy for Chiltern District Development Plan Document ref - PINS /X0415/429/6 - 6th October 2011
- Chiltern District Core Strategy November 2011
- 2011 Housing Land Supply Trajectory (2006-2026) - CDN113
- Communities & Local Government Planning National Planning Policy Framework March 2012 (NPPF)
- 2012 Housing Land Supply Trajectory (2006-2027)
- 2012 Chiltern Local Development Scheme
- Chiltern Strategic Housing Land Availability Assessment: Update 2013
- Chiltern District Council published housing permission and completion statistics 2012/13

Chiltern District Council

HOUSING LAND SUPPLY TRAJECTORY 2006-2028

AT 31st MARCH 2013

Version 1.0: 22nd October 2013



Housing Land Supply Trajectory 2006 to 2028

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2013 Housing Land Supply Trajectory

Background

1. A housing trajectory forms a key element of the 'Plan, Monitor, Manage' process by regularly monitoring and reviewing actual housing delivery against anticipated housing delivery.
2. If there is an historic or projected under-provision, the trajectory must indicate at an early stage whether any steps need to be taken to ensure planned requirements are met. A trajectory also provides a means of further exploring and understanding the various components of past and future housing supply.
3. It is important to note that a housing trajectory is not intended to produce perfect forecasts of the future, nor necessarily absolute answers regarding past and present housing delivery. However, it should allow intelligent questions to be asked and answered; thereby providing as good an understanding as possible of the prospects for housing delivery and/or the reasons for any under-delivery.
4. The Council's housing land supply trajectory (and future updates of it), has to demonstrate the robustness and soundness of the overall housing strategy set out in the Core Strategy. The housing trajectory in this document will comprise background evidence to the emerging **Delivery Development Plan Document**¹ due to be submitted to the Secretary of State in 2014. For this reason the paper goes into a significant level of detail. It will also inform the decision-making process of the Council on planning applications and others with an interest in housing development in Chiltern District where housing land supply is a key material consideration.
5. This paper rolls forward by 12 months the **2012 housing trajectory** adopted and published by the Council in December 2012 and included in the 2011/12 Annual Monitoring Report.
6. The **2013 Housing Land Supply Trajectory** ('the 2013 Trajectory') has an assumed base date of **31st March 2013** and covers the 15-year period up to **31st March 2028**. This is two years beyond the end of the period covered by the Core Strategy, which ends on 31st March 2026.
7. The 2013 Trajectory takes account of new housing granted planning permission and built (delivered) during 2012/13, along with new evidence about anticipated future delivery of housing on committed sites with planning permission for housing and sites allocated in the Core Strategy for housing. It also has regard to the guidance in the National Planning Policy Framework (NPPF) that came into effect on 27th March 2012.
8. The 2013 Trajectory takes the form of graphs and tables along with details of individual housing sites, their dwelling potential and anticipated delivery dates. The number of new dwellings to be delivered between 2006 and

¹ <http://www.chiltern.gov.uk/article/2803/Delivery-Development-Plan-Document-DDPD>

2026 is set out in **Policy CS2** of the **Core Strategy**² and is expressed as a range.

9. **The 2013 Trajectory, relates to the bottom end of the Core Strategy dwelling range set out in Policy CS2, namely 2,650 dwellings.** Only the headline tables and graphs will be included in the 2012/13 Annual Monitoring Report to be published towards the end of 2013 or early 2014.

National Planning Policy Framework guidance (NPPF)

10. Paragraph 47 of the National Planning Policy Framework (NPPF) requires, *"local planning authorities [to].....identify and update annually a supply of specific **deliverable** sites sufficient to provide **5 years'** worth of housing against their housing requirements.....identify a supply of **specific, developable sites or broad locations for growth, for years 6-10** and, where possible, for **years 11-15**.....for market and affordable housing"*.
11. In relation to paragraph 47 of the NPPF, Footnote 11 states that, *"to be considered **deliverable**, sites should be available now, and be achievable with a realistic prospect that housing will be delivered on the site within 5 years and in particular the development of the site is viable. Sites with planning permission should be considered deliverable until permission expires, unless there is clear evidence that schemes will not be implemented within five years, for example they will not be viable, there is no longer demand for the type of units or sites have long term phasing plans"*.
12. Footnote 12 explains that, *"to be considered **developable**, sites should be in a suitable location for housing development and there should be a reasonable prospect that the site is available and could be viably developed at the point envisaged"*.
13. This paper outlines the various sources of land on which new housing is expected to be delivered in Chiltern over the next 15 years. It gives a position statement on each of the key committed and allocated strategic housing sites that are fundamental to the provision of 5 and 10 years' worth of housing supply could be achieved against Core Strategy housing requirements.
14. It also explains the requirement in paragraph 47 of the NPPF to provide *"an additional buffer of 5% (moved forward from later in the plan period) to ensure choice and competition in the market for land. Where there has been a record of persistent under delivery of housing, local planning authorities should increase the buffer to 20% (moved forward from later in the plan period) to provide a realistic prospect of achieving the planned supply and to ensure choice and competition in the market for land"*.

Core Strategy Dwelling Delivery & Requirement 2006 to 2028

Dwelling Requirement 2006 to 2013

15. The **total net dwelling requirement** for the period **1st April 2006 to 31st March 2026** is set out in **Policy CS2** and **Table 2** of the **Core**

² <http://www.chiltern.gov.uk/corestrategy>

Strategy. It is expressed as a range of between **2,650 and 2,900 dwellings**.

16. The possibility of under provision against the top of the dwelling range, which was the Chiltern requirement in the South East Plan that was still in force when the Core Strategy was found 'sound', is one of the reasons the Core Strategy Planning Inspector introduced a range with a lower dwelling requirement figure. This Trajectory uses the lower requirement figure.
17. The annual net average requirement of the bottom of the dwelling range is **132.5 (rounded up to 133)** [2,650 / 20 years). This produces a net cumulative requirement between **1st April 2006 and 31st March 2013** of **931 dwellings** [7 years x 133 dwellings].

Dwelling Delivery 2006 to 2013

18. In the year 1/4/2012 to 31/3/2013, a net total of **309** dwellings were delivered in Chiltern. **214** dwellings were on the former Latimer Sawmill site in Bell Lane, Little Chalfont (Turners Fields) and **29** on land between Chartridge Lane and Berkeley Avenue, Chesham (Brandon Mead). The remainder were on smaller sites throughout the District.
19. This means that between **1/4/2006 and 31/3/2013**, a cumulative net total of **1,122 dwellings** have been delivered throughout the District. This means that in the seven years since the start of the Core Strategy period there has been a **cumulative over provision of 191 dwellings** [1,122 less 931] against the lower dwelling requirement.

Dwelling Requirement from 2013 to 2028

Core Strategy 2,650 dwelling requirement

20. Using the '**residual method**' of calculating future dwelling requirement in produces a requirement of **1,528 dwellings** for the period from **1st April 2013** until the end of the Core Strategy period on **31st March 2026** [2,650 less 1,122].

Housing trajectory dwelling requirement 2013 to 2028

21. As the 2013 trajectory covers a 15-year period³, it is necessary to extend the dwelling requirement for two years beyond the end of the Core Strategy period, i.e. up to **31st March 2028**.
22. Extending up to this date means the 15-year dwelling requirement is **1,794**. This produces an **annualised residual requirement of 120 dwellings**. [2,650 + 133 x 2 years = 2,916 less 1,122 completions = 1,794 divided by 15 years = 120 (rounded up)]

Housing trajectory lower dwelling requirement 2013 to 2028 – 5-year periods

23. The previous paragraph shows that the total dwelling requirement for the 15-year period covered by the trajectory is **1,794** with an annual requirement of **120**. This produces a rounded requirement for each 5-year period of **600 dwellings** [1,794 / 15 x 5].

³ Paragraph 47 NPPF

National Planning Policy Framework additional 5% or 20% buffer

24. As outlined in paragraph 14 above, paragraph 47 of the NPPF requires Councils not only to identify a supply of specific deliverable sites sufficient to provide five years' worth of housing at approved rates, but to also provide an **additional buffer of 5%** of the dwelling requirement in the **first 5 years** of the trajectory. The additional buffer should be increased to **20%** where there is a **record of persistent under delivery of housing**. No guidance has been issued by the Department for Communities & Local Government on what constitutes a 'record of persistent under delivery'. As such it appears to have been left to Planning Inspectors to decide on an 'appeal by appeal' basis.
25. In the ten years since 2003/4, the delivery of new housing in Chiltern has been above the target applicable at that time in **seven of the years**. The three years when delivery fell below target was between 2008/9 and 2010/11 when the economic recession was at its worse with the resulting impact on the national and local house building industry. Many housing sites were 'mothballed' with work restarting on them in the last 2 years. As such the drop in the number of dwellings delivered was outside the control of the Council.
26. Furthermore, in terms of cumulative housing delivery against the cumulative lower dwelling requirement between 2006 and 2013, paragraph 19 above demonstrates an **over delivery**.
27. On this basis it is considered that there has not been a '*record of persistent under delivery*' in Chiltern and therefore an '**additional 5% buffer**' is applicable.
28. The additional **5% buffer** increases the first 5-year requirement up to March 2018 from 600 to **630 dwellings** (rounded) [600 x 5%]. As the additional buffer only applies to the first 5-year period of the trajectory, the requirement remains at **600** dwellings for the other 5-year periods in the trajectory from 2018 to 2023 and 2023 to 2028.
29. This increases the overall 15-year requirement from 1,794 to **1,824** dwellings.

Sources of Housing Land Supply 2013 to 2028

30. The following section provides an explanation of the sources of housing land that make up the 2013 Trajectory.
31. Using the dwelling requirement figures outlined in the first part of this report, the 2013 Trajectory draws on a number of different sources of land in order to demonstrate how the dwelling requirement in **Policy CS2** and **Table 2** of the **Core Strategy** is expected to be achieved up to the end of the Core Strategy period in 2026 and the two years beyond this.
32. The following sources of housing land supply are used with the source numbering matching that used in the Trajectory.
 - **Source 1 - Sites with extant planning permission for dwellings (net) on sites of all sizes at 31st March 2013** (total of Sources 1.1 and 1.2)

- **Source 1.1 - Sites with extant planning permission for 5 or more dwellings (net) at 31st March 2013**
- **Source 1.2 - Sites with extant planning permission for up to and including 4 dwellings (net) at 31st March 2013**
- **Source 2 - Sites where housing had been "agreed in principle" subject to a legal agreement at 31st March 2013**
- **Source 3 - Strategic housing sites and major developed sites in the green belt allocated for housing [Core Strategy Policies CS6 and CS7]**
- **Source 4 - Strategic housing land availability assessment (SHLAA) and 'Other' sites**
- **Source 5 - Small Windfall (unidentified) sites**

Source 1: Sites with extant planning permission dwellings (net) at 31st March 2013 on sites of all sizes (also see Sources 1.1 and 1.2)

33. At 31st March 2013, a net total of **504** dwellings had **extant planning permission** on sites of all sizes. *Land sources 1.1 and 1.2* below divide the total figure into 'large' and 'small' housing developments. In Chiltern a site for 5 or more dwellings (net) is classified as a 'large' development and up to and including 4 dwellings (net), a 'small' development.

Source 1.1: Sites with extant planning permission for 5 or more dwellings (net) at 31st March 2013

34. Of the 504 dwellings that had extant planning permission on sites of all sizes at 31st March 2013, **377** are on 19 'large' sites.
35. Of these the remaining **36** of the 250 dwellings originally permitted on the Turners Fields development (**former Latimer Sawmill** site) in Bell Lane, Little Chalfont are expected to be **completed during 2013/14**.
36. **198** dwellings have outline planning permission on **The Grange / Holy Cross Convent site** in Chalfont St Peter⁴ that was granted in December 2010. The site is vacant with the convent on site having relocated and the school closed. The outline permission was obtained by a longstanding owner (a charity) rather than a developer. At 31st March 2013, the permission was subject to a Judicial Review by Chalfont St Peter Parish Council⁵. Until such time as the Judicial Review is determined and any appeal heard the outline planning permission remains extant.
37. At 31st March 2013 a claim had also been submitted to the High Court by Chalfont St Peter Parish Council requesting an order to **revoke part of the Adopted Core Strategy**. The submitted claim relates to that part of Core Strategy **Policy CS6** that allocates land at **The Grange / Holy Cross Convent** for residential development. As with the extant planning permission, until such time as the claim is finally determined in the High Court and any appeal heard, this part of Policy CS6 remains in place⁵.

⁴ Application CH/2010/0293/OA refers. The outline permission expires on 21st December 2013.

⁵ Update: Both applications to the High Court for a Judicial Review were dismissed on 3rd and 17th July 2013. Chalfont St Peter Parish Council has appealed these decisions.

38. Although the Judicial Review of the planning permission was lodged before the Core Strategy, which contains the 2011 housing trajectory, was adopted, the Core Strategy Planning Inspector accepted that, *"while the legal challenge.....would be likely to delay the sale of the site [to a housing developer], he considered that there still remained a reasonable prospect of securing delivery as envisaged"*⁶. On this basis the permission was included within the 2011 Trajectory.
39. Despite the on-going Judicial Review, after taking into the account the Inspectors comments, it was considered reasonable to include the site in the 2012 Trajectory with delivery starting in 2015/16 and completing during 2018/19.
40. The Judicial Review was still pending at the base date of the 2013 Trajectory (see footnote 5 above for update). However, because a national house builder (Persimmon Homes) has submitted details relating to the outline permission⁷, this demonstrates sufficient interest in the site to meet the tests of availability, suitability, achievability and viability. **As such it is still considered reasonable to expect delivery to be take place between 2015 and 2019.** This means that delivery is expected to straddle the first and second 5-year periods of the 2013 Trajectory (see **Table HT2 – 2650**).
41. At 31st March 2013, a further **143** dwellings (net) had extant planning permission on the remaining 17 'large' sites. Of these **103** dwellings were under construction; work had not started on **24** dwellings but the existing use had either ceased or the development site had either been cleared and/or fenced off. Work had not started on the remaining **16** dwellings.
42. In view of this it is anticipated that all **143** dwellings will be delivered within the 3-year period up to 31st March 2016 i.e. a **100%** implementation rate. The progress of those sites where work had not started at 31st March 2013 will be reviewed in the 2014 Trajectory.
43. **100% of the dwelling potential from 'large' sites with extant planning permission for 5 or more dwellings (net) at 31st March 2013 is included in the 2013 Trajectory.**

Source 1.2: Sites with extant planning permission for up to and including 4 dwellings (net) at 31st March 2013

44. Of the net total of **504** dwellings with extant planning permission at 31st March 2013, **127** were on 'small' sites. **34** of these were under construction at that date. A non-implementation rate of 10% has been applied to dwellings with permission on 'small' sites. The reasoning behind this rate is set out below.
45. Research into the expiry rate of housing permissions during the 10-year period between 2000 and 2010 was undertaken for the Core Strategy public inquiry in April 2011. It showed that on average each year, just over 4% of the number of dwellings with outstanding permission at the

⁶ Paragraphs 50 – 54 Report on the Examination into the Core Strategy for Chiltern District Development Plan Document ref - PINS /X0415/429/6 - 6th October 2011

⁷ Details of 194 dwellings plus other development relating to the outline planning permission was submitted by Persimmon Homes (Thames Valley) in March 2013 under application CH/2013/0263/DE. The Council refused to approve the details on 11th June 2013. This decision has been appealed and is due to be heard at a hearing on 12th November 2013.

start of the year, had expired by the end of it. As some housing permissions are renewed rather than expiring or implemented, a non-implementation rate of 10% on 'small' housing sites (i.e., a 90% implementation rate) was considered acceptable by the Core Strategy Planning Inspector and was used in the 2011 and 2012 Trajectories and is used again the 2013 Trajectory.

46. A **90%** implementation rate means that **114 (net)**⁸ of the 127 dwellings (net) with extant permission on 'small' sites are expected to be delivered by March 2016 at an annual average of **38 dwellings**.
47. Research undertaken in connection with the number of dwellings delivered on 'small windfall' sites since 1996 indicates an average delivery rate of **48 dwellings a year**. As under the National Planning Policy Framework all 'small' sites with extant planning permission are now 'windfall' sites, a future delivery rate of these committed sites at around 38 a year is considered to be reasonable. Past and future delivery rates are discussed in detail later in the paper in connection with **land source 5**.
48. **90% of the dwelling potential from 'small' sites with extant planning permission for up to and including 4 dwellings (net) at 31st March 2013 is included in the 2013 Trajectory.**

Source 2: Sites where housing had been 'agreed in principle' at 31st March 2013

49. At 31st March 2013, the Council had '**agreed in principle**' a total of **51 dwellings** on **23 sites** of all sizes. All the schemes were subject to the completion of a legal agreement to ensure the provision of either on-site affordable housing as part of the development or payment of a financial contribution to be used by the Council towards the provision of affordable housing elsewhere in Chiltern District⁹. If and when planning permission is subsequently granted after 31st March 2013, the number of dwellings permitted will be included in future trajectories.
50. As with small sites with permission, a 90% implementation rate has been applied to the delivery of housing from this source. This reduces the number of dwellings expected to be delivered by March 2016 to **47 dwellings**.
51. **The dwelling potential of 47 dwellings from sites where housing had been 'agreed in principle' by the Council at 31st March 2013 is included in the 2013 Trajectory.**

Source 3: Strategic housing sites and major developed sites in the green belt allocated for housing [Core Strategy Policies CS6 and CS7]

52. The anticipated contribution by the year 2026 from the four sites allocated for housing in the Core Strategy that do not have planning permission is estimated to be around **400 dwellings** (excludes The Grange site in Chalfont St Peter (see paragraph 36). This is lower than the figure of 449 included in Column D of Table 2 of the Core Strategy because a smaller number of dwellings are proposed in planning applications submitted since their allocation.

⁸ [94 less 10% = 94.6 rounded up to 95]

⁹ Core Strategy Policy CS8 refers

53. Below is commentary on the anticipated availability of these sites and their dwelling potential along with the SHLAA site number.

Strategic Housing Site [Core Strategy Policy CS6] Land at the Grange / Holy Cross Convent, Chalfont St Peter (SHLAA 540 – sites 116 & 391 combined)

54. As mentioned above, Chalfont St Peter Parish Council submitted a claim to the High Court requesting an order to revoke that part of **Policy CS6** in the Core Strategy relating to the allocation of land at The Grange / Holy Cross Convent, Chalfont St Peter for residential development. The claim has been heard in the High Court and was dismissed on 3rd and 17th July 2013. An appeal has been lodged (see paragraph 36 and footnote 5).
55. Because of the existence of an outline planning permission for **198** dwellings on the site at 31st March 2013, the site is **not** included in the strategic housing sites land source (see footnote 4 above). To avoid double counting it is included in the 'large' sites with extant planning permission category of sites (land source 1.1). In light of the requirements of the NPPF and feedback from planning appeal decisions on the deliverability of housing sites, the site should be included in that source of land because of the greater level of commitment to availability and deliverability that an extant planning permission implies.

Strategic Housing Site [Core Strategy Policy CS6] Land east of Lincoln Park, Amersham on the Hill (SHLAA 243)

56. In the 2011 Trajectory, the theoretical dwelling potential of **44** taken from the SHLAA was shown to be delivered in 2020/21, i.e., in years 6 to 10 of that trajectory. When the Core Strategy was adopted in 2011, the allocation and timescale for delivery was considered to be reasonable by the Planning Inspector¹⁰. At that time it was known the site was owned by the adjoining Amersham & Wycombe College but there was no evidence to indicate when it would become available for housing development. In May 2012 the site was put to market by the owner.
57. In the light of the intention to sell the site for development, it is considered reasonable to bring forward the expected delivery period to between **April 2015 and March 2017**. Although a planning application for housing has yet to be submitted to the Council and the site contains a number of trees that are subject to a preservation order, as it is vacant, cleared and available for development, this delivery period is still considered to be reasonable. This should allow acquisition by a developer to be finalised followed by consultation with adjoining residents, negotiations with the Council and consideration of a planning application to include completion of a legal agreement on matters such as affordable housing, open space, highway improvements and education provision etc. before construction starts.

Strategic Housing Site [Core Strategy Policy CS6] 'Donkey Field' site, Burtons Lane, Little Chalfont (SHLAA 101)

¹⁰ Paragraph 47 - Report on the Examination into the Core Strategy for Chiltern District Development Plan Document ref - PINS /X0415/429/6 - 6th October 2011

58. In the 2011 Trajectory, the theoretical development potential of 60 dwellings taken from the SHLAA was shown to be delivered between **April 2015 and March 2017**. For a number of years during consultation on the Core Strategy, an agent representing the owner(s) of the site told the Council that the land is available and will come forward for development. Although no pre-application discussions had taken place with the Council when the 2011 Trajectory was prepared, in the light of this assurance, delivery during the first 5 years of that trajectory was considered reasonable.
59. Between March and June 2012 public exhibitions were held in Little Chalfont by the developer to seek the views of local residents on housing schemes for the site. In the light of this, delivery between **April 2015 and March 2017** was considered reasonable and was shown as such in the 2012 Trajectory.
60. In November 2012 a planning application was submitted by Countryside Properties (New Homes and Communities) Ltd for the, "*Redevelopment of site to provide 47 units comprising 15 dwellings and 5 buildings containing a total of 32 flats, all served by new access from Burtons Lane, with associated car parking, garaging, bin stores and landscaping*"¹¹. However, it was withdrawn on 19th February 2013 before being considered by the Council.
61. In August 2013 a revised application proposing 45 units comprising 14 dwellings and 31 flats was submitted to the Council by Countryside Properties (New Homes and Communities) Ltd.¹²
62. A delivery period of between **April 2015 and March 2017** is still considered reasonable. This will allow time for consideration of the revised planning application, which if agreed in principle, will include completion of a legal agreement on matters such as affordable housing, open space, highway improvements and education provision etc.

Major Developed Site in the Green Belt Allocated for Housing [Core Strategy Policy CS7] Former Buckinghamshire University College Campus, Newland Park, Chalfont Common, Chalfont St Peter

63. In June 2010, planning and listed building consent applications proposing **326** dwellings were submitted by Vantina Development Ltd¹³. They included conversion of the listed manor house into 8 dwellings a redevelopment of other existing buildings on the site. As a result of negotiations with the Council the number of dwellings proposed was reduced to **264** in December 2011. The change in the number of dwellings was after publication of the 2011 Trajectory.
64. Therefore in the 2011 Trajectory, a dwelling potential of **300** dwellings derived from the SHLAA and the submitted planning application was shown to be delivered at 60 dwellings per annum between **April 2014 and March 2019**. In his report on the Core Strategy, the Planning Inspector agreed that this was 'suitably cautious for this complex site'¹⁴. The education use of the majority of the buildings on the site ceased a

¹¹ Planning application CH/2012/1842/FA refers

¹² Planning application CH/2013/1245/FA refers

¹³ Planning application CH/2010/0976/FA and listed building consent application CH/2010/0977/HB refer

¹⁴ Paragraphs 56 – 58 Report on the Examination into the Core Strategy for Chiltern District Development Plan Document ref - PINS /X0415/429/6 - 6th October 2011

number of years ago; the site was vacant, owned by a developer and available for development.

65. At 31st March 2012 both applications remained undetermined and because of the continuing negotiations with the Council, it was considered reasonable to put back the start of delivery to 2015/16 with completion by 2018/19.
66. At **31st March 2013** the applications were still undetermined with negotiations with the Council still on-going. In recognition of this and the complex issues that relate to the redevelopment of the site it is considered prudent to put back the period of delivery by one year to between **2016/17 and 2019/20**.
67. This should be sufficient time to conclude negotiations with the Council with completion of a legal agreement on matters such as the provision of affordable housing, open space, highway improvements and education provision etc. before the submitted applications are determined.

Major Developed Site in the Green Belt Allocated for Housing [Core Strategy Policy CS7] Chesham Campus, Amersham & Wycombe College, Lycrome Road, Chesham

68. In the 2011 Trajectory, the Core Strategy Planning Inspector considered a dwelling range of between 40 and 50 dwellings as reasonable rather than the theoretical figure of 57 in the SHLAA. For inclusion in the 2011 trajectory the Inspector considered to be reasonable the Council's assumed mid-point capacity of **45 dwellings**¹⁵. Delivery was shown to be between **April 2019 and March 2021**.
69. In November 2011, after the Core Strategy had been adopted, the Council were informed by its owners that the whole College site was going to be marketed for housing and open space / playing fields. It was too late to feed this information into the phasing of development on the site. The site was acquired by Cala Homes who held a public consultation for residents at the College in March 2012 where details of a scheme for 60 dwellings were shown. The Chesham Campus closed in July 2012 and the buildings on site are vacant although the playing fields were still actively used.
70. In the light of this evidence the 2012 Trajectory brought forward the predicted delivery to between April 2014 and March 2016.
71. In January 2013 a further public exhibition for local residents was held by Cala Homes. This showed a development of 52 dwellings. It preceded the submission of a planning application to the Council at the end of January 2013¹⁶. The application proposed, "*Redevelopment of site to provide 52 dwellings (including 21 affordable housing units), incorporating public open space, outdoor sports provision, clubhouse, new vehicular access from Ashley Green Road and associated hard standing and landscaping*".
72. The planning application was refused permission in May 2013 for a variety of reasons and has been appealed. No objections in principle to the development were raised by the Environment Agency and Thames Water

¹⁵ Paragraphs 59 – 61 Report on the Examination into the Core Strategy for Chiltern District Development Plan Document ref - PINS /X0415/429/6 - 6th October 2011

¹⁶ Planning application CH/2013/0143/FA refers – appeal to be heard in January 2014.

Authority. The local highway authority (Bucks County Council) did not object to the principle of an access onto Lycrome Road to serve the new housing. The Bucks County Council Ecology Advisor lodged an ecological objection. The local education authority (Bucks County Council) would require a contribution of nearly £600,000 towards the provision of additional education facilities, which is not agreed by the applicant.

73. In light of this decision, the pending appeal and to allow time for further consultation with local residents and negotiations with the Council to take place to overcome the reasons for refusal, it is considered prudent to put back the anticipated period of delivery from that shown in the 2012 Trajectory. The delivery period has been put back by 12 months to between **April 2015 and March 2017**.
74. **The anticipated potential of around 400 dwellings from two Strategic Housing Sites and two Major Developed Sites in the Green Belt Allocated for Housing in the Core Strategy (excluding The Grange / Holy Cross Convent site) is included in the 2013 Trajectory.**

Source 4: Small windfall sites

75. In respect of windfall (unidentified) sites, the NPPF is more flexible than PPS3 about when such an allowance can be included in a housing trajectory. While PPS3 did not allow an allowance to be included in any part of the first 10 years of housing land supply¹⁷, paragraph 48 of the NPPF allows an allowance to be included in the 'five-year' supply. The NPPF continues the requirement to provide, "compelling evidence that such sites have come consistently forward for development in the local area and will continue to provide a reliable source of supply".
76. As with PPS3, the NPPF states that any such allowance should not include 'residential gardens', which are not defined as 'previously developed land'.

Historic and projected delivery on small windfall sites

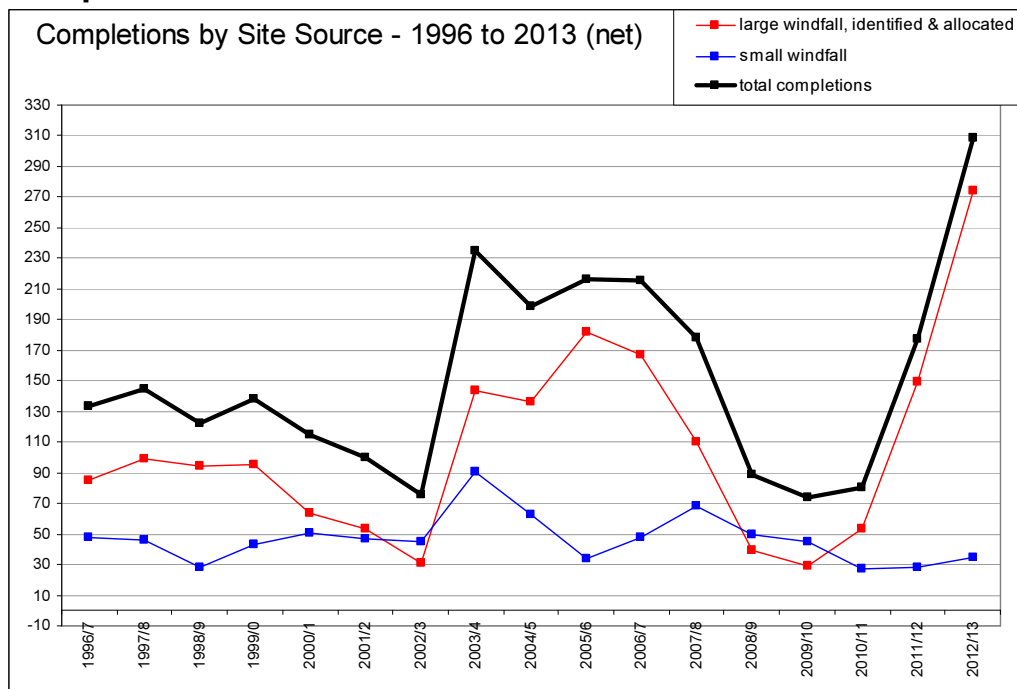
77. Since 1996 the Council has monitored the amount of new housing in the District that is delivered on **small windfall sites**. This showed that between April 1996 and March 2011 an average of **49** dwellings a year had been built on such sites in the District. By the end of 2012/13 the annual average had reduced to **47**. A total of **797** dwellings have been delivered on small windfall sites in the 17 years since monitoring began – see **Table 1** below.
78. **Table 1** and **Graph 1** show that after dropping between 2010 and 2012 because of the impact of the economic recession on the local house building industry, the number of completions on small windfall sites went up during 2012/13, although not to pre-recession levels.
79. Although completions on small windfall sites during 2013/13 comprised only 11% of total delivery, this is distorted by over 200 dwellings being completed on just one large site; a very rare event in Chiltern. Without this the proportion would have been nearer to 50% of all completions.

¹⁷ Paragraph 59 Planning Policy Statement 3 Housing June 2010

80. Therefore while the amount of new housing delivered in the short to medium term on 'large' committed and allocated sites is expected to increase, past trends indicate that the proportion of housing delivered on small windfall sites is expected to remain relatively constant.
81. It can be seen in Table 1 that delivery on small windfall sites has comprised over **30%** of all housing delivered since 1996, which is a significant proportion. Given the character of built-up areas in Chiltern and the constraints to housing land supply imposed by Green Belt and Chilterns Area of Outstanding Natural Beauty policies, the importance of delivery on small sites to overall housing delivery of housing is expected to continue in the longer term.

Table 1
Housing Completions: 1996/7 to 2012/13 - By Site Source

Year	Total Completions (net)	Completions on Small Windfall Sites (= < 4 dwellings) net	%	Completions on Large Windfall and Identified / Allocated Sites (=> 5 dwellings) net
1996/7	133	48	36.1%	85
1997/8	145	46	31.7%	99
1998/9	122	28	23.0%	94
1999/0	138	43	31.2%	95
2000/1	115	51	44.3%	64
2001/2	100	47	47.0%	53
2002/3	76	45	59.2%	31
2003/4	235	91	38.7%	144
2004/5	199	63	31.7%	136
2005/6	216	34	15.7%	182
2006/7	215	48	22.3%	167
2007/8	178	68	38.2%	110
2008/9	89	50	56.2%	39
2009/10	74	45	60.8%	29
2010/11	80	27	33.8%	53
2011/12	177	28	15.8%	149
2012/13	309	35	11.3%	274
totals & overall average	2,601	797	30.6%	1,804
annual average	47	[797/17]		
year count	17			

Graph 1

Small windfall sites allowance in the Core Strategy, 2011 and 2012 Housing Trajectories

82. In finding the Core Strategy sound, the Planning Inspector considered that on the basis of the evidence since 1996, it was reasonable to include an allowance for delivery from small windfall sites in both the Core Strategy and 2011 housing trajectory. However, because of uncertainties about predicting future delivery on such sites in 10 to 15 years time, the Inspector applied a **20% 'uncertainty' discount** to the average figure of 49 (now 47).
83. After applying the 'uncertainty discount' the Inspector concluded that an **annual allowance of 39 dwellings** from small windfall sites could be included in years 11 to 15 of **Column F of Table 2** in the Core Strategy and the **2011 Trajectory** in Appendix 5 of the Core Strategy¹⁸. This was the first time the Council had included an allowance from such sites since it became a requirement in 2004 to prepare a housing trajectory. The annual allowance equated to a total 5-year allowance of **195 dwellings** in years 11 to 15 of the Strategy and 2011 Trajectory [5 years x 39 dwellings].
84. Following the change of guidance in the NPPF, in the 2012 Trajectory, the allowance was reduced to **22 dwellings** by applying a discount to take account of housing expected to be delivered on residential garden land.

¹⁸ Core Strategy Table 2: Breakdown of Housing Provided and Required at 31st March 2011

85. The reduced allowance was applied to Years 4 to 15 of the 2012 trajectory and produced a total of **264 dwellings** [12 years x 22 dwellings]. Starting the allowance in Year 4 was to avoid double counting of delivery in the early years from small windfall sites that already had planning permission.
86. Details of the methodology behind the calculation of the small windfall sites allowance including the deduction for sites on garden land, is published in paragraphs 81 to 90 of the 2012 Trajectory, which can be supplied in PDF by emailing planningpolicy@chiltern.gov.uk .

Small windfall sites allowance in the 2013 Housing Trajectory

87. It is therefore considered reasonable for a small windfall site allowance to also be included in the 2013 Trajectory. However, although the number of dwellings delivered on small sites during 2012/13 was more than in recent years, as the overall average delivery since 1996 fell by one dwelling in the year, the annual allowance to be included has been kept at **22 dwellings**. As with the 2012 Trajectory, to avoid double counting of sites already with permission, the allowance has been applied to Year 4 onwards (2016/17 to 2027/28) and produces a total of **264 dwellings** [12 years x 22 dwellings].
88. It should be noted that even though the future potential of housing on '**residential garden land**' sites is not included in the small windfall sites allowance, planning permission for new housing continues to be granted by the Council on suitable 'garden land' sites. This is expected to continue. The work carried out on the contribution of housing on 'garden land' sites indicates that around **16 dwellings a year** are delivered on this type of site. Although not included in the forward looking element of the 2013 Trajectory, account will be taken of them when they are delivered (completed) in the 'past dwelling completions' section.
89. **An allowance of 22 dwellings per annum from small windfall housing sites is included from Year 4 onwards (2016/17) in the 2013 Trajectory and produces a total of 264 dwellings.**

Source 5: Strategic Housing Land Availability Assessment (SHLAA) and 'Other' sites

SHLAA housing sites

90. In 2007 the Council instructed Roger Tym & Partners to carry out a SHLAA. It was published in 2008 and has been updated annually since then. The minimum site size threshold for a SHLAA site is 0.15 of a hectare. This generally accords with Council definition of a 'large' housing site of 5 or more dwellings (net). Sites below this size fall into the Source 4 small windfall (unidentified) category.
91. The March 2011 SHLAA update was a background evidence document to the adopted Core Strategy¹⁹ and was used in the 2011 Trajectory.

¹⁹ Documents CDN 115 and CDN 115a: Chiltern Strategic Housing Land Availability Assessment: Update Report March 2011 at

<http://www.chiltern.gov.uk/article/2268/Housing--Accommodation>

92. The most recent update to the SHLAA was carried out in 2013 and provides background evidence to the emerging Delivery Development Plan Document ²⁰ and is used in the 2013 Trajectory.

Future developability of SHLAA sites

93. In finding the Core Strategy 'sound' in 2011, the Planning Inspector said the following about the future developability of SHLAA sites²¹,

"With only a few exceptions, the SHLAA sites [in Chiltern] are in multiple ownership, involving parts of many rear gardens and/or sites of existing dwellings. There is no specific information about the intentions of most of the landowners. This raises a question mark over the developability of individual sites. Nevertheless, housing has been delivered on these types of sites over many years in Chiltern District and has been one of the main sources for housing delivery. The Council's evidence (CDN114, paragraph 3.1.9) shows that, even during the recession of the past 3 years, 100 dwellings have been built on residential garden sites previously identified in the SHLAA. Given evidence of delivery over the past few years of recession, higher delivery could be expected in the more favourable economic circumstances which may exist in the second half of the plan period [from 2015 onwards]."

94. Paragraph 48 of the NPPF refers to a SHLAA in relation to a small windfall site allowance not being able to include 'residential garden land'. However, there is no specific reference to sites within a SHLAA not being able to include 'residential garden land'. This is important because as noted by the Core Strategy Inspector the majority of potential housing sites in Chiltern's SHLAA are on residential garden land.

Dwelling Potential of SHLAA sites

95. The 2013 SHLAA update shows the total housing potential of all SHLAA sites to be between **930 to 1,298 dwellings (net)**.
96. Initial work on the Draft Delivery Development Plan Document indicates that between **140 and 150 dwellings** could be delivered on the most suitable SHLAA sites during the trajectory period.
97. In addition to this, the dwelling potential of current remaining SHLAA sites is between **789 and 1,148 dwellings**. All the remaining SHLAA sites are in multiple ownerships and there is a degree of uncertainty about whether they will come forward in the medium to long term. A number of land owners have expressed the view that their part of the SHLAA site will not be allowed to be developed in such a time period. However, past experience of housing development in Chiltern has shown that landowners views can change overtime and different views are taken when land ownership changes. Therefore all SHLAA sites remain as a potential source of housing land supply.

²⁰ <http://www.chiltern.gov.uk/article/3021/Housing>

²¹ Paragraph 29 Report on the Examination into the Core Strategy for Chiltern District Development Plan Document ref - PINS /X0415/429/6 - 6th October 2011

98. Therefore from **Year 7** onwards of the Trajectory (2019/20), a total of **145 dwellings** are shown to be delivered on **SHLAA sites**. This equates to an average of **16 dwellings per annum** (rounded).
99. Having had regard to the comments of the Core Strategy Inspector and footnote 11 of the NPPF on 'deliverability', **no housing delivery on SHLAA sites is shown in the first 6 years of the 2013 Trajectory (2013 to 2019). Instead the delivery of 145 dwellings is shown to occur between 2019 and 2028.**

Dwelling Potential of 'Other' housing sites

100. As well as SHLAA sites, housing delivery is also expected to take place on '**Other**' sites. By their nature such sites are currently unidentified.
101. For example such a site could be an employment site where that use has ceased, existing buildings demolished and there is no reasonable prospect of it being used for employment purposes in the future. If still in employment use, the activities create significant amenity issues for adjoining residents or cause significant highway problems. **Policy CS16** of the Core Strategy sets out how proposals to use employment land for housing will be assessed.
102. It is difficult to quantify this potential supply of housing and because the Core Strategy was only adopted near to the end of 2011, there is limited evidence available. However, research of planning permissions granted for new housing between April 2011 and August 2013, show that 70 dwellings have been permitted on land in employment use. Although based on evidence over a short time period of time, this represents an annual rate of 29 dwellings per annum.
103. **On this basis it is reasonable to expect a total of around 100 dwellings to be delivered on employment land during the second half of the Trajectory. This equates to an annual rate of 11 dwellings, which is included in the 2013 Trajectory from Year 7 onwards**

Change of Use of Offices to Residential

104. At the end of May 2013, for a 3-year period initially, the Government took away the requirement to obtain planning permission for the change of use of offices to residential by making it 'permitted development'. By the end of August 2013, prior notifications had been submitted to the Council for a total of 46 dwellings, although not all were accepted. On this basis the number of notifications proposed and completed by the end of May 2016 is expected to continue.
105. **On this basis it is reasonable to expect a total of around 40 dwellings to be created from these sources by May 2016. This equates to an annual rate of 14 dwellings, which is included in the first 3 years of 2013 Trajectory.**
106. It is also possible that the Government will extend both the time period and existing uses that can be changed to residential.
107. Floor space above shops can also change to up to 2 flats as 'permitted development' but it is difficult to quantify the size of future supply from this source.

108. Lastly, the emerging Delivery Development Plan Document may put forward other land as being suitable for new housing during the period covered by the Trajectory. The Plan is due to be submitted to the Secretary of State during the first half of 2014 and the 2014 Trajectory will consider any additional sources of housing land supply that are put forward in it.

The role of SHLAA and Other sites in the 2013 Trajectory

109. As shown in **Graph HT2 – 2650** in **Appendix A**, at the present time it is expected that from the year 2020 onwards as housing delivery on committed and allocated sites ends, further housing delivery will be entirely from **small windfall, SHLAA** and **'Other'** sites. In practice, further unidentified sites are also likely to come forward and receive planning permission, while housing sites may be allocated in the Delivery Development Plan Document.
110. While front loading of delivery in the early years of the Trajectory means a 5-year supply can be demonstrated, the cumulative requirements of the 10 and 15-year periods are shown not to be met. Also the requirements for individual years are not met in 8 of the 10 years between 2018 and 2028.
111. **The total potential of 243 dwellings from SHLAA and Other sites is included in the 2013 Housing Trajectory.**

Conclusions

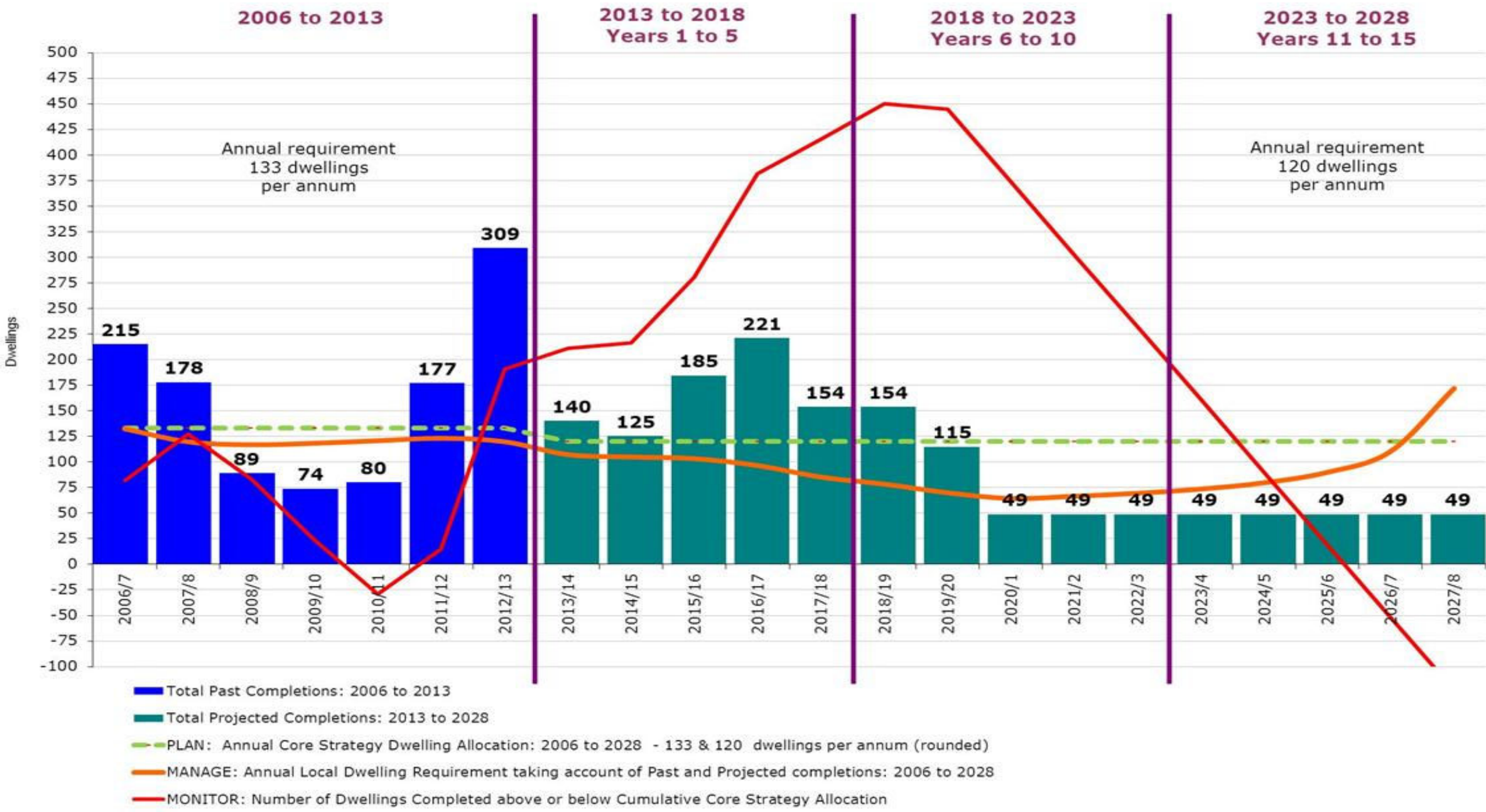
112. The **'residual method'** is used to calculate future dwelling requirement. Using this methodology the 5-year dwelling requirement for the **lower end** of the Core Strategy dwelling range up to March 2018 is **628** dwellings. This includes the **5% additional buffer** required by the NPPF. For the middle and last 5-year periods of the Trajectory which do not have an additional buffer the requirement is **598** dwellings.
113. From the various sources of land outlined above, a total of **825 dwellings** are expected to be built in the first 5 years of the trajectory up to **March 2018**. Of this number, **491** dwellings are on sites that had **extant planning permission** and **48** dwellings that had been **'agreed in principle'** by the Council at 31st March 2013. Most of the delivery on these sites will occur during the first half of the 5-year period. In the second half of the period, delivery is expected to take place on the sites allocated for housing in the Core Strategy. The exceptions to this are The Grange / Holy Cross and Newland Park sites in Chalfont St Peter where delivery is expected to continue into the second 5-year period of the trajectory.
114. During the 5-year period, annual delivery is expected to be at or above the annualised average even after inclusion of the NPPF additional 5% buffer.
115. Delivery above or just below target continues in the next two years (2018/19 and 2019/20). By March 2020 all the dwellings that had planning permission at 31st March 2013 are expected to have been delivered while the housing potential on all Core Strategy allocated sites is also expected to have been realised.

116. From April 2020 onwards delivery is shown to come from **SHLAA & Other along with a continuing contribution from small windfall housing sites**. It is also expected that other unidentified sites that fall into neither of these categories will come forward, receive permission and deliver housing. It can be seen from **Graphs HT1 and HT2** that anticipated delivery from 2020 onwards is well below the cumulative and annualised residual targets.
117. By the time of the 2015 Trajectory, SHLAA and Other housing sites will have to be included in the 5 year housing land supply. As it stands at the moment, an inability to demonstrate the 'deliverability' and 'viability' of housing sites in the 5 year supply would be contrary to the requirements of the NPPF. The ability to do this will be crucial to support the Council's case at any future planning appeals where housing land supply is a key material consideration, e.g., on green belt sites which are shown to be 'deliverable' and 'viable' by the appellant.
118. This situation and the potential post-2020 shortfall in supply will be addressed in the emerging Delivery Development Plan Document and any future review of the Core Strategy.

Glossary

- The red '**Monitor**' line (in Graph HT1). This shows how many dwellings above or below the planned rate the plan strategy is at any point in time. This is calculated by adding up completions over time and comparing it to the planned rate. The 'monitor' line provides an early warning if a strategy is likely to deviate from delivery of annualised requirement over the plan period. If the trend line on the graph is positive (above zero), a strategy is ahead of the annualised delivery of its requirement. If it moves to a negative figure (below zero), the strategy is under delivering relative to its requirement.
9. **The orange 'Manage' line** (in Graph HT1). Whilst the 'monitor' line shows under or oversupply at any one point it does not take account of the effect of future completions in meeting the overall target. The key measure is therefore the remaining annual requirement, which is shown by the orange 'manage' line. This represents the annual number of completions needed to meet the strategic plan total, taking into account any shortfalls or surpluses from both previous and future years. In other words, it represents the numbers of completions needed to get a plan strategy back on track at any point in time. The value of this 'manage' line is that it allows assessment of whether past shortfalls or surpluses will be addressed through future trends in supply, or whether there is any need for action to allow delivery of the strategic allocation. The 'manage' line is calculated using a residual method, and is derived from the total plan allocation less the cumulative rate of completions divided by the number of years a plan strategy has left to run. For example:
- The '**Residual**' method of calculating future housing requirement is derived from the total plan allocation less the cumulative number of completions divided by the number of years a plan strategy or trajectory has left to run.

Graph HT1 - 2650 Dwellings: Chiltern District Housing Trajectory 2006 to 2028:
Core Strategy Dwelling Allocation: Projected Completions: 2,650 plus two years at 120 per annum



**Graph HT2 - 2650: Chiltern District Housing Trajectory 2006-2028:
Core Strategy Dwelling Allocation: Projected Completions from each Land Source
: 2,650 dwellings plus two years at 120 per annum**

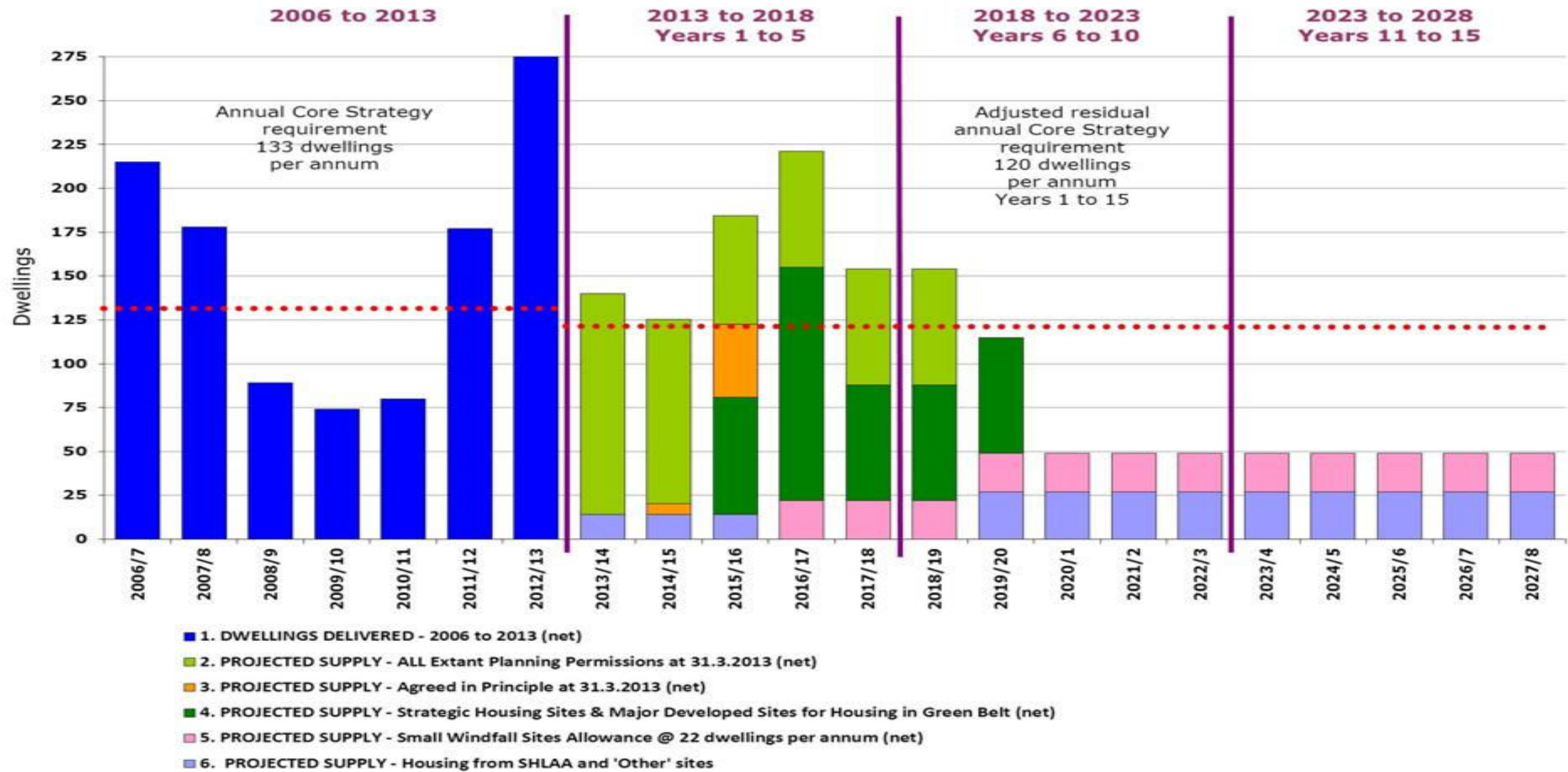


Table HT1-2650: Chiltern District Housing Land Supply Trajectory 2006-2028: By Individual Year and 5-Year Period - 2,650 plus two years at 120 per annum																								
Housing Delivered and Sources of Housing Land Supply		Past Completions 2006 to 2013							Projected Completions 2013 to 2028															TOTALS
		2006/7	2007/8	2008/9	2009/10	2010/11	2011/12	2012/13	Years 1 - 5: 2013 to 2018					Years 6 - 10: 2018 to 2023					Years 11 - 15: 2023 to 2028					
									2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	
	Past Completions: All Sites (net) - April 2006 to March 2013	215	178	89	74	80	177	309															1,122	
A	1.1 & 1.2 Projected Supply: Extant Planning Permissions at 31st March 2013 (net) (includes 10% non-implementation rate on 'small' housing sites for 4 or less dwellings net) - see footnotes (1), (2) (3) & (4)								126	105	62	66	66	66	0	0	0	0	0	0	0	0	0	491
B	2. PROJECTED SUPPLY: Agreed in principle at 31.3.2013 (net)								0	6	41	0	0	0	0	0	0	0	0	0	0	0	48	
C	3. PROJECTED SUPPLY: Strategic Housing Sites and Major Developed Sites for Housing in the Green Belt [Core Strategy Policies CS6 and CS7] (net) - see footnotes (5), (6) & (7)								0	0	67	133	66	66	66	0	0	0	0	0	0	0	398	
D	4. PROJECTED SUPPLY: Small Windfall Sites Allowance from Year 4 onwards (net) - see footnote (8)								0	0	0	22	22	22	22	22	22	22	22	22	22	22	242	
E	5. PROJECTED SUPPLY: Dwellings Required from HLAA & OTHER sites - from Year 7 onwards [Core Strategy Policy CS1] - see footnote (9)								14	14	14	0	0	0	27	27	27	27	27	27	27	27	258	
F	6. TOTAL PAST & PROJECTED COMPLETIONS BETWEEN 2006 AND 2028 : Annualised (net) (figures rounded so may not total)	215	178	89	74	80	177	309	140	125	185	221	154	154	115	49	49	49	49	49	49	49	2,608	
G	7. CUMULATIVE COMPLETIONS: 2006 to 2028 (Past & Projected) (figures rounded so may not total)	215	393	482	556	636	813	1,122	1,262	1,388	1,572	1,793	1,947	2,101	2,216	2,265	2,314	2,363	2,412	2,461	2,510	2,559	2,608	
H	8. PLAN: STRATEGIC ALLOCATION: 2006 to 2028 - Core Strategy Annualised - 133 dwellings (rounded) 2006 to 2013 and Residual Annualised - 120 dwellings 2013 to 2028	133	133	133	133	133	133	133	120	120	120	120	120	120	120	120	120	120	120	120	120	120	2,731	
	9. PLAN: ANNUAL CUMULATIVE: Core Strategy 2,650 Allocation 2006 to 2028 [133 from 2006 to 2013 and 120 from 2013 to 2028] [see footnote 5]	133	266	399	532	665	798	931	1,051	1,171	1,291	1,411	1,531	1,651	1,771	1,891	2,011	2,131	2,251	2,371	2,491	2,611	2,731	
I	10. MONITOR: Number of Dwellings Completed Above or Below Cumulative Allocation 2006 to 2028	82	127	83	24	-29	15	191	211	217	281	382	416	450	445	374	303	232	161	90	19	-52	-123	
J	11. MANAGE: Annual Requirement Taking Account of Past and Projected Completions 2006 to 2028 (rounded)	133	120	117	118	121	123	120	107	105	103	97	85	78	70	64	67	70	74	80	90	111	-	

Footnotes

- (1) The adopted Core Strategy annual requirement of 132.5 dwellings per annum (2,650 / 20 years) rounded up to 133. The 2013 Trajectory is extended beyond the end of the Core Strategy period by two years up to 31st March 2028. The OVERALL dwelling requirement for the Core Strategy period plus 2 additional years up to March 2028 is 2,650 plus 2 x 120 = 2,916. The RESIDUAL dwelling requirement for the period 1st April 2013 to 31st March 2028 is the OVERALL requirement of 2,916 minus 1,122 completions between April 2006 and March 2013 = 1,794. The ANNUAL RESIDUAL requirement is 1,794 divided by 15 years of the trajectory = 120. All figures are rounded up to the nearest whole dwelling therefore totals will not necessarily equal the sum of individual years.
- (2) It is assumed that 100% of 'large' sites with extant planning permission at 31st March 2013 will be developed.
- (3) At 31st March 2013, Chalfont St Peter Parish Council was seeking leave for a judicial review of the outline planning permission for 198 dwellings on The Grange/Holy Cross Convent site
- (4) Total extant permissions at 31st March 2013 (504) less total extant permissions for 5 for more dwellings (337) = 127. Reduced by 10% non-implementation rate on small sites of 4 or less dwellings = 114. Divided by 3 years in Years 1 to 3 of Trajectory = 38 dwellings per annum delivery rate. Because of rounding totals may not necessarily equal the sum of individual years.
- (5) At 31st March 2012, Chalfont St Peter Parish Council had submitted a claim to the High Court requesting an order to revoke that part of Policy CS6 in the Core Strategy relating to the allocation of land at The Grange / former Holy Cross Convent, Chalfont St Peter for residential development.
- (6) The Core Strategy Planning Inspector suggested that capacity of the Major Developed Site in the Green Belt site at the former Chesham Campus of Amersham & Wycombe College could be between 40 and 50 rather than 57 proposed in the SHLAA. Capacity of the site has been reduced from 57 to 45 dwellings (the mid point of the Inspector's suggested range).
- (7) Undetermined planning application for 264 dwellings
- (8) Small unidentified allowance included in line with guidance in paragraph 48 of NPPF. Annual allowance reduced from 39 dwellings in the Core Strategy to 22 dwellings so as to exclude residential garden land.
- (9) To ensure overall Core Strategy allocation of 2,650 is achieved a contribution from SHLAA sites at an annualised average of 60 dwellings from years 6 to 15 is included. Rounding of some figures means overall totals may not necessarily equal the sum of individual years.

Table HT2 - 2650: Chiltern District Housing Land Supply Trajectory 2006-2028: By Individual Year and 5-Year Period - 2,650 Dwelling Allocation plus two years allowance - as at 31st March 2013 - INCLUDES NPPF 5% ADDITIONAL BUFFER

Housing Delivered and Sources of Housing Land Supply	Dwelling Completions 2006 - 2013	Residual Dwelling Requirement 2013 - 2028	Years 1 - 5: 2013 to 2018 (includes 5% NPPF additional buffer)					Years 6 - 10: 2018 to 2023					Years 11 - 15: 2023 to 2028					TOTALS
			2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/8	
COMPLETIONS: 1st APRIL 2006 to 31st MARCH 2013 (net)	1,122																1,122	
PROPOSED DWELLING REQUIREMENT 2013 TO 2028: - 2,650 - By 5-Year Period (net) - see footnote (1)		1,794	628					598					598					1,824
1. PROJECTED SUPPLY - ALL Extant Planning Permissions at 31.3.2013 - See 1.1 and 1.2 below			126	105	62	66	66	66	0	0	0	0	0	0	0	0	491	
1.1 TOTAL PROJECTED SUPPLY AT 31st March 2013 - Extant Planning Permissions on 'Large' sites (5 or more dwellings net) (see footnote 2)			88	67	24	66	66	66	0	0	0	0	0	0	0	0	377	
123 & rear of 121 Hundred Acres Lane, Amersham [SHLAA 361]			6														6	
Land at rear of 10-14 Hill Avenue Amersham on the Hill			8														8	
Nicholas House and Stokebury Centre, London Road West, Amersham Old Town				20													20	
The Grange / former Holy Cross Convent), Chalfont St Peter [Strategic Housing Site & SHLAA 116 & 391] - see footnote (3)						66	66	66									198	
Great Greenstreet Farm, Greenstreet, Chenies, Chorleywood				6													6	
Progress House, Hospital Hill, Waterside Chesham				9													9	
Plots 35 to 39 Brandon Mead, Chartridge Lane, Chesham [SHLAA 449]			5														5	
former Chesham Colour Supplies and Wrights Seed Merchants 1 Germain Street Chesham			14														14	
former Elephant and Castle Public House 185 Waterside Chesham				5													5	
Covered Reservoir site adjoining 96 Upper Belmont Road & 1 Ridgeway Close, Chesham [SHLAA 100]			6														6	
Land at rear of 242 to 258 Berkhamstead Road Chesham				11													11	
Land at 90 Eskdale Avenue / Greatacre Chesham				8													8	
2 Amersham Road & 2 Clifton Road Chesham Bois			7														7	
1 Long View (formerly 54 Parish Piece), Holmer Green					8												8	
Former Latimer Sawmill, Bell Lane, Little Chalfont [SHLAA 41 & 95]			36														36	
former Woodstock 186 White Lion Road Little Chalfont [SHLAA 279]			6														6	
Ranters, 178 White Lion Road, Little Chalfont [SHLAA 303]				8													8	
Lodge Farm, Lodge Lane, Little Chalfont					5												5	
Glenock House Penn Road Knotty Green Beaconsfield					11												11	
1.2 TOTAL PROJECTED SUPPLY AT 31st March 2013 - Extant Planning Permissions on 'Small' sites (4 or less dwellings net) less 10% non-implementation rate - all figures rounded to nearest dwelling (see footnote 4)			38	38	38	0	0	0	0	0	0	0	0	0	0	0	114	
2. PROJECTED SUPPLY AT 31st March 2013 - Agreed in principle subject to legal agreement (net) less 10% non-implementation rate			0	6	41	0	0	0	0	0	0	0	0	0	0	0	48	
31-33 Weedon Lane Amersham				1													1	
Land To The Rear Of 128-130 Station Road Amersham					1												1	
Hibernia 31 Rickmansworth Lane Chalfont St Peter					2												2	
Highfield 5 Denham Lane Chalfont St Peter					1												1	
Hill Farm Industrial Estate Hill Farm Lane Chalfont St Giles					3												3	
Land rear of 16-24 Lowndes Avenue and 106-142 Bellingdon Road Chesham [part of 'saved' Local Plan Policy H2 identified housing site]					12												12	
79 Hivings Hill Chesham					1												1	
Land adjacent to Bloomfield Cottages Bellingdon Chesham					6												6	
Land at Rear Of 2 - 6 Brockhurst Road Chesham					1												1	
Land at 2,4 and 6 Hampden Avenue Chesham					3												3	
Pond Park House Pond Park Road Chesham					7												7	
1 Germain Street Chesham					3												3	
104A High Street Chesham				1													1	
Land Adjoining 134 Chartridge Lane Chesham					1												1	
122 -124 High Street Chesham					1												1	
22 & 23 Cottage Offices Latimer Park Farm Latimer Road Latimer Chesham				1													1	
Land at Langton House Finch Lane Little Chalfont				1													1	
Hyde Heath Chapel Brays Lane Hyde Heath Amersham					1												1	
2 The Dutch House Forty Green Road Knotty Green Beaconsfield					1												1	

Table HT2 - 2650: Chiltern District Housing Land Supply Trajectory 2006-2028: By Individual Year and 5-Year Period - 2,650 Dwelling Allocation plus two years allowance - as at 31st March 2013 - INCLUDES NPPF 5% ADDITIONAL BUFFER

Housing Delivered and Sources of Housing Land Supply	Dwelling Completions 2006 - 2013	Residual Dwelling Requirement 2013 - 2028	Years 1 - 5: 2013 to 2018 (includes 5% NPPF additional buffer)					Years 6 - 10: 2018 to 2023					Years 11 - 15: 2023 to 2028					TOTALS
			2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/8	
66 Fairacres Prestwood				1													1	
9 - 11 Wycombe Road Prestwood				2													2	
Greenoaks Bottom Lane Seer Green Beaconsfield					1												1	
OS Field 1038 North West Of Crossroads With Swan Bottom and Swan Lane The Lee Great Missenden					1												1	
3. PROJECTED SUPPLY - Strategic Housing Sites and Major Developed Sites in the Green Belt Allocated for Housing [Core Strategy Policies CS6 and CS7] (net)			0	0	67	133	66	66	66	0	0	0	0	0	0	0	398	
Strategic Housing Site [Core Strategy Policy CS6] - Land east of Lincoln Park, Amersham on the Hill (SHLAA 243)					22	22											44	
Strategic Housing Site [Core Strategy Policy CS6] - "Donkey Field" site, Burtons Lane, Little Chalfont (SHLAA 101)					23	22											45	
Major Developed Site for Housing in the Green Belt [Core Strategy Policy CS7] - Chesham Campus, Amersham & Wycombe College, Lycrome Road, Chesham - (SHLAA 108) (see footnote 6)					22	23											45	
Major Developed Site for Housing in the Green Belt [Core Strategy Policy CS7] - Former Buckinghamshire University College Campus, Newland Park, Chalfont Common, Chalfont St Peter (SHLAA 109) (see footnote 7)						66	66	66	66								264	
Strategic Housing Site [Core Strategy Policy CS6] Land at The Grange / Holy Cross Convent, Chalfont St Peter (SHLAA 540 - 116 & 391 combined) - see 'Extant Planning Permission on 'Large' Sites >=5 dwellings (net)' section for potential supply (see footnote 5)																	0	
4. PROJECTED SUPPLY - Small Windfall Sites Allowance @ 22 dwellings per annum (net) from Year 4 onwards (see footnote 8)						22	22	22	22	22	22	22	22	22	22	22	264	
5. PROJECTED SUPPLY - Housing from SHLAA and 'Other' sites @ 16 dwellings per annum (net) in from Year 7 onwards of Trajectory (see footnote 9)			14	14	14				27	27	27	27	27	27	27	27	243	
6. TOTAL PAST & PROJECTED COMPLETIONS BETWEEN 2006 AND 2028 - Annualised (net) (figures rounded so may not total)	1,122		140	125	185	221	154	154	115	49	49	49	49	49	49	49	2,608	
7. TOTAL PAST & PROJECTED COMPLETIONS BETWEEN 2006 AND 2028 - By 5-year period (net) (figures rounded so may not total)	1,122		825					416					245					2,608

Footnotes

- (1) The adopted Core Strategy annual requirement of 132.5 dwellings per annum (2,650 / 20 years) rounded up to **133**. The 2013 Trajectory is extended beyond the end of the Core Strategy period by two years up to **31st March 2028**. The **OVERALL** dwelling requirement for the Core Strategy period plus 2 additional years up to March 2028 is 2,650 plus 2 x 120 = 240 = **2,916**. The **RESIDUAL** dwelling requirement for the period 1st April 2013 to 31st March 2028 is the **OVERALL** requirement of 2,916 minus 1,122 completions between April 2006 and March 2013 = **1,794**. The **ANNUAL RESIDUAL** requirement is **1,794** divided by 15 years of the trajectory = **120**. All figures are rounded up to the nearest whole dwelling therefore totals will not necessarily equal the sum of individual years.
- (2) It is assumed that 100% of 'large' sites with extant planning permission at 31st March 2013 will be developed during the period covered by the 2013 Trajectory.
- (3) At 31st March 2013 Chalfont St Peter Parish Council was seeking leave from the High Court for a Judicial Review of this planning permission. [Update - The Judicial Review was dismissed in July 2013. Chalfont St Peter Parish Council is seeking leave to appeal the decision]
- (4) Total extant permissions at 31st March 2013 (504) less total extant permissions for 5 for more dwellings (337) = 127. Reduced by 10% non-implementation rate on small sites of 4 or less dwellings = 114. Divided by 3 years in Years 1 to 3 of Trajectory = 38 dwellings per annum delivery rate. Because of rounding totals may not necessarily equal the sum of individual years.
- (5) At 31st March 2013, Chalfont St Peter Parish Council had submitted a claim to the High Court requesting an order to revoke that part of Policy CS6 in the Adopted Core Strategy relating to the allocation of land at The Grange / Holy Cross Convent, Chalfont St Peter for residential development. [Update - The Judicial Review was dismissed in July 2013. Chalfont St Peter Parish Council is seeking leave to appeal the decision]
- (6) When finding Core Strategy 'sound', Planning Inspector suggested that capacity of site could be between 40 and 50 rather than 57 as suggested in the SHLAA. Therefore capacity of the site has been reduced to 45 dwellings (the mid point of Inspector suggested range)
- (7) Undetermined planning application for 264 dwellings
- (8) Small windfall (unidentified) allowance included in line with guidance in paragraph 48 of National Planning Policy Framework. Annual allowance reduced from 39 dwellings in the Core Strategy to 22 dwellings by not including residential garden land. To avoid double counting of sites with extant permission allowance starts in Year 4.
- (9) Annual shortfall from Year 8 onwards to be made up from sites in the 2013 SHLAA Update (Version 1.1 - 18/3/2013). The average annualised shortfall of 111 dwellings in Years 8 to 15 is derived from 755 requirement less projected supply 409 divided by 5 years. The average annualised shortfall of 102 dwellings in Years 11 to 15 is derived from 755 requirement less projected supply of 245 divided by 5 years. Rounding means total will not necessarily equal the sum of individual years.

**CHILTERN DISTRICT COUNCIL
CABINET**

Background Papers, if any, are specified at the end of the Report

**CHILTERN AREA OF OUTSTANDING NATURAL BEAUTY (AONB)
Management Plan 2014-2019 – Consultation Draft September 2013**

Contact Officer: David Waker (01494 732267)

RECOMMENDATION

- 1. That Cabinet support the draft AONB management plan**
- 2. That a letter supporting the plan together with any other comments is sent to the AONB Board. The precise wording of the letter delegated to the Head of Sustainable Development in consultation with the Portfolio Holder for Sustainable Development**

Relationship to Council Objectives

*Objective 3: to conserve the environment and promote sustainability.
Objective 3A – Protect the Green Belt, conserve the areas of outstanding natural beauty (AONB) and enhance the environment*

Implications

- (i) A key decision.*
- (ii) Within the Policy and Budgetary Framework.*

Financial Implications

None specifically in relation to the Chilterns Area of Outstanding Natural Beauty Management Plan although the Council does contribute to the costs of operating the Chilterns Conservation Board.

Risk Implications

No known risks to this Council at this stage.

Equalities Implications

The AONB Management Plan relates to the management of the AONB as a whole and access to it. It is unlikely to give rise to significant equality issues. In any event the Council has a statutory duty to conserve and enhance the Natural Beauty of the AONB.

Sustainability Implications

The Management Plan reflects the AONB Board's duty to conserve and enhance the natural beauty of the AONB. Particular reference is made to the issues of climate change, sustainable management of landscape and water resources and sustainable access to the AONB. The use of sustainable materials is promoted through the use of local resources with renewable energy encouraged in suitable locations. The management plan is considered to make a positive contribution to sustainability.

Report

- 1 The Chilterns Conservation Board (AONB Board), are consulting on their draft Management Plan. As part of the consultation this Council has been invited to comment.

Background

- 2 The Chilterns AONB area was originally designated in December 1965. The Chilterns Conservation Board was established by Parliamentary order in 2004. The Countryside and Rights of Way Act places a duty on conservation boards to produce a plan which sets out their policies for the management of the AONB. Management plans must be reviewed every 5 years.
- 3 Chiltern District Council has supported the AONB since its original designation. The Council's own objectives specifically refer to the conservation of the AONB (Objective 3A Council Key Objectives 2012 to 2014).
- 4 This is the third Management Plan produced by the Board with the first being produced by the then shadow board in 2002 and a further plan produced in 2008 and adopted in 2009. The current Plan was reported to Cabinet as a draft on 2nd September 2008 (minute 65 refers). Following adoption of the plan by the AONB Board the Council was asked to endorse the plan which was reported to the Cabinet in April 2009 (minute 200 refers). The draft Plan, the subject of this report will replace the 2009 plan once adopted by the Board.

The draft Management Plan

- 5 As the draft plan forms a revision and update to the current management plan much of the content is the same or similar to that document. In some cases facts and figures have been updated and in others sections have been re-ordered.
- 6 The Plan describes the vision for the AONB on which the Plan is based. It then describes the special qualities of the AONB. The plan then sets out the cross cutting themes which will have a significant

influence on the management of the AONB. These repeat the 4 cross cutting themes of the 2008 plan –

- Climate change,
- Social inclusion,
- Health and well-being, and
- Lifelong learning

and add two new themes,

- Ecosystem services and
- Environmental sustainability.

7 Ecosystems services are explained as the many services the environment provides in the form of benefits to wildlife, water, minerals, public enjoyment, flood protection, food timber and other natural resources. The aim of such a category is to ensure that any proposal with environmental impacts assesses all these interlinked ecosystems services. The issues of environmental sustainability relates to the use of resources which can be renewed rather than those that will be exhausted if their use is not stopped. Therefore the priority is to minimise the use of non-renewable resources and increasing the use of renewables.

8 The document then goes on to deal with the key issues relating to the duty to conserve and enhance the natural beauty. With chapters covering the following

- Landscape
- Farming, Forestry and other land management
- Biodiversity
- Water environment
- Historic environment
- Development

9 In Relation to landscape and farming the plan recognises the effects of climate change will have on the landscape with changing mix of woodland species becoming more likely and in relation to farming a change in the crops being farmed. The plan notes the decline in Cherry Orchards and suggests there is growing interest in trying to preserve some of the remaining best examples of these orchards. It also considers it unlikely that there will be any applications to erect wind turbine farms in the AONB because of low wind speeds but that there may be places where smaller wind turbines could be located without intrusion in the landscape. It notes that there are likely to be pressures to allow the development of other renewable energy sources which could be acceptable provided they are of an appropriate scale and located in non-sensitive locations.

- 10 HS2 - a consistent thread running through the plan is the AONB Board's opposition to HS2. In relation to landscape it notes the impact of HS2 on the Misbourne valley will be severe and considers the current designs could not be satisfactorily mitigated. The plan states that the Conservation Board opposes HS2 because the case for it has not been justified and in the Boards view the track could be re-located outside of the AONB. It states that if the line is finally approved by Parliament it should be set in a full length bored tunnel through the AONB.
- 11 In the farming section the document notes the significant reduction in the number of individual farm holdings since the last management plan. This has resulted in an increasing issue of contracted farming on the larger holdings with a smaller holdings more likely to be run as lifestyle or hobby type farms. In relation to woodland the low prices for commercially grown wood has meant a reduction in the management of woods however the growth in demand for wood fuel as a renewable fuel may encourage the re-introduction of woodland management. The previous document was not in favour of horse-culture, however, there is a recognition that careful horse grazing may help to maintain grassland given the reduction in livestock farming. However intensive equestrian within its associated ranch style and tape fences is still resisted.
- 12 The plan recognises the importance of the internationally important chalk streams and that over abstraction is still an issue. In relation to the historic environment the plan states that the construction of HS2 will result in considerable destruction of features of the historic environment. It states a key challenge for HS2 will be to avoid and not just mitigate the damage to the historic environment.
- 13 The development section makes reference to the Chilterns Buildings Design guide and the need to ensure high standards of development within the AONB. As members will be aware the Council has endorsed the Design Guide and it is a material consideration in all planning applications made within the AONB area.
- 14 Other than HS2 other threats to the tranquillity of the AONB are listed at increase flights across the area particularly the expansion of Luton Airport and possible additional runways at Heathrow. Also the possibility of a review of flight paths across the region to accommodate more flights may result in more aircraft crossing the AONB.
- 15 Generally the management plan sets out all the issues you would expect the document to cover and can be supported. One slight concern is the number of policies include in the plan. The 2008 plan included 93 policies which in itself was a lot but the 2013 draft includes 113. It is questioned whether all of these policies are necessary and if some could be dropped or merged with policies covering a similar issue. It seems difficult to see how the effectiveness of such a wide

range of policies could be monitored or even used effectively by planning officers who are trying to implement the plan.

- 16 There are a number of small typos within the document and therefore it is suggested that these together with the councils formal response to the Consultation are set out in a letter with the precise wording to be delegated to the Head of Sustainable Development in consultation with the Portfolio Holder for Sustainable Development

Conclusion

- 17 The plan is comprehensive with full coverage given to the various issues facing the AONB now and potentially in the future. There is clear evidence of the cross cutting themes with many of the issues highlighted in this report appearing in several sections of the management plan. Subject to the concern highlighted above the draft management plan can be supported.

Background Papers:

Chilterns Area of Outstanding Natural Beauty Management Plan 2014 to 2019 Consultation draft September 2013 – <http://www.chilternsaonb.org/management-plan>

Background Papers, if any, are specified at the end of the Report

Draft Sustainable Community Strategy for Chiltern and South Bucks, 2013 - 2026

Contact Officer: Aisha Bi (01494 586505, Laura Campbell (01895 837236)

RECOMMENDATIONS

1. Cabinet is asked to note this report.

Relationship to Council Objectives

This report links in with the Council's key objective to provide strategic leadership for community and partnerships.

Implications

- (i) This matter is not a Key Decision within the Forward Plan.*
- (ii) This matter is within the Policy and Budgetary Framework.*

Financial Implications

This strategy will be managed by the Partnership within current budgets.

Risk Management Implications

Partnership working is covered by strategic risk CSR06.

Equalities Implications

This strategy promotes the reduction of inequalities.

Sustainability Implications

This strategy promotes sustainability.

Report

1 Purpose of this Report

- 1.1 The new draft joint Sustainable Community Strategy (SCS), was reviewed by the Partnership Steering Group on 17th September for sign off by the Chiltern and South Bucks Strategic Partnership on 16th October 2013.

2 Background

- 2.1 At the Partnership Steering Group meeting in June 2013, it was agreed that all partners need to buy into one shared vision for the combined area, together with aims and objectives to collectively work towards. It was also agreed that the Steering Group should be responsible for guiding this work and supporting delivery.
- 2.2 The Steering Group recommended to the full Strategic Partnership in July 2013 that a new draft joint Sustainable Community Strategy be presented to the Steering Group on 17th September 2013 for review, then to the Strategic Partnership meeting on 16th October 2013 for approval.
- 2.3 When the new joint SCS is approved, the Steering Group will need to have an agreed, robust process in place to prioritise, plan actions, monitor and record progress in delivering the Strategy.

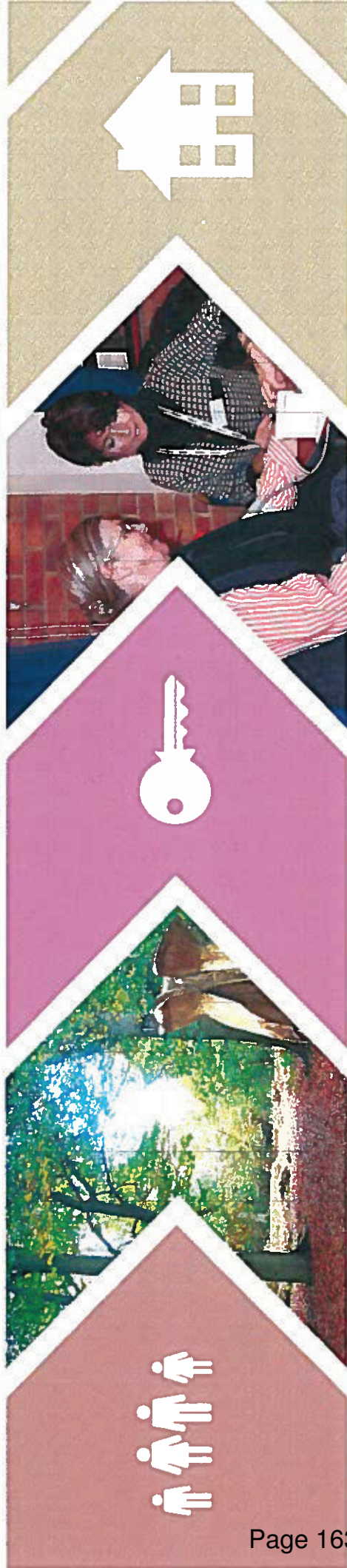
3 Draft Sustainable Community Strategy for Chiltern and South Bucks, 2013 - 2026

- 3.1 The draft SCS is attached to this report as an **Appendix**. It has been signed off by the joint Management Team.

Background papers: (if any)

Sustainable Community Strategy

for Chiltern and South Bucks Districts 2013 - 2026



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Foreword from the Chairmen

Welcome to the Chiltern and South Bucks Sustainable Community Strategy 2013 - 2026. This replaces the two separate 2009 Sustainable Community Strategies as part of our programme to develop shared services across both Districts, to generate cost savings and reduce duplication.

This updated strategy was commissioned by the Chiltern and South Bucks Strategic Partnership and is based on extensive consultation over recent years with local stakeholders, residents and community and voluntary groups. It sets out an ambitious, shared vision for Chiltern and South Bucks districts by 2026, outlining our priorities and challenges in achieving that vision. It has been adopted as the principal strategy for local partners, sitting at the apex of all strategic and service plans across our joint area, enabling the promotion of this long term vision for improving our economic, environmental and social wellbeing. It enables all stakeholders to work towards common aims for the good of both districts, whether they be working in partnership or within their own organisations.

Of course, the Partnership cannot deliver this vision alone. Every person with a local connection has an important part to play in improving our quality of life. This could be by adopting a healthier lifestyle through diet and exercise, taking part in local community activities or volunteering some spare time to help meet local needs - there are lots of ways in which you can make a real difference, as many of you already do. Your contributions have become and will be increasingly important, as economic conditions are expected to remain difficult for the foreseeable future, together with the impact of central Government's actions to put the national finances back on track.

We hope you recognise the description of our areas as they are today and invite you to share our vision and be part of our exciting future. The Partnership will work with you and for you to deliver this bold and ambitious Sustainable Community Strategy. Together we can make a difference.



Adrian Busby

Leader of South Bucks District Council and Joint Chairman of the Chiltern and South Bucks Strategic Partnership



Nick Rose

Leader of Chiltern District Council and Joint Chairman of the Chiltern and South Bucks Strategic Partnership

Chiltern and South Bucks in 2013

Chiltern and South Bucks are attractive and popular areas within which to live and work. They both rank highly in the Halifax Quality of Life index¹, having consistently been rated in the top 20 places out of 405 local authority districts across England, Scotland and Wales. They are districts of Buckinghamshire, where the 2012 Government Well-being survey reports that life satisfaction here is higher than the national average, with 79.1% of people reporting medium to high life satisfaction against the national average of 75.9%.

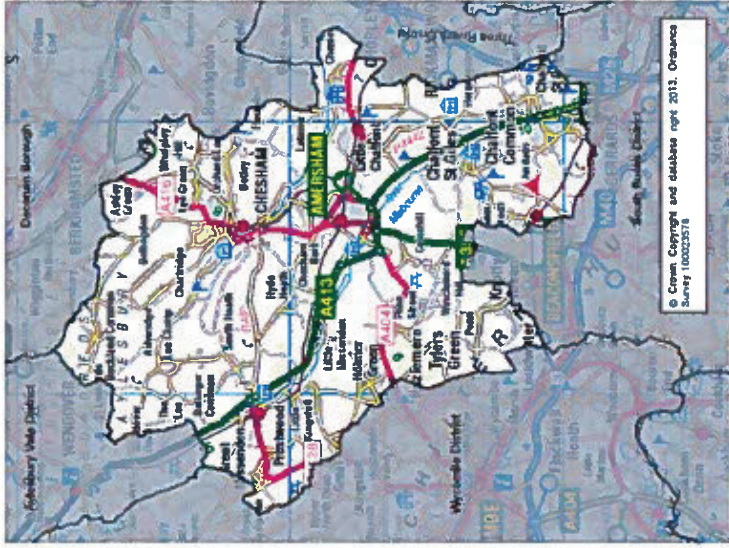
They fall within the affluent South East region, with both areas being quite rural in nature, dotted with towns and villages.

Chiltern District

Chiltern District is a little larger than South Bucks District at 196 square kilometres, with 72% of the land lying within an Area of Outstanding Natural Beauty within the Chiltern Hills and 80% falling within the Metropolitan Green Belt. Whilst there are many picturesque villages dotted around a mainly rural landscape, a majority of residents live in the settlements of Amersham, Chesham and Chalfont St Peter. Most of the towns and villages have historical roots which are preserved through the use of conservation areas and listed buildings. The area borders South Bucks to the South, Wycombe District to the west, Aylesbury Vale to the north and North West London to the east. There are good links with London via Transport for London's Metropolitan line and the Chiltern Railway.

¹ This index creates a ranking based on population density, income, employment rates, house sizes, broadband access, health, life expectancy, crime, carbon emissions and climate.

² LSOAs are small areas with a minimum size of 1,000 residents and 400 households and overall average 1,500 residents – larger than a post code but smaller than a Ward.



Chiltern's population was recorded as 92,635 in the 2011 Census. More than 19% are aged 65 or more, and this is projected to grow to more than 27% of the population by 2026. 8.51% of the total population in Chiltern are from a Black or Asian Ethnic Minority Population, compared to the England average of 14.3%. 2% of the population were of the Muslim faith, with 1% of the Hindu faith. 7.3% of households are lone parent households.

In the overall Index of Multiple Deprivation (IMD) 2010 results, two Lower Super Output Areas (LSOAs)² in Chiltern fell within the most 31% to 40% deprived areas in England, with a further five LSOAs falling within the 41% to 50% most deprived areas. These follow, listed in order of most deprived: one of two LSOAs in Ridgeway, one of two LSOAs in Newtown, one of three LSOAs in Asheridge Vale and Lowndes, two of three LSOAs in St Mary's and Waterside, the sole LSOA in Vale and one of three LSOAs in Chalfont Common. None fell within the most 30% of deprived areas and twenty-five out of the total fifty-seven LSOAs fell within the 10% least deprived areas.

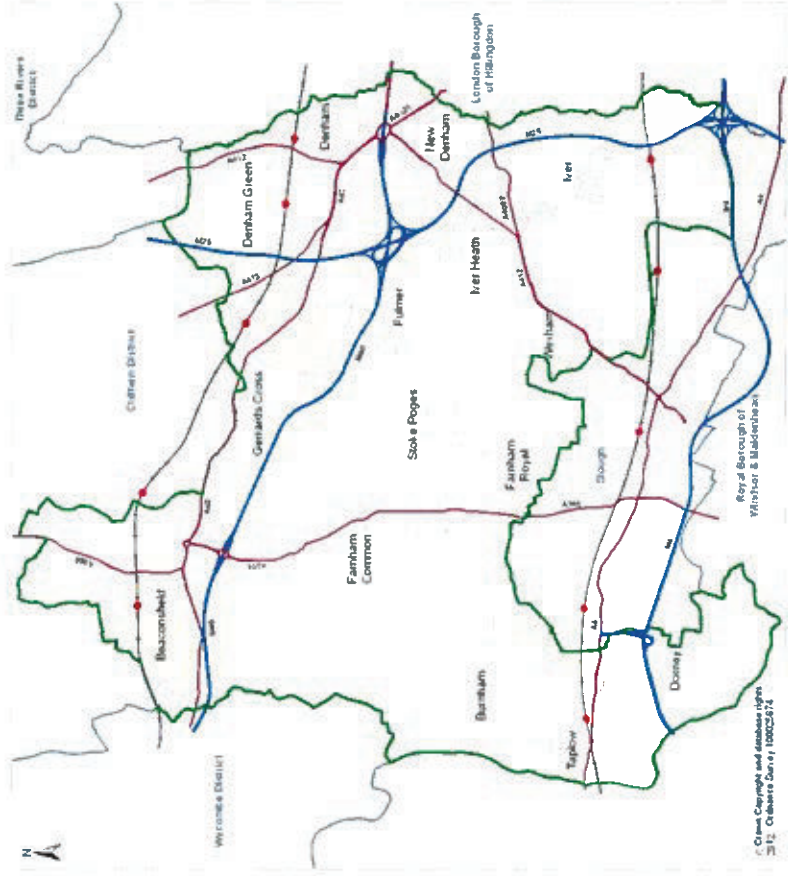
South Bucks District

South Bucks is relatively small at 141 square kilometres and lies within the Metropolitan Green Belt area, with 87% of the land designated as green belt. There are many small towns and villages, with the largest being Beaconsfield, Burnham and Gerrards Cross. These three towns have the best infrastructure and facilities. As for Chiltern District, most of the towns and villages have historical roots which are preserved through the use of conservation areas and listed buildings. The larger towns of High Wycombe, London (Hillingdon), Maidenhead and Slough border the District. These centres provide shopping facilities and services not available within the District as well as some jobs for residents. In return, South Bucks provides the open spaces which help meet the recreational needs of these larger centres. There are good links to London via the Chiltern Railway, M40 and M4.

The population of South Bucks was recorded as 66,867 in the 2011 Census. More than 19.4% are aged 65 or more, and this is projected to grow to more than 28% of the population by 2026. 15.7% of the total population in South Bucks are from a Black or Asian Ethnic Minority Population, against only 6.6% in 2001 and the 2011 England average of 14.3%. This includes the 7th highest concentration of people of Sikh religion in England at 4.7% with those of Muslim and Hindu religion each totalling 2.5% of the population. 4.5% of households are lone parent households and 0.4% of households are from the Gypsy and Traveller communities, the 7th highest in all of England.

3 LSOAs are small areas with a minimum size of 1,000 residents and 400 households and overall average 1,500 residents – larger than a post code but smaller than a Ward.

In the overall IMD 2010 results, four Lower Super Output Areas² (LSOAs) in South Bucks fell within the most 41% to 50% deprived areas in England. These are one of two LSOAs in Denham South Ward, one of two LSOAs in Wexham and Iver West Ward, one of three LSOAs in Burnham Lent Rise Ward and one of three LSOAs in Burnham Church Ward. None fell within the 40% most deprived areas and 11 out of the total of 40 LSOAs fell within the 10% least deprived areas.



The Economy

Buckinghamshire prides itself in being the entrepreneurial heart of Britain, with a significantly higher than average level of new business start-ups. Bucks Business First (BBF) reported in 2012, that just over 6% of employees in Chiltern and South Bucks own their own businesses - higher than the rest of Buckinghamshire and the national average of 4.1%. There were 5,830 (Chiltern) and 4,955 (South Bucks) businesses in the districts, with more than 90% of businesses in Chiltern being micro-businesses (employing fewer than 10 people), ranking first nationally for this size band.

The most significant sector is Professional, Scientific & Technical at just under a quarter of all businesses, with the next highest being Information and Communication in Chiltern and Construction in South Bucks, both at around one tenth of all businesses. Only 6.1% (South Bucks) and 14% (Chiltern) of employees work in the public sector, with South Bucks ranking the lowest overall authority in this respect. South Bucks has a high proportion of businesses with large turnovers, with almost one in five having a turnover greater than £0.5 million. Chiltern has a higher proportion of businesses with a turnover of less than £100,000 compared with the regional and national averages.

Residents are highly qualified, with 41.3% (South Bucks) and 52.5% (Chiltern) having a degree or equivalent qualification, against the national average of 27% (ONS 2013). This is reflected in the 2012 average after tax income levels of £34,469 for Chiltern and £31,990 for South Bucks, against the England average of £26,800. Residents who both live and work within each district are 50% for Chiltern and 28% for South Bucks (BBF, 2011). The next highest percentages of workers commute to Hillingdon, including Heathrow and Wycombe (Chiltern) and to Slough, Hillingdon and Wycombe (South Bucks).

The Job Seekers Allowance claimant count in May 2013 reduced further to 883 people in Chiltern and 568 people in South Bucks making these areas the 49th and 31st lowest out of 380 local authority areas. The highest percentage of claimants remain in the 18 to 24 age group at around the 3% mark, equating to 325 young people with 100 of these having been unemployed for more than six months. However, this means that young people not in employment, education or training is likely to be closer to 450 in total, due to non-claimants and incapacity claimants not being included in these numbers.

More than 40% of homes in both Districts are detached and rank highest in the country for numbers of rooms (6.4) and bedrooms (3.2) compared to all other local authorities, whilst South Bucks ranks in the top 5% of authorities for the prevalence of caravans, mobile homes and other temporary structures as a proportion of all housing. In South Bucks, mean average private rents are the most expensive outside London and 11th overall, at £1,573 per month, whilst private rents in Chiltern are close behind at £1,323 per month. With the average house price in England at £239,000 (Land Registry, March 2013), they averaged £415,000 in Chiltern and £550,000 in South Bucks, making South Bucks the most expensive area outside of Greater London.



The Environment

With both areas falling mainly within the Metropolitan Green Belt and containing areas of national importance such as parts of the Chiltern Hills and Burnham Beeches, there is huge pressure for development – both on available land and within the green belt. Whilst the Districts' Core Strategies contain targets for building new homes during 2006 to 2026 of 2,650-2,900 (Chiltern) and 2,200-2,800 (South Bucks), it is expected that both housing and employment land pressures will continue as well as the need to build new infrastructure. Residents tell us that one of their top priorities is to protect the green belt, however Government strategies for roads, rail and aviation, together with other infrastructure developments, could all impact on our ability to deliver this.

The 2010 carbon footprint of South Bucks (latest available from Department of Energy and Climate Change) ranks 203 out of 405 UK local authority areas (first place has the lowest emissions), the equivalent to an average of almost 45,000 kilowatts per resident. Usage is broken down to Domestic, Industrial and Transport sectors, and it is the Transport sector which has the highest emission levels, ranking 353 out of 406 UK areas. This is because South Bucks has a network of major roads with both the M25 and M40 running through it as well being

crossed by the M4. Combined with several 'A' roads and the proximity to Greater London making it a busy part of the commuter belt, it will be a challenge to reduce the overall carbon footprint, requiring national initiatives to reduce overall emissions from transport, in addition to local ones.

Chiltern's carbon footprint ranks 78th out of 405 UK local authority areas. However, this hides high domestic energy usage, ranking 183rd. As Chiltern falls within the milder South East region, this seems exceptionally high, but may be partly explained by the prevalence of larger than average homes in the district. Only just over 10% of households do not have a car, whilst Chiltern and South Bucks both rank highly for the number of cars per household.

Some parts of the districts, particularly around the rivers, are prone to flooding. This needs to be taken into account when planning development close to these locations.

Whilst there is strong support for recycling initiatives, there is still some way to go to reach Government targets of recycling 50% of household waste by 2020.

Community Safety

Chiltern and South Bucks are relatively safe places to live, however the fear of crime is very real for many residents. Crime rates have been reducing over recent years so that the rate of serious acquisitive crime per 1,000 residents was, in 2012-13, eight (Chiltern) and 15.63 (South Bucks). A proportion of crime is committed by people coming into the areas from outside of the Districts, and the Community Safety Partnership is working to reduce this cross-border offending.

It is important that people feel they can reduce their risk of becoming a victim of crime, and to this effect a community messaging system has been set up to alert people to local crimes and to give guidance and advice on crime prevention.

These messages include advice on reducing the risk of burglary when on holiday and on reducing theft from vehicles.

Anti-social behaviour continues to be an issue, particularly when linked to drink and drug usage. Various initiatives are in place to provide alternative pastimes for young people in the most affected areas and owners can borrow anti-graffiti kits to clean up any damage quickly, so as to avoid attracting more graffiti.

The most recent road traffic accident information relates to 2011, when there were 31 people Killed and Seriously Injured (KSI) in Chiltern and 48 in South Bucks. This is 0.34 (Chiltern) and 0.71 (South Bucks) KSIs per 1,000 residents, against 0.10 per 1,000 population across all of England, reflecting higher traffic levels in the South East, with South Bucks having more KSIs because of the motorways within the district. Whilst any KSI is one too many, the trend has been a reduction in numbers for some years now. It is important that this trend continues in future years.

Health and Wellbeing

The Department of Health published Health Profiles in 2012. These report that the health of the people in Chiltern and South Bucks is generally better than the England average, with lower deprivation than average, although about 1,500 children live in poverty in Chiltern and a further 1,200 in South Bucks. Life expectancy is greater than average at 85.1 years for males and 89.8 years for females, however the difference between the lowest and highest deprived areas is six years for females and 8.8 years (Chiltern) and 7.1 years (South Bucks) for males. Mortality rates relating to heart disease and stroke have fallen and are better than the England average, with better than average adult 'healthy eating', smoking, alcohol-related harm and obesity rates. Both areas are worse than average in relation to the incidence of malignant melanoma, increasing and higher risk drinking and winter deaths, with Chiltern being worse than average for physically active adults and South Bucks for road injuries and deaths.

The 2011 Fuel Poverty figures, published by the Department for Energy and Climate Change, show that Chiltern and South Bucks have just over one in 10 households living in fuel poverty. This is measured by taking fuel costs and income into account.



The 2011 Census highlights that more than one person in ten in Chiltern have long-term health problems or disability that limits their day-to-day activities. Whilst this is lower in South Bucks at six people per hundred, it masks differences which show 3.4% in Gerrards Cross South Ward through to 12% in Denham North Ward. One in 10 residents across both districts provides some form of unpaid care for someone with an illness or disability.





Community involvement

Both Districts already have a strong voluntary and community sector with greater than average volunteering levels. There is good local engagement and some local community activities. Turnout for elections is consistently higher than the national average for District, County and General Elections. The Community Right to Bid, which came into force at the end of July 2012, has already resulted in three local pubs being listed on the Assets of Community Value register in Denham, Iver and Great Missenden.

With Dorney Lake in South Bucks being a main venue for the 2012 Olympic and Paralympic Games (Eton-Dorney), there was excellent community involvement with around 300 residents volunteering as Games Makers, Ambassadors, Sports Makers and Events Support. This made a huge difference to the Games, with visitor satisfaction being the highest of all Games venues at 97% satisfied.

Results from the Buckinghamshire County Council Residents' Survey 2011 were that around 23% of respondents help in the community to give personal care, run or manage a youth group, or help out at a local day centre or library. 47% (Chiltern) and 42% (South Bucks) said they already helped out by doing a favour for a neighbour such as help

Residents' Priorities

with shopping, whilst 67% (Chiltern) and 62% (South Bucks) said they would be prepared to do so. 39% (Chiltern) and 32% (South Bucks) said they would consider volunteering. Things most likely to encourage volunteering were flexible hours and a low time commitment coupled with more information on what was available.

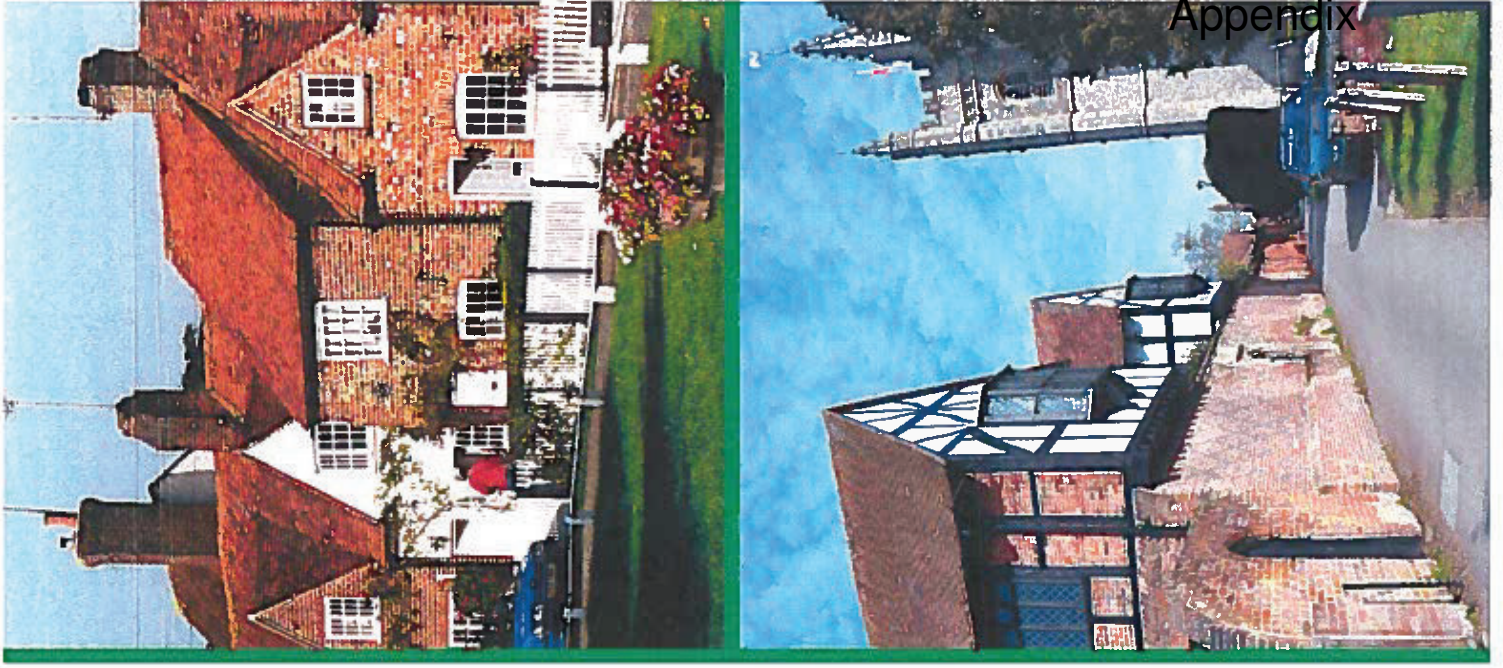
From the Buckinghamshire County Council residents' survey in 2011, the top three personal priority areas for residents of both Chiltern and South Bucks were: the condition of the roads; tackling crime and anti-social behaviour; and parks and open spaces. This changed when asked for the top priorities for the local community, with tackling crime and anti-social behaviour becoming the number one priority, followed by the condition of the roads, 'creating job opportunities and economic growth' and 'primary, secondary and special schools'.



Our Vision for Chiltern and South Bucks in 2026

Chiltern and South Bucks Districts to be places with:

- A prosperous and diverse economy that encourages local employers and small businesses so we can protect the area's economy for the future and achieve a better balance between the jobs available and the people to fill them;
- High quality education and lifelong learning which improves people's lives, enabling them to make well-informed decisions and play their full part in the community;
- A wide range of high quality housing, including a good supply of affordable homes to help meet community needs and maintain our services and communities;
- Beautiful, green countryside, high quality open spaces, attractive, distinctive and vibrant towns and villages, where our heritage is protected and improved;
- A sustainable environment where people take pride in their community and live low carbon lives;
- Equality of opportunity and fair access to services.
- Effective and targeted transport solutions, including a well maintained transport infrastructure with improved north-south and east-west links;
- Lower levels of crime and anti-social behaviour, where the police are an active part of the community and people can live safe lives, being knowledgeable about how to prevent crime;
- A place with a wide range of accessible leisure opportunities
- Good health enjoyed by all, including those in deprived groups, where people take responsibility for their own well-being by making healthy lifestyle choices;
- Active communities involved in shaping decisions locally and who support the elderly and vulnerable to live full and independent lives;
- High quality services and facilities help people from all sections of the community, particularly the young, elderly and disadvantaged, to live independent and fulfilling lives;



Summary of Key Challenges

The economy

- Supporting the local economy to continue to thrive and provide local jobs for local people
- Identifying workforce skills and technological resources for tomorrow's economy and encouraging their development
- Sustainable delivery of new homes, of the right type to meet residents' needs, and with the necessary supporting infrastructure
- Understanding and managing the impact of growth in the north of Buckinghamshire on infrastructure

The environment

- Conserving and enhancing the Districts' natural and cultural resources, heritage and environment valued by our residents, whilst enabling further development
- Reducing our impact on the environment and local communities by reducing energy use and the consumption of natural resources

- Managing road congestion and the adverse impacts of traffic whilst maintaining the transport network
- Preventing and mitigating the adverse impacts of national infrastructure, such as High Speed 2 and South East airport expansion, on the area

Safe communities

- Addressing the causes of crime and the related fear of crime
- Engaging with young people at risk of ASB or at risk of being victims of crime
- Encouraging, supporting and educating people to act to reduce their risk of becoming victims of crime

Health and wellbeing

- Addressing pockets of deprivation and health inequality
- Encouraging and supporting healthy lifestyles

- Improving public and community transport and enhancing sustainable access to goods and services, particularly in the rural areas
- Anticipating and meeting the needs of an ageing population
- Providing an environment for young people to enjoy, stay safe, be healthy, make a positive contribution and achieve economic wellbeing

Community involvement

- Enabling vibrant local communities where all citizens participate in decisions and are involved in the planning and delivery of responsive services
- Encouraging and supporting our residents to contribute towards the achievement of our shared vision
- Increasing the feeling of belonging to the community
- Promoting tolerance and understanding between generations and ethnic groups

Delivering the Vision for 2026

This Sustainable Community Strategy is the over-arching long-term plan for Chiltern and South Bucks. It is not a detailed action plan, but a framework to help partner organisations to take collective responsibility, work together and make the best use of resources to deliver the outcomes set out here. Delivering the vision to 2026 will require determined action by a range of public, private and voluntary sector bodies working in partnership at the neighbourhood, District and County level.

We will review this strategy regularly, to make sure that it continues to reflect local people's views and addresses new challenges as they emerge. As both areas' priorities develop and change, the action plans of the partnership and individual partners will change to reflect this.

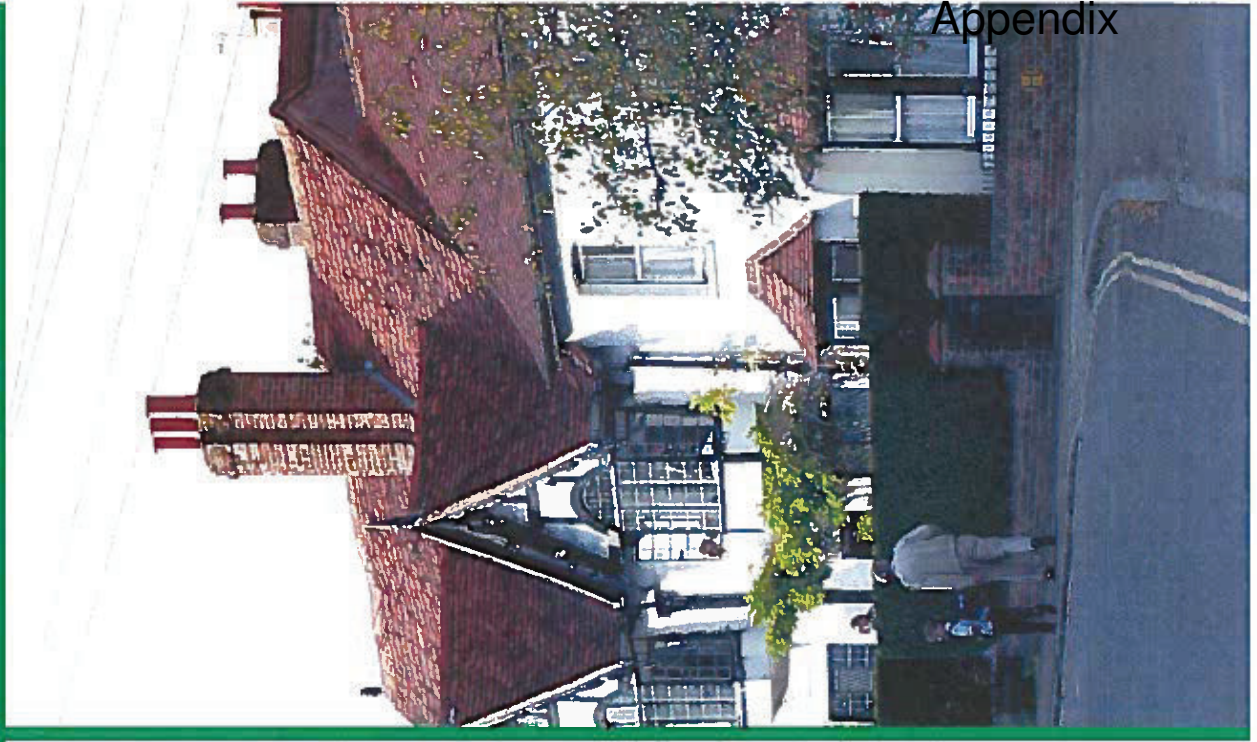
These action plans are set out in a variety of documents including:

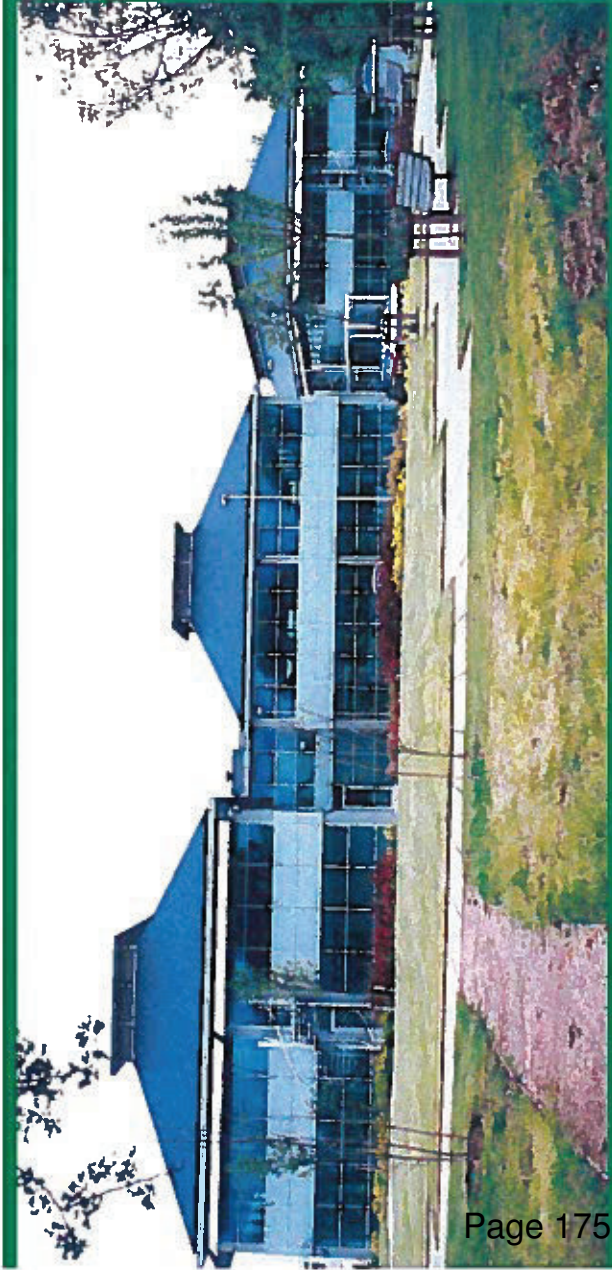
- Local Development Framework;
- Community Cohesion and Inequalities Strategy/Plan;
- Housing and Homelessness Strategies;
- Community Safety Partnership Plan;
- Healthy Communities Strategy.

In addition, a number of specific projects and activities will target geographic areas and/or groups. These projects and activities will be monitored to ensure they are making a positive difference to people's lives. For more information about the delivery of the vision visit our website at www.chiltern.gov.uk or www.southbucks.gov.uk

Link to Spatial Planning

The ambitions in this Strategy cannot be achieved without a direct link to the spatial plans for the areas. Spatial planning goes beyond traditional planning and takes a fresh approach to delivering sustainable development that reflects the views of local people and the distinctive character of individual locations. It is done through Local Development Frameworks at County and District level. Local Development Frameworks were introduced in 2004 and set out planning policy for each District and for the County overall to 2026. They are closely aligned to the family of Sustainable Community Strategies and these will work together to achieve our vision.





Themes and Outcomes

This Sustainable Community Strategy has five broad themes. These reflect the issues that you have told us matter most:

Thriving Economy



Sustainable Environment



Safe Communities



Health and Wellbeing



Cohesive and Strong Communities



For each theme we have identified key outcomes that will improve the quality of life in our Districts. Outcomes that are shown in bold type are shared aspirations across Buckinghamshire and will be found in the Sustainable Community Strategy for each District area and the County - making a 'family' of plans.

The outcomes in normal text show where the Chiltern and South Bucks Strategic Partnership need to focus locally. The five themes link and overlap. Therefore, taking action in relation to one theme will often have a positive effect on another theme. For example, tackling crime and anti-social behaviour (Safer Communities) makes the area safer and more attractive for business to invest in (Thriving Economy).



Cross - Cutting Themes

There are three cross-cutting themes which are central to the Sustainable Community Strategy. These are:

- Responding to demographic change
- Working together to achieve themes and outcomes
- Addressing inequalities
- Personal responsibility.

To meet the vision for 2026, these cross-cutting themes must be fully considered when developing action plans.

Responding to demographic change

The population of Buckinghamshire will increase due to the substantial growth in the north of the County and, at the same time, the demographics of the county will also alter significantly. The number of people in both Chiltern and South Bucks' population will remain roughly the same but the demographic make-up of our population will change considerably by 2026. In 2011, almost 20% of the population was over 65, higher than the national average, and by 2026, this group will increase by more than the national average increase, particularly the over 80's age group. We need to recognise and plan for these changes if we are to achieve the outcomes set out in this strategy.

Communities are expected to become more diverse with a larger black and minority ethnic community (BME). Already, South Bucks has a higher than average BME population at 15.7%, including the seventh highest concentration of those of Sikh religion and those of gypsy or traveller ethnicity. Whilst Chiltern is below the national average with 8.51% BME, there are pockets of ethnicities such as a large Pakistani community in Chesham. It is likely that ethnic minorities will continue to increase due to internal migration from Greater London and a trend for higher birth rates than average within several ethnic groups.

Working together to achieve the themes and outcomes

Together the partnership will promote the long term vision for improving the economic, environmental and social wellbeing in both districts.

Addressing inequalities

Tackling disadvantage is crucial if we are to achieve the outcomes set out in the strategy. Our approach must include targeted actions and ways of working which best address the inequalities experienced by different groups and communities.

Hidden within the general affluence of both areas, there are communities who face disadvantage and this can be overlooked. Many of our older residents are affluent, but those who live in poverty are more likely to experience poorer health. They are less able to spend money heating their homes and therefore have an increased risk of developing heart attacks, strokes and chest infections.

There are an estimated 1,500 (Chiltern) and 1,200 (South Bucks) children living in low income families. This can have long-term implications for health, education, employment opportunities and the chances of being involved in crime.

Personal responsibility

This is a strategy for the community and cannot be effectively delivered without the support and active involvement of residents. Important examples include improved health through active lifestyles, and creating a sustainable environment through reduced waste and carbon emissions. Please look at the section "What each one of us can do to make our area a better place" to see how you can help.

Thriving Economy



This theme addresses how to support the local economy including physical planning for the future, such as infrastructure, affordable housing, employment land (land used by business and industry for offices, warehousing and technology parks etc.) and town centres. The planning aspects are set out in the Local Development Framework and the economic aspects in the Bucks Thames Valley Local Enterprise Partnership's plan for Sustainable Economic Growth.

The local economy is currently made up of a large number of small and medium sized businesses and they need the support and infrastructure to help them flourish and survive recessions. Having recently experienced a global recession - which first touched the UK in 2007 when Northern Rock collapsed - followed by some years of no or low growth, it will be a challenge for the economy to adapt and change to generate growth, particularly as pressures on the national budget mean that government spending cuts are likely to continue in the foreseeable future. The high rate of young people not in education, employment or training in relation to other age groups, will need to be tackled to ensure they do not become permanently dependent on the State.

Changing demographics will result in fewer young people in the workforce, and businesses will need to become more flexible to adapt to changing working patterns and the needs of an older workforce. Employment opportunities will need to be created to match the skills of local people so that the need to commute is reduced. We must also address the need for people to take lower paid jobs, which is likely to increase demand for affordable housing - a particular challenge for Chiltern and South Bucks due to the high property prices.

With the high carbon footprint of both areas, it will be important to focus new development in sustainable locations to reduce reliance on cars and to encourage more people to live and work locally.

The Partnership recognises that Buckinghamshire presents unrivalled opportunities for business success and for its growing population. The challenge will be to realise this potential.

“Lifelong enterprise, the entrepreneurial heart of Britain”

Build Business, Enterprise and Innovation and Promote Global Competitiveness

Support a dynamic economy and encourage enterprise, including supporting business start-ups, working from home and the development of world class business centres

Participate in the exploitation of new technology and superfast broadband

Support the rural economy, including appropriate rural diversification and appropriate re-use of redundant farm buildings

Ensure local businesses and families know where to find support and advice, particularly when impacted by changes such as Welfare Reform, Government spending reviews and workplace-related legislation

Develop Skills and Employment for the Future

Improve the qualifications and skills of the workforce and residents, including young people approaching employment age, to reflect and support the changing needs of the local economy

Work together to minimise numbers of young people not in education, employment or training (NEETS)

Increase Affordable Housing

Support the delivery of more affordable housing of a type that meets the needs of local people entering the housing market, families with specialist needs and an ageing population

Support Strategic Infrastructure requirements

Maximise efficient use of employment land/floor space, maintain employment sites where possible and seek increased employment floor space where needed

Encourage the appropriate development of facilities to support the community, seeking to meet community needs whilst being sensitive to the environment

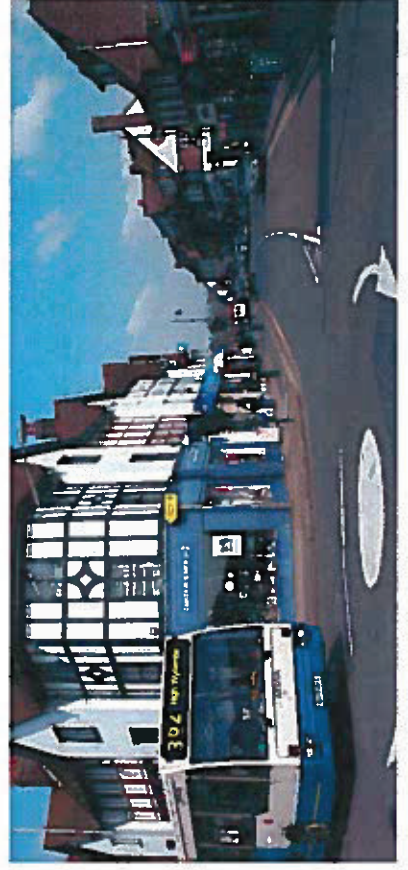
Seek to ensure that development is served by sufficient and appropriate infrastructure

Improve the vitality and viability of high streets and town and village centres and ensure that essential services are maintained

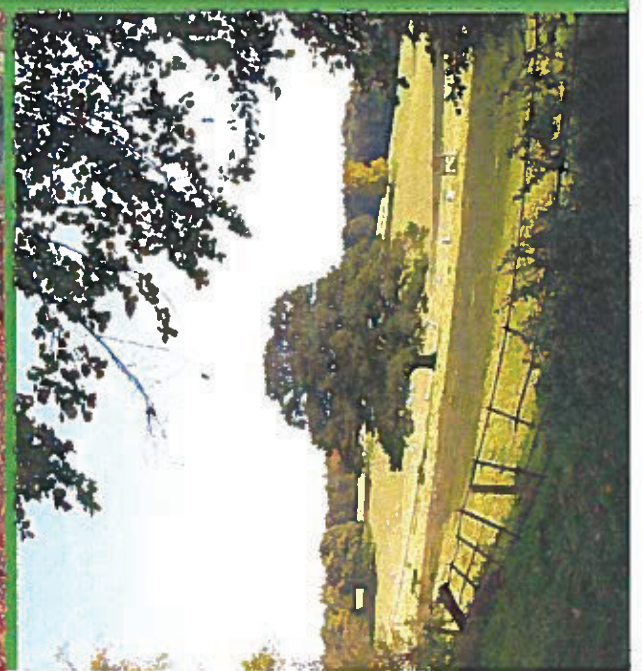
Improve transport connections to local employment centres in a sustainable way and encourage home working opportunities

Promote Investment in Buckinghamshire

Maintain and enhance the Districts’ assets critical to attracting inward investment such as attractive small settlements set within a high quality landscape and high educational achievement.



Sustainable Environment



This theme addresses sustainable development alongside the conservation and enhancement of open spaces. It includes: tackling climate change; flood risk; biodiversity; traffic congestion; pollution; energy and waste management. The Local Development Framework tackles this theme from a planning perspective. The Community Safety Partnership tackles crime and anti-social behaviour which impact on the environment.

A key challenge is to maintain the high quality landscapes which cover much of our areas and make a large contribution to their character and the good quality of life enjoyed by residents. Inappropriate development could adversely affect both the enjoyment of these areas and the species of plants, animals and systems supported by them. New development must meet local needs in a way that makes a positive contribution to the local area's character and sense of place. It will need to be in the most sustainable locations, close to local services and employment. This will help to reduce the need to travel, enable more environmentally friendly ways to travel and reduce carbon emissions. New and existing development needs

to be energy efficient and residents must be encouraged to be more energy efficient to minimise their impact on the environment.

The biggest threats to this theme are currently the ambitious national infrastructure proposals for aviation expansion in the South East and High Speed Rail, both of which are likely to have major adverse impacts on the area. With both districts forming a gateway to northwest London, added pressures for new roads and existing road widening are also likely.



“Protecting our heritage, protecting our future”

Tackle Climate Change

Reduce energy use and carbon emissions across the Districts, including promoting the use of alternative fuels and forms of transport, improving the energy efficiency of buildings and reducing consumption.

Adapt to the effects of climate change, including managing flood risks, and mitigate against the causes

Enhance and Protect the Local Environment

Safeguard our green belt and avoid inappropriate development
 Mitigate the impacts of national development and developments outside of the Districts, such as High Speed Rail 2, the expansion of airports and the planned increase in housing in the north of the county

Protect and enhance the natural and built environment, in particular the Special Area of Conservation (SAC), the Area of Outstanding Natural Beauty (AONB) and our cultural, leisure and historical assets, promoting biodiversity

Keep public places clean, tidy and litter free, working together to tackle fly-tipping

Minimise the effects of pollution of all kinds

Reduce Waste, Re-use Resources and Recycle

Minimise waste by reducing usage, reusing and recycling as much as possible

Efficiently Manage and Maintain the Transport Network

Improve the conditions of our roads and pavements

Encourage more sustainable forms of transport to reduce the environmental impact, and increase travel choices to help reduce congestion





Safe Communities



This theme addresses crime and safety issues, including tackling the harms caused by drugs and alcohol. Priorities to make the Districts safer are identified by the Community Safety Partnerships and outlined in their plans and strategies.

Residents tell us that a low level of crime is one of the most important factors in making somewhere a good place to live. Chiltern and South Bucks are comparatively safe places to live but the fear of crime is greater than the actual crime levels. This will need to be addressed alongside tackling the root causes of crime. Close partnership working with neighbouring authorities continues to offer support to offenders who commit crime in Chiltern and particularly in South Bucks, which has been shown to reduce re-offending.

Addressing anti-social behaviour, including speeding and parking, is a top priority for several Neighbourhood Action Groups. To do this, more youth facilities are needed together with community projects that develop closer links between residents of different age groups. As the fear of crime is greater than crime rates suggest it should be, more positive reporting on crime issues needs to be encouraged in the local media, particularly in relation to young people.



“Being safe, feeling safe”

Reduce Crime, including Anti-Social Behaviour

Reduce serious acquisitive crime, violent crime, domestic violence and hate crime in our communities

Reduce the incidence and impact of anti-social behaviour in our community

Continue to tackle the root causes of crime including working across borders to reduce offenders travelling into the districts from other areas

Reduce Fear of Crime

Increase public confidence by ensuring residents know what is being done and what they can do to reduce crime and disorder, including via responsible reporting in the local media

In partnership with local residents and businesses, clean up the environmental impacts of crime, such as graffiti

Empower local people to reduce their risk of becoming a victim and encourage community involvement, e.g. via Neighbourhood Watch / Community Messaging and self-help

Reduce the Harms Caused by Alcohol and Drugs

Reduce the harm that drug and alcohol misuse causes within our communities

Improve the Safety of Local People

Take action to safeguard vulnerable adults and young people

Improve road safety to reduce the risk of death or serious injury from transport incidents, including speeding

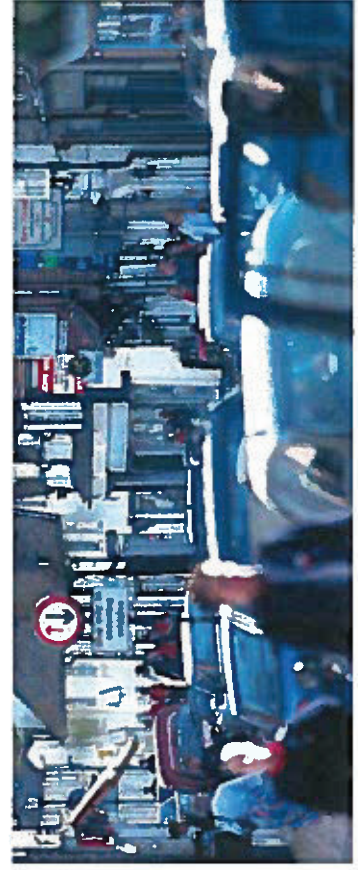
Reduce the risk of death or injury from fire and promote fire safety awareness, prioritising identified “at risk” groups

Safe Development

Design developments to minimise opportunities for crime and anti-social behaviours

Sustain Local Resilience to Violent Extremism

Build strong community links between different ethnic groups including through education, business, leisure and community groups



Health and Wellbeing



This theme addresses the general health of the community, in particular: health inequalities; healthy lifestyles including leisure and recreational activities; social care; transport and homelessness. The Health and Wellbeing Board help to deliver this theme.

A key challenge for health and wellbeing is to ensure that the benefits of good health are shared equally. Health inequalities must be addressed to improve people's health and reduce the gap in life-expectancy between our most and least disadvantaged communities.

Community transport needs to be available for those who are less mobile or without access to a car, to enable them to access the support and healthcare services they need.

It will also be important to extend the reach and comprehensiveness of health services, with a focus on self-help and prevention to educate residents to lead healthier lifestyles. Areas of concern include obesity particularly among the young, binge drinking, poor diet and inactive lifestyles.

With an increasing number of elderly residents, plans need to be in place for the future as to how best to care for the elderly and vulnerable people in our society, including how to maintain their independence to live full and active lives.



“Healthier, happier and longer lives”

Promote Healthy Lifestyles
 Reduce obesity across all ages
 Improve adult wellbeing, including mental health
 Reduce the number of smokers
 Reduce the number of people drinking every evening
 Maintain health and safety standards in schools, workplaces and food outlets

Reduce Health Inequalities
 Improve health outcomes for people in the lowest 20% of household incomes, by promoting ill-health prevention and self-care
 Reduce fuel poverty, particularly for the elderly
 Reduce the prevalence of heart disease, diabetes and stroke in the most ‘at risk’ groups

Improve the Quality of Life for an Ageing Population
 Help older people stay in their homes for longer
 Secure the provision of more purpose built accommodation and supporting care services to enable the elderly to stay independent for longer; forecasting needs and phasing in further provision to 2026
 Improve support for carers
 Encourage the elderly to improve their health and wellbeing through physical activity and socialising
 Promote IT skills for older people to enable them to access self-help and shop online

Improve the Quality of Life for Children and Young People
 Promote healthy activities for young people to help them get/stay fit
 Close the educational attainment gap between the most advantaged and disadvantaged young people
 Encourage and enable children and young people to participate in decision making and to realise their potential

Reduce Homelessness
 Work more closely with relevant agencies to support those at risk of homelessness and to improve the health outcomes of those who are homeless
 Find the right accommodation for those with special needs

Well Connected Communities
 Improve the transport network and access to health and leisure services, particularly for rural areas and hard to reach groups
 Improve connectivity by improving parking and encouraging the development of community car schemes and demand-led transport
 Work with parishes, towns and communities to seek to develop locally tailored and delivered services and to reduce social isolation, particularly in rural areas

Cohesive and Strong Communities

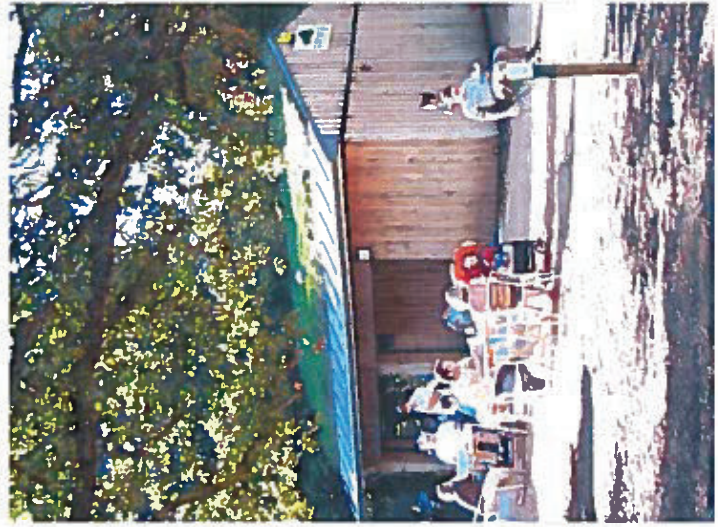


This theme addresses the “glue” which holds the community together – the sense of belonging, community involvement and active citizenship. This theme is led by the Cohesion and Inequalities Forum in South Bucks and Chiltern’s Community Cohesion Plan.

The communities in Chiltern and South Bucks will change considerably by 2026. We expect an older population with a significant proportion of over 65s, fewer people aged 20 - 64, and more diverse communities with a larger black and minority ethnic community and more migrant workers. It is important that we plan for these changes to promote inclusion for all and avoid tensions developing.

Welfare reform and the likelihood of continuing government spending cuts will have an impact and those affected, together with vulnerable people and people with special needs, will need support. Whilst there is already a comparatively high level of volunteering in both areas, this is likely to become increasingly needed to help make a real difference to people’s lives.

The Localism Act 2011 will facilitate the ability of local people to have a greater say in their communities, for instance enabling them to retain shops and community services in towns and villages, such as post offices, halls and libraries, so that they can continue to provide a local focus for community life and essential services.



“Strong, confident and active communities”

Sustain and Grow a Thriving Voluntary and Community Sector

Support a thriving community and voluntary sector to enable active and cohesive communities through:

- Developing responsive activities and services that support the needs of all the community and encourage those who need it to access support
- Supporting, encouraging and enabling community participation and volunteering

Increase the Confidence of Communities

Encourage and support communities, including young people, to have their say in decision-making and to find local solutions to community issues, including using their powers under the Localism Act 2011

Work together to respond to community tensions and promote positive good news stories around cohesion and equalities in the area

Help All Communities Get On Well Together

Improve support for good relations within and between communities, including new ethnic groups as the nature of migration changes

Monitor funding cuts and changes in service provision to minimise the possible adverse impact on cohesion and inequalities.

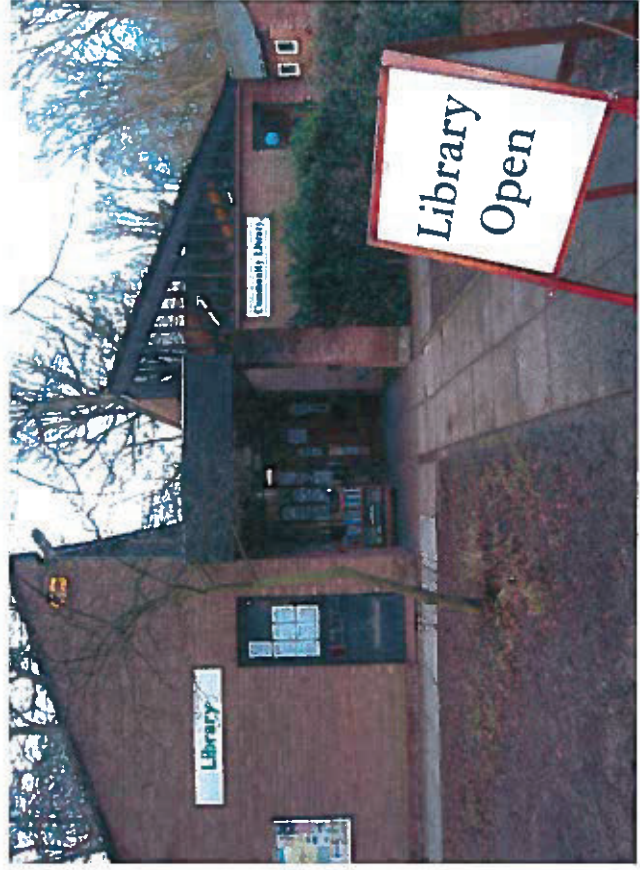
Reduce Levels of Disadvantage

Work towards reducing inequalities due to difficulties in accessing services

Reduce social isolation particularly for younger and older people, and those in rural areas

Ensure information about all services (statutory, community and voluntary) is well publicised and encourage those who need it to access support

Work with those affected by Welfare reforms and changes to Universal Credit to manage the impacts on their lives



Chiltern and South Bucks in 2013

What each of us can do to make Chiltern and South Bucks better places

We all have a part to play in making Chiltern and South Bucks a place we identify with and feel proud of.

We recognise that people have rights and responsibilities. Our Partnerships will respect and promote these rights, while at the same time encouraging personal responsibility. It is essential for individuals and communities to take positive action if our shared vision is to become a reality, as many improvements will require a combination of partnership work and individual lifestyle changes.

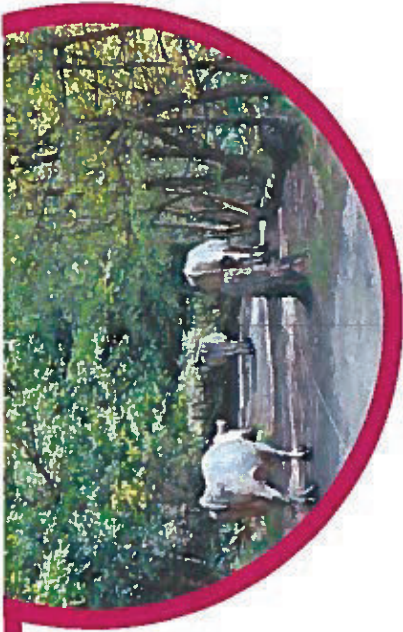
All the Buckinghamshire Local Strategic Partnerships are actively encouraging everyone in their areas to do something to help themselves and their local community, as this will directly help to achieve the outcomes in this Sustainable Community Strategy. The following examples of individual actions would, if carried out by many people, make a significant contribution.



Could you do at least one new activity from the list to help?

- Take simple crime and fire prevention measures by locking doors and windows, fitting alarms, removing valuables from cars and security marking property
- Join Neighbourhood Watch or other local watch schemes
- Fit smoke alarms and regularly check the batteries to make sure the alarms are working
- Adopt a healthy lifestyle by eating healthily, reducing smoking and drinking sensibly to improve physical and mental wellbeing
- Try to get at least half an hour of moderate exercise five times a week
- Recycle as much household waste as possible and try to save energy around your home
- Look out for neighbours, especially if they are elderly or frail
- Join a local group or charity as a volunteer (ask a local volunteer centre for information)
- Vote in elections and take part in local democracy
- Support local shops, producers and businesses
- Learn a new skill for work or pleasure
- Walk, cycle or take public transport wherever possible
- Help to keep your community clean and tidy.

This list is not comprehensive and we encourage individuals and communities to add their own ideas to suit their particular needs.





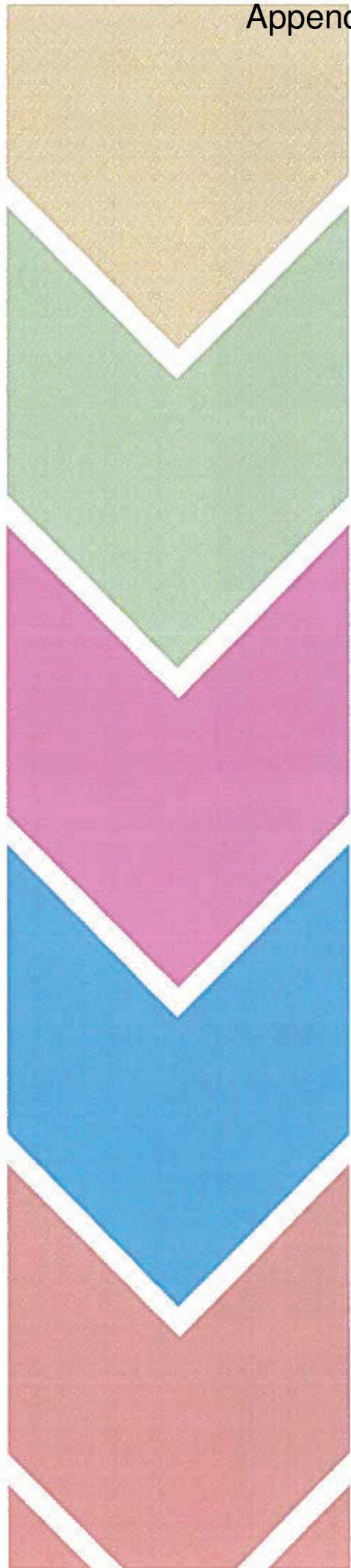
For more information on the Chiltern and South Bucks Strategic Partnership please follow the links below:
www.chiltern.gov.uk/chilternpartnership or www.southbucks.gov.uk/council_democracy/south_bucks_partnership.aspx

Here you will find regular updates on our progress and be able to track the difference we are making to the lives of all who live and work here.

For regular news on issues affecting the County-level Bucks Strategic Partnership, visit their website:
www.buckinghamshirepartnership.gov.uk/partnership/BSP/implementationgroup.page

The Chiltern and South Bucks Strategic Partnership includes representatives from:

- All Parish/Town Councils
- Action4Youth
- Amersham and Wycombe College
- Arqiva
- Bucks Business First
- Bucks Fire and Rescue
- Chiltern Clinical Commissioning Group
- Chiltern Revitalisation Groups - contact is David Gardner at CDC
- Citizens Advice Bureau - will alternate attendance, Liz Wright at Chiltern offices, Marion Seneschall at South Bucks offices
- Community Impact Bucks
- County Council
- District Council
- Faith and cultural communities
- Federation of Small Businesses - Chiltern
- Leisure Centres (GLL)
- L and Q London Housing Association - Chief Executive
- Paradigm Housing
- Thames Valley Chamber of Commerce - South Bucks
- Thames Valley Police



Background Papers, if any, are specified at the end of the Report

Quarterly performance indicator report (Q1 2013-2014)

Contact Officer: Aisha Bi (01494 586505), Rachel Prance (01494 732903)

RECOMMENDATIONS**1. Cabinet is asked to note the performance report.****Relationship to Council Objectives**

Performance Management helps to ensure that performance targets set through the service planning process are met and any dips in performance are identified and resolved in a timely manner. This report links to all of the Council's objectives listed below

Objective 1 - Efficient and effective customer focused services

Objective 2 - Safe, healthy and cohesive communities

Objective 3 - Conserve the environment and promote sustainability

Implications

(i) This matter is not a Key Decision within the Forward Plan.

(ii) This matter is within the Policy and Budgetary Framework.

Financial Implications

None identified

Risk Management Implications

This report is to support the Council in identifying and addressing performance issues.

Equalities Implications

None identified

Sustainability Implications

There are no direct sustainability implications, monitoring of performance indicators such as planning permission, and recycling rates all help to support the principles of sustainability.

Report

1. *Purpose of this Report*

- 1.1 The purpose of this report is to outline the performance of Council services against national and local indicators and key objectives during April to June 2013.
- 1.2 A detailed performance table accompanies this report.
 - **Appendix A - Quarterly performance indicator report (Q1 2013-2014)** provides an update on all the Council's indicators.

2. *Key Points*

- 2.1 There are 52 performance indicators (PIs) that are monitored on a quarterly basis. Of these 52 PIs 36 were on or above target, 5 PIs were slightly below target and 9 PIs were off target. Unknown PIs are data only PIs which do not have targets set for them. This means overall the majority of quarterly PIs were on or above target

Health and Housing

- 2.2 5 of the 9 PIs which were off target by 20% or more were PIs for Health and Housing. These PIs are listed below:
 - 2.2.1 There was a 49.2% increase in the number of burglaries from dwellings; we did not achieve the target of a 2% reduction this quarter. The increase equates to 29 more burglaries. The increase in burglaries was largely due to a few core offenders who are now under control and the number of burglaries is now back to levels we would expect at this time of year.
 - 2.2.2 No households received heating and insulation improvements this year. This is well below the quarterly target of 12.5. This PI is now redundant as the current delivery of insulation measures through Warmfront. United Sustainable Energy Agency (USEA) has ceased with the ending of the government subsidy and the move to the Green Deal. We are currently working with partners to register the Green Deal Together company that will deliver across the Thames Valley area.
 - 2.2.3 6 clients directly accessed the private rented sector through local authority partnership schemes. This is below the target for this quarter of 11.25. One of the reasons for such low figures for this quarter is the indication that some landlords are selling rather than re-letting when a tenancy ends. This is being monitored to see if it will develop into a long term trend.
 - 2.2.4 There were no newly built affordable houses completed in this quarter. We were unable to achieve our target of 8.5.
 - 2.2.5 The last PI for Health and Housing which was off target by 20% or more was for the number of affordable houses delivered this quarter. Unfortunately we did not deliver any affordable houses and did not achieve our target of 6 houses.
- 2.3 The remaining 4 PIs for Housing were on or above target. The average length of stay in bed and breakfast accommodation was 5 weeks which was just on target. It has been noted that the average length of stay was inflated by one placement of 88 nights. 31 cases of homelessness were prevented this quarter which is above the target of 28 cases. There were only 17 households

living in temporary accommodation at the end of the quarter this was below the target of 22. Lastly 157 clients have been placed in private rented sector accommodation via the Council's Rent Deposit Guarantee Scheme although this is lower when compared to the same period last year (175) it is still above target.

- 2.4 All the quarterly PIs for strategic environment and environmental health are on or above target. 98.5% of licensing applications were completed online this quarter above the quarterly target of 95%. 92% of food premises are broadly compliant just above the target of 91 for quarter 1. 100% of all Category A health and safety inspections undertaken when due, which is well above the target of 25%.

Sustainable Development

- 2.5 The majority of PIs within Sustainable Development were on or above target for this quarter including all 3 Building Control PIs. As well as Planning PIs for the percentage of decisions delegated to officers, the number of planning appeals allowed, and the number of major, minor and other planning applications processed within 8 week

- 2.6 Unfortunately the following two planning PIs were off target.

2.6.1 The quarterly target to grant planning permission for at least 36 dwellings per quarter was not achieved this quarter. Planning permission was only granted for 18 dwellings including a new flat shown in a related planning application to be created above a shop as "permitted development" and a dwelling granted a Certificate of Lawfulness. It should be noted that the change of use of a Class B1(a) office to residential has become 'permitted development'. If following the notification process no objections are raised, they have the potential to provide 12 new dwellings and will be recorded as such against this indicator in future quarters. However, they involve the loss of 1,100 square metres of office floor space, this floor space equates to the loss of around 100 jobs.

2.6.2 None of the 17 dwellings permitted planning permission between April 2013 and June 2013 were affordable. As no schemes of 5 or more dwelling were permitted we did not secure any on-site affordable housing. However, on 10 of the 'small' housing schemes of less than 5 dwellings financial payments totalling £252,594 will have to be made to the Council if development takes place.

Environment

- 2.7 We were off target for the amount of household waste recycled in Chiltern for the first quarter of 2013/14. 2,311 tonnes which equates to 30.17% was recycled. This was below our target of 2,625 tonnes (33%).

- 2.8 We managed to send 42.6% of household waste within Chiltern to be recycled, reused or turned into compost however this was lower than the target of 58% that was set for this quarter. We expect this to increase over the next quarter as we start to see the benefits of the new joint waste collection service which was implemented in July.

- 2.9 Environment PIs which met or exceeded their quarterly target included the amount of household waste collected per head this quarter; which is lower when compared to the same period last year. We were also well below target for the number of waste and recycling collections missed.





- 2.10 The joint waste customer services team are currently receiving extremely high levels of calls from residents of both Chiltern and Wycombe. 66.6% of calls to the Customer Service team were answered within 20 seconds. This was well above the target of 60% for this quarter. Only 6.4% of calls were left unanswered or abandoned; which was below the set target of 10%. As residents become more familiar with the new waste collection service we expect the volume of calls to decrease. This will mean a lower level of calls will be unanswered or abandoned.



Customer Services (Revenues and Benefits)




- 2.11 21.01% of Council Tax was collected this quarter which was just below the set target of 24.75%. The remaining Customer Services PIs were on or above target such as the average speed of processing change of circumstances for Housing Benefit and Council Tax Benefit was 3.4 days, which was quicker than the target of 5 days. The speed of processing a new application for Housing Benefit or Council Tax Benefit was 13.4 days well below the target of 18 days.


Background papers: (if any)

Appendix A - Chiltern Performance Report Q1 2013-14

Key -  = Exceeded it,  = Within target,  = Missed it,  = Unknown

Business support (ICT)										
Status	PI Code & Name	2010/11	2011/12		2012/13		Q1 2013/14			Responsible Officer
		Value	Value	Target	Value	Target	Value	Target	Note	
	RES 10 Availability of ICT systems to staff from 8am to 6pm	99.50%	99.60%	99%	99.90%	99%	99.90%	99%		Sim Dixon
	RES 9 Percentage of calls to ICT helpdesk resolved within agreed timescales	94%	92.90%	95%	91.50%	95%	88.40%	95%		Sim Dixon









Chief Executive (Personnel)										
Status	PI Code & Name	2010/11	2011/12		2012/13		Q1 2013/14			Responsible Officer
		Value	Value	Target	Value	Target	Value	Target	Note	
	CEX BV12 Working Days Lost Due to Sickness Absence (By period Quarterly)	7.96	10.47	7.5	5.66	8	1.81	1.95	Helen, Parry 25 Jul 2013 An increase in sickness absence this quarter due to 6 staff requiring hospital treatment/operations.	Judy Benson
	CEX BV16a Percentage of Employees with a Disability (Annual)	3.67%	4.58%	3.00%	5.46%	3.00%	Not measured for Quarters			Judy Benson
	CEX BV17a Ethnic Minority representation in the workforce - employees (Annual)	3.20%	4.60%	3.40%	5.90%	3.60%	Not measured for Quarters			Judy Benson

Community										
Status	PI Code & Name	2010/11	2011/12		2012/13		Q1 2013/14			Responsible Officer
		Value	Value	Target	Value	Target	Value	Target	Note	
	SER 45 Total number of users at all leisure centres (By period quarterly)	810,948	829,950	820,000	876,129	830,000	211,622	210,000	Paul Nanji 13 Aug 2013 Strong quarter with an addition 7,000 visits when compared to last year	Lynn Trigwell

Customer channels										
Status	PI Code & Name	2010/11	2011/12		2012/13		Q1 2013/14			Responsible Officer
		Value	Value	Target	Value	Target	Value	Target	Note	
?	CEx 10 Number of unique visitors to the main website (monthly by period, quarterly and annual)	260799	263956	Not Set	309642	Not Set	114900	Not Set		Dominic James


Customer Services (Revenues and Benefits)										
Status	PI Code & Name	2010/11	2011/12		2012/13		Q1 2013/14			Responsible Officer
		Value	Value	Target	Value	Target	Value	Target	Note	
✓	RES BV10 Percentage of Non-domestic Rates Collected (Cumulative Quarterly)	98.44%	98.10%	99.00%	97.50%	99.00%	25.15%	24.50%		Nicola Ellis
✓	RES BV76d Housing Benefits Security number of prosecutions & sanctions (Annual)	33	38	30	31	30	Not measured for Quarters			Nicola Ellis
✓	RES BV78a Speed of processing - new HB/CTB claims (By period quarterly)	15.6	12.3	20	14.6	20	13.4	18		Nicola Ellis
✓	RES BV78b Speed of processing - changes of circumstances for HB/CTB claims (By period Quarterly)	4.4	4.3	5	3.4	5	3.4	5		Nicola Ellis
✗	RES BV79b(i) Percentage of Recoverable Overpayments Recovered (HB) that are recovered during period (Annual)	85.45%	85.70%	80.00%	54.41%	80.00%	Not measured for Quarters			Nicola Ellis
□	RES BV9 % of Council Tax collected (Cumulative Quarterly)	99.21%	99.20%	99.00%	99.30%	99.00%	21.01%	24.75%		Nicola Ellis


Environment										
Status	PI Code & Name	2010/11	2011/12		2012/13		Q1 2013/14			Responsible Officer
		Value	Value	Target	Value	Target	Value	Target	Note	
□	SER BV82a(i) % of Household Waste Recycled (By period quarterly)	30.06%	28.69%	30.00%	28.08%	33.00%	30.17%	33.00%		Kitran Eastman; Chris Marchant; Rebecca Petherick; Steve Westbrooke

Status	PI Code & Name	2010/11	2011/12		2012/13		Q1 2013/14		Responsible Officer	
		Value	Value	Target	Value	Target	Value	Target		Note
	SER BV82a(ii) Tonnes of Household Waste Recycled (By period quarterly)	9938.85	9274.74	10000	8910.75	10500	2,311	2,625	Kitran Eastman; Chris Marchant; Rebecca Petherick; Steve Westbrooke	
	SER BV82b(i) % of Household Waste Composted (By period quarterly)	16.97%	18.74%	17.00%	17.36%	17.00%	12.45%	25.00%	Kitran Eastman; Chris Marchant; Rebecca Petherick; Steve Westbrooke	
	SER BV82b(ii) Tonnes of household waste composted (By period quarterly)	5634.59	6132.29	5600	5509.81	6000	945	1,500	Kitran Eastman; Chris Marchant; Rebecca Petherick; Steve Westbrooke	
	SER BV84a Household waste collected per head, in kilos (By period quarterly)	364.2	358.4	370	342.4	370	82.4	87.5	Kitran Eastman; Chris Marchant; Rebecca Petherick; Steve Westbrooke	
	SER JWS 10 Percentage of fly-tippings removed within 2 working days	N/A	N/A	N/A	N/A	N/A	TBC	90%	Kitran Eastman 31 Aug 2013 Figures not yet available issue with Contender software.	Kitran Eastman; Chris Marchant; Rebecca Petherick; Steve Westbrooke
	SER JWS 11 Joint Waste Service Customer Service call abandonments Rate	N/A	N/A	N/A	N/A	N/A	6.4%	10%	Kitran Eastman; Chris Marchant; Rebecca Petherick; Steve Westbrooke	
	SER JWS 12 Joint Waste Service Customer Service Calls answered within in 20 seconds	N/A	N/A	N/A	N/A	N/A	66.6%	60%	Kitran Eastman; Chris Marchant; Rebecca Petherick; Steve Westbrooke	
	SER JWS 8 Number of waste and recycling collections missed	N/A	N/A	N/A	N/A	N/A	1,361	5,000	Kitran Eastman; Chris Marchant; Rebecca Petherick; Steve Westbrooke	

Status	PI Code & Name	2010/11	2011/12		2012/13		Q1 2013/14			Responsible Officer
		Value	Value	Target	Value	Target	Value	Target	Note	
<input checked="" type="checkbox"/>	SER NI 191 Residual household waste kg per household (Annual)	457	447	480	442.52	460	Not measured for Quarters			Kitran Eastman; Chris Marchant; Rebecca Petherick; Steve Westbrooke
<input checked="" type="checkbox"/>	SER NI 192 Percentage of household waste sent for reuse, recycling and composting (quarterly By period)	47.04%	47.18%	50.00%	46.10%	50.00%	42.6%	58.00%		Kitran Eastman; Chris Marchant; Rebecca Petherick; Steve Westbrooke
<input checked="" type="checkbox"/>	SER NI 195a Improved street and environmental cleanliness - Litter	2%	3%	6%	1%	6%	TBC	4%	Kitran Eastman 31 Aug 2013 Figures not yet available as the report is done by thirds and not quarters.	Kitran Eastman; Chris Marchant; Rebecca Petherick; Steve Westbrooke
<input checked="" type="checkbox"/>	SER NI 195b Improved street and environmental cleanliness - Detritus (quarterly)	6%	6%	18%	9%	10%	TBC	16%	Kitran Eastman 31 Aug 2013 Figures not yet available as the report is done by thirds and not quarters.	Kitran Eastman; Chris Marchant; Rebecca Petherick; Steve Westbrooke
<input checked="" type="checkbox"/>	SER NI 195c Improved street and environmental cleanliness - Graffiti (quarterly)	0%	0%	0%	0%	0%	TBC	0%	Kitran Eastman 31 Aug 2013 Figures not yet available as the report is done by thirds and not quarters.	Kitran Eastman; Chris Marchant; Rebecca Petherick; Steve Westbrooke
<input checked="" type="checkbox"/>	SER NI 195d Improved street and environmental cleanliness - Fly-posting (quarterly)	0%	0%	0%	0%	0%	TBC	0%	Kitran Eastman 31 Aug 2013 Figures not yet available as the report is done by thirds and not quarters.	Kitran Eastman; Chris Marchant; Rebecca Petherick; Steve Westbrooke

Financial Services										
Status	PI Code & Name	2010/11	2011/12		2012/13		Q1 2013/14			Responsible Officer
		Value	Value	Target	Value	Target	Value	Target	Note	
<input type="checkbox"/>	RES F1 Percentage of small businesses paid within 10 days (By period quarterly)	77	84	90	83.3	90	TBC	90	Rodney Fincham 31 Jul 2013 Figures not yet available	Rodney Fincham

Health and Housing (Community Safety)										
Status	PI Code & Name	2010/11	2011/12		2012/13		Q1 2013/14			Responsible Officer
		Value	Value	Target	Value	Target	Value	Target	Note	
	SER BFD Percentage reduction in burglaries from dwellings [from 2011/12 baseline 317] [quarterly]	N/A	N/A	N/A	6.3	5	-49.2	2	Aisha, Bi 18 Jul 2013 Unfortunately we have seen an increase in burglary dwelling in the first quarter compared to last year. The increase equates to 29 more burglaries.	
	SER VIO Percentage reduction in violent offences against a person [from 2011/12 baseline 672] (quarterly)	N/A	N/A	N/A	-0.9	5	8.8	2	Katie Galvin; Martin Holt; Paul Nanji	

Health and Housing (Strategic Environment)										
Status	PI Code & Name	2010/11	2011/12		2012/13		Q1 2013/14			Responsible Officer
		Value	Value	Target	Value	Target	Value	Target	Note	
	SER 1 Percentage of all licensing applications which are completed online (quarterly)	33%	92%	Not Set	92%	95%	98.5%	95%	Martin Holt	
	SER BV217 Pollution Control Improvements Completed On-time (Annual)	100%	100%	100%	100%	100%	Not measured for Quarters			Martin Holt
	SER NI 185 Cumulative CO2 reduction from local authority operations from base year of 2008/09 (annual)	18.00%	21.00%	1.30%	27.00%	1.30%	Not measured for Quarters			Martin Holt
	SER NI 188 Planning to Adapt to Climate Change (5 levels of performance 0=low 5=high) (Annual)	2	2	2	3	2	Not measured for Quarters			Martin Holt

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Health and Housing (Environmental Health)										
Status	PI Code & Name	2010/11	2011/12		2012/13		Q1 2013/14			Responsible Officer
		Value	Value	Target	Value	Target	Value	Target	Note	
<input checked="" type="checkbox"/>	SER 10 Percentage of food premises that are broadly compliant (quarterly)	N/A	N/A	N/A	92	91	92	91		Martin Holt
<input checked="" type="checkbox"/>	SER 8 Percentage of all category A [high risk] health and safety inspections undertaken when due (Cumulative quarterly)	N/A	N/A	N/A	100%	100%	100%	25%		Martin Holt

Health and Housing (Housing)										
Status	PI Code & Name	2010/11	2011/12		2012/13		Q1 2013/14			Responsible Officer
		Value	Value	Target	Value	Target	Value	Target	Note	
<input checked="" type="checkbox"/>	SER 006 Reduce fuel poverty: Number of households receiving heating and insulation improvements per year (By period quarterly)	394	233	200	19	150	0	12.5	Martin, Holt 29 Jul 2013 this indicator is no longer valid as the current delivery of insulation measures through Warmfront, USEA has ceased with the ending of the government subsidy and the move to the Green Deal. CDC is currently working with partners to register the Green Deal Together company that will deliver across the Thames Valley area.	Martin Holt
<input checked="" type="checkbox"/>	SER 007 Number of clients directly accessing the private rented sector through local authority partnership schemes (By period quarterly)	56	52	45	45	45	6	11.25	Michael, Veryard 12 Jul 2013 Number is below target for quarter 1. There are indications that some landlords are selling rather than re-letting when a tenancy ends. We are monitoring the position to see if this is a longer term trend.	Martin Holt
<input checked="" type="checkbox"/>	SER 24 Number of newly built affordable homes completed (gross) (Cumulative quarterly)	46	29	33	102	33	0	8.25	Michael, Veryard 12 Jul 2013 No new schemes completed in Quarter 1.	Martin Holt
<input checked="" type="checkbox"/>	SER 30 Average length of stay in bed and breakfast accommodation (weeks) (By period quarterly)	1.06	2.3	3	2.5	4	5	5	Michael, Veryard 12 Jul 2013 During Q1, 4 B & B placements came to an end with a combined stay of 153 nights. Average stay was inflated by one placement of 88 nights.	Martin Holt

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Appendix

Status	PI Code & Name	2010/11	2011/12		2012/13		Q1 2013/14			Responsible Officer
		Value	Value	Target	Value	Target	Value	Target	Note	
<input checked="" type="checkbox"/>	SER 62 The number of properties with rent deposit guarantee scheme (snapshot quarterly)	200	177	120	167	120	157	120		Martin Holt
<input checked="" type="checkbox"/>	SER BV213 Preventing Homelessness - number of cases of homelessness prevented (actual number quarterly)	126	151	110	144	110	31	28		Martin Holt
<input type="checkbox"/>	SER BV64 No of private sector vacant dwellings that are returned into occupation or demolished (Annual)	92	86	90	77	90	Not measured for Quarters			Martin Holt
<input checked="" type="checkbox"/>	SER NI 155 Number of affordable homes delivered (gross) (By period quarterly)	46	29	29	102	25	0	6		Martin Holt
<input checked="" type="checkbox"/>	SER NI 156 Number of households living in temporary accommodation (Snapshot at the end of the quarter)	18	18	22	24	22	17	22		Martin Holt

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Legal and Democratic Services (Democratic Services)										
Status	PI Code & Name	2010/11	2011/12		2012/13		Q1 2013/14			Responsible Officer
		Value	Value	Target	Value	Target	Value	Target	Note	
<input checked="" type="checkbox"/>	CEx 8 The percentage response to the annual canvas (Annual)	92.43%	93.98%	94%	96.11%	94%	Not measured for Quarters			Alan Goodrum

Legal and Democratic Services (Legal)										
Status	PI Code & Name	2010/11	2011/12		2012/13		Q1 2013/14			Responsible Officer
		Value	Value	Target	Value	Target	Value	Target	Note	
✓	RES 11 Percentage of enforcement notices issued within six weeks of the date of the Planning Committee at which action was authorised or within three weeks of the receipt of full instructions from the Planning Department, whichever is later (By period Quarterly)	100%	100%	100%	100%	100%	100%	100%		Joanna Swift
✓	RES 13a Percentage of standard searches carried out within five working days (By period Quarterly)	100%	100%	100%	95%	100%	100%	100%		Joanna Swift
✓	RES 13b Percentage of standard searches carried out within three working days (By period Quarterly)	100%	100%	90%	84%	90%	94%	90%		Joanna Swift
✓	RES 17 To prepare, make and serve Tree Preservation Orders within five working days of receipt of written or electronic instructions (By period quarterly)	100%	100%	100%	100%	100%	100%	100%		Joanna Swift
✓	RES 18 Following a hearing before the Licensing Sub Committee, to draft the Final Decision and publish within five working days (By period Quarterly)	40%	33%	100%	0%	100%	100%	100%		Joanna Swift

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Sustainable Development (Building Control)										
Status	PI Code & Name	2010/11	2011/12		2012/13		Q1 2013/14			Responsible Officer
		Value	Value	Target	Value	Target	Value	Target	Note	
✓	SER 19a Percentage of Building Control applications (full plans) dealt with within 21 days (By period quarterly)	95.73%	95.52%	100%	97.42%	100%	95.09%	98%		Peter Beckford
✓	SER 19b Percentage of Building Control applications (full plans) dealt with within 14 days (By period quarterly)	81.11%	82.90%	80%	85.02%	80%	78.49%	80%		Peter Beckford
✓	SER 39 Average time taken to process building control applications (By period quarterly)	5.56	5.26	10	6.47	10	5.88	8		Peter Beckford

Appendix

Sustainable Development (Planning)										
Status	PI Code & Name	2010/11	2011/12		2012/13		Q1 2013/14		Note	Responsible Officer
		Value	Value	Target	Value	Target	Value	Target		
<input checked="" type="checkbox"/>	SER 188 The percentage of decisions delegated to officers as a percentage of all decisions (cumulative quarterly)	93.30%	92.70%	90%	94%	90%	94.90%	90%	Gary, Bartlett 10 Jul 2013 Target of '90% or more' ACHIEVED in the quarter. 393 of the 414 (94.9%) applications determined in the quarter were made under delegated powers. 21 applications were determined by Planning Committee.	Peter Beckford
<input checked="" type="checkbox"/>	SER 23 Grant planning permission for at least 145 new dwellings (net) per annum (cumulative quarterly)	337	107	145	100	145	18	36.25	Peter, Beckford 11 Jul 2013 Target to 'grant planning permission for at least 36 dwellings in the quarter (net)' NOT ACHIEVED (annual target = 145). 18 dwellings (net) were granted planning permission in the quarter. Since the start of June 2013, the change of use of a Class B1(a) office to residential has become 'permitted development' have the potential to provide 12 new dwellings and will be recorded as such against this indicator in future quarters. Furthermore, none of these developments will provide a financial contribution towards the provision of affordable housing elsewhere in Chiltern.	
<input checked="" type="checkbox"/>	SER 25 Percentage of new homes (net) granted planning permission which are affordable (cumulative quarterly)	29.3%	7%	20%	13.2%	33%	0%	33%	Gary, Bartlett 04 Jul 2013 Target of '33% of dwellings (net) permitted to be affordable' NOT ACHIEVED in the quarter. Of the 17 dwellings (net) permitted in the quarter (see Indicator SER 23), none are affordable. Under Core Strategy Policy CS8 it is only possible to secure on-site affordable housing from developments of 5 or more dwellings. No schemes of this size were permitted in the quarter. However, on 10 of the 'small' housing schemes of less than 5 dwellings (net) permitted in the quarter, financial payments totalling £252,594 will have to be made to the Council if development takes place. Cumulatively as a result of the introduction of financial payments on permissions for 'small' housing schemes if all were implemented, the Council would receive £791,884. However, current economic conditions and the intention of the Government to relax affordable housing provision where viability is challenged is likely to further undermine future performance.	

Status	PI Code & Name	2010/11	2011/12		2012/13		Q1 2013/14		Note	Responsible Officer
		Value	Value	Target	Value	Target	Value	Target		
✓	SER BV204 Planning appeals allowed (cumulative quarterly)	29.3%	35.60%	35.00%	33%	35%	16.7%	35 %	Gary, Bartlett 01 Jul 2013 Target of 'less than 35% of appeals allowed' ACHIEVED for the quarter. 3 of the 18 appeals determined in the quarter were allowed in full. 2 relate to domestic extensions, the other to a '1 for 1' housing development.	Peter Beckford
✓	SER NI 154 Net additional homes provided (Annual)	80	177	145	309	135	Not measured for Quarters			Peter Beckford
✓	SER NI 157a Processing of planning applications: Major applications processed within 13 weeks (cumulative)	64.7%	68.20%	60.00%	62.5%	60%	100%	70%	Gary, Bartlett 08 Jul 2013 CLG and CDC target of 'more than 60%' achieved. 4 'Major' applications were determined in the quarter all within 13 weeks	Peter Beckford
✓	SER NI 157b Processing of planning applications: Minor applications processed within 8 weeks (cumulative quarterly)	83.8%	77.5%	75%	69.8%	70%	83.6%	70%	Gary, Bartlett 15 Jul 2013 DCLG target of 65% and Chiltern target of 70% ACHIEVED in the quarter. A total of 61 'Minor' applications were determined in the quarter. Of these 51 were determined within the statutory 8 week period, which represents 83.6%. Of the 10 applications determined in more than 8 weeks, 7 were deferred for a legal agreement relating to affordable housing financial contributions. One housing permission with a legal agreement was granted within 8 weeks. 26 of the total of 35 applications for 'Minor' housing developments were determined within 8 weeks.	Peter Beckford
✓	SER NI 157c Processing of planning applications: Other applications processed within 8 weeks (cumulative quarterly)	93.3%	90.2%	90%	90.5%	90%	92.6%	90%	Gary, Bartlett 15 Jul 2013 DCLG target of '80% or more' and Chiltern target of '90% or more' were ACHIEVED. 349 'Other' applications were determined in the quarter. Of these 323 were determined within the statutory 8 week period. This represents 92.5%, which is above both targets.	Peter Beckford
✓	SER NI 159 Supply of ready to develop housing sites (Annual)	110.8%	135%	100%	138%	100%	Not measured for Quarters			Peter Beckford

Background Papers, if any, are specified at the end of the Report

SOCIAL MEDIA POLICIES FOR STAFF AND MEMBERS

Contact Officer: Rachel Prance (01494 732903)

RECOMMENDATIONS

1. The Cabinet endorse the social media policies and recommend to Council that the policies are formally adopted.

Relationship to Council Objectives

Objective 1 - Efficient and effective customer focused services

Implications

(i) *This matter is not a Key Decision within the Forward Plan.*

Financial Implications

None

Risk Management Implications

There could be:

- a) reputational risk to the Council as a result of misuse of social media;*
- b) potential legal action against the Council or individuals as a result of posting unsuitable or restricted content;*
- c) breaches of the Department of Communities and Local Government's recommended code of practice for local authority publicity.*

Equalities Implications

Social media could be used to attack or abuse vulnerable people or groups/communities.

Sustainability Implications

None.

Report

- 1 Social media is the term used for online tools, websites and interactive media that enables users to interact with each other in various ways, through sharing information, opinions, knowledge and interest. It

includes sites such as Twitter, Facebook, YouTube, Flickr, MySpace and LinkedIn (this list is not exhaustive).

Social media provides a number of benefits for both staff and Members. It allows them the opportunity to connect with the community, listen to what people are saying and engage with them on an equal footing using two-way communications. It can, if used effectively, lead to: better informed residents; greater involvement with customers; the creation of a new dialogue between residents and the Council; better knowledge of our customers and communities; easier access to hard to reach groups such as the younger population.

However, where someone clearly identifies their association with the Council, they are expected to behave appropriately and in a way that is consistent with the Council's values and policies.

The policies attached at **Appendix 1** and **2** set out the principles which Chiltern District Council staff and Members are expected to follow when using social media. It applies to all staff and Members, regardless of status or position.

The intention of the policies are not to stop staff and Members from conducting legitimate activities on the internet through social media, but serve to flag up areas in which conflicts can arise.

It is important for both staff and Members are aware that whilst the law regarding the use of social media is currently fluid, contravention of the advice within this policy could result in disciplinary action (for staff under the Council's Staff Disciplinary Procedures; for Members under the Members Code of Conduct), civil action or even prosecution. This applies whether the equipment being used, when the policy is breached, is council owned or personal property.

The social media policies supplement the Chiltern District Council 'Acceptable Use Policy for Internet and Email' and the Council's Data Protection Policy.

As these policies also refer to South Bucks District Council they will be presented to its next available formal Cabinet in November and full Council in early December.

Both policies will be reviewed regularly to ensure they reflect the impact social media is having on the Council's business and to ensure any changes in regulation are reflected in the policies.

Background papers:

Appendix 1 – Social media policy for staff at Chiltern and South Bucks District Councils

Appendix 2 – Social media policy for Members at Chiltern and South Bucks District Councils

SOCIAL MEDIA POLICY/PROTOCOLS FOR CHILTERN AND SOUTH BUCKS DISTRICT COUNCILS - Members

1. What is social media?

1.1 'Social media' is the term used for online tools, websites and interactive media that enable users to interact with each other in various ways, through sharing information, opinions, knowledge and interests. It involves building online communities or networks, which encourages participation, dialogue and involvement. There are too many social media sites to list but some of the more popular examples are Facebook (social network), Twitter (microblogging), YouTube (content sharing), Flickr, MySpace and LinkedIn.

2. What the policy is about

2.1 Social media provides a number of benefits in which Chiltern and/or South Bucks District Council Members may wish to participate. However, when someone clearly identifies their association with Chiltern and/or South Bucks District Councils and/or discusses their work, they are expected to behave appropriately when using social media, and in ways that are consistent with both of the Council's values and policies.

2.2 This policy/protocol guidance note sets out the principles which Chiltern and/or South Bucks Members are expected to follow when using social media including blogs, microblogs like *Twitter* and other personal webspace. It applies to all Members, regardless to status or position.

2.3 The Internet is a fast moving technology and it is impossible to cover all circumstances. However, the principles set out in this document should always be followed.

2.4 The intention of this guidance is not to stop Chiltern and/or South Bucks Members from conducting legitimate activities on the Internet through social media, but serves to flag-up those areas in which conflicts can arise.

2.5 It is important that Members are aware that whilst the law regarding the use of social media is currently very fluid, contravention of the advice within this policy could result in disciplinary (under the Members Code of Conduct), civil action or even prosecution. This applies whether the equipment being used when the policy is breached is council owned or personal property.

2.6 Members should also be aware that if they use social media in a libellous or defamatory fashion the Councils would not be able to defend their actions as it would be deemed their personal responsibility.

2.7 This policy supplements the Chiltern District Council 'Acceptable Use Policy for Internet and Email' which can be found on the intranet within the Information Technology - Policies section http://cdc-intranet/site/scripts/documents_info.php?documentID=148 and supplements the South Bucks District Council 'Acceptable Use Policy' which can be found on the intranet in the Information Management section http://sbdcnet/service_areas/director_of_resources/information_management/default.asp
NB - work is currently taking place on producing a joint Acceptable Use Policy for both councils.

2.8 This policy supplements both Councils' Data Protection policies.

3. Why use social media?

3.1 Rather than waiting for a resident / group to approach the council, social media offers the opportunity of being able to connect with the community, listen to what people are saying and engage with them on an equal footing focusing on two-way communications.

3.2 Social media provides further opportunities for Members to communicate with residents, which can lead to:

- Better informed residents.
- Greater involvement with customers.
- Create a new dialogue between residents and Members.
- Better knowledge of our customers and communities.
- Easier access to hard to reach groups like the younger population of Chiltern and South Bucks

4. Pros and cons of social media

4.1 Many of the positives have been mentioned above but to add to that social media is:

- Real-time, you could send a message out about a bin collection cancellation and potentially contact thousands in seconds
- Engaging
- Direct
- Free
- Paperless
- Delivered straight to the person who prefers to receive messages electronically

Cons and potential risks

- Reputational damage to the council as a result of misuse
- Once information is posted on a social media site it is in the public domain
- Once posted a message it's difficult to remove
- Possibly very time consuming
- Potential legal action against the council or individuals as a result of the posting of unsuitable or restricted content
- Breaches of the Code of Practice for publicity (e.g. 'Purdah' period before an election)

5. Basic Principles of using social media

5.1 The public must be able to trust the integrity of the Members of both Chiltern District and South Bucks District Councils. Our residents need to be confident that the outside activities of Members do not undermine either of the Council's reputations and that decisions are not perceived to be influenced by any commercial or personal interests.

5.2 To this end when identified as a Chiltern and/or South Bucks Member people:

- Should not engage in activities on the Internet which might bring Chiltern and/or South Bucks District Councils into disrepute;
- Should not use the Internet in any way to attack or abuse colleagues;

- Should not post derogatory or offensive comments on the Internet;
- Should not advocate support for a particular political party unless making it clear that the views expressed are their own;
- Should not express views for or against any policy which is a matter of current party political debate unless making it clear that the views expressed are their own; ;
- Should not advocate any particular position on an issue of current public controversy or debate unless making it clear that the views expressed are their own;

6. Social Networking Sites

6.1 Social networking sites provide a great way for people to maintain contact with friends, family and customers. However, through the open nature of such sites, it is also possible for third parties to collate vast amounts of information.

6.2 All Chiltern Members should be mindful of the information they disclose on social networking sites. Where they associate themselves with Chiltern and/or South Bucks District Council (through providing work details or joining a Chiltern or South Bucks network) they should act in a manner which does not bring Chiltern and/or South Bucks District Council into disrepute.

6.3 When a Member is contacted by the press about posts on their social networking site that relate to Chiltern and/or South Bucks District Councils they should talk to the press offices at either Council before responding.

7. Political activities on social networking sites

7.1 When Members are using personal social media accounts they are free to engage in political activity. However, when they identify themselves as a Chiltern and/or South Bucks Member on these sites they must make clear what their position on the Council is and state that their views are their own. When using the Council's social media accounts Members should not express personal or political views.

8. Consideration towards other Members and staff when using social networking sites

8.1 Social networking sites allow photographs, videos and comments to be shared with thousands of other users. However, it may not be appropriate to share Council work-related information in this way.

8.2 For example, there may be an expectation that photographs taken at a private Chiltern or South Bucks event will not appear publicly on the Internet, both from those present and perhaps those not at the event. Members should be considerate to their colleagues in such circumstance and should not post information when they have been asked not to. They should also remove information about a colleague if that colleague asks them to do so, immediately.

8.3 Under no circumstance should offensive comments be made about Chiltern and/or South Bucks colleagues on the Internet. This may amount to cyber-bullying and could be deemed a disciplinary offence (under the Members Code of Conduct).

9. Blogging and Microblogging

9.1 There will be Members who use their personal blogs, and increasingly their microblogs like *Twitter*. This guidance note is not intended to restrict this, as long as confidential information is not revealed.

9.2 Blogs, microblogs or other personal websites which do not identify the blogger as a Chiltern and/or South Bucks District Council Member, that do not discuss Chiltern and/or South Bucks District Council business and are purely about personal matters would normally fall outside this guidance.

9.3 Members who already have a personal blog, microblog or website which indicates in any way that they are a Member of Chiltern and/or South Bucks District Council should discuss any potential conflicts of interest with the Chief Executive and/or the Leader of the Council.

9.4 Similarly, Members who want to start blogging or microblogging, and wish to say that they are a Member for Chiltern and/or South Bucks District Council, should discuss any potential conflicts of interest with the Chief Executive/Leader of the Council.

9.5 If a blog makes it clear that the author is a Member of Chiltern and/or South Bucks District Council, it should include a simple and visible disclaimer such as "these are my personal views and not those of Chiltern and/or South Bucks District Council".

9.6 Unless there are specific concerns about the nature of their role Members are free to talk about content on their blogs or microblogs. If in doubt, Members should consult the Chief Executive and/or Leader of the Council.

9.7 Personal blogs, microblogs and websites should not reveal confidential information about Chiltern and/or South Bucks District Council. This might include aspects of Chiltern and/or South Bucks District Council policy or details of internal Chiltern and/or South Bucks District Council discussions. If in doubt about what might be confidential, Members should consult the Chief Executive and/or Leader of the Council.

9.8 Personal blogs, microblogs and websites should not be used to attack or abuse colleagues. Members should respect the privacy and the feelings of others.

9.9 Remember also that if Members break the law on a blog or microblog (for example by posting something defamatory), they will be personally responsible.

9.10 If a Member thinks something on their blog, microblog or website gives rise to concerns about a conflict of interest, and in particular concerns about impartiality or confidentiality, this must be discussed with the Chief Executive and/or Leader of the Council.

9.11 If a Member is offered payment to produce a blog or microblog for a third party this could constitute a conflict of interest and must be discussed with the Chief Executive and/or Leader of the Council.

9.12 When a Member is contacted by the press about posts on their blog or tweets on their microblog that relate to Chiltern and/or South Bucks District Council they should talk to the press office at the relevant Council before responding.

9.13 Members are allowed to update their personal blog or microblog from a Chiltern and/or South Bucks District Council computer work, under the relevant 'Acceptable Use Policy for Internet and Email'.

9.14 Members who will using social media on behalf of Chiltern and/or South Bucks District Council should be suitably trained to ensure they use it effectively and appropriately (style, tone, language, use of images, 'hash-tagging').

10. Third party sites

10.1 It should be clear to users whether a site is a Chiltern and/or South Bucks District Council page or a "personal" page.

10.2 The overall parameters, purpose and benchmarks of any project must be discussed with Leader of the Council or in their absence, the Deputy Leader.

10.3 You should check online "friends" before approving them and review their comments regularly once approved.

10.4 We should not give users the impression that a particular site will have a longer life than is planned. In some circumstances, it may be appropriate to "hand over" a Chiltern or South Bucks page to an online community.

10.5 When forwarding or "retweeting" messages, care should be taken that it does not appear that Chiltern and/or South Bucks District Council is endorsing a particular opinion.

10.6 Sites aimed at teens should be suitable for that audience. If in doubt, the 'Home Office Task Force Good Practice Guidance on Social Networking' may be consulted.

10.7 Members should be sensitive to the minimum age requirements on different social networking sites. This is often set at age 13.

10.8 Advertisements on Chiltern and/or South Bucks District Council-branded social networking pages should be monitored to check that they are appropriate.

10.9 Before uploading Chiltern and/or South Bucks District Council material onto a social networking site, you should make sure that you are aware of, and comfortable with, the site's own terms and conditions.

10.10 The closure or mothballing of a site should be carefully managed to ensure that it does not remain Chiltern and/or South Bucks District Council-branded but neglected.

10.11 When required other authority information can re-issued, or re-tweeted, e.g. Thames Valley Police messages by Members.

10.12 Members can consult the relevant 'Acceptable Use Policy for Internet and Email' for further detail if required.

11. Open Access Online Encyclopaedias (most common is Wikipedia)

11.1 In the course of Chiltern and/or South Bucks District Council work, Members may find errors in online encyclopaedias. If Members edit online encyclopaedias using Council equipment the source of the correction will be recorded as a Chiltern and/or South Bucks District Council IP addresses. The intervention may therefore look as if it comes from the Chiltern and/or South Bucks District Council themselves. Chiltern and South Bucks Members should therefore act in a manner that does not bring Chiltern and/or South Bucks District Council into disrepute and should not post derogatory or offensive comments on any online encyclopaedias.

11.2 When correcting errors about Chiltern and/or South Bucks District Council, Members should be transparent about who they are. They should never remove criticism of Chiltern and/or South Bucks District Council. Instead, they should respond to legitimate criticism. Members should not remove derogatory or offensive comments but must report them to the Chief Executive and/or Leader of the Council for them to take action.

11.3 Before editing an online encyclopaedia entry about Chiltern and/or South Bucks District Council, or any entry which might be deemed a conflict of interest, Chiltern and South Bucks District Council Members should consult the house rules of the site concerned and, if necessary, ask permission from the relevant wikieditor. They may also need to seek advice from Chief Executive and/or Leader of the Council.

12. Style of social media messages

12.1 Many of the social media sites are intended to be fun, as well as informative. Updates are to be as frequent as possible - social media lives or dies by the quality and quantity of updates.

12.2 The style of postings should follow that of the Council's corporate style guidelines, although some abbreviations, for reasons of space, may be needed.

12.3 Text speak should be avoided, for example we should always spell out 'you' and not use 'u'.

12.4 Postings to the Chiltern District and South Bucks District Council social media sites are seen as representative of the Council and its views. Therefore postings about personal or party political content are not permitted.

12.5 Pictures can be added, where the picture adds value to the posting. Hyperlinks to items on websites for further information can also be included, which can help with the character limitations (for Twitter that is 140 characters).

13. Monitoring use of social media

13.1 Members should be aware that any use of social media websites (whether or not accessed for work purposes) may be monitored and, where breaches of this policy are found, action may be taken under the Members Code of Conduct.

13.2 Misuse of social media can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against the Member and the Council. It may also cause embarrassment to us and our customers/residents. (see also 1.6)

13.3 In particular uploading, posting or forwarding a link to any of the following types of material on social media, whether in a professional or personal capacity, will amount to disciplinary action under the Members Code of Conduct (this list is not exhaustive):

- a) pornographic material (writing, films, pictures, video clips)
- b) a false or defamatory statement about any person or organisation
- c) material which is offensive, obscene, criminal discriminatory, derogatory or may cause embarrassment to the Councils, their customers/residents or their staff
- d) confidential information about the Councils or any of its staff or customers/residents (which staff do not have express authority to disseminate)
- e) any other statement which is likely to create any liability (whether criminal or civil, and whether for the member of staff or the Councils); or

f) material in breach of copyright or other intellectual property rights, or which invades the privacy of any person

Any such action will be addressed under the Members Code of Conduct.

13.4 Where evidence of misuse is found the Chief Executive/Leader of the Council may undertake a more detailed investigation in accordance with the Members Code of Conduct involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses involved in the investigation. If necessary such information may be handed to the police in connection with a criminal investigation.

13.5 If a Member notices any use of social media by other Members or members of staff in breach of this policy they should report it to the Chief Executive/Leader of the Council.

13.6 In addition the Communications Team will monitor social media comments about the Council on a weekly basis, and more often if the level of activity in social media becomes significant, for example due to high profile events or incidents.

14. Review of the use social media at Chiltern and South Bucks District Councils

14.1 The Principal Officer for Policy, Performance and Communications will report back to Management Team every six months with details on the how effective social media is being for both Council's business.

ENDS

SOCIAL MEDIA POLICY/PROTOCOLS FOR CHILTERN AND SOUTH BUCKS DISTRICT COUNCILS - staff

1. What is social media?

1.1 'Social media' is the term used for online tools, websites and interactive media that enable users to interact with each other in various ways, through sharing information, opinions, knowledge and interests. It involves building online communities or networks, which encourages participation, dialogue and involvement. There are too many social media sites to list but some of the more popular examples are Facebook (social network), Twitter (microblogging), YouTube (content sharing), Flickr, MySpace and LinkedIn.

2. What the policy is about

2.1 This policy covers all individuals working at all levels and grades, including senior managers, officers, directors, employees, consultants, contractors, trainees, homeworkers, part-time and fixed-term employees, casual and agency staff and volunteers (collectively referred to as staff in this policy).

2.2 This policy is intended to help staff make appropriate decisions about the use of social media such as blogs, wikis, social networking websites, podcasts, forums, message boards, or comments on web-articles such as Twitter, Facebook, and LinkedIn. The Internet is a fast moving technology and it is impossible to cover all circumstances. However, the principles set out in this document should always be followed.

2.3 Social media provides a number of benefits in which Chiltern and/or South Bucks District Council staff may wish to participate. However, when someone clearly identifies their association with Chiltern and/or South Bucks District Councils and/or discusses their work, they are expected to behave appropriately when using social media, and in ways that are consistent with both of the Council's values and policies.

2.4 This policy sets out the principles and standards which Chiltern and/or South Bucks staff are expected to observe when using social media, and the circumstances in which we will monitor your use of social media and the action we will take in respect of breaches of this policy.

2.5 The intention of this guidance is not to stop Chiltern and/or South Bucks staff from conducting legitimate activities on the Internet through social media, but serves to flag-up those areas in which conflicts can arise.

2.6 This policy supplements the Chiltern District Council 'Acceptable Use Policy for Internet and Email' which can be found on the intranet within the Information Technology - Policies section http://cdc-intranet/site/scripts/documents_info.php?documentID=148 and supplements the South Bucks District Council 'Acceptable Use Policy' which can be found on the intranet in the Information Management section http://sbdcnnet/service_areas/director_of_resources/information_management/default.asp
NB - work is currently taking place on producing a joint Acceptable Use Policy for both councils.

2.7 This policy supplements both Councils' Data Protection policies.

2.8 It is important that staff are aware that whilst the law regarding the use of social media is currently very fluid, contravention of the advice within this policy could result in

disciplinary or civil action or even prosecution. This applies whether the equipment being used when the policy is breached is council owned or personal property.

2.9 Breach of this policy may be dealt with under the relevant Council's Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

3. Why use social media?

3.1 Rather than waiting for a resident / group to approach the council, social media offers the opportunity of being able to connect with the community, listen to what people are saying and engage with them on an equal footing focusing on two-way communications rather than simply delivering messages which we currently focus on via press releases, various newsletters and refuse and recycling email alerts.

3.2 Social media provides further opportunities for councils to communicate with residents, which can lead to:

- Better informed residents.
- Greater involvement with customers.
- Create a new dialogue between residents and the council.
- Better knowledge of our customers and communities.
- Easier access to hard to reach groups like the younger population of Chiltern and South Bucks

4. Pros and cons of social media

4.1 Many of the positives have been mentioned above but to add to that social media is:

- Real-time, you could send a message out about a bin collection cancellation and potentially contact thousands in seconds
- Engaging
- Direct
- Free (except officer time)
- Paperless
- Delivered straight to the person who prefers to receive messages electronically

Cons and potential risks

- Reputational damage to the council as a result of misuse
- Once information is posted on a social media site it is in the public domain
- Once posted, a message is difficult to remove
- Possibly very time consuming
- Potential legal action against the council or individuals as a result of the posting of unsuitable or restricted content
- Breaches of the Code of Practice for publicity (e.g. 'Purdah' period before an election)

5. Examples of messages that social media could be used for (not exhaustive)

Corporate
News

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Author: Rachel Prance

Emergency messages
Consultations

Elections

Don't lose your vote - deadline alerts
Apply for a postal vote / proxy
Election announcements
Annual canvas messages

Community Safety

Timely safety messages e.g. Halloween, Guy Fawkes, and White Ribbon Day
Alert messages - there has been a spate of number plate thefts in your area here's how to prevent it happening to you.
CSI newsletter is out now
Neighbourhood Watch information / alerts
Campaign message - Bright idea - leave a light on

Waste

Promote new services / sites
Bin collection date changes
Bad weather
Recycling messages

Community

Promote community events (CDC, SBDC and external events)

Housing

Promotion of services e.g. repair grants, HomeChoice

Planning

Alerts about planning applications

Licensing

Alerts about premises licensing applications

Personnel

Job alerts

Council Tax

Fraud messages - report benefit cheats
Alerts of local cases of fraud - people claiming to be from Council Tax asking for account details

Environmental Health

Promotion of services
Safety messages - Fireworks, food hygiene

Buckinghamshire County Council

Forward on BCC messages which affect Chiltern and South Bucks residents.

Thames Valley Police

Forward on TVP messages which affect Chiltern and South Bucks residents.

6. Basic Principles of using social media

6.1 The public must be able to trust the integrity of the services at both Chiltern District and South Bucks District Councils. Our residents need to be confident that the outside

activities of our staff do not undermine each of the Council's reputation and that decisions are not perceived to be influenced by any commercial or personal interests.

6.2 To this end when identified as a Chiltern and/or South Bucks staff member people:

- Should not engage in activities on the Internet which might bring Chiltern and/or South Bucks District Councils into disrepute;
- Should not use the Internet in any way to attack or abuse colleagues;
- Should not post derogatory or offensive comments on the Internet;
- Should not advocate support for a particular political party;
- Should not express views for or against any policy which is a matter of current party political debate;
- Should not advocate any particular position on an issue of current public controversy or debate

6.3 Any online activities associated with work for Chiltern and/or South Bucks District Council should be discussed and approved in advance by a senior manager (principal officer or head of service).

7. Social Networking Sites

7.1 Social networking sites provide a great way for people to maintain contact with friends, family and customers. However, through the open nature of such sites, it is also possible for third parties to collate vast amounts of information.

7.2 All Chiltern and South Bucks staff should be mindful of the information they disclose on social networking sites. Where they associate themselves with Chiltern and/or South Bucks District Council (through providing work details or joining a Chiltern or South Bucks network) they should act in a manner which does not bring Chiltern and/or South Bucks District Council into disrepute.

7.3 When a staff member is contacted by the press about posts on their social networking site that relate to Chiltern and/or South Bucks District Councils they should talk to their senior manager (principal officer or head of service) before responding. The press offices at either Council must be consulted with regard to all press contact.

8. Political activities on social networking sites

8.1 When staff are using personal social media accounts they are free to engage in political activity unless their post is politically restricted e.g. press officers. However, when they identify themselves as a Chiltern and/or South Bucks staff member on these sites they must make clear what their position is in their work details and state that their views are their own. When using the council's social media accounts staff should not express personal or political views.

9. Consideration towards other members of staff when using social networking sites

9.1 Social networking sites allow photographs, videos and comments to be shared with thousands of other users. However, it may not be appropriate to share work-related information in this way.

9.2 For example, there may be an expectation that photographs taken at a private Chiltern or South Bucks event will not appear publicly on the Internet, both from those present and perhaps those not at the event. Staff should be considerate to their colleagues in such

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circumstance and should not post information when they have been asked not to. They should also remove information about a colleague if that colleague asks them to do so, immediately.

9.3 Under no circumstance should offensive comments be made about Chiltern and/or South Bucks colleagues on the Internet. This may amount to cyber-bullying and could be deemed a disciplinary offence.

10. Blogging and Microblogging

10.1 There will be staff who use their personal blogs, and increasingly their microblogs like *Twitter*. This guidance note is not intended to restrict this, as long as confidential information is not revealed.

10.2 Blogs, microblogs or other personal websites which do not identify the blogger as a Chiltern and/or South Bucks District Council employee, do not discuss Chiltern and/or South Bucks District Council business and are purely about personal matters would normally fall outside this guidance. However, best practice would be to not mention or refer to a Member or member of staff of either Council in any capacity.

10.3 Staff members who already have a personal blog, microblog or website which indicates in any way that they work at Chiltern and/or South Bucks District Council should discuss any potential conflicts of interest with their senior manager (principal officer or head of service).

10.4 Similarly, staff members who want to start blogging or microblogging, and wish to say that they work for Chiltern and/or South Bucks District Council, should discuss any potential conflicts of interest with their senior manager (principal officer or head of service).

10.5 If a blog makes it clear that the author works for Chiltern and/or South Bucks District Council, it should include a simple and visible disclaimer such as "these are my personal views and not those of Chiltern and/or South Bucks District Council".

10.6 Unless there are specific concerns about the nature of their role staff members are free to talk about content on their blogs or microblogs. If in doubt, staff members should consult their senior manager (principal officer or head of service).

10.7 Personal blogs, microblogs and websites should not reveal confidential information about Chiltern and/or South Bucks District Council. This might include aspects of Chiltern and/or South Bucks District Council policy or details of internal Chiltern and/or South Bucks District Council discussions. If in doubt about what might be confidential, staff members should consult their senior manager (principal officer or head of service).

10.8 Personal blogs, microblogs and websites should not be used to attack or abuse colleagues. Staff members should respect the privacy and the feelings of others at all times. Best practice would be to not mention or refer to a Member or member of staff of either Council in any capacity.

10.9 Staff should remember that if they break the law on a blog or microblog (for example by posting something defamatory), they will be personally responsible.

10.10 If a staff member thinks something on their blog, microblog or website gives rise to concerns about a conflict of interest, and in particular concerns about impartiality or confidentiality, this must be discussed with their senior manager (principal officer or head of service).

10.11 If a staff member is offered payment to produce a blog or microblog for a third party this could constitute a conflict of interest and must be discussed with their senior manager (principal officer or head of service).

10.12 When a staff member is contacted by the press about posts on their blog or tweets on their microblog that relate to Chiltern and/or South Bucks District Council they should talk to their senior manager (principal officer or head of service) before responding. The press offices at the relevant Council must be consulted with regard to all press matters.

10.13 Staff members are allowed to update their personal blog or microblog from a Chiltern and/or South Bucks District Council computer at work, under the relevant 'Acceptable Use Policy for Internet and Email'.

11. Guidance for Managers on Blogging and Microblogging

11.1 Under this guidance note, managers in each area will decide what is appropriate.

11.2 They should not adopt an unnecessarily restrictive approach. Managers should ensure that any special instructions on blogging or microblogging are reasonable and explained clearly to staff.

11.3 Managers should bear in mind concerns about impartiality, confidentiality, conflicts of interest or commercial sensitivity. In some cases individuals may be dealing with matters which are so sensitive that rules may have to be set on what they can and cannot talk about on their personal blog or microblog.

11.4 Managers should ensure that all staff who will be using social media on behalf of Chiltern and/or South Bucks District Council are suitably trained to ensure they use it effectively and appropriately (style, tone, language, use of images, 'hash-tagging')

12. Third party sites

12.1 It should be clear to users whether a site is a Chiltern and/or South Bucks District Council page or a "personal" page.

12.2 The overall parameters, purpose and benchmarks of any project should be discussed with the relevant senior manager (principal officer or head of service).

12.3 Before a site/profile/page is launched, what level of engagement is required, what resources will be needed to achieve it and over what time-frame needs to be agreed with your senior manager (principal officer or head of service).

12.4 You should check online "friends" before approving them and review their comments regularly once approved.

12.5 We should not give users the impression that a particular site will have a longer life than is planned. In some circumstances, it may be appropriate to "hand over" a Chiltern or South Bucks page to an online community.

12.6 Any proposal to use a chat room, message board, microblog or social networking site to find contributors must be referred to the relevant senior manager (principal officer or head of service).

12.7 When forwarding or "retweeting" messages, care should be taken that it does not appear that Chiltern and/or South Bucks District Council is endorsing a particular opinion.

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12.8 Sites aimed at teens should be suitable for that audience. If in doubt, the 'Home Office Task Force Good Practice Guidance on Social Networking' may be consulted.

12.9 Staff should be sensitive to the minimum age requirements on different social networking sites. This is often set at age 13.

12.10 Advertisements on Chiltern and/or South Bucks District Council-branded social networking pages should be monitored to check that they are appropriate.

12.11 Before uploading Chiltern and/or South Bucks District Council material onto a social networking site, you should make sure that you are aware of, and comfortable with, the site's own terms and conditions.

12.12 The closure or mothballing of a site should be carefully managed to ensure that it does not remain Chiltern and/or South Bucks District Council-branded but neglected.

12.13 Managers can consult the relevant 'Acceptable Use Policy for Internet and Email' for further detail.

13. Open Access Online Encyclopaedias

13.1 In the course of Chiltern and/or South Bucks District Council work, staff may find errors in online encyclopaedias. If staff members edit online encyclopaedias at work the source of the correction will be recorded as a Chiltern and/or South Bucks District Council IP addresses. The intervention may therefore look as if it comes from the Chiltern and/or South Bucks District Council themselves. Chiltern and South Bucks staff should therefore act in a manner that does not bring Chiltern and/or South Bucks District Council into disrepute and should not post derogatory or offensive comments on any online encyclopaedias.

13.2 When correcting errors about Chiltern and/or South Bucks District Council, staff should be transparent about who they are. They should never remove criticism of Chiltern and/or South Bucks District Council. Instead, the Council should respond to legitimate criticism. Staff should not remove derogatory or offensive comments but must report them to the relevant senior manager (principal officer or head of service) for them to take action.

13.3 Before editing an online encyclopaedia entry about Chiltern and/or South Bucks District Council, or any entry which might be deemed a conflict of interest, Chiltern and South Bucks District Council staff should consult the house rules of the site concerned and, if necessary, ask permission from the relevant wikieditor. They may also need to seek advice from their senior manager (principal officer or head of service).

14. Process for issuing social media messages

14.1 Requests for corporate social media messages (news items, emergency information) will still be sent to the communications team, who will issue these through the main Council social media accounts. All press releases will be automatically sent out via Twitter.

14.2 Messages which relate directly to a service will be issued by the relevant service social media 'editor'.

14.3 When needed other authority information can also be re-issued, or re-tweeted, e.g. Thames Valley Police messages.

15. Style of social media messages

15.1 Many of the social media sites are intended to be fun, as well as informative. Updates are to be as frequent as possible - social media lives or dies by the quality and quantity of updates.

15.2 The style of postings should follow that of the Council's corporate style guidelines, although some abbreviations, for reasons of space may be needed.

15.3 Text speak should be avoided, for example we should always spell out 'you' and not use 'u'.

15.4 Postings to the Chiltern District Council social media sites are seen as representative of the Council and its views. Therefore postings about personal or party political content are not permitted.

15.5 Pictures can be added, where the picture adds value to the posting. Hyperlinks to items on websites for further information can also be included, which can help with the character limitations (for Twitter that is 140 characters).

16. Requests for specific service social media accounts

16.1 New social media accounts associated with the Council should only be created following agreement by Management Team to allow a uniformed approach and style.

16.2 The accounts will be the responsibility of the service area in terms of content management and appropriate usage.

17. Monitoring use of social media

17.1 Staff should be aware that any use of social media websites (whether or not accessed for work purposes) may be monitored and, where breaches of this policy are found, action may be taken under the relevant Council's Disciplinary Procedure.

17.2 Senior managers (principal officer or head of service) reserve the right to restrict or prevent access to certain social media sites if they consider personal use to be excessive.

17.3 Misuse of social media can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and us. It may also cause embarrassment to us and our customers/residents.

17.4 In particular uploading, posting or forwarding a link to any of the following types of material on social media, whether in a professional or personal capacity, will amount to gross misconduct (this list is not exhaustive):

- a) pornographic material (writing, films, pictures, video clips)
- b) a false or defamatory statement about any person or organisation
- c) material which is offensive, obscene, criminal discriminatory, derogatory or may cause embarrassment to the Councils, their customers/residents or their staff
- d) confidential information about the Councils or any of its staff or customers/residents (which staff do not have express authority to disseminate)
- e) any other statement which is likely to create any liability (whether criminal or civil, and whether for the member of staff or the Councils); or
- f) material in breach of copyright or other intellectual property rights, or which invades the privacy of any person

Any such action will be addressed under the relevant Council's Disciplinary Procedure and is likely to result in summary dismissal.

17.5 Where evidence of misuse is found the relevant senior manager (principal officer/head of service) may undertake a more detailed investigation in accordance with the relevant Council's Disciplinary Procedure involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses or managers involved in the investigation. If necessary such information may be handed to the police in connection with a criminal investigation.

17.6 If a member of staff notices any use of social media by other staff or Members in breach of this policy they should report it to their senior manager (principal officer/head of service).

17.7 Monthly monitoring reports will be provided to Management Team by the Head of Business Support but the handling of any misuse or abuse of the social media accounts will be the responsibility of the relevant senior manager (principal officer or head of service).

17.8 In addition the Communications Team will monitor social media comments about the Council on a weekly basis, and more often if the level of activity in social media becomes significant, for example due to high profile events or incidents.

18. How social media will be used at South Bucks District Council (from July 2013)

18.1 All requests for social media messages are currently sent to the communications team, who issue these through the main Council social media webpages and respond to messages.

18.2 To bring the two Council's policies into line the communications team at South Bucks will continue to issue corporate messages, news items and emergency information via social media. All press releases will continue to be automatically considered for issuing via Social Media.

18.3 Messages which relate directly to a service will be issued by the relevant service social media 'editor' as referred to in '*How social media will be used at Chiltern District Council*' point 19.2 below.

18.4 When needed other authority information will also be re-issued, or re-tweeted, e.g. Thames Valley Police messages by either the relevant service or the communications team.

18.5 The process of using social media including training and identification of suitable 'editors' (recommendation from senior manager or head of service), style of messages, requests for specific service social media accounts and monitoring will be the same as for Chiltern District Council and vice-versa.

19. How social media will be used at Chiltern District Council (from July 2013)

19.1 On a trial basis Facebook and Twitter accounts will be set up for four services (waste, community, community safety, democratic services). This is in addition to the @ChilternCouncil Twitter account which is managed by the communications team. If new social media tools rise in popularity, Management Team will consider setting up new social media sites on a case by case basis.

19.2 Each service area will need to identify who in the team will be the social media 'editors' (ideally two per service) and this network of people will operate in the same style as the web editors with the communications team being the 'managing editor'. Each 'editor' will be required to undertake social media training and to sign that they have agreed to the social media policy before they are given access to the social media accounts.

20. Review of the use social media at Chiltern and South Bucks District Councils

20.1 The Principal Officer for Policy, Performance and Communications will report back to Management Team every six months with details on the how effective social media is being for both Council's business.

20.2 Any other issues relating to the use of social media during the preceding six months will be dealt with by the appropriate senior manager (principal officer or head of service) using the relevant Council policies i.e. the 'Social Media Policy', the 'Acceptable Use Policy for Internet and Email' and/or the 'Disciplinary Policy' in the first instance.

ENDS

Background Papers, if any, are specified at the end of the Report

Chiltern DC & South Bucks DC Aviation Update

Contact Officer: Ben Coakley (01494 732060) Laura Campbell (01895 837236)

RECOMMENDATIONS

Members note this report.

Relationship to Council Objectives

Objective 2 - Safe, healthy and cohesive communities

Objective 3 - Conserve the environment and promote sustainability

Implications

- (i) This matter is not a Key Decision within the Forward Plan.*
- (ii) This matter is not within the Policy and Budgetary Framework.*

Financial Implications

No direct financial Implications, However there could be future financial implications if it is decided to lobby the Airports Commission.

Risk Management Implications

Potential longer term risks involving aviation expansion and changes to flight paths in the future that may impact the Chiltern District.

The Government's Aviation and Airports Policy could potentially increase noise and air pollution, which may impact environmental quality for both CDC/ SBDC residents.

For South Bucks only; The Aviation Policy Framework places a duty onto planning authorities to safeguard land required for future airport expansion, including surface links. With so much uncertainty around rail links to Heathrow and the possible expansion of Heathrow and Luton airports, it is unclear as to the extent of this duty and how it can be executed. Should Heathrow expansion go ahead it also increases the likelihood of the Heathrow link to the proposed High Speed 2 railway being built.

Equalities Implications

No Equality Implications

Sustainability Implications

Potential for negative environmental impacts (air, noise, climate, transport) for both Chiltern and South Bucks Districts depending on future activities described in the Framework.

Report

- 1 Chiltern and South Bucks District Councils responded to the Government's consultation on the Draft Aviation Policy Framework in October 2012. This is a follow-up report outlining what has occurred since then for information purposes only.
- 2 The future of aviation in the South East could have an impact on the health and well-being of residents by affecting air quality, levels of noise pollution and the flora and fauna of the District.

Background

- 3 One of the Government's primary objectives is to achieve long term growth, with the aviation sector being seen as a valued contributor to this aim. The Government supports the growth of the aviation sector within a framework which maintains a balance between the benefits of aviation and its costs, in particular climate change and noise.
- 4 Following consultation on the Draft Aviation Policy Framework, a final Framework was published in March 2013. This update briefly outlines the changes made to the Framework following consultation in section 8 below.
- 5 The Government set up an Airports Commission in autumn 2012, chaired by Sir Howard Davies. This Commission has been tasked with submitting a report to the government by the end of 2013, identifying and recommending options for maintaining the UK's status as an international hub for aviation and immediate actions to improve the use of existing runway capacity in the next 5 years. A final report is to be submitted to the government by summer 2015 assessing the environmental, economic and social costs and benefits of various solutions to increase airport capacity.
- 6 Recognising that proposals to expand aviation capacity in the South East will not be published until after the next general election in 2015, the Parliamentary Select Committee on Transport conducted their own inquiry to examine the Government's aviation strategy. This inquiry focused on aviation capacity in the UK, and the report was published on 28th May 2013 and 3rd June 2013. It was considered by the Department of Transport on behalf of the Government and responded to via a report published on 22nd July 2013. Highlights are included within this update in section 9 below.
- 7 Following publication of the Select Committee for Transport's report, interested parties published their own views for expansion of air capacity, with the Mayor of London's "Why the UK needs a new hub airport" booklet championing a new hub to the east of London and

London Heathrow Airport publishing “A new approach”, outlining plans for a fourth runway in addition to the proposed third runway.

Aviation Policy Framework

8 The Aviation Framework response was sent in October 2012 by both Chiltern and South Bucks Councils. In March 2013, the Government published a report summarising the changes to the Framework following consultation together with the final Framework, which supports the HS2 link to Heathrow. The main areas of change to the Policy are outlined below:

- The executive summary now refers to the Airports Commission, outlining how the Commission will interact with the Framework.
- The evidence in support of the growth of aviation was enhanced following consultation response information.
- Fifth freedom rights (the ability to pick up passengers in a country other than the airline’s host country and carry them to a third country) and unilateral access to UK airports for bilateral partners has also been confirmed. The Council’s response warned against fifth freedom rights as they could have the effect of introducing older, noisier and more polluting aircraft, for instance by increasing the proportion of African and South American owned aircraft (which tend to be older aircraft types) calling into the UK on their way to a third country. Additionally, Luton currently has no significant controls over night movements. Therefore if the fifth freedom rights are put into play, then there is significant potential for noisier, heavier, less efficient aircraft at Luton with no control on their operating schedule.
- The Framework includes reference to rail links, particularly the new link between the Great Western Main Line to Heathrow and support in principle for the High Speed Rail Heathrow spur.
- All comments contained in the consultation relating to expansion of capacity have been referred to the Airports Commission.
- Climate Change impacts remain similar to the original draft, with added information on what airports are doing to mitigate the impact of climate change, including a new biofuel plant at Heathrow by 2015. Since then, there have been two developments: the European Commission has proposed a “freeze” on international emissions for one year, emissions targets will only apply to intra-European flights during that time, to allow more time for an international deal on emissions to be made; the Government has deferred its decision on whether or not to include aviation emissions in national carbon emissions until 2016.
- It was noted that it is not possible to tax aviation fuel due to international obligations, including Air Service Agreements with over 150 different countries and the 1944 Chicago Convention.
- The chapter on noise and other local environment impacts has been simplified and shortened. It confirms existing noise regulations. There was no consensus on the average daytime noise levels with local airports and businesses supporting the status quo

and local authorities and environmental groups supporting the lowering of this level. The final Policy confirms existing levels but calls for better monitoring so that trends can be assessed. Further work is to be carried out in this area, either by the Department for Transport, its Aircraft Noise Management Advisory Committee, the Civil Aviation Authority (CAA) or the Airports Commission.

- The Framework calls for airport compensation schemes which have been in place for some years to be revisited, to ensure they remain reasonable and proportionate.
- There has been no change to general aviation and helicopter movements, and none towards the regulation of environmental impacts.
- Chapter six, relating to planning, has been clarified as some responses suggested that it could include more information on what elements of aviation and planning policy are reserved or devolved across the UK. There is also a more explicit reference to the status of the Aviation Policy Framework in the planning system, as some consultation responses suggested that this was not clear.

9 Transport Select Committee Aviation Strategy report and Department of Transport's response - highlights.

- Both the Select Committee and the Government agree that growth in demand for air travel is "inevitable". The Select Committee wish to bring forward a decision on increasing air capacity, the Government believes this needs careful consideration hence the establishment of an independent Airports Commission.
- The Select Committee recommend reductions in emissions via less stacking of aircraft and "cleaner" ground transportation. The Government say that stacking is being looked at by National Air Traffic Services (NATS) and will be reviewed by the Airports Commission, whilst other emission levels comply with European Union regulations.
- The Committee recommend against a new hub airport to the east of London and a split hub airport, proposing instead that Gatwick have a second runway and Heathrow have 2 further runways. The Government's response is that it does not wish to pre-empt the work of the Airports commission, which is looking at the long term future of air capacity, due to be published after the next general election on 2015.
- The Committee recommended that aircraft noise be reduce through development of quieter aircraft and taking out older, noisier aircraft earlier. The Government response was that an agreement in February 2013 means that all aircraft certificated after 30th December 2017 must meet a new standard for noise, this together with the Aviation Policy Framework's proposal that airports should consider using differential landing charges to incentivise quieter aircraft. The Department for Transport has asked the Civil Aviation Authority (CAA) to investigate the use of these charges and the CAA will be publishing their findings later this year.

- The Select Committee recommend that the Government develop a coherent strategy to improve road and rail access to the UK's major airports. As part of this, an assessment should be made of the surface access requirements from the growth of aviation, and in particular, the changes to surface access infrastructure that will be necessary if Heathrow expands. Also, the Select Committee recommended that Heathrow be allowed to expand, including ensuring that the High Speed 2 rail network serves Heathrow. The Government's response was to defer this until after the Airports Commission reports in 2015.
 - It is recommend that the Civil Aviation Authority immediately review existing flight paths and landing angles to reduce noise pollution, especially over London.
- 10 The implication of changes to stacking remains critical to both Chiltern and South Bucks and therefore the Councils will continue to monitor developments closely.
- 11 Chiltern and South Bucks Councils will also continue to respond to both the Future Airspace Strategy development and London Airspace Management Programme (LAMP).

Background papers:

Aviation Policy Framework:

<https://www.gov.uk/government/publications/aviation-policy-framework>

Parliamentary Transport Committee report and Department for Transport response:

<http://www.parliament.uk/business/committees/committees-a-z/commons-select/transport-committee/inquiries/parliament-2010/aviation/>

Airports Commission web site:

<https://www.gov.uk/government/organisations/airportscommission/about>

MINUTES of the Meeting of the
CHILTERN CREMATORIUM JOINT COMMITTEE
held on **11 SEPTEMBER 2013**
at **CHILTERN DISTRICT COUNCIL** at **2.00 pm**

PRESENT:

Councillor M R Smith Chiltern District Council - Chairman

Councillors: D Thompson Aylesbury Vale District Council
N M Rose Chiltern District Council
A Green Wycombe District Council

APOLOGIES FOR ABSENCE were received from Councillors B Roberts (Aylesbury Vale District Council) and Mrs J Teesdale (Wycombe District Council).

1 FINANCIAL STATEMENTS FOR THE FINANCIAL YEAR 2012/13

The Joint Committee received a report attaching a copy of the Small Bodies Annual Return for the year ended 31 March 2013, and information relating to the Income and Expenditure Account and Balance Sheet. As agreed at the meeting held on 7 March 2013, this was approved by the Joint Committee electronically and signed by the Chairman, the Clerk and Treasurer, as a formal meeting could not be convened prior to the deadline of 30 June 2013.

The report also detailed the key income and expenditure for 2012/13, including a revenue surplus of £638,375; key points arising from the Balance Sheet for 2013/14 and the General Fund Reserve balance of £3.5 million as at 31 March 2013.

RESOLVED –

- 1. That the Small Bodies Annual Return for the year ended 31 March 2013, approved by virtual means prior to 30 June and signed by the Chairman of the Joint Committee, the Clerk and Treasurer be formally approved.**
- 2. That the accumulated revenue surplus be retained by the Joint Committee for future capital investment**

Note: This item is listed as Minute 1 in order to accord with the Small Bodies Annual Return for the year ended 31 March 2013.

2 ELECTION OF CHAIRMAN

It was moved by Councillor N Rose, seconded by Councillor D Thompson and

RESOLVED -

That Councillor M Smith be elected Chairman of the Chilterns Crematorium Joint Committee for the remainder of the Municipal Year.

3 APPOINTMENT OF VICE-CHAIRMAN

It was moved by Councillor D Thompson, seconded by Councillor M Smith and

RESOLVED -

That Councillor B Roberts be appointed Vice-Chairman of the Chilterns Crematorium Joint Committee for the remainder of the Municipal Year.

4 MINUTES

The Minutes of the meeting of the Joint Committee held on 7 March 2013 were agreed and signed by the Chairman as a correct record.

5 DECLARATIONS OF INTEREST

There were no declarations of interest.

6 ANNUAL REPORT 2012/13

In accordance with Standing Order 7, the Joint Committee received the Fifty Eighth Annual Report.

There was a discussion regarding the table showing the number of cremations in 2012/13. The originating district related to where the deceased had lived immediately prior to their death. Members noted the number of cremations relating to people who had not lived in the Aylesbury Vale, Chiltern and Wycombe Districts.

In response to a question it was advised that there was usually no waiting time for bookings at the Crematorium, except during the busiest periods such as January. Waiting times for bookings were often caused by other factors, including Funeral Director's availability. At present available booking times were not displayed on the website and families would need to contact a member of staff. It was suggested that booking information be displayed on the website.

RESOLVED –

- 1. That the Fifty Eighth Annual Report of the Chilterns Crematorium Joint Committee be formally approved and adopted.**

2. **That further work be carried out to assess the feasibility of enabling booking times at the Crematorium to be made available on the website.**

7 MILTON CHAPEL FLOOR

At the last meeting it was noted that the floor to the Milton Chapel had successfully been replaced during the Summer 2012 as planned. However, since that meeting some of newly laid floor tiles has shown signs of warping and lifting. At present the number of tiles affected was limited, but the floor would be monitored closely to see if any further problems occurred.

RESOLVED –

That the report be noted.

8 EXCLUSION OF THE PUBLIC

RESOLVED –

That under Section 100(A)(4) of the Local Government Act 1972 the Public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

9 SITE SEARCH: AYLESBURY CREMATORIUM

The Joint Committee received a report providing an update on the progress made on the site search for the proposed Crematorium in the Aylesbury area and other developments, including a planning application for a crematorium submitted by another organisation.

The report detailed the gross expenditure incurred since the last meeting to progress work on a potential site which had come forward, and the anticipated gross expenditure associated with carrying out further work. The indicative plans of the proposed site were also circulated at the meeting.

Members endorsed the proposed site and agreed that a pre-application consultation be carried out, following which the Joint Committee then

RESOLVED –

1. **That the additional gross expenditure incurred since the last meeting to advance the site search work be formally ratified.**
2. **That it be agreed to proceed with the option on the site identified in paragraph 52.9 of the report, as detailed in the report.**

3. That authority be delegated to the Clerk and Treasurer, in consultation with the Chairman of the Chilterns Crematorium Joint Committee, to finalise the details of the option agreement.
4. That gross expenditure of up to £101,040 be approved to advance the development of the plans, conduct a pre-application consultation and submit a planning application.
5. That authority be delegated to the Clerk and Treasurer, in consultation with the Chairman, to approve additional expenditure, if required.
6. That a further report be submitted to the next meeting on the progress made, and that Members be kept informed of developments between meetings by email.

10 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Wednesday 12 February at 2.30 pm at Chiltern District Council.

The meeting ended at 3.16 pm

CHILTERN DISTRICT COUNCIL

CABINET – 22 OCTOBER 2013

HS2 UPDATE*Contact Officer: Alan Goodrum (01494 732001)***RECOMMENDATIONS**

1. That the Chief Executive in consultation with the Cabinet Leader and Head of Legal and Democratic Services be authorised to draw down sums from the reserve as necessary for the ongoing work on the parliamentary process, any expenditure being reported back to Cabinet.
2. That a further report be brought back to Cabinet on the Issues for Petitioning once finalised by the HS2 Members and Officers Steering groups and the Supreme Court judgement once received.
3. That the Member Officer Working Group is expanded to six Members from Chiltern and the representative from South Bucks is confirmed with up to two Members.

Relationship to Council Objectives

The Council is committed to conserving the environment and promoting sustainability, and supports a strategic approach to challenging HS2 (Objective 3D).

Implications

- (i) This matter is a Key Decision within the Forward Plan.
- (ii) This matter is not within the Policy and Budgetary Framework.

Financial Implications

The proposals outlined in the report will take the Council's total commitments to the legal challenges and associated work to £263,493. The costs have been funded by an earmarked reserve established for this purpose. . The total fees for the parliamentary process will become apparent as work on the Issues and Petitioning paper evolves with Counsel and relevant experts being appointed, and the level of financial commitments will be reviewed accordingly.

Risk Management Implications

The proposed HS2 route and its consequences is the major risk affecting the community and environment of Chiltern

Equalities Implications

None directly related to this report.

Sustainability Implications

None directly related to this report.

Report

- 1 This report sets out an update on the Legal Challenge to the Government's decision to proceed with the HS2 announced in January 2012, the work undertaken in respect of the Draft Environmental Statement and parliamentary process to date.
- 2 The Cabinet received a detailed report on 26 July 2013 regarding the legal challenge and Counsel's advice. The Cabinet resolved to support the appeal to the Supreme Court, that the appeal be made under Grounds 1 and 3 subject to a number of other Councils also joining in the proceedings and agreed that a further £24,000 be added to the earmarked reserve for the next stage of the work relating to the legal challenge.
- 3 The appeal to the Supreme Court has been lodged under Grounds 1 and 3 and there are ten authorities who have joined the proceedings which are London Borough of Hillingdon, Warwick District Council, Chiltern District Council, South Northamptonshire Council, Camden Borough Council, North Warwickshire Borough Council, Warwickshire County Council, Cherwell District Council, Lichfield District Council and Three Rivers District Council. HS2 Action Alliance and others are also appealing the decision of the Court of Appeal.
- 4 The Supreme Court hearing is listed to be heard on 15 and 16 October 2013 in London and will be heard by Lords Neuberger, Carnwath, Mance, Kerr and Sumption with judgement being expected to be delivered before the end of the year.

- 5 The Hybrid Bill (Bill) is still anticipated to be put before Parliament before the end of this year together with the final Environmental Statement (ES) accompanying the deposit of the Bill. There is anticipated to be a consultation period on the ES which is a minimum period of 56 days and HS2 has indicated that it is the intention of the Government to proceed as quickly as possible with the process therefore allowing only the minimum period for consultation. Correspondence has been sent from 51M and individual authorities to the Secretary of State seeking an extension of the consultation period to allow local authorities and others affected by the proposals to properly consider and respond, a response has not been received as yet.
- 6 The Bucks Blueprint has been updated and a Blueprint day was held on 26 September at County Hall bringing community groups together to share information and promote understanding of the process, timetable and issues. Further Buckinghamshire County Council commissioned the experts who produced the Optimised Alternative to review this in light of the forthcoming Bill and ES which has been completed and is going to form part of the response of the 51M group to the Bill and the ES. The costs for this work were borne by Buckinghamshire County Council alone.
- 7 In terms of the petitioning activity associated with the Bill it is worth explaining more about this process. The petitioning stage occurs after the Bill has had its first reading and second reading in the House of Commons with the principle of the Bill being established at the Second Reading of the Bill. As the Bill affects the interests of private individuals or organisations (ie local authorities), those affected are allowed to petition parliament and have their petitions heard by a specially convened parliamentary select committee.
- 8 A petition presented in this process is not a public petition which can be signed en-masse by the general public. Rather, it is a formal document which sets out how the Bill affects a specific individual or group of individuals, a business, or an organisation such as a local authority or other representative body.
- 9 The petition needs to follow a specific format and detail the relevant clauses of the Bill that affect the petitioner and how they affect them and a description of the alternative proposals which should be adopted in order to mitigate or remove the adverse impacts of the Bill, or to say how the Bill should be amended to achieve this together with relevant costs evidence as appropriate.
- 10 All issues which a petitioner objects to must be covered in the petition. If an issue is not covered in the submitted petition, then the Select Committee will not consider that issue. The petition is also used in the

negotiations with the promoter of the scheme in mitigating the effects of the scheme prior and right up to the hearings before the Select Committee so there is a lot of work to be done before the Select Committee hearings themselves.

- 11 The sorts of issues that could be petitioned on include:
- alternative local route alignments, either horizontal or vertical, subject to any restrictions imposed by an Instruction to the Select Committee, and potential tunnel extension (NB it would not be possible to use the petitioning process to challenge the whole route and propose an entirely new one)
 - proposed construction methodologies such as how soil is disposed of, noise mitigation measures and location of construction sites etc
 - how the impact of the construction and operation of the railway on individual properties can be mitigated
 - noise and environmental mitigation measures to reduce the operational impact of the railway;
 - measures to prevent loss of local amenities either during construction or permanently
 - measures to protect or preserve wildlife, flora and fauna
 - the impact of changes to the road network, footpaths, bridleways etc (for example road closures either temporary or permanently, road diversions etc), and how these might be mitigated or avoided.
- 12 This list is not exhaustive and many of the issues that the local authority would want to address through the petitioning process are the types of matters that it would normally seek to negotiate and secure as part of the planning process for a major development for example. However as this scheme is not being considered by a planning inquiry route but via the Bill, the petitioning process is the mechanism the local authority needs to use to seek to secure changes that the promoters of the scheme are not prepared to concede before the Hybrid Bill stage. Each Council affected will prepare its own petition although there are generic issues route wide and preparations are in hand for some authorities to lead on certain issues, with external experts being brought in where necessary due to either resource issues or lack of expertise. All other issues will be covered by officers with the relevant expertise.
- 13 The possible outcomes from petitioning include the promoters of the Bill being required to amend their proposals in a specific way, as well as giving certain undertakings in relation to the scheme to petitions being dismissed in their entirety. Any undertakings must be complied with by the promoters of the scheme and will have to be secured through a number of measures.

- 14 When the Select Committee has completed the process of taking evidence it will then make a formal report to the House of Commons, setting out any amendments and assurances the promoters of the scheme agreed during the Select Committee process. This can be a timely process and it depends on the numbers of petitions that have been submitted. It is worth noting that it took over three and a half years for the Crossrail Bill to go through parliament.
- 15 Petitioners can include individuals, groups of individuals, businesses, lobby groups such as the CPRE etc as well as local authorities, parish councils etc and where petitions cover similar issues, the Select Committee will look to group them together and hear them collectively.
- 16 It is usual practice for petitioners to appoint lawyers and/or parliamentary agents to present their petition on their behalf once this has been developed, with details of what the proposed mitigation or change is being sought have been prepared by the petitioning party. The actual hearing is similar to a court hearing in that evidence will be given by experts/individuals and will be subject to cross examination.
- 17 In addition to the work on the petitioning activity and seeking to secure the best possible mitigation for local communities, future activity will also need to focus on ensuring that local communities are actively engaged and supported as the project moves towards the Bill stage, in particular helping them to understand the petitioning process, the Bucks Blueprint day on 26 September is an example of such an effort.
- 18 The Council's opposition to HS2 is one of the Council's key priorities within the Council's Key Aims and Objectives and Cabinet was firmly of the view that the Council should continue to oppose the project and continue with the legal challenge to the Supreme Court. Cabinet recognised the need to keep Members fully informed of how the funds already allocated and those now being sought had/would be used.
- 19 As mentioned in the Cabinet report, of the £225K previously agreed by the Council, £137,493 has been drawn down in the appeal up to the Court of Appeal.
- 20 In May 2013 Cabinet agreed to a further £100,000 being reserved for the parliamentary process and in July a further £24,000 for additional work relating to the legal challenge to provide back office cover for the Environmental Health Officers. The Council has given a pledge of £20k towards the Supreme Court appeal. The table below summarises the position.

Item	£
Legal Costs of Court challenge up to end of Appeal Court Stage	137,493
Supreme Court appeal	20,000
Parliamentary Petitioning process	100,000
Backfill technical officer resources	24,000
Total	263,493

The funding for these costs comes from the earmarked reserve previously established by the Council for the HS2 project.

- 21 The key items that we can anticipate would require further funding support are the petitioning stage of the Hybrid Bill process, communication and engagement with local communities and commissioning any technical expertise in support of the specific issues to be addressed through the petitioning process including providing cover for officers who will be diverted to focus on this area of work.
- 22 The petitioning process deals with very practical improvement requests, which our local communities should get the benefit from, if accepted through the petitioning process and if the scheme proceeds. There are therefore potentially significant long term benefits for the District as a whole that can be achieved from investing in this activity.
- 23 When the final ES is published all local authorities and individuals affected as well as others, will be responding to the ES and at the same time your officers will be preparing the petitioning paper comprising the issues that the Council wishes to see addressed/mitigated in the Bill and the proposals. This is going to involve a considerable amount of work on the part of officers and a dedicated team of officers has been put together as the HS2 Officers Steering Group comprising officers from both Chiltern and South Bucks authorities.
- 24 The group includes planning, environmental health, conservation, landscapes, communication and legal representatives. The terms of reference for the group are to identify and collate the issues from the authorities and different disciplines point of views, to put together the evidence necessary to substantiate the issues, to negotiate with HS2 to try and resolve as many of the issues as possible before the closing date for submitting petitions opposing the Bill (which is anticipated to be around April/May next year) and to then prepare the evidence necessary to make representations to the Select Committee as and when it sits.
- 25 In addition, a HS2 Members Steering Group has also been set up initially comprising the Leader and Deputy Leader from Chiltern and

South Bucks and their first meeting was held early in October in which they met the Council's parliamentary agents and advisors and also listened to presentations from three barristers with a view to selecting Counsel to advise and represent the Councils in the Select Committee hearings. Your officers sought the CVs, details of relevant experience of barristers from a number of chambers before shortlisting three based on their recent and relevant experience in this area of work. Clearly it is not possible to provide an estimate of the fees that will be incurred but this report is brought to members to highlight the possible costs associated with engaging with the parliamentary process and potentially opposing the Bill once it is deposited.

- 26 The Members Group will be expanded to include other Members whose wards are affected by the proposal, and it is intended for the Officers Group to update the Members Group on a regular basis so that members are informed of the issues highlighted, the preparation necessary and costs associated and to provide input into the process.
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