

CHILTERN DISTRICT COUNCIL

King George V House, King George V Road, Amersham,
Buckinghamshire, HP6 5AW

Telephone: 01494 729000 **DX:** 50711

Fax: 01494 586506

Website: www.chiltern.gov.uk

Email: info@chiltern.gov.uk



Cabinet

Tuesday, 26th August, 2014 at 4.30 pm

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

A G E N D A

Please note: that in accordance with Part 11.1 (3) of the Council Procedure Rules a motion may be moved to change the order of business on the Agenda.

- 1 Evacuation Procedures
- 2 Minutes (*Pages 5 - 20*)
To sign the Minutes of the meeting held on 1 July and 15 July 2014.
- 3 Apologies for Absence
- 4 Declarations of Interest
- 5 28-Day Notice Forward Plan (*Pages 21 - 22*)
Appendix 1 (Pages 23 - 26)
Appendix 2 (Pages 27 - 28)
- 6 Current Issues
- 7 Chiltern District Housing Land Supply Trajectory 2006 To 2029 (*Pages 29 - 34*)
Appendix (Pages 35 - 66)
Appendix 1 (Pages 67 - 72)
Appendix 2 (Pages 73 - 78)

- 8 Amendments to the Local Development Scheme (*Pages 79 - 84*)
Appendix (Pages 85 - 124)
- 9 Chilterns AONB Management Plan 2014 - 2019 Endorsement (*Pages 125 - 128*)
- 10 Chiltern District Heritage Strategy And Related Heritage Work Programme (*Pages 129 - 144*)
Appendix 1 (Pages 145 - 164)
Appendix 2 (Pages 165 - 166)
- 11 Community Grant Awards 2014 (*Pages 167 - 176*)
- 12 Car Park Update - Delegation of Powers Re Group D Season Ticket (*Pages 177 - 180*)
- 13 Joint Waste Strategy for Buckinghamshire Review (*Pages 181 - 184*)
Appendix (Pages 185 - 196)
- 14 Performance Indicator Targets 2014-2017 (*Pages 197 - 198*)
Appendix A (Pages 199 - 210)
- 15 Quarterly Performance Indicator Report (Q1 2014-2015) (*Pages 211 - 218*)
Appendix A (Pages 219 - 222)
Appendix B (Pages 223 - 230)
- 16 Treasury Management Report - April to June 2014 (*Pages 231 - 234*)
Appendix (Pages 235 - 236)
- 17 Information Item: South East England Councils - Review of the Year 2013/14 (*Pages 237 - 242*)
Members are asked to note the attached information item.
- 18 Minutes of Joint Executive Committees
Members are asked to note the Minutes of the following meetings of Joint Executive Committees:
Appendix 1 - Chiltern & South Bucks Joint Committee - 16 July 2014 (Pages 243 - 246)
Appendix 2 - Chiltern & Wycombe Joint Waste Collection Committee - 26 June 2014 (Pages 247 - 252)
Appendix 3 - Chilterns Crematorium Joint Committee - 6 August

2014 (Pages 253 - 258)

19 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.

20 Chilterns Crematorium Joint Committee - Proposed New Crematorium for Aylesbury (Pages 259 - 260)

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

Appendix (Pages 261 - 270)

Appendix 1 (Pages 271 - 276)

Appendix 2 (Pages 277 - 278)

Appendix 3 (Pages 279 - 298)

Appendix 4 (Pages 299 - 300)

Appendix 5 (Pages 301 - 308)

21 London Road Depot - Investment Works (Pages 309 - 312)

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

22 Leisure Capital Programme (Pages 313 - 316)

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

Appendix 1 (Pages 317 - 318)

Appendix 2 (Pages 319 - 320)

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: Mrs I A Darby (Leader)
M Stannard (Deputy Leader)
G K Harris
P J Hudson
P E C Martin
F S Wilson

Date of next meeting – Tuesday, 23 September 2014

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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

MINUTES of the Meeting of the
CABINET
held on **1 JULY 2014**

PRESENT: Councillor Mrs I A Darby -Leader
 " M Stannard - Deputy Leader

Councillors: G K Harris
 P J Hudson
 P E C Martin
 F S Wilson

131 MINUTES

The Minutes of the Cabinet meeting held on 6 May 2014, copies of which had been previously circulated, were approved and signed by Councillor I Darby, Cabinet Leader, as a correct record.

132 DECLARATIONS OF INTEREST

There were no declarations of interest.

133 28-DAY NOTICE FORWARD PLAN

The Cabinet received a report attaching the draft 28-Day Notice which provided a forward look at the Agenda for the next meeting of the Cabinet. The Notice would be published on 28 July 2014.

The Director of Resources advised the contents of each appendix, as follows:
Appendix 1 – A Special Meeting of Cabinet to be held on 15 July 2014 to consider the DDPD and it was noted that the entire report was to be considered in private session.

Appendix 2 – Items forthcoming

Appendix 3 – Chiltern and Wycombe Joint Waste Collection Committee

Appendix 4 – Chiltern & South Bucks Joint Committee

RESOLVED –

That the Draft 28-Day Notice / Forward Plan, to be published on 28 July 2014, be noted.

134 CURRENT ISSUES

(i) Councillor Isobel Darby – Councillor Fred Wilson

Councillor Darby welcomed Councillor Wilson to his first meeting of Cabinet and his role as Portfolio Holder for Customer Services.

(ii) Councillor Graham Harris - Chalfont St Peter Neighbourhood Plan Referendum

Councillor Harris reported that the Examiner's Report had now been received and all matters are to be agreed under delegated authority of the Head of Sustainable Development followed by a further report to a future meeting of Cabinet to update members.

(iii) Councillor Peter Hudson – Head of Healthy Communities

Councillor Hudson confirmed that Martin Holt was now in post as Head of Healthy Communities.

(iv) Councillor Mike Stannard – Budget Process

Councillor Stannard reported that Cabinet members were to commence the budget process with officers during early September and dates for these meetings were to be confirmed in the near future.

135 DRAFT SUSTAINABLE CONSTRUCTION AND RENEWABLE ENERGY SUPPLEMENTARY PLANNING DOCUMENT

The Cabinet considered a report which explained that the Draft Sustainable Construction and Renewable Energy Supplementary Planning Document (SPD) was to assist applicants in understanding the techniques and building practices available to improve the sustainability performance of buildings through their design and subsequent use and to encourage renewable energy schemes in the District in order for development proposals to meet Core Strategy policy requirements. It supplemented Policy CS4 (Ensuring Development is Sustainable) and CS5 (Encouraging Renewable Energy) of the Core Strategy for Chiltern District. The SPD was sub-divided into eleven sections, to try and make it relatively easy for applicants to find advice on the topic area of interest to them.

It was explained that the document was detailed as it needed to cater for various roles in respect of robust planning policy and although the document was available for various audiences the primary target audience was developers. It was a consideration to prepare a summary document for residents. The report had been considered by the Housing and Planning Overview Committee of which comments had been taken on board.

RESOLVED:

- i) That the Draft Sustainable Construction and Renewable Energy Supplementary Planning Document in Appendix 1 and the public consultation process, as detailed in the Appendix 1 is approved for public consultation.**

ii) That the eight week public consultation process, as set out below, to be held between 14 July and 8 September 2014 and carried out in accordance with the Council's Statement of Community Involvement be approved for public consultation:

- i. An advert on the Council website headline story board on the home page.**
- ii. Access to documents on the Planning pages of the Council website.**
- iii. Notification to be sent to parish council's and revitalisation groups.**
- iv. E-mails (where available) or letter notifications to be sent to all statutory consultees, local groups, organisations and individuals on the Council's Local Development Framework consultation data base.**
- v. Hard copies of the Draft SPD provided to all local libraries serving Chiltern residents.**
- vi. Hard copy documents available at the Council's Amersham Office.**
- vii. E-mail notification to all Chiltern District councillors and staff in advance of the consultation process.**
- viii. Press release at the start of the consultation period.**

136 DISCRETIONARY COUNCIL TAX SUPPORT POLICY

The Head of Customer Services presented the report which sought approval of the amended criteria and to delegate authority to the Head of Customer Services to administer the discretionary fund where that amended criteria was met. The administration of the scheme was to be delegated to the Revenues and Benefits Service in line with the process detailed in the policy. The amended policy was appended to the report.

Cabinet considered in detail the content of the amended policy and sought clarification on the reasons for the award of relief to be up to 100% and that although each situation should be taken on its own merit and help granted where possible and appropriate each resident should pay something towards the council tax as this was one of the principles agreed by members when setting up the scheme. Members also queried the time periods of relief that could be awarded. Members felt that in the limited number of cases where this new discretion could apply that the Portfolio Holder should be consulted before any final decision was made.

The Head of Customer Services clarified that in majority of situations residents were not awarded 100% relief and it was granted over various time periods depending on the circumstances.

It was noted that the Discretionary Council Tax Support scheme would continue to be reviewed on an annual basis. The Council's 2014/15 contribution to Discretionary Council Tax Support was £50,000 and to date

£14,000 had been committed. Members requested that other authorities ie. Police and the County Council were reminded of the need for contributions to the fund.

RESOLVED:

(i) That the following recommendations to change the current policy to grant Discretionary Council Tax Support under section 13A of LGFA 1992, as amended by section 10 of the Local Government Finance Act 2012 in the following circumstances, be approved:

- **Up to 100% relief granted where the claimant and any partner or child would suffer severe financial hardship if a payment was not made in respect of their Council Tax liability; and**
- **Where the application for Discretionary Council Tax Support was in respect of the home they occupy and are liable for the payment of Council Tax in respect of that property, and**
- **They have applied for Local Council Tax Support and a decision has been made.**

(ii) That the administration of the scheme be delegated to the Revenues and Benefits Service in line with the process detailed in the approved policy, with determinations for relief delegated to the Head of Customer Services but subject to any cases falling outside of the original policy being decided after consultation with the Portfolio Holder for Customer Services.

**137 CAPITAL PROGRAMME AND REPAIRS & RENEWALS FUND
PROVISIONAL OUTTURN 2013/14**

The Director of Resources presented the report which provided the Council's Capital Programme provisional out-turn for 2013/14 and proposals on carrying forward unspent programme provisions to 2014/15 where appropriate. Expenditure for the year was £2,632K against a budget of £2,213K resulting in an overspend of £419K but this was attributable to a higher proportion of the cost of works at London Road falling in 2013/14. The project as a whole had been completed within budget. It was proposed that a net £434K overspend was carried forward into 2014/15 and that £15K was taken as a saving in 2013/14.

A breakdown of the variances on a scheme by scheme basis was shown in Appendix 1.

Appendix 2 showed the 2013/14 Repairs and Renewals Fund out-turn. Expenditure for the year was £142K against a budget of £474K resulting in an underspend of £332K. A breakdown of the variances on a scheme by scheme basis was shown in Appendix 2.

Consideration was given to a potential review of how the capital programme and repairs and renewals fund was scrutinised in the future.

RECOMMENDED TO COUNCIL:

- i) That the provisional Capital and Repairs & Renewals Fund out-turn for 2013/14 was noted; and
- ii) That the amounts be carried forward into 2014/15 as identified in the appendices to the report, with the view to a review of the process for 2015/16.

138 CAPITAL PROGRAMME POSITION STATEMENT

The Director of Resources presented the report which set out, for information, the current position of the Capital Programme in terms of expenditure and resources. Appendix 1 showed expenditure schemes divided between those committed and in progress, and those which had been approved by members but not yet committed.

For additional information Appendix 2 showed the list of provisional schemes that based on past reports to members may give rise to the need for capital expenditure in future years.

RESOLVED:

That the content of the report be noted.

139 TREASURY MANAGEMENT ANNUAL REPORT 2013/14

The Director of Resources presented the report which outlined the requirement of CIPFA's Treasury Management Code of Practice of an annual report on the performance of the treasury management function, on the effects of the decisions taken and the transactions executed during the year and on any circumstances of non-compliance with the Council's treasury management policy statement.

Members were advised that the increase in the number of investments placed in the last quarter of the year reflects the strategy adopted to minimise overnight balances with the CoOp. The average interest rate achieved was 1% (2012/13: 1.73%, £334,068). For comparison purposes the performance indicators of the fund managers as proved by the treasury management advisers Capita Asset Services (Sector) show an upper quartile of 0.58%, median of 0.38% and lower quartile of 0.02%.

The main change that members were made aware of was that the Council had retendered the Council's Bank Contract and the Contract had been awarded to Barclays in May and implementation was underway. The contract

was until 31 March 2018 and had resulted in a saving for Chiltern District Council of £6,000 per annum.

RESOLVED:

That the Treasury Management Annual Report be noted.

140 CHILTERN POOLS NEEDS ASSESSMENT REPORT

The Principal Leisure and Community Officer presented the report which outlined the next steps in relation to commissioning an independent leisure specialist to undertake a needs assessment, detailed in Section 4 of the report.

The Cabinet were advised of the age and condition of the building along with the existing leisure management contract due to expire in 2020, which provided a clear need to review future long term options for the site and specifically the future requirements of leisure provision in Amersham. The report proposed (following a formal tender process) to appoint a specialist independent leisure consultant and the key questions to be incorporated into the needs analysis were outlined in Section 4 of the report.

The next steps proposed that Cabinet release funding of up to £20,000 from the 'Capital Projects Reserves' fund to tender for a specialist leisure consultant to undertake a needs assessment of Chiltern Pools as detailed in Section 4. It was noted that on completion of the assessment a formal presentation was to be made to Members outlining the key findings and considerations in deciding the best way forward. The report had been presented to the Community and Environment Overview Committee on 10 June and the main comment raised was that the scope of the assessment should be widened to encompass the leisure needs of the District rather than a focus on one facility within the District.

Members considered the content of the report in detail and agreed with the views of the Overview Committee that the scope should expand to include the leisure provision for the whole District and that subject to available resources the funding for the work be increased to up to £50,000. The Director of Resources confirmed that funding was available if members deemed that the assessment was a priority for the Council. The Director of Services added that the assessment could be developed in sections to achieve an holistic outcome; and it was suggested that a member group may need to be established in the future to assist with analysis of the assessment.

RESOLVED:

- i) That the appointment of a specialist leisure consultant to undertaken a needs and wants assessment on the future of leisure provision in Chiltern District; and**

- ii) **That up to £50,000 be included in the approved and committed capital programme.**

141 CHILTERN DC - GREEN HOUSE GAS (GHG) REPORT

Consideration was given to the report which updated members on the results of the Chiltern Green House Gas (GHG) reduction of carbon emissions and improvement of energy efficiency measures. It was reported that based on the overall performance to date and projects undertaken under the climate change strategy, the GHG report provided a continuing positive reflection of the Council's commitment to reduce both its total carbon emissions and its on-going energy spend. Further improvements were to be made in relation to:

- Reviewing the performance of SERCO and GLL in respect of carbon emissions
- Impact of staff travelling between two work locations
- Benefits of the use of solar panels
- Savings due to IT servers relocation

RESOLVED:

- i) **That the 3% reduction in carbon emissions for the year 2013/14, and in doing so, achieving the Council's reduction target be noted; and**
- ii) **That the Chiltern GHG Report detailed in Appendix 2 for submission to the Department of Energy and Climate Change be approved.**

142 CHIEF EXECUTIVE'S EXERCISE OF URGENCY POWERS UNDER THE SCHEME OF DELEGATION - LEASE OF PART OF COUNCIL OFFICES

The Cabinet were advised that the Chief Executive had exercised powers of urgency under the Scheme of Delegation to grant of a lease of part of the Council Offices.

RESOLVED:

That the Cabinet note that the Chief Executive had exercised urgency powers under the scheme of delegation in connection with the grant of a lease of part of the Council Offices.

143 JOINT BUSINESS PLAN 2014-19

The Principal Officer presented the report which sought approval for the draft Joint Business Plan 2014 – 19, which replaced the Chiltern's Aims and Objectives 2012-14 document.

Members expressed some concern that the Joint Business Plan as presented did not reflect the individual identities of each authority sufficiently even though there was an understanding of the need for a joint overarching plan for both authorities. In response officers agreed to consider the terminology of the proposed Joint Business Plan and delegate to the Chief Executive, in consultation with the Leader and Deputy Leader of the Council, agreement of the final document.

RESOLVED:

- i) That the draft Joint Business Plan 2014-19 not be approved; but revised to better reflect the joint working arrangements, but also retaining the separate identity of each Local Authority; and**
- ii) That the Chief Executive, in consultation with the Leader and Deputy Leader of the Council, be delegated to agree a revised final document.**

144 ANNUAL PERFORMANCE REPORT 2013-14

The Principal Officer presented to the Cabinet the Annual Report which provided an overview of what the Council had achieved during the 2013/14 financial year. It was noted that the final version of the report was to be circulated widely including being made available on the Chiltern website. Members were advised that the Performance and Resources Overview Committee had reviewed the report and requested that Heads of Service be more stringent in respect of performance indicators.

RESOLVED:

That the Annual Performance Report 2013-14 be noted.

145 OUTSIDE BODIES

RESOLVED –

That the Cabinet appointments to Outside Bodies, as detailed in the appendix, be agreed.

146 MINUTES OF JOINT EXECUTIVE COMMITTEES

Members considered the Minutes of the following Joint Executive Committee meetings:

- Chiltern and South Bucks Joint Committee – 2 April 2014
- Chiltern and Wycombe Joint Waste Collection Committee – 10 April 2014

RESOLVED –

That the Minutes of the meeting of the Chiltern and South Bucks Joint Committee held on 2 April 2014; and the meeting of the Chiltern and Wycombe Joint Waste Collection Committee held on 10 April 2014, be noted.

147 EXCLUSION OF THE PUBLIC**RESOLVED –**

That under section 100 (A) (4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following item(s) 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.

148 ROOF REPAIRS AND REPLACEMENT GLAZING SKYLIGHTS AT KING GEORGE V HOUSE

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

The Head of Environment presented the report which outlined the background of the proposal to repair the roof and replace glazing skylights at King George V House and verbally updated members on tender costs received. The tendered indicated that the works needed to be reconsidered on affordability grounds. Officers believe there is an alternative less costly approach and this would now be pursued. This was hoped to contain the costs to no more than £100,000.

The Director of Resources explained that a procurement for revised works would be carried out and reported to the Corporate Assets Management Group before coming back to members for decision.

RESOLVED –

- i) That tenders be sought for a revised programme of remedial works up to a budget of £100,000 with the results being reported to the Corporate Asset Management Group and authority to accept the most economically advantageous tender being delegated to the Head of Environment; and**
- ii) That, a medium to long term strategy for the offices being developed on a short term maintenance approach be explored and reported to the Corporate Assets Management Group.**

149 SYCAMORE ROAD CAR PARK EXTENSION AND RESURFACING

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

The Head of Environmental Services presented the report which outlined the proposal to create 20 car park spaces at Sycamore Road supported by a good business case and the opportunity to generate revenue income.

RESOLVED:

- i) That the creation of additional parking spaces at Sycamore Road Car Park on parts of gardens rear of 45,47, 49 and 51 Rickmansworth Road, Amersham be approved, and that £100,000 was transferred from the capital receipts reserve to the approved and committed capital programme for this work; and**
- ii) That the resurfacing of Sycamore Road Car Park, Amersham be approved, and that £90,000 was transferred from the capital receipt reserve to the approved and committed capital programme for this work.**

150 PRESTWOOD LEISURE CENTRE CAR PARK UPGRADE WORKS

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

Cabinet considered the report which outlined the need for car park upgrade works at the Prestwood Leisure Centre due to ongoing issues in relation to unmade surfaces forming potholes during poor weather conditions and creates dust issues in the summer.

It was reported that the Community and Environment Overview Committee had considered the report and recommended that Cabinet pursue Option C – surfacing and drainage in the main and over flow car park areas, adding lighting columns and illuminated low level bollards in both the car park areas and introducing new drainage to both car park areas at a proposed cost of £220K. This would be in excess of the sum provided for within the Capital Programme.

Members considered the content of the report in detail and the recommendation from the Overview Committee and it was agreed that the Head of Environmental Services would return to a future meeting with a full breakdown of and backlog repair and maintenance for the exterior parts of the building, and a cost of works for the car parking areas and associated lighting.

RESOLVED:

- i) That tenders be sought for a number of options for the works proposed for the car park resurfacing and lighting and that the results be the subject of a further report; and**
- ii) That a planned maintenance programme be undertaken addressing any backlog issues for the exterior areas (similar to what is in place for other Council Leisure Centres) and that this be reported back to a future meeting of Cabinet.**

The meeting ended at 6.53pm

CHILTERN DISTRICT COUNCIL

**MINUTES of the CABINET
held on 15 JULY 2014**

PRESENT Councillors Mrs I A Darby - Leader
G K Harris
P J Hudson
P E C Martin
F S Wilson

APOLOGIES FOR ABSENCE were received from Councillor M Stannard

ALSO IN ATTENDANCE: Councillors Mrs J A Burton, J L Gladwin,
D W Phillips, N M Rose, J J Rush and A P Williams

1 DECLARATIONS OF INTEREST

There were no declarations of interest.

2 CURRENT ISSUES

There were no current issues to report.

3 EXCLUSION OF THE PUBLIC

RESOLVED –

That under section 100 (A) (4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following item(s) 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.

Note: the relevant paragraph number and description is included under the Minute heading.

4 SUBMISSION OF DELIVERY DEVELOPMENT PLAN DOCUMENT

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

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

Cabinet on 11 February 2014 considered and approved for public consultation and submission to the Secretary of State for Communities and Local Government the Pre-Submission version of the Delivery Development Plan Document (DDPD). Following the end of the public consultation exercise, Council on 13 May 2014, on the recommendation of Cabinet on 6 May 2014, delegated authority to the Head of Sustainable Development in consultation with the Head of Legal and Democratic Services and the Cabinet Member for Sustainable Development to submit the DDPD to the Secretary of State for Communities and Local Government.

Around the time of the latter consideration by Cabinet and Council, the Council received advice from the Planning Inspectorate, as had all Councils close to submission of a plan, to seek legal advice before submission following recent examination outcomes and legal rulings. The Cabinet received a report requesting Members' instructions regarding the submission of the Council's Delivery Development Plan Document in the light of the recent judgements, legal rulings and legal advice received by the Council.

Members noted a further judgement in relation to a plan challenge in Wokingham had been received after the report had been written. It was recognised that further judgements were likely to continue to be made which could relate to the decision regarding the submission of the DDPD. However, it was felt that delaying a decision on the submission may expose the Council to greater risk, and as such it was recognised that a decision needed to be made on the best information available at the current time.

Members considered two options: to recommend that the Council reconfirms the decision made on 13 May 2014 to submit the DDPD as soon as possible for examination or to withdraw the DDPD and start work on a new single local plan. The risks associated with both options were then considered and discussed in detail.

It was felt important that if the Council agreed to reconfirm the decision to submit the DDPD that a commitment be made to prepare a new Local Plan in order to mitigate the risk of challenge to the Council as far as possible. The commitment to prepare a new Local Plan would include carrying out an objective assessment of housing needs; a commitment to seeking to meet those needs in full as far as is consistent with the policies set out in the NPPF, including a Green Belt review.

A number of non-Cabinet Members were then invited to speak. The risks associated with not submitting the DPDD were highlighted in particular. The importance of committing to prepare a new Local Plan and carry out the recommended supporting evidence was also emphasised, with timetabling being identified as a critically important issue.

Following a comment from a non-Cabinet Member it was advised that the resourcing available to provide the supporting evidence with the submission of

the Council's DDPD would be kept under review, and that if additional resources were required, then a further report would be brought before the Cabinet.

It was noted that a Local Plan Policy Advisory Group (LPPAG) had been established to consider key issues for the DDPD and provide an informal Member steer for officers. The LPPAG had met on 19 June and 14 July to consider the two options currently before the Cabinet. At the most recent meeting the LPPAG acknowledged that there were risks for both options and, on balance, advised that they were minded to recommend to Cabinet that the Council should continue to submit the DDPD along with a Duty to Co-operate statement.

It was noted that a further report would be considered by the Cabinet at the next meeting on 26 August regarding a revised Local Development Scheme, and in response to a question it was confirmed that this would include commitment to an early Green Belt review.

RESOLVED –

- 1. That it be noted that that the Delivery Development Plan Document has not at this stage been submitted to the Secretary of State for examination.**
- 2. That the Officers prepare a revised Local Development Scheme in consultation with adjacent local planning authorities, such Local Development Scheme to bring forward the preparation of a single local plan to replace the Core Strategy for Chiltern District and Delivery DPD once adopted, and that a report on the revised Local Development Scheme be considered at the next Cabinet meeting on 26 August 2014.**

AND RECOMMENDED –

- 3. That the Council reconfirms the decision to submit the Delivery Development Plan Document to the Secretary of State for Communities and Local Government for examination as previously agreed by the Council meeting held on 13 May 2014.**
- 4. That the Delivery Development Plan Document be submitted in mid-August, leading to an examination towards the end of 2014 and proposed adoption in Spring 2015;**
- 5. That the Council gives a commitment to prepare a new Local Plan, including an objective assessment of needs, and a commitment to seeking to meet those needs in full as far as is consistent with the polices set out in the National Planning Policy Framework including an early Green Belt review;**

- 6. That the commitment be demonstrated by bringing forward a new Local Development Scheme to Cabinet on 26 August 2014 to be recommended to Council that will establish a timetable for the Core Strategy/Delivery Development Plan Document review as a single local plan co-ordinated with adjacent authorities;**
- 7. That the preparation of a single local plan be progressed as soon as possible – commencing with the joint commissioning of a Strategic Housing Market Assessment boundary study in July/August and discussions and joint working with duty to cooperate organisations at the earliest opportunities.**

The meeting ended at 2.50 pm

Classification: OFFICIAL

**CHILTERN DISTRICT COUNCIL
CABINET – 26 AUGUST 2014**

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 following draft 28 Day Notice / Forward Plan notices:

- **Cabinet: 23 September (Appendix 1)**
- **Joint Waste Committee for Bucks: 9 October (no items currently)**
- **Joint Committee: 16 October (no items currently)**
- **CDC & WDC Joint Waste Collection Committee: 6 November - *Provisional meeting date* (Appendix 2)**
- **Chilterns Crematorium Joint Committee: Next meeting date TBC**

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

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

Background Papers: None

Classification: OFFICIAL

28-DAY NOTICE – FORWARD PLAN

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 Mrs I A 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
No	Economic Activity Update Report: To provide an update on the work going on within Chiltern District to promote economic development and to inform a debate on what should be done to promote economic sustainability in the district.	N/A	Cabinet 21 October 2014	No	Chief Executive
No	Economic Activity Update: To provide an update on the work going on within Chiltern District to promote economic development, and to inform a debate on what should be done to promote economic sustainability in the district	N/A	Cabinet 21 October 2014	No	Chief Executive
No	Quarter 2 Performance Report 2014/15: This report monitors performance against pre-agreed targets and seeks approval for any proposed changes to targets	P&R 2 December 2014	Cabinet 16 December 2014	No	Chief Executive

Support Services - Deputy Leader (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
Yes	Draft Revenue Budget 2015/16: To consider the draft budgets for 2015/16	P&R 2 Dec 14	Cabinet 16 Dec 14	No	Director of Resources
Yes	Capital Programme and Repairs & Renewals Programme 2015/16 to 2018/19: To consider and agree the proposed updates to the capital and Repairs & renewals programmes	P&R 2 Dec 15	Cabinet 16 Dec 14	No	Director of Resources
Yes	Treasury Management Strategy 2015/16: To inform Members of the proposed treasury management strategy for the forthcoming year	P&R 20 Jan 15	Cabinet 10 Feb 15	No	Director of Resources

Sustainable Development (Councillor G 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	Neighbourhood Planning - Revision to the Scheme of Delegation: To consider a report on delegated powers in relation to: the examiner recommendations; determination of the referendum area and date of the referendum; and approve one set of delegated powers covering the neighbourhood planning process.	N/A	Cabinet 23 Sept 14	No	Director of Services
No	Sustainable Construction and Renewable Energy Supplementary Planning Guidance: Following public consultation and consideration by the Housing and Planning Overview Committee Cabinet to recommend adoption of the SPD to Council.	H&P 18 November 2014	Cabinet 16 Dec 14	No	Director of Services
Yes	Delivery Development Plan Document: The Delivery DPD is expected to be the subject of Examination in Public during September 2014 following which Cabinet will be asked to consider the outcome of examination. This is anticipated to be a recommendation to Council for adoption but may involve other procedural requirements in advance of adoption.	N/A	Cabinet 10 Feb 15	No	Director of Services

Environment (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
Yes	Joint Waste Collection Contract - Consideration of Contractor's Notice of Change: to consider a request from the contractor to make a change to the joint waste contract	P&R 12 Aug 14	Cabinet 23 Sept 2014	Yes (Paragraph 3) (Paragraph 5)	Director of Services
No	Information Item - Energy Contracts: Request for joint contracts and one authority to be lead for supplier contract purposes	C&E 7 Oct 14	Cabinet 21 October 2014	No	Director of Services
No	Annual Energy Report: report for noting	C&E 7 Oct 2014	Cabinet 21 October 2014	No	Director of Services
No	Annual Car Park Report: report for noting	H&P 24 Sept 14	Cabinet 21 October 2014	No	Director of Services
Yes	Disposal and Acquisitions Policy: The agree the policy	P&R 30 Sept 14	Cabinet 21 October 2014	No	Director of Services
Yes	Amersham Additional Parking Capacity possibly at Sycamore Road and AMSCP: Potential to invest Capital into creation of additional spaces - extension of land owned by CDC at Sycamore Road and or further levels adjoining structure	H&P 24 Sept 14	Cabinet 21 October 2014	No	Director of Services
No	Chesham Buckinghamshire Business First and Chesham Chamber Hub Permits: To request that parking permits be issued for the use of Chesham Buckinghamshire Business First and Chesham Hub		Cabinet 21 October 2014	No	Director of Services

Community, Health & Housing (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
Yes	Prestwood Sports and Leisure: To consider a report detailing options for Prestwood Sports and Leisure Centre		Cabinet 21 Oct 14	Yes (Paragraph 3)	Director of Services
Yes	Service Level Agreement with Community Organisations: To agree the SLA funding for community organisations	C&E 7 Oct 2014	Cabinet 21 Oct 14	No	Director of Services
Yes	Open Space Strategy: To consider a report on the Open Space Strategy	C&E 7 Oct 2014	Cabinet 21 Oct 2014	No	Director of Services
No	Chiltern District Council Strategic Housing Framework 2014-15: To receive an update on affordable housing delivery and to consider the Council's draft Strategic Housing Framework 2014-15	H&P 24 Sept 2014	Cabinet 21 Oct 2014	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 27 Jan 2015	Cabinet 10 Feb 2015	No	Director of Services

Customer Services (Councillor F Wilson)					
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	Sundry Debt Write Off: To authorise write off of sundry debt relating to a housing benefit overpayment of £10,092.44	P&R 30 September 2014	Cabinet 21 October 2014	Yes (Paragraph 1)	Director of Resources
No	Non Domestic Rates - Arrears for Write Off: Seeking authorisation of Cabinet to write off arrears of Non Domestic Rates in the sum of £12438.06.	P&R 30 September 2014	Cabinet 21 October 2014	Yes (Paragraph 3)	Director of Resources
Yes	Discretionary Rates Relief Policy: Review of Discretionary Rates Relief Policy for Cabinet approval of new policy	P&R 2 December 2014	Cabinet 16 December 2014	No	Director of Services

28-DAY NOTICE – FORWARD PLAN

**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 [Chiltern District Council](#) & [Wycombe District Council](#)

**CHILTERN & WYCOMBE JOINT WASTE COLLECTION COMMITTEE
 (JWCC)**

Meeting: 6 November 2014 (Wycombe District Council)					
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 & Risk Register: To receive an update on the Programme to date.		JWCC 6 Nov 2014	Yes (Paragraph 3)	Kitran Eastman 732149
No	Joint Waste Client budget 2015/16: To provide Members with details of the Joint Waste Client budget for 2015/16.		JWCC 6 Nov 2014	No	Rodney Fincham 732260

**CHILTERN DISTRICT COUNCIL
CABINET 26th August 2014**

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

CHILTERN DISTRICT HOUSING LAND SUPPLY TRAJECTORY 2006 TO 2029

Contact Officer: Gary Bartlett (01494 732034) / Graham Winwright (01494 732269)

RECOMMENDATION

- 1. That Cabinet approves the 2014 Chiltern District Housing Land Supply Trajectory 2006 to 2029 for publication as an evidence document for the Submission Delivery Development Plan Document and for inclusion in the 2013/14 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 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 that was submitted to the Secretary of State in August 2014. 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 2029 attached to this report (the '**2014 Trajectory**'), as an evidence document for the Submission Delivery Development Plan Document February 2014 (the '**Submission DDPD**') and inclusion in the 2013/14 Annual Monitoring Report to be published in early 2015.
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 2014 Trajectory.
3. **Appendix A** comprises (i) the detailed housing trajectory paper which outlines the changes that have been made to the 2013 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 contain appendices in which the headline and detailed tables and graphs that comprise the trajectory up to the year 2029 are presented. Tables (**HT2-2650 and HT2-2900**) present the 'lower' and 'upper' ends of the Core Strategy new dwelling requirement. They drill down to individual sites within each different type of land source and give the expected delivery on a year by year basis for each site.
4. Two new sources of housing delivery were introduced by the Government during 2013/14 and are taken account of in the 2014 Trajectory. In May 2013, changes were made to 'permitted

development' rules to allow the change of use from a variety of non-residential to dwellings. In Chiltern this primarily means the change of use from offices to flats. In March 2014 new Government guidance allowed Council's to count Use Class C2 residential institution accommodation for older people against their development plan dwelling requirement. Because of the age profile of Chiltern's population, there is demand for this type of accommodation. Currently over 300 units of this type of accommodation has extant planning permission and is a useful addition to future supply of housing. Inclusion of older persons' accommodation in the trajectory was accepted by the Planning Inspector when recently dismissing a housing appeal at The Pheasant P.H. in Amersham.

5. **A copy of the detailed housing trajectory with tables and graphs printed in colour on A3 size paper is available in the Members Room.**
6. The document is necessarily detailed as robust evidence provided by the 2014 Trajectory is needed to support the Submission DDPD, for planning applications and appeals should housing land supply become a material consideration or is challenged at appeal, or ultimately becomes the subject of a legal challenge to the High Court.
7. The Trajectory has a base date of **31st March 2014** but includes more recent evidence that was known when this report was prepared.
8. The conclusions of the detailed trajectory paper are set out below and include the implications for the Submission DDPD.
9. 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*".
10. 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*".
11. 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*".

12. The housing delivery 'targets' used in the 2014 Trajectory are based on the 'lower' and 'upper' ends of the dwelling requirement range in Policy CS2 of the Core Strategy, i.e., between 2,650 and 2,900 dwellings to be provided between 2006 and 2026. These equate to annualised averages of 133 and 145 dwellings.
13. Using the 'residual' method of calculating future requirement, cumulative overprovision of housing against 'target' between 2006 and 2014 means that the annual lower and upper 'targets' are reduced. The annual 'lower' end target is reduced to 122 for the first 5-years of the trajectory and to 113 for the remainder. Overprovision against the higher annual 'upper' end requirement is not as much so accordingly the future targets are reduced by a smaller amount but still drop to 144 and 137 respectively. However, as calculation of the target is dependent on the levels of delivery each year it could go up or down in the future.
14. Against the 'lower' and 'upper' targets, delivery of new housing is expected to be above 'target' each year up to 2018/19 while a 5-year housing land supply can be demonstrated in line with the requirements of the National Planning Policy Framework (NPPF). The requirement for this period includes the additional 5% buffer required by the NPPF.
15. **Graph HT1-2650** and **Graph HT1-2900** in the appendices to the 2014 Trajectory show anticipated delivery by year from ALL sources of land. **Graphs HT2-2650 and HT2-2900** break this down into delivery from the different sources of land identified in the trajectory. Both show that at the present time anticipated housing delivery is front loaded from committed and allocated sites. This continues beyond the current 5-year supply period that runs up to 2019.
16. Delivery at or above 'target' is expected to continue for a further two years up to 2021. By then all the dwellings that had extant planning permission and had been 'agreed in principle' by the Council at 31st March 2014 are expected to have been delivered while the potential on all the Core Strategy allocated housing sites is also expected to have been realised by then.
17. From 2018 onwards new housing is shown to start being delivered on Strategic Housing Land Availability Assessment (SHLAA) and 'Other' sites proposed in the Submission DDPD. At the present time from 2021 onwards they are shown to be the main source of delivery although it is expected that small windfall sites will continue to deliver housing throughout the trajectory period.
18. 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 Submission DDPD currently has an anticipated adoption date of the Spring 2015.

19. The Submission 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 rolling '5 year supply' of housing land in the years ahead.
20. A purpose of the trajectory is to also inform future plan making. For example where the trajectory includes a falling off of housing supply the Council could seek to counter this through the preparation of plan amendments or a new plan.
21. The 2014 trajectory indicates the start of potential supply concerns from 2018 onwards as supply from committed sites reduces. This trajectory has informed the timetable for a new local plan to cover the period to the year 2036 elsewhere on the agenda. The recommendation is to have a new local plan submission in 2017 and adoption in mid-2018. A new local plan would need to address housing supply over the period up to 2036.

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
- Communities & Local Government Planning National Planning Policy Framework March 2012 (NPPF)
- 2012 Chiltern Local Development Scheme
- 2013 Housing Land Supply Trajectory (2006-2028)
- Communities & Local Government National Planning Policy Framework Planning Practice Guidance - Housing and Economic Land Availability Assessment – Methodology – Stage 5: Final evidence base – Paragraphs 036 to 038 – March 2014 (NPPG)
- Class J of Part 3, Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995, as amended.
- Chiltern Strategic Housing Land Availability Assessment: Update 2014
- Submission Delivery Development Plan Document February 2014
- Chiltern District Council published housing permission, completion and extant permission statistics 2013/14
- Appeal decision: APP/X0415/A/13/2206014 (CH/2013/0843/FA)

Chiltern District Council

HOUSING LAND SUPPLY TRAJECTORY 2006-2029

AT 31st MARCH 2014

Version 1.0: 26 August 2014



Housing Land Supply Trajectory 2006 to 2029

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Photograph on front cover:

2014 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 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 Examination into the Delivery Development Plan Document that was submitted to the Secretary of State in August 2014**¹. For this reason as with the 2013 Trajectory, this 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 document rolls forward by 12 months the **2013 housing trajectory** adopted and published by the Council in October 2013, the headlines of which were included in the 2012/13 Authorities Monitoring Report (AMR).
6. The **2014 Housing Land Supply Trajectory** ('the 2014 Trajectory') has an assumed base date of **31st March 2014** and covers the 15-year period up to **31st March 2029**. This is three years beyond the end of the period covered by the Core Strategy, which ends on 31st March 2026.
7. The 2014 Trajectory takes account of new housing granted planning permission and built (delivered) during 2013/14 including new sources of delivery. It also includes new evidence about anticipated future delivery of housing on committed sites, sites allocated in the Core Strategy 2011 and housing sites proposed in the Submission Delivery Development Plan Document 2014.

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

8. It also has regard to the guidance in the National Planning Policy Framework (NPPF)² that came into effect on 27th March 2012 and National Planning Practice Guidance (NPPG) issued on 6th March 2014³
9. The 2014 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 2026 is set out in **Policy CS2** of the **Core Strategy**⁴ and is expressed as a range.
10. **The 2014 Trajectory relates to the dwelling requirement at the lower and upper ends of the Core Strategy dwelling range set out in Policy CS2, namely 2,650 and 2,900 dwellings.** The headline tables and graphs will also be included in the 2013/14 Annual Monitoring Report to be published towards the end of 2014 or early 2015.

National Planning Policy Framework guidance (NPPF)

11. 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"*.
12. Paragraph 47 also states the need to provide [in the first 5 years supply], *"....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;...."*
13. However, the NPPG states that, *"Local Plans can pass the test of soundness where LPA's have not been able to identify sites or broad locations for growth in years 11-12"*⁵
14. 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"*.

² National Planning Policy Framework (NPPF) <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

³ National Planning Practice Guidance Housing and Economic Land Availability Assessment – Methodology – Stage 5: Final evidence base – Paragraph 037 reference ID: 3-037-20140306 – 6th March 2014

⁴ <http://www.chiltern.gov.uk/corestrategy>

⁵ National Planning Practice Guidance Housing and Economic Land Availability Assessment – Methodology – Stage 4: Assessment review – Paragraph 027 reference ID: 3-027-010306 – 6th March 2014

15. 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"*.
16. This paper outlines the various sources of land on which new housing is expected to be delivered in Chiltern District 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 how a 5 and 10 years' worth of housing supply can be provided against Core Strategy housing requirements.
17. 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 2029

Dwelling Requirement 2006 to 2014

18. 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 Strategy**. It is expressed as a range of between **2,650 and 2,900 dwellings**.
19. 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' [now revoked], is one of the reasons the Core Strategy Examination Planning Inspector introduced a range with a lower dwelling requirement figure. The 2014 Trajectory contains a trajectory for both the lower and upper requirement figures.
20. The annual net average requirement of the **lower end** 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 2014** of **1,064 dwellings** [8 years x 133 dwellings].
21. The annual net average requirement of the **upper end** of the dwelling range is **145** [2,900 / 20 years). This produces a net cumulative requirement between **1st April 2006 and 31st March 2014** of **1,160 dwellings** [8 years x 145 dwellings].

Dwelling Delivery 2006 to 2014

22. In the year **1/4/2013 to 31/3/2014**, a net total of **135** dwellings were delivered. It includes delivery from two new sources of housing introduced by the Government during 2013/14⁶. This is above the

⁶ This includes dwellings delivered from (i) General Development Order 2013 'permitted development' changes of use from office to residential and (ii) Use Class C2 residential accommodation for older people - National Planning Policy Framework Planning Practice Guidance - Housing and Economic Land

'lower' annual average dwelling requirement but below the 'upper' annual average requirement.

23. Delivery took place on two 'major' sites of more than 10 dwellings, i.e. the remaining **36** units on the 250-dwelling Turners Field development in Bell Lane, Little Chalfont and **17** on the former Chesham Colour Supplies warehouse and 3 Germain Street site in Chesham. The remainder were on smaller sites of less than 10 dwellings throughout the District.
24. This means that between **1/4/2006 and 31/3/2014**, a cumulative net total of **1,257 dwellings** have been delivered throughout the District⁷.
25. This means that in terms of the **lower end** of the requirement, in the eight years since the start of the Core Strategy period there has been a **cumulative over provision of 196 dwellings** [1,257 delivered less 1,064 requirement].
26. In respect of the **upper end** of the requirement there has been a **cumulative over provision of 97 dwellings** [1,257 delivered less 1,160 requirement].
27. This overprovision is relevant to the 'NPPF 5% or 20% additional buffer' considered below.

Core Strategy Dwelling Requirement from 2014 to 2029

2,650 dwelling requirement – lower end of range

28. Using the **lower** dwelling requirement, the '**residual method**' of calculating future dwelling requirement produces a requirement of **1,393 dwellings** for the period from **1st April 2014** until the end of the Core Strategy period on **31st March 2026** [2,650 requirement less 1,257 already delivered].
29. This equates to a residual average annual requirement of **116 dwellings** (rounded) for the remaining 12 years of the Core Strategy period up to 2026 [1,393 / 12 years].

Housing trajectory dwelling requirement 2014 to 2029

30. However, as the 2014 trajectory covers a 15-year period⁸, it is necessary to extend the dwelling requirement for **three years** beyond the end of the Core Strategy period, i.e. up to **31st March 2029**. This is achieved by adding 3 years of the remaining residual average annual requirement of **116 dwellings, i.e. 348** [116 x 3 years] to the residual requirement up to 2026 of **1,393** to produce a total of **1,741** [1,393 + 348].

Availability Assessment – Methodology – Stage 5: Final evidence base – Paragraph 037 reference ID: 3-037-20140306 – 6th March 2014 – see Sources 2 and 3 in paragraph 43 below

⁷ This includes dwellings delivered during 2013/14 from (i) General Development Order 2013 'permitted development' changes of use from office to residential and (ii) Use Class C2 residential accommodation for older people - National Planning Policy Framework Planning Practice Guidance - Housing and Economic Land Availability Assessment – Methodology – Stage 5: Final evidence base – Paragraph 037 reference ID: 3-037-20140306 – 6th March 2014 – see Sources 2 and 3 in paragraph 43 below

⁸ Paragraph 47 NPPF

31. This produces an **annualised residual requirement of 116 dwellings (rounded) for the 15-year housing trajectory**. [1,741 divided by 15 years = 116 (rounded down from 116.06)].

National Planning Policy Framework additional 5% or 20% buffer

32. 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 (*moved forward from later in the plan period*) 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.
33. Furthermore, there is no guidance on what account should be taken of the impact of the economic recession on housebuilding both nationally and locally.
34. In the eight years since the start of the Core Strategy period in April 2006, the delivery of new housing in Chiltern has been above the annualised **lower end annual target of 133 in five 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 both the national and local house building industry. Many housing sites were 'mothballed' with work restarting on them in the last 3 years. As such the drop in the number of dwellings delivered was outside the control of the Council.
35. Despite this under provision, the average delivery rate in the eight year period has been **157 dwellings per annum** [1,257 / 8 years]. This is above not only the lower end annual average requirement of 133 but also the upper annual average of 145.
36. In terms of housing delivery against the cumulative **lower** dwelling requirement between 2006 and 2014, there has been a cumulative **over delivery**.
37. If the delivery period is extended further back in time to the before the start of the Core Strategy, the situation improves further as delivery was over 200 dwellings per annum in each of the three years leading up to 2006/07.
38. Therefore 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.

Housing trajectory annualised dwelling requirement 2014 to 2029 – Years 1 to 5 / Years 6 to 10 / Years 11 to 15 with additional 5% buffer

39. The overall residual 15-year requirement is **1,741** dwellings. This equates to a requirement of **580** dwellings for each 5-year period [1,741 / 15 years x 5 years].
40. The bringing forward to the first 5-year period (2014 to 2019) of an **additional 5% buffer** from later in the plan period⁹, increases the requirement by **29** from 580 to **609** [580 + 5% of 580]. In this context the 'plan period' is taken to mean the last 10 years of the 2014 trajectory. As a result the annualised requirement increases from 116 to **122** dwellings (both rounded) [609 / 5 years].
41. The moving forward of 29 dwellings from the last 10 years of the trajectory, reduces the requirement for that period by that amount. The requirement for the 10-year period therefore reduces from 1,160 to **1,131** [580 x 2 less 29]. For each 5-year period the requirement is **565.5** dwellings [1,131 / 2], which has been rounded up to **566**. The annualised average requirement is **113** dwellings (rounded down from 113.2) [566 x 2 / 10 years].

2,900 dwelling requirement – upper end of range

42. Using the **upper** dwelling requirement, the '**residual method**' of calculating future dwelling requirement produces a requirement of **1,643 dwellings** for the period from **1st April 2014** until the end of the Core Strategy period on **31st March 2026** [2,900 requirement less 1,257 already delivered].
43. This equates to a residual average annual requirement of **137 dwellings** (rounded) [1,643 / 12 years] for the remaining 12 years of the Core Strategy period up to 2026.

Housing trajectory dwelling requirement 2014 to 2029

44. However, as the 2014 trajectory covers a 15-year period¹⁰, it is necessary to extend the dwelling requirement for **three years** beyond the end of the Core Strategy period, i.e. up to **31st March 2029**. This is achieved by adding 3 years of the remaining residual average annual requirement of **137 dwellings, i.e. 411** [137 x 3 years] to the residual requirement up to 2026 of **1,643** to produce a total of **2,054** [1,643 + 411].
45. This produces an **annualised residual requirement of 137 dwellings (rounded) for the 15-year housing trajectory**. [2,054 divided by 15 years (rounded up from 136.9)].

National Planning Policy Framework additional 5% or 20% buffer

46. As with the lower end of the dwelling range, it is necessary to consider whether an additional 5% or 20% buffer of the overall dwelling requirement needs to be moved forward to the first 5 years of the trajectory from later in the plan period. An additional buffer of 5% should be increased to **20%** where there is a **record of persistent under delivery of housing**.
47. In the eight years since the start of the Core Strategy period in April 2006, a total of **1,257** dwellings have been delivered in Chiltern. This equates to

⁹ Paragraph 47 of the NPPF March 2012

¹⁰ Paragraph 47 NPPF

an annualised delivery rate of **157**. The upper end dwelling requirement over the same period is **1,160**, i.e., an annualised rate of **145**.

48. Delivery of new housing in Chiltern has been above the annualised **upper end annual target of 145 in four** of the eight years. Three of the four years when delivery fell below this target was between 2008/9 and 2010/11 when the economic recession was at its worse with the resulting impact on both the national and local house building industry. Many housing sites were 'mothballed' with work restarting on them in the last 3 years. As such the drop in the number of dwellings delivered was outside the control of the Council.
49. In terms of housing delivery against the cumulative **upper** dwelling requirement between 2006 and 2014, there has been a cumulative **over delivery**.
50. If the delivery period is extended further back in time to before the start of the Core Strategy period, the situation improves further as delivery was over 200 dwellings per annum in each of the three years leading up to 2006/07.
51. Therefore on this basis it is considered that as there has **not** been a '*record of persistent under delivery*' in Chiltern against the upper end dwelling range, an '**additional 5% buffer**' is applicable.

Housing trajectory annualised dwelling requirement 2014 to 2029 – Years 1 to 5 / Years 6 to 10 / Years 11 to 15 with additional 5% buffer

52. The overall residual 15-year requirement is **2,054** dwellings. This produces an **annualised residual requirement of 137 dwellings (rounded)**. It produces a requirement of **685** dwellings for **each 5-year period** [2,054 / 15 years x 5 years] (rounded up).
53. The bringing forward to the first 5-year period (2014 to 2019) of an **additional 5% buffer** from later in the plan period¹¹, increases the requirement by **34** from 685 to **719** [685 + 5% of 685]. In this context the 'plan period' is taken to mean the last 10 years of the 2014 trajectory. As a result the annualised requirement increases from 137 to **144** dwellings (rounded) [719 / 5 years].
54. The moving forward of 34 dwellings from the last 10 years of the trajectory, therefore reduces the requirement for that period by that amount. The requirement for the 10-year period reduces from 1,370 to **1,336** [685 x 2 less 34]. For each 5-year period the requirement is **668** dwellings [1,336 / 2]. Because of rounding, the annualised average requirement remains at **137** dwellings (rounded up from 133.6) [1,336 / 10 years].

Assessing Future Housing Needs

55. The Council in July 2014 approved submission of the Delivery Development Plan Document February 2014 to the Secretary of State for Communities and Local Government. At the same time it committed to prepare a new local plan to the year 2036¹². This new local plan is

¹¹ Paragraph 47 of the NPPF March 2012

¹² Minute 4 of Chiltern District Council Cabinet – 15th July 2014

expected to be adopted in mid-2018 and to bring forward new housing sources. It will also set a new planned housing supply figure to 2036 against which future housing trajectories from that point would be calculated.

Sources of Housing Land Supply 2014 to 2029

56. The following section provides an explanation of the sources of housing land that make up the 2014 Trajectory.
57. Using the dwelling requirement figures outlined in the first part of this document, the 2014 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 three beyond up to 2029.
58. It includes two new sources of housing land supply introduced by the Government during 2013/14. One relates to the ability to count Use Class C2 Residential institutional accommodation for 'older people' against development plan housing requirements¹³. The other relates to changes to 'permitted development' regulations allowing change of use from a variety of uses to residential¹⁴.
59. The following sources of housing land supply are used with the source numbering matching that used in the detailed tables in the Appendix to the 2014 Trajectory.
- **Source 1.1 - Sites with extant planning permission for 5 or more dwellings (net) at 31st March 2014**
 - **Source 1.2 - Sites with extant planning permission for up to and including 4 dwellings (net) at 31st March 2014**
 - **Source 2 - Use Class C2 Residential Institutional accommodation for older people – not started or under construction at 31st March 2014.**
 - **Source 3 - General Development Order 'permitted development' changes of use from office to residential – not started or under construction at 31st March 2014.**
 - **Source 4 Sites where housing had been "agreed in principle" subject to a legal agreement at 31st March 2014**
 - **Source 5 - Strategic housing sites and major developed sites in the green belt allocated for housing [Core Strategy Policies CS6 and CS7]**
 - **Source 6 - Small Windfall (unidentified) sites**

¹³ Use Class C2 residential accommodation for older people - National Planning Policy Framework Planning Practice Guidance - Housing and Economic Land Availability Assessment – Methodology – Stage 5: Final evidence base – Paragraph 037 reference ID: 3-037-20140306

¹⁴ General Development Order 2013 'permitted development' changes of use from office to residential

- **Source 7 – Submission Delivery Development Plan Document February 2014 - Strategic housing land availability assessment (SHLAA) and 'Other' sites**

[Note: It should be noted that new dwellings from changes of use (other than from offices requiring pre-notification) under 'permitted development' is difficult to accurately monitor. For this reason they are not included as a source within the 2014 Trajectory but are expected to add to housing supply]

Sources 1.1 and 1.2: Sites with extant planning permission dwellings (net) at 31st March 2014 on sites for up to and including 4 dwellings and 5 or more dwellings

60. At 31st March 2014, a net total of **434** dwellings had **extant planning permission** on **sites of all sizes**. Land **sources 1.1 and 1.2** break down 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 2014

61. At 31st March 2014, of the total of **434** dwellings¹⁵ with **extant planning permission** on sites of all sizes, **331** are on 12 '**large**' sites. Details of the progress of development on the 3 largest sites is given below followed by a summary of progress on the remaining 9 smaller 'large' sites.
62. * Details of **194** dwellings have been approved in respect of the outline planning permission on **The Grange (former Holy Cross Convent) site in Chalfont St Peter**¹⁶ granted in December 2010. The site is vacant with the former 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 2014, the outline planning permission was subject to a **Judicial Review** by Chalfont St Peter Parish Council¹⁷. Until such time as the Judicial Review is determined and any appeal¹⁸ determined the outline planning permission remains extant.
63. A claim has 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 outline planning permission, until such time as the claim is finally determined in the High Court, this part of Policy CS6 remains in place.
64. 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

¹⁵ Use Class C3

¹⁶ Application CH/2010/0293/OA refers. The outline permission expires on 21st December 2013.

¹⁷ 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.

¹⁸ Appeal against 2013 High Court decision heard on 7th/8th and 9th July 2014.

developer], *he considered that there still remained a reasonable prospect of securing delivery as envisaged*¹⁹. On this basis the permission was included within the 2011 Trajectory.

65. Despite the on-going Judicial Review, after taking into the account the Inspectors comments, the site has been included in housing trajectories with delivery being moved back in time to reflect progress and delays with the legal challenges.
66. During 2013/14, two sets of details relating to the outline planning permission were approved. The applicant in both cases was Persimmon Homes²⁰. This demonstrates that despite the on-going legal challenge, there is sufficient interest in the site to meet the tests of availability, suitability, achievability and viability. Because of further delays in the legal challenge proceedings, it is considered reasonable to put back the start of **delivery by one year so that it is now expected to take place between 2016 and 2019**. This means that delivery is expected to continue to straddle the first and second 5-year periods of the 2014 Trajectory.
67. * **20 dwellings are under construction on the Nicholas House and Stokebury Centre site in London Road West, Amersham Old Town. This development is expected to be completed during 2014/15.**
68. * Planning permission has been granted for **45 dwellings on The Donkey Field site in Burtons Lane, Little Chalfont**²¹. This site was originally identified in the Council's 2008 Strategic Housing Land Availability Assessment (SHLAA) and later included in the adopted Core Strategy 2011 as a Strategic Housing site under Policy CS6. As permission had only just been granted, work had not started at 31st March 2014. **On this basis delivery is not expected to occur until between 2016 and 2018.**
69. * At 31st March 2014, a further **67 dwellings (net)** had extant planning permission on the remaining 9 'large' sites. Of these **42 dwellings** were under construction; with work not having started on the remaining **25 dwellings**. Of those where work had not started, 14 are on sites that have been cleared with 6 dwellings having received permission just before 31st March 2014.
70. Therefore on this basis, it is anticipated that all **67 dwellings** will be delivered within the 3-year period up to 31st March 2017, i.e. a **100%** implementation rate. The progress of those sites where work had not started at 31st March 2014 will be reviewed in the 2015 Trajectory.
71. **Overall, 100% of the potential of 326 dwellings from 'large' sites with extant planning permission for 5 or more dwellings (net) at 31st March 2014 is included in the first 6 years of the 2014 Trajectory up to the year 2020.**

¹⁹ 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

²⁰ 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. Following refusal by the Council, the details were allowed on appeal in January 2014. The Council approved the details of 187 dwellings in M 2014 under application CH/2013/1991/DE

²¹ Application CH/2013/1245/FA

Source 1.2: Sites with extant planning permission for up to and including 4 dwellings (net) at 31st March 2014

72. Of the total of **452** dwellings (net) with **extant planning permission** at 31st March 2014, **121** is on 'small' sites. As in previous trajectories a non-implementation rate of 10% has been applied to dwellings with permission on 'small' sites. The reasoning behind the rate below is repeated from previous trajectories.
73. Research into the expiry rate of housing permissions during the 10-year period between 2000 and 2010 was undertaken for the Core Strategy examination in April 2011. It showed that on average each year, just over 4% of the number of dwellings with outstanding permission at the 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 has been used in trajectories since 2011.
74. A **90%** implementation rate means that **109** (net)²² of the 121 dwellings (net) with extant permission on 'small' sites are expected to be delivered by March 2017 at an annual average of around **36 dwellings** (rounded) [109/3].
75. Research undertaken in connection with the number of dwellings delivered on 'small windfall' sites since 1996 for the Core Strategy examination indicated an average net 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 sites at around 36 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**.
76. **90% of the potential of 121 dwellings from 'small' sites with extant planning permission for up to and including 4 dwellings (net) at 31st March 2014 is included in the first three years of the 2014 Trajectory.**
77. As well as Use Class C3 dwellings granted planning permission by the Council and at appeal referred to in **Sources 1.1** and **1.2**, two 'new' types of dwellings were introduced by the Government during 2013/14 and which can be counted against the local planning authority development plan housing requirement. They are included in the future land supply and delivery as **Sources 2 and 3**.

Source 2: Sites with extant planning permissions for Use Class C2 Residential Institutional accommodation for older people at 31st March 2014

78. In March 2014, the Government stated in National Planning Policy Guidance that **accommodation for older people including that in residential institutions in Use Class C2** should be counted against local planning authority development plan housing requirement²³. The guidance

²² [121 less 10% = 108.9 rounded up to 109]

²³ National Planning Policy Framework Planning Practice Guidance - Housing and Economic Land Availability Assessment – Methodology – Stage 5: Final evidence base – Paragraphs 036 to 038 inclusive reference IDs: 3-036 to 038 inclusive -20140306 – 6th March 2014

also related to student accommodation and empty homes although they are not monitored for the purposes of this trajectory as they are not considered to be a significant source of housing supply in the District.

79. At 31st March 2014, five developments proposing Use Class C2 residential institutions accommodation had extant planning permission. For the purposes of monitoring the number of 'dwellings' each development provides, individual self-contained bedrooms and living units are counted as a 'dwelling'.
80. It should be noted that the inclusion of such accommodation in a housing trajectory was accepted by the PINS Planning Inspector on an appeal decision made in June 2014²⁴. In respect of whether the Council could demonstrate a 5-year supply based on an adjustment to the 2013 Trajectory the Inspector said in paragraph 49, "*...Further, comfort is provided by evidence from the Council which indicates that when the 2013 Housing Trajectory is adjusted to take account of older people's accommodation including residential institutions in Use Class C2 as advised by the Government's planning guidance,...*"
81. The following Use Class C2 'older persons' were presented by the Council at the appeal public inquiry. The current status of each is now included. In total they propose **322 'dwellings'**:
- Within grounds of The National Society Of Epilepsy site, Chesham Lane, Chalfont St Peter (access off Rickmansworth Lane) – **82 'dwellings'** – site cleared and fenced off.
 - The Grange (former Holy Cross Convent), Chalfont St Peter [Core Strategy Strategic Housing Site & SHLAA site 116 & 391] – **65 'dwellings'** – not started - see section above in Source 1 on legal challenge to outline planning permission and Core Strategy allocation for housing.
 - former Chesham Community Hospital (demolished) Hospital Hill, Waterside, Chesham – **80 dwellings** - existing buildings demolished –site not cleared – fenced off.
 - Cameron House, Cameron Road, Chesham – **62 dwellings** - under construction – will complete during 2014/15
 - Change of use former Mandarin Duck Restaurant, 82 Watchet Lane, Holmer Green – **8 dwellings** - under construction – will complete during 2014/15
 - former Knotty Green Garage, Penn Road, Knotty Green, Beaconsfield – **25 dwellings** – site cleared - under construction – may complete during 2014/15.
82. **100% of the potential of 332 'dwellings' from Use Class C2 residential institutional accommodation for older people with extant planning permission at 31st March 2014 is included in the first 5-year period of the 2014 Trajectory.**

<http://planningguidance.planningportal.gov.uk/blog/guidance/housing-and-economic-land-availability-assessment/>

²⁴ Ref: APP/X0415/A/13/2206014 (CH/2013/0843/FA) - erection of 14 dwellings (4 apartments and 10 houses) following partial demolition of existing building – The Pheasant Public House site, Grimsdells Lane Amersham on the Hill

Source 3: General Permitted Development Order 2013 'permitted development' change of use of non-residential use to residential at 31st March 2014

83. In May 2013, the Government introduced for a period of 3 years, a prior approval procedure to allow the change of use of offices to residential as "permitted development"²⁵. A number of other changes of use between uses were allowed to take place as 'permitted development' although none of these types are included in this trajectory. All the changes of use are subject to a prior notification process with the local planning authority. The development proposed has to be completed by 30th May 2016.
84. At 31st March 2014 via the prior notification process the Council had 'not objected' to one scheme proposing 18 'affordable' flats in a vacant office block in Chesham and 10 other smaller developments that totalled 23 flats, **making an overall total of 41 dwellings** (flats). Of the overall total, 31 were being implemented on that date. As the remainder have to be implemented by 30th May 2016, it is assumed that they will be implemented by this date.
85. **100% of the potential of 41 dwellings from General Permitted Development Order 2013 'permitted development' change of use of non-residential use to residential in the course of being implemented or not started at 31st March 2014 is included in the first 2 years of the 2014 Trajectory.**

Source 4: Housing developments 'agreed in principle' by the Council at 31st March 2014

86. At 31st March 2014, the Council had '**agreed in principle**' a total of **90** dwellings on 13 sites of all sizes. All the schemes are acceptable to the Council 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 District²⁶. If and when planning permission is subsequently granted after that date, the number of dwellings permitted will be included in the extant planning permissions land source of future trajectories (sources 1.1 and 1.2).
87. The largest 'agreed in principle' development is for **45 dwellings** on the Core Strategy Policy CS7 'Major Developed Site in the Green Belt Allocated for Housing' at the former Amersham & Wycombe College in Chesham [*Update: planning permission granted in April 2014 – demolition works under way with delivery expected between 2015 and 2017*].
- Another scheme is for **12 dwellings** off Lindo Close, Chesham is on part of a Local Plan Policy H2 Identified Housing site. [*Update: an appeal against the Council's refusal of permission for an alternative scheme of 14 dwellings was dismissed in May 2014*]
88. A total of **37 dwellings** on 'small sites' have been 'agreed in principle'. But as with 'small' sites with extant planning permission, a 90% implementation rate has been applied to the anticipated delivery of

²⁵ Prior Notification Approvals under Class J of Part 3, Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995, as amended.

²⁶ Core Strategy Policy CS8 refers

housing from them. It reduces the number of dwellings expected to be delivered by March 2017 to **33 dwellings**, making an overall total of **90 dwellings on sites of all sizes** [45+12+33].

89. **The potential of 90 dwellings from sites where housing had been 'agreed in principle' by the Council at 31st March 2014 is included in Years 2 and 3 of the 2014 Trajectory.**

Source 5: Strategic Housing Sites and Major Developed Sites in the Green Belt Allocated for Housing [Core Strategy Policies CS6 and CS7]

90. Five housing sites are allocated for housing in the Core Strategy. Three are **Strategic Housing Sites** in built-up areas and two are **Major Developed Sites in the Green Belt**.
91. Two of the **Strategic Housing Sites** in Chalfont St Peter (The Grange / former Holy Cross Convent) and Little Chalfont (Donkey Field) have been granted planning permission for a total of **239** dwellings and are included in **Source 1.1**. However there was an on-going legal challenge at 31st March 2014 against both the outline planning permission for nearly 200 of these dwellings on The Grange / former Holy Cross Convent site as well as its allocation for housing in the Core Strategy.
92. A further **45 dwellings** has been 'agreed in principle' on a **Major Developed Site in the Green Belt** and is included in **Source 4** [*Update: planning permission granted April 2014*].
93. Below is commentary on the anticipated availability and delivery from the remaining two Core Strategy allocated sites.

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

94. 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 Inspector²⁷. At that time the site was owned by the adjoining Amersham & Wycombe College.
95. In October 2013 a planning application for 35 dwellings was submitted to the Council by Croudace Homes Ltd²⁸. The owner of the land was stated to be Amersham & Wycombe College. Planning permission was refused in December 2013 for a variety of reasons one of which was that part of the application site was within the Green Belt. There was no objection in principle to housing on the part of the site within the Strategic Housing Site. No appeal had been lodged against that decision at 31st March 2014 [*Update: planning application for 32 dwellings submitted in May 2014 by Croudace Homes Ltd. Owner – Amersham & Wycombe College.*]
96. In light of the recent planning history on the site it is considered likely that new housing will eventually be permitted. The site is vacant, cleared and available for development but because of the delay in agreeing a scheme, it is considered reasonable to move back the anticipated delivery period to

²⁷ Paragraph 47 - Report on the Examination into the Core Strategy for Chiltern District Development Plan Document ref - PINS /X0415/429/6 - 6th October 2011

²⁸ Planning application CH/2013/1628/FA

between **April 2016 and March 2018 in the first 5-years of the trajectory**. This should allow negotiations with the Council to be finalised, consideration of a planning application and completion of legal agreements on matters such as affordable housing, open space, highway improvements and education provision etc. before construction starts.

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

97. In June 2010, planning and listed building consent applications proposing **326** dwellings were submitted by Vantina Development Ltd²⁹. They included conversion of the listed manor house into 8 dwellings and 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.
98. 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'*³⁰. The education use of the majority of the buildings on the site ceased a number of years ago; most of the site is vacant, owned by a developer and available for development.
99. At **31st March 2014** both applications were 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 again to between **2017/18 and 2020/21**.
100. This should be sufficient time to conclude negotiations with the Council with completion of legal agreements on matters such as the provision of affordable housing, open space, highway improvements and education provision etc. before the submitted applications are determined.
101. **The potential of 308 dwellings from the Strategic Housing Site and Major Developed Site in the Green Belt Allocated for Housing outlined above is included in the first 7 years of the 2014 Trajectory.**

Source 6: Small windfall sites

102. In respect of windfall (unidentified) sites, the NPPF is more flexible than Planning Policy Statement – Housing (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 supply³¹, paragraph 48 of the NPPF allows an allowance to be included in the 'five-year' supply. But the NPPF still continues the requirement to provide, *"compelling evidence that such sites have come*

²⁹ Planning application CH/2010/0976/FA and listed building consent application CH/2010/0977/HB refer

³⁰ 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

³¹ Paragraph 59 Planning Policy Statement 3 Housing June 2010

consistently forward for development in the local area and will continue to provide a reliable source of supply”.

103. As with PPS3, the NPPF states that any such allowance should not include ‘residential gardens’, which are not defined as ‘previously developed land’.

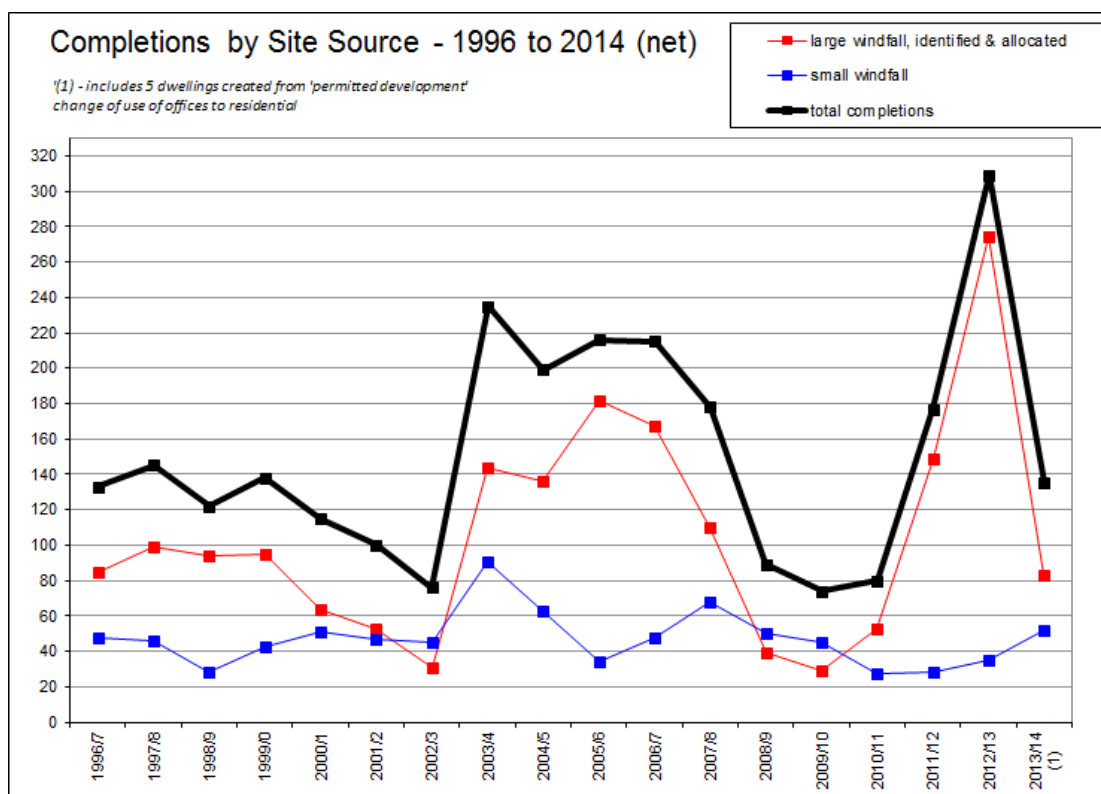
Historic and projected delivery on small windfall sites

104. Since 1996 the Council has monitored the amount of new housing in the District that is delivered on **small windfall sites**. i.e., sites of up to and including 4 dwellings (net). This shows 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 it had reduced to **47**. This average remained the same at the end of 2013/14. In the 18 years since monitoring began in 1996, a net total of **849** dwellings have been delivered on small windfall sites out of an overall total of **2,736 dwellings** – see **Table 1** below.
105. **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 increase in the number of completions on small windfall sites seen during 2012/13 continued during 2013/14.
106. Of the total of 135 completions during 2013/14 (net), 52 were on small windfall sites. This equates to just over 38% of total delivery. This is the highest number since before the recession in 2008/9.
107. 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 constant. However, based on the 2013/14 figure it is possible that the number will increase.
108. 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 windfall sites to the overall delivery of housing is expected to continue in the longer term.

Table 1

Housing Completions: 1996/7 to 2013/14 - By Site Source & Size				
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
2013/14 ⁽¹⁾	135	52	38.5%	83
totals & overall average	2,736	849	31.0%	1,887
annual average	47	[849/18 years]		
year count	18			
(1) - includes 5 dwellings created from 'permitted development' change of use of offices to residential				

Graph 1



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

109. 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 small sites in 10 to 15 year's time, the Inspector applied a **20% 'uncertainty' discount** to the average figure at that time of 49 (now 47).
110. 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 Strategy³². This was

³² Core Strategy Table 2: Breakdown of Housing Provided and Required at 31st March 2011

the first time the Council had included an allowance from such sites since it became a requirement in 2004 to prepare a housing trajectory.

111. Following the change of guidance in the NPPF, in the 2012 Trajectory, the allowance was reduced to **22 dwellings** by applying a further discount in order to take account of housing expected to be delivered on 'residential garden land'.
112. The reduced allowance was applied to Years 4 to 15 of the 2012 trajectory. 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 and included as **Source 1.2**.
113. 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 by emailing planningpolicy@chiltern.gov.uk.

Small windfall sites allowance in the 2014 Housing Trajectory

114. Therefore in line with paragraph 48 of the NPPF, the Council considers that it has, "**compelling evidence that such sites have consistently become available in the local area and will continue to provide a reliable source of supply**". As such it is reasonable for a small windfall site allowance to also be included in the 2014 Trajectory.
115. However, although the number of dwellings delivered on small windfall sites during 2013/14 was highest since 2008/9, at the present time there is insufficient evidence to confirm whether this higher level of delivery will continue in the future. Therefore the annual allowance to be included in the 2014 Trajectory has been kept at **22 dwellings**. The situation will be reviewed in connection with the 2015 Trajectory.
116. As with the 2013 Trajectory, to avoid double counting of sites already with permission, the allowance starts in Year 4 (2017/18) and continues during the rest of the trajectory period to 2028/29. It produces a total of **264 dwellings** [12 years x 22 dwellings].
117. 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 on suitable 'residential garden land' sites. Given the nature of land supply in Chiltern, this is expected to continue in the future.
118. During 2013/14, **19** of the 52 dwellings delivered on small windfall sites were on land comprising 'residential garden land'. This continues the average of around **16 dwellings a year** delivered on this type of site. Therefore although excluded from the small windfall sites allowance, account will continue to be taken of the housing delivered on them in the '**dwelling completions since 2006**' section of the Trajectory.
119. **An allowance of 22 dwellings per annum from small windfall housing sites is included from Year 4 onwards (2017/18) in the 2014 Trajectory, which produces a total of 264 dwellings.**

Source 7: Strategic Housing Land Availability Assessment (SHLAA) and 'Other' sites in the Submission Delivery Development Plan Document February 2014 (DDPD)

SHLAA housing sites

120. 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 **Source 6** 'small windfall'.
121. Sites shown in the SHLAA are not formal allocations for new housing development. The SHLAA is a background evidence document which identifies sites with potential for housing; assesses their housing potential; and the likely timescale in which they could be developed. The allocation of new housing sites is done through the formal process of preparing a local plan document and tested through public participation, consultation and examination by the Planning Inspectorate.
122. On this basis the March 2011 SHLAA update was a background evidence document to the adopted Core Strategy³³ and was used in the 2011 Trajectory.
123. The most recent update to the SHLAA was carried out in 2014 and provides background evidence to the Delivery Development Plan Document 2014³⁴ submitted to the Secretary of State in August 2014.
124. Although not formally adopted and therefore carrying limited weight, it provides an indication of where the Council expects new housing to be delivered in the medium to longer term. **On this basis it is included as a source of land in the 2014 Trajectory.**

Future developability of SHLAA sites

125. In finding the Core Strategy 'sound' in 2011, the Planning Inspector said the following about the future developability of SHLAA sites³⁵,

"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

³³ 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>

³⁴ <http://www.chiltern.gov.uk/CHttpHandler.ashx?id=4219&p=0>

³⁵ Paragraph 29 Report on the Examination into the Core Strategy for Chiltern District Development Plan Document ref - PINS /X0415/429/6 - 6th October 2011

Council's evidence (CDN114, paragraph 3.1.9) shows that, even during the recession of the past 3 years [2008 to 2011], 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]."

126. 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 many potential housing sites in Chiltern's SHLAA are on 'residential garden land'.

Dwelling Potential of SHLAA sites

127. The 2014 SHLAA Update Report indicates that in Chiltern District as a whole there is an anticipated dwelling capacity of between **739** and **1,058** (net) new dwellings from SHLAA sites.
128. Although this represents a reduction in the estimated supply of dwellings of between 200 and 240 dwellings from that shown in the 2013 SHLAA Update Report, this is mainly due to the changes resulting from the 'transfer' of sites from those counted as SHLAA sites to those which have become Housing Proposal Sites or Opportunity Sites in the submitted Delivery DPD; or as a result of planning permission being granted. **This is seen as a positive change and provides evidence that Chiltern has a consistent track record of delivery on SHLAA sites** (see Footnote 29 - paragraphs 23 & 24).

Dwelling Potential of Housing Proposal Sites in the Submission Delivery Development Plan Document February 2014 (DDPD)

Former SHLAA sites

129. **Policy DH2 and Table 2: Housing Proposal Sites** in the **Submission D Delivery Plan Document (DDPD)** show 17 sites as being the most likely to come forward for housing development and protects them for that purpose. They are considered to have a total potential of **256 dwellings**.
130. For the purposes of the 2014 Trajectory, 12 of the 16 dwellings shown on **Site H7** in **Table 2** of the **DDPD** (Lindo Close Chesham), have been 'agreed in principle' by the Council and are already included in **Source 4**. Therefore, to avoid double counting, the total potential of 256 is reduced by 12 to give a total of **244 dwellings** [256-12].
131. As with the 2013 Trajectory in order to allow sites to be assembled and planning permission obtained, delivery from this source is expected not to start until Year 7 of the Trajectory (2020/21) and continues until the end of the Core Strategy period in 2025/26. **This produces an annual average of 27** (rounded down from 27.1) [244 / 9 years].
132. **An allowance of between 27 dwellings per annum (rounded) from Housing Proposal Sites is included from Year 4 (2017/18) to Year 12 (2025/26) inclusive of the 2014 Trajectory to produce a total of 244 dwellings.**

'Other' sites

Remaining SHLAA sites

133. In addition to this, **Policy DH2** and **Table 3: Other Sources of New Housing 2013 - 2026** of the **Submission DDPD** expects and encourages housing to come forward on '**Other**' sites.
134. Although the potential from the total pool of current remaining SHLAA sites is between **739 and 1,058 dwellings**, many are likely to be in multiple ownership and as such there is a degree of uncertainty about whether they will come forward in the Plan period. A number of land owners have expressed the view that their part of a SHLAA site will not be allowed to be developed in the Plan period. However, past experience has shown that landowners views can change overtime and/or different views taken when land ownership changes. Therefore all SHLAA sites remain as a potential source of housing land supply, albeit that only a small amount of the overall potential is expected to be released over the Core Strategy Plan period up to 2026.
135. The Submission DDPD estimates supply from 2013 up to 2026 to be **80 dwellings** at a rate of **6 dwellings per annum** [80/13 years] (rounded). Updating this figure to a 2014 base date reduces the estimated supply to **74** [80-6].
136. Because the sites are not specifically identified in the Submission DDPD, it is reasonable to extend the delivery period by 3 years beyond the Core Strategy end date, i.e., up to 2029. This increases the total to **92 dwellings** [74 + 3 years x 6] (rounded).
137. **An allowance of between 7 and 8 dwellings per annum from the Remaining SHLAA Sites is included from Year 4 (2017/18) to Year 15 (2028/29) of the 2014 Trajectory to produce a total of 92 dwellings.**

Previously Protected Employment Land

138. The Core Strategy deleted Local Plan Policy E4 which protected over 13 hectares of 'small' employment sites from other uses (sites of less than 0.25 ha in area). Subject to the requirements of **Core Strategy Policy CS16** these sites can come forward for alternative uses, of which residential could be one.
139. In addition as a result of employment evidence base work, two employment areas in Chesham with a total area of 0.31 ha are proposed in the Submission DDPD to no longer be protected for employment use. Although not proposal sites as they have current employment uses on them, in time they could in principle be developed for alternative uses, including residential.
140. On this basis the supply from this source from 2013 to 2026 is estimated to be around **100 dwellings** at a rate of around 8 dwellings per annum.

Updating this figure to a 2014 base date reduces the estimated supply to **92 dwellings** [100-8].

141. Because the sites are not specifically identified in the DDPD, it is reasonable to extend the delivery period by 3 years beyond the end of the Core Strategy, i.e., up to 2029. This increases the total to **116 dwellings** [92 + 3 years x 8] (rounded).
142. **An allowance of between 9 and 10 dwellings per annum from Previously Protected Employment Land is included from Year 4 (2017/18) to Year 15 (2028/29) of the 2014 Trajectory to produce a total of 116 dwellings.**

Dwellings Created by Changes of Use Outside Planning Control

143. Until May 2016 the General Permitted Development Order 2013 allows the change of use of offices and other uses to residential without the need for planning permission. Floor space above shops can also change to up to 2 residential units without the need for planning permission.
144. At 31st March 2014 a total of **43 dwellings** were in the process of being created or could be created by this mechanism and are included in **Source 3**.
145. A further **37 dwellings** have 'not been objected to' by the Council since 31st March 2014, while a total of **34** units from 4 schemes were awaiting a decision at the time of drafting this report, making a total of **71 units**. It is therefore considered reasonable to expect the majority of these to be delivered by the end of May 2016. However, an element of caution is included by applying a **10% non-implementation rate**.
146. Therefore the overall discounted number that is expected to be delivered from schemes submitted after the base date of this Trajectory is **64 units** (rounded) [71 x 90%].
147. Lastly, if the time period for undertaking this type of development is extended by the Government, the delivery period will be reviewed in future trajectories.
148. **An annual allowance of between 14 and 25 dwellings per annum from Dwellings Created by Changes of Use Outside Planning Control is included in Years 1 to 3 (2014/15 to 2016/17) of the 2014 Trajectory to produce a total of 64 dwellings.**

Opportunity Proposal Sites

149. Table 8 of the Submission DDPD lists **Opportunity Proposal Sites** that could come forward for a mixed use development with an element of residential. But other than **Housing Proposal Sites**, at this time it is too early to have a high degree of certainty that these will come forward within the Plan period and consequently be able to determine with any certainty the level of residential development that is likely to be provided on them. Therefore the estimated supply up to 2026 is shown to be very small, namely **20 dwellings at 2 per annum**. Updating this figure to a 2014 base date reduces the estimated supply to **18 dwellings** [20-2].

150. It is reasonable to extend the delivery period by 3 years beyond the Core Strategy, i.e., up to 2029. This increases the total to **24 dwellings** [18 + 3 years x 2] (rounded).
151. **An allowance of 2 dwellings per annum from Opportunity Proposal Sites is included from Year 4 (2017/18) to Year 15 (2028/29) of the 2014 Trajectory to produce a total of 24 dwellings. Previously Developed Land within the Green Belt**
152. Previously developed land suitable for residential development is likely to come forward in the Plan period following a more positive approach in both the NPPF and Policy DGB4 of the Submission DDPD. The estimated total delivery up to 2026 is **50 dwellings at a rate of 4 dwellings a year**. This rate will be subject to further monitoring in future trajectories as more research into availability and deliverability is undertaken.
153. Again it is reasonable to extend the delivery period by 3 years beyond the Core Strategy, i.e., up to 2029. This increases the total to **62 dwellings** [50 + 3 years x 4] (rounded).
154. **An allowance of between 5 and 6 dwellings per annum on Previously Developed Land within the Green Belt is included from Year 4 (2017/18) to Year 15 (2028/29) of the 2014 Trajectory to produce a total of 62 dwellings.**

Gypsy, Travellers and Travelling Show people

155. Policy DH5 of the Submission DDPD seeks to allocate sites to meet the identified housing needs of this part of the District's population.
156. For Gypsies and Travellers, the identified need is shown to be **13 pitches** up to the year 2026, while for travelling show people it is **4 plots** over the same period.
157. On the basis that if granted permanent planning permission and implemented, the accommodation delivered can be counted against development plan housing requirements, it is considered reasonable to include an allowance within the 'Other' sites category of supply.
158. **An allowance of 1.9 'pitches' per annum for Gypsy, Travellers and Travelling Show people is included from Year 4 (2017/18) to Year 12 (2025/26) of the 2014 Trajectory to produce a total of 17 'pitches' [17/9 years].**

Summary of Potential on All Submission DDPD sites

159. The total anticipated delivery from SHLAA sites and sites in the Submission DDPD (source 7) is 631 dwellings from the following types of sites/land:
- **DDPD Housing Proposal Sites – 244 dwellings** between Year 4 and Year 12 (inclusive) @ 27 per annum
 - **DDPD Remaining SHLAA Sites – 92 dwellings** @ 7 & 8 per annum
 - **DDPD Previously Protected Employment Land – 116 dwellings** @ between 9 & 10 per annum

- **DDPD Dwellings Created by Changes of Use Outside Planning Control - 64 dwellings @** between 14 and 25 per annum
- **DDPD Opportunity Proposal Sites - 24 dwellings @** 2 per annum
- **DDPD Previously Developed Land within the Green Belt - 62 dwellings @** 5 & 6 per annum
- **DDPD Gypsy, Travellers and Travelling Show people - 17 pitches/plots @** 2 per annum
- **Total = 622 dwellings @ between 26 and 55 per annum**

The role of SHLAA sites and Submission Delivery Development Plan Document (DDPD) sites in the 2014 Trajectory

160. *Tables HT2-2650 and HT2-2900 and Graphs HT2-2650 and HT2-2900 in Appendix A show that at 31st March 2014 the front loading of housing delivery in the early years of the Trajectory from committed and allocated sites means a 5-year supply of land for housing can be demonstrated against both the upper and lower Core Strategy dwelling requirements.*
161. It is expected that from the year 2021 onwards as housing delivery on current committed and allocated sites reduces, further housing delivery will be on **small windfall, SHLAA and Other sites allocated and protected in the Submission DDPD**. In practice, further windfall sites of all sizes are also likely to come forward and receive planning permission, particularly residential institutional dwellings for which no future predictions have been made in this Trajectory because of its introduction just before the trajectory base date.
162. It means that the cumulative requirement of the **6 to 10-year period** is also expected to be achieved with above target levels of delivery expected in the first 2 years of that period. In terms of the meeting the requirement for the **final 5-year period**, over half is currently shown to be achievable.

Review of Green Belt boundaries

163. In July 2014, the Council resolved as part of the preparation of a new local plan to undertake a review of Green Belt boundaries in Chiltern District. Given that the final period of the 2014 Trajectory is currently 10 years' away, the outcome of the review of Green Belt boundaries as part of a new local plan could lead to increased delivery of housing in that period and beyond.

Conclusions

'Lower' Core Strategy Dwelling Requirement

164. 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 from **April 2014 up to March 2019** is **609 dwellings**. This includes the **5% additional buffer** required by the NPPF. It equates to an **annual average of 122 dwellings**.

165. For the middle and last 5-year periods of the Trajectory which do not have an additional buffer the requirement for each period is **566** dwellings (113 per annum - rounded).

'Upper' Core Strategy Dwelling Requirement

166. 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 2019 is **719 dwellings**. This includes the **5% additional buffer** required by the NPPF. It equates to an **annual average of 144 dwellings**.
167. For the middle and last 5-year periods of the Trajectory which do not have an additional buffer, the requirement for each period is **668 dwellings** (137 per annum).

Summary of Anticipated Housing Delivery

168. **Table 2** below summarises the anticipated supply from each source of land for the **whole trajectory period** from **2014 to 2029** (all figures are net). It shows that a total of **2,081** dwellings are expected to be delivered in 15-year period covered by the 2014 Trajectory. **It means that respective total lower and upper Core Strategy dwelling requirements of 1,741 and 2,054 are met.**
169. However, when broken down into the 5-year periods of the trajectory, **Tables 3, 4 and 5** below show the front loading of delivery in the first 6 and 7 years of the trajectory which then reduces from Year 8 onwards as committed and allocated sites are built out.

Table 2 - Delivery by source of land – 2014 to 2029			
Source of land (all figures net)	Dwellings to be delivered (net)	Lower Dwelling requirement	Upper Dwelling requirement
1.1 Extant planning permission for Use Class C3 dwellings – 'large' sites	326		
1.2 Extant planning permission for Use Class C3 dwellings – 'small' sites	108		
2. Extant Planning Permissions for Use Class C2 residential institutional accommodation for older people	322		
3. 'Permitted development' changes of use of non-residential uses to residential	41		
4. 'Agreed in principle subject to legal agreement'	90		
5. Strategic Housing Sites and Major Developed Sites in the Green Belt Allocated for Housing [Core Strategy Policies CS6 and CS7]	308		
6. Small Windfall Sites Allowance	264		
7. DDPD - Housing Proposal / SHLAA / Outside Planning Control / Opportunity Proposal / Green Belt PDL / Gypsy, Traveller & Show people sites	622		
Total	2,081	1,741	2,054

170. **Table 3** shows that a total of **1,211** dwellings are expected to be delivered in the **first 5 years of the trajectory up to March 2019**.

Table 3 - Delivery by source of land – 2014 to 2019			
Source of land (all figures net)	Dwellings to be delivered (net)	Lower Dwelling requirement	Upper Dwelling requirement
1.1 Extant planning permission for Use Class C3 dwellings – ‘large’ sites	261		
1.2 Extant planning permission for Use Class C3 dwellings – ‘small’ sites	108		
2. Extant Planning Permissions for Use Class C2 residential institutional accommodation for older people	322		
3. ‘Permitted development’ changes of use of non-residential uses to residential	41		
4. ‘Agreed in principle subject to legal agreement’	90		
5. Strategic Housing Sites and Major Developed Sites in the Green Belt Allocated for Housing [Core Strategy Policies CS6 and CS7]	176		
6. Small Windfall Sites Allowance	44		
7. DDPD - Housing Proposal / SHLAA / Outside Planning Control / Opportunity Proposal / Green Belt PDL / Gypsy, Traveller & Show people sites	168		
Total	1,210	609	719

171. It means that that the 5-year requirement for both the upper and lower Core Strategy dwelling requirement is expected to be achieved by a significant amount. Where a 5-year supply equates to ‘100%’, anticipated supply for the period 2014 to 2019 is between **168%** and **199% of requirement** [$1210/609*100$ and $1210/719*100$].
172. The 2014 Trajectory demonstrates that Chiltern District at 31st March 2014 had a **9.93 years housing supply against the ‘lower’ dwelling requirement range** [$1,210 / (609 / 5 \text{ years})$] and **8.41 years against the ‘upper’ range** [$1,210 / (719 / 5)$].
173. It must again be noted that 194 Use Class C3 dwellings and 65 Use Class C2 residential institution accommodation ‘dwellings’ with extant planning permission on The Grange site in Chalfont St Peter were still the subject of an on-going legal challenge in the High Court at the date of publication of this report. Also negotiations were still on-going in connection with 264 dwellings being proposed on the Newland Park allocated housing site on the edge of Chalfont St Peter.

174. **However, a 5-year supply would still be achieved against both the 'lower' and 'upper' requirements even if both sites were completely disregarded from the calculation.**

175. **Table 4** below summarises the anticipated supply from each source of land and requirement for the period **2019 to 2024**.

Source of land	Dwellings to be delivered (net)	Lower Dwelling requirement	Upper Dwelling requirement
1.1 Extant planning permission for Use Class C3 dwellings – 'large' sites	65		
1.2 Extant planning permission for Use Class C3 dwellings – 'small' sites	0		
2. Extant Planning Permissions for Use Class C2 residential institutional accommodation for older people	0		
3. 'Permitted development' changes of use of non-residential uses to residential	0		
4. 'Agreed in principle subject to legal agreement' (net)	0		
5. Strategic Housing Sites and Major Developed Sites in the Green Belt Allocated for Housing [Core Strategy Policies CS6 and CS7]	132		
6. Small Windfall Sites Allowance	110		
7. DDPD - Housing Proposal / SHLAA / Outside Planning Control / Opportunity Proposal & Green Belt PDL sites	266		
Total	573	566	668

176. **Table 4** shows that the 'lower' end requirement for the period 2019 to 2024 would be achieved while the 'upper' end requirement would not.

177. Lastly, **Table 5** below summarises the supply from each source of land and requirement for the period **2024 to 2029**.

Source of land	Dwellings to be delivered (net)	Lower Dwelling requirement	Upper Dwelling requirement
1.1 Extant planning permission for Use Class C3 dwellings – 'large' sites	0		
1.2 Extant planning permission for Use Class C3 dwellings – 'small' sites	0		
2. Extant Planning Permissions for Use Class C2 residential institutional accommodation for older people	0		
3. 'Permitted development' changes of use of non-residential uses to residential	0		
4. 'Agreed in principle subject to legal agreement' (net)	0		
5. Strategic Housing Sites and Major Developed Sites in the Green Belt Allocated for Housing [Core Strategy Policies CS6 and CS7]	0		

6. Small Windfall Sites Allowance	110		
7. DDPD - Housing Proposal / SHLAA / Outside Planning Control / Opportunity Proposal & Green Belt PDL sites	188		
Total	298	566	668

178. **Table 5** shows that neither the 'lower' or 'upper' dwelling requirements could be met from the current known supply of land.
179. However, it is the Council's intention to undertake an assessment of **housing needs** and a **review of Green Belt boundaries** in Chiltern District in connection with the preparation of a new local plan up to the year 2036 which addresses the supply of land housing in the later years of the trajectory. Progress on these areas of work will be included in future trajectories.

Glossary

- The red '**Monitor**' line (in Graphs). 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.
- The orange '**Manage**' line (in Graphs). 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.

Table HT1-2650: Chiltern District Housing Land Supply Trajectory 2006-2029: By Individual Year and 5-Year Period - 2,650 plus three years at 113 per annum

	Past Completions 2006 to 2014					Projected Completions 2013 to 2029																		
	2006/7	2007/8	2008/9	2009/10	2010/11	2011/12	2012/13	2013/14	Years 1 - 5: 2014 to 2019			Years 6 - 10: 2019 to 2024			Years 11 - 15: 2024 to 2029			TOTALS						
Past Completions: All Sites (net) April 2006 to March 2013	215	178	89	74	80	177	309	135												2,257				
Source 1.1 & 1.2 - Projected Supply: Extant Planning Permissions at 31st March 2014 (net) (includes 10% non-implementation rate on 'small' housing sites for 4 or less dwellings net) <i>(see footnotes 1, 2, 3, & 4)</i>									84	70	64	86	65	65	0	0	0	0	0	0	434			
Source 2 - Projected Supply: Extant Planning Permissions for Use Class C2 Residential Institutional accommodation for older people at 31st March 2014 <i>(see footnote 4)</i>									70	25	82	65	80	0	0	0	0	0	0	0	322			
Source 3 - TOTAL PROJECTED SUPPLY AT 31st March 2014 - General Development Order 2013 permitted development changes of use of non-residential uses to residential <i>(see footnote 5)</i>									29	12	0	0	0	0	0	0	0	0	0	0	41			
Source 4 - PROJECTED SUPPLY AT 31st March 2014 - Agreed in principle subject to legal agreement (net) less 10% non-implementation rate on 'small sites'									0	50	40	0	0	0	0	0	0	0	0	0	90			
Source 5 - PROJECTED SUPPLY - Strategic Housing Sites and Major Developed Sites in the Green Belt Allocated for Housing (Core Strategy Policies C36 and C37) (net)									0	0	22	88	66	66	66	0	0	0	0	0	308			
Source 6 - PROJECTED SUPPLY - Small Windfall Sites Allowance (net) from Year 4 onwards <i>(see footnote 8)</i>									0	0	0	22	22	22	22	22	22	22	22	22	264			
Source 7 - PROJECTED SUPPLY - DPPD - Housing Proposal / SHLAA / Outside Planning Control / Opportunity Proposal & Green Belt PDL sites <i>(see footnote 9)</i>									25	25	14	52	52	52	52	54	54	54	54	54	622			
6. TOTAL PAST & PROJECTED COMPLETIONS BETWEEN 2006 AND 2029 - Annualised (net) (figures rounded so may not total)	215	178	89	74	80	177	309	135	208	182	222	313	285	205	140	76	76	76	76	48	49	49	3,338	
7. CUMULATIVE COMPLETIONS: 2006 to 2029 (Past & Projected) (figures rounded so may not total)	215	393	482	556	636	813	1,122	1,257	1,465	1,647	1,869	2,182	2,467	2,672	2,812	2,888	2,954	3,040	3,116	3,192	3,240	3,289	3,338	
8. PLAN: STRATEGIC ALLOCATION: 2006 to 2029 - Core Strategy																								
J Annualised - 133 dwellings (rounded) 2006 to 2014 / Residual Annualised - 122 dwellings 2014 to 2019 & 113 dwellings 2019 to 2029	133	133	133	133	133	133	133	133	120	122	122	122	122	113	113	113	113	113	113	113	113	113	113	2,678
9. PLAN: ANNUAL CUMULATIVE: Core Strategy 2,650 Allocation 2006 to 2029 [133 from 2006 to 2014 / Residual annualised - 122 dwellings 2014 to 2019 & 113 dwellings 2019 to 2029] (see footnote 5)	133	266	399	532	665	798	931	1,064	1,186	1,308	1,430	1,552	1,674	1,787	1,900	2,013	2,126	2,239	2,352	2,465	2,578	2,691	2,804	2,804
10. MONITOR: Number of Dwellings Completed Above or Below Cumulative Allocation 2006 to 2029	82	127	83	24	-29	15	191	193	279	339	439	630	793	885	912	875	838	801	764	727	662	598	534	534
11. MANAGE: Annual Requirement Taking Account of Past and Projected Completions 2006 to 2029 (rounded)	127	112	109	110	112	113	110	97	95	87	79	67	45	21	1	-17	-30	-48	-72	-110	-171	-281	-611	-

Table HT1-2650 - Footnotes

- (1) It is assumed that 100% of large sites with extant planning permission at 31st March 2014 will be developed during the period covered by the 2014 Trajectory.
- (2) At 31st March 2014 the Judicial Review from the High Court being sought by Chalfont St Peter Parish Council had been dismissed but Chalfont St Peter Parish Council were given leave to appeal the decision. *[Update: appeal heard on 7th - 9th July 2014 - Outcome awaited at the date of publication of 2014 Trajectory]*
- (3) Total extant planning permissions at 31st March 2014 for 446 Use Class C3 dwellings. Of these 326 were on developments of 5 for more dwellings (net). The remaining 120 (net) are on small sites of 4 or less dwellings. A non-implementation rate of 10% has been to this figure which is reduced to 108 dwellings. The reduced figure has been divided by 4 years to give an annual allowance of 27 dwellings in Years 1 to 4 of the Trajectory. Because of rounding, totals may not necessarily equal the sum of individual years.
- (4) National Planning Policy Framework Planning Practice Guidance - Housing and Economic Land Availability Assessment - Methodology - Stage 5: Final evidence base - Paragraph 037 reference ID: 3-037-20140306 - 6th March 2014 - <http://planningguidance.planningportal.gov.uk/planning-and-economic-land-availability-assessment/> NPPG Guidance also allows student accommodation and empty homes bought back into use to be counted but as none have been monitored they are not included in the 2014 Trajectory
- (5) Prior Notification Approval under Class 1 of Part 3, Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995, as amended.
- (7) Undetermined planning application for 264 dwellings at 31st March 2014 - CH/2010/0976/FA
- (8) Small windfall site (unidentified) allowance included in line with guidance in Paragraph 48 of National Planning Policy Framework. Continued in the National Planning Policy Framework Planning Practice Guidance - Housing and Economic Land Availability Assessment - Methodology - Stage 3: Windfall assessment (where justified) - Paragraph 24 reference ID: 3-24-20140306 - 6th March 2014 - <http://planningguidance.planningportal.gov.uk/planning-and-economic-land-availability-assessment/>. Annual allowance of 39 dwellings in Core Strategy reduced to 22 dwellings but not include residential garden land. To avoid double counting of sites with extant permission allowance starts in Year 5
- (9) From Year 4 onwards sites and land in the Submission Delivery Development Plan Document February 2014 are included as Source 7. Rounding means total may not necessarily equal

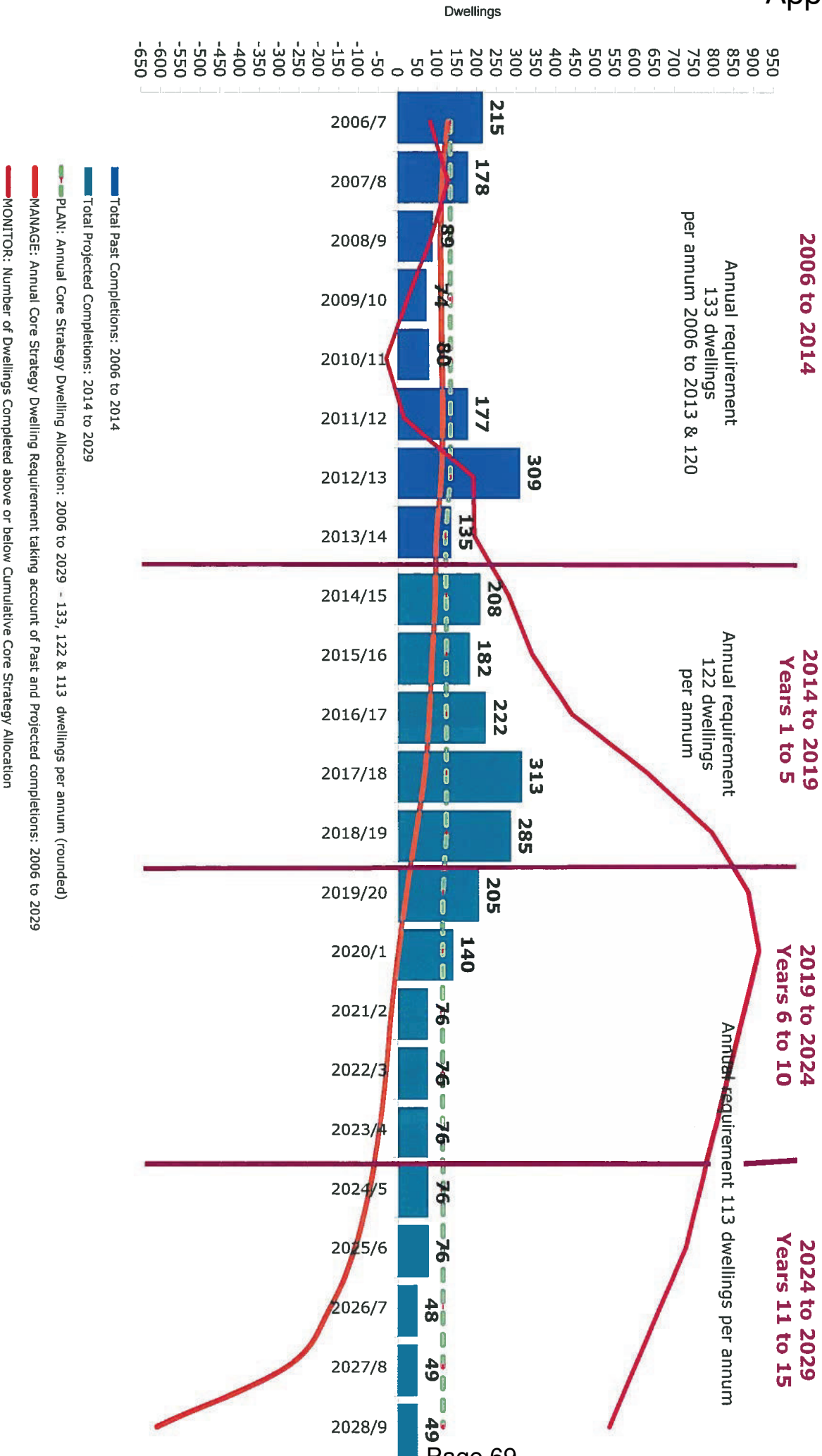
Table HT2 - 2650: Chiltern District Housing Land Supply Trajectory 2006-2029: By Individual Year and 5-Year Period - 2,650 Dwelling Allocation plus three years allowance - as at 31st March 2014 - INCLUDES NPPF ADDITIONAL 5% BUFFER

Housing Delivered and Sources of Housing Land Supply	Dwelling Completions 2006 - 2014	Residual Dwelling Requirement 2014 - 2029	Years 1 - 5: 2014 to 2019 (includes NPPF additional 5% buffer)					Years 6 - 10: 2019 to 2024					Years 11 - 15: 2024 to 2029					TOTALS
			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	2028/29	
COMPLETIONS: 1st APRIL 2006 to 31st MARCH 2014 (net)	1,257																	1,257
PROPOSED DWELLING REQUIREMENT 1st April 2014 to 31st March 2029: - 2,650 - By 5-Year Period (net)		1,741	609					566					566					1,741
Source 1.1 TOTAL PROJECTED SUPPLY AT 31st March 2014 - Extant Planning Permissions on 'Large' sites (5 or more Use Class C3 dwellings net) (see footnote 1)			48	34	28	86	65	65	0	0	0	0	0	0	0	0	0	326
The Grange (former Holy Cross Convent), Chalfont St Peter (Core Strategy Strategic Housing Site & SHLAA site 116 & 391) (see footnote 2)						64	65	65										194
former Nicholas House and Stokebury Centre site, London Road West, Amersham Old Town			20															20
Great Greenstreet Farm, Greenstreet, Chenies, Chorleywood				6														6
Progress House, Hospital Hill, Waterside, Chesham			9															9
Land formerly part of 90 Eskdale Avenue (access off Great Acre Cameron Road), Chesham				8														8
Land rear of 242 to 258 Berkhamstead Road, Chesham				11														11
Land rear of 328 to 340 Berkhamstead Road, Chesham				6														6
1 Long View (formerly 54 Parish Piece), Holmer Green			8															8
Ranters (demolished), 178 White Lion Road, Little Chalfont (SHLAA site 303)				8														8
Lodge Farm, Lodge Lane, Little Chalfont					5													5
'Donkey Field', Burtons Lane, Little Chalfont (Core Strategy Strategic Housing Site & SHLAA site 101)					23	22												45
Glenock House, Penn Road, Knotty Green, Beaconsfield				6														6
Source 1.2. TOTAL PROJECTED SUPPLY AT 31st March 2014 - Extant Planning Permissions on 'Small' sites (4 or less Use Class C3 dwellings net) less 10% non-implementation rate - all figures rounded to nearest dwelling (see footnote 3)			36	36	36	0	0	0	0	0	0	0	0	0	0	0	0	108
Source 2. TOTAL PROJECTED SUPPLY AT 31st March 2014 - Extant Planning Permissions for Use Class C2 Residential Institutional accommodation for older people (see footnote 4)			70	25	82	65	80	0	0	0	0	0	0	0	0	0	0	122
Within grounds of The National Society Of Epilepsy site, Chesham Lane, Chalfont St Peter (access off Rickmansworth Lane)					82													82
The Grange (former Holy Cross Convent), Chalfont St Peter (Core Strategy Strategic Housing Site & SHLAA site 116 & 391) (see footnote 2)						65												65
former Chesham Community Hospital (demolished) Hospital Hill, Waterside, Chesham							80											80
Cameron House, Cameron Road, Chesham			62															62
former Mandarin Duck Restaurant, 82 Watchet Lane, Holmer Green			8															8
former Knotty Green Garage (demolished), Penn Road, Knotty Green, Beaconsfield					25													25
Source 3. TOTAL PROJECTED SUPPLY AT 31st March 2014 - General Development Order 2013 'permitted development' changes of use of non-residential uses to residential (see footnote 5)			29	12	0	0	0	0	0	0	0	0	0	0	0	0	0	41
former Chequers offices, St Marys Way / Church Street, Chesham			18															18
Other 'Small' developments of 4 or less dwellings (cumulative)			11	12														23
Source 4. PROJECTED SUPPLY AT 31st March 2014 - 'Agreed in principle subject to legal agreement' (net) less 10% non-implementation rate on 'small sites'			0	50	40	0	0	0	0	0	0	0	0	0	0	0	0	90
former Amersham & Wycombe College - Chesham Campus, Lycrome Road, Chesham (Major Developed Site for Housing in the Green Belt - Core Strategy Policy CS7 - SHLAA site 108)				22	23													45
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
Other 'Small' sites of 4 or less dwellings				16	17													33
Source 5. 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	22	88	66	66	66	0	0	0	0	0	0	0	0	308
Strategic Housing Site (Core Strategy Policy CS6) - Land east of Lincoln Park, Stanley Hill, Amersham on the Hill (SHLAA site 243)					22	22												44
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 site 109) (see footnote 6)						66	66	66	66									264
Source 6. PROJECTED SUPPLY - Small Windfall Sites Allowance (net) (see footnote 8)			0	0	0	22	22	22	22	22	22	22	22	22	22	22	22	264
Source 7. PROJECTED SUPPLY - BDRB - Housing Proposal / SHLAA / Outside Planning Control / Opportunity Proposal & Green Belt PBL sites (rounded) (see footnote 9)			25	25	14	52	52	52	52	54	54	54	54	54	26	27	27	622
8. TOTAL PAST & PROJECTED COMPLETIONS BETWEEN 2006 AND 2029 - Annualised (net) (figures rounded so may not total)	1,257		208	182	222	313	285	205	140	76	76	76	76	76	48	49	49	3,338
9. TOTAL PAST & PROJECTED COMPLETIONS BETWEEN 2006 AND 2029 - By 5-year period (net) (figures rounded so may not total)	1,257				1,210					573					298			3,338

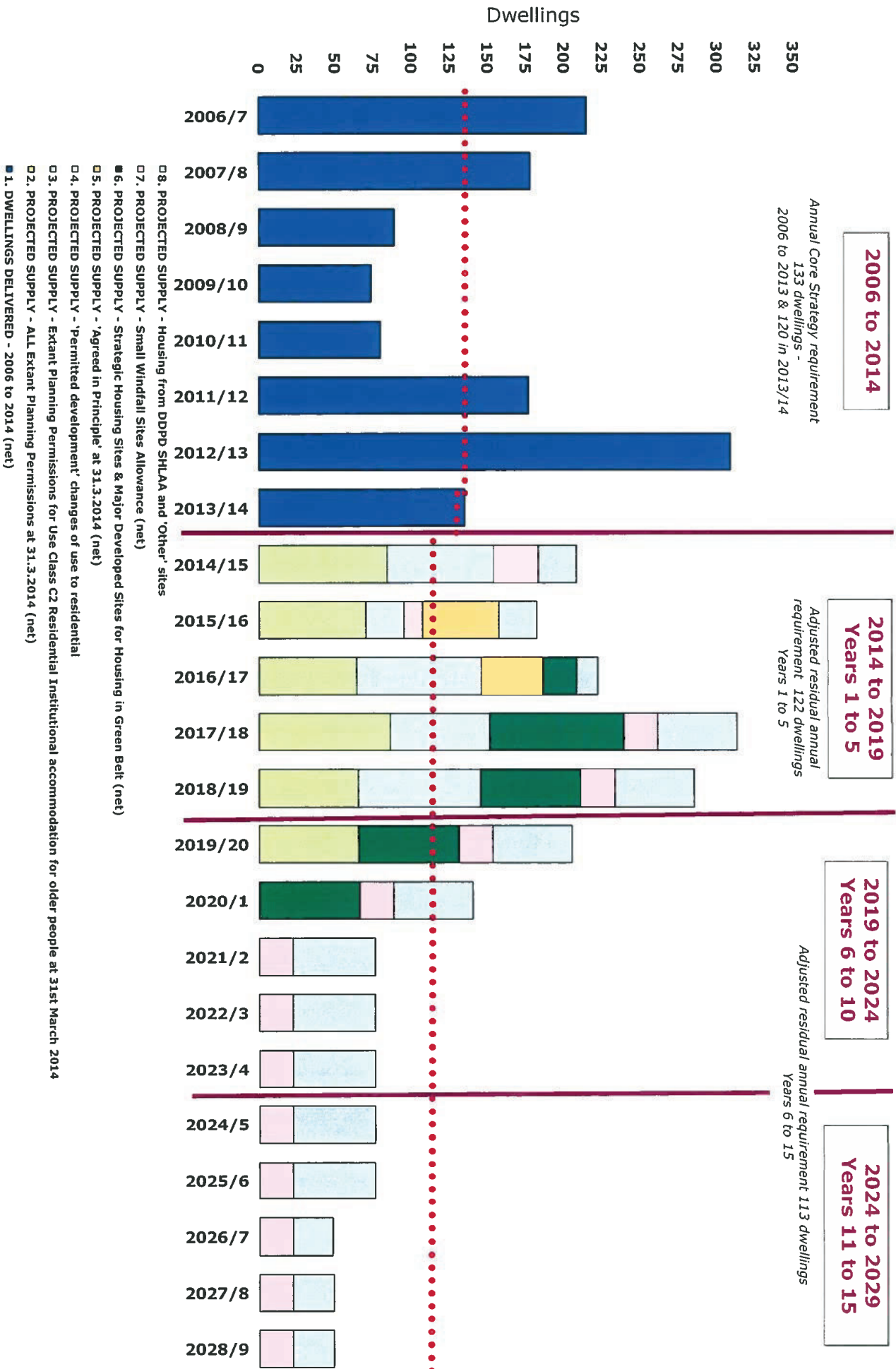
Table HT2-2650 - Footnotes

- It is assumed that 100% of 'large' sites with extant planning permission at 31st March 2014 will be developed during the period covered by the 2014 Trajectory.
- At 31st March 2014 the Judicial Review from the High Court being sought by Chalfont St Peter Parish Council had been dismissed but Chalfont St Peter Parish Council were given leave to appeal the decision. [Update: appeal heard on 7th - 9th July 2014 - outcome awaited at the date of publication of 2014 Trajectory]
- Total extant planning permissions at 31st March 2014 for 446 Use Class C3 dwellings. Of these 326 were on developments of 5 for more dwellings (net). The remaining 120 (net) are on small sites of 4 or less dwellings. A non-implementation rate of 10% has been to this figure which is reduced 108 dwellings. The reduced figure has been divided by 4 years to give an annual allowance of 27 dwellings in Years 1 to 4 of the Trajectory. Because of rounding totals may not necessarily equal the sum of individual years.
- National Planning Policy Framework Planning Practice Guidance - Housing and Economic Land Availability Assessment - Methodology - Stage 5: Final evidence base - Paragraph 037 reference ID: 3-037-20140306 - 6th March 2014 - <http://planningguidance.planningportal.gov.uk/blog/guidance/housing-and-economic-land-availability-assessment/>. NPPG guidance also allows student accommodation and empty homes bought back into use to be counted but as none have been monitored they are not included in the 2014 Trajectory
- Prior Notification Approvals under Class J of Part 3, Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995, as amended.
- Undetermined planning application for 264 dwellings at 31st March 2014 - CH/2010/0976/FA
- Small windfall site (unidentified) allowance included in line with guidance in paragraph 48 of National Planning Policy Framework. Continued in the National Planning Policy Framework Planning Practice Guidance - Housing and Economic Land Availability Assessment - Methodology - Stage 3: Windfall assessment (where justified) - Paragraph: 24 reference ID: 3-24-20140306 - 6th March 2014 <http://planningguidance.planningportal.gov.uk/blog/guidance/housing-and-economic-land-availability-assessment/>. Annual allowance of 39 dwellings in Core Strategy reduced to 22 dwellings by not including residential garden land. To avoid double counting of sites with extant permission allowance starts in Year 5
- From Year 4 onwards sites and land in the Submission Delivery Development Plan Document February 2014 are included as Source 7. Rounding means total may not necessarily equal the sum of individual years.

Graph HT1 - 2650 Dwellings: Chiltern District Housing Trajectory 2006 to 2029:
Core Strategy Dwelling Allocation: Projected Completions: 2,650 plus three years at 113 per annum



Graph HT2 - 2650: Chiltern District Housing Trajectory 2006-2029:
Projected Completions : Core Strategy Dwelling Allocation:
2,650 dwellings plus three years at 113 per annum



Graph HT3 - 2650: Chiltern District Housing Trajectory 2006-2029:
Core Strategy Dwelling Allocation: Number of dwellings completed above or below cumulative allocation: 2,650 plus three years at 116 per annum

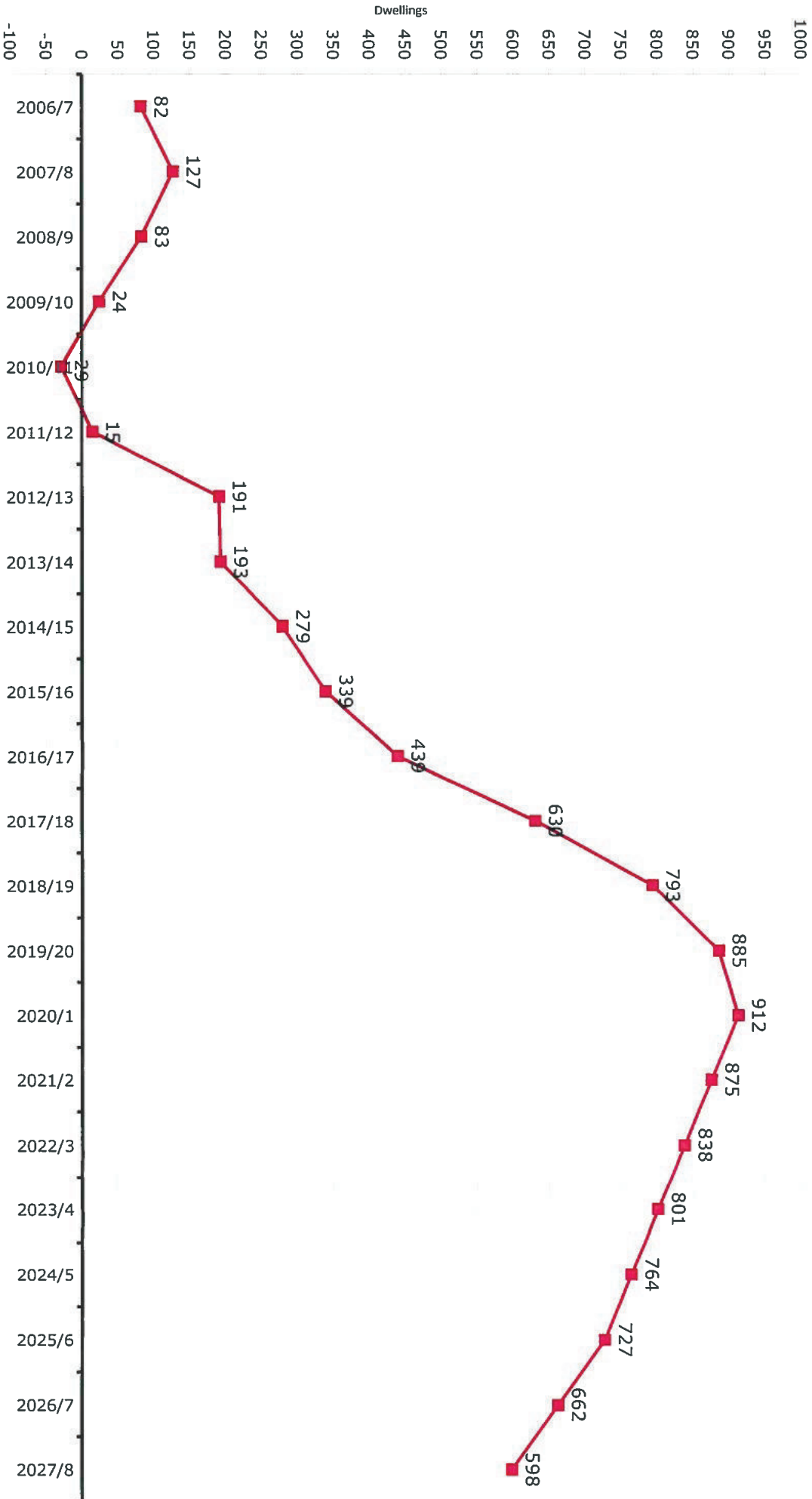


Table HT1-2900: Chiltern District Housing Land Supply Trajectory 2006-2029: by Individual Year and 5-Year Period - 2,900 plus three years at 137 per annum

	Past Completions 2006 to 2014					Projected Completions 2013 to 2029										107/45											
						Years 1 - 5: 2014 to 2019			Years 6 - 10: 2019 to 2024			Years 11 - 15: 2024 to 2029															
	2006/7	2007/8	2008/9	2009/10	2010/11	2011/12	2012/13	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	2029/29			
Past Completions: All Sites (net) - April 2006 to March 2014	215	178	89	74	80	177	309	135																			
Source 1.1 & 1.2 Projected Supply: Extant Planning Permissions at 31st March 2014 (net) (includes 10% non-implementation rate on small housing sites for 4 or less dwellings net) (see footnote 1, 2, 3, & 4)									84	70	64	86	65	63	0	0	0	0	0	0	0	0	0	0	0	434	
Source 2: Projected Supply: Extant Planning Permissions for Use Class C2 Residential Institutional accommodation for older people at 31st March 2014 (see footnote 4)									70	25	82	65	80	0	0	0	0	0	0	0	0	0	0	0	0	322	
Source 3: TOTAL PROJECTED SUPPLY AT 31st March 2014 - General Development Order 2013 (permitted development changes of use of non-residential sites to residential (see footnote 5))									29	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	41	
Source 4: PROJECTED SUPPLY AT 31st March 2014 - Agreed in principle subject to legal agreement (net) less 10% non-implementation rate on 'small sites'									0	50	40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	90	
Source 5: PROJECTED SUPPLY - Strategic Housing Sites and Major Developed Sites in the Green Belt Allocated for Housing (Core Strategy Policies GS6 and GS7) (net)									0	0	22	88	66	66	66	0	0	0	0	0	0	0	0	0	0	0	308
Source 6: PROJECTED SUPPLY - Small Windfall Sites Allowance (net) from Year 4 onwards (see footnote 8)									0	0	0	22	22	22	22	22	22	22	22	22	22	22	22	22	22	254	
Source 7: PROJECTED SUPPLY - Submission ODDP - Housing Proposal / SHUA / Outside Planning Control / Opportunity Proposal / Green Belt PD & Gypsy/Traveller & Showpeople sites (see footnote 9)									25	25	14	52	52	52	52	54	54	54	54	54	26	27	27	27	27	622	
H 6. TOTAL PAST & PROJECTED COMPLETIONS BETWEEN 2006 AND 2029 : Annualised (net) (figures rounded so may not total)	215	178	89	74	80	177	309	135	208	182	222	313	285	205	140	76	76	76	76	76	48	49	49	49	49	3,338	
I 7. CUMULATIVE COMPLETIONS: 2006 to 2029 (Past & Projected) (figures rounded so may not total)	215	393	482	556	636	813	1,122	1,257	1,465	1,647	1,869	2,182	2,467	2,672	2,812	2,888	2,964	3,040	3,118	3,192	3,240	3,289	3,338	3,338	3,338	1,338	
J 8. PLAN: STRATEGIC ALLOCATION: 2006 to 2029 - Core Strategy 2,900 Allocation Annualised - 145 dwellings (rounded) 2006 to 2014 / Residual Annualised - 144 dwellings 2014 to 2019 & 137 dwellings 2019 to 2029	133	133	133	133	133	133	133	133	122	122	122	122	122	113	113	113	113	113	113	113	113	113	113	113	113	2,678	
K 9. PLAN: ANNUAL CUMULATIVE: Core Strategy 2,900 Allocation 2006 to 2029 (145 from 2006 to 2014 / Residual annualised - 145 dwellings 2014 to 2019 & 137 dwellings 2019 to 2029) (see footnote 5)	133	266	399	532	665	798	931	1,064	1,186	1,308	1,430	1,552	1,674	1,787	1,900	2,013	2,116	2,219	2,323	2,425	2,528	2,631	2,804	2,804	2,804	2,804	
L 10. MONITOR: Number of Dwellings Completed Above or Below Cumulative Allocation 2006 to 2029	82	127	83	24	-29	15	191	193	279	339	439	630	793	885	912	875	838	801	764	727	662	598	534	534	534		
J 11. MANAGE: Annual Requirement Taking Account of Past and Projected Completions 2006 to 2029 (rounded)	138	112	109	110	112	113	110	97	95	87	79	67	45	21	1	-17	-30	-48	-72	-110	-171	-281	-611	-611	-611	-	

Table HT1-2900 - Footnotes

- (1) It is assumed that 100% of large sites with extant planning permission at 31st March 2014 will be developed during the period covered by the 2014 Trajectory.
- (2) At 31st March 2014 the Judicial Review from the High Court being sought by Chalfont St Peter Parish Council had been dismissed but Chalfont St Peter Parish Council were given leave to appeal the decision. *Update: appeal heard on 7th - 9th July 2014 - outcome awaited at the date of publication of 2014 Trajectory*
- (3) Total extant planning permissions at 31st March 2008 for 446 Use Class C3 dwellings. Of these 326 were on developments of 5 for more dwellings (net). The remaining 120 (net) are on small sites of 4 or less dwellings. A non-implementation rate of 10% has been to this figure which is reduced to 8 dwellings. The reduced figure has been divided by 4 years to give an annual allowance of 27 dwellings in Years 1 to 4 of the Trajectory. Because of rounding, totals may not necessarily equal the sum of individual years.
- (4) National Planning Policy Framework, Planning Practice Guidance - Housing and Economic Land Availability Assessment - Methodology - Stage 5: Final evidence base - Paragraph 037 reference ID: 3-037-2014-0306 - 6th March 2014. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/281143/nppf-guidance-037-2014-0306-6th-march-2014.pdf
- (5) Prior Notification Approvals under Class 1 of Part 3, Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995, as amended.
- (7) Undetermined planning application for 264 dwellings at 31st March 2014 - CH/2010/0976/FA
- (8) Small windfall site (undertaken) allowance included in line with guidance in paragraph 48 of National Planning Policy Framework. Continued in the National Planning Policy Framework Planning Practice Guidance - Housing and Economic Land Availability Assessment - Methodology - Stage 3: Windfall assessment (where justified) - Paragraph: 24 reference ID: 3-24-2014-0306 - 6th March 2014. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/281143/nppf-guidance-037-2014-0306-6th-march-2014.pdf
- (9) From Year 4 onwards sites and land in the Submission Delivery Development Plan Document, February 2014 are included as Source 7. Rounding means total may not necessarily equal the

Table HT2 - 2900: Chiltern District Housing Land Supply Trajectory 2006-2029: By Individual Year and 5-Year Period - 2,900 Dwelling Allocation plus three years allowance - as at 31st March 2014 - INCLUDES NPPF ADDITIONAL 5% BUFFER

Housing Delivered and Sources of Housing Land Supply	Dwelling Completions 2006 - 2014	Residual Dwelling Requirement 2014 - 2029	Years 1 - 5: 2014 to 2019 (includes NPPF additional 5% buffer)					Years 6 - 10: 2019 to 2024					Years 11 - 15: 2024 to 2029					TOTALS
			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	2028/29	
COMPLETIONS: 1st APRIL 2006 to 31st MARCH 2014 (net)	1,257																	1,257
PROPOSED DWELLING REQUIREMENT 1st April 2014 to 31st March 2029: - 2,650 - By 5-Year Period (net)		2,054			719					668							668	2,054
Source 1.1 TOTAL PROJECTED SUPPLY AT 31st March 2014 - Extant Planning Permissions on 'Large' sites (5 or more Use Class C3 dwellings net) (see footnote 1)			48	34	28	86	65	65	0	0	0	0	0	0	0	0	0	326
The Grange (former Holy Cross Convent), Chalfont St Peter [Core Strategy Strategic Housing Site & SHLAA site 116 & 391] (see footnote 2)						64	65	65										194
former Nicholas House and Stokebury Centre site, London Road West, Amersham Old Town			20															20
Great Greenstreet Farm, Greenstreet, Chenies, Chorleywood				6														6
Progress House, Hospital Hill, Waterside, Chesham			9															9
Land formerly part of 90 Eskdale Avenue (access off Great Acre Cameron Road), Chesham				8														8
Land rear of 242 to 258 Berkhamstead Road, Chesham			11															11
Land rear of 328 to 340 Berkhamstead Road, Chesham				6														6
1 Long View (formerly 54 Parish Piece), Holmer Green			8															8
Ranters (demolished), 178 White Lion Road, Little Chalfont (SHLAA site 303)				8														8
Lodge Farm, Lodge Lane, Little Chalfont					5													5
'Donkey Field', Burtons Lane, Little Chalfont [Core Strategy Strategic Housing Site & SHLAA site 101]					23	22												45
Glenock House, Penn Road, Knotty Green, Beaconsfield				6														6
Source 1.2. TOTAL PROJECTED SUPPLY AT 31st March 2014 - Extant Planning Permissions on 'Small' sites (4 or less Use Class C3 dwellings net) less 10% non-implementation rate - all figures rounded to nearest dwelling (see footnote 3)			36	36	36	0	0	0	0	0	0	0	0	0	0	0	0	108
Source 2. TOTAL PROJECTED SUPPLY AT 31st March 2014 - Extant Planning Permissions for Use Class C2 Residential Institutional accommodation for older people (see footnote 4)			70	25	82	65	80	0	0	0	0	0	0	0	0	0	0	322
Within grounds of The National Society Of Epilepsy site, Chesham Lane, Chalfont St Peter (access off Rickmansworth Lane)					82													82
The Grange (former Holy Cross Convent), Chalfont St Peter [Core Strategy Strategic Housing Site & SHLAA site 116 & 391] (see footnote 2)						65												65
former Chesham Community Hospital (demolished) Hospital Hill, Waterside, Chesham							80											80
Cameron House, Cameron Road, Chesham			62															62
former Mandarin Duck Restaurant, 82 Watchet Lane, Holmer Green			8															8
former Knotty Green Garage (demolished), Penn Road, Knotty Green, Beaconsfield					25													25
Source 3. TOTAL PROJECTED SUPPLY AT 31st March 2014 - General Development Order 2013 'permitted development' changes of use of non-residential uses to residential (see footnote 5)			29	12	0	0	0	0	0	0	0	0	0	0	0	0	0	41
former Chequers offices, St Marys Way / Church Street, Chesham			18															18
Other 'Small' developments of 4 or less dwellings (cumulative)			11	12														23
Source 4. PROJECTED SUPPLY AT 31st March 2014 - 'Agreed in principle subject to legal agreement' (net) less 10% non-implementation rate on 'small sites'			0	50	40	0	0	0	0	0	0	0	0	0	0	0	0	90
former Amersham & Wycombe College - Chesham Campus, Lycorne Road, Chesham [Major Developed Site for Housing in the Green Belt - Core Strategy Policy CS7 - SHLAA site 108]				22	23													45
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
Other 'Small' sites of 4 or less dwellings				16	17													33
Source 5. 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	22	88	66	66	66	0	0	0	0	0	0	0	0	308
Strategic Housing Site (Core Strategy Policy CS6) - Land east of Lincoln Park, Stanley Hill, Amersham on the Hill (SHLAA site 243)					22	22												44
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 site 109) (see footnote 6)						66	66	66	66									264
Source 6. PROJECTED SUPPLY - Small Windfall Sites Allowance (net) (see footnote 8)			0	0	0	22	22	22	22	22	22	22	22	22	22	22	22	264
Source 7. PROJECTED SUPPLY - BDDP - Housing Proposal / SHLAA / Outside Planning Control / Opportunity Proposal & Green Belt PBL sites (rounded) (see footnote 9)			25	25	14	52	52	52	52	54	54	54	54	54	26	27	27	622
8. TOTAL PAST & PROJECTED COMPLETIONS BETWEEN 2006 AND 2029 - Annualised (net) (figures rounded so may not total)	1,257		208	182	222	313	285	205	140	76	76	76	76	76	48	49	49	3,338
9. TOTAL PAST & PROJECTED COMPLETIONS BETWEEN 2006 AND 2029 - By 5-year period (net) (figures rounded so may not total)	1,257				1,210					573					298			3,338

Table HT2-2900 - Footnotes

(1) It is assumed that 100% of 'large' sites with extant planning permission at 31st March 2014 will be developed during the period covered by the 2014 Trajectory.

(2) At 31st March 2014 the Judicial Review from the High Court being sought by Chalfont St Peter Parish Council had been dismissed but Chalfont St Peter Parish Council were given leave to appeal the decision. [Update: appeal heard on 7th - 9th July 2014 - outcome awaited at the date of publication of 2014 Trajectory]

(3) Total extant planning permissions at 31st March 2014 for 446 Use Class C3 dwellings. Of these 326 were on developments of 5 for more dwellings (net). The remaining 120 (net) are on small sites of 4 or less dwellings. A non-implementation rate of 10% has been to this figure which is reduced 108 dwellings. The reduced figure has been divided by 4 years to give an annual allowance of 27 dwellings in Years 1 to 4 of the Trajectory. Because of rounding totals may not necessarily equal the sum of individual years.

(4) National Planning Policy Framework Planning Practice Guidance - Housing and Economic Land Availability Assessment - Methodology - Stage 5: Final evidence base - Paragraph 037 reference ID: 3-037-20140306 - 6th March 2014 - <http://planningguidance.planningportal.gov.uk/blog/guidance/housing-and-economic-land-availability-assessment/>. NPPG guidance also allows student accommodation and empty homes bought back into use to be counted but as none have been monitored they are not included in the 2014 Trajectory

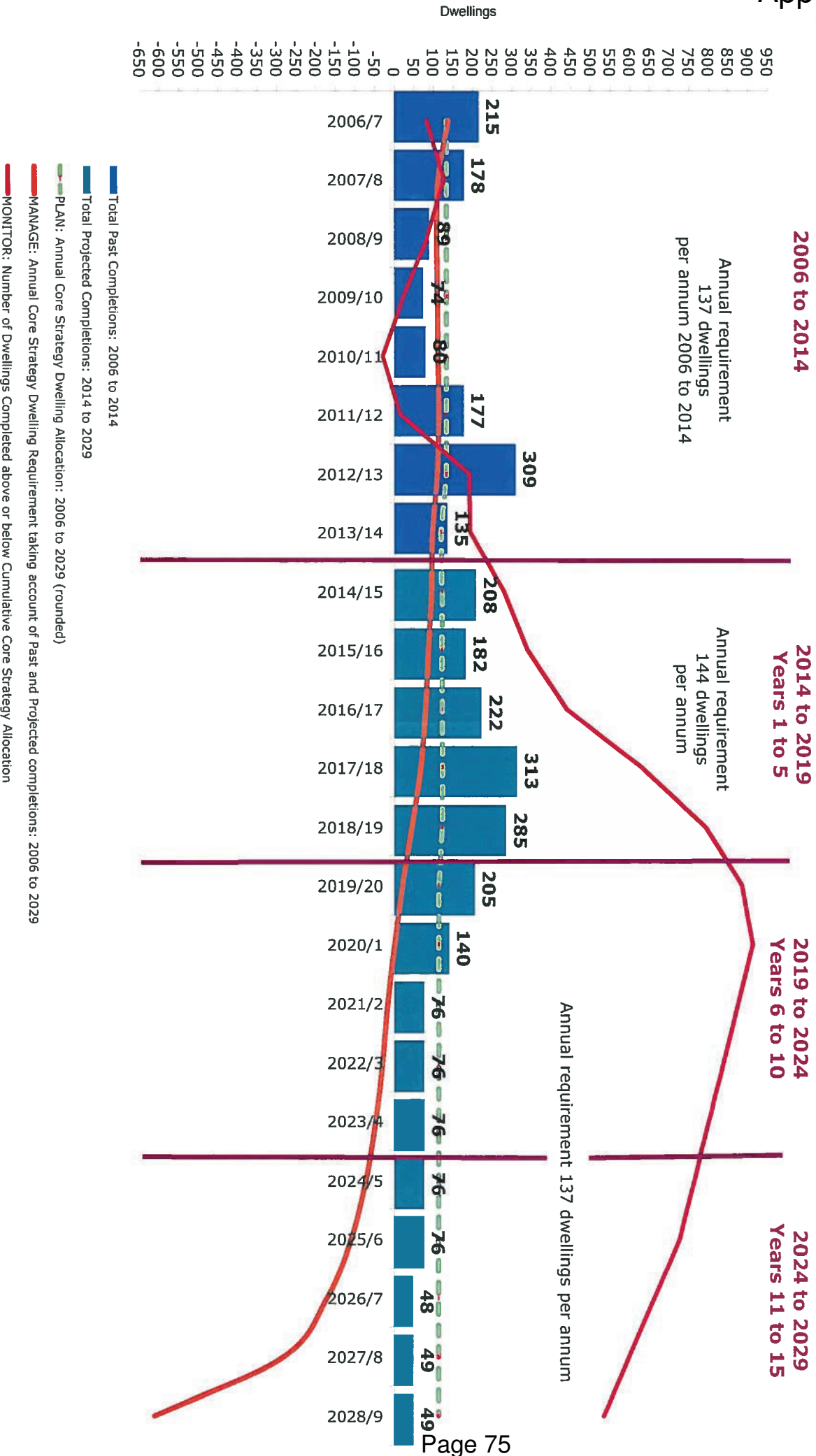
(5) Prior Notification Approvals under Class J of Part 3, Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995, as amended.

(7) Undetermined planning application for 264 dwellings at 31st March 2014 - CH/2010/0976/FA

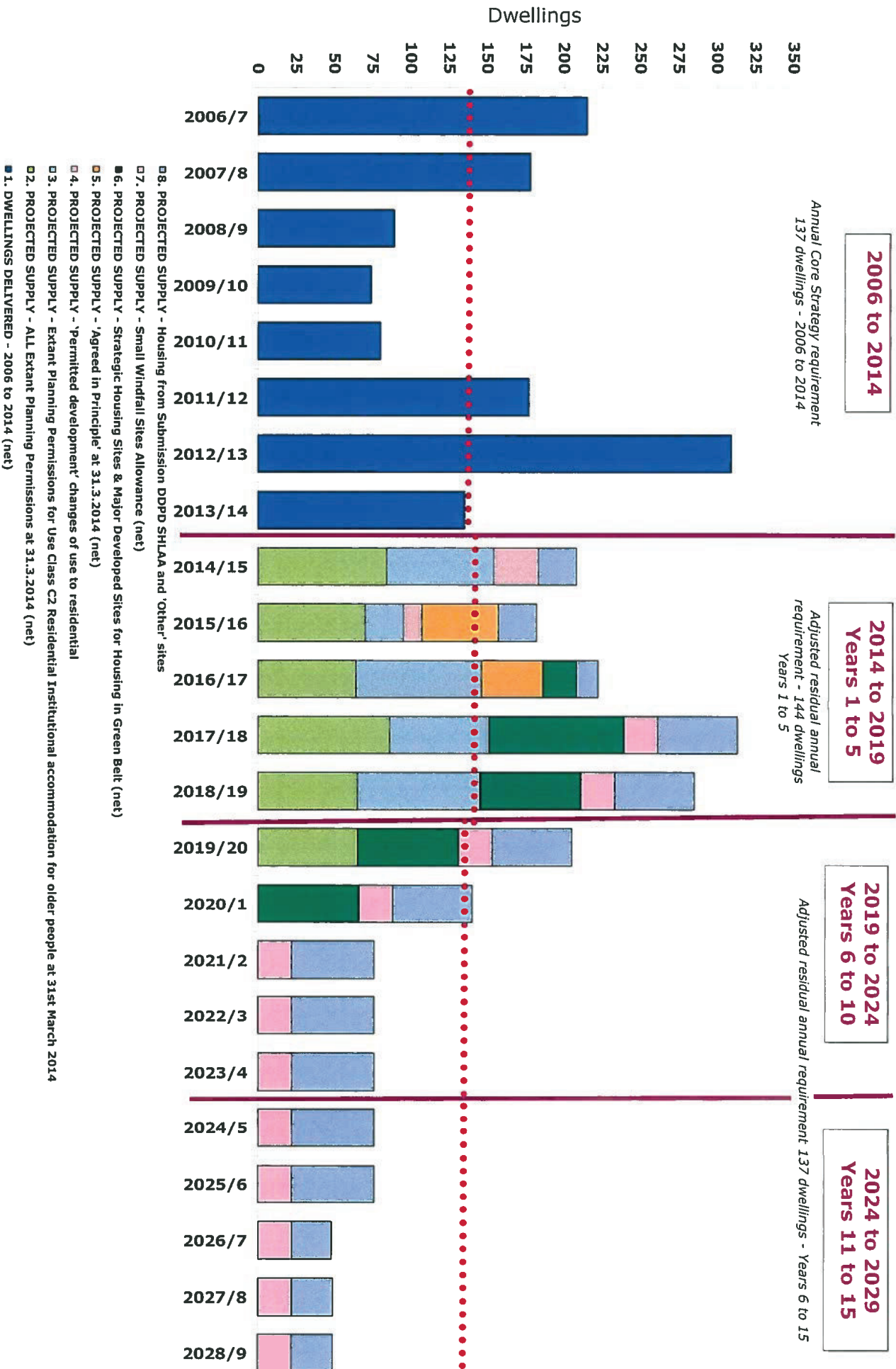
(8) Small windfall site (unidentified) allowance included in line with guidance in paragraph 48 of National Planning Policy Framework. Continued in the National Planning Policy Framework Planning Practice Guidance - Housing and Economic Land Availability Assessment - Methodology - Stage 3: Windfall assessment (where justified) - Paragraph: 24 reference ID: 3-24-20140306 - 6th March 2014 <http://planningguidance.planningportal.gov.uk/blog/guidance/housing-and-economic-land-availability-assessment/>. Annual allowance of 39 dwellings in Core Strategy reduced to 22 dwellings by not including residential garden land. To avoid double counting of sites with extant permission allowance starts in Year 5

(9) From Year 4 onwards sites and land in the Submission Delivery Development Plan Document February 2014 are included as Source 7. Rounding means total may not necessarily equal the sum of individual years.

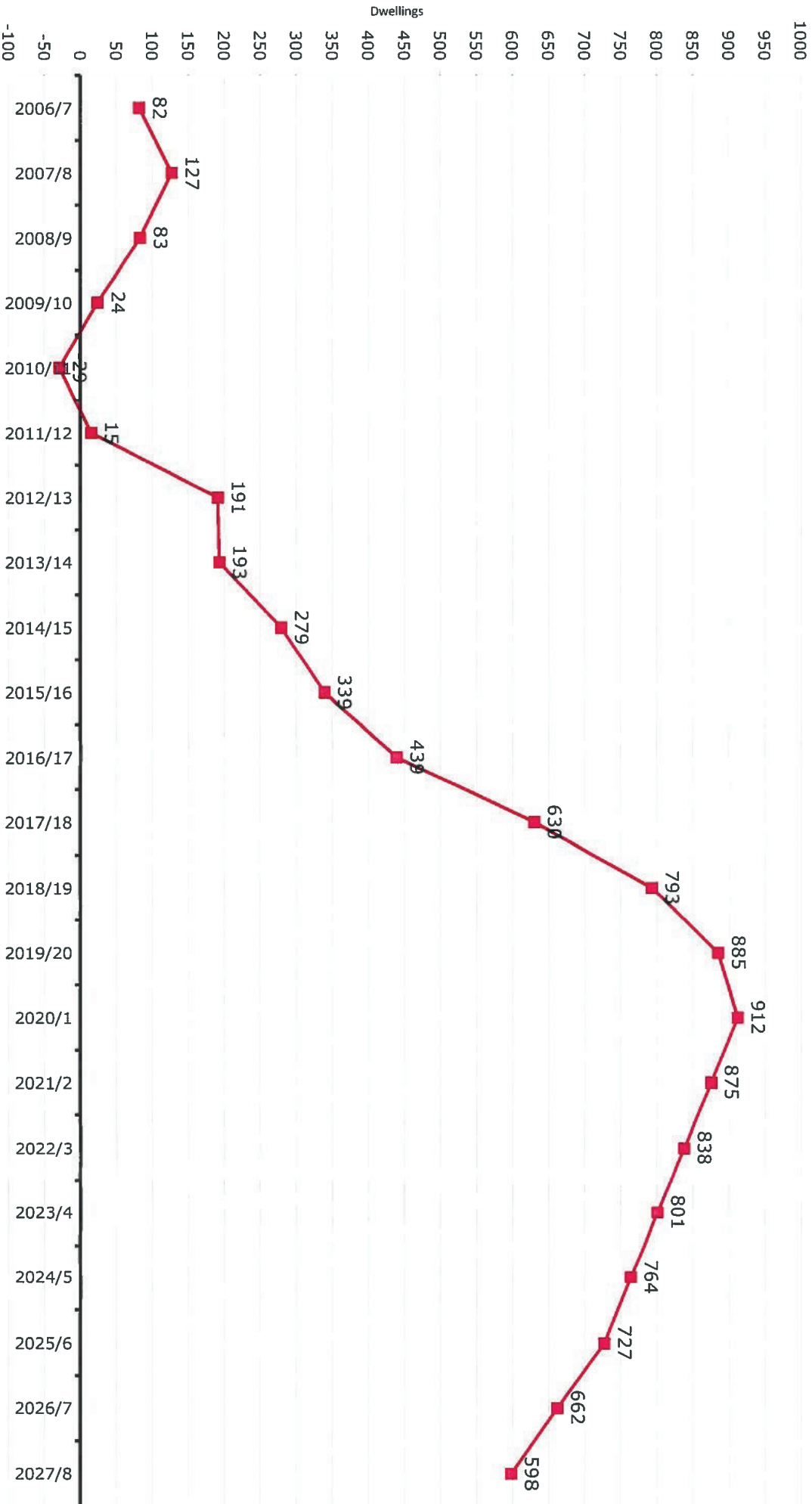
Graph HT1 - 2900 Dwellings: Chiltern District Housing Trajectory 2006 to 2029:
Core Strategy Dwelling Allocation: Projected Completions: 2,900 plus three years at 137 per annum



Graph HT2 - 2900: Chiltern District Housing Trajectory 2006-2029:
Projected Completions : Core Strategy Dwelling Allocation:
2,900 dwellings plus three years at 137 per annum



Graph HT3 - 2900: Chiltern District Housing Trajectory 2006-2029: Core Strategy Dwelling Allocation: Number of dwellings completed above or below cumulative allocation: 2,900 plus three years at 137 per annum



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

AMENDMENTS TO THE LOCAL DEVELOPMENT SCHEME

Contact Officer: Graham Winwright (01494 7326269)

RECOMMENDATIONS

- 1. That Cabinet recommend Council adopt the Local Development Scheme 2014 to 2018 attached as Annex 1 to this report.**
- 2. The need to replenish the Local Development Framework Reserve to be considered as part of the 2015/16 budget process.**

Relationship to Council Objectives

The Local Development Scheme is a work programme which details development plan documents and other key planning policy work the Council will produce over a four year period and the stages of their production. The Local Development Scheme indirectly supports the Council's Key Objectives of:

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 a Key Decision within the Forward Plan.*
- (ii) This matter, for initial stages, is within the Policy and Budgetary Framework but will require additional financial resources in later stages which will need to be considered as part of the 2015/16 and subsequent year budget processes.*

Financial Implications

The Local Development Scheme (Section 5 in Annex 1) comments on the resources available to the Council to deliver the work programme.

Funding is through a combination of the Planning Policy annual budget and from the Local Development Framework Reserve. The

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Reserve currently stands at £343,000. The Planning Policy budget for 2014/15 and the Reserve are considered sufficient to complete the Delivery Development Plan Document (subject to any legal challenge) and initial stages of a new Local Plan. However additional resources will be needed to complete the new Local Plan and other Planning Policy work set out in the Local Development Scheme.

This report recommends that the need for additional resources be considered as part of the 2015/16 budget process (e.g. one option could be annual contributions to the Local Development Framework Reserve over the life of the Local Development Scheme) to ensure sufficient resources are available to complete the proposed work programme.

Risk Management Implications

Appendix 5 of the Local Development Scheme (Annex 1 of this report) contains a Risk Assessment. Principle risks relate to resources, technical content of plans in order to be found 'sound' at examination, timetable delays, resources of others to engage in plan making and potential for legal challenge.

Equalities Implications

The Local Development Scheme itself is not considered to have any equality implications but these will of course be considered as part of the documents/plans to be produced as a result.

Sustainability Implications

The Local Development Scheme itself is not considered to have any sustainability implications but sustainability will be integral considerations for the plans/documents to be produced.

Report

- 1 Local planning authorities are required to publish a timetable for production of development plan documents/local plans that they intend to produce. The timetable is part of a 'local development scheme' (LDS) which also includes more information to justify and inform the plan making timetable. The LDS is important as councils are required to produce development plan documents/local plans in accordance with its timetable.
- 2 The LDS has to be approved by Council and as such Cabinet is requested to make a recommendation to Council.

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- 3 The current LDS was approved in February 2014, covers the work period to 2016 while its key priority was to seek adoption of the Delivery Development Plan Document (DDPD).
- 4 The LDS needs to be reviewed for the following reasons:
 - a) The DDPD timetable has slipped slightly as submission to the Secretary of State for Communities and Local Government was delayed on the advice of the Planning Inspectorate – *advice to all local planning authorities to seek legal advice before submission*. Council on 22nd July 2014 reconfirmed the Council's position to submit the DDPD and, at the time of writing this report, submission is anticipated to have happened on 15th August 2014. This delay has had a knock on affect to the remainder of the timetable and so needs to be updated.
 - b) Cabinet in considering the DDPD submission on 15th August 2014 (Part 2 report and therefore confidential) also resolved to undertake an early review of the Core Strategy and DDPD (once adopted) as a new single local plan.
 - c) On 16th July 2014 the Chiltern and South Bucks Joint Committee considered the Business Case for a Planning Policy Shared Service Review (Part 2 report and therefore confidential) which when implemented will have some resource implications for the LDS.
 - d) The 2014 Housing Trajectory (elsewhere on this agenda) indicates a reducing supply of housing particularly after 2018 which can be addressed as part of a new local plan.
- 5 The key priority for the LDS remains the adoption of the DDPD but also introduces an equal priority for an early review the Core Strategy and DDPD (once adopted) through a new Local Plan aligned as broadly compatible as possible with adjacent plan-making timetables. The new Local Plan to also role forward the plan period, now recommended in Annex 1 to 2036.
- 6 The recommended LDS has been prepared in consultation with adjacent local planning authorities. The result is in part 'twin tracking' the latter stages of the DDPD with the early stages of a new Local Plan. Importantly the timetables for the DDPD and new Local Plan as set out in the LDS:
 - a) are complimentary and do not conflict nor does one timetable hinder or unnecessarily delay the other
 - b) the new Local Plan timetable is aligned as far as is possible with known plan-making timetables with adjacent local planning authorities so as to assist in the duty to co-operate, have comparable evidence base documents and maximise the opportunities for joint working and shared evidence.

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- 7 The table below demonstrates how the proposed LDS for Chiltern compares with adjacent local planning authorities equivalent plan-making timetables. It will be noted;
- a) that both South Bucks and Three Rivers do not currently have an approved comparable plan-making timetable as they are currently completing their current local development framework timetables. It is hoped that when these councils review their LDS's for the next generation of plans that they will take Chiltern's LDS and opportunities for broad plan alignment into account.
 - b) plan alignment has not been achieved with Aylesbury Vale however Aylesbury Vales' timetable is considered particularly challenging and may need to be extended in due course. Despite the timetable differences importantly Chiltern will be publishing its draft plan (October/November 2016) in advance of Aylesbury Vale's submission (November 2016) and examination (January 2017).
 - c) plan alignment has not currently been achieved with Wycombe's published LDS however Wycombe have indicated that they will be reviewing its LDS later this year with a view to better aligning with adjacent plan-making and consider that broad alignment can be achieved with the Chiltern proposed timetable.
 - d) as Dacorum are doing an early review of their recently adopted Core Strategy they are ahead of Chiltern in their timetable and so plan alignment has not been possible.

Local Planning Authority	Main Public Participation Consultation	Pre-Submission Consultation	Submission	Examination	Adoption
Aylesbury Vale	<i>Feb/March 2016</i>	<i>July/Aug 2016</i>	<i>Nov 2016</i>	<i>Jan 2017</i>	<i>June 2017</i>
Dacorum	<i>Nov 2015</i>	<i>May 2016</i>	<i>Feb 2017</i>	<i>June 2017</i>	<i>Sept 2017</i>
South Bucks	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>
Three Rivers	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>
Wycombe	<i>Completed</i>	<i>Nov 2014</i>	<i>March 2015</i>	<i>July 2015</i>	<i>Dec 2015</i>
<i>Chiltern –as proposed</i>	<i>Oct/Nov 2016</i>	<i>May/June 2017</i>	<i>Sept 2017</i>	<i>Jan/Feb 2018</i>	<i>July 2018</i>

- 8 The Chiltern LDS also takes into account other important factors including the level of available resources and timetable for the production of key evidence base documents (see Appendix 4 of Annex 1). Given these factors the proposed Chiltern LDS is best aligned to adjacent local authorities as can be at this stage and although presents a challenging timetable is considered deliverable.
- 9 The Chiltern LDS will be kept under review along with other relevant authority LDS's as part of the duty to co-operate.
- 10 In addition to the DDPD and new Local Plan, the LDS sets out a programme of work for other planning policy documents including supplementary planning documents (SPD), development briefs and

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design guides and other required documents, namely the Annual Monitoring Report and Housing Trajectory. These documents will be prepared in order to meet statutory requirements and otherwise will be progressed as resources and workload priorities allow. The proposed LDS where possible includes indicative completion dates for these documents. Additional SPDs' and other associated documents maybe needed to support the new Local Plan and these will be added to the LDS once these have been identified.

- 11 The LDS also includes details of neighbourhood plans being prepared, where known. If additional neighbourhood plans come forward in the LDS period then the resource implications will need to be considered again at that time.
- 12 Alongside the elements of the work programme mentioned above, the LDS sets out the other areas of work anticipated by the Planning Policy Team, which include: monitoring the effectiveness of the policies of the development plan; responding to consultations by adjoining authorities, the County Council and the Government; and supporting the Council in relation to matters related to High Speed 2. While policy preparation and the duties mentioned above form the core of the team's workload, substantial and unpredictable (if time limited) demands upon can arise from, for example, the need to support major planning applications or appeals, or legal proceedings against the Council. In this regard it should be noted that the challenge in the High Court to Policy CS6 of the Core Strategy, relating to the Strategic Housing Allocation at Chalfont St Peter is still proceeding.
- 13 To conclude, this report shows that the work programme for the Planning Policy Team over the next four years is challenging and will require careful management and additional resources to be delivered. By agreeing the revised LDS the Council will be able to establish its work priorities and be clear on resource implications in future budget setting processes. The LDS will be monitored and reviewed again as necessary. In addition resources will be kept under close review and if necessary further reports bought to Cabinet if additional resources are needed.

Background papers: (if any)

Chiltern District Local Development Scheme (LDS) 2014 to 2016

Submission Delivery Development Plan Document

Council Minutes of 22nd July 2014

Draft 2014 Housing Trajectory included on the 26th August 2014 Cabinet Agenda

Aylesbury Vale District Council Local Development Scheme (March 2014)

Dacorum Borough Council Local Development Scheme (February 2014)

South Bucks District Council Local Development Scheme (July 2013)

Three Rivers District Council Local Development Scheme (December 2012)

Wycombe District Council Local Development Scheme (October 2012)

Chiltern District Council

Local Development Scheme (LDS) 2014 to 2018

August 2014



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1. Introduction

- 1.1 As local planning authority, Chiltern District Council has prepared a project plan which details the planning policy documents the Council intends to produce and timetable for their preparation. This document is the Local Development Scheme (LDS) and includes a timetable for the final preparation stages of the Delivery Development Plan Document (DDPD) to cover the period to 2026 and for the preparation of a new Chiltern District Local Plan (NCDLP) to 2036. The DDPD will replace most of the saved adopted Chiltern District Local Plan (CDLP) while the NCDLP will replace both the adopted Core Strategy for Chiltern District (CS) and the DDPD, once adopted, and will roll the plan period forward a further 10 years to 2036.
- 1.2 The key purpose of the LDS is to enable the public, stakeholders, and other interested groups to find out how and when they can actively participate in the production of the new local plan and other key documents. Local planning authorities are required by law to produce plans in accordance with the timetable set out within their LDS.
- 1.3 The LDS sets out the following:
- The Development Plan as it exists on 26th August 2014 (including saved policies of the adopted CDLP);
 - Development Plan documents to be prepared, together with the timetable by which they will be prepared and information relating to the purpose and status of each document;
 - Neighbourhood plan preparation timetables, where known by the Council as at 26th August 2014. Once 'made' (i.e. passed examination and a local referendum) neighbourhood plans prepared by town/parish councils, who choose to prepare them, will form part of the Development Plan;
 - Evidence documents to be prepared to support plan preparation being undertaken by the Council;
 - Other key work priorities of the Council's Planning Policy Team, including supplementary planning documents; and
 - Resources required and risks in meeting the timetables.
- 1.5 The LDS establishes the work priorities for the Planning Policy Team for the period 2014 to 2018 and will be reviewed and amended if and when circumstances change.
- 1.6 The CS was adopted in November 2011 prior to publication of the National Planning Policy Framework (NPPF) which now refers to 'local

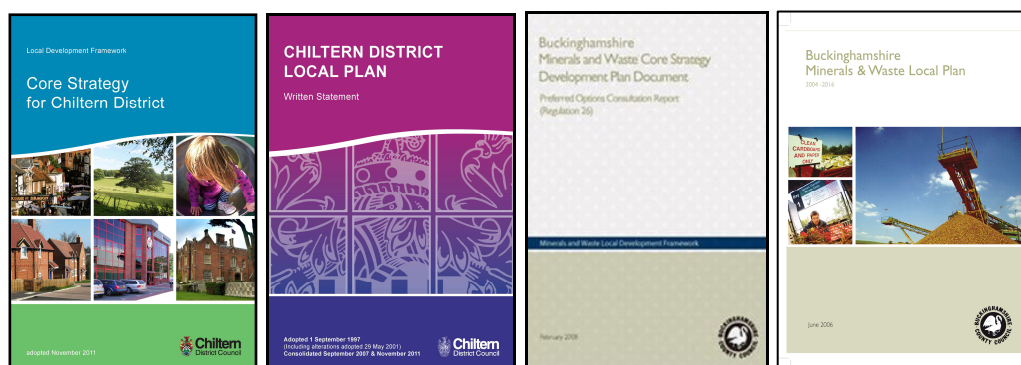
plans’ rather than ‘development plan documents’. The CS refers to more detailed policies being set out in the DDPD. Accordingly the DDPD, together with the CS and Policies Map, will form the ‘Local Plan’ for Chiltern District once the DDPD is adopted. This ‘Local Plan’ subsequently will be replaced as part of an early review with the adoption of the NCDLP to 2036.

- 1.7 The glossary of terms in Appendix 1 may assist the reader in understanding this document.

2. The Development Plan for Chiltern District

- 2.1 The LDS is principally concerned with the timetable for the production of the Councils' DDPD and NCDLP.
- 2.2 The Council anticipates that over the period 2014 to 2018 the Development Plan for Chiltern District will significantly change as a result of local decisions both within Chiltern and adjoining authorities.
- 2.3 To secure co-ordination across boundary areas, local planning authorities are now required to work closely with neighbouring authorities and certain other bodies when preparing plans under the Duty to Co-operate. Chiltern District Council is actively participating under the Duty to Co-operate and will report progress as part of its annual monitoring and evidence at key plan preparation stages. The Duty to Co-operate and the timing of plan preparation co-ordinated with adjacent areas will be particularly important to Chiltern given its current CS position on planned housing (constrained due for example to Green Belt and over 70% in the Chilterns Area of Outstanding Natural Beauty). The Duty to Co-operate and plan-making timetable alignment with other authorities has influenced this LDS.
- 2.4 As at the 26th August 2014, the Development Plan for Chiltern District comprises four different documents (illustrated in Figure 1).

Figure 1: Components of the Development Plan for Chiltern District at 26th August 2014.



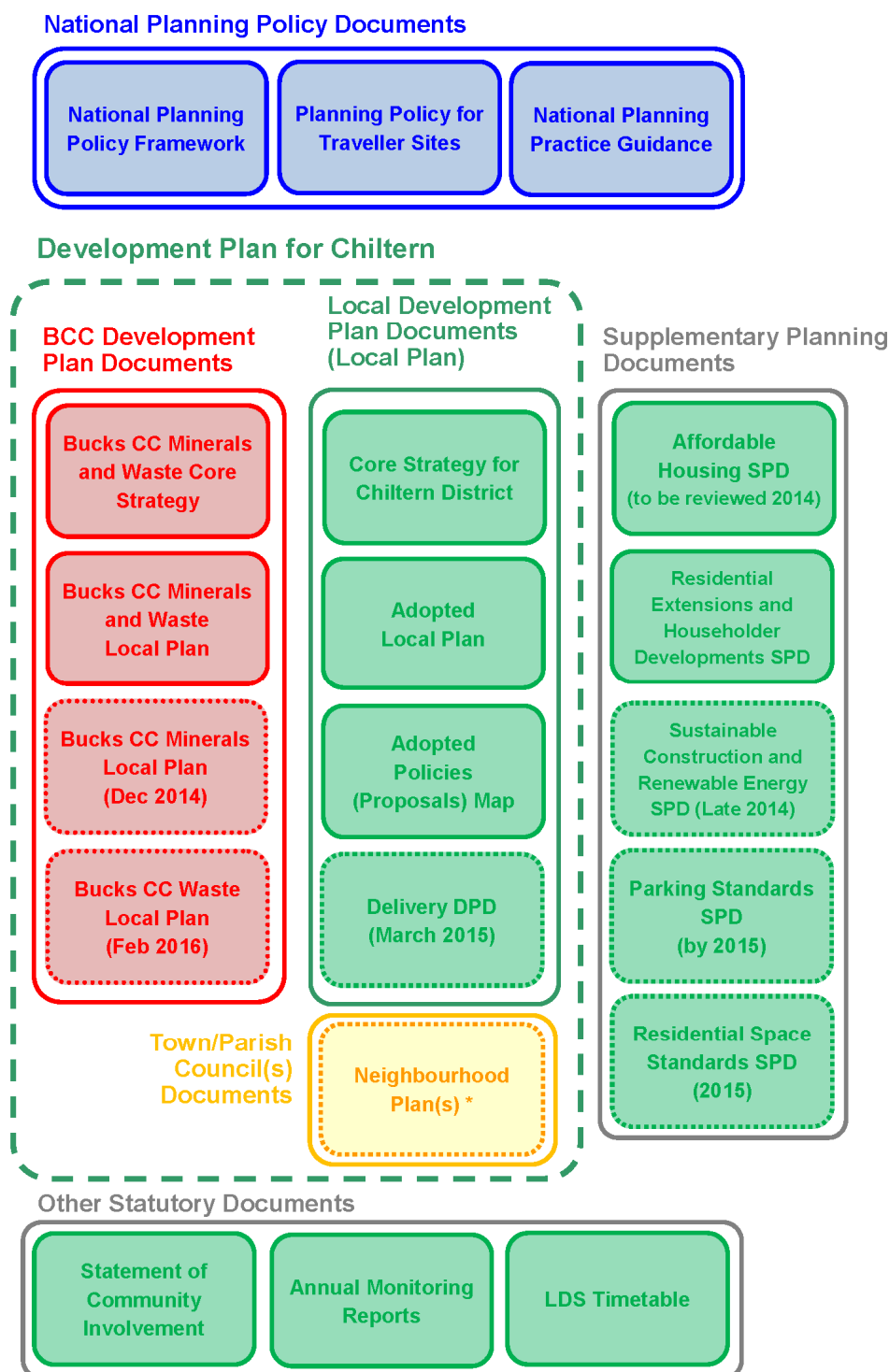
- 2.5 The CS was adopted on the 15 November 2011 and is the most up to date development plan document prepared by the Council. The CS contains strategic policies which seek to guide development in the District up to the period 2026.
- 2.6 The CDLP was adopted in September 1997 and had alterations adopted in May 2001. In September 2007 a number of policies in the CDLP were saved by Government direction. Some policies were also deleted with the adoption of the CS in November 2011. Some of the

remaining saved policies require updating due to changes such as the NPPF. Since 2012 the Council has prioritised the production of a development plan document (the DDPD) that will replace all but one of the remaining policies of the CDLP. Appendix 2 contains the list of Saved Local Plan Policies. Policy TR16 of the CDLP will remain saved until the Council adopts its proposed Parking Standards Supplementary Planning Document.

- 2.7 The Buckinghamshire Minerals and Waste Core Strategy and Minerals and Waste Local Plan form part of the Development Plan for Chiltern District. Buckinghamshire County Council is in the process of preparing a Minerals Local Plan and a Waste Local Plan which together will replace their adopted Local Plan. As the minerals and waste local planning authority Buckinghamshire County Council is responsible for producing a minerals and waste timetable by which it intends to produce new plans.
- 2.8 Figure 2 below illustrates the documents that currently comprise the Development Plan for Chiltern District (*solid green and solid red boxes within the 'Development Plan for Chiltern' box*) and other documents which provide planning policy guidance in Chiltern by mid-2016 which, depending on their stage of preparation, will have varying degrees of weight in the determination of planning decisions. These other documents comprise national planning policy documents (*solid blue boxes*); emerging development plan documents (*broken green and broken blue boxes within the 'Development Plan for Chiltern' grouping*); supplementary planning policy documents, either adopted (*solid green boxes*) and proposed (*broken green boxes*); other statutory documents prepared by the Council; and emerging neighbourhood plans (*yellow box*).
- 2.9 When assessing development proposals, local planning authorities must have regard to the provisions of the development plan and other material considerations. Supplementary Planning Documents¹, do not form part of the development plan although they carry weight in the determination of a planning application and interpret or provide additional guidance for development plan policies. All non-development plan documents in Figure 2 can be 'other material considerations'.
- 2.10 Figure 2, following the adoption of the DDPD, will be updated as the DDPD adoption will delete the Adopted Local Plan (CDLP), the DDPD will form part of the Development Plan and the NCDLP will be added as an emerging Local Plan.

¹ Supplementary Planning Documents provide additional detail and guidance which sets out how a policy, or number of policies, in a development plan will be implemented.

Figure 2: Planning Framework for Chiltern 2014-2016



* Chalfont St Peter Parish was declared a Neighbourhood Area on 12th November 2012, and Chalfont St Giles Parish was declared a Neighbourhood Area on 20th December 2012. A draft Chalfont St Peter Neighbourhood Plan has been Examined (June 2014) and subject to modifications is recommended to proceed to referendum (date not yet determined). Chalfont St Giles Parish Council is preparing a draft Neighbourhood Plan and anticipates submission to Chiltern District Council towards the end of 2014.

3. The Work Programme: Development Plan Documents

The Delivery Development Plan Document (2006 to 2026)

- 3.1 A key work priority for the Planning Policy Team for much of 2014 is the production of the DDPD.
- 3.2 The DDPD will relate to the whole of Chiltern District and contain development management policies which will replace all but one of the remaining policies in the CDLP. It will include site allocations (e.g. sites for community, business and housing development) and land use designations (e.g. re-designation of some employment sites), undertake a review of settlements in the Green Belt and plan to meet the accommodation needs of Gypsy, Travellers and travelling showpeople. Taking into account the Government's 'localism' agenda within planning, the DDPD will include 'local measures' which will reflect the characteristics and needs of particular areas and assist neighbourhoods to influence change in their local area.
- 3.3 There are a number of reasons why the DDPD should be prioritised, (as opposed to commencing work on the NCDLP) including:
 - supporting the NPPF objective to increase the supply of new houses in the short term through identification of additional development opportunities to 2026, some of which can only be bought forward by a change in Development Plan policy (e.g. review of settlements within the Green Belt and review of protected employment sites)
 - a number of policies within the CS will only be fully effective with the production of the DDPD;
 - some remaining detailed development control policies in the CDLP no longer conform to national planning policy and need updating;
 - some policies in the CDLP need to be updated in light of the new approach within the CS;
 - having established the accommodation needs for new gypsy, traveller and travelling showmen pitches in the District, particularly over the period 2013 – 2018, the DDPD will put in place opportunities to be able to address this need;
 - the Council, communities and other stakeholders have invested significant time and resources in the DDPD;
 - the early stages of the NCDLP can, and are being 'twin-tracked', with the latter stage of the DDPD and work on the NCDLP will not be held back;

- the NPPF allows for the early review of local plans in circumstances applicable to Chiltern; and
- plan-timetable alignment opportunities with adjacent local planning authorities and ability to effectively undertake the Duty to Co-operate is best served by the timetable for the NCDLP which allows for the DDPD to be progressed to adoption.

3.4 Work on assembling the evidence for the DDPD has been carried out since 2012 including engagement with Members, key stakeholders, and the public and is available on the Council's website.

Table 1: Profile of the Delivery DPD (DDPD)

Document Details	
Role/Subject	The DDPD will contain development management policies to replace the policies in the CDLP and site allocations (e.g. sites for community, business. Housing and travellers) and land use designations (e.g. re-designation of some employment sites). It will include a review of settlements in the Green Belt and 'local measures' which will reflect the characteristics and needs of particular areas and assist neighbourhoods to influence change in their local area.
Coverage	District-wide
Status	Development Plan Document
Conformity	General conformity with the National Planning Policy Framework and Planning for Traveller Sites where relevant, and the Core Strategy for Chiltern District.
Timetable*	
Public Participation Issues DDPD (Regulation 18)	<p>8th April to 7th June 2013 – Public consultation on key emerging issues for the DDPD and initial Sustainability Appraisal in accordance with Regulation 18 and the adopted Statement of Community Involvement.</p> <p>2nd September to 14th October 2013 – Public consultation on Gypsy, Travellers and Travelling Showpeople Site Options.</p> <p>Engagement and discussions from 2012 with stakeholders, including under the Duty to Co-operate, regarding specific issues commenced.</p>
Formal Publication of DDPD (Regulation 19)	20th Feb to 4th April 2014 – Document formally published for statutory 6 week period of public consultation along with final Sustainability Appraisal Report, Infrastructure Delivery Schedule, and proposed changes to Policies Map.
Consider representations on Publication version of DDPD (Regulation 19)	April/July 2014 – Collate responses and prepare Statement of Representations.
Submission of DDPD to Secretary of State (Regulation 22)	15th August 2014
Examination (Regulation 24)	November 2014 - public hearing sessions
Inspector's Report	January 2015
Adoption (Regulation 26)	March 2014

Arrangements for Production	
Lead Officer(s)	Planning Policy Manager
Political Management	Members will be involved in the DDPD process and regularly informed of progress. A Local Plan Policy Advisory Group to provide officers with regular political steers. Progress reports will be taken to the Housing and Planning Overview Committee (HPOC) and Cabinet who will consider drafts of the DDPD. Formal approval of the DDPD will be required by HPOC, Cabinet and Full Council prior to Publication (Regulation 19) stage and final Adoption (Regulation 26).
Joint Working	Opportunities for joint working will continue to be explored. For example evidence base work has included working in conjunction with South Bucks District Council, on a new Employment Land Review (ELR), with all Bucks authorities on a new Gypsy, Traveller and Travelling Showpeople Accommodation Needs Assessment (GTAA) and update and joint working with the Bucks and Thames Valley Local Enterprise Partnership on economic and infrastructure matters. In addition Chiltern DC and South Bucks DC are developing shared service opportunities and share a Senior Management Team and Head of Sustainable Development. Closer working arrangement between the two council's Planning Policy Teams will also be enhanced in 2015 with a shared Planning Policy Manager. The Council is also actively engaged under the Duty to Co-operate on all relevant strategic, infrastructure and cross boarder matters.
Internal Resources	Planning Policy Manager, Planning Policy Team, Information and Monitoring Officer, Development Control Manager, Head of Sustainable Development
External Resources	Potential procurement of consultants to undertake certain evidence base studies; support from other service providers; and costs associated with document production, consultation events and the examination process (including Programme Officer and Inspector costs).
Community / Stakeholder Involvement	Carried out in accordance with the Statement of Community Involvement adopted January 2012
Post Adoption	
Monitoring and Review	Continuous, reported in a Monitoring Report

*All references to regulations relate to the Town and Country Planning (Local Plans) (England) Regulations 2012.

All dates before 26th August 2014 are actual and all dates after are estimated target dates.

Update to the Policies Map

- 3.5 The Council adopted a new Policies Map for Chiltern District at the same time as it adopted the CS. Once adopted the DDPD will cancel parts of the Policies Map related to the remaining saved policies of the CDLP and introduce a number of new site allocations and designations and so will be updated.
- 3.6 The adopted Policies Map will in due course be replaced with a new Policies Map as part of the NCDLP.

Table 2: Timetable for the Production of the Delivery Development Plan Document (DDPD) and Revised Policies Map for Chiltern District

Key Dates and Milestones	2012												2013												2014												2015																
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M														
Duty to Co-Operate	[Purple shaded cells]																																																				
Stakeholder Dialog and Discussion	[Blue shaded cells]												[Blue shaded cells]												[Blue shaded cells]												[Blue shaded cells]																
Public Participation: DPD Key Issues, and G/T Site Options													C												C																												
Formal Publication of DPD (for comment)																									P																												
Submission of DPD to Secretary of State																																					S																
Examination Period (incl. hearing sessions)																																							E														
Adoption of DPD and Revised Policies Map																																																			A		

The Delivery DPD to be produced in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012

Appendix

New Chiltern District Local Plan (2014 – 2036)

- 3.7 In 2014 the Council commenced work on the preparation of the NCDLP as an early review of the CS and DDPD (once adopted) and to roll the plan period forward to 2036. This was and is being carried out alongside work to complete the DDPD.
- 3.8 Work on the NCDLP has to-date comprised:
- a) Plan-making timetable alignment and potential joint working discussions with adjacent local planning authorities
 - b) Duty to cooperate discussions on potential cooperation matters, infrastructure and cross boarder plan issues (on-going)
 - c) Joint work with the Bucks and Thames Valley LEP on a Strategic Economic Plan and Local Growth Deal
 - d) Working with the Natural Environment Partnership for Buckinghamshire and Milton Keynes (LNP) to align a work programme for the County
 - e) Defining a plan period and timetable
 - f) Enabling relevant parts of the DDPD evidence base to be able to form, or be adjusted to easily form part of the NCDLP evidence base (e.g. Strategic Flood Risk Assessment; Heritage Strategy; Study of Potential Minor Green Belt Alterations)
 - g) Authorities Monitoring Reports including current policy effectiveness
 - h) Commissioned jointly with Aylesbury Vale, Wycombe and South Bucks and in collaboration with Dacorum and Three Rivers councils an “Identification of Housing Market Areas and Functional Economic Market Areas for Buckinghamshire and adjacent areas” study
 - i) Commitment with adjacent authorities to undertake joint evidence base work that is in broad timescale alignment.
- 3.9 The NCDLP will relate to the whole of Chiltern District and be a single local plan, including strategic targets for housing and employment, site allocations, land use designations and development management policies. The NCDLP will be informed by an evidence base including a strategic housing market area assessment to identify unconstrained housing need to 2036, an economic market area assessment and capacity studies including a Green Belt review. The Council will seek to meet development needs in so far as is consistent with policies in the NPPF.

- 3.10 The evidence base for the NCDLP will be made available on the Council's website at key stages of plan preparation. Initial evidence base work, in order to inform the level of development needed and able to be planned for (principally but not limited to housing and employment) are listed in Appendix 3.

Table 3: Profile of the New Chiltern District Local Plan (NCDLP)

Document Details	
Role/Subject	The NCDLP will contain development management policies to replace the policies in the CS and DDPD (once adopted) and site allocations (e.g. sites for community, business, and housing) and land use designations. It will include a review of the Green Belt and Strategic Housing Land Availability Assessment.
Coverage	District-wide
Status	Local Plan
Conformity	General conformity with the National Planning Policy Framework and Planning for Traveller Sites.
Timetable*	
Public Participation (Regulation 18)	<p>December 2014 – Initial request for issues.</p> <p>October/November 2015 – Issues and Options consultation.</p> <p>October/November 2016 – Draft Plan consultation.</p> <p>Engagement and discussions from 2012 with stakeholders, including under the Duty to Co-operate, regarding specific issues commenced.</p>
Formal Publication (Regulation 19)	May – June 2017 – Document formally published for statutory 6 week period of public consultation along with final Sustainability Appraisal Report, Infrastructure Delivery Schedule, and proposed changes to Policies Map.
Consider representations on Publication version of the Plan (Regulation 19)	July/August 2017 – Collate responses and prepare Statement of Representations.
Submission of the NCDLP to Secretary of State (Regulation 22)	September 2017
Examination (Regulation 24)	January/February 2018 - Includes public hearing sessions
Inspector's Report	March/April 2018
Adoption (Regulation 26)	July 2018
Arrangements for Production	
Lead Officer(s)	Planning Policy Manager (Shared with South Bucks District Council)
Political Management	Members will be involved in the NCDLP process and regularly informed of progress. A Policy Advisory Group to provide officers with regular political steers. Progress reports will be taken to the Cabinet who will consider drafts of the NCDLP. Formal approval of the NCDLP will be required by Cabinet and Full Council prior to Publication (Regulation 19) stage and final Adoption (Regulation 26).
Joint Working	Opportunities for joint working will continue to be explored.

Internal Resources	Planning Policy Manager (part), Planning Policy Team, Information and Monitoring Officer, Development Control Manager, Head of Sustainable Development
External Resources	Potential procurement of consultants to undertake certain evidence base studies; support from other service providers; and costs associated with document production, consultation events and the examination process (including Programme Officer and Inspector costs).
Community / Stakeholder Involvement	Carried out in accordance with the Statement of Community Involvement adopted January 2012
Post Adoption	
Monitoring and Review	Continuous, reported in a Monitoring Report

*All references to regulations relate to the Town and Country Planning (Local Plans) (England) Regulations 2012.

All dates before 26th August 2014 are actual and all dates after are estimated target dates.

Table 4: Timetable for the Production of the New Local Plan for Chiltern District

Key Dates and Milestones	2014			2015					2016					2017					2018																
	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	M	A	M	J	J
Duty to Co-Operate	[Shaded purple]																																		
Continuous Stakeholder Dialog and Discussion				[Shaded blue]					[Shaded blue]					[Shaded blue]																					
Regulation 18 Consultation			C																																
Issues and Options Consultation																																			
Public Participation Consultation																																			
Review the need for CIL																																			
Pre-Submission Consultation (Regulation 19)																																			
Submission of Local Plan to Secretary of State																																			
Examination in Public Period																																			
Adoption																																			A

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Appendix

Neighbourhood Plans

- 3.7 With the enactment of the Localism Act 2011, town and parish councils can produce neighbourhood plans or neighbourhood development orders for all, or part of, their administrative area. When adopted, town and parish neighbourhood plans will form part of this Council's development plan, and decisions on planning applications will therefore be taken in accordance with their provision.
- 3.8 Chalfont St Peter Parish Council and Chalfont St Giles Parish Council have decided to commence a neighbourhood plan for their parished areas. Chalfont St Peter Parish area was declared a Neighbourhood Area on 12th November 2012 and Chalfont St Giles was declared a Neighbourhood Area by Chiltern District Council on the 20th December 2012. Details of the applications and their outcome are contained on the Council's website. The content and timetable for neighbourhood plans is largely a matter for the parish council concerned. At the time of drafting this report, Chalfont St Peter Neighbourhood Plan had been the subject of Examination (recommended to proceed to referendum with modifications) and was going through post-examination considerations.
- 3.9 The Localism Act places a duty on local planning authorities to engage with town and parish councils in the production of neighbourhood plans. Local authorities will also have a technical, financial and governance role in supporting the production of neighbourhood plans.
- 3.10 The production of Neighbourhood Plans will impact on the Council's budgets and staff resource; particularly within the Planning Policy Team in Sustainable Development. The Government has made some provisions for district councils to seek additional financial assistance to contribute towards meeting its costs in connection with neighbourhood plans. In addition the Council secured a £20,000 'frontrunner' grant to assist in the production costs of the Chalfont St Peter Neighbourhood Plan.
- 3.11 As the total number of neighbourhood plans that will be prepared over the period 2014 to 2016 is currently unknown, the Council is unable to properly assess the financial and resource implications at this time. The Council has included provisions within its budget to enable it to fulfil its own duties in the production of neighbourhood plans. As further town and parish councils take decisions on whether or not they will produce a neighbourhood plan, the Council will need to monitor its budget.

4. Other Areas of Work

Supplementary Planning Documents

4.1 The need has been identified to produce a number of supplementary planning documents over the next two years. These explain the operation of CS and DDPD (once adopted) policies and give guidance on how they will be applied. To date, the requirement has been identified for the following:

- **Affordable Housing SPD** – Adopted in February 2012 but will be reviewed in 2014/15.
- **Residential Extensions and Householder Development SPD** – Adopted in September 2013.
- **Sustainable Construction and Renewable Energy SPD** – Guidance needed to show how policies CS4 (ensuring development is sustainable) and CS5 (encouraging renewable energy) of the CS will be implemented through the planning application process. At the time of writing this LDS the SPD was the subject of public consultation with adoption scheduled in late 2014.
- **Parking Standards SPD** – Supplementary guidance to supersede existing Parking Standards in the Local Plan. Following joint working with the County Council and Buckinghamshire districts. Anticipated adoption by end of 2014/early 2015.
- **Residential Space Standards SPD** – anticipated adoption in 2015.

Authorities Monitoring Reports (AMR)

4.2 Alongside the elements of the work programme mentioned above, the Planning Policy Team monitors the effectiveness of the policies of the development plan. This includes monitoring housing completions, employment completions and retail vacancies in the district shopping areas. This information forms part of the Council's evidence base in keeping policies up to date and relevant.

4.3 A significant output from the Annual Monitoring Report is the Housing Land Trajectory. The housing trajectory is required to demonstrate that the Council can deliver its housing targets. This is an iterative document which requires constant monitoring and regular updating.

Development Briefs

4.4 Following adoption of the DDPD, development briefs are proposed for the following sites:

- Chalfont Grove, Narcot Lane, Chalfont St Peter (Policy DGB4);
- Springfield Road Industrial Estate, Chesham (Policy DE2);
- West of High Street and adjacent to Great Missenden Station, Great Missenden (Opportunity Proposal Site O10); and
- Barn to the rear of The George Public House, High Street, Great Missenden (Opportunity Proposal Site O12).

Incidental Duties (including Community Infrastructure Levy [CIL])

4.5 Development plan consultations by adjoining authorities and the County Council are also assessed for their implications on Chiltern District. Where appropriate, representations are made on these documents and in certain cases officers will represent the Council through the examination process of that plan. The Council now has a duty to co-operate with adjoining authorities in the preparation of development plan documents.

4.6 In February 2014 the Council reviewed whether there is a case for this Council to introduce a Community Infrastructure Levy (CIL) Charging Schedule. The conclusion was that there is no compelling case for this. This is subject to changes in national policy/legislation and the outcome of the DDPD Examination process and as such may have to be reviewed again if circumstances change. CIL will also need to be considered as part of the NCDLP process once the level of development need, planned development and infrastructure requirements become clearer. Table 4 above indicates this review taking place between October 2016 and August 2017.

4.7 While policy preparation and the duties mentioned above form the principal elements of the Planning Policy Team's workload, substantial and unpredictable (if time limited) demands upon it can arise. This may include the need to support the Council's Development Management Team with major planning applications or appeals, or legal proceedings against the Council in respect of planning decisions. The Council received a challenge in the High Court to an element of Policy CS6 of the Core Strategy which relates to the Strategic Housing Allocation at Chalfont St Peter. This has placed a burden on the Planning Policy Team and will continue to do so until the matter is resolved.

4.8 The Government announced its preferred route for the high speed rail link between London and Birmingham on the 10 January 2012, referred to as High Speed 2 (HS2). The confirmed route for HS2 will enter the south of the District east of Chalfont St Peter and exit the District north

of Great Missenden. HS2 will therefore have a substantial impact on the District during both its construction and operational phases. The Planning Policy Team will work with other service areas of the Council to establish these impacts and to support the Council with decisions it takes on these matters.

- 4.9 These, or other unpredictable but significant demands upon the Team's resources, may require a review of the LDS before 2018.

Design Guides

- 4.10 The Council is also considering the preparation of design guides and will introduce them as resources allow.

Conservation Area Appraisals

- 4.11 In 2013 the Council commenced a program of conservation area reviews and appraisals and will continue a programme of review/work in 2014/15 and carry out further programmed work as resources allow.

5. Resources

- 5.1 The Council seeks to deliver a range of high quality customer focused services within the constraints of its overall budget.
- 5.2 The Planning Policy Team currently consists of 3.64 full time equivalent members of staff. As set out in Table 5, taking into account other duties, the Planning Policy Team currently has the equivalent to 3.16 full time posts to support the production of the DDPD, supplementary planning documents and other work areas. This is unlikely by itself to be enough to deliver the LDS work programme within the suggested timeframes (historically the Council has had to buy in additional capacity and expertise at key stages of plan preparation).
- 5.3 In addition in early 2015 as part of a wider Shared Service programme it is anticipated that the Planning Policy Manager post will be shared with South Bucks District Council however there will also be additional opportunities to increase joint working and to share planning policy team capacity across the two councils. The net effect is anticipated to be a reduction in available staff resources however the effectiveness of joint and cross working with South Bucks District Council will need to be monitored.

Table 5: Planning Policy Staff Resources

Post	% Estimate of time for production of DDPD (pre Shared Service)	Full Time Equivalent (FTE) (pre Shared Service)	% Estimate of time for production of DDPD (post Shared Service)	Full Time Equivalent (FTE) (post Shared Service)
Director	1%	0.01	1%	0.01
Head of Service	3%	0.03	3%	0.03
Planning Policy Manager (PT)	75%	0.75	40%	0.40
Senior Planning Officer (FT)	85%	0.85	85%	0.85
Senior Planning Officer (PT)	90%	0.45	90%	0.45
Senior Planning Officer (PT)	90%	0.45	90%	0.45
Planning	85%	0.85	85%	0.85

Officer (FT)				
Senior Planning Officer – Information and Monitoring (PT)	50%	0.25	50%	0.25
Shared Service Efficiencies / Cross working	Marginal	Marginal	5%	0.05
Total FTE		3.64		3.34
Allowance for planned absences @ 13% (annual leave and national holidays)	Minus 0.48 FTE	3.16	Minus 0.43 FTE	2.91

- 5.3 As was the case with the CS, external expertise was needed to be commissioned to carry out elements of the technical evidence work on the DDPD and will also be the case with the NCDLP.
- 5.4 The Council has a Local Development Framework Reserve (LDF Reserve) to assist in plan preparation costs and will draw on the reserve as necessary. The reserve will also need to be replenished during the LDS period in order to complete the work programme, to be considered as part of the Council's budget setting.
- 5.5 To achieve cost savings and ensure efficiencies in working practices, officers are in regular discussion with neighbouring authorities to identify areas of this work programme which could be undertaken and/or commissioned jointly.

Appendix 1: Glossary of Terms

Annual Monitoring Report (AMR): A report produced by local planning authorities or regional planning bodies, assessing progress with and the effectiveness of a Local Development Framework.

Community Infrastructure Levy (CIL): A levy that local authorities in England and Wales can choose to charge on new developments in their area. The money can be used to support development by funding infrastructure that the council, local community and neighborhoods want. The Community Infrastructure Levy (Amendment) Regulations came into force on 6 April 2011.

Core Strategy (CS): A Development Plan Document which sets out the long term spatial vision for the District and the strategic policy objectives for meeting that vision. Accompanied by a key diagram showing relationships to adjoining areas, key transport links and broad locations for development, but not specific sites. Includes a monitoring and implementation framework.

Delivery Development Plan Document (DDPD): An emerging Development Plan Document which will relate to the whole of Chiltern District and contain development management policies which will replace many of the remaining policies in the Local Plan. When adopted it will also include site allocations (e.g. sites for community, business, housing and travellers) and land use designations (e.g. re-designation of some employment sites). The Formal Publication (Submission) DDPD includes “locally focussed” policies which reflect the characteristics and needs of particular areas and assist neighbourhoods to influence change in their local area.

Development Plan: A document or set of documents which set out the planning policies and proposals for the development and use of land and buildings in an area. It includes Unitary, Structure, and Local Plans prepared under transitional arrangements. It also includes the new-look Development Plan Documents prepared under the Planning & Compulsory Purchase Act of 2004 and any adopted Neighbourhood Plans prepared under the Localism Act 2011. Once adopted, decisions on applications submitted under the Planning Acts must be made in accordance with the Development plan unless material considerations indicate otherwise

Development Plan Documents (DPDs): Development Plan Documents include the Core Strategy, site-specific allocations of land and, where needed, area action plans. There will also be an adopted Policies Map which illustrates the spatial extent of policies that must be prepared and maintained to accompany all DPDs. All DPDs must be subject to rigorous procedures of community involvement, consultation and independent examination, and adopted after receipt of the inspector's binding report.

Habitats Assessment: Directive 92/43/EEC (the Habitats Directive) on the Conservation of Natural Habitats and of Wild Fauna and Flora requires an “Appropriate Assessment (AA)” to be undertaken to assess the impacts of a

land-use plan against the conservation objectives of a European Site and to ascertain whether it would adversely affect the integrity of that site.

Local Development Documents (LDD): These include Development Plan Documents (which form part of the statutory development plan) and Supplementary Planning Documents (which do not form part of the statutory development plan). LDDs collectively deliver the spatial planning strategy for the local planning authority's area.

Local Development Framework (LDF): The Local Development Framework (LDF) is a non-statutory term used to describe a folder of documents, which includes all the local planning authority's local development documents. An LDF is comprised of:

- Development Plan Documents
- Supplementary Planning Documents
- The Statement of Community Involvement
- The Local Development Scheme
- The Annual Monitoring Report

Local Development Scheme (LDS): The local planning authority's time-scaled programme for the preparation of Development Plan Documents, progress reviewed every year through the Annual Monitoring Report.

Local Plan: Under the National Planning Policy Framework, the Government no longer refers to Development Plan Documents but is seeking local planning authorities to prepare a single planning policy document referred to as a Local Plan. In this context, for Chiltern the Core Strategy, Delivery DPD (once adopted) and the Policies Map will comprise the Local Plan to 2026. A new Chiltern District Local Plan (NCDLP) will be prepared to cover the plan period to 2036.

National Planning Policy Framework: Document which sets out the Government's planning policies for England and how they are expected to be applied. It sets out the Government's requirements for the planning system and provides a framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood plans.

Neighbourhood Plan: Plans which set out specific policies in relation to the development and use of land in a particular Neighbourhood Area. Chalfont St Peter Parish Council and Chalfont St Giles Parish Council are the only parish Councils to-date to apply to be declared a Neighbourhood Area.

Policies Map: Formerly known as the 'Proposals Map'. A map covering the whole District, which provides a geographical interpretation of the policies applicable within the Local Authority area. The Policies Map identifies areas of protection (such as nature sites, Green Belt land and other locally and nationally protected landscapes); areas at risk from flooding; and allocated sites and development proposals included in any adopted development plan document. The map also includes any applicable minerals and waste matters,

as detailed in the Minerals & Waste LDF, produced by the county council and national designations such as Areas of Outstanding Natural Beauty (AONBs).

Saved Policies: Are policies within local plans and structure plans that are saved for a time period until replaced by, or merged to, Local Development Documents.

Statement of Community Involvement (SCI): The Statement of Community Involvement sets out the processes to be used by the local authority in involving the community in the preparation, alteration and continuing review of all local development documents and development control decisions.

Strategic Environmental Assessment (SEA): The environmental assessment of certain plans and programmes, including those in the field of planning and land use, in accordance with EU Directive 2001/42/EC. The assessment will test the LDF for significant effects on the environment.

Supplementary Planning Documents (SPD): These do not form part of the Development Plan but will be used to explain and supplement the Council's policies and proposals. In Chiltern's case these include Affordable Housing (adopted February 2012), Residential Extensions and Sustainable Construction and Renewable Energy (both forthcoming).

Sustainability Appraisal (SA): An appraisal of the economic, environmental and social effects of a plan from the outset of the preparation process to allow decisions to be made that accord with sustainable development. Incorporates the requirements of the SEA regulations.

Appendix 2: Chiltern District Local Plan Saved Policies (as at August 2014)

Policies that have been saved by the Secretary of State until replaced by the Delivery DPD or deleted for other reasons.

Chapter	Policy	Subject	To be replaced or merged to:
General Criteria	GC1	Design	Core Strategy & Delivery DPD
	GC2	Day-lighting and sun-lighting	Delivery DPD
	GC3	Amenity	Delivery DPD
	GC4	Landscaping	Delivery DPD
	GC7	Noise	Delivery DPD
	GC8	Noise	Delivery DPD
	GC9	Pollution	Delivery DPD
	GC11	Water abstraction	Delivery DPD
	GC12	River character	Delivery DPD
	GC13	Hazardous substances consent	Delivery DPD
	GC14	Access for disabled people	Core Strategy and Delivery DPD
Green Belt	GB1	Green belt boundaries	Core Strategy
	GB2	Development in general	Core Strategy
	GB4	Rows of dwellings and residential development	Core Strategy and Delivery DPD
	GB5	Green Belt settlements and residential development	Core Strategy and Delivery DPD
	GB6	Rebuilding dwellings within GB4 and GB5 areas	Delivery DPD
	GB7	Rebuilding dwellings outside GB4 and GB5 areas	Delivery DPD
	GB8	Derelict dwellings/caravans	Delivery DPD
	GB10	Dwelling conversions into flats	Delivery DPD
	GB11	Conversions of other buildings into dwellings	Delivery DPD
	GB12	Residential extensions	Delivery DPD
	GB13	Residential extensions	Delivery DPD
	GB15	Residential outbuildings	Delivery DPD
	GB16	Extensions of residential curtilages	Delivery DPD
	GB17	Agricultural workers dwellings	Delivery DPD
	GB20	Relaxation of agricultural occupancy conditions	Delivery DPD

	GB22A	Employment related development	Delivery DPD
	GB23	Infilling and community facilities	Delivery DPD
	GB24	Loss of community facilities	Delivery DPD
	GB27	New agricultural buildings	Delivery DPD
	GB29	Conversions for non-residential uses	Delivery DPD
	GB30	Enhance rural landscape	Delivery DPD
Landscapes with special qualities	LSQ1	Area of Outstanding Natural Beauty (AONB)	Core Strategy and Delivery DPD
Housing	H2	Identified housing sites	Delivery DPD
	H3	New dwellings in built up areas	Delivery DPD
	H4	Areas of special character	Core Strategy and Delivery DPD
	H7	Conversions	Delivery DPD
	H9	Loss of dwellings	Core Strategy
	H11	Siting of dwellings	Delivery DPD
	H12	Garden size	Delivery DPD
	H13	Extensions to dwellings	Delivery DPD
	H14	Extensions to dwellings	Delivery DPD
	H15	Extensions to dwellings	Delivery DPD
	H16	Extensions to dwellings	Delivery DPD
	H17	Extensions to dwellings	Delivery DPD
	H18	Dormer windows	Delivery DPD
	H19	Annexes	Delivery DPD
	H20	Outbuildings	Delivery DPD
	H21	Caravans	Delivery DPD
Business, General Industry and Storage or Distribution	E2	Large employment sites	Core Strategy and Delivery DPD
	E3	Large employment sites	Core Strategy and Delivery DPD
	E5	Working from home	Core Strategy and Delivery DPD
Shopping	S1	Strategic shopping locations	Core Strategy and delivery DPD
	S2	District centres	Delivery DPD
	S3	Local Centres	Delivery DPD
	S4	Change of use to A1	Delivery DPD
	S5-CH	Chesham shopping centre	Delivery DPD
	S5-AH	Amersham on the Hill shopping	Delivery DPD

		centre	
	S5-CSP	Chalfont St Peter shopping centre	Delivery DPD
	S7	Local centres	Delivery DPD
	S9	Uses on upper floors	Delivery DPD
	S10	Residential uses on ground floors in Old Amersham and Chalfont St. Giles	Delivery DPD
	S10A	Great Missenden	Delivery DPD
	S11	Shop fronts	Delivery DPD
	S12	Rear servicing in Amersham on the Hill and Chesham	Delivery DPD
	S13	Small scale shopping development outside defined centres	Delivery DPD
	S14	Other shopping development outside defined centres	Delivery DPD
Transport	TR2	Highway aspects of planning applications	Delivery DPD
	TR3	Access and road layout	Delivery DPD
	TR6	Sycamore Road car park	Delivery DPD
	TR9	Water Meadow car park	Delivery DPD
	TR11	Parking provision	Delivery DPD
	TR12	Relaxation of parking standards	Delivery DPD
	TR14	Retention of parking areas	Delivery DPD
	TR15	Design of parking areas	Delivery DPD
	TR16	Parking standards	Delivery DPD
Recreation	R2	Loss of sport facilities	Core Strategy and Delivery DPD
	R3	Indoor sports facilities (urban areas)	Core Strategy and Delivery DPD
	R4	Indoor sports facilities (green belt)	Delivery DPD
	R6	Floodlighting	Delivery DPD
	R7	Loss of open space	Core Strategy and Delivery DPD
	R8	Character of open space	Delivery DPD
	R10	Loss of other open space	Core Strategy and Delivery DPD
	R11	Water based recreation	Delivery DPD
	R12	Loss of allotments	Delivery DPD
	R13	Equestrian facilities	Delivery DPD
	R16	Golf courses	Delivery DPD

Tourism	T2	Hotels in the green belt	Delivery DPD
	T4	Touring caravan and camping sites	Delivery DPD
Community services and facilities	CSF1	New community facilities in built up areas	Core Strategy and Delivery DPD
	CSF2	Loss of community facilities in built up areas	Core Strategy and Delivery DPD
Historic Heritage	AS1	Scheduled monuments	Delivery DPD
	AS2	Other remains	Delivery DPD
	LB1	Listed buildings	Delivery DPD
	LB2	Setting of listed buildings	Delivery DPD
	LB3	Demolition of listed buildings	Delivery DPD
	LB4	Change of use	Delivery DPD
	CA1	Conservation areas	Delivery DPD
	CA2	Conservation area views	Delivery DPD
	CA3	Change of use in conservation areas	Delivery DPD
	CA4	Demolition of unlisted buildings	Delivery DPD
	CA5	Trees in conservation areas	Delivery DPD
Trees and Woodlands	TW2	Works to TPO trees	Delivery DPD
	TW3	Loss of TPO trees	Delivery DPD
	TW6	Loss of woodland	Delivery DPD
Nature Conservation	NC1	Important sites	Core Strategy
	NC3	Local nature reserve	Delivery DPD
Advertisements	A2	Illuminated adverts: non-projecting	Delivery DPD
	A3	Illuminated adverts: projecting	Delivery DPD
Telecommunications Development	TD1	Network developments	Delivery DPD
	TD2	Other developments	Delivery DPD
Overhead Electricity Lines	OEL1	Overhead lines	Delivery DPD

Appendix 3: DDPD Evidence Base and Background Studies

Evidence Base and Background Studies (listed by topic) as of 26th August 2014.

When viewing this document electronically, some Headings and Documents can be accessed by left clicking on the Heading/Document name.

REF.	HEADING/DOCUMENT
1	SUBMISSION DOCUMENTS
SD 1.1	Delivery Development Plan Document (Feb 2014)
SD 1.2	Infrastructure Delivery Schedule (Feb 2014)
SD 1.3	Proposed Changes to the Policies Map arising from the submission of the Delivery DPD, Feb. 2014
SD 1.4	Sustainability Appraisal: Delivery Development Plan Document Submission (Feb 2014)
SD 1.5	Duty to Co-operate Report for the Delivery Development Plan Document and Infrastructure Delivery Schedule (August 2014)
SD 1.6	Statement of Consultation (Regulation 22 (1) (c) for the Delivery Development Plan Document* (August 2014)
SD 1.7	Council Recommended Modifications to the Submission Delivery Development Plan Document (August 2014)
2	NATIONAL DOCUMENTS
SD 2.1	National Planning Policy Framework (March 2012)
SD 2.2	National Planning Practice Guidance
SD 2.3	Planning Policy for Traveller Sites (March 2012)
3	MINISTERIAL STATEMENTS
SD 3.1	Planning and Travellers - Ministerial Statement by the Minister of State (Mr. Brandon Lewis) on 1st July 2013
SD 3.2	Green Belts – Ministerial Statement by the Minister of State for (Mr Brandon Lewis on 17 th January 2014
4	EMPLOYMENT
SD 4.1	Delivery DPD Public Participation Document: Proposed Employment Sites (March 2013)
SD 4.2	Chiltern Employment Land Needs Assessment, NLP (March 2013)
SD 4.3	Employment Sites Appraisals, GL Hearn Limited (March 2013)
SD 4.4	Buckinghamshire Thames Valley Local Enterprise Partnership 2012-2031 Plan for Sustainable Economic Growth in the Entrepreneurial Heart of Britain (November 2012)
SD 4.5	Buckinghamshire as a Place to do Business: A Manifesto for Business and Employment Growth, GVA (March 2012)
SD 4.6	Request for Office to Residential Permitted Development Rights Exemption: Supporting Evidence Report for Chiltern, NLP (February 2013)

REF.	HEADING/DOCUMENT
SD 4.7	Strategic Economic Plan (2012-2031) & Local Growth Deal Proposals (2015-2016 and 2015-2021), Buckinghamshire Thames Valley Local Enterprise Partnership (April 2014)
SD 4.8	Employment Topic Paper (February 2014)
SD 4.9	Buckinghamshire Thames Valley Growth Deal (July 2014)
SD 4.10	Business Survey 2013: Bucks County Council and Bucks Business First, (May 2013)
5	GREEN BELT
SD 5.1	Review of Identified Settlements and Rows of Dwellings within the Green Belt (March 2013)
SD 5.2	Study of Potential Minor Green Belt Alterations (March 2013)
SD 5.3	Great Missenden Parish Meeting Record to consider alleged Green Belt Anomalies (October 2013)
SD 5.4	Review of Identified Settlements and Rows of Dwellings within the Green Belt Post Public Participation Supplement (February 2014)
SD 5.5	Study of Potential Minor Green Belt Alterations Update Post Public Participation Supplement (February 2014)
6	FLOODING
SD 6.1	Strategic Flood Risk Assessment (SFRA) Level 1 Update, Jacobs (January 2013)
SD 6.2	Strategic Flood Risk Assessment (SFRA) Maps, Jacobs (January 2013)
SD 6.3	Surface Water Management Plan for Chesham and High Wycombe, Volume 1 – Summary Report and Action Plan, Jacobs (November 2011)
SD 6.4	Vale Brook Culvert CCTV Survey (January 2010)
SD 6.5	Buckinghamshire County Council Local Flood Risk Management Strategy 2013-2018
7	RETAILING AND TOWN CENTRES
SD 7.1	Retail and Town Centre Study Update and Impact Assessment, Volume1 - Final Report, Peter Brett Associates (March 2013)
SD 7.2	Retail and Town Centre Study Update and Impact Assessment, Volume 2 - Appendices, Peter Brett Associates (March 2013)
SD 7.3	Retail and Town Centre Study Update and Impact Assessment, Volume 3 - Household Survey Data, Peter Brett Associates (March 2013)
SD 7.4	Development Options – Sycamore Road, Amersham, Peter Brett Associates (March 2013)
SD 7.5	Delivery DPD: Public Participation Review of Retail Centres (March 2013)
SD 7.6	Chesham Town Centre Survey, Better Chesham (2013)
SD 7.7	Leisure Survey Analysis for Chiltern District (March 2013)
8	HOUSING
SD 8.1	Chiltern Strategic Housing Land Availability Assessment (SHLAA) Update Report 2013 (March 2013)
SD 8.2	Chiltern Strategic Housing Land Availability Assessment Update Report 2013 Site Plans and Proformas (March 2013)

REF.	HEADING/DOCUMENT
SD 8.3	Chiltern Strategic Housing Land Availability Assessment (SHLAA) Clarification note for landowners of sites included in the Chiltern SHLAA Update Report 2013 (May 2013)
SD 8.4	Chiltern Strategic Housing Land Availability Assessment (SHLAA) Update following Public Participation (February 2014)
SD 8.5	Chiltern Strategic Housing Land Availability Assessment 2014 Annex A (February 2014)
SD 8.6	2013 Housing Land Supply Trajectory (October 2013)
SD 8.7	Residential Dwelling Size Standards (March 2013)
SD 8.8	Chiltern Strategic Housing Framework 2013-14 (August 2013)
SD 8.9	Chiltern District Council Empty Homes Strategy (2010)
9	OPEN SPACE, RECREATION AND LANDSCAPES
SD 9.1	Buckinghamshire Partnership for the London 2012 Games: Legacy Ambition Review
SD 9.2	Updated Chiltern Open Space & Recreation Strategy 2014-2017 (Consultation Draft)
SD 9.3	Chilterns AONB Management Plan 2014-19: Consultation Draft (September 2013)
SD 9.4	Chilterns AONB Management Plan 2014-2019: Final (May 2014)
SD 9.5	Buckinghamshire Green Infrastructure Delivery Plan 2013 (August 2013)
SD 9.6	Landscape Character Assessment for Chiltern, Land Use Consultants (October 2011)
SD 9.7	Natural England 110: Chilterns National Character Area Profile
SD 9.8	Natural England 115: Thames Valley National Character Area Profile
SD 9.9	The Chiltern Historic Landscape Characterisation Assessment (2009)
10	HEALTH
SD 10.1	Health and Wellbeing Board: Joint Strategic Needs Assessment (July 2013): Executive Summary
SD 10.2	Health Profile for Chiltern 2013, Public Health England (September 2013)
SD 10.3	Health and Wellbeing Board: Joint Strategic Needs Assessment (July 2013)
11	TRANSPORTATION
SD 11.1	Amersham-on-the-Hill Car Parking Capacity Survey 2012 – 2026, Hyder Consulting (April 2013)
SD 11.2	Buckinghamshire Mitigation: Blueprint for HS2 (March 2013)
SD 11.3	Chesham and Amersham Transport Study - Feasibility Study, Jacobs (November 2007)
SD 11.4	Economic Impact of HS2 on Chiltern District: Final Report – July 2014

REF.	HEADING/DOCUMENT
12	SUSTAINABILITY
SD 12.1	Sustainability Appraisal: Pre Public Participation (March 2013)
SD 12.2	Good Practice Guidance: Sustainable Design and Construction (October 2012)
SD 12.3	Sustainable Community Strategy for Chiltern and South Bucks 2013-2026 (December 2013)
SD 12.4	Connected Counties, Superfast Broadband for Bucks and Herts
13	HISTORIC ENVIRONMENT
SD 13.1	Review of Established Residential Areas of Special Character, Chris Blandford Associates (February 2011)
SD 13.2	Chiltern Townscape Character Assessment Supplementary Report, Chris Blandford Associates (October 2013)
SD 13.3	Addendum to the Chiltern Townscape Character Appraisal Review of ERASCs (June 2012)
SD 13.4	Addendum to the Chiltern Townscape Character Assessment (November 2013)
SD 13.5	Draft Chiltern Heritage Strategy (January 2014)
SD 13.6	From Markets to Metroland: The Buckinghamshire and Milton Keynes Historic Town Project, Buckinghamshire County Council (2014)
14	MONITORING REPORTS
SD 14.1	Chiltern District Authorities Monitoring Report (AMR) 2012/13
SD 14.2	Planning Decisions & Completions: Economic Development 1 st April 2012 – 31 st March 2013
SD 14.3	Housing Sites with Outstanding Planning Permission at 31 st March 2014
SD 14.4	Housing Planning Permissions, Completions & Expiries 1 st April 2013 to 31 st March 2014
SD 14.5	Nomis Labour Market Profile for Chiltern (July 2014)
15	DUTY TO CO-OPERATE
SD 15.1	Summary Duty to Co-operate Report: Submission Consultation (February 2014)
SD 15.2	A Shared Framework for the Buckinghamshire Councils on Duty to Co-operate (March 2014)
16	GYPSIES, TRAVELLERS AND TRAVELLING SHOWPEOPLE
SD 16.1	Buckinghamshire Gypsy and Traveller and Travelling Showpeople Accommodation Needs Assessment, Opinion Research Services (ORS) (August 2013)
SD 16.2	Buckinghamshire Gypsy and Traveller and Travelling Showpeople Accommodation Needs Assessment: Executive Summary, Opinion Research Services (ORS) (August 2013)
SD 16.3	Chiltern District Council Letter to Opinion Research Services regarding the Buckinghamshire Traveller Accommodation Needs Assessment (August 2013)
SD 16.4	Gypsy, Travellers and Travelling Showpeople Topic Paper (February 2014)
SD 16.5	Buckinghamshire Gypsy and Traveller and Travelling Showpeople Accommodation Assessment Update, Opinion Research Services (ORS) (July 2014)

REF.	HEADING/DOCUMENT
17	NEIGHBOURHOOD PLANNING
SD 17.1	Chalfont St Peter Neighbourhood Plan: Consultation Draft (October 2013)
SD 17.2	Chalfont St Peter Neighbourhood Plan: Consultation Draft Appendices (October 2013)
SD 17.3	Chalfont St Peter Neighbourhood Plan: Consultation Statement (February 2014)
SD 17.4	Chalfont St Peter Neighbourhood Plan: Examination Draft (February 2014)
SD 17.5	Chalfont St Peter Neighbourhood Plan: Examination Draft Appendices (February 2014)
SD 17.6	Chalfont St Peter Neighbourhood Plan: Basic Conditions Statement (February 2014)
SD 17.7	Chalfont St Peter Neighbourhood Plan: Examiner's Report (June 2014)
18	OTHER
SD 18.1	Core Strategy/ Saved Local Plan policies NPPF & Appeal analysis (March 2013)
SD 18.2	Buckinghamshire Minerals and Waste Core Strategy Development Plan Document (adopted September 2012)
SD 18.3	Adopted Buckinghamshire Mineral and Waste Local Plan (adopted 2006)
19	ADOPTED DEVELOPMENT PLAN DOCUMENTS
SD 19.1	Core Strategy for Chiltern District, (adopted November 2011)
SD 19.2	Chiltern District Local Plan (adopted 1 September 1997 including alterations adopted 29 May 2001)
SD 19.3	Policies Map for Chiltern District (adopted November 2011)
SD 19.4	Affordable Housing Supplementary Planning Document, (adopted 21 February 2012)
SD 19.5	Residential Extensions and Householder Development Supplementary Planning Document (adopted September 2013)
20	DEVELOPMENT PLAN DOCUMENTS RELATED DOCUMENTS
SD 20.1	Delivery Development Plan Document, Public Participation Document (April /June 2013)
SD 20.2	Summary of Responses to the Delivery DPD Public Participation (April/June 2013)
SD 20.3	Statement of Stakeholder Engagement to Public Participation (March 2013)
SD 20.4	Composite Maps Showing Proposed Changes to the Policies Map as a Result of the Submission Delivery DPD
SD 20.5	Statement of Community Engagement to Delivery DPD Submission Consultation (February 2014)
SD 20.6	Submission Delivery DPD Viability Assessment, (February 2014)
SD 20.7	Submission Delivery DPD Equalities Impact Assessment (February 2014)
SD 20.8	Local Development Scheme (LDS) 2014-16 (February 2014)
SD 20.9	Statement of Community Involvement (adopted January 2011)

REF.	HEADING/DOCUMENT
SD 20.10	Delivery DPD: Gypsy Travellers and Travelling Showpeoples Site Options Public Participation (September/October 2013)
SD 20.11	Summary of Responses to the Delivery DPD: Gypsy, Travellers and Travelling Showpeople Public Participation (September/ October 2013)
21	CORE STRATEGY EXAMINATION: BACKGROUND EVIDENCE OF RELEVANCE
	Housing and Accommodation
CDN 071	Buckinghamshire 12 Year Housing Plan for People with Support Needs (June 2009)
CDN 079	Chiltern District Council Homelessness Strategy Revision 2009-2011
CDN 114	Assessment of Housing Demand in Chiltern District (2006-26), February 2011
	Transport
CDN 030	Chiltern District Travel to Work Study – Final Report (February 2007) by Land Use Consultants
CDN 072a	Chiltern District Council Core Strategy – Evaluation of Transport Impacts Report of Evidence (May 2008) by Atkins Transport Planning
CDN 072b	Chiltern District Council Core Strategy – Evaluation of Transport Impacts Main Report (July 2009) by Atkins Transport Planning
	Retail
CDN 037	South Bucks District Council and Chiltern District Council – Joint Retail/ Town Centre Study Final Report (December 2007) by Nathaniel Lichfield & Partners Ltd.
CDN 038	South Bucks District Council and Chiltern District Council – Joint Retail/ Town Centre Study Appendices A to H (December 2007) by Nathaniel Lichfield and Partners Ltd.
CDN 073	Chiltern District Council Retail and Town Centre Study Update (September 2009) by Nathaniel Lichfield & Partners Ltd
	Infrastructure
CDN 040	Buckinghamshire Infrastructure Project – Phase 2 – Chiltern, South Bucks & Wycombe Districts (January 2008)
CDN 046	Buckinghamshire Infrastructure Study – Phase 2: South Buckinghamshire (April 2008)
CDN 123	Thames Water – Sewage Treatment Works designing for growth – technical briefing note (March 2011)
	Townscape Character Assessment
CDN 092	Chiltern District Council – Chiltern Townscape Character Assessment – Interim Findings paper (September 2010) by Chris Blandford Associates
CDN 112	Chiltern District Council – Chiltern Townscape Character Assessment (February 2011) by Chris Blandford Associates
	Accessibility, Parking Standards and Community Infrastructure
CDN 008	Chiltern District Council, Accessibility, Parking Standards and Community Infrastructure Study Main Report (June 2005) by Carter Jonas
CDN 009	Chiltern District Council, Accessibility, Parking Standards and Community Infrastructure Study Appendices (June 2005) by Carter Jonas
	Environment/ Biodiversity
CDN 029	Chiltern Climate Change Strategy (2007)
CDN 058	Buckinghamshire and Milton Keynes Biodiversity Action Plan 2008 Revision 2008-2010
CDN 061	Buckinghamshire Green Infrastructure Study (April 2009)

REF.	HEADING/DOCUMENT
CDN 078	Chiltern District Contaminated Land Strategy (Updated 2009)
	Other Studies/ Documents
CDN 025	Chiltern Open Space and Recreational Strategy – November 2006
CDN 091	Chiltern District Council Topic Paper: Major Developed Sites in the Green Belt v 1.0 (September 2010)
	Sustainability Appraisal & Habitats Regulations Assessment
CDN 085	Final Sustainability Appraisal Report for the Core Strategy for Chiltern District, Publication Document October 2010
CDN 127	Sustainability Appraisal of the Proposed Significant Changes to the Core Strategy for Chiltern District Council Submission Document (June 2011)
CDN 074	Habitats Regulation Assessment Screening Opinion (October 2011)
CDN 087	Habitats Regulation Assessment – Habitats Directive (92/43/EEC) – Document in support of the Draft Publication Document v 1.0 (September 2010)
CDN 116	Addendum to Section 4.2 of the Habitats Regulations Assessment of the Draft Core Strategy (September 2010)(CDN087)
CDN 122	Natural England Response to Chiltern District Council Habitats Assessment – March 2011

Appendix 4: Initial NCDLP Evidence Base and Background Studies

This list of evidence base documents will be updated (extended) once initial evidence base work has been progressed to establish the level of housing and employment needs arising in Chiltern District to 2036.

- Strategic Housing Market Area and Functional Economic Market Area definitions affecting Chiltern District and adjoining areas (anticipated July 2014 to October 2014)
- Strategic Housing Market Area Assessment(s) affecting Chiltern District Council (anticipated to be a joint assessment with authorities included in the SHMA; to be commissioned late 2014/early 2015)
- Functional Economic Market Area Assessment(s) affecting Chiltern District Council (anticipated to be a joint assessment with authorities included in the FEMA; to be commissioned late 2014/early 2015)
- Green Belt Review (methodology consultation anticipated in late 2014/early 2015; review anticipated to commence in mid-2015)
- New Strategic Housing Land Availability Assessment (commencing early 2015)
- Initial Infrastructure Assessment
- Assessment of Environmental Constraints

Appendix 5: Risk Assessment

Area and Effect of Risk	Potential for Risk to occur	Level of impact if risk occurs	Management of Risk
The ability to attract and retain staff with the appropriate range of skills and experience. Reduced capacity within the team due to unplanned absences e.g. due to ill health. Effect: Programme slippage.	Medium	High	Vacancies may be advertised quickly. The Council has a business continuity plan which takes into account staff turnover.
Shared Service implementation impacting on staff resources. . Effect: Programme slippage.	Medium	High	Planning Policy Manager to explore opportunities for joint working and resource 'loans' between councils. Also to reprioritise non-NCDLP as lower priority, or buy in additional resources for specific tasks for a temporary period using the Local Development Framework Reserve funding.
Lack of resources to undertake background studies and evidence gathering that cannot be accommodated within the scope of the Planning Policy Team. Effect: Risk of DDPD or NCDLP being found unsound.	Medium	High	The Council has identified an LDF Reserve which will be used over the LDS period to support the production of evidence studies. This risk is medium until the Council is able to replenish the reserve in order to complete the programme.
Lack of capacity in-house to deliver on time due to diversion onto other priorities which cannot be avoided. Effect: Programme slippage	Medium	Medium	Officers / the Council may need to make difficult decisions regarding priorities so that the production of the DDPD and NCDLP remains the key priorities for the Planning Policy Team, or additional support is provided, or LDS reviewed.
Failure of external consultants to meet project objectives or deadlines. Effect: Programme slippage or risk of DDPD or NCDLP being found unsound.	Medium	Medium	Project briefs to include project objectives and agreed timescales for delivery. Contingency fund to extend or update studies if found necessary to be budgeted for.
Strategic Environmental Assessment / Sustainability Appraisal / Appropriate Assessment / Strategic Flood Risk Assessment etc. Effect:	Medium	High	This risk is minimised by continually considering and reviewing plans against the emerging Sustainability Appraisals.

Area and Effect of Risk	Potential for Risk to occur	Level of impact if risk occurs	Management of Risk
Risk of DDPD or NCDLP being found unsound.			
Annual (or other) monitoring indicates the need to bring forward other documents as a matter of importance. Effect: Diversion of Policy Team away from established programme.	Low	Medium	Through the AMR, review the need to amend the overall programme.
Scale of representations received is high. Effect: Affects timescales for preparing responses and the length of examination. Takes longer to adopt than programmed.	Medium	High	Continual engagement with key stakeholders. It is impossible to predict the likely scale of responses at various stages of consultation. It is however reasonable to predict that notwithstanding best endeavours, consensus will not be reached on all matters and independent examination will consider views. Risk now only relates to the NCDLP.
Responses to consultation require additional evidence to be gathered to test alternative options where these are to be taken forward. Effect: Programme slippage.	Low	Medium	Front loading the consultation should help to establish a wide range of issues and possible options at an early stage. Risk now only relates to the NCDLP.
The emergence of new national planning policy, guidance or ministerial statements which leads the Council to decide to delay the programme whilst new evidence is gathered to fulfil any new policy requirements. Effect: Programme slippage.	Medium	Medium	The Planning Policy Team will endeavour to keep up to date with changes (or draft changes) to national planning policy, etc and assess the need to gather new evidence prior to formal consultation stages. Risk now largely relates to the NCDLP.
Introduction of further fundamental changes to the plan making system through the introduction of new legislation and regulations. Effect: Review of process and priorities.	Medium	High	Out of the Council's control. Can only assess the impact of any such changes as certainty arises around the nature of further changes.
Capacity of stakeholders to respond to consultation in either a timely manner or with sufficient information to inform document preparation. Effect: Incomplete evidence	Medium	Medium	The resourcing of outside bodies is outside of the Council's control. Working via the LDS should help to ensure commitment from stakeholders.

Area and Effect of Risk	Potential for Risk to occur	Level of impact if risk occurs	Management of Risk
base and reduced awareness of issues that are likely to affect the District.			
Democratic cycle can be lengthy, with a potential reporting line to Housing & Planning Overview Committee, Policy Advisory Group, the Cabinet and Full Council as appropriate. Effect: Could add delay to programme.	Medium	Medium	As far as possible endeavour to meet deadlines for democratic cycle. Consider the need for special meetings where significant delay could occur.
Availability of the Planning Inspectorate (PINS) to preside over examinations. Effect: Programme slippage.	Medium	Medium	The capacity of PINS is outside the Council's control and it is not possible for the Council to predict the extent to which PINS will be able to respond to the growing demand for examinations as the new system takes off. However, this LDS indicates the likely timing of such events & PINS will be advised of any changes as appropriate.
Soundness of plans. This is a challenging system. Effect: If found unsound then the plans cannot proceed to adoption.	Medium	High	The Council has successfully adopted its Core Strategy and has learnt from this experience. To ensure this knowledge is retained and developed we will attend training courses to develop awareness and learn from others e.g. through workshops and county-wide groupings.
Legal Challenge. Effect: Has the potential to quash a plan, or part thereof, if challenge is successful.	Medium	High	The Council will minimise risk by ensuring that regulatory procedures are followed, taking legal advice as necessary.
Non-plan documents (e.g. SPD's) are delayed due to priority of the DDPD and NCDLP. Effect: delays in production.	Medium	High	To be reviewed as the LDS progresses.

**CHILTERN DISTRICT COUNCIL
CABINET 26th AUGUST 2014**

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

**CHILTERN AONB MANAGEMENT PLAN 2014 – 2019
ENDORSEMENT**

Contact Officer: David Waker (01494 732267)

RECOMMENDATION

- 1. That the AONB Management Plan 2014 – 2019 be endorsed as a material consideration in the exercise of the Council's planning powers.**

Relationship to Council Objectives

Objective : we will strive to conserve the environment and promote sustainability.

- 1. Conserve our valuable heritage including the AONB*

Implications

- (i) A key decision*
- (ii) This report does not affect the Policy and Budgetary Framework.*

Financial Implications

None specifically in relation to the Management Plan although the Council does contribute to the costs of operating the AONB Board.

Risk Implications

Failure to endorse the AONB Management Plan would mean it has less weight in the consideration of planning applications and the use of the Chiltern Buildings Design Guide in assessing applications could be limited as a result.

Equalities Implications

The AONB Management Plan relates to the management of the AONB as a whole and access to it. There are no equalities implications of this report.

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 issue 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 Following adoption of The Chilterns Area of Outstanding Natural Beauty Management Plan in March 2014 the AONB Board have requested that the Council endorse the document as a material consideration in the exercise of its planning powers. A copy of the Management Plan has been placed in the Members Room and is available on the AONB Board's website - http://www.chilternsaonb.org/uploads/files/ConservationBoard/ManagementPlan/Management%20Plan%202014-19/chilterns_management_plan_2014-19_final.pdf

Background

- 2 The Chilterns Area of Outstanding Natural Beauty Draft Management Plan 2014 -2019 was reported to Cabinet 22nd October 2013 (minute 56 refers). That report set out the history of the AONB, the formation of the AONB Board and described the main elements of the draft Management Plan.
- 3 The Council has supported the AONB since its original designation. The Council's own priorities, goals and promises specifically refer to the conserving the environment and our valuable heritage including the AONB (Priorities, Goals and Promises 2014-2018 – we will strive to conserve the environment and promote sustainability – 1 – conserve the environment 4th bullet – conserve our valuable heritage including the AONB). Indeed it is a statutory duty of all public bodies to conserve and enhance the Natural Beauty of the AONB.
- 4 A summary leaflet entitled 'Keeping the Chilterns Special An Introduction to the Chilterns AONB Management Plan 2014 to 2019' was distributed to all members via the dispatch pigeon holes in mid June 2014. This leaflet set out the vision for the AONB, the special qualities of the AONB, the pressures facing the AONB and the themes of the Management Plan.

Government Guidance

- 5 Government guidance¹ states that planning policies and decisions should be based on up-to-date information about the natural environment. Local planning authorities should therefore have regard to AONB management plans because these documents demonstrate partnership working and delivery of designation objectives. AONB management plans do not form part of the statutory development plan but can help to set the strategic context for development by providing evidence and principles for development within the AONB. These principles should be taken account of in local planning authorities' local plans and any neighbourhood plans in AONB areas. AONB Management Plans may also be material considerations in making decisions on individual planning applications.

The Adopted Development Plan

- 6 The currently adopted Development Plan for this District includes the adopted Core Strategy. The Core Strategy includes reference to the AONB in its natural environment section. The supporting text (Para 14.2) refers to the District Council and its partners working to support the aims of the AONB Management Plan. Policy CS22 deals with development proposals in the AONB. Clause e) states that development proposals will be assessed against the broad aims of the current AONB Management Plan. Policy LSQ1 of the Adopted Local Plan also refers to the AONB. Therefore the Council's own Development Plan commits the Council to have regard to the AONB Management Plan in its planning decision making process.

Management Plan policies

- 7 The officer's report on the draft plan noted the increase in policies over the previous management plan. In the Council's response letter to the consultation draft it was suggested that the opportunity should be taken in finalising the plan to see if all the policies were really necessary or if some could be combined or even dropped in the final plan. However, in the final plan the numbers of policies have actually slightly increased. It is, however, the AONB Board's Management Plan and the number of policies in itself does not make the plan unworkable.

Conclusion

- 8 The AONB Board have adopted the Management Plan and wish each council to endorse it. As set out in the report on the draft plan this Council had no major concerns with its content. This Council has already expressed its support for the plan and has a duty to have regard to the AONB in exercising its functions. It is therefore recommended that the Council endorse the Chilterns AONB Management plan for 2014-2019.

¹ National Planning Practice Guidance – Does planning need to take account of management plans for Areas of outstanding Natural Beauty?

Background Papers: *Chilterns AONB Management Plan 2014-2019
Consultation Draft September 2013
Chilterns Area of Outstanding Natural Beauty – Management Plan
2014- 2019 – A Framework for Action*

**CHILTERN DISTRICT COUNCIL
CABINET 26th AUGUST 2014**

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

**CHILTERN DISTRICT HERITAGE STRATEGY AND RELATED HERITAGE
WORK PROGRAMME**

Contact Officer: David Waker (01494 732267)

RECOMMENDATION

- 1. That Cabinet approve the Heritage Strategy attached as Appendix 1)**
- 2. That any amendments to the Strategy resulting from the Cabinet discussions, and any subsequent minor updates are delegated to the Head of Sustainable Development.**
- 3. That Cabinet agrees that the Council produce a local list of Heritage Assets in consultation with local groups as part of the Strategy and that:**
 - a) That the criteria for potential inclusion in the Local List are agreed.**
 - b) That the process for agreeing inclusion of heritage assets on the Local List are as proposed in the report – ie Policy Advisory Group consideration of potential heritage assets with a recommendation to Cabinet on the items included.**
- 4. That Cabinet note the work done to date on the Conservation Area Review progress and;**
 - a) approve the schedule and priority of future conservation work to be undertaken, as set out in table in paragraph 25 of the report.**
 - b) Subject to available funding Cabinet delegate authority to the Cabinet Member for Sustainable Development to carry out programme adjustments within the approved budget.**
 - c) That additional funding to complete the programme is considered as part of the 2015/16 budget considerations.**
- 5. That Cabinet note the content of the three English Heritage draft advice notes currently being consulted upon with the response to the consultation being delegated to the Head of Sustainable Development in consultation with the Cabinet Member for Sustainable Development.**

Relationship to Council Objectives

Objective : We will deliver cost effective customer focussed services.

2. Listen to our customers – consult with you on key issues and listen to results

Objective : we will strive to conserve the environment and promote sustainability.

1. Conserve our valuable heritage including the AONB

Implications

(i) A key decision

(ii) This matter is, for initial stages, within the Policy and Budgetary Framework but will require additional resources as set out in the report to complete the proposed programme of works.

Financial Implications

The Heritage Strategy has been carried out as part of the normal Planning Policy workload, however on-going work set out in the Strategy will require additional resources. The programme of conservation areas reviews had an agreed budget from the planning reserve of £25,000 (£4,740.60 now spent) and £20,000 in the 2014-15 budget. £3,000 has also been agreed for work in relation to a listed barn in Great Missenden. A combined budget total of £43,259 remains for the implementation of the Conservation area work for 2014/15. Additional resources will be needed in 2015/16 and (possible subsequent years) in order to complete the proposed works.

Risk Implications

Failure to have an up-to-date understanding of the importance of heritage assets in the District could mean that the Development Plan policies would not be found sound or the Council will not be able to defend planning decisions successfully at appeals. The Heritage Strategy provides a mechanism for the Council to demonstrate its understanding of heritage assets in the District and as a stand-alone document can be regularly updated as part of the Council's evidence base required by Government Guidance.

Equalities Implications

The Heritage Strategy relates to heritage assets across the District as a whole. While the conservation area review programme relates to the areas designated as conservation areas. It is not considered that either project would have any direct equalities implications. Potential

equality issues could emerge as part of indirect implications (such as equality access to heritage buildings) but these would need to be considered at that time.

Sustainability Implications

The Heritage Strategy relates to the heritage assets across the District where they are found. For historic reasons they may not always be in the most sustainable locations or constructed of the most sustainable materials. However the strategy covers the issues related to sustainable improvements to assets where the improvements would not harm the original purpose of designation and also proposes the re-use of historic assets rather than them falling into disrepair. It is more sustainable to re-use particularly a building than to build afresh. Also heritage assets (national or potentially local) can play an important role in 'place shaping' or creating and reinforcing local identity which can have sustainability benefits.

Report

- 1 This report covers four main matters: the Chiltern District Heritage strategy; the Conservation Area Appraisal and Conservation Areas Review Programme; to consider the justification for a local list of heritage assets and criterion or inclusion of heritage assets on such a list; and to consider a consultation produced by English Heritage on three new heritage advice notes.

Background

- 2 Chiltern District is well known for its fine countryside and historic villages and town centres. Much of the historic fabric is already protected in some way either by national designation such as listed buildings, scheduled monuments or AONB designation or by local protection via the designation of conservation areas. However there are potential gaps (for example the Council does not have a list of local heritage assets) and others like conservation areas are in need of review or have outdated evidence to support them. Also the Council does not have conservation area action plans.
- 3 The District has benefitted from being largely covered by the Metropolitan Green Belt and nationally designated landscape through the Chilterns Area of Outstanding Natural Beauty (AONB). This has helped to protect heritage assets in the countryside from harm. However the likely need to accommodate more development in the future means that more assets either known already or as yet undiscovered will become more under threat and as such need some protection, evidence base support and careful consideration. Government guidance increasingly states that evidence should be up-to-date and clearly show the importance of any heritage assets that may need protection.

- 4 Although the Council has always given the protection of its heritage importance in the Development Plan it has never specifically set out a strategy detailing how it would deal with its heritage assets. Hence the role for a Heritage Strategy. The District's conservation areas are good examples of the Council's commitment to its heritage but should have been regularly updated to make sure the areas are current. In fact most have not been amended since their designation hence the need for conservation area reviews. Other than the nationally designated heritage assets and conservation areas there is no current protection for those local heritage assets which might be of significance to the local population or to the history of the District – hence the need for a local list of heritage assets. Finally Government is continually re-defining its guidance and currently is consulting on new draft guidance. The Council has been given an opportunity to comment to attempt to mould guidance to make it useable at a district level and this is proposed to be delegated for a response taking account of any views expressed by Cabinet views..

Heritage Strategy

- 5 As described above a Heritage Strategy is an important document to show the Council has a clear and up-to-date understanding of its heritage assets and how it is seeking investment to protect and enhance its heritage assets. The Strategy will provide a useful evidence base in relation to the existing and future formulation of planning polices and to ensure any planning policy documents produced have a sound evidence base in relation to the Districts heritage.
- 6 Members may recall that the draft Heritage Strategy formed part of the evidence base for the Delivery DPD. Cabinet approved the document as part of the evidence at its meeting on the 11th February 2014. However, it was clearly stated that this was a draft document which would be updated. The intention of this report is to approve a final version of the Strategy, albeit that later updated versions will be needed in due course.
- 7 It is important that any heritage strategy produced for the District involves engagement with the public and interest groups. By involving key interest groups in the strategy it is more likely to cover all the important heritage assets in the District and to have the support of those key heritage organisations. Advice from English Heritage is that heritage strategies should be formulated with the involvement of local groups.
- 8 Consultation on an emerging Heritage Strategy was first consulted in April to June 2013 as part of the Delivery Development Plan Document (DPD) Public Participation. In addition the Draft Strategy was part of

the DPD evidence base as part of the pre-submission consultation from 20th February to 4th April 2014.

- 9 Members will also be aware we undertook a consultation on the latest draft of the Heritage Strategy from the 27th June until the end of July 2014. This consultation involved all District Council members, all the District's town and parish councils and all known amenity and heritage related groups. The consultation invited those consulted to suggest other local groups who may be interested in a Heritage Strategy and where alternatives were suggested they were also consulted. The draft Heritage Strategy which formed the consultation version took account of comments received as a result of consultation on DPD.

- 10 A copy of the latest Heritage Strategy is attached as Appendix 1. In brief the Heritage Strategy;
 - a) describes the location of the District
 - b) defines a heritage asset
 - c) describes the development pressures facing the District
 - d) describes other pressures facing heritage assets such as climate change and the drive for sustainability
 - e) lists the currently identified heritage assets within the District
 - f) raises the possibility that as the District is altered through new developments that more heritage assets may be discovered
 - g) describes how the Council will deal with heritage assets at risk
 - h) proposes setting up a local list of heritage assets. (This is discussed below in this report)
 - i) outlines areas where the Council's current evidence is out of date
 - j) describes the process of conservation area appraisals and review (which is in progress and discussed below in this report)
 - k) lists the current heritage asset evidence base available to the Council
 - l) sets out a Heritage Strategy Statement and actions

11. The intention is that the Heritage Strategy should be a stand-alone document forming part of the Council's evidence base in relation to the formulation of planning policy but also as a useful source of evidence in the planning application decision making process and future work programme.

12. At the time of writing this report not all those consulted responded. Cabinet will be updated verbally at the meeting. A list of those consulted and who had responded is attached as Appendix 2. While some responses to date made detailed comments on the content of the document there were no negative comments. Some positively welcomed the Council's initiative in producing the Strategy.

13. Comments received, up to the time this report was drafted, have been taken into account in the revised draft document.

A Local List of Heritage Assets

14. Government guidance refers to the importance of heritage assets and that local planning authorities should have up-to date evidence about the historic environment in their area¹. The guidance also refers to the significance of non –designated heritage assets in making planning decisions which may affect heritage assets. Planning guidance² states that local planning authorities may identify non-designated heritage assets.
15. The National Planning Policy Framework definition of heritage assets is: *'A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).'*
16. Responses to the consultation on the Heritage Strategy have been supportive of the suggestion that a local list be set up and in one case expressed surprise that the Council did not already have a local list in place.

Criteria for inclusion in a local list of heritage assets

17. Although heritage assets can be any historical feature or building or place of an historical event the Government guidance points out that a substantial majority of buildings will have little or no heritage significance and therefore should not be considered as heritage assets. Only a few will have such significance that they should be considered as a material consideration in the planning process.
18. The consultation on the Heritage Strategy (and previously through Public Participation) invited consultees to suggest local heritage assets that they may wish to be included on a local list. The responses range from traditional buildings through to landscape features and traditional road signs.
19. Given the wide range of potential heritage assets all of which will be considered to be of importance to the people who have suggested them it is important to have an agreed set of criteria in place to assess whether assets would be included on a local list. To avoid weakening the local list and making it meaningless it is important that a fair set of criteria or principles are used to avoid any one area or group suggesting large number of local buildings or features as local heritage assets out of proportion to their true worth to the local historic character

¹ National Planning Policy Framework Para 169

² National Planning Practice Guidance – what are non-designated heritage assets and how important are they?

of the area. Once defined the Local List assets will be subject to planning policy control and as such will need to be justified at appeals for example.

20. For a local non-designated heritage asset to be included on the Council's local list, it would need to be evidenced as a good example of a local heritage asset (building or feature) and/or be of local significance for example a traditional barn, remnants of a traditional industry, rare watercress beds or heritage features important to local identity.
21. The suggested criteria for considering inclusion of a heritage asset on the local list are as follows:
 - a) The historic asset is demonstrably of local importance in its architectural design, decoration or craftsmanship.
 - b) The historic asset illustrates important aspects of the District's social, economic, cultural, agricultural, or military history and/or have close historical associations with locally important people or groups.
 - c) The heritage asset is a key building or feature within a conservation area
 - d) The heritage asset has a demonstrably important role in the local community or place identity
 - e) A site of an important local historical event.
 - f) Nationally designated historic assets may be included on the local list where in local terms the historic asset is of great significance to the heritage of the District or is the last remaining example of that type of asset in the District. (ie has a higher value locally than nationally even though it has national protection)
22. Assuming that Cabinet approve the setting up of a local list and the suggested criteria for local listing set out above then it is suggested that any list of proposed heritage assets identified by or submitted to the Council is considered by the Policy Advisory Group who will in turn advise the Cabinet. If the list is maintained as a stand-alone document and not part of the Development Plan then it can be regularly updated as heritage assets are discovered or existing assets need to be removed from the list.
23. It is therefore recommended that the Cabinet approve the setting up of a local list of Heritage assets.

Conservation Area Review Programme

24. As members will be aware the Council has commissioned a firm of consultants to undertake a Conservation Area Review Programme. The original commission to take the form of three main elements; to complete the 5 conservation area reviews commenced in 2004 see table below for names of areas ie. A ii) to v), to undertake an assessment of the whole District to identify where there was potential for new conservation areas to be designated, in relation to the Chalfont St Peter Neighbourhood Plan to assess if there was potential for a conservation area to be designated within the village centre and to advise the Council on other heritage associated work. The Conservation area reviews to include evidence of their importance, a potential boundary review, policies to enable its protection/enhancement and a suggested action programme (e.g. potential works/ management arrangements, to enhance the conservation area)
25. The conservation area review work is intended to be a rolling programme based on the available budget. The table below sets out the agreed funding so far and the work programme the funding can deliver. It also indicates future expenditure (provisional estimate from the current consultants) if additional funding is available in 2015/16. The estimates enable officer's to advise on the areas of work that can be commissioned now within the agreed budget and give an indication of additional costs involved should the conservation area review programme continue into the next financial year. Flexibility will be needed as the programme progresses.

Table: Conservation Area Review Programme and Associated Works		
A: Committed Expenditure (2013/14 to 2014/15). Approved budget of £25,000		
Work Item	Cost (excludes VAT)	Remaining Budget
i) Initial report / draft work programme	£15,802	£9,198
ii) Penn and Tylers Green appraisal		
ii) Chalfont St Giles appraisal		
iii) Chesham appraisal		
iv) Cholesbury and Hawridge		
v) Little Missenden appraisal		
vi) Assess potential for a Chalfont St Peter Village Centre conservation area linked to the emerging Neighbourhood Plan suggestion		
vi) District review for potential new conservation areas	To be determined	To be determined
vii) Preparatory work to declare new conservation areas where needed and subject to Cabinet approval		
viii) Additional supporting policy work if	To be	To be

identified	determined	determined
Remaining Budget [subject to vii) and viii) above]		£9,198
B: Suggested 2014/15 Budgeted Work Programme. <i>Budget is £20,000 plus remainder from A: above (assumed to be £6,100)</i>		
Proposed Work Item	Estimated Cost	Remaining Budget
i) Great Missenden appraisal	£5,538.75	£20,561.25
ii) Amersham Old Town appraisal	£5,538.75	£15,022.50
iii) Jordans appraisal	£3,554.25	£11,468.25
iv) The Lee appraisal	£2,625.00	£8,843.25
v) Chesham Bois appraisal	£3,554.25	£5,289.00
vi) Weller Estate, Amersham appraisal	£2,625.00	£2,664.00
vii) The Firs, Chalfont St Peter appraisal	£2,625.00	£39.00
viii) Work areas from A above that had to be re-programmed or delayed	To be determined	To be determined
C: Unbudgeted Proposed Work programme 2015/16 (subject to funding)		
Proposed Item	Estimated Cost	
i) Latimers and Chenies appraisal	£5,538.75	
ii) Shardeloes Parkland, Old Amersham appraisal	£2,625.00	
iii) Elm Close, Amersham appraisal	£2,625.00	
iv) Coleshill appraisal	£2,625.00	
v) Gold Hill East, Chalfont St Peter appraisal	£2,625.00	
vi) North Park and Kingsway, Chalfont St Peter appraisal	£2,625.00	
Sub Total	£18,663.75	
viii) Work areas from B above that had to be re-programmed or delayed	To be determined	
Estimated Total <i>Allowing for viii) above, inflation and contingency</i>	£25,000	

26. The priority order for the Conservation Area Appraisal Programme is based on the consultant's assessment of the existing areas and their suggested priority. This has been adjusted to take account of funds available and the potential for development pressures within the conservation areas as determined by officers. If the programme of conservation area reviews and appraisals is to be concluded then additional funding will be required in the 2015/16 budget setting process. The programme may also have to change due to budget constraints or changed priorities and as such it is recommended that the Cabinet Member for Sustainable Development is given delegated authority to adapt the programme whilst staying within budget.
27. As the further work has yet to be commissioned there is the option to alter the priority of conservation area appraisal work as set out in part B

and C of the table above. Therefore members are invited to comment on the priority order if they feel it is necessary.

28. The Consultants are also investigating some areas of the District which are not already designated as conservation areas to see if there is potential to designate new conservation areas. If new conservation areas are proposed officer's will need to go through a designation process and there will be additional costs associated with this work. At this stage it is not possible to estimate additional costs but will either result in the need for additional funding or adjustments to the programme set out in the table above according to which work area has the higher priority.
29. Additionally although not featuring in a current work programme, when commenting on the Heritage Strategy English Heritage offered the opinion that the Council may find it useful to consider a survey of Grade II Listed Buildings to assess which if any are at risk in order to have a more comprehensive understanding of the heritage issues in the District. It is not proposed that the Council undertakes this work at this stage, due to limited resources and existing knowledge of listed buildings, but is brought to Cabinet's attention as another potential option for future consideration.

English Heritage Proposed Historic Heritage Guidance Notes Consultation

30. English Heritage are currently consulting on three draft advice notes as follows:

The Historic Environment in Local plans
Decision Taking in the Historic Environment
The Setting of Heritage Assets

Given this new guidance will be relevant to the Council as it carries out its planning functions in relation to historic heritage and any advice and or support it may get from English Heritage in determining planning applications and or devising planning policy, it is important that the Council responded to this consultation. The consultation period ends on the 5th September.

The Historic Environment in Local plans

31. The aim of this note is to '...assist local authorities, planning and other consultants, owners, applicants and other interested parties in implementing historic environment policy in the National Planning Policy Framework...' (NPPF) the note sets out the NPPF requirements and sources of heritage related evidence. It suggests that where the evidence base is weak for a local authority it may need to commission research. Evidence produced for local plan preparation can also form a useful heritage evidence base which councils should make publically

available. The note describes councils having a positive strategy for conservation and enjoyment of the historic environment in its district and that this strategy should include a plan for the maintenance and use of heritage assets in the district. The Cabinet approval of the Heritage Strategy will put this Council at the forefront in meeting this requirement if put in place.

32. Planning policies should be written in such a way that whilst allowing necessary forms of development those developments can achieve positive improvements in the historic environment as required by the NPPF. The advice states that local plans should assess whether or not they should identify any areas where certain types of development should be limited because of the impact that form of development may have on the historic environment. It suggests that in addition to the NPPF there may be occasions where local planning policies will be necessary to show how a council will determine a planning application to take account of local distinctive or important historical features, how to deal with local architectural remains to protect or enhance local views and to cover any cross boundary issues in relation to heritage assets.
33. The advice states that site allocations should avoid locations that could harm the significance of heritage assets and makes reference to the use of the Community Infrastructure Levy and or section 106 agreements to improve repair or enhance local heritage assets. It also states that local infrastructure schedules should take account of the needs of heritage assets.
34. The advice note suggests that a heritage SPD may be useful to amplify or elaborate on the delivery of a heritage strategy. Finally the document refers to neighbourhood plans and the importance that they refer to heritage matters.

Decision Taking and the Historic Environment

35. The aim of this advice note is the same as the first note described above. This note gives general advice on decision making. It re-states the NPPF advice that when considering works to a heritage asset it is important to undertake pre-application discussions with the Local Planning Authority. It sets out what an applicant would need to do before undertaking discussions. The applicant would need to understand the significance of the heritage asset they wish to do works to. Understand the impact of their proposal on the significance of the asset. Understand how to avoid or minimise any impacts. Look for ways to better reveal or enhance the significance of the asset. Justify any remaining harmful impacts and record any important parts of the asset that may be lost as a result of the works and storing that information.

36. The advice note then describes how you assess the significance of a heritage asset; these values can be aesthetic, communal, historic and evidential. Heritage assets can be affected by direct physical change or by changes to their setting. The understanding of a historic assets setting is important in assessing any planning application that may affect it. Understanding the significance of an asset whether it is its external features or internal fabric or its setting is also important in deciding what developments could be appropriate.
37. The note gives advice on the sources of information that might help in assessing the significance of a heritage asset. It then covers the issue of structure that may be listed by default. For example walls attached to a listed building or within its curtilage if pre 1948. And if alterations to those structure affect the main buildings listing.
38. The note covers archaeology and historic interest, in particular the issue that future development or investigation of existing assets may discover more archaeological remains that could help us to understand our heritage. The advice is keen to stress the importance of using appropriate expertise; it specifically mentions the use of relevant local authority specialists (it is worth noting that if this advice is published and future developers follow the advice for pre-application discussions on all applications affecting heritage assets the workload of the councils Historic buildings officer may well increase) it also adds that local amenity societies may also be a useful source of advice. The note also lists sources of expert historic heritage advice.
39. The note refers to the Historic Environment Records (HER's). And that local authorities should have access to HER's Chiltern District does have access to the HER maintained by the County Council.
40. The note states that planning authorities assessing applications to do works to a heritage asset should assess the particular significance of the heritage assets. Also that it is good practice to use professionally accredited experts. Heritage conservation is an objective of sustainable development and therefore a sustainable development is one that minimises the conflict between the heritage conservation and any other public benefits it may deliver. If the harm or loss to the historic asset is substantial the Local Planning Authority should consider the NPPF tests. For loss to be necessary there must be no other means of delivering similar benefits.
41. The note then describes the listed building consent regime and the fact that some works to a listed building will not require listed building consent. That to clarify if this is the case developers can apply for a certificate of lawfulness covering the proposals. It describes the new powers derived from the Enterprise and Regulatory reform Act 2013. These include a local listed building consent order which can be made by the local planning authority and grants listed building consent for alteration and or extension but not demolition of listed buildings. Or a

listed building consent order which can be made by the secretary of state and offers the same consents as the LPA consent order. Listed building Heritage Partnership Agreements which allow listed building consent to be granted for specified works of alteration or extension.

42. The note then describes how planning authorities should make decisions on planning applications involving a combination of historic architectural and archaeological interest. And that archaeological interests whether designated or not and their conservation should be a material consideration when considering planning applications for development. Where the loss of an asset is accepted then the advice expects councils to require recording and investigation of the assets. This recording should be undertaken by a professionally accredited organisation or individual with appropriate expertise. The best way to achieve this is to agree a written scheme of investigation between the developer and the local planning authority. Planning conditions or an obligation can ensure the history of any archaeological remains is recorded. Any finds should be recorded and a report produced if necessary with the format of the report to be agreed with the planning authority.
43. Special consideration needs to be given where investigation or actual development reveal human remains. It is suggested that on significant sites the investigation works should be opened up to the public to see before the development is completed.
44. The advice note stresses the importance of preserving our heritage and that this will not occur if there is no deterrent to those who seek to develop without seeking the appropriate consents. Therefore planning authorities should use their enforcement powers where necessary and the strategy for enforcement in the historic environment should form part of the local enforcement plan. Where developers are seeking to say a heritage asset is redundant and has no useful purpose they should provide evidence of marketing of the asset to demonstrate the redundancy of the asset. The advice note describes how this marketing should take place. The note also advises that where total loss of a heritage asset is accepted as part of a new development proposal local planning authorities should take all reasonable steps including planning obligations or condition to ensure the new development takes place.

The Setting of Heritage Assets

45. The aim of this guide is to interpret national planning guidance on the setting of heritage assets. It states that the setting of an asset is wider than its curtilage, or the character of an area or even its context. The context being the relationship between the asset and other heritage assets which are relevant to its significance.
46. The document describes what it considers the setting is. Setting does not have a fixed boundary or be within a set distance of a heritage

asset. Extensive heritage assets such as a historic park or conservation area can include many heritage assets all with their own settings as well as the overlapping setting of the larger asset. The contribution to setting is often expressed by reference to views the guidance states, and these views can incorporate views and or settings of other heritage assets.

47. Some heritage assets were designed to be seen such as a beacon or lighthouse or monument. Or specific views within a historic park designed to give glimpses of further parts of the landscape beyond or a specific feature.
48. However the guidance states that setting is not a heritage asset nor a designation. Its importance is how it contributes to the significance of the heritage asset. When assessing the setting of an asset planners need to assess whether cumulative change is a factor. Where past development may have affected the setting would a further development make this effect worse or have little further impact. Settings of heritage assets have also changed over time. A setting does not require public access for it to be important. Historic battle sites or other archaeological remnants may also have a setting even though nothing is visible above the surface.
49. The advice note then describes how to assess the impact of a development on a heritage setting. Step 1 identify which heritage assets and their settings are affected; step 2 assess whether, how and to what degree these settings make a contribution to the significance of the heritage asset(s); step 3 assess the effects of the proposed development, whether beneficial or harmful, on that significance; step 4 explore the way to maximise enhancement and avoid or minimise harm; step 5 make and document the decision and monitor outcomes. The guidance then describes each of these steps in more detail.

Summary of all three guidance notes - implications for this Council

50. It is clear that if published English Heritage will follow their own advice in any comments they give or advice they provide in relation to planning applications and or appeals. Whilst the basic issues set out in the advice note will already be covered by officers when they are assessing applications which may affect heritage assets if all the steps in the advice notes are followed there may be implications for the speed in making planning decisions and providing pre-application advice. However, overall as the guidance relates to procedures and national guidance already in place there do not appear to be any significant points where the Council should register an objection to the consultation.
51. Cabinet is asked to delegate the response to the consultation to the Head of Sustainable Development. The response to the consultation will take into account any views of Cabinet. While the consultation

documents imply there may be an implication in workload for the Council's historic Buildings Officer and budgets if additional expert advice is needed it is considered that the implications of this can be considered as part of the Shared Service Review.

Conclusion

52. Heritage is important to defining how the District looks today, has an important role in place shaping an identity, can have tourist/visitor value and is important to protect our heritage for future generations. The Strategy will be an important document in assisting the Council to meet these aims.

Background Papers:

English Heritage advice notes – The Historic Environment in Local Plans, decision taking in the Historic Environment and The Setting of Heritage assets

APPENDIX 1

Chiltern District Council

Heritage Strategy

August 2014

Introduction

1.1 Chiltern District Council values the important heritage aspects of its area and the contribution (actual and potential) they make to community and place identity. This Strategy aims to describe the importance of its heritage to the District, to set out the types of heritage assets that exist as well as how these should be protected and where appropriate enhanced for future generations to inherit.

1.2 Chiltern District has not produced a heritage strategy in the past although it has always aimed to protect heritage assets using primarily its planning powers where necessary. The Council accepts that heritage assets are an irreplaceable resource. By setting out a strategy the Council will be able to better inform its Plan-making and decision-taking, to engage with key stakeholders and the general public, identify related projects, and show how the Council regards the importance of heritage assets in defining Chiltern and its settlements as a 'Place' and contributing to community identity.

1.3 The Council is aware that heritage assets can come in many forms such as buildings, structures, landscape, extant and buried archaeological sites and historic remains and are owned and or occupied by many different groups and individuals. It is also acknowledged that heritage assets in their many forms are appreciated by the population to varying degrees. Many interest and amenity groups exist, both locally and nationally, whose role is to protect and promote heritage assets. Therefore any heritage strategy will need to involve and ensure a role for all interested parties in protecting the historic heritage of Chiltern District for the future.

1.4 This Heritage Strategy will also be used to interpret heritage policies in the Core Strategy for Chiltern and inform and guide planning policy for the protection of heritage assets in the Council's Delivery Development Plan Document and other planning policy documents.

1.5 It is the Council's intention to continue to adapt the Heritage Strategy so that it remains relevant and up-to-date and to inform future plan making and to do so in conjunction with those who have an interest in Chiltern's heritage.

Heritage Strategy Aim

The aim of this Strategy is to clearly describe the heritage assets of the District. To outline the importance of these heritage assets to the Districts' character and identity and to show how the Council will aim to conserve and enhance its heritage assets whether currently identified or discovered in the future

Introduction to Chiltern District

2.1 Chiltern District is located in the South East of England, its largest settlements being Chesham and Amersham. Amersham roughly in the middle of the District is some 25 miles from central London. The District is largely rural in character with a couple of small towns and some large villages scattered throughout the area. The area is predominantly covered by the Metropolitan Green Belt with only the main settlements excluded from it and roughly 70% of the area is also within the Chilterns Area of Outstanding Natural Beauty (AONB). The District Council takes its name from the Chiltern Hills.

2.2 Chilterns heritage stems from its historical development, Chiltern's settlements developed from a rural economy with small market towns, rural villages and isolated farmsteads. The way that the settlements relate to the ridges and valleys of the Chiltern landscape and to the historic use of the land is especially distinctive. The use of local building materials adds to this distinctiveness. The larger settlements were shaped by the growing influence of London from the 18th Century, and by the growth of local industries particularly in Chesham. Country houses and landscapes parks show the aspirations of the local gentry and the arrival of early wealthy Londoners. The expansion of the railways in the late 19th Century led to the spread of metro land across the south east of the District, with metro style housing built to serve the incoming populations. This mix of traditional rural industry through to Victorian industry, metro land expansion and more modern development makes up the heritage of the District which this strategy aims to cover. The local special heritage distinctiveness of Chiltern will be further defined by outputs from the Heritage Strategy such as conservation area appraisals and local list of heritage assets.

What is a Heritage Asset?

3.1 The term heritage asset means different things to different people. The National Planning Policy Framework¹ defines Heritage assets as: 'A building, monument, site, place, area or landscape identified as having a high degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated Heritage assets and assets identified by the local planning authority (including local listing).' In relation to the Historic Environment it defines this as: 'all aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible, buried or submerged, and landscaped and planted or managed flora'.

3.2 As can be seen these two national definitions cover many environmental and historic assets which together help to shape the area we live in today and whose protection is likely to be valued and appreciated by both present and future generations. In addition heritage assets have an economic value as they contribute to the interest and attractiveness of the District attracting and

¹ Annex 2 Glossary National Planning Policy Framework Department of Communities and Local Government March 2012.

encouraging visitor and tourism income. Therefore for the purposes of this Strategy the Council defines heritage assets as set out below.

Definition of a Heritage Asset

A heritage asset is any building, monument, site, place, area or landscape which helps to shape the character of the district whether this feature be an archaeological remnant of past lifestyle, a historic structure or earth work or a landscape form including historic parks and gardens, woodland or hedgerow.

Development Pressures Facing Chiltern District

4.1 Chiltern District lies on the fringes of London in fact its two main towns lie on the outer end of the London Underground Metropolitan railway line. The District's housing requirement is contained in the Council's Core Strategy Document² which sets a range of housing requirements up until 2026, of 2650 to 2900 houses to be built. Whilst this figure is relatively low, reflecting the District's mostly Green Belt status and high proportion of countryside in the Chilterns Area of Outstanding Natural Beauty, it does mean new development will need to be focussed within the existing built up areas. Additionally the Council needs to provide land for employment, shopping, community uses, recreation, etc. New Gypsy and Traveller sites to meet the needs arising from the District until 2020 and beyond are most likely to fall within the open countryside.

4.2 The District's housing requirements are likely to continue to grow. This could mean that any future review of the Council's planning strategy (currently the Core Strategy and 1997 Local Plan³ to be replaced by the Delivery Development Plan) will have to explore additional development options. Any increases in development are likely to increase pressure on the existing built up areas and increase the likelihood of the need to build additional development in the open countryside. Traditional industries, particularly agriculture, are also changing. In the case of agriculture the trend away from locally based animal farming to arable area based farming businesses is likely to lead to pressures for new types of agricultural development to meet these more commercially based business needs. Increasingly, also working patterns are changing, along with people's lifestyles so that business and residents need to re-design and or improve their working and living arrangements. All these factors mean that the pressures and risks being faced by our heritage assets are likely to increase. Therefore this Heritage Strategy aims to accommodate these necessary pressures whilst protecting the heritage assets for the future residents and visitors to the District. It should be noted that the National Planning Policy Framework states that councils should plan to meet their objectively assessed housing needs unless any adverse impacts in doing so would outweigh the benefits or specific policies in the NPPF⁴ It goes on to state that another reason not to meet the objectively assessed needs is if specific policies in the NPPF indicate development should be restricted, one of the specific issues referred to is designated heritage assets. This strategy and the significance

² Policy CS2 Core Strategy for Chiltern District Adopted November 2011

³ Chiltern District Local Plan September 1997 – saved policies 2007.

⁴ Paragraph 14 and footnote 9 NPPF March 2012.

of heritage assets therefore form an important part of the evidence base when the Council is considering future development needs across the District.

4.3 The high value of housing in the District will also result in pressure to convert buildings that are in part of special interest for their historic association with agricultural, commercial or industrial purposes. Past experience shows that farm buildings have been particularly subject to this pressure, and the number of historic farm buildings that are still in agricultural use is now very small. Historic shops, inns and public houses have also dwindled in number, the change of use impacting on the significance of their original function and in reduced opportunity for public perception of their distinctive role. The vibrancy of the community has also suffered from the loss of specialist uses, particularly with the loss of shops and public houses as visitor attractions. The Council will therefore strive to ensure that there is an appropriate balance between the benefit and the harm of such changes in use for heritage assets. It will require anyone applying for such change to demonstrate that the change of use is in the best long-term interests of the heritage asset, and is essential in ensuring its future viability, maintenance and preservation. As part of the demonstration it may be necessary to show why the particular use is proposed and why other uses that might be less harmful would not be effective or sustainable. Evidence of marketing strategies and feasibility studies may be relevant where a change of use would be of major harm to the significance of an asset.

4.4 As a means of ensuring the preservation of heritage assets and their settings in the face of such pressures, the Council's Development Plan policies will have regard to the above pressures. Policies will also take account of national policy and guidance, (currently set out in the National Planning Policy Framework and Guidance). The Council will implement the policies by making full use of its statutory powers (as currently set out in the Town and Country Planning Act 1990 and the Planning (Listed Buildings and Conservation Areas) Act 1990) in considering applications for new development, alteration and change. It will also make use of associated enforcement powers as best in the public interest. Pre-application advice will be available to further positive outcomes.

Action 1

To accommodate the future development requirements within Chiltern District whilst protecting the historic environment and heritage assets of the District, through appropriate policies and planning controls.

4.3 Whilst outside local control, one of the biggest threats facing Chiltern District is the proposal to build a new High Speed rail line through the District. This proposal, commonly known as HS2 (High Speed Two), will link London to Birmingham with a second phase linking Birmingham to Manchester and Leeds. The phase through Chiltern District, if the proposal progresses, is expected to be operational by 2026. The route is subject to a Parliamentary Bill which will bypass normal planning controls if it is given Royal Assent (approved). Whilst the route is largely in tunnel through the District, the associated air vents and the open cuttings and green tunnel sections along the route through the northern part of the District are likely to have significant effects on both the landscape

and any historical remains in the area. Additionally, the proposals to disperse spoil from the cuttings, to create screening and provide planting, and to enable temporary access routes are all likely to impact on both the landscape and any nearby historic assets.

Action 2

To work, as far as possible, with HS2 Limited and through the Parliamentary and planning processes to minimise the effects of the proposed HS2 scheme on the District’s heritage assets, and to ensure as far as possible the appropriate investigation, recording, analysis and publication of heritage assets which are impacted upon.

Other pressures facing Heritage Assets

4.4 Advice from English Heritage⁵ is that predicted changes in the country’s climate could have an impact on heritage assets. Predictions are that summers will become warmer and winters wetter, with increasing numbers of extreme rainfall incidents and storm events. Depending on the heritage asset any of these changes in climate could have an impact. Particularly in the case of buildings, increasing rainfall may affect the structure of the building and could lead to increased flooding and associated risks, while drought could lead to cracking and subsidence. Increasing wind could have an effect on the stability of structures which may as a result need remedial measures or strengthening. The Council recognises that climate change may mean changes have to be made to heritage assets and will consider each proposal on its merits. The aim in all decisions will be to ensure that the heritage asset can be maintained and protected for the future without adverse effect on the reasons why the heritage asset was protected in the first place.

4.5 Another potential issue for built heritage assets in use is the likely increase in energy costs that will result, at least in part, from climate change and increasing worldwide energy consumption. It is in the nature of many historic buildings that they were not built to any particular energy standard and so will not meet modern requirements for standards of insulation and/or energy efficient lighting and heating. Whilst some elements, such as improved⁶ lighting, can be brought up to modern standards without undue harm to the asset, increasing the amount of insulation is often a specialist task which will have to be considered on an individual basis depending on the type of building and its method of construction. While the Council will be sympathetic to the need to reduce energy consumption in heritage assets, it will wish to ensure that any improvements in energy performance do not harm the special interest of the heritage asset.

⁵ Climate change and your home – English Heritage – <http://www.climatechangeandyourhome.org.uk/live/>

⁶ It should be made clear that “improved” in this context means more energy-efficient or reduced intensity, as opposed to “more”.

Action 3

To support heritage asset owners to adapt their assets to cope with climate change and sustainable energy usage without causing harm to the heritage asset.

Heritage Assets within the District

5.1 Heritage assets comprise nationally designated historic features such as listed buildings, conservation areas, scheduled monuments and registered historic parks and gardens, together with non-designated but locally important assets and historic landscape features.

The District contains:

- 12 Grade I listed buildings, 31 Grade II* listed buildings and 937 Grade II buildings (buildings of Grade I and II* are the most important grades of listed buildings⁷).
- 19 conservation areas.
- 6 registered historic parks and gardens.
- 19 scheduled monuments.
- Numerous archaeological sites/remains.
- 14,228 hectares (72%) of land in the Chilterns Area of Outstanding Natural Beauty.
- 1,953 hectares of Ancient Woodland (9.95% of the District's area)⁸.
- Many buildings, historic landscape features and gardens of local heritage value but with no national designation.

(Please note these figures are as at May 2014 and may be subject to change over time.)

5.2 It should be noted that at present the Council does not have a local list of heritage assets. In relation to the numerous archaeological sites and remains the Council will refer to the County Archaeological Service Historic Environment Record (HER).

5.3 As referred to above over 70% of the District's area is covered by the nationally recognised Chilterns Area of Outstanding Natural Beauty (AONB). The primary purpose of the AONB is to conserve and enhance the natural beauty of the area of outstanding natural beauty. The Council has a duty under the Countryside and Rights of Way Act 2000 in carrying out any of its functions within the area designated as AONB to have regard to the purpose of conserving and enhancing the natural beauty of the area. In fact one of the Council's key objectives states 'Protect the Green Belt, conserve the areas of outstanding natural beauty [AONB] and enhance the environment'⁹ Heritage assets contribute to the very distinctive character of this environment and reflect past use of the

⁷ Nationally 2.5% of listed buildings are categorised as Grade I and 5.5% are categorised as Grade II*, whereas in Chiltern District these percentages are 1% and 3% respectively. This suggests that the proportion of most important listed buildings is less than the national average.

⁸ Includes woodlands <2ha – source Chiltern Ancient Woodland Survey Report – Chilterns AONB Conservation Board 2012

⁹ Chiltern District Council Key Objectives 2012 - 2014

natural landscape forms and materials. The landscape in turn forms an important part of their setting. The NPPF accordingly refers to the importance of preserving cultural heritage in the AONB¹⁰ thus linking the landscape designation back to the protection of this District's heritage assets.

Action 4

To conserve and enhance the natural beauty of the Chilterns Area of Outstanding Natural Beauty in accordance with the Council's statutory duty and to protect the significance of the landscape and the heritage assets within it.

5.4 Another important aspect of the landscape in Chiltern District is the tree cover. There are numerous individual and group/woodland tree preservation orders (TPOs) mostly concentrated in the urban areas of the District, with large areas of ancient or semi-ancient woodland spread across the rest of the District. Trees within conservation areas are also protected. These woods and trees add to the important character of the District and value of the AONB, and as such are protected where possible by the Council. Orchards are also of value as historical features of the area. Many of the villages were associated with cherry orchards and there are many property or roads names which reflect this history with 'Cherry' or 'Orchard' included in the name. Whilst these orchards and their remnants are important in the area's history there is little protection that can be given to them. Commercial fruit trees are a form of agriculture and as such cannot be protected by tree preservation orders. Therefore, where development is proposed which could involve the removal of a traditional orchard, the council will encourage the developer to retain as much of the orchard as possible and/or to plant new areas of orchard as a replacement.

Action 5

To protect individual trees and/or woodland which form part of the District's historic heritage and to encourage the retention of traditional orchards.

5.5 When considering the importance of all heritage assets, whether they are individual buildings, structures or landscape features, it is also important to consider their setting. The NPPF defines the setting of a heritage asset¹¹. In some cases a new development close to, or within sight of, a heritage asset could affect its setting. Government guidance contained in the NPPF refers to the fact that development within the setting of a heritage asset may affect the significance of the heritage asset.¹² Therefore, although the views and/or setting of an asset are not directly protected in their own right, the Council will aim to protect such views or settings where they are important to the protection of the significance of a heritage asset. The policy contained within the Submission Delivery Development Plan Document Policy DEN7 – Conservation and Enhancement of the Historic Environment specifically refers to the protection of setting and views of heritage assets in clause e).

¹⁰ NPPF paragraph 115 March 2012.

¹¹ NPPF Annex 2 Glossary – setting of a heritage asset definition March 2012.

¹² NPPF paragraph 132 March 2012.

When assessing the impact on a setting of a heritage asset the Council will make reference to the English Heritage guidance on setting.¹³ The Council will also have regard to its policies on the desirability of high quality design that seeks to complement existing built development and local distinctiveness.

Action 6

To protect the views of, and/or setting of, all heritage assets in so far as they are of value to the special interest and significance of the asset.

5.6 The Council has a growing information data base on its heritage assets (see Paragraph 9.2 below for key evidence) and will look to add to this evidence base, particularly in relation to local heritage assets, by seeking views on what local heritage assets communities value, partnership working with local heritage interest groups and reviewing our conservation areas/potential new conservation areas.

Emerging Heritage Assets

6.1 The character of Chiltern District is constantly evolving. This is mostly due to development pressures but also due to changing farming patterns, peoples changing lifestyles and climate change. All of these factors interrelate to mean established landforms and buildings will have to be adapted and/or new areas developed to meet these changing circumstances and needs. Additionally recognition of heritage interest is constantly evolving, and no list of the District's heritage assets could ever be finite. Some assets will simply have escaped attention so far or remained undiscovered. Others will be identified as having heritage value as further research allows for greater understanding, and as general tastes and interests develop. Also, with the passage of time and development pressure, buildings and features once thought to be modern and commonplace will appear older and more special as many of their kind are redeveloped or altered, and structures from more recent and current times will become part of our heritage. In this District it is particularly likely that examples will, for instance, include buildings of the Edwardian period, Metro-land and early modernism, and buildings that bear testament to the early industries of the area particularly in Chesham.

6.2 Essentially any new development, whether house extension or international rail scheme, and any change in land-use pattern, given the trend from animal to arable farming, will mean that any existing buildings may need to be altered and/or land disturbed to accommodate new uses or management practices. Any disturbance to existing land could result in the discovery of new heritage assets. Likewise, alterations to buildings, especially older buildings, may uncover important historical features which may mean that the buildings are worthy of listing, or at least that the historical element should be recorded. Changing farming patterns may also impact on historic field patterns.

¹³ The setting of Heritage Assets English Heritage 2011 or replacement guidance.

6.3 Therefore the Council's Development Plan policies aim to protect not only all existing designated heritage assets, but also those that may be designated in future or identified as having heritage importance. The Council is committed to preserving the heritage of the District and will expect developers to undertake historic building assessments or pre-determination studies of areas proposed for development to ensure that important heritage assets are not harmed. In the case of sites proposed for development or re-development this would usually include evidence of an archaeological desk based assessment and/or walk over survey, with potential need for evaluation in the form of an archaeological geophysical survey and targeted trial trenching, all of which evidence could be submitted with any planning application to inform the decision making process. Where necessary, in consultation with the Buckinghamshire County Council archaeological advisors, the Council may condition a planning application to require a full archaeological survey and or excavation to be undertaken of the site before development commences.

Action 7

To protect, conserve or enhance the District's heritage assets in appropriate manner, including those assets that are newly designated and or discovered.

Heritage Assets at Risk

7.1 English Heritage is the Government Agency responsible for the nation's heritage assets and maintains a register of those Grade I and II* historic assets it regards to be at risk¹⁴. In May 2014 the latest at risk register available was the October 2013 version. Within this national list there are two heritage assets within Chiltern District identified as being at risk¹⁵. English Heritage do not maintain a register of Grade II assets at risk, and the Council does not currently maintain any formal list of its own. However, the Council is well aware that circumstances can change and buildings in particular can quickly become run down and at risk if their former use ends or uses are unsustainable in terms of funding on-going building maintenance. Therefore the Council will monitor its heritage assets and, where it becomes aware that an asset appears to be at risk, it will aim to work with the owner to try and reach an acceptable solution to remove the risks to the asset and/or where appropriate use its planning powers to address risks/concerns. This may well involve a new and complementary use for the asset/building compared with the use for which the building was originally designed. Sensitive re-uses of such buildings can create new opportunities whilst helping to preserve the original fabric of the building. One example is The Maltings, Amersham where as part of the Council's Delivery DPD Public Participation it sought views as part of a public consultation (April to June 2013) on potentially extending the range of uses permissible in this important group of listed buildings to address under-utilisation. Another example occurs in the Submission Delivery Development Plan Document (February 2014), in which the Council identified a specific Building at Risk, the barn to the rear of the

¹⁴ Note the National heritage at Risk register does not currently cover Grade II listed buildings.

¹⁵ Grade II* listed barn to the rear of The George PH, 94 High St, Great Missenden and Scheduled Monument north western walls of moated site at Grove Farm, Ashley Green.

George Public House in Great Missenden. This was identified as a site where the Council would accept a range or mix of uses which would assure the long-term use of the building. In the event of planning or listed building approvals that accept a measure of harm as part of a solution for the use of any building deemed to be risk, the Council will use legal agreements to ensure that the benefits intended for the listed building are duly achieved.

7.2 Should the Council be unable to contact the owner of a listed building, or be unable to reach an agreement to remove the risk to the asset, the Council will consider using powers available under the Planning (Listed Buildings and Conservation Areas) Act 1990. This can involve serving urgent works or repairs notices on the owner, and where these repairs are not then undertaken instigating compulsory purchase powers to buy the building to ensure it is preserved. These will always be a 'last resort' measure and the Council will always seek to work with landowners/occupiers/other interested parties to arrive at an agreed outcome. Where the Council does not have direct powers to protect an asset it will work with other agencies including English Heritage to ensure the asset is protected.

Action 8

To work with owners and/or developers of heritage assets considered to be at risk, and/or use the Council's statutory powers to protect and conserve such heritage assets.

Local List of Heritage Assets

8.1 The Council does not currently maintain a local list of heritage assets, however it considers it important to acknowledge the importance of heritage assets locally and although not worthy of national protection some local heritage assets may be important in defining the local character of the area. In a few cases there may be historic assets which have been given national designation, however, although of national significance they may be of greater significance locally. An example may be a Grade II listed barn which is of significance nationally because of its construction type and age. However, in Chiltern terms it may be the last unaltered barn in the District and have greater historical significance to farming heritage in the Chilterns, and as a local landmark building that is important to community identity, it therefore has greater significance to the historic fabric of the district. As such the Council is setting up a local list of heritage assets covering the wide range of assets as described in the section 'What is a Heritage Asset' above. The Local List will mostly focus on non-designated heritage assets of local importance but for the reasons set out in this paragraph there may be rare occasions where a nationally designated historic asset could feature on this Council's local list.

8.2 The Council consulted on its emerging Delivery Development Plan Document in April to June 2013. As part of this consultation it invited members of the public and interested organisations to suggest areas, buildings or landscape features, with potential to be designated as local heritage assets. Several suggestions were made but the responses were not comprehensive across the

District. Therefore the Council aims to work with key local stakeholders on identifying potential local heritage assets.

8.3 The Council will define a set of criteria relevant to the District Council area that will help to identify those heritage assets which should be included in a local list. The criteria will enable a consistent view to be taken, across the District, of those historic assets which should be protected. Although based on the criteria used to identify nationally recognised heritage assets, it will be important for the Chiltern District selection criteria to reflect the local characteristics of the area. As such some heritage assets, although not of national significance in designation terms, may be of importance in the local setting. Examples of such local heritage assets may be assets related to traditional industries in town centres, traditional agricultural assets and examples related to the spread of metro land development linked to the expansion of the railways out from London.

8.4 The local list, once compiled, will be used as a material consideration in determining planning applications or any future development plan proposals. The aim is that these locally important heritage assets are protected and where appropriate enhanced for future generations who live and work in the District and to reflect the ambition in the Delivery Development Plan Document.

8.5 Locally important heritage assets will be considered as part of the Council's proposed programme of conservation area reviews and appraisals. Within the remainder of the District other locally important heritage assets will be identified as part of an on-going process. The process will follow the guidance produced by English Heritage¹⁶ and when the Council decides to produce a local list there will be full public consultation. Any local list established will need to be reviewed and updated on a regular basis to take account of the changing patterns of development and the discovery of historic assets which may be, or become, of significance in the locality. It is also possible that during development or investigation of heritage assets discoveries about their internal fabric may mean that they achieve a higher significance. Where this significance may be of national importance the Council will work with English Heritage to see if the asset should be nationally designated or remain on the local list. Government guidance in the National Planning Practice Guidance states that Local Planning Authorities should make available up-to-date information on their identified non-designated heritage assets both in terms of the criteria for selection and information on their location accessible to the public. Therefore, it is the intention that the agreed selection criteria and the up-to-date local list will be made available on the Council website.

Action 9

To set up a local list of heritage assets based on clear criteria and involving the local population in the selection of suitable heritage assets.

¹⁶ Good Practice Guidance for Local Heritage Listing – English Heritage May 2012 or any more recent guidance produced by English Heritage or its successor organisation

Heritage Records for the District

9.1 Government advice in the NPPF¹⁷ states that local planning authorities should have up-to-date evidence about the historic environment in their area. Local authorities should maintain or have access to a Historic Environment Record and should, if appropriate, prepare a local landscape character assessment.

9.2 As set out above in the section 'Heritage Assets within the District' the Council has access to extensive records of its heritage assets. The paragraphs below set out a brief description of each type of record and identify any known gaps in the evidence base. The evidence base and future work on local listing will enable the council to understand the value of heritage assets to society, their condition and the contribution they make to the environment. Although the information on heritage assets comes from various sources with differing dates, and acknowledging the evidence gap identified below, it is considered that, when combined, this information gives the Council a comprehensive up-to-date evidence base to inform its decision making in line with the Government advice in the NPPF.

9.3 The Council recognises that there may be important historical records which exist across the District or indeed related to the Districts heritage but located elsewhere. Such information may be old mapping, original title deeds or historic photographs all of which may help to build up a picture of the heritage of the District. Therefore while the control of such historical records is outside of this Council's control the Council would encourage anyone who has possession of such historical documentation and who no longer requires it to preserve it by offering it to a local historical society, museum or to the Historic Environment Records to enable these important aspects of the District's heritage to be preserved.

Historic Environment Record – Buckinghamshire County Council, available via internet or direct request.

The Buckinghamshire Historic Environment Record (HER) is a public environmental record which is used for land use planning, conservation, research, education and general interest. It comprises a computerised database, supporting paper records, maps, a collection of aerial photographs and slides and a library. The HER aims to record all reported structures, landscapes, places, sites and finds of archaeological, architectural, artistic or historical interest in Buckinghamshire from the earliest evidence of human activity to modern times.

Conservation Areas

In relation to Conservation areas these are designated locally and so the Council has access to the original designation information. Under the conservation areas legislation¹⁸ the Council should periodically review each conservation area and the District as a whole to see if the existing areas are still appropriate and to assess if any additional areas should be added to the conservation area protection. This process has been backed up in recent years by the idea that each conservation area

¹⁷ Plan making – Historic Environment paragraphs 169 and 170 the National Planning Policy Framework Department of Communities and Local Government March 2012.

¹⁸ Planning (Listed Buildings and Conservation Areas) Act 1990 section 69

should be subject to a conservation area appraisal. Conservation area appraisals have commenced and work is on-going but as yet no appraisals have been completed and published. This is recognised as a gap in the Council's publicly available evidence base and the Council has commissioned consultants to complete appraisals already commenced, to prepare a prioritised programme of work, and to undertake some additional conservation area appraisals. This work will also draw on work undertaken in the preparation of an emerging Neighbourhood Plan at Chalfont St Peter. The consultants have also been tasked with undertaking an independent review of the whole District to assess the likelihood of any further areas being appropriate for conservation area designation. Additional conservation areas, if found to be appropriate, and further appraisals of existing conservation areas are likely to form the content of a further commission as timing and funding allow. The Council, however, fully intends to undertake conservation area reviews of all its existing conservation areas and where necessary to go through the process of declaring new conservation areas and making changes to conservation area boundaries where the reviews identify a need. If appropriate the Council may consider the use of Article 4 directions where the use of existing permitted development rights for planning are seen to be harming an existing or proposed conservation area. Once available the conservation area review/appraisal prioritised work programme will be added as an appendix to this Strategy.

Action 10

To undertake a rolling programme of conservation area appraisals so that all of the District's currently designated areas have an up-to-date review. As part of the appraisal process to undertake a review of the existing conservation area boundaries and to undertake formal amendments to the areas if required.

Action 11

To review the whole District to assess the potential for new/additional conservation areas. To carry out formal conservation area designation procedures where it is agreed new areas of the district should be protected by conservation area designation.

Listed Buildings

In respect of listed buildings the Council maintains its own records but also has access to English Heritage's national database of listed buildings.

Scheduled Monuments

The Council again has its own records but also has access to the English Heritage national online register.

Registered Parks and Gardens

The Council has its own records and access to the up to date English Heritage online register.

Archaeological Remains

The Council's records are updated by the County Historic Environment Record and the Council also uses the Chiltern District Archaeological Notification Area data to check to see if any proposed developments or site allocations will affect such remains. Where this is likely the Council will contact the Buckinghamshire County Council archaeological advisors for their advice and expertise.

Historic Landscape Characterisation

With respect to unidentified, or as yet undiscovered, records the County Council undertook an historic landscape characterisation mapping exercise. There are two main elements to this work: a historic landscape characterisation project was undertaken for the Chilterns AONB and a large part of this District is therefore covered by this study, and a small part of the District is also covered by the Colne Valley Historic Landscape Characterisation Project, while the rest of the District is also covered by the County-wide Historic Landscape Characterisation project.

Historic Town's Project

The County Council has also taken part in a project to assess the significant history of each of the main historic towns across the County. The Buckinghamshire Historic Towns Project forms part of a national programme of projects funded by English Heritage based on the archaeology, topography and historic buildings of England's historic towns and cities. In relation to Chiltern District this means the towns of Amersham, Chesham, Chalfont St Peter and Great Missenden. These reports can be accessed from the County Council website and they give useful background evidence as to how the settlements developed and set the context for any new development proposals.

Landscape Assessment

A County-wide landscape assessment was undertaken jointly with the County Council and the District Council also commissioned a study of the District's landscape. The character assessment was carried out to provide a greater understanding of the landscape, its history and significance for local place-making and community identity. The landscape character assessment of Chiltern District is used to influence and inform policy and planning and management actions.

Townscape Assessment

The District Council commissioned an assessment of the built up areas excluded from the Green Belt to assess their townscape character. The aim was to identify those parts of the built up areas with a special character which should be protected. From this study the Council identified areas which would be designated as Areas of Little Change where any development proposed would have to meet the criteria set out in the Core Strategy policy to conserve the area's special character.

9.3 More detail of the historic asset evidence sources can be found in Appendix 1.

Chiltern District Heritage Strategy

10.1 The Council's Heritage Strategy can be summarised as follows:

Chiltern District regards its heritage assets as an essential part of the character of the District. The Council will therefore aim to protect and improve the heritage assets through its own plans and policies and when responding to development proposals. Proposals that are regarded as improving the heritage stock of the district will be positively supported whereas proposals which could cause permanent harm to historic assets will wherever possible be opposed unless there are considerable public benefits to outweigh the harm. The Council's aim is that the heritage asset stock should be maintained for the future generations to inherit and will work in partnership with its local communities, landowners and other interested stakeholders to achieve this.

10.2 The key actions contained within this Strategy are to (links to actions are indicated in brackets):

- a) Maintain and add to the Council's heritage asset evidence base (Actions 7, 9, 10 and 11);
- b) Work with interested parties to help establish a local list of heritage assets, importantly understanding their importance or value to local communities and place-making (Action 9);
- c) Identify potential risks to heritage assets and wherever possible to use the Council's influence and local planning authority powers in partnership with landowners and others to try to address these in advance (Actions 1, 3 and 8);
- d) Incorporate the objectives and actions of the Strategy into plan making, at this stage the Council's Delivery Development Plan, but also for any cross-boundary issues with other local authorities through the Duty to Co-operate (Definition and Actions 3, 4, 5 and 9);
- e) Use of planning powers (Actions 1,2,6,7 and 8)
- f) Endeavour to ensure that the District's heritage assets are key considerations for others where control is not with the Council (e.g. the Governments proposal for HS2) (Action 2), and
- g) Prepare a prioritised programme of conservation area reviews/appraisals and, subject to available resources, undertake the programme (Action 10).

Planning Decisions and Proposals

11.1 When considering planning applications and/or site allocations as part of the Development Plan the Heritage Strategy will be a material consideration. The Council will also use the Heritage Strategy as a consideration in any pre-application planning advice it gives. Depending on the proposal the Council may require additional historic environment information to be submitted with planning applications. The Council will also involve specialist advice from its Historic Buildings Officer on listed buildings and other specialist advisors as necessary.

Appendix 1

Key Historic Assets Evidence Sources.

Conservation areas

Conservation area designation leaflets for each existing conservation area as follows:

Parish Area Covered	Year of Designation
Amersham Old Town	(1969)
Amended	(1992)
Shardeloes Parkland	(1992)
Elm Close	(1992)
Weller Estate - (The Drive, Woodside Road, Green Lane, Grimsdells Lane and Highfield Close)	(1992)
Chalfont St Giles Village Centre	(1969)
Amended	(2001)
Chalfont St Peter Gold Hill Common East Side	(1992)
North Park and Kingsway	(1992)
The Firs Estate	(1992)
Chenies, Chenies Village and Chenies Bottom	(1970)
Amended to join with Latimer	(1992)
Chesham Old Town and Town Centre	(1970)
Areas extended and linked by the Chesham Town Centre and Waterside Local Plan 1987.	(1987)
Chesham Bois The Common, Village Centre and area around St Leonard's Church	(1992)
Cholesbury & Hawridge Main villages	(1971)
Coleshill Village Centre	(1992)
Great Missenden Village Centre	(1969)
Amended & Missenden Abbey Parkland added	(1992)
Jordans Old Jordans and part of village surrounding The Green	(1987)
Latimer Village Centre	(1970)
Parkland added and amended to join with Chenies	(1992)
Little Missenden Village Centre	(1970)
Penn & Tylers Green Village and Church Road area (part in Wycombe District)	(1971)
Formerly in two parts, amended to form one area	(1992)
Penn Street Part of Village, the Common and the Church	(1992)
The Lee Old Church and The Green	(1980)
Minor amendment to boundary	(1992)

Listed Buildings

English Heritage online register of Listed Buildings. Individual listing information of various dates either from original listing or from last review by English Heritage. Online register updated where necessary by English Heritage.

Scheduled Monuments

English Heritage online register of Scheduled Monuments. Individual site information and reasons for designation are not all available online; therefore the Council will use its own paper records for the designations where necessary. Designations are of various dates either from original designation or from last review by English Heritage. Online register updated where necessary by English Heritage.

Archaeology

Records held in the County Historic Environment Record and Archaeological Notification Maps supplied to Chiltern District.

Buckinghamshire & Milton Keynes Historic Landscape Characterisation - County Archaeological Service 2006.

Historic Parks and Gardens

English Heritage online register of Historic Parks and Gardens . Individual designation information of various dates either from original listing or from last review by English Heritage. Online register updated where necessary by English Heritage.

Landscape

Chiltern District Landscape Character Assessment - Prepared for Buckinghamshire County Council and Chiltern District Council by Land Use Consultants October 2011.

Woodlands

Most works to woodland will require a felling licence and as such these proposals would be dealt with by the Forestry Commission. Many of the District's woodlands are in fact ancient and as such form an important part of the Chiltern landscape. Natural England is the body responsible for identifying such woodland and recently undertook a re-survey of all potential ancient woodlands in the South East. The Chiltern District Council area was covered in the Chilterns AONB report (July 2012). All the associated mapping can also be accessed from the governments 'MAGIC' website.

Preserved trees

The Council maintains a list of all Tree Preservation Orders (TPOs) made within the District. These records will date from the actual making of the TPO and can cover individual trees through to whole areas where one TPO may cover numerous individual trees or groups of trees or areas of woodland.

Areas of little change

As part of the evidence base for the Core Strategy the Council commissioned consultants to examine the built up areas of the district to assess their character. This Townscape Character Assessment was undertaken in February 2011. A supplement to this study was produced in 2013 to assess Green Belt settlements which were proposed to be removed from the Green Belt. Part of this process was to recognise the different elements of the townscape and to identify areas which should be designated as areas of little change where new development would be tightly controlled to maintain the existing character of the area.

Historic Towns Project

Four towns were surveyed as part of an English Heritage project to assess the main towns across the country. The settlements of Amersham, Chesham, Chalfont St Peter and Great Missenden were assessed. Final reports for each settlement date from 2009.

List of Draft Heritage Strategy Consultees June 2014

	Response
Amersham & District Residents Association	
Amersham Society	
Amersham Town Council	Y
Ashley Green - District Community Association	
Ashley Green Parish Council	
Buckinghamshire County Council (Place Service) Archaeology	Y
Bucks Archaeological Society	Y
Bucks County Council - place service - Policy, Strategy and Development Team	Y
Chalfont Heights Residents Committee	
Chalfont St Peter Parish Council	Y
Chalfont St. Giles Conservation Area Committee	
Chalfont St. Giles Parish Council	Y
Chalfont St. Giles Residents Association	
Chartridge Parish Council	
Chenies Parish Council	
Chenies Village Society	
Chesham Bois Parish Council	
Chesham Old Town Residents Association	
Chesham Society	Y
Chesham Town Council	Y
Chess Valley Archaeological and Historical Society	
Chilterns (AONB) Conservation Board	Y
Chiltern Society	
Cholesbury-cum-St Leonards Parish Council	
Coleshill Parish Council	
CPRE	
English Heritage	Y
Great Kingshill Residents Association	
Great Missenden Parish Council	Y
Great Missenden Parish Revitalisation Group	Y
Great Missenden Village Association	Y
Hilltop and Lye Green Residents Association	
Hivings Hill Residents Association	
Hyde Heath Village Society	
Jordans Environment Trust	
Jordans Village Ltd	
Latimer and Ley Hill Parish Council	
Lincoln Park Residents Association	
Little Chalfont Community Association	
Little Chalfont Parish Council	Y
Little Kingshill Village Society	
Little Missenden Parish Council	
Little Reeves Avenue Residents Association	
Long Walk Residents Association	
Penn and Tylers Green Society	
Penn Parish Council	Y
Seer Green and Jordans Society	
Seer Green Parish Council	
Stubbs Wood Residents Association	
The Lee Parish Council	
The Prestwood Society	
The Woodland Trust	

**CHILTERN DISTRICT COUNCIL
CABINET 26th AUGUST 2014**

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

COMMUNITY GRANT AWARDS 2014

Contact Officers: Paul Nanji 01494 732110 and Martin Holt 01494 732055

RECOMMENDATIONS

**Cabinet to agree the allocation of funding from the 2014/15
Community Grant Aid Scheme**

Relationship to Council Objectives

Objective 2 – Safe, healthy and cohesive communities

Implications

- (i) This is a key decision.*
- (ii) Within the policy and budgetary framework.*

Financial Implications

There is sufficient Community Grant funding available to meet the recommendations in this report.

Risk Implications

None

Equalities Implications

Support to the voluntary sector assists the Council in targeting disadvantaged communities.

Sustainability Implications

Support to the voluntary sector assists the Council in targeting disadvantaged communities and in building sustainable communities, through empowering community action. Projects funded through the community grants programme support community participation that impacts positively a number of key objectives including community cohesion, health and wellbeing, the local environment and community safety.

Background

- 1 Chiltern District Council's Community Grant Aid Scheme has been in operation for over ten years, supporting a diverse range of local voluntary organisations. The scheme was updated further in 2012 resulting in a simplified application process, increased member involvement and a more consistent scoring process.
- 2 The scheme supports the Council in delivering the Five Ways to Wellbeing programme. Through supporting local voluntary and community organisations to deliver a diverse and exciting range of services for local residents, older and younger people through enabling people to;
 - i. Connect with others in the community
 - ii. Be Active by participating in sports or community activities
 - iii. Take Notice of what is going on in the community
 - iv. Learn new skill or pass on their skills to others
 - v. Give through volunteering
- 3 Many of the projects directly support the Council's key corporate objectives, for example, improving health and well-being, reducing anti-social behaviour, developing volunteers, enhancing the local environment and supporting local economies.

Evaluation Process - 2014/15 Community Grant Aid Scheme

- 4 This year's scheme attracted forty five applications that collectively requested funding totalling £68,057. The cumulative value if all the applicants' schemes were delivered totals £255,478, which would be achieved by applicants accessing funding from other grant awarding bodies, running internal fundraising events and utilising reserves.
- 5 To provide a fair and consistent approach, all applications were assessed and evaluated with their overall quality categorised as Green, Amber or Red. Using this assessment approach results in the Council awarding £31,578 to thirty five different community organisations.
- 6 All application forms have been placed in the Members Room (since 24 July) along with a summary report highlighting each applicant's key strengths and weaknesses along with associated councillor comments
- 7 The total grant fund available for Chiltern's Community Grant Aid scheme is £32,000 which includes a £2,000 contribution from the Community Safety budget. The higher volume and improved quality of applications has resulted in the decision making process becoming even more challenging.
- 8 All applications were arranged into three distinct categories. Those attaining the **Green** standard strongly support a broad cross section of

the Council's key objectives, have strong councillor support and have successfully secured additional external funding. It is proposed that applicants achieving Green status receive 60% of their requested grant apart from those requesting £500 or less who will receive 100% funding. Applicants achieving **Amber** status partially support the Council's objectives, have councillor support and contribute funding towards their project receive up to 45% of their grant request. Applicants classified as **Red** status do not strongly support the Council's objectives, have limited or no match funding, have limited/no councillor support and/or can secure funding from an alternative source receive no funding.

- 9 Details of how the applying organisations are categorised is detailed in Tables 1, 2 and 3.

Table 1 - Applications Awarded Green Status

Organisation	Project	Requested Funding	Funding Recommended	No of Beneficiaries
Alzheimer's Society South Bucks Office	Dementia Café - Chiltern wide Support/Social Group	£1,500	£900	30
Amersham Museum	WW1 commemorative community walks	£856	£514	1000
Bucks Army Cadet League	Purchase 10 tents to support outdoor pursuits for local young people	£1,047	£628	50
Chalfont St Peter Chamber of Commerce	Purchase decorations and equipment to hold on-going community events in CSP High Street.	£2,000	£1,200	1000s
Chalfont St Peter Youth Centre	Diversionsary Activities including WW1 Commemorative events, volunteer development & film project	£2,000	£1,200	400

Organisation	Project	Requested Funding	Funding Recommended	No of Beneficiaries
Chartridge Residents Association	Develop a new group to run a range of community activities, including coffee mornings, quiz nights and village fair	£930	£558	1624
Chenies & Chalfont District Guides	Community 'Star Quest' event to celebrate 100 th anniversary of the Brownies	£1,000	£600	150+
Chesham in Bloom	New tree seat in Chesham High Street	£2,000	£1,200	1000s
Chesham Youth Club	Away adventure trip to Caldicott outdoor activity centre for local young people	£1,155	£693	12
Chesham Over 50" Positive Action Group	Intergenerational trip to Lichfield War Museum involving pupils from local schools	£2,000	£1,200	60
Chesham Town Council	A series of Community events in partnership with the British Legion to Commemorate WW1.	£651	£500 (award minimum grant)	1000s
Chiltern Moving Arts	A range of Indian dance work-shops and film competition	£2,000	£1,200	150

Organisation	Project	Requested Funding	Funding Recommended	No of Beneficiaries
Chiltern Youth Action	Appoint a co-ordinator to oversee the placement of young people to support and befriend older vulnerable residents.	£2,000	£1,200	25
Chiltern Youth Projects	Deliver outreach summer diversionary programme, involving outreach youth workers	£2,000	£1,200	100+
Friends of Chesham Cemetery	Refurbish the Hearse House and develop a permanent exhibition to commemorate WW1	£2,000	£1,200	100
Holmer Green Youth Club	Replace old damaged furniture	£1,680	£1,008	250
Little Chalfont Community Association	A grant of £2,000 is sought to help purchase four new benches in the new Community Park	£2,000	£1,200	000 's'
Little Chalfont Good Companions Club	Social Activities for Vulnerable Older Residents	£500	£500	40
Little Missenden Festival	Community Festival	£1,000	£600	1500
Movers and Shakers Chesham	Heritage projects that celebrates the history of the Pakistani community in Chesham	£2,000	£1,200	TBC

Classification: OFFICIAL

Organisation	Project	Requested Funding	Funding Recommended	No of Beneficiaries
Prestwood Youth & Community Action Group (PYCAG)	Train and develop volunteers and offer external trips for young people attending youth club activities	£1,748	£1,049	30
Pond Park Community Association	Deliver a range of community activities including older people's social group, youth club activities and mother and toddlers Group	£1,622	£973	2500
Relate Mid Thames & Buckinghamshire	Grant used to subsidise access by disadvantaged families to the Chiltern Wide Counselling Service.	£2,000	£1,200	30
Seer Green Lunch Club	Purchase new cookers to allow monthly lunch club for older people to continue	£1,600	£960.00	50
Village Older People's Action Group (Chalfont St Peter)	Support social activities for older people from CSP and surrounding villages	£2,000	£1,200	100
Total		£41,137	£23,883	

Table 2 - Organisations Awarded Amber Status

Organisation	Project	Requested Funding	Funding Recommended	No of Beneficiaries
Amersham Artisans Society	Coaching workshops for	£2,000	£900	50

Classification: OFFICIAL

Classification: OFFICIAL

	local artists culminating in a large exhibition in Amersham			
Buckinghamshire Guild of Weavers, Spinners and Dyers	WW1 Commemorative Exhibition resulting in a commemorative mosaic displayed at CDC offices	£1,800	£810	00's'
Chesham 4Fairtrade	Community festival to support local businesses and encourage residents to purchase goods and services that carry the 'Fair Trade' label.	£1,000	£450	400
Chesham Cricket Club	Complete refurbishment of the club house including fire safety and sports coaching equipment	£2,000	£900	500
Great Missenden Choral Society	To special concert to commemorate WW1	£2,000	£900	400
High Wycombe Ladies	Cricket Coaching programme at Alfreton school for teenage girls with special needs	£2,000	£900	50
International Women of Chiltern	International Women's Day Event	£1,700	£765	100
Little Missenden Parish Council	In conjunction with British Legion, LMPC is planning to develop a poppy shaped wild	£1,250	£563	5000

Classification: OFFICIAL

	garden to commemorate WW1			
Misbourne Symphony Orchestra	Commemorative WW1 tea concert linking with Amersham Museum	£1,500	£675	400
Little Chalfont Community Library	External shelter area	£1,848	832	1,000
Total		£15,250	£7,695	

Table 3 - Organisations Awarded Red Status

Organisation	Project	Requested Funding	Funding Recommended	Justification
Amersham Action Group	Family Focused Christmas Fun Day to support local traders	£2,000	£0.00	Amersham Action Group already receive £2k core funding from CDC
Amersham Field Centre	Two community events, for schools and families to learn about and interact with the natural environment	£856	£0.00	No councillor support
Amersham School	Schools Handball League	£1,800	£0.00	No account details enclosed, no financial contribution and no councillor support
Bucks Play Association	To support the operation of six toy libraries across Chiltern	£2,000	£0.00	Limited evidence of need, not supported by councillors
Buckinghamshire	Encourage	£400	£0.00	Funded

Organisation	Project	Requested Funding	Funding Recommended	Justification
& Milton Keynes Association of Local Councils	Chiltern villages to enter the Bucks 'Best Village Competition'			through the community budget
Chesham Asian Welfare Society	Establish a new radio station to increase awareness of local services and activities/events locally.	£1,470	£0.00	Mixed councillor feedback, opportunity to link with new Chess FM station to avoid duplication.
Chesham Museum	Purchase a new donations box to help support future exhibitions and events	£800	£0.00	Funding available from Chesham Action Partnership and Chesham Town Council Community grant schemes
Chiltern Child Contact Centre	Recruitment of a new co-ordinator to support separated parents interact and stay in contact with their children	£500	£0.00	Support will be provided to enable the advert to be promoted across the local voluntary sector through existing networks.
Holmer Green Football Club	Post and railings for the club's senior football pitch	£2,000	£0.00	Does not support council priorities and no councillor support
Penn & Tylers Green Football Club	Upgrading and development of the club's football pitches	£2,000	£0.00	Does not support council priorities, no councillor support, large capital project, £2k would have limited impact
Total		£11,670	£0.00	

Conclusion

- 10 The high volume and diversity of applications demonstrates the importance of the Council's community grant aid scheme to local voluntary community groups. This increased level of demand has placed additional pressure on the Council's limited resources with £68,057 being requested from an available budget of £32,000. To reduce reliance of Chiltern District Council funding all applicants will also be invited to attend a Community Impact Bucks funding advice surgery session to help lever in more external funding.
- 11 Members are asked to agree the proposed allocation of funding as detailed in Tables, 1, 2 and 3 of this report.

Background Papers:***Appendix 1 - 2012/13 Community Grants Member Summary +Report***

**CHILTERN DISTRICT COUNCIL
CABINET 26 AUGUST 2014**

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

**CAR PARK UPDATE - DELEGATION OF POWERS RE GROUP D
SEASON TICKET**

Contact Officer: Simon Rycraft 01494 732073

RECOMMENDATIONS

That the Head of Environment, in consultation with the portfolio holder, be given delegated authority to agree discounts for the 'Group D' season tickets.

Relationship to Council Objectives

Efficient and effective customer focused services – specifically ensure the best possible use of resources to achieve good value for money and an affordable level of Council Tax.

Financial Implications

Church Lane car park has spare capacity and the alteration to charges for a discounted group D season ticket is low risk.

Risk Implications

The overall risk is low

Equalities Implications

None

Sustainability Implications

None

Report

- 1 At the Cabinet meeting of the 9th July 2013 Members were requested to consider the option of a Group D season ticket specifically for Church Lane car park be introduced and to agree that officers progress the matter in consultation with the local businesses of Chalfont St Peter and delegate authority for officers in consultation with the portfolio holder to agree discounts for the Group D season ticket.

Classification: OFFICIAL

- 2 Unfortunately when this point was minuted the introduction of a Group D season ticket was approved but the matter of delegated authority was not addressed.
- 3 Whilst the Group D season ticket has been introduced take up is low and the portfolio holder has asked that the pricing be reviewed.
- 4 There are currently 4 levels of Season tickets calculated as follows:

Group A - Amersham Multi Storey Car Park		
12 months	£780	Agreed by Cabinet
6 months	£416	Agreed by Cabinet
1 or 3 month	£78 or £234	Agreed by Cabinet
Group B -		
12 months	£682	25% discount (of the "all-day charge" x 5 days x 52 weeks)
6 months	£364	10% discount (of the "all-day charge" x 5 days x 52 weeks)
1 or 3 month	£68.25 or £204.75	20% discount (of the "all-day charge" x 5 days x 52 weeks)
Group C		
12 months)	£546	40% discount (of the "all-day charge" x 5 days x 52 weeks)
6 months	£295.75	35% discount (of the "all-day charge" x 5 days x 52 weeks)
1 or 3 months	£53.08 or £159.25	30% discount (of the "all-day charge" x 5 days x 52 weeks)
Group D		
12 months	£450	Agreed by Cabinet / With Delegation also to Relevant Portfolio Holder
6 months	£223.80	Agreed by Cabinet / With Delegation also to Relevant Portfolio Holder
1 or 3 month	£37.50 or £111.90	Agreed by Cabinet / With Delegation also to Relevant Portfolio Holder

- 5 The current basis of calculation for Group D is unclear and it is hoped that by bringing in an improved differential to the banding greater use of the group D season ticket can be achieved.
- 6 The purpose of this report is to rectify the oversight from the minutes of the Cabinet meeting 9th July 2013 and to ask Members to confirm that the Head of Environment, in consultation with the portfolio holder, be given delegated authority to agree discounts for the 'Group D' season tickets.

Classification: OFFICIAL

Background Papers: None

**CHILTERN DISTRICT COUNCIL
CABINET (26TH AUGUST 2014)**

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

JOINT WASTE STRATEGY FOR BUCKINGHAMSHIRE REVIEW

Contact Officer: Kitran Eastman 01494 732149

RECOMMENDATIONS

That the revised Joint Waste Strategy for Buckinghamshire is adopted

Relationship to Council Objectives

This report relates to:

Objective 3: *Conserve the environment and promote sustainability*

Continuing to reduce waste and increase re-use and recycling will help conserve the local, national and global environment as well as making Chiltern a more sustainable area.

Implications

- (i) The Council's recycling/composting target is 60% by 2025 as part of the Joint Waste Management Strategy for Bucks. The national target is 45% by 2015 and 50% by 2020. There are no longer District any specific targets.
- (ii) The current Joint Waste Management Strategy for Bucks policies, including "securing a long-term strategy for the management of wastes for which the member authorities are collectively responsible"

Financial Implications

Chiltern District Council makes a financial contribution to the Partnership in addition to supporting county wide campaigns and initiatives that require Officer time and resources. This is within current budgets and resources.

Risk Implications

Not having an updated adopted waste strategy could lead the Council open to criticism and reputational risk

Equalities Implications

None

Sustainability Implications

The Council's recycling/composting target is 60% by 2025 as part of the Joint Waste Management Strategy for Bucks. The national target of 45% by 2015 and 50% by 2020. There are no longer District specific targets.

Background

- 1 The Buckinghamshire Joint Waste Committee has undertaken a review of our county-wide Joint Waste Strategy. This document sets out the aims and objectives for both District and County Councils in terms of waste prevention, collection and disposal.
- 2 Waste is no longer viewed purely as waste, but as a resource from which maximum value should be derived. There has been a shift toward economic factors in the refreshed strategy, including generating combined income to the benefit of all partnership members.
- 3 There has been significant progress in the past five years in Buckinghamshire: a new 'Energy from Waste' plant has been commissioned and is underway, which will significantly reduce our reliance as a partnership on landfill. All District Councils have also rolled out new services with the intention of saving money and improving recycling.
- 4 The review process has been undertaken in full consultation with the Joint Waste Committee. Members have been heavily involved in the process and have shaped the document as it stands today. A 'critical friend' event was held, at which three partnerships from England presented their partnership's strategic approaches. A 'member workshop' was also held, where an external local government officer facilitated an open and honest discussion with members and officers.
- 5 The objectives of the strategy were set, in consultation with members, as:
 - a. Communicating and delivering an excellent service to local residents and businesses
 - b. Taking a commercial approach to our business, to maximise income and provide value-for-money for residents
 - c. High environmental performance is a priority for our partnership
 - d. Effective education is fundamental to our approach
 - e. These objectives are supported by a plan, which states ambitions and actions to ensure adequate delivery of the four objectives in the 2014-2020 period.
- 6 Key targets and monitoring indicators have also been set. We have set a minimum of 60% recycling, reuse or composting by 2020, and to reduce residual waste generated per household by 2020. We will also monitor food waste tonnages and landfill diversion, although members were clear that targets in these areas are not appropriate. This is due to reduction of food waste being more important than composting of it,

and the move from landfill to energy from waste over the next five years.

- 7 Finally, the strategy sets out membership and governance arrangements for the partnership. Officer groups are defined, as are partnership support and the jointly-funded roles.
 - 8 The Memorandum of Understanding has also undergone a refresh, and this document is referred to in the joint strategy as setting out the working principles and practices of the partnership.
 - 9 For further information, please contact the Waste Partnership Officer, Henry Allmand, on 01296 585320 or email hallmand@aylesburyvaledc.gov.uk. Further general information about the activities of the Waste Partnership can be found at www.buckinghamshirepartnership.co.uk/recycle-for-buckinghamshire
 - 10 The attached draft document (**Appendix**) provides further details on the strategy refresh and further detailed reports will be given as the refresh progresses.
-

Waste Partnership for Buckinghamshire

Joint Waste Strategy 2014-20

“As a partnership, we will work together to deliver the best value, most customer-focused waste and recycling service, incorporating prevention, reuse, collection and disposal”

Foreword from the Chairman of the Joint Waste Committee

It is my pleasure to introduce the Joint Waste Strategy for Buckinghamshire. This has been a project that has been joint in many respects; we have worked closely as five partnership authorities, building a strong working relationship. I am pleased to say that member involvement in the development of our strategy has been crucial to the process, and working closely with members from the Partnership authorities has proved to be a rewarding experience.

Building on our successes is crucial; the Partnership’s purpose is to deliver the best possible waste service, and there is always room for improvement.

We no longer consider ‘waste’ in the same way as we did in the past. In recent years, there has been a significant shift from viewing waste as an unnecessary produce of modern life, to a valuable resource from which maximum value should be extracted. In challenging economic times, local authorities need to take measures to ensure that our use of ‘waste’ material is done as cost-effectively as possible.

Waste management is not solely influenced by finance. Environmental aspects are an important factor to consider, alongside providing a service appropriate for the taxpayer and the charity sector. Education regarding waste and recycling for our future generation is high on the agenda, as this is fundamental to achieving a sustainable future for Buckinghamshire.

By drawing up this document, the Waste Partnership for Buckinghamshire is seeking to build on many years of hard work by members and officers. Partnership working in the waste management sector creates many unique opportunities. The intention behind this document is to provide the basis and direction for all parties to work effectively together and to support each other in delivering high quality service to Buckinghamshire residents, and to play a valuable role in the wider waste industry.

Introduction to the Waste Partnership

Within the county of Buckinghamshire, the four district councils are responsible for collecting household waste material, and the county council is responsible for its disposal. Although there is no legal requirement for County and District Councils to ensure they work together effectively, it makes economic, environmental and practical sense to do so. As a result, this Partnership was formed in 2003, with the intention of facilitating joint working to improve efficiency.

The work of the Partnership is overseen by the Joint Waste Committee, which comprises two members from each authority, including the portfolio holder. Members meet regularly throughout the year (on at least three occasions), and all key decisions, including joint-budgetary or financial decisions, are approved by the Committee.

In the past five years, there have been some key developments in the waste sector in Buckinghamshire:

- Building has commenced on an 'Energy from Waste' plant at Calvert, which will significantly reduce the need for using landfill sites as a method of waste disposal.
- New collection schemes have successfully been rolled out across the districts.
- The Partnership's joint fly-tipping initiative has gone from strength to strength, and key convictions have been publicised in local media.
- The introduction and delivery of a waste prevention programme covering garden, food and bulky waste streams.

Long-term strategic planning is the cornerstone of all effective public and private sector activity, and waste management partnerships are no exception. The Waste Partnership for Buckinghamshire has therefore drawn up this strategic document, to clearly outline its plan for the future of waste management in Buckinghamshire, and to define 'best practice' for all parties to work together in partnership. In this context, a best practice approach uses step-by-step processes to tackle challenges, recording at each stage what works, sharing the results and repeating the successful methods. It looks to create consistency, quality and repeatability.

Our Objectives

As a partnership, we have developed the following joint objectives. As part of the member-led development of the joint strategy, members were also heavily involved in the discussion and development of these objectives. To support the delivery of these objectives, a 'delivery plan' has also been produced.

Communicating and delivering an excellent service to local residents and businesses

We want to deliver the best possible service to our customers – the businesses and residents in Buckinghamshire. When we make decisions, we will consider the customer's perspective. Providing value-for-money to our residents is as important as ensuring customer satisfaction for every point of contact. Where we have a contracted collection service does not change this; and we will work to ensure that our business partners are as committed to customer service as we are.

We want to take a commercial approach to our business, to maximise income and provide value-for-money for residents

Local government funding is being cut, and financial considerations are now at the fore of the delivery of all public sector services. We must, as local authorities, look to maximise any opportunities for income generation, and the waste and resource industry will be fundamental to this approach. Waste is now viewed across the sector as a resource, a commodity to be targeted to achieve value for money. Many large scale private companies are generating profits from processing household waste material, and it is important that we do not miss any opportunity to help fund our service delivery.

Making savings is also important. We will strive, as a partnership, to identify those areas where our service can be streamlined or managed more efficiently. Making savings does not necessarily mean making cuts; it can be just as cost-effective to reassess operational practices and find more efficient ways of working.

Of the utmost importance is realising 'value for money' in our approach to waste and resource management. The waste industry is evolving, and local authorities must adapt to keep pace. As a partnership, we will support all authorities who are procuring new contracts to enable partners to get the best price possible. Using the partnership as a forum, best practice in business and commercial development will be shared. New and innovative ideas will be encouraged and we will not be afraid of taking considered risks to achieve a financial gain.

High environmental performance is a priority for our partnership

Advancing the environmental agenda is obviously an important part of managing waste and resources. We will strive to ensure our service achieves high environmental performance in all areas, from reducing waste sent to landfill, through to reducing the polluting effect of collection vehicles, and everything in-between.

High recycling rates are a positive action for our environment. Prioritising waste prevention, increasing reuse and high recycling rates reduces the need for raw materials, and promotes the notion of the 'circular economy'. We want to improve our collective recycling rates, and will seek new and innovative ways of doing this.

Environmental performance also covers the appearance of local areas. Fly-tipping, littering and dog fouling all harm the local environment for local residents. As a partnership, we will act to reduce these instances, and where possible take action on those who undertake illegal dumping. This will contribute to a cleaner, safer and more business-friendly community.

Effective education is fundamental to our approach

Getting the right messages out to residents and businesses is a fundamental requirement behind our partnership approach to waste management. Targeted educational communications and campaigns increase awareness of the type of services that each authority provides, and advocate the waste prevention and reduction messages.

The overall aim of our educational objective is to reduce the amount of residual waste arising, and to modify behaviour to ensure maximum waste material is diverted from landfill and into the correct waste stream.

Our education programme will also seek to reduce the contamination of the waste streams we collect, such as food and garden waste, and increase the participation of residents in opt-in schemes, such as garden waste collection.

Educating residents is a positive, preventative and proactive measure, designed to maximise the potential of the services we provide.

Delivery Plan

Objective	Ambition	Action
<p style="text-align: center;">Communicating and delivering an excellent service to local residents and businesses</p>	Clear and concise information should be made available on all partners websites	All partner authorities will undertake to review their online content and make regular appropriate updates
	We want the 'Recycle for Bucks' website to provide an online portal for communicating key messages	A partnership officer will be responsible for keeping this website up-to-date, and for promoting traffic to the site
	Our use of social media platforms will be developed, alongside more traditional forms of communication	<p>All authorities will undertake to increase their use of social media to advertise and promote their service as well as waste reduction campaigns, and a social media guidance document will be produced</p> <p>We will continue to communicate using traditional ways and website where appropriate</p>
	We will aim to put the customer at the heart of our decisions and decision-making, working for them at all times	All authorities will explore the opportunity to develop partnership-wide customer service standards for agreement
	We want prevention and reuse messages to be at the centre of our service delivery	We will continue to develop and support our partnership's existing volunteer programme to deliver prevention and reuse messages across the various waste streams

Objective	Ambition	Action
<p style="text-align: center;">Taking a commercial approach to our business, to maximise income and provide value-for-money</p>	Partnership work offers unique opportunities for joint procurement, and for generating external funding	<p>We will seek out opportunities for procuring joint contracts where possible, and work together to develop these</p> <p>We will actively seek out opportunities to generate external funding</p>
	We want to maximise the income available from trade waste	We will develop an options appraisal for a trade waste service
	Maximum income should be derived from all waste material	The joint operational officer group will, in consultation with the JWC, develop joint initiatives to generate income from all waste streams
	Gate-fees are expensive; we want to avoid them wherever possible	As a partnership, we will set and monitor targets for reducing residual waste generated per household
	We want to take an 'invest-to-save' approach where appropriate	The JWC has the power to agree expenditure, and we will commit to investing some of our joint funding in any initiative or resource that has a sound business case
	We want to get a better understanding of our waste streams, to help guide our business decisions	We will consider the merits of joint-funding a snapshot 'waste compositional analysis'

Objective	Ambition	Action
<p style="text-align: center;">High environmental performance is a priority for our partnership</p>	High recycling rates will improve our environmental performance	We will set and monitor targets for achieving high recycling rates
	We want to achieve a clean environment in both urban and rural areas, to improve the quality of life for residents, to attract business and encourage the growth of our local economy	<p>We will continue to fund and drive forward our successful joint fly-tipping campaign</p> <p>We will design and develop a jointly-funded anti-litter campaign</p>
	We want to reduce the levels of green (garden) and food waste generated	<p>We will develop and design campaigns for reducing the levels of green and food waste across the county, incorporating national campaigns where possible</p> <p>We will support WRAP in targeting supermarkets, and we will also lobby supermarkets, fast food outlets and restaurants etc. as a partnership to do more to tackle food waste</p>
	We want to encourage residents to provide uncontaminated green & food waste streams	Our joint communications officer group will produce a countywide campaign to reduce the levels of contamination of these streams
	We want to promote the idea of the circular economy	<p>As a partnership, we will support the design of the county-wide '<i>Bulky Waste Strategy</i>', and the '<i>Reuse and Recycling Credit Policy</i>'</p> <p>We will also support the growth and on-going development of the Bucks Reuse Forum</p> <p>We will consider the introduction of grant funding for environmental & reuse projects which assist with the principles of the circular economy</p>

Objective	Ambition	Action
<p style="text-align: center;">Effective education is fundamental to our approach</p>	<p>We recognise that long-term behavioural change can best be achieved by educating local children and young people</p>	<p>Our joint communications technical officer group will review the delivery of our county-wide waste education programme in local schools, and seek out opportunities to improve waste services in schools</p>
	<p>We want to achieve the best use of existing local authority waste & recycling communications and education services available to residents and businesses</p>	<p>Our joint communications technical officer group will take responsibility for sharing local authority service information and share ideas for best communication practice, between the authorities in the partnership</p>
	<p>We want to provide information and communicate clearly to central government and the wider industry</p>	<p>We will react to emerging government legislation, and lobby central government and other industry bodies</p> <p>We will hold an annual partnership conference to provide a platform for engaging with the sector and other interested bodies</p>
	<p>We want to make best use of existing national campaigns that are designed to reduce or prevent green, food and bulky waste arisings</p>	<p>Our joint communications technical officer group will promote educational material that has been nationally developed and tested, for example 'Love Food, Hate Waste' and 'Fresher for Longer'.</p> <p>We will support WRAP, and other national campaigns locally</p>

Key Targets: As a partnership, we have established some key targets to achieve over the coming years. These targets are intended to be read as joint targets, that we will seek to achieve as a partnership. Both targets are tied together; rising recycling rates should be achieved in tandem with falling residual waste generated per household, to identify that residual waste reduction is directly and positively impacting on recycling rates.

Indicator	Description	Past years		Starting Point	Current Year Target	Mid-point Target	Long-term Target
		2011/12	2012/13	2013/14	2014/15	2016/17	2019/20
Household waste sent for recycling, reuse or composting (%)	District Councils & BCC (HWRCs)	45.3	48	53.97	55	57	60+
Residual waste generated per household (kg)	Average residual waste per HH, from kerbside and HWRCs	620	571	520	500	480	450

Monitoring: As a partnership, we want to monitor some key, joint indicators of waste management. These are not targets, and should not be read as such.

Indicator	Past years		Starting Point	Current year expectation	Long-term expectation
	2011/12	2012/13	2013/14	2014/15	2019/20
Food waste tonnages	No data	No data	4441 (estimate)	TBC	TBC
Municipal waste sent to landfill (%)	57.6	55	49	45	<5%

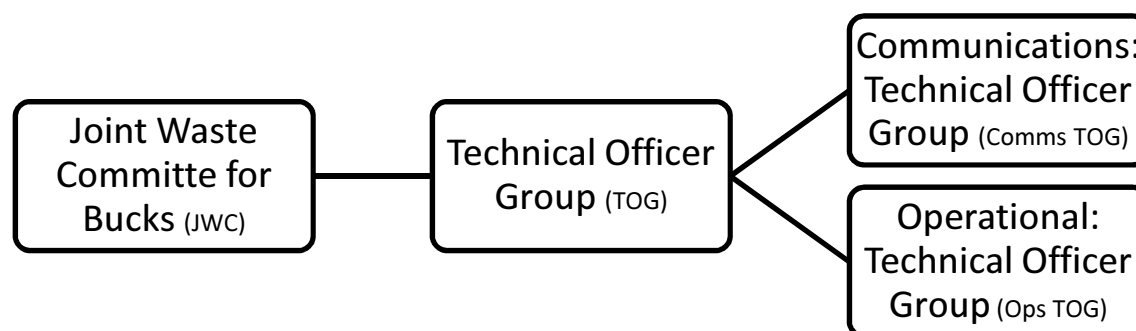
The monitoring of Commercial and Industrial Waste in these figures will be reviewed after the EfW plant has come online.

Membership & Governance

There are five local authorities within the partnership: Aylesbury Vale District Council (AVDC), Chiltern District Council (CDC), South Bucks District Council (SBDC) and Wycombe District Council (WDC), and Buckinghamshire County Council (BCC).

Local authority sovereignty is guaranteed; the Waste Partnership for Buckinghamshire does not hold any powers to make decisions on individual authority's service arrangements.

The organisational structure of the Partnership



The **Joint Waste Committee for Bucks (JWC)** meets at least three times in a calendar year. This group is made up of elected members; the Cabinet Member with waste management responsibility at each authority, plus one deputy for each. These members have the right to vote on joint decisions. Officers who sit on this Committee do not have the right to vote on decisions, but may contribute to discussions. Each Council contributes to a joint fund, the use of which is governed by the members of the joint committee. Key decisions are routinely made by this Committee, but each authority within the partnership retains autonomy over their respective waste services.

The **Technical Officer Group (TOG)** is made up of senior officers, representing the five authorities, and the Waste Partnership Officer. This group is responsible for advising the JWC on work streams, updating on projects, and guiding the work plans of the two officer groups; the Operational and Communications Technical Officer Groups.

The **Operational Technical Officer Group (Ops TOG)** is made up of operational officers, representing the five authorities. This group is responsible for delivering the work streams of the partnership, in addition to ensuring effective and joined-up working practices on initiatives that have require a partnership approach.

The **Communications Technical Officer Group (Comms TOG)** is made up of communications officer from each authority, and jointly-funded 'Waste Prevention Officers'. The group is responsible for delivering communications and education projects, designed to prevent and reduce waste arisings, and to encourage residents to dispose of all waste material in the correct way.

The **Waste Partnership Officer** is a joint-funded post, reporting directly to the Chairman and Vice-Chairman of the JWC, and the designated lead technical officer. The Waste Partnership Officer is responsible for liaising with members and officers at each authority,

providing a neutral point of contact, and will assist with the work plan for the Operational and Communications TOGs. This post will also be responsible for taking on projects as decided by the JWC, and for reporting and presenting to the JWC on an 'ad hoc' basis.

The **Waste Prevention Project Officers** are jointly-funded posts, reporting directly to a senior officer at Buckinghamshire County Council. They represent the Partnership at the 'Comms TOG', and provide a technical service with the responsibility to promote, advise and contribute to all aspects of waste reduction activity on behalf of the Partnership.

Agreed roles within the Partnership:

Chairman and Vice-Chairman of the JWC – Councillor (elected for a minimum of two years, rotating every two years between the county and the districts)

Secretariat – Chiltern District Council

Treasurer – South Bucks District Council

Waste Partnership Officer*

Waste Prevention Officer (1.5FTE)*

**Joint-funded posts*

Governance documents

A 'Memorandum of Understanding' has been signed by representatives of each authority in the partnership, which demonstrates the shared commitments each member authority has made. This was reviewed in 2014 as part of this strategic refresh, and signed by the portfolio holder at each partnership authority. This document includes our 'guiding principles' on how we will work together as a partnership.

The procedural rules of the Joint Waste Committee can be found in the 'Constitution of the Bucks Joint Waste Committee' document, which was agreed and signed off by all parties in 2004.

Web Addresses

To be included:

Link to Partnership webpage

Link to Memorandum of Understanding

Link to Constitution

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

Performance Indicator Targets 2014-2017

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

RECOMMENDATIONS

- 1. Members are asked to confirm approval of Performance Indicators and future targets.**

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 sustainability implications, monitoring of performance indicators such as planning permission, recycling rates all help to support the principles of sustainability.

Report

1. This report provides information on the targets set for performance indicators for 2014/15, 2015/16 and 2016/17.

Background

2. The Council sets targets for each performance indicator for the next three years and publishes these along with the actual performance in the Annual Report, published in June of each year.
3. In line with the Council's performance management framework, all Heads of Services review their performance indicators annually through the service planning process and sets targets against each indicator for the next three years.
4. This year, a more extensive review has been undertaken by Heads of Service, particularly where shared services will be in place at the start of the performance year – Building Control, Community Safety, Housing and Licensing.
5. As a result of the extensive review there have been a number of new performance indicators introduced for the new joint service areas. The aim of the new indicators is to ensure that consistent performance data is collected across both districts for the joint service areas.
6. There are certain PIs recorded by the Council which do not have targets set for them. These are data only PIs where data is collected but not measured against a target.

Main Changes for 2014/15

7. There have been several new indicators introduced for the housing team for 2014/15. The new PIs are to reflect the new joint housing service so identical indicators are monitored for both districts.
8. Building Control have implemented joint performance indicators which monitor data for both Chiltern and South Bucks. These can be found on page 10 of appendix A.
9. Waste targets and performance from April 2014 will be reported for the whole joint waste service. The Joint Waste Collection Committee for Chiltern and Wycombe has only set joint targets for waste performance indicators across the whole service. The reason joint target have been set is to enable rounds to become more efficient and where appropriate cross the CDC/WDC boundary, for both waste and recycling collection and cleansing. It also reduces staff time double entering figures.

Background papers: (if any)

Appendix A: Performance Indicator Targets

Key: Have we improved compared to 2012/13? ↑=Better, ↔=Same, ↓=Worse. / Are we on target? ✓=Exceeded it, ◻=Within 10%, ✗=Missed it											
Code	Performance Indicator	2010/11 Value	2011/12 Value	2012/13 Value					Annual Targets		
					2013/14 Value	2013/14 Target	Status	2013/14 Note	2014/15	2015/16	2016/17
Leaders Portfolio											
CHI_CEx 10	Number of unique visitors to the main website	260,799	263,956	309,642	428,068	Not Set	Data Only		Data Only PI targets not set		
CHI_CEx BV12	Working Days Lost Due to Sickness Absence	7.96	10.47	5.66	8.38	7.80	◻	In 2013/14 8 employees off on long term sickness of which 3 are still off work, 7 had operations.	7.60	7.40	7.80
CHI_CEx BV16a	Percentage of Employees with a Disability	3.67%	4.58%	5.46%	4.37%	3.00%	✓		5.75%	6.00%	6.25%
CHI_CEx BV17a	Ethnic Minority representation in the workforce - employees	3.2%	4.6%	5.9%	8.3%	3.8%	✓		6.50%	7.50%	8.50%
Deputy Leaders/ Support Services Portfolio											
CHI_CEx 8	The percentage response to the annual canvass	92.43%	93.98%	96.11%	94.39%	94%	✓		94%	94%	94%
CHI_RES 9	Percentage of calls to ICT helpdesk resolved within agreed timescales	94%	92.9%	91.5%	84.5%	95%	✗	Project work continues to take up a lot of ICTs resources which is having an impact on the speed of calls being resolved.	95%	95%	95%
CHI_RES 10	Availability of ICT systems to staff from 8am to 6pm	99.5%	99.6%	99.9%	99.8%	99%	✓		99%	99.5%	TBC

Key: Have we improved compared to 2012/13? ↑=Better, ↔=Same, ↓=Worse. / Are we on target? ✓=Exceeded it, ◻=Within 10%, ✗=Missed it											
Code	Performance Indicator	2010/11 Value	2011/12 Value	2012/13 Value					Annual Targets		
					2013/14 Value	2013/14 Target	Status	2013/14 Note	2014/15	2015/16	2016/17
CHI_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	100%	100%	100%	100%	100%	✓		100%	100%	100%
CHI_RES 13a	Percentage of standard searches carried out within five working days	100%	100%	95%	97%	100%	◻	Local Land Charges section's performance during Q3 was severely affected by a combination of long term sickness and pre-booked annual leave, which has had an effect on annual performance figures.	100%	100%	100%
CHI_RES 13b	Percentage of standard searches carried out within three working days	100%	100%	84%	86%	90%	◻		90%	90%	100%
CHI_RES F1	Percentage of small businesses paid within 10 days	77	84	83.3	68.6	90	✗	Of the 554 payments made during 2013/12. 174 were paid late. Note this includes disputed invoices. The average time to pay a small business invoice was 18.6 days.	90	90	90

Key: Have we improved compared to 2012/13? ↑=Better, ↔=Same, ↓=Worse. / Are we on target? ✓=Exceeded it, □=Within 10%, ✗=Missed it											
Code	Performance Indicator	2010/11 Value	2011/12 Value	2012/13 Value					Annual Targets		
					2013/14 Value	2013/14 Target	Status	2013/14 Note	2014/15	2015/16	2016/17
Customer Services Portfolio											
CHI_RES BV9	% of Council Tax collected	99.21%	99.20%	99.30%	99.27%	99.00%	✓		99.00%	99.00%	99.00%
CHI_RES BV10	Percentage of Non-domestic Rates Collected	98.44%	98.10%	97.50%	98.22%	98.00%	✓		98.00%	98.00%	98.00%
CHI_RES BV78a	Speed of processing - new HB/CTB claims	15.62	12.3	14.64	14.48	18	✓		18	18	18
CHI_RES BV78b	Speed of processing - changes of circumstances for HB/CTB claims	4.44	4.28	3.42	3.38	5	✓		5	5	5
CHI_RES BV76d	Housing Benefits Security number of prosecutions & sanctions	33	38	31	28	30	□	2 prosecutions begun in 2013/14 have overrun into next year.	30	30	30
CHI_RES BV79b(i)	Percentage of Recoverable Overpayments Recovered (HB) that are recovered during period	85.45%	85.70	54.41%	83.52%	80.00%	✓		60.00%	60.00%	60.00%
Environment Portfolio											
CHI_SER BV82a i	% of Household Waste Recycled	30.06%	28.69%	28.08%	33.21%	33.00%	✓	This is a joint target as agreed by the Joint Waste Committee on 26 th June 2014.	31.00%	TBC	TBC
CHI_SER BV82a ii	Tonnes of Household Waste Recycled	9,938.85	9,274.74	8,910.75	10,553.85	10,500	✓		29,900	TBC	TBC
CHI_SER BV82b i	% of Household Waste Composted	16.97%	18.74%	17.36%	20.04%	25.00%	✗	The target of 25 % which was set for 2013/14 was an <u>estimated</u> figure	25.00%	TBC	TBC

Key: Have we improved compared to 2012/13? ↑=Better, ↔=Same, ↓=Worse. / Are we on target? ✓=Exceeded it, ◻=Within 10%, ✗=Missed it												
Code	Performance Indicator	2010/11 Value	2011/12 Value	2012/13 Value					Annual Targets			
					2013/14 Value	2013/14 Target	Status	2013/14 Note	2014/15	2015/16	2016/17	
									introduced at the time the new joint waste contract commenced. This is now a joint target as agreed by the Joint Waste Committee on 26 June 2014.			
CHI_SER BV82b ii	Tonnes of household waste composted	5,634.59	6,132.29	5,509.81	6,368.94	6,000	✓			25,000	TBC	TBC
CHI_SER BV84a	Household waste collected per head, in kilos	364.2	358.4	342.4	341.8	350.0	✓	The kilos per head are shown as higher for 14/15 as they are now joint waste figures. The increased target shown is due to two reasons: Wycombe having a higher amount of waste collected than Chiltern and the successful promotion of the garden waste scheme in Chiltern (14,000 households) which means an increased amount of waste (includes garden waste) is collected.		375.0	TBC	TBC
CHI_SER JWS 8	Number of waste and recycling collections missed	New for 2013/14			11,427	20,000	✓			20,800	TBC	TBC
CHI_SER JWS 10	Percentage of fly-tippings removed within 2 working days	New for 2013/14			42.05%	90%	✗	Figures to be advised due to data validation issues.		90%	TBC	TBC

Key: Have we improved compared to 2012/13? ↑=Better, ↔=Same, ↓=Worse. / Are we on target? ✓=Exceeded it, ◻=Within 10%, ✗=Missed it											
Code	Performance Indicator	2010/11 Value	2011/12 Value	2012/13 Value					Annual Targets		
					2013/14 Value	2013/14 Target	Status	2013/14 Note	2014/15	2015/16	2016/17
CHI_SER JWS 11	Joint Waste Service Customer Service call abandonments Rate	New for 2013/14			25.3%	10%	✗	Off target due to increased number of calls from implementing the new waste service.	10%	TBC	TBC
CHI_SER JWS 12	Joint Waste Service Customer Service Calls answered within in 20 seconds	New for 2013/14			33.1%	60%	✗	Off target due to increased number of calls from implementing the new waste service.	65%	TBC	TBC
CHI_SER NI 191	Residual household waste kg per household	457	447	442.52	384.31	480	✓	Increase from 13/14 is due to it being a joint figure now - higher level in the Wycombe District.	450	TBC	TBC
CHI_SER NI 192	Percentage of household waste sent for reuse, recycling and composting	47.04%	47.18%	46.10%	53.30%	58.00%	◻	The target for 2014/15 is higher than the previous year due to it being a joint figure now - higher level in the Wycombe District.	56.00%	TBC	TBC
CHI_SER NI 195a	Street cleanliness indicator (Levels of Litter)	2%	3%	1%	2%	4%	✓		4%	TBC	TBC
CHI_SER NI 195b	Street cleanliness indicator (Levels of Detritus)	6%	6%	9%	3%	16%	✓		16%	TBC	TBC
CHI_SER NI 195c	Street cleanliness indicator (Levels of Graffiti)	0%	0%	0%	0%	0%	✓		0%	TBC	TBC
CHI_SER NI 195d	Street cleanliness indicator (Levels of Fly-posting)	0%	0%	0%	0%	0%	✓		0%	TBC	TBC

Key: Have we improved compared to 2012/13? ↑=Better, ↔=Same, ↓=Worse. / Are we on target? ✓=Exceeded it, □=Within 10%, ✗=Missed it											
Code	Performance Indicator	2010/11 Value	2011/12 Value	2012/13 Value					Annual Targets		
					2013/14 Value	2013/14 Target	Status	2013/14 Note	2014/15	2015/16	2016/17
CHI_SER NI 185	Cumulative CO2 reduction from local authority operations from base year of 2008/09	7.0%	13.0%	19.0%	22.0%	6.5%	✓	Target is increased by 1.3% per year as agreed by Cabinet.	7.8%	9.1%	10.4%
CHI_SER NI 188	Planning to Adapt to Climate Change (5 levels of performance 0=low 5= high)	2	2	3	3	3	✓		4	4	4
CHI_SER BV217	Pollution Control Improvements Completed On-time	100%	100%	100%	100%	100%	✓		100%	100%	100%
Community, Health and Housing Portfolio											
Jt HS1a (C)	Number of applicants with/expecting children who have been in B & B accommodation for longer than 6 weeks (Snapshot figure at end of month, CDC)	New PI for 2014/15 to reflect the new joint housing service.					✓		0	0	0
Jt HS2a (C)	Number of affordable homes delivered by (i) new build and (ii) vacancies generated by local authority scheme (Cumulative, CDC)	New PI for 2014/15 to reflect the new joint housing service.					N/A		33	33	33
Jt HS3a (i) (C)	Average Length of stay in B & B temporary accommodation for all households (Snapshot at end of quarter, CDC)	New PI for 2014/15 to reflect the new joint housing service.					N/A		5	5	5

Key: Have we improved compared to 2012/13? ↑=Better, ↔=Same, ↓=Worse. / Are we on target? ✓=Exceeded it, ◻=Within 10%, ✗=Missed it												
Code	Performance Indicator	2010/11 Value	2011/12 Value	2012/13 Value					Annual Targets			
					2013/14 Value	2013/14 Target	Status	2013/14 Note	2014/15	2015/16	2016/17	
Jt HS3a (ii) (C)	Average Length of stay in B & B temporary accommodation for households with/expecting children (Snapshot at end of quarter, CDC)							N/A		5	5	5
Jt HS4a (C)	Number of private sector dwellings vacant for more than 6 months and returned to occupation following local authority intervention, CDC							N/A		40	40	40
Jt HS5a (C)	Preventing Homelessness - number of households where homelessness prevented							N/A		110	110	110
Jt HS6a (C)	Households receiving heating/insulation improvements through the Green Deal							N/A		50	50	50
Jt HS7a (C)	Number of clients directly accessing the private rented sector through local authority partnership schemes							N/A		45	45	45
Jt HS8a (C)	Number of households living in temporary accommodation (Snapshot at the end of the month, CDC)							N/A		22	22	22

Key: Have we improved compared to 2012/13? ↑=Better, ↔=Same, ↓=Worse. / Are we on target? ✓=Exceeded it, □=Within 10%, ✗=Missed it											
Code	Performance Indicator	2010/11 Value	2011/12 Value	2012/13 Value					Annual Targets		
					2013/14 Value	2013/14 Target	Status	2013/14 Note	2014/15	2015/16	2016/17
CHI_SER 62	The number of properties with rent deposit guarantee scheme (snapshot quarterly)	200	177	167	142	120	✓		100	100	100
CHI_SER 8	Percentage of all category A [high risk] health and safety inspections undertaken when due	New for 2012/13		100%	100%	100%	✓		100%	100%	TBC
Jt EH1a (C)	Percentage of food premises inspected when they were due (Cumulative Quarterly, CDC)	New PI for 2014/15.					N/A		98%	98%	98%
Jt EH2a (C)	Percentage of food premises (Risk Rating A to C) that are broadly compliant (snapshot quarterly, CDC)	New PI for 2014/15.					N/A		89%	89%	89%
Jt EP1 (C)	Percentage of required environmental protection visits to permitted premises completed when they were due	New PI for 2014/15.					N/A		100%	100%	100%
Jt EP2 (D)	Emergency Planning - Training exercises undertaken	New PI for 2014/15.					N/A		1	1	1
Jt LI1 (C)	% Hackney Carriage/private hire drivers licences received and renewed within 7 days (by month, across CDC & SBDC)	New joint PI for 2014/15.					N/A		98%	98%	98%

Key: Have we improved compared to 2012/13? ↑=Better, ↔=Same, ↓=Worse. / Are we on target? ✓=Exceeded it, ◻=Within 10%, ✗=Missed it												
Code	Performance Indicator	2010/11 Value	2011/12 Value	2012/13 Value					Annual Targets			
					2013/14 Value	2013/14 Target	Status	2013/14 Note	2014/15	2015/16	2016/17	
Jt LI2 (C)	% Hackney Carriage/private hire vehicle licences received and renewed within 7 days (across CDC & SBDC)	New joint PI for 2014/15.						N/A		98%	98%	98%
Jt LI3 (C)	% of customers satisfied with the service received (Licensing) - across CDC & SBDC)	New joint PI for 2014/15.						N/A		89%	89%	89%
Jt LI4 (C)	Percentage of all licensing applications which are completed online (across CDC & SBDC)	New joint PI for 2014/15.						N/A		96%	96%	96%
Jt LI5 (C)	% Licenses received and issued/renewed within statutory or policy deadlines (across CDC & SBDC)	New joint PI for 2014/15.						N/A		95%	97%	97%
CHI_OPIPE7	Percentage of requests for service (Environmental Health) actioned within three working days	92.3%	96.05%	91.74%	94.73%	Not Set	N/A		Data Only PI targets not set			
CHI_SER BFD	Percentage reduction in burglaries from dwellings year on year	New PI for 2012/13		6.3	15	5	✓	Thames Valley Police will not be setting targets for coming years. Therefore crime related PIs will become data only PIs and will not have set targets.	Data Only PI targets not set			
CHI_SER VIO	Percentage reduction in violent offences against a person year on year	New PI	672	-0.9	22	5	✓		Data Only PI targets not set			
CHI_SER 45	Total number of users at all leisure centres	810,948	829,950	876,129	874,748	830,000	✓		840,000	850,000	855,000	

Key: Have we improved compared to 2012/13? ↑=Better, ↔=Same, ↓=Worse. / Are we on target? ✓=Exceeded it, □=Within 10%, ✗=Missed it											
Code	Performance Indicator	2010/11 Value	2011/12 Value	2012/13 Value					Annual Targets		
					2013/14 Value	2013/14 Target	Status	2013/14 Note	2014/15	2015/16	2016/17
CHI_OPIPE43	Total attendance at all sports zone activities	17,253	6,647	4,552	5,300	Not Set			Data Only PI targets not set		
CHI_OPIPE12	The percentage of community grant applications considered within 12 weeks of the closing date	100%	90%	86%	96%	86%	✓		86%	86%	86%
Sustainable Development Portfolio											
CHI_SER 188	The percentage of decisions delegated to officers as a percentage of all decisions	93.3%	92.7%	94%	92.8%	90%	✓		90%	90%	90%
CHI_SER 23	Grant planning permission for at least 145 new dwellings (net) per annum	337	107	100	178	145	✓		145	145	TBC
CHI_SER 25	Percentage of new homes (net) granted planning permission which are affordable	29.3%	7%	13.2%	24%	33%	✗	During 2013/14, a net total of 178 dwellings were permitted of which 42 are affordable. This represents 24%, which is below the Core Strategy target	33%	33%	TBC
CHI_SER BV204	Planning appeals allowed	29.3%	35.6%	33.0%	29.9%	35.0%	✓		35.0%	35.0%	33.0%
CHI_SER NI 154	Net additional homes provided	80	177	309	135	135	✓		133	133	120
CHI_SER NI 157a	Processing of planning applications: Major applications processed within 13 weeks	64.70%	68.20%	62.50%	95.20%	60.00%	✓		70.00%	70.00%	70.00%
CHI_SER NI 157b	Processing of planning applications: Minor	83.80%	77.50%	69.80%	72.50%	70.00%	✓		70.00%	70.00%	70.00%

Key: Have we improved compared to 2012/13? ↑=Better, ↔=Same, ↓=Worse. / Are we on target? ✓=Exceeded it, □=Within 10%, ✗=Missed it												
Code	Performance Indicator	2010/11 Value	2011/12 Value	2012/13 Value					Annual Targets			
					2013/14 Value	2013/14 Target	Status	2013/14 Note	2014/15	2015/16	2016/17	
	applications processed within 8 weeks											
CHI_SER NI 157c	Processing of planning applications: Other applications processed within 8 weeks	93.30%	90.20%	90.50%	90.40%	90.00%	✓			90.00%	90.00%	93.00%
CHI_SER NI 159	Supply of ready to develop housing sites	110.8%	135.0%	138.0%	131.4%	100.0%	✓			100.0%	100.0%	90.0%
CHI_SER SD5 (C)	Av no days to process and pass planning applications to case office	New PI for 2014/15, requested by Head of service					N/A			5	5	5
Jt BC1a (C)	Applications checked within 10 working days. (CDC)	New PI for 2014/15					N/A	This will become a jointly reported PI once targets for SBDC and CDC have aligned.		82%	85%	90%
Jt BC2 (C)	Applications checked within 15 working days	New PI for 2014/15					N/A			99%	99%	99%
Jt BC3 (C)	Average time taken to process building control applications	New PI for 2014/15					N/A			7	6	6
Jt BC4 (C)	Customer satisfaction with the service.	New PI for 2014/15					N/A			93%	94%	95%

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

Quarterly performance indicator report (Q1 2014-2015)

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

RECOMMENDATIONS

- 1. Cabinet is asked to note the performance report.**
- 2. Building Control indicators are now jointly reported with South Bucks, reflecting the shared service, except for the indicator relating to applications checked within 10 days, which is reported separately. Cabinet are requested to approve a change to the targets relating to the joint indicator reporting on the overall satisfaction with the service across Chiltern and South Bucks. It is requested that the targets be amended to 2014/15, 93% and 2015/16, 94%, from 94% and 95% respectively. This is to enable the new shared service to settle down, with the 2016/17 target reverting to 95%.**

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 performance indicators and service objectives during April to June 2014.

2. Background

- 2.1 Management Team, Cabinet, Council and Performance and Resources Overview Committee receive regular updates detailing our progress towards service plan objectives, performance targets and key service risks. A monitoring report containing budget, performance and activity information also goes to heads of service, management team and informal cabinet on a monthly basis.
- 2.2 A number of detailed performance tables accompany this report.
- **Appendix A** – Priority indicators 2014-15 provides an overview of priority monthly indicators.
 - **Appendix B** – Quarterly performance indicators 2014-15 provides an update on all the Council's indicators.

3. Proposal/ Discussion

3.1 Performance Management across the Council April – June 2014

Performance of the Council's priority performance indicators is summarised in the following section, further details of these priority indicators can be found in Appendix A. The remaining indicators are summarised in the portfolio section (3.3) with supporting information in Appendix B.

3.2 Priority Performance Indicators (PIs)

There are currently 17 performance indicators (PIs) reported to Management Team and Informal Cabinet via the Monthly Monitoring Reports. 12 of these are monitored on a monthly basis and the five environment PIs are monitored on a quarterly basis. At the end of June 2014, 14 of these were on target, one just missed its target and one was off target. One further PI is unknown as it is a data only PI and does not have a set target.

The PIs in the Leaders and Customer Services portfolio are all on or above target. We are currently on track to reach our annual target for the percentage of Council Tax and non-Domestic Rates collected. The speed of processing new or changes of circumstances for housing benefit or council tax benefit claims are well below the 18 and five day targets set respectively.

Of the four PIs under the Communities, Health and Housing portfolio one is unknown, one is on target, one is off target and one just missed its target. The unknown PI is reduction in burglaries from dwellings year on year; a target is not set for this PI as it is a data only PI. Data has not been entered for this quarter as Thames Valley Police have changed the software they use to record crime. This means performance data will not be available until late July.

We are currently off target for the number of houses where homelessness was prevented. The limited availability of suitable affordable private rent

options continues to impact on the overall number of homelessness preventions. However, CAB Debt Advice and Housing Interaction Trust continue to positively deliver homelessness prevention cases that are recorded in this PI.

The number of households living in temporary accommodation was slightly off target for the first quarter. This has been due to the upturn in demand for homelessness assistance and temporary accommodation.

The three PIs for processing of planning applications in the Sustainable Development portfolio are all above target for this quarter.

The five PI for the Environment portfolio are all on target for the first quarter. This includes finalised figures for the 'improved street and environmental cleanliness' indicator set for measuring levels of detritus, graffiti and fly-posting.

Overview of performance and service objectives across the Council

The next sections discuss actions and performance by portfolio. The following table sets out, for each portfolio, how many indicators within the corporate set are on target, based on the latest individual update available. In some cases indicators are not measurable (unknown) as targets have not been set.

Portfolio	No of PIs	PI on target ✔	PI slightly below target ◻	PI off target ✘	Unknown ?
Leaders	2	1	0	0	1
Support Services / Deputy Leader	5	3	0	1	1
Environment	14	8	1	4	1
Community, Health and Housing	20	9	2	7	2
Sustainable Development	13	7	1	5	0
Customer Services	4	4	0	0	0

3.3.1 Overview of Performance in the Leader's Portfolio

How have we performed against our performance indicators?
<p>Working days lost due to sickness absence for the first three months of the year is below target with the equivalent of 7.28 days per fulltime equivalent per year.</p> <p>There have been a total of 104,968 unique visitors to the main Chiltern website; this is a slight reduction compared to the same time last year which saw 114,900 visits to the main Chiltern website. This could be due to the fact that last year we rolled out our new waste collection service and a lot of the information about our new service was available on the website.</p>
Service Actions/Work underway within portfolio
<ul style="list-style-type: none"> The Policy and Performance team continue to work jointly across South Bucks and Chiltern. Covalent has been updated for 2014/15 to allow efficient performance recording for the coming year. We are in progress of developing a Joint Business Plan for Chiltern and South Bucks District Councils. Initial drafts of the Joint Business Plan have been sent to both CDC and SBDC cabinets with final versions to be delegated to the Chief Exec, Leader and Deputy Leader. The Chiltern and South Bucks Joint Strategic Partnership Economy Sub Group is now set up and running. The group has met twice and is currently working on the skills agenda. The Communications team have been working towards the implementation of social media in service areas. A Social Media policy has now been

adopted by the Council and circulated to all members of staff. A corporate Facebook page and Twitter account are currently being used with departments such as community safety and democratic services also having their own twitter accounts.

- The Communications team continue to advice, support and run consultations. New Smart Survey software has been purchased and is being used by various departments to run consultation.
- Collective Agreement was agreed in June 2014 for the new harmonised terms and conditions. Staff in shared services and new employees moved onto the new terms and conditions on 1st July 2014.
- A project plan has been agreed for progressively drawing up and implementing joint policies, procedures and staff handbook in conjunction with a project team with staff and UNISON representation.

3.3.2 Overview of Performance in the Support Services/ Deputy Leader Portfolio

How have we performed against our performance indicators?

The percentage of calls to the ICT helpdesk resolved within agreed timescale was off target for this quarter. This is because project work continues to take up a lot of ICTs resources which is having an impact on the speed of calls resolved.

The percentage of standard search carried out by land charges within three working days is 100% which is above target. The percentage of standard search carried out in five working days is also above target at 99%.

Data for the percentage of small businesses paid within 10 days is not yet available so this PI is unknown.

Service Actions/Work underway within portfolio

- Phase 1 of shared Idox system has almost been completed. Initial progress has also been made on harmonising policy and procedures and producing a shared ICT strategy.
- The payroll retender is on track to be awarded in December 2014.
- The retender on the joint insurance contract has started and the retender of external audit contract for charitable trust is due to be carried out by the Audit Manager later in the year.
- The new joint bank contract with Barclays has been agreed and work is now progressing on the implementation.
- An initial meeting has been held on updating and harmonising Council Constitutions. The terms of reference for the project have been agreed and a quote has been received from external consultants.

3.3.3 Overview of Performance in the Environment Portfolio

How have we performed against our performance indicators?

The performance figures provided waste recycled, composted and collected per head are currently provisional as we are still awaiting final confirmation from Defra.

Waste targets and performance from April 2014 will be reported for the whole joint waste service. The Joint Waste Collection Committee for Chiltern and Wycombe has only set joint targets for waste performance indicators across the whole service. The reason joint target have been set is to enable rounds to become more efficient and where appropriate cross the CDC/WDC boundary,

for both waste and recycling collection and cleansing. It also reduces staff time double entering figures.

Finalised figures for the 'improved street and environmental cleanliness' indicator set for measuring levels of detritus, graffiti and fly-posting are all within target.

Verified figures for the Joint Waste Service Customer Service calls are off target for the first three months of this year. 13.1% of calls to customer services did not ring off after 2 seconds but were abandoned before they are answered. Although we have seen a decline from Q4 of the previous year, we are now entering a period of renewals for garden waste which will see an increase in call volumes.

46.2% of calls were answered within 20 seconds. This is below the set target of 65%. Again this is an improvement when compared to Q4 of the previous year. The improvement should continue in the coming quarters as the waste service continues to bed down.

One PI is unknown this is for the percentage of fly-tippings removed within 2 working days. Figures are outstanding for this PI due to data validation issues.

Service Actions/Work underway within portfolio

- The Chiltern and South Bucks waste team service review has been scheduled for the end of the year.
- Interviews for the shared car parking team have been completed and the new team will be announced week commencing 28th July 2014.
- The waste team continue to monitor the joint Chiltern and Wycombe waste service. Overall satisfaction in Chiltern has increased by 3.2% (percentage points) this wave to 87.9%.
- Planning permission for the second crematorium site has been granted subject to conditions.

3.3.4 Overview of Performance in the Community, Health and Housing Portfolio

How have we performed against our performance indicators?

For the first quarter of this year 242,775 users visited leisure centres in the districts. This is higher than the same period last year which only saw 211,622 visitors.

Data has not been entered for reduction in violent offences against a person year on year this quarter as Thames Valley Police have changed the software they use to record crime. This means performance data will not be available until late July.

Eight clients have directly accessed the private rented sector through local authority partnership schemes. This is off target for the first quarter because of the availability of private rented accommodation that is affordable and available to clients referred by the Council. However there has been an upturn in successful placements compared to previous quarters.

The Green Deal is not yet operational in Chiltern so no households have received heating/insulation improvements through the Green Deal.

14 affordable homes were delivered in the first quarter of this year. 11 affordable homes were new builds and a further 3 were vacancies generated by acquisitions. This is below the set target of 45 affordable homes for this quarter.

The percentage of food premises inspected when they were due is off target for this quarter. This is because the majority of inspections will take place during quarters 2 and 4. 90.6% of food premises are broadly compliant within Chiltern this is within target for the first quarter.

During this quarter 96.3% of licences applications were received and issued/ renewed with statutory or policy deadlines which is above target. The percentage of Hackney Carriage/private hire driver licences received and renewed within 7 days was slightly off target for this quarter at 96.60%

Service Actions/Work underway within portfolio

- The Credit Union has been established and is successfully operating. There is currently discussion on linking to staff terms and conditions.
- Cabinet has approved £50,000 funding for leisure needs. A needs assessment will take place of all leisure centres in the District.
- The Community Safety Shared Service has been implemented and is working well. Thames Valley Police have changed their software to record Crime; so Community Safety performance data will not be available until approximately July 2014.
- The Housing team have agreed and adopted a revised Bucks Home Choice policy. Due to the updated policy re-registration occurred which resulted in 35-40% reduction in numbers on Register.
- The homelessness procedures are being reviewed following implementation of the Homelessness Advice Module in Locata.
- The Licensing team shared service has been implemented and is working well.

3.3.5 Overview of Performance in the Sustainable Development Portfolio

How have we performed against our performance indicators?

Processing of major, minor and other planning applications have exceeded their targets for this quarter.

21.06% of new homes which were granted planning permission for this quarter were affordable. This equates to 22 dwellings; 18 on the Amersham & Wycombe College site in Chesham and a further 4 at the former Chequers offices St Marys Way Chesham.

7 out of 16 planning appeals were allowed in the first three months of this year. This equates to 43.8%, nearly 9% above target. However, because of the small number of decisions, one decision represents over 6%.

The average time taken to process building control application during quarter one was 9.83 days. This is slightly higher than the seven day target. Building Control applications checked within 10 working days just missed the target of 82%, coming in at 81.16%. Although the turnaround times for building control have been off target for this quarter customer satisfaction remains high at 95.24%. As the new shared service settles in we expect to see an improvement in turnaround times.

Service Actions/Work underway within portfolio

- The Building Control shared service has now been implemented. The joint team is based at Capswood, Denham. Both CDC and SBDC websites are consistent. The systems used by the team are also joint to provide a single source of information. Charges have been reviewed and a single set of charges implemented across both Councils.
- Applications can now be submitted electronically via the Planning Portal.
- The Household pre-application service has also been revised and published.
- The draft Sustainable Construction & Renewable Energy SPD is currently out to public consultation until early September.

3.3.6 Overview of Performance in the Customer Services Portfolio

How have we performed against our performance indicators?
<p>24.75% of Council Tax and 24.5% of Non-domestic Rates were collected in the first three months of this year. We are currently on track to reach our annual target for the percentage of Council Tax and non-Domestic Rates collected.</p> <p>During the first three months of this year the revenues and benefits team on average processed new applications for housing benefit or council tax benefit in 16.15 days well below the target set for the quarter. Changes of circumstances were processed in 3.47 days again within target for the quarter.</p>
Service Actions/Work underway within portfolio
<ul style="list-style-type: none"> • Initial work on the joint telephony systems have started with the implementation date scheduled for September. • Minimum staffing requirements have been identified for the joint waste telephone service. A report has been put to personnel to confirm this level as permanent. For quarter 1 the call levels have not stabilised so we are still resourcing with temporary staff members. • There continues to be on going work to look for opportunities for channel shift. Ebilling has been reviewed and suspended at the moment as the business case is not viable. • The team continue to work to maximise income from business rate retention scheme. Analyse Local has been implemented and has identified possible potential increases in Rateable Value which will be investigated further. • A report on the Discretionary Rate Relief policy is scheduled to go to Cabinet in December. Chiltern residents have been informed that the change will become effective from April 2015. • Joint Whistleblowing policy has been finalised and work has started on developing a county wide fraud team approach. • A report on Single Fraud Investigation Service (SFIS) has been to both Audit Committees; members of the revenues and benefits team have also been attending seminars and workshops in preparation for the transfer of some responsibilities/ staff to the SFIS.

3.4 Overview of Risks

This final section provides an overview of key operational risks for quarter one, together with the controls put in place to mitigate these risks.

- 1. Joint working with South Bucks** - This continues to be reported through the Joint Committee and is underpinned by strong governance arrangements to manage issues such as maintaining momentum, resourcing and co-ordinating activities for a challenging programme.
- 2. Transformation and Management of Change** - Senior members and managers continue to show commitment to change. All members of staff are kept informed and updated through regular shared service updates sent by the Communications team. Projects will be undertaken to deliver the organisational and technological changes required over the coming years.

3. **Financial Stability** - We continue to monitor financial stability through the well established procedures and the Medium Term Financial Strategy establishes how financial stability will be maintained.
4. **Workforce Issues** - There continues to be good staff communications in place including regular shared service updates, and an internal staff magazine which keep all members of staff updated. Workforce Planning will be part of the corporate work programme in the coming year.
5. **Waste & Environmental Services** - Performance of the joint waste contract is closely monitored by both the waste and finance teams. The contract management arrangements are enabling the authority to manage the risks in this area.
6. **Joint/Partnership working** - We continue to co-ordinate and streamline representation on partnership groups to ensure CDC continues to participate in partnership working with external organisations.
7. **Business Continuity** - Business continuity plans are in place to ensure that loss of IT, accommodation or staff is dealt with swiftly and effectively to ensure minimal service interruption or reputational damage.
8. **Information Management & Security** - Policies and procedures are in place or being developed, overseen by the joint Information Governance group, with the intention of ensuring sound governance in this area. There also continues to be communication and training for staff on policies or procedures, as embedding this in the organisations culture is key to managing this risk.
9. **New Legislative Changes** - The next general election is due to take place May 2015. There are no other legislative changes that currently need to be noted, but work will be done once the programme of the new Government post May 2015 is known, to identify and assess impacts.
10. **Affordable Housing** - This continues to be a performance issue (please refer to appendix B). However this is no longer a high risk at housing strategies are in place and regularly reviewed. We also have good relationships between housing and planning services.
11. **Major Infrastructure Projects Impacts** - There continues to be impact assessments made on major projects with the Council having a clear position on particular proposals.
12. **Demographic Changes** - This continues to be a low risk as corporate analysis of Census and related data continue to be undertaken to ensure demographic changes are identified.
13. **Property/Asset Management** - There are Asset Management Plans in place and are reviewed regularly with resources in place to support them. Professional advice is also used where appropriate.
14. **Economic Viability** - This continues to be a low risk as we continue to have good liaison arrangements with local businesses through the Chiltern and South Bucks Strategic Partnership Economy Sub-group. We also continue to take advantage of opportunities offered by LEP.

Background papers: (if any)

Appendix A - Monthly Priority Indicator Report (April 2014 - March 2015)

✔ This PI is on target
 ◻ This PI is slightly below target
 ✘ This PI is off target





Code	Short Name	2013/14 Value	Annual Target 2013/14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Annual Target 2014/15 (YTD target)	Traffic Light	Latest Note
Leaders Portfolio																		
CHI_CEx BV12	Working days lost due to sickness absence	8.38	7.8	8.10	7.50	7.28										8	✔	
Customer Services Portfolio																		
CHI_RES BV9	Percentage of Council Tax collected	99.27%	99.00%	5.32%	15.12%	24.75%										99% (24.75%)	✔	
CHI_RES BV10	Percentage of Non-domestic Rates Collected	98.22%	98.00%	7.99%	16.82%	26.95%										98% (24.50%)	✔	
CHI_RES BV78a	Speed of processing - new HB/CTB claims	14.48	18	15.19	15.29	16.15										18	✔	
CHI_RES BV78b	Speed of processing - changes of circumstances for HB/CTB claims	4.26	5	4.77	4.98	3.47										5	✔	
Community, Health and Housing Portfolio																		
CHI_SER BFD	Percentage reduction in burglaries from dwellings year on year	15	5	N/A	N/A	N/A										Data Only PI - No target set	N/A	TVP have changed their software to record crime. Performance data will not be available until approximately July 2014.

Appendix A

Code	Short Name	2013/14 Value	Annual Target 2013/14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Annual Target 2014/15 (YTD target)	Traffic Light	Latest Note
Jt HS1a	Number of applicants with/expecting children who have been in B & B accommodation for longer than 6 weeks (Snapshot figure at month end)	New PI		0	0	0										0		
Jt HS5a	Preventing Homelessness - number of households where homelessness prevented (Cumulative)	New PI		4	9	20										110 (27)		The limited availability of suitable affordable private rent options continues to impact on the overall number of homelessness preventions. However, CAB Debt Advice and Housing Interaction Trust continue to positively deliver homelessness prevention cases that are recorded in this PI.
Jt HS8a	Number of households living in temporary accommodation (Snapshot at the end of the month, CDC)	New PI		25	25	24										22		This has remained above the target figure due to the continuing high demand for homelessness assistance and temporary accommodation
Sustainable Development Portfolio																		
CHI_SER NI 157a	Processing of planning applications: Major applications (Cumulative)	95.20%	70.00%	100%	100%	100%										70.00%		
CHI_SER NI 157b	Processing of planning applications: Minor applications	72.50%	70.00%	82.10%	86.40%	83.10%										70.00%		

Code	Short Name	2013/14 Value	Annual Target 2013/14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Annual Target 2014/15 (YTD target)	Traffic Light	Latest Note
CHI_SER NI 157c	Processing of planning applications: Other applications (Cumulative)	90.40%	90.00%	93.50%	94.60%	94.30%										91.00%	✓	
Environment Portfolio																		
CHI_SER NI 192	Percentage of household waste sent for reuse, recycling and composting	53.30%	58.00%			58.19%										58.00%	✓	Provisional Figures awaiting final confirmation from DEFRA.
CHI_SER NI 195a	Street cleanliness indicator - Levels of litter	2.00%	4.00%			3.00%										4.00%	✓	
CHI_SER NI 195b	Street cleanliness indicator - Levels of Detritus	4.00%	16.00%			3.00%										16.00%	✓	
CHI_SER NI 195c	Street cleanliness indicator - Levels of Graffiti	0.00%	0.00%			0.00%										0.00%	✓	
CHI_SER NI 195d	Street cleanliness indicator - Levels of Fly-posting	0.00%	0.00%			0.00%										0.00%	✓	

Appendix B - Chiltern Performance Report Q1 2014-15

Key -  = Exceeded it,  = Within target,  = Missed it,  = Unknown

Leaders										
PI Code	PI Name	2013/14		April Value	May Value	June Value	2014/15 Annual Target (YTD)	Status	Latest Note	Responsible Officer
		Value	Target							
CHI_CEx 10	Number of unique visitors to the main website	428,068	Not set	35,586	37,813	31,569	Not set	?	Target not set data only PI.	Rachel Prance

Support Services										
PI Code	PI Name	2013/14		Q1 2014/15 Value	2014/15 Annual Target (YTD)	Status	Latest Note	Responsible Officer		
		Value	Target							
CHI_RES 9	Percentage of calls to ICT helpdesk resolved within agreed timescales (By period quarterly)	84.5%	95%	82%	95%		Project work continues to take up a lot of ICTs resources which is having an impact on the speed of calls being resolved.	Sim Dixon		
CHI_RES 10	Availability of ICT systems to staff from 8am to 6pm (By period quarterly)	99.8%	99%	99.30%	99%			Sim Dixon		
CHI_RES 13a	Percentage of standard searches carried out within five working days (By period Quarterly)	97%	100%	100%	100%			Joanna Swift		
CHI_RES 13b	Percentage of standard searches carried out within three working days (By period Quarterly)	86%	90%	99%	90%			Joanna Swift		
CHI_RES F1	Percentage of small businesses paid within 10 days (By period quarterly)	68.6	90	TBC	90	?	Data is not yet available	Rodney Fincham		






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Environment




PI Code	PI Name	2013/14		Q1 2014/15 Value	2014/15 Annual Target (YTD)	Status	Latest Note	Responsible Officer
		Value	Target					
CHI_SER BV82a i	% of Household Waste Recycled	33.21%	33.00%	24.82%	31.00%	✘	Provisional Figures awaiting final confirmation from DEFRA.	Chris Marchant
CHI_SER BV82a ii	Tonnes of Household Waste Recycled	10,553.85	10,500	6,666	29,900 (7,475)	✘	Provisional Figures awaiting final confirmation from DEFRA.	Chris Marchant
CHI_SER BV82b i	% of Household Waste Composted	20.04%	25.00%	33.38%	25.00%	✔	Provisional Figures awaiting final confirmation from DEFRA.	Chris Marchant
CHI_SER BV82b ii	Tonnes of household waste composted	6,368.94	6,000	8,965	25,000 (6,250)	✔	Provisional Figures awaiting final confirmation from DEFRA.	Chris Marchant
CHI_SER BV84a	Household waste collected per head, in kilos	341.8	350.0	100.9	375.00 (93.8)	☐	Provisional Figures awaiting final confirmation from DEFRA.	Chris Marchant
CHI_SER JWS 10	Percentage of fly-tippings removed within 2 working days	42.05%	90%	TBC	90%	?	Figure to be advised due to data validation issues.	Chris Marchant
CHI_SER JWS 11	Joint Waste Service Customer Service call abandonments Rate	25.3%	10%	13.1%	10%	✘	Abandonment rate is clearly in decline as service levels out however, we are now entering a period of renewals for garden waste which will see an increase in call volumes.	Chris Marchant
CHI_SER JWS 12	Joint Waste Service Customer Service Calls answered within in 20 seconds	33.1%	60%	46.2%	65%	✘	Inline with a decreasing abandonment rate we are seeing an increase in service level following the bedding down of the waste contract. The improvement should continue in the coming quarters.	Chris Marchant
CHI_SER JWS 8	Number of waste and recycling collections missed (cumulative, quarterly)	10,912	20,000	4,714	20,800 (5,200)	✔		Chris Marchant

Community, Health and Housing

PI Code	PI Name	2013/14		Q1 2014/15 Value	2014/15 Annual Target (YTD)	Status	Latest Note	Responsible Officer
		Value	Target					
CHI_SER 45	Total number of users at all leisure centres	874,748	830,000	242,775	850,000 (210,000)	✓		Martin Holt
CHI_SER 62	The number of properties with rent deposit guarantee scheme (snapshot quarterly)	142	120	135	100	✓		Martin Holt
CHI_SER VIO	Percentage reduction in violent offences against a person year on year	22	5	N/A	Not Set - Data only PI	?	TVP have changed their software to record crime. Performance data will not be available until approximately July 2014.	Martin Holt
Jt HS2a (C)	Number of affordable homes delivered by (i) new build and (ii) vacancies generated by local authority scheme (Cumulative, CDC)	New PI for 2014/15		14	33 (8.25)	✓	Total of 14 comprises (i) 11 new build affordable homes at Alfred Rose VC Close, Chesham (Paradigm) and (ii) 3 vacancies generated by acquisitions (Paradigm)	Martin Holt
Jt HS3a (i) (C)	Average Length of stay in B & B temporary accommodation for all households (Snapshot at end of quarter, CDC)	New PI for 2014/15		3.2	5	✓		Martin Holt
Jt HS3a (ii) (C)	Average Length of stay in B & B temporary accommodation for households with/expecting children (Snapshot at end of quarter, CDC)	New PI for 2014/15		6.7	5	✗	this was one household who was accommodated for over 6 weeks pending clarification of immigration status	Martin Holt
Jt HS6a (C)	Households receiving heating/insulation improvements through the Green Deal (Quarterly Cumulative), CDC	New PI for 2014/15		0	50 (12.5)	✗	The Green Deal is not yet operational in Chiltern.	Martin Holt
Jt HS7a (C)	Number of clients directly accessing the private rented sector through local authority partnership schemes (By period Quarterly, CDC)	New PI for 2014/15		8	45 (11.25)	✗	There continues to be limited availability of private rented accommodation that is	Martin Holt




PI Code	PI Name	2013/14		Q1 2014/15 Value	2014/15 Annual Target (YTD)	Status	Latest Note	Responsible Officer
		Value	Target					
							affordable and available to clients referred by the Council. However, Quarter 1 of 2014/15 has shown an upturn in successful placements compared to previous quarters.	
Jt EH1a (C)	Percentage of food premises inspected when they were due (Cumulative Quarterly, CDC)	New PI for 2014/15		15.88%	98% (24.5%)		Majority of inspections in quarters 2 and 4	Martin Holt
Jt EH2a (C)	Percentage of food premises (Risk Rating A to C) that are broadly compliant (snapshot quarterly, CDC)	New PI for 2014/15		90.60%	89%			Martin Holt
Jt EP1 (C)	Percentage of required environmental protection visits to permitted premises completed when they were due	New PI for 2014/15		100%	100%			Martin Holt
Jt LI4 (C)	Percentage of all licensing applications which are completed online (quarterly, across CDC & SBDC)	New PI for 2014/15		82.30%	96%		Performance affected by shared service implementation SBDC e-applications have increased from 0% in first month of year to 80.43% in 3rd month. further improvement expected in next quarter	Martin Holt
Jt LI5 (C)	% Licenses received and issued/renewed within statutory or policy deadlines (Cumulative Quarterly, across CDC & SBDC)	New PI for 2014/15		96.30%	95%		700 of 727 applications dealt with in time. Officer working patterns appear to have impacted on 18 of the 27 that were dealt with outside of the required timescale and this issue is being addressed now that it has been identified.	Martin Holt

PI Code	PI Name	2013/14		April Value	May Value	June Value	2014/15 Annual Target (YTD)	Status	Latest Note	Responsible Officer
		Value	Target							
Jt HS5a (C)	Preventing Homelessness - number of households where homelessness prevented (Monthly Cumulative, CDC)	New PI for 2014/15		4	9	20	110 (27.5)		The limited availability of suitable affordable private rent options continues to impact on the overall number of homelessness preventions. However, CAB Debt Advice and Housing Interaction Trust continue to positively deliver homelessness prevention cases that are recorded in this PI.	Martin Holt
Jt LI1 (C)	% Hackney Carriage/private hire drivers licences received and renewed within 7 days (by month, across CDC & SBDC)	New PI for 2014/15		93.50%	95.80%	96.60%	98%			Martin Holt
Jt LI2 (C)	% Hackney Carriage/private hire vehicle licences received and renewed within 7 days (by month, across CDC & SBDC)	New PI for 2014/15		100%	97.90%	97.80%	98%			Martin Holt

Sustainable Development										
PI Code	PI Name	2013/14		Q1 2014/15 Value	2014/15 Annual Target (YTD)	Status	Latest Note	Responsible Officer		
		Value	Target							
CHI_SER 188	The percentage of decisions delegated to officers as a percentage of all decisions (Cumulative since 2014)	92.8%	90%	93.5%	90%			Peter Beckford		
CHI_SER 23	Grant planning permission for at least 145 new dwellings (net) per annum (Cumulative since 2014)	178	145	103	145 (36.25)			Peter Beckford		
CHI_SER	Percentage of new homes (net) granted planning permission	24%	33%	21.06%	33.00%		Of the total of 103	Peter Beckford		

PI Code	PI Name	2013/14		Q1 2014/15 Value	2014/15 Annual Target (YTD)	Status	Latest Note	Responsible Officer
		Value	Target					
25	which are affordable (Cumulative since 2014)						dwellings (net) 'permitted' and 'not objected to' in the quarter 22 dwellings were affordable (18 on the Amersham & Wycombe College site in Chesham and a further 4 at the former Chequers offices St Marys Way Chesham.	
CHI_SER BV204	Planning appeals allowed (Cumulative since 2014)	29.9%	35.0%	43.80%	35.00%		Of the 16 appeals monitored, 7 were allowed (overturned). This equates to 43.8%, nearly 9% above target. However, because of the small number of decisions, one decision represents over 6%.	Peter Beckford
Jt BC3 (C)	Average time taken to process building control applications (By period quarterly)	New PI for 2014/15		9.83	8		Improving as new shared service settles in.	Peter Beckford
CHI_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%			Peter Beckford Joanna Swift

PI Code	PI Name	2013/14			2014/15 Annual Target (YTD)	Status	Latest Note	Responsible Officer			
		Value	Target	April Value					May Value	June Value	
CHI_SER SD5 (C)	Av no days to process and pass planning applications to case officer	New PI for 2014/15			6.7	6.1	7.7	5			Peter Beckford

PI Code	PI Name	2013/14		April Value	May Value	June Value	2014/15 Annual Target (YTD)	Status	Latest Note	Responsible Officer
		Value	Target							
Jt BC1a (C)	Applications checked within 10 working days. (CDC)	New PI for 2014/15		63.40%	77.50%	81.16%	82.00%			Peter Beckford
Jt BC2 (C)	Applications checked within 15 working days	New PI for 2014/15		97%	79%	88%	99%		Improving as new shared service settles in	Peter Beckford
Jt BC4 (C)	Customer satisfaction with the service.	New PI for 2014/15		84.54%	94%	95.24%	93%			Peter Beckford

CHILTERN DISTRICT COUNCIL
CABINET - 26th AUGUST 2014

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

TREASURY MANAGEMENT REPORT - APRIL to JUNE 2014

Contact Officer: Jackie Repper - 01494 732084

RECOMMENDATION

That Cabinet note the treasury management activity in the quarter April to June 2014.

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 June 2014.
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	45
Total value of loans placed	£33,040,000
Average interest rate on new loans	0.55%
Interest received on new loans	£9,223
Average interest rate (including loans b/f)	1.06%
Interest received (including loans b/f)	£33,881

4. The average interest rate achieved for the quarter on external loans was 1.06% (2013/14 Q1: 1.69%; 2013/14 year: 1%).
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 £18,550,000. 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%	£14m	75%
Money Market Funds	75%	£4.55m	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		£18.55m	
- of which:			
Non specified investments	£10m	£1m	5%
Max in Building Societies	75%	£1m	5%
Forward Dealing	25%	0	0%
Callable Deposits	25%	0	0%

7. The in-house treasury team are advised by external treasury management consultants. Chiltern and South Bucks have had a joint contract in place since 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.

Investment Strategy

8. The investment strategy for the year was updated and agreed by Cabinet on 11th February 2014. 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 2014/15 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
31/03/14	31%	69%
30/06/14	43%	57%
30/09/14		
31/12/14		

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
31/03/14	£16.09m	£1m	6%
30/06/14	£18.55m	£1m	5%
30/09/14			
31/12/14			

Sums invested have been managed within the set limit.

Banking services

11. A joint bank tender exercise with SBDC was commenced in January 2014 and the contract awarded in May. The winning bidder was Barclays and implementation is currently underway. The contract runs until 31st March 2018, and resulted in a saving to Chiltern DC of £6,000 per annum.
12. The Councils' shared finance team came into effect in August 2014, and a single banking provider offers potential efficiency and cost benefits once the migration has completed from the current providers.

**CHILTERN DISTRICT COUNCIL
LENDING LIST
30th June 2014**

CATEGORY / MIN CRITERIA (Fitch)	COUNTERPARTY	LIMIT	AMOUNT LOANED	AVAIL TO LEND	RATE	INVESTED	MATURES	SPECIFIED/ NON SPEC	
1 Money Market Funds	Ignis	5,000,000	4,455,000	545,000	0.4-0.5%		on call	Specified	
	Invesco	5,000,000	95,000	4,905,000	0.3-0.4%		on call	Specified	
<i>Max investment per category</i>		10,000,000	4,550,000	5,450,000					
2 Part Nationalised institutions (UK Government backed) Max length: 3 years Was 0.75% - 0.62% wef 15/5/14 * up to £1m = 0.5%; > £1m = 0.25%	Lloyds Banking Group								
	- Loans > 3 mths	3,000,000							
	- Bank of Scotland		1,000,000		0.98%	05/11/13	05/11/14	Specified	
	- Bank of Scotland		1,000,000		1.01%	04/07/13	04/07/14	Specified	
	- Bank of Scotland		1,000,000		1.55%	02/06/14	02/06/17	Non Spec	
	- Call accounts	5,000,000	2,000,000	3,000,000	0.62%		95dn		
	Natwest/RBS								
	- Loans > 3 mths	3,000,000							
	- Natwest		0						
	- Natwest		0	3,000,000					
- Call accounts	5,000,000								
- Natwest Instant Access *			1,000,000		0.5%/0.25%		on call		
- Natwest 95 DN a/c			2,000,000	2,000,000	0.60%		95dn		
<i>Max investment per category</i>		12,000,000	8,000,000	4,000,000					
3 Other UK Institutions - 'High' Max length: 3 years Limit per counterparty: Loans > 3 mths: £3m Call accounts: £3m	Barclays	3,000,000	1,000,000		0.89%	30/05/14	30/05/15	Specified	
	Barclays		0	2,000,000					
	Nationwide Building Society	3,000,000	1,000,000		0.83%	19/05/14	19/05/15	Specified	
	Nationwide Building Society		0	2,000,000					
	Santander								
	- Loans > 3 mths	3,000,000							
	- Fixed term deposit		1,000,000		0.52%	09/06/14	09/09/14	Specified	
	- Fixed term deposit		1,000,000		0.62%	09/06/14	09/12/14	Specified	
	- Fixed term deposit		1,000,000	0	0.73%	09/06/14	09/03/15	Specified	
	- Call accounts	3,000,000							
	- Corporate 95 day a/c		0		0.55%		95 dn	Specified	
	- Business Reserve 30 day a/c		0		0.45%		30 dn	Specified	
	- Business Reserve Instant Access a/c		0	3,000,000		0.20%		on call	Specified
	HSBC	3,000,000	0	3,000,000					
<i>Max investment per category</i>		12,000,000	5,000,000	7,000,000					
4 Other UK Institutions - 'Low' Max length: 1 year	Clydesdale (part of NAB)	2,000,000	0	2,000,000			30 dn	Non Spec	
	Close Brothers	2,000,000	0	2,000,000					
<i>Max investment per category</i>		5,000,000	0	5,000,000					
5 Non UK Institutions Max length: 1 year AAA	Svenska Handelsbanken	1,000,000	1,000,000	0	0.55%		on call	Specified	
<i>Max investment per category</i>		5,000,000	1,000,000	4,000,000					
6 Other Council Approved Investment Max length: 3 years		1,000,000		1,000,000					
<i>Max investment per category</i>		3,000,000	0	3,000,000					
TOTAL OUTSTANDING			18,550,000						

RATINGS									
FITCH IBCA				MOODY'S			S & P		
S/T	L/T	VIAB	SUPP	S/T	L/T	FIN STGTH	S/T	L/T	
F1	A	a-	1	P-1	A1	C-	A-1	A	
F1	A		1	P-2	Baa1	D+	A-2	A-	
Min:	F1	BBB	a	2	P-1	A2	C-	A-2	A
F1	A	a	1	P-1	A2	C-	A-1	A	
F1	A	a	1	P-1	A2	C	A-1	A	
F1	A	a	1	P-1	A2	C-	A-1	A	
F1+	AA-	a+	1	P-1	Aa3	C	A-1+	AA-	
Min:	F2	A-	bbb-	5	P-2	A3	D+	A-3	BBB
F1	A	bbb+	1	P-2	Baa2	D+	A-2	BBB+	
F1	A	a	5	P-2	A3	C			
Min:	F1	A	a	1	P-1	Aa3	C-	A-1	AA-
F1+	AA-	aa-	1	P-1	Aa3	C	A-1+	AA-	

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Appendix

Variable	On call 6,550,000
57%	95 D.N. 4,000,000
Fixed	Up to 3 mths 1,000,000
43%	4 mths to 1yr 6,000,000
	1 yr plus 1,000,000
	Total 18,550,000

Analysis by counterparty type			
Banks	13,000,000	70%	TMP Rule
Building Soc's	1,000,000	5%	< 25% of total invested
MMF's	4,550,000	25%	< 75% of total invested
Total	18,550,000	100%	

**SOUTH EAST ENGLAND COUNCILS
ANNUAL GENERAL MEETING & ALL-MEMBER MEETING**

Date: 3 July 2014

Subject: **South East England Councils: Review of the
Year 2013-14**

Report of: Cllr Gordon Keymer CBE, SEEC Chairman



Recommendation:

Members are asked to note SEEC's activities and achievements over the past year.

1. Background

- 1.1 Since 2009 SEEC has established a key role in representing the interests of all tiers of democratically-elected South East councillors. Operating with a very small staff team, limited budget and minimal bureaucracy, SEEC brings together local authority leaders to make sure South East views are heard by policy makers.
- 1.2 In line with SEEC objectives, there is a focus on arguing for a fair funding deal for the South East and promoting the area's position as a leading global economy. Also important is maintaining a strong evidence base to underpin this work.
- 1.3 The SEEC business plan for 2013-14 focused on three main areas:
- Infrastructure: investment, transport, funding & powers for growth
 - Health & wellbeing
 - Data and policy work to support the South East.

2. SEEC achievements 2013-14

Major achievements during the year are highlighted below by business plan topic.

2.1 Infrastructure investment, transport, funding & powers for growth

- 2.1.1 Infrastructure has been high on the agenda in the past year, with SEEC helping members to make the case for more devolved local funding and greater national investment to support projects that will deliver economic growth.
- 2.1.2 SEEC raised the profile of member needs on transport, housing, flooding, broadband and economic growth with key opinion formers, including:
- **Brandon Lewis**, CLG Minister, at the launch of SEEC's work with think tank Localis on overcoming barriers to growth
 - **Dan Rogerson**, Defra Minister, who met members to discuss the impact of flooding in the South East, repairs and future investment plans
 - **Professor Tony Travers**, the local government finance expert, who outlined how greater local tax retention by councils could help fund more growth
 - **Sir Michael Pitt**, Chief Executive of the Planning Inspectorate, who debated housing, planning and green belt concerns with members
 - **Baroness Hanham**, former CLG Minister, who discussed growth, councils' role in LEPs and EU funding prospects.
- 2.1.3 **Barriers to growth:** In October 2013 SEEC and think tank Localis launched a joint report *Clearing the Hurdles*, highlighting 9 actions needed to overcome barriers to South East economic growth. CLG Minister Brandon Lewis attended the launch to join the debate on how more devolved funding and powers would free councils to support growth, through:
- Proportionate funding that recognises the South East's national economic value and high returns on investment
 - City-deal-type devolution powers for all South East authorities and increasing the Local Growth Fund
 - Allowing councils to retain business rates and borrow to fund growth

- Powers to help councils turn planning approvals into development
- Investing in South East strategic transport projects that offer national benefits
- Local control of skills budgets and removing barriers to high speed broadband.

2.1.4 The SEEC-Localis work widened the debate on growth outside cities. In November SEEC Deputy Chairman Cllr David Hodge spoke at the LGA's South East roadshow, explaining what the South East can offer in return for devolved powers. Other organisations have followed up our work with reports and reviews on similar themes. The County All Party Parliamentary Group published a report in June on how to help counties deliver more growth and in May the LGA set up a commission on how to deliver growth in non metropolitan England. SEEC's response to the LGA commission reinforced our call for greater devolution of funding and powers to councils, also building on the growing case for English local authorities to be treated in the same way as Scotland and Wales.

2.1.5 Greater local control of funding is a key factor in overcoming barriers to growth and this was reflected in all SEEC's work during the year. Members valued input from local government finance expert Tony Travers in February, who argued that South East control of property taxes would lead to better spending decisions and help fund infrastructure and service delivery.

2.1.6 **Transport:** The South East's transport deficit was set out in *Mind the Gap* – a report to Ministers in June 2014 showing how investment in a genuinely strategic 10-point programme of cross-boundary projects in the South East would boost the national economy. Key areas for investment are South East international ports and airports given their important national economic role. Jointly produced by SEEC, SESL and South East Directors of Environment, Economy, Planning and Transport, the report calls for:

- An increase in national funding for strategic transport, including a balanced share for South East high return projects that will deliver national economic growth
- Greater devolution of taxes to councils so that they can contribute to the cost of taking transport schemes forward
- A task group drawn from councils, Highways Agency and Network Rail to co-ordinate investments for maximum economic benefits.

2.1.7 Other key transport initiatives delivered during the year include:

- Building on *Mind the Gap*, transport was the South East's first contribution to London's Infrastructure 2050 project to scope out needs for the next 30+ years. Our input identifies strategic schemes that offer mutual benefits to London and the South East to reduce congestion and delays on road and rail. London Deputy Mayor Isabel Dedring welcomed the South East's input and we aim to work together to influence investment in key projects.
- A member debate on aviation led to agreement on a joint SEEC and SESL submission to the Airports Commission. Recognising that the South East is the favoured location for aviation expansion, members stressed that infrastructure investment is needed before a new runway to avoid adding to congestion, noise and environmental pressures. This work has created the opportunity for SEEC to continue to make its case through input to a series of national conferences, including two speakers at a major event on land-use implications in June 2014.

2.1.8 **Housing:** SEEC successfully argued against Government proposals to allocate part of councils' New Homes Bonus funding to LEPs. The money remains with local authorities. Other relevant influencing work this year includes:

- In a response to the updated London Plan, members called for London to be clearer that it will meet its own housing need without relying on overspill in the South East and to recognise this may require London green belt reviews. High profile South East MPs have backed us, reinforcing the call to the Mayor to meet London's needs within the capital. We are provisionally listed to take part in the London Plan's public examination to make these points to the Planning Inspector.

- Members agreed to explore joint work with London to help ensure planning applications turn into development and help the construction industry increase building capacity.
- SEEC continued to make the case for greater local decision-making in planning. This included opposing Government proposals for centralised thresholds to exempt some developments from section 106 planning contributions. SEEC argued this should be a local decision, with councils able to decide when contributions are needed for affordable housing or other vital local infrastructure.
- Members provided input to an Independent Review into the local authority role in housing supply. As well as highlighting South East good practice, our submission called for action in 11 areas to overcome barriers to housing delivery. These include financial changes to allow councils to retain more funding to invest in new housing and powers to encourage developers to build homes once they have planning approval. The review will report to CLG and Treasury later in 2014.
- A debate with Planning Inspectorate Chief Executive Sir Michael Pitt to discuss the planning challenges facing local authorities including duty to co-operate, green belt reviews and land banking by developers.

2.1.9 Wider infrastructure: After severe flooding in winter 2013-14 we brought members together to make a collective call for effective responses from Government and water companies. Members met Defra Minister Dan Rogerson in April to set out their needs and a summary leaflet to South East MPs gained support for 5 requests to Government to:

- Honour the 'money is no object' promise on urgent repairs
- Fix the funding formula to invest for the future and give greater weight to economic loss and groundwater flooding
- Ensure Treasury backing for major cross-boundary flood protection schemes
- Ensure water companies work actively with councils to respond to crises
- Help create more flood resilient communities.

2.1.10 SEEC also created opportunities for members to influence and question utility companies. Southern Water attended SEEC's November Executive and a joint SEEC-SESL meeting with BT discussed how to achieve 100% broadband coverage. As part of the UK Power Networks' stakeholder panel SEEC has stressed the importance of swift responses to power cuts and helped influence closer working with council emergency services teams.

2.1.11 European funding and policy: SEEC successfully pressed for 2014-20 EU funds to be available in the South East, overcoming fears that the South East would be excluded from future structural funds. Current allocations remain provisional but indicate a small increase in funding available for the South East. During the year SEEC:

- Provided members with a detailed review of emerging LEP-led EU funding priorities for the 2014-20 period. Our report highlighted opportunities for councillors to access or influence funding for local projects.
- Continued to play a role in ensuring remaining funds from the 2007-13 EU funding round are used efficiently and accountably to meet local priorities. This work is conducted through SEEC's membership of the Government's South East European Regional Development Fund 2007-13 management and project selection committees.
- SEEC's Chairman also headed work to minimise the impact of EU red tape and bureaucracy on local authorities through his leadership role on Europe's Committee of the Regions (CoR). In an unusual mid-term move in 2013, a new CoR political group was formed – the European Conservatives and Reformists (ECR). SEEC Chairman Cllr Gordon Keymer CBE was elected ECR President. This is in addition to his role as Leader of the UK Delegation to the CoR, only the second time these national and party leadership roles have been combined.

2.2 Health & wellbeing

2.2.1 A SEEC-SESL workshop in December 2013 helped member councils address the challenge of integrating health and care services. Department of Health Minister Earl

Howe called on local authorities to take the lead in integrating services with 24/7 coverage. The event shared good practice across the South East and called for changes that would help integration, such as:

- Switching more funding to prevention and public health
- Updating incentives to measure health and prevention of illness, not just sickness
- Joined up budgeting, information sharing and regulation.

2.2.2 SEEC also worked with SESL to respond to Government proposals on services for older people and children and highlighted concerns about out of area placements:

- On children's services, members stressed the importance of retaining local democratic control to provide a strategic overview and to drive improvement and innovation. We welcomed greater local flexibility on how best to deliver services but opposed enforced central solutions in cases where problems are identified.
- For older people's care, members highlighted the stark resource implications of the care cap for South East councils. With our large and growing ageing population and high numbers of self-funders, the South East will need significant funding to deliver Government reforms. Adequate resources will also be needed for more assessments. We continue work to try to quantify the scale of costs for the South East.
- Members raised concerns about out-of-area placements made by London local authorities. They met London Councils to highlight the need for consultation and information when London boroughs decide to place homeless households in the South East. London Councils have now issued guidance to all London boroughs setting out good practice to follow when placing people outside their home borough.

2.3 Data, policy work and topical projects

2.3.1 SEEC's data work continues to provide a solid evidence base to underpin arguments on the South East's value to the national economy and the high returns available from investing in South East infrastructure. For example, latest figures show GVA in the South East from 2007-2012 outstripped the combined GVA from all 8 English Core cities. This has formed an important part of our case in arguing for greater funding and powers for the South East. SEEC also produced two data dashboards during the year. Regularly circulated to MPs, the dashboard has drawn praise from Ministers including Nick Boles at CLG and Michael Fallon at BIS.

2.3.2 SEEC members built constructive relationships with London, establishing regular meetings with London Deputy Mayors and London Councils. This has given the opportunity to address shared interests and concerns, resulting in joint working on infrastructure and out of area placements. There is potential to develop joint work on funding devolution and infrastructure investment.

2.3.3 In response to member interests on **topical policy issues**, SEEC also focused on:

- General election 2015 – A steering group of SEEC and SESL members developed a manifesto setting out the South East offer to Government and what it needs in return to be able to deliver strong economic growth and better local services.
- Gypsies and travellers – a small group of SEEC members met CLG Minister Brandon Lewis in April to make the case for more powers to deal with short term and long term illegal Gypsy and Traveller encampments. The Minister confirmed CLG are considering improvements to planning guidance in this respect and changes to the planning definition of 'travellers' to cover only those people who actually travel.
- Dustbins – correspondence with CLG Ministers clarified that decisions on frequency of bin collections remain a matter for local discretion, despite new CLG guidance.

2.3.4 **Business as usual:** SEEC maintained a full programme of member meetings and updates during the year, including:

- SEEC continues to host the **South East Strategic Partnership for Migration**, ensuring regular updates for members on migration data, trends and key issues. This work is fully funded by a grant from the Home Office. This year SEEC members also received invitations to two free workshops offering help on how to identify human

trafficking. Some member authorities also agreed to accept resettled Afghans who had previously worked for UK forces in Afghanistan.

- **Member-led meetings and events** this year included 2 All-member meetings, 3 Executive Committees, a workshop on integrating health and care, an aviation debate and meetings with Defra on flooding and with BT on broadband. Speakers included 4 Government ministers.
- **Updates & briefings** were provided via newsletters, SEEC's website and briefings on issues such as the 2013 spending review, 2013 Budget statement, 2014 Queen's Speech and 2014 local elections. All SEEC papers and Government responses are published online, ensuring work is transparent and accountable.
- **Nominations** via SEEC ensured a South East local authority voice on external bodies during the year, including Europe's Committee of the Regions, the LGA Executive Committee, ERDF Local Management Committee, South East Strategic Partnership for Migration and South Central Ambulance Service Foundation Trust.

2.3.5 Joint working between SEEC and SESL was maintained during the year. A number of significant projects were delivered jointly, helping establish a single, united voice for South East views.

2.4 SEEC secretariat & resources

2.4.1 SEEC employs a secretariat of 2, plus 1 admin post shared with SESL. Surrey CC hosts the SEEC team, providing office accommodation and payroll services. Co-ordination of SEEC and SESL meeting dates and sharing of admin costs has helped reduce expenditure and manage members' diary commitments.

2.4.2 Net income from subscriptions raised £180,000 in 2013-14. SEEC delivered a budget underspend in 2013-14, spending £247,000. As agreed with members, SEEC drew on reserves to bridge the gap between income and expenditure. (See agenda item 11 for detailed accounts). Financial management is handled in house with assistance from an external accountant.

**CHILTERN DISTRICT COUNCIL
SOUTH BUCKS DISTRICT COUNCIL**

**MINUTES of the Meeting of the
CHILTERN AND SOUTH BUCKS JOINT COMMITTEE
held on 16 JULY 2014**

PRESENT:

Councillor	A Busby	South Bucks District Council	- Chairman
Councillors:	Mrs A Cranmer	South Bucks District Council	
	Mrs I A Darby	Chiltern District Council	
	G K Harris	Chiltern District Council	
	P E C Martin	Chiltern District Council	
	N Naylor	South Bucks District Council	
	R Reed	South Bucks District Council	
	D Smith	South Bucks District Council	
	M Stannard	Chiltern District Council	
	F S Wilson	Chiltern District Council	
	Mrs J Woolveridge	South Bucks District Council	

APOLOGIES FOR ABSENCE were received from Councillor P J Hudson (Chiltern District Council).

1 MINUTES

The minutes of the meeting of the Joint Committee held on 2 April 2014 were agreed by the Committee and signed by the Chairman.

2 PROGRAMME REPORT

The Joint Committee received the latest programme report detailing the progress on milestones and future activities, the latest budget position including cumulative savings, joint projects outside of service reviews and risks for the programme.

3 SHARED IT HIGHLIGHT REPORT

The Joint Committee received the latest shared IT highlight report detailing progress, including tasks completed, on the following shared projects during the period 7 April to 16 June 2014:

- Idox Uniform and DMS
- Ericom
- Web
- Telephony/Unified Communications

In response to a question about Ericom, the Director of Resources confirmed that, whilst there were still a few issues to resolve to get it fully functioning to users' satisfaction, the system was allowing access to key applications from both sites.

4 EXCLUSION OF PUBLIC

RESOLVED –

That under Section 100A(4) of the Local Government Act 1974 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act

Note: the relevant paragraph number and description is indicated under the Minute heading.

5 BUSINESS CASE FOR A SHARED COMMUNITY SERVICE

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

The Joint Committee received a report setting out the result of a shared service review of community services. The report detailed the business case, the conclusion of which was that the case for a joint service had been proven and therefore that a joint service should be established. The proposed joint service would deliver greater resilience, improve service quality, increase capacity and reduce costs.

After noting that the Cabinet Portfolio Holders for Planning and Environment/Sustainable Development had not been consulted on an aspect of the report prior to publication, the Chief Executive assured the meeting that he would take appropriate action to ensure that the procedure is adhered to in the future and that Cabinet Portfolios affected by a service proposal are kept abreast of developments.

In response to questions a number of issues were clarified as follows:

- “Revit” was shorthand for “revitalisation” groups;
- The meaning and purpose of community led planning and community walkabouts, both of which would involve no additional costs or requirements to the planning service;
- Why the additional IT requirements were considered to be necessary ;
- Confirmation that the savings resulting in the deletion of the post of Head of Community Services had not already been captured, and that there was no double counting in the savings figures;
- The costs of providing Community services to CDC were slightly higher than the cost of providing support to SBDC because of the additional support required for running the leisure contracts as detailed in Table 3 of the report; and
- In the event of a redundancy (which was considered to be a low risk) details would be reported to the Joint Appointments and Implementation Committee

In response to a further question and after noting the comment made in bullet point 5 of paragraph 23 of the report concerning the most appropriate section to manage the Open Space Strategy needing to be the subject of further consideration, the Joint Committee agreed that the reference to the Strategy in Appendix 3 – High Level Implementation Plan – should be deleted.

RECOMMENDED –

1. That the case for a joint Community Service is proven and that both Councils proceed to establish a joint Community Service.
2. That staff in the respective Community services can be shared to work across the two local authority areas.

AND RESOLVED –

3. That the joint Community service to be implemented should be as described in Section 5 of the report which proposes co-location of the service at King George V House and as the structure and job titles as shown in Appendix 2.
4. That the cost sharing arrangements set out in the financial benefits section (Section 5) of the report which recommends that the cost split accords with the IAA be agreed
5. That the high level implementation plan (Appendix 3) as amended to delete reference to the Open Space Strategy be agreed as the basis for reviewing progress in line with delegations and responsibilities decided for the implementation phase of the service review.
6. That the potential full year savings of circa £101K be taken account of in the Authorities' respective financial plans as previously agreed as part of the management restructure linked to this review.

6 BUSINESS CASE FOR A SHARED PLANNING POLICY SERVICE

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

The Joint Committee received a report setting out the result of a shared service review of Planning Policy. The report detailed the business case, the conclusion of which was that the case for a joint service had been proven and therefore that a shared service with one manager and two teams one located at Capswood and the other at King George V House, Amersham., should be established. The proposed joint service would deliver greater resilience, improve service quality, increase capacity and net savings.

The Joint Committee also received a report of the Director of Services advising of the views expressed at the Members Working Group, including the view that there was currently no support for a joint local plan for the two authorities, a view which the Joint Committee endorsed.

In connection with the net savings, the Joint Committee agreed that, in the light of the additional information provided at the meeting relating to staff costs, the Member Working Group should be requested to review the cost sharing arrangements together with the potential savings.

RECOMMENDED –

1. That the case for a joint Planning Policy service is proven and that both Councils proceed to establish a joint Planning Policy Service.
2. That staff in the respective Planning Policy services can be shared to work across the two local authority areas.
3. That the decision to request the Member Working Group to review the cost sharing arrangements and the potential savings be noted and authority be delegated to the Chief Executive, in consultation with the Leaders and relevant Portfolio Holders from each authority, to make any adjustments to the business case in the light of the report back from the Member Working Group.

AND RESOLVED –

4. That the joint Planning Policy Service to be implemented should be as described in Section 4 of the report which proposes a shared service with one manager and two teams one located at Capswood and the other located at King George V House, Amersham on the understanding that even if the two teams were both to prepare new Local Plans to a similar timescale dealing with issues common to both authorities there would be no intention to move to a single team.
5. That the Member Working Group be asked to review the cost split and the potential savings with a report back to the Chief Executive.
6. That the high level implementation plan (Appendix 3) be agreed as the basis for reviewing progress in line with delegations and responsibilities decided for the implementation phase of the service review.

The meeting ended at 6.03 pm



**MINUTES of the Meeting of the
CHILTERN & WYCOMBE JOINT WASTE COLLECTION COMMITTEE
held on 26 JUNE 2014
at WYCOMBE DISTRICT COUNCIL**

PRESENT:

Councillor Mrs J Teesdale (Wycombe District Council) - Chairman
" P E C Martin (Chiltern District Council) - Vice Chairman

Councillors: M Smith (Chiltern District Council)
C Harriss (Wycombe District Council)

Officers: C Hughes (WDC), S Markham (CDC), R Prance (CDC & SBDC), R Fincham (CDC & SBDC), N Stannett (WDC), B Smith (CDC & SBDC), C Marchant (CDC), S Gordon (CDC), K Eastman (CDC & WDC) and L Hornby (WDC).

APOLOGIES FOR ABSENCE were received from C Spalton (WDC) and I Westgate (WDC).

1 CHAIRMAN

RESOLVED -

That Councillor Mrs J Teesdale be elected Chairman for the remainder of the Municipal Year.

2 VICE-CHAIRMAN

RESOLVED -

That Councillor P Martin be elected Chairman for the remainder of the Municipal Year.

3 MINUTES

The Minutes of the meeting held on 10 April 2014 were agreed as a correct record.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 EXCLUSION OF THE PUBLIC:**RESOLVED –**

That under section 100 (A) (4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following item(s) 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.

Note: the relevant paragraph number and description is indicated under the Minute heading.

6 PROGRAMME REPORT & RISK REGISTER

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

Members considered the report which provided an update on the Programme Report and Risk Register and the following key points were made:

Health and Safety

Members noted there had been a concern over the Bank Holiday catch-up when garden waste could not be tipped. There was a safety issue in that if it was left in the collection vehicle there was the potential for it to overheat and combust. After a short discussion it was agreed that the Chairman would write to Bucks County Councillor Lesley Clarke for commitment on opening times of the depot.

Following a visit to Agrivert it was questioned why Agrivert could not continue to be used due to the good job they are doing. It was noted that Agrivert had been working on an interim basis and that a long-term tender was being sought although it was not certain when this would be concluded.

Contract Update

This was discussed later in the meeting.

Depots and FacilitiesClay Lane

Members were advised that Serco continued to raise concerns about the management and infrastructure of the depot and a site visit by Members took place on 24 June 2014. It was noted there was a range of work required to bring the site up to standard and that a programme of works was being prepared by the WDC Estates Team.

London Road

Members noted most work had now been completed and the site was subject to a Members' site visit on 24 June 2014.

BCC Interface

Members noted the report.

Service Delivery

It was reported that missed collections could be seen in Appendix 1 of the report and that only 3 weeks were above the internal target of 400. Approximately 325,000 containers were collected a week and some reported missed data was:

- Highest week – w/c 12/5/14 – 471 reported miss containers of 0.15% reported error rate. This was the week following bank holiday.
- Lowest week – w/c 5/5/14 – 268 reported miss containers or 0.08% reported errors rate. This was bank holiday week.
- w/c 9/6/14 – 361 reported miss containers or 0.11% reported error rate.

Collect and returns remain at a higher reported error rate. Missed collections out of approximately 8,850 had been:

- Highest week – w/c 12/5/14 – 84 reported miss containers or 0.9% reported error rate. This was the week following bank holiday.
- Lowest week – w/c 26/5/14 – 45 reported miss containers or 0.5% reported error rate. This was bank holiday week.
- w/c 9/6/14 – 46 reported miss containers or 0.5% report error rate.

Members noted the tracker survey results for the last six months in Appendix 2 which showed a positive trend in satisfaction rates. Overall satisfaction in Chiltern had increased by 3.2 percentage points to 87.9% while overall the satisfaction in Wycombe had increased by 4.3 percentage points to 89.8%.

Phase Three – New Service

Members noted that this phase would involve rolling out new recycling schemes to communal collection areas, schools etc. with the aim to collect the same range of materials as follows –

- Stage 1 – Enhanced dry recycling
- Stage 2 – Food waste if possible and garden waste if requested

Members noted that the project was currently delayed by about 4-6 weeks due to operational difficulties in the bank holiday season.

Phase Four – Recycling Centres

It was reported that the bring sites / local recycling centres were being reviewed to understand what level of sites would need to be maintained following the introduction of enhanced kerbside collection of recycling.

It was noted that Ashley Green Parish Council had been contacted in relation to a trial for the removal of one site to test all aspects of process which had been developed with Serco.

Communications

It was reported that there had been no negative media coverage since the last Joint Waste Collection Committee.

Members also noted that the interim calendars had been circulated but that feedback had been minimal. It was agreed that a reminder be circulated to hopefully capture further feedback.

Customer Service

Members noted details in Appendix 3.

Performance Figures

Members' attention was brought to the performance table of the joint waste service 2013/14 as laid out in the report. Tonnage and percentage figures were very positive leading to a positive position to achieve targets in a full year following roll out.

Key Operating Targets (KOTs)

Members were handed a report and appendix on KOTs which outlined the Councils' draft proposals to Serco to change some elements of the KOTs for year two of the joint waste service contract. Members were pleased to see the removal of some of the targets that were more appropriately monitored as part of the street cleansing zone standards. They also noted that penalty levels had not been changed. Concern was raised in relation to the timely collection of bins at recycling centres as residents' perception was negative should such bins be seen as full over a period of time. It was agreed that this target would be also be monitored as part of the street cleansing zone standards. Members also agreed that they wished to see KOT relating to clearing of fly tipping, and failure to collect clinical waste not be capable of being off-set, and thus in the "significant above target range".

RESOLVED –

- A. The levels of the KOTs are agreed for year 2 of the contract (2014/15)**
- B. That the targets for 2015/16 are reviewed in December 2014**
- C. That the year 2 KOTs will run from April 2014 to March 2015**
- D. KOTs will be reported to the JWCC at each meeting but may run up to a month in behind**
- E. Arrangements are carried out to agree any necessary contract change with Serco**

Risk Register

The Committee considered the Risk Register and the risk levels were noted. Members raised concern about the risk around whether the proposed waste transfer stations would go ahead or not.

It was noted that Appendix 4, which was not appended to the report, would be circulated shortly after the meeting.

RESOLVED –

That the report be noted and that the Chairman write to County Councillor Lesley Clarke in relation to a commitment on depot opening times.

7 CONTRACTOR NOTICE OF CHANGE

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

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

The Committee considered the accompanying report and after much debate and questions answered they unanimously agreed that the report and the views of the committee should be presented to both Wycombe District Council Cabinet and Chiltern District Council Cabinet for determination.

RESOLVED -

That the report and the views of the committee be presented to both Wycombe District Council Cabinet and Chiltern District Council Cabinet in September 2014 for determination.

8 PROVISION OF WORKSHOP FACILITIES AT CLAY LANE, WYCOMBE

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

The Committee considered this item earlier in the meeting.

9 DATE OF NEXT MEETING:

The next meeting of the Chiltern and Wycombe Joint Waste Collection Committee to be held on Thursday 14 August 2014 at 10.30am at Chiltern District Council.

MINUTES of the Meeting of the
CHILTERNS CREMATORIUM JOINT COMMITTEE
 held on **6 AUGUST 2014**
 at **CHILTERN DISTRICT COUNCIL** at **2.00 pm**

PRESENT:

Councillor	A Green	Wycombe District Council	- Chairman
“	B Roberts	Aylesbury Vale District Council	- Vice-Chairman
Councillors:	H Mordue	Aylesbury Vale District Council	
	P E C Martin	Chiltern District Council	
	G K Harris	Chiltern District Council	
	Councillor H McCarthy	Wycombe District Council	

1 FINANCIAL STATEMENTS FOR THE FINANCIAL YEAR 2013/14

The Joint Committee received a report attaching a copy of the Small Bodies Annual Return for the year ended 31 March 2014, and information relating to the Income and Expenditure Account and Balance Sheet. 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 2014.

The report also detailed the key income and expenditure for 2013/14, including a revenue surplus of £868,114; key points arising from the Balance Sheet for 2013/14 and the General Fund Reserve balance of £4.4 million as at 31 March 2014.

RESOLVED –

- 1. That the Small Bodies Annual Return for the year ended 31 March 2014, 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 2014.

2 ELECTION OF CHAIRMAN**RESOLVED -**

That Councillor Tony Green be elected Chairman of the Chilterns Crematorium Joint Committee for the remainder of the Municipal Year.

3 APPOINTMENT OF VICE-CHAIRMAN

RESOLVED -

That Councillor Brian Roberts be elected 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 12 February 2014 were agreed and signed by the Chairman as a correct record, subject to the resolution of Minute 17 (Review of Memorials) being changed to: That the recommendation to phase out rose beds and replace them with shrubberies be agreed.

5 DECLARATIONS OF INTEREST

During the discussion of item 10 (Site Search: Aylesbury Crematorium) Councillor H McCarthy declared a personal interest in that item being a member of the WDC Planning Committee.

6 ANNUAL REPORT 2013/14

In accordance with Standing Order 7, the Joint Committee received the Fifty Ninth Annual Report.

RESOLVED –

That the Fifty Ninth Annual Report of the Chilterns Crematorium Joint Committee be formally approved and adopted.

7 APPOINTMENT OF TREASURER

The Joint Committee was asked to formally appoint the Director of Resources as the Treasurer of the Chilterns Crematorium Joint Committee.

RESOLVED -

That the Director of Resources be formally appointed as the Treasurer of the Chilterns Crematorium Joint Committee.

8 INFORMATION ITEM: JOINT CONTRACTS WITH SOUTH BUCKS DISTRICT COUNCIL

A review of contracts was being undertaken as part of the Chiltern and South Bucks District Councils' Shared Service approach to working. An update was provided on the three contacts used by the Chilterns Crematorium which would be part of the joint procurements.

The joint tender for banking services had been completed and services would be transferred over to Barclays by September. A joint tender exercise for insurance services was currently being conducted and the new joint contract would come into force on 1 April 2015. The joint tender for payroll services would be carried out at the end of the current financial year. Members would also receive an update on the harmonisation of terms and conditions of staff within the next 18 months.

RESOLVED –

That the report be noted.

9 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.

Note: the relevant paragraph number and description is indicated under the Minute heading.

10 SITE SEARCH: AYLESBURY CREMATORIUM

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

Members received a report outlining the business case and seeking approval from the Chilterns Crematorium Joint Committee (CCJC) for expenditure of up to £6.2 million to purchase land, build and operate a new crematorium at Bierton near Aylesbury. The Constitution required authority from each constituent council to spend over £50,000 of capital in a financial year. As such, following approval from the CCJC to proceed with the project, authority would then be sought from the constituent authorities: Aylesbury, Chiltern and Wycombe District Councils. The powers of the CCJC were limited to the operation of the Crematorium at Amersham. Once approval for the project had been received a further report would be prepared on extending the constitutional powers of the CCJC to operate other crematoria in the

constituent authorities' areas, in addition to the existing crematorium in Amersham.

The Joint Committee discussed the key risks and financial implications associated with the project. The business case set out that building a new crematorium would be financially viable. The financial modelling showed that the project, at the costs indicated in the report, was affordable using the accumulated surpluses and forecast surpluses for the next two years. It was noted that the CCJC was well prepared for a legal challenge and that this risk had been mitigated as far as possible. The business case, including the current financial position and the budget estimate of the project, were considered. Members were reassured that the level of contingency allocated for the project was considered adequate.

RESOLVED -

- 1. That the final business case and budget in the sum of £6 million be noted.**

AND RECOMMENDED -

- 2. That authority be delegated to the Clerk and Treasurer of the Chilterns Crematorium Joint Committee to:**
 - a) Agree the terms of and enter into a Section 106 planning agreement at the estimated cost detailed in the report under recommendation 1 (a) including ALUTS contribution plus Section 278 highways agreement with Buckinghamshire County Council for works for the entrance and highway footpath;**
 - b) Work to discharge any planning conditions and enter into an agreement with Natural England as required;**
 - c) Exercise the option to purchase land at Bierton, Aylesbury at cost detailed in the report under recommendation 1 (c) plus legal costs and compensation to the current tenant;**
 - d) Procure and enter into contracts for utility providers including relocating services at the estimated cost detailed in the report under recommendation 1 (d) – orders to be placed as soon as the Option agreement is exercised;**
 - e) Procure and enter into contracts appointing contractor(s) for construction in 2 phases at an estimated total cost detailed in the report under recommendation 1 (e);**

- f) Procure as part of the build contract new cremators and filtration equipment at an estimated cost detailed in the report under recommendation 1 (f) to meet the specified requirements;
 - g) Open and operate a new crematorium at Bierton on behalf of the constituent authorities of the Chilterns Crematorium Joint Committee; and,
 - h) To seek the authority of the Cabinets of the constituent authorities to expend the revenue, reserves and surpluses and progress this project as per the timetable.
3. That the constituent authorities of the Chilterns Crematorium Joint Committee delegate authority to the Clerk and Treasurer of the Joint Committee to enter into any necessary contracts and service agreements required for the day to day operation of the Aylesbury Crematorium, and set up appropriate annual revenue accounts hosted and managed by Chiltern District Council.
4. That the constituent authorities of the Chilterns Crematorium Joint Committee delegate authority to the Clerk and Treasurer of the Joint Committee, in consultation with the Chairman of the Joint Committee, to approve minor matters or additional expenditure in relation to progressing this project which will be regularly reported to the Committee up to the maximum of the estimated revenue surpluses of £6.2 million by the end of 2016/17, on the basis this figure allows for headroom over and above the estimated costs to allow for delays to the project and increased costs caused by any legal challenges.

Note: Councillor H McCarthy declared a personal interest during the discussion on the above item being a member of the WDC Planning Committee.

11 NEXT MEETING

The next meeting would be held in mid-October, and the meeting date would be confirmed following the meeting.

The meeting ended at 3.04 pm

CHILTERN DISTRICT COUNCIL**CABINET 26TH AUGUST 2014**

**CHILTERN CREMATORIUM JOINT COMMITTEE – PROPOSED
NEW CREMATORIUM FOR AYLESBURY****Contact Officer:**

Alan Goodrum, Chief Executive CDC & Clerk to Committee (01494 732001)

Jim Burness, Director of Finance CDC and Treasurer to Committee (01494732095)

Chris Marchant, Head of Environment CDC (01494 732250)

Charles Howlett, Crematorium Superintendent (01494 724263)

RECOMMENDATIONS**Cabinet is requested to:**

1 – Note the content of the attached report to the Chilterns Crematorium Joint Committee.

2 – Confirm its agreement to the recommendations contained within the attached report.

Relationship to Council Objectives

Objective 1 : Efficient and Effective Customer Focused Services

Implications

This is a key decision together with Partner Councils as to whether this project is progressed or not

Financial Implications

As contained within the attached report

Risk Implications

As per the risk register at Appendix 5 in the attached report

Equalities Implications

None – the new facility will be open to all who wish to use it

Sustainability Implications

As per the planning requirements for the development contained within the consent issued. The Councils are aiming to provide as sustainable a facility as economically possible.

Report

- 1 Attached at **Appendix 1** is a report that was considered at the Chilterns Crematorium Joint Committee on 6th August 2014 regarding the proposed new crematorium in Aylesbury.
- 2 The Committee in consideration of the details contained within the report decided to agree to the recommendations.
- 3 In consideration of the above decision the purpose this report is to now seek approval of each Cabinet from Chiltern, Aylesbury and Wycombe for expenditure of up to £6.2 million from the Chilterns Crematorium Joint Committee (CCJC) revenue reserves to purchase land, build and operate a new crematorium at Berton near Aylesbury.
- 4 This is required because under the current Constitution of the CCJC “*any expenditure in excess of £50,000 in any financial year will require the consent of the Executive or Cabinet of each participating Councils*” and powers are limited to the operation of the crematorium at Amersham, the decisions required by this report must be taken by the Cabinets of the constituent authorities ie CDC, WDC and AVDC.
- 5 Once the project has approval to proceed, a further report will be presented to extend the powers of the Joint Committee under the terms of the Constitution to operate the Aylesbury Crematorium in addition to the existing crematorium at Amersham.
- 6 When open Aylesbury Crematorium will help the CCJC achieve its overall aim of improving funeral service provision to residents of the three districts and surrounding areas. The aim is to open Aylesbury Crematorium in spring 2016, subject to CCJC and constituent Councils’ authority to proceed and other factors being considered.
- 7 This report is being considered by each Council at their respective Cabinet meeting on the following dates:

Chiltern District Council (CDC) 26th August 2014

Aylesbury Vale District Council (AVDC) 4th September 2014

Wycombe District Council (WDC) 22nd September 2014

Background papers: None

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Appendix 5

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

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