

# CHILTERN DISTRICT COUNCIL

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

**Tuesday, 25th August, 2015 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 - 14*)  
To sign the Minutes of the meeting held on 23 June 2015, subject to  
“(Saunders Surfacing)” being included after “Company B” in Minute 17,  
Part i).
- 3 Apologies for Absence
- 4 Declarations of Interest
- 5 28-Day Notice (*Pages 15 - 16*)  
*Appendix 1 (Pages 17 - 22)*  
*Appendix 2 (Pages 23 - 24)*  
*Appendix 3 (Pages 25 - 26)*
- 6 Current Issues
- 7 Review of Chiltern DC Reserves (*Pages 27 - 34*)
- 8 CDC Capital and Repairs & Renewals Outturn Report 2014/15 CDC

Repairs & Renewals Budget for 2015/16 (Pages 35 - 36)

*Appendix A (Pages 37 - 38)*

*Appendix B (Pages 39 - 40)*

9 Treasury Management - Quarterly Report Quarter 1 2015/16 (Pages 41 - 44)

10 Community Grant Aid Awards 2015 - 2016 (Pages 45 - 54)

11 Days Alms Houses (Pages 55 - 58)

12 Security Enhancements to Under Croft Car Park at King George V House, Amersham (Pages 59 - 60)

*Appendix (Pages 61 - 62)*

13 Consultation on fees for 5 year Private Hire Operators Licences (Pages 63 - 66)

14 Annual Performance Report 2014-15 (Pages 67 - 68)

*Appendix (Pages 69 - 72)*

15 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 - 20 July 2015 (Pages 73 - 78)*

*Appendix 2 - Chiltern & Wycombe Joint Waste Collection Committee - 25 June 2015 (Pages 79 - 82)*

*Appendix 3 - Joint Waste Committee for Buckinghamshire - 17 June 2015 (Pages 83 - 88)*

*Appendix 4 - Chilterns Crematorium Joint Committee - 25 June 2015 (Pages 89 - 92)*

16 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.

17 Cabinet Reports from Policy Advisory Groups:

17.1 Communities, Health & Housing Notes - 23 July 2015 (Pages 93 - 96)

17.2 Customer Services Notes - 22 July 2015 (Pages 97 - 100)

- 17.3 Environment Notes - 5 August 2015 (*Pages 101 - 104*)
- 17.4 Support Services Notes - 22 July 2015 (*Pages 105 - 108*)
- 17.5 Sustainable Development Notes - 21 July 2015 (*Pages 109 - 112*)
- 17.6 Sustainable Development Notes - 29 July 2015 (*Pages 113 - 118*)

18 Two New Leases in favour of the Cricket Clubs for Hyde Heath & Ley Hill  
(*Pages 119 - 120*)

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

*Appendix (Pages 121 - 122)*

19 New Lease of the land at Brentford Wood (*Pages 123 - 124*)

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

*Appendix (Pages 125 - 126)*

20 New Lease of the play area at Mill Meadow (*Pages 127 - 130*)

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

*Appendix (Pages 131 - 132)*

21 Mill Meadow Chalfont St Peter - Bridge repairs (*Pages 133 - 134*)

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

22 Non Domestic Rates- Discretionary Rate Relief Applications (*Pages 135 - 140*)

*Paragraph 1 – Information relating to any individual*

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

**Please Note:** Hard copies of the supporting documentation referred to in the appendices are available in the Members' Room for inspection.

*Appendix 1 (Pages 141 - 144)*

*Appendix 2 (Pages 145 - 148)*

*Appendix 3 (Pages 149 - 152)*

*Appendix 4 (Pages 153 - 156)*

*Appendix 5 (Pages 157 - 160)*

*Appendix 6 (Pages 161 - 166)*

23 Non Domestic Rates- Arrears Write Off (*Pages 167 - 168*)

*Paragraph 1 – Information relating to any individual*

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

*Appendix (Pages 169 - 174)*

**24 Non Domestic Rates- Arrears Write Off (Pages 175 - 176)**

*Paragraph 1 – Information relating to any individual*

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

*Appendix (Pages 177 - 180)*

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

**Date of next meeting – Tuesday, 20 October 2015**

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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.

<p><b>Publication Date:</b></p> <p><b>6 July 2015</b></p>
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## CHILTERN DISTRICT COUNCIL

### MINUTES of the CABINET

held on **23 JUNE 2015**

**PRESENT** Councillors I A Darby - Leader  
M Stannard - Deputy Leader  
G K Harris  
M R Smith  
F S Wilson

**APOLOGIES FOR ABSENCE** were received from Councillor P E C Martin

**ALSO IN ATTENDANCE:** Councillor M Harker

#### 1 MINUTES

The Minutes of the Cabinet meeting held on 24 March 2015 copies of which had been previously circulated, were approved and signed by Councillor I Darby, Cabinet Leader, as a correct record.

#### 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 3 28-DAY NOTICE FORWARD PLAN

The Cabinet received a report attaching the draft 28-Day Notices which provided a forward look at the Agenda for the next meetings of the Cabinet, Chilterns Crematorium Joint Committee, Chiltern and South Bucks Joint Committee, Joint Waste Committee for Bucks and Chiltern and Wycombe Joint Waste Collection Committee. The Notice for the next Cabinet meeting would be published on 27 July 2015.

#### **RESOLVED –**

**That the Draft 28-Day Notices / Forward Plans, including the Cabinet Notice to be published on 27 July 2015, be noted.**

#### 4 CURRENT ISSUES

##### (i) Councillor M Smith – Joint Waste Committee for Bucks

Councillor M Smith informed Cabinet that the first meeting of the municipal year of the Joint Waste Committee for Bucks had been held and Councillor M Smith had been elected Chairman of the Committee for the ensuing year.

**(ii) Councillor G Harris – Aviva Women’s Cycle Race**

Councillor Harris reported on the recent success of the Aviva Women’s Cycle Race which passed through the Chiltern District and had attracted a high level of participants and spectators to the event.

**5 SERVICE PLAN ACTIONS UPDATE 2014-15**

The Acting Chief Executive presented a report which provided the final outcomes of Service plan actions due during 2014/15 as part of good performance management practice.

**RESOLVED:**

**That the content of report was noted.**

**6 HOUSING COMMUNITY ORGANISATIONS BUDGET - HOUSING INTERACTION TRUST**

The Housing Manager presented a report which summarised the work of Housing Interaction Trust in Chiltern District and put forward a request from the Trust for a financial contribution from the Council to support the continuation of the Trust’s work with young people.

Members were advised that the Housing Interaction Trust (HIT) delivered housing advice and support services to young people with a focus on homelessness prevention (including mediation). The Council had agreed grant funding on a year by year basis to support HIT’s work (which directly impacted on the Council’s statutory homelessness duties). During 2014/15 HIT had seen a 45% increase in new clients compared to the previous year. HIT had requested a grant of £40,000 from the Council in 2015/16 to secure the continuation of its advice and support service for the year.

It was noted that the assistance provided to HIT minimised the number of young people who would otherwise approach the Council directly for homelessness assistance and potentially require temporary accommodation. It was reported that Bucks County Council provided funding to HIT specifically to deliver support to young people occupying 12 units of supported housing and this had been secured until 2017.

**RECOMMENDED:**

**That a grant of £40,000 be issued to Housing Interaction Trust to support and maintain the Trust’s work in Chiltern District Council in 2015/16 of which £10,000 be applied from the Homelessness Reserve.**

**7 TREASURY MANAGEMENT ANNUAL REPORT 2014/15**

The Director of Resources presented the annual report on the Treasury Management performance of the Council for 2014/15, which was a requirement of the Council to comply with the CIPFA Code of Practice on Treasury Management.

It was reported that as a debt free authority the treasury management activities of the Council were exclusively concerned with the investment of its reserves, as the Council did not undertake any borrowing. Investment income of £124K, was slightly in excess of the budget for the year, and the average length of investments had increased.

**RESOLVED:**

**That the content of the report outlining the investment performance for 2014/15 was noted.**

**8 SERVICE LEVEL AGREEMENT GRANT TO DIAL A RIDE**

The Head of Healthy Communities presented a report which sought to extend the current Service Level agreement with Dial a Ride and agree community grant funding of £20,200 per annum to provide access to transport for vulnerable persons.

**RESOLVED:**

- i) That an annual payment of £20,200 be agreed; and**
- ii) That the current service level agreement be continued until a review of the SLA funding had been completed**

**9 VOLUNTARY SECTOR INFRASTRUCTURE GRANT**

The Head of Healthy Communities presented a report which sought agreement to extend the current agreement with Buckinghamshire County Council to agree funding of £15,270 for the community and voluntary sector infrastructure grant administered by Buckinghamshire County Council.

**RESOLVED:**

- i) That a payment of £15,270 to Buckinghamshire County Council for the continuation of the voluntary and community sector infrastructure grant be agreed for 2015/16; and**
- ii) That the County Council be notified that any future funding would be dependent on performance.**

**10 UPDATE ON CHANGES TO COUNCIL AFFORDABLE HOUSING PROCEDURES FOLLOWING CHANGES MADE TO GOVERNMENT GUIDANCE**

Consideration was given to a report which advised the Cabinet on recent changes made to the affordable housing regime by central Government and outlined the implications of those changes on the Council's affordable housing policies and methods of collecting affordable housing contributions. In relation to Chiltern District in addition to recommending that that Council applied a lower threshold for seeking affordable housing contributions for developments which might be proposed within the areas of the district contained within the Area of Outstanding Natural Beauty (AONB).

**RESOLVED:**

- i) That the changes made to the National Planning Practice Guidance in relation to affordable housing schemes be noted;**
- ii) That for the purposes of applying the NPPG Chiltern District Council adopted the lower threshold of 5 units in designated rural areas, meaning that contributions for affordable housing was sought for 6 to 10 units within the AONB;**
- iii) That when calculating floorspace in association with National Planning Practice Guidance the floorspace to be included in any gross internal measurement would include all built functional spaces forming part of the development, for example, including basements, integral or attached garages and all detached buildings such as free standing garages or outbuildings;**
- iv) That the revised approach to the methods of collecting financial contributions arising from planning obligations given the current National Planning Practice Guidance be noted;**
- v) That the suggested approach to requests to vary existing planning obligations be noted, including the potential payment of refunds of planning obligation funds already committed and that authority be delegated to determine if refunds of affordable housing contributions should be made on a case by case basis to the Head of Sustainable Development in consultation with the Head of Legal and Democratic Services;**
- vi) That the drafting of a common planning application validation list be agreed for both Chiltern and South Bucks District Councils and public consultation on the revised list be authorised once the draft had been agreed by the appropriate committees at each council; and**



**vii) That the implications of the changes in national government guidance on the content of the Councils Affordable Housing SPD be noted.**

## **11 CONSIDERATION OF MEMBERSHIP OF COLNE VALLEY PARK COMMUNITY INTEREST COMPANY**

Cabinet considered the report which set out the background to the Colne Valley Park Community Interest Company (CIC); the Council's historical involvement with the body and the Council's reasons for terminating its membership previously. The report indicated that Chiltern District Council had been invited to join the new Community Interest Company and to discuss the possible implications of becoming a member of the CIC or not. It was reported that the consideration of membership had been raised with the Services Overview Committee and it was supportive of joining the Colne Valley Community Interest Company and it was considered beneficial to invite along the Colne Valley Park Manager to a future Council or Overview Committee meeting to update members on the Community Interest Company.

### **RESOLVED:**

- i) That the invitation for Chiltern District to join the Colne Valley Park Community Interest Company be noted;**
- ii) That Chiltern District Council become a member of the Colne Valley Park Community Interest Company; and**
- iii) That Chiltern District Council contributes £500 per annum to the Community Interest Company.**

## **12 M4 WIDENING (JUNCTIONS 3-12)**

The Cabinet considered the report which outlined a proposed scheme by Highways England, which was the subject of a Development Consent Order for the widening of the M4 between junctions 3 and 12. It was noted that the M4 was not within Chiltern District and therefore the proposed scheme did not have a direct impact on residents.

### **RESOLVED:**

- i) That the Council respond to the application as follows, "Chiltern District Council has no comment to make on the Development Consent Order"**

## **13 CABINET APPOINTMENTS TO OUTSIDE BODIES & OTHERS GROUPS**

Cabinet considered the report which sought agreement to the executive appointments to outside bodies and other groups shown in Appendix 1 to 3.

It was noted that the appointments to outside bodies with non-executive functions were agreed at Full Council on 27 May 2015.

**RESOLVED:**

**That the executive appointments of Members as detailed in the appendices to the report as listed below be agreed:**

- **Appendix 1: Executive Appointments to Outside Bodies**
- **Appendix 2: Policy Advisory Groups**
- **Appendix 3: Informal Groups**

**14 MINUTES OF JOINT EXECUTIVE COMMITTEES**

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

- Chiltern & South Bucks Joint Committee – 25 March 2015
- Chiltern & Wycombe Joint Waste Collection Committee – 20 March 2015

**15 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.**

**16 HS2 UPDATE AND PETITIONING PROCEDURES**

*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*

Consideration was given to the report which provided members with a further update on:

- The Select Committee hearing process to date and key announcements made by the Government,
- Progress made as a result of on-going negotiations with HS2 Limited on the extended tunnel and non-tunnel issues and sought Members approval to the petitioning issues being presented in evidence to the Select Committee,

- Provided an update of the financial implications of the work to date going forward; and
- Considered further action necessary.

**RESOLVED –**

- i) That the advice received was considered and the negotiations with HS2 Ltd were approved to ensure that the proposals remained in alignment with the Council's plans and vision for the area;**
- ii) That the work completed to date on the petition issued on behalf of the Council and on-going negotiations with HS2 Ltd about the Council's issues and asks was noted;**
- iii) That the issues being pursued and presented to the Select Committee on behalf of the Council be noted;**
- iv) That the provision of early access to HS2 on Council owned land (subject to tenant agreement, for some locations) was agreed;**
- v) That the Acting Chief Executive in consultation with the Leader and Head of Legal and Democratic Services be authorised to approve any further negotiations and settlements reached with HS2 leading up to the Select Committee hearings; and**
- vi) That the Acting Chief Executive be authorised to approve expenditure after consultation with the Leader and Head of Legal and Democratic Services and to deal with any further rapid or unexpected developments relating to the petitioning points being presented to the Select Committee which required an immediate decision on the Council's behalf.**

**17 SPRINTERS LEISURE CENTRE CAR PARK, PRESTWOOD**

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

Cabinet considered a report which sought agreement to award the tender for the resurfacing of the Sprinters (Prestwood) Leisure Centre car park.

**RESOLVED:**

- i) That the award for the tender for the resurfacing of the Sprinters (Prestwood) Leisure Centre car park to Company B (Saunders Surfacing) be agreed; and**

- ii) That a budget of £225,000 be agreed from the Approved Capital Programme for this project.

**18 CHILTERN LEISURE CENTRES, STRUCTURAL, ELECTRICAL AND MECHANICAL SURVEY**

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

Consideration was given to the report which outlined the implications of the recently published 5 yearly (2015-2020) Chiltern Leisure Centres, Structural, Mechanical and Electrical Surveys and agreed the Capital Programme for 2015/16.

**RESOLVED:**

- i) That the prioritisation of capital improvements across the Chiltern, Chalfont and Chesham leisure centres be agreed to ensure
  - a) An operational life of the Chesham and Chalfont Leisure Centres until 2030; and
  - b) To maintain Chiltern Pools to achieve an operational life until 2020;
- ii) That expenditure of £173,000 from the capital budget be agreed to fund the leisure capital works totalling £173,000 as detailed in Appendix 5 of the Officer's report.

**19 SPORTS & LEISURE NEEDS MEMBER WORKING GROUP**

*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 how to develop a clear approach to reviewing the future provision of sports and leisure facilities in Chiltern post 2020.

**RESOLVED:**

- i) That an officer/member working group be established comprising of six councillors from the Corporate Asset Management Group and Community Policy Advisory Group along with key officers including the Director of Services and the Head of Healthy Communities; and

- ii) That a specialist leisure consultant be appointed to undertake a sports and leisure needs assessment that considers both sports facility and wider leisure needs of the district post 2020 by reviewing the Sports and Leisure Assessment to identify the risks and opportunities associated with the delivery of sports or leisure facilities.

**The meeting ended at 5.38 pm**



<b>SUBJECT:</b>	<b>28 Day Notice</b>
<b>REPORT OF:</b>	<i>Portfolio Holder for Support Services</i>
<b>RESPONSIBLE OFFICER</b>	<i>Head of Legal &amp; Democratic Services</i>
<b>REPORT AUTHOR</b>	<i>Mat Bloxham, 01494 732143, mbloxham@chiltern.gov.uk</i>
<b>WARD/S AFFECTED</b>	<i>All</i>

### 1. Report

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.

### RECOMMENDATIONS

The Cabinet is asked to note the following draft 28 Day Notice / Forward Plan notices:

- Cabinet: 20 October (Appendix 1)
- CDC & WDC Joint Waste Collection Committee: 27 August (Appendix 2)
- Chilterns Crematorium Joint Committee: 24 September (Appendix 3)
- Joint Waste Committee for Bucks: 1 October (no items currently)
- Joint Committee: 16 November (no items currently)

<b>Background Papers:</b>	None.
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**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](http://www.chiltern.gov.uk/democracy)

<b>Leader (Councillor Isobel Darby)</b>					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Lead Officer <sup>5</sup>
No	<b>Annual Performance Report 2014-15:</b> This report introduces the Council's Annual Performance Report for 2014-15. (The format has been updated from the previous year).	Resources 28 July 15  Services 4 Aug 15	Cabinet <b>25 Aug 15</b>	No	Laura Campbell  Email: <a href="mailto:laura.campbell@southbucks.gov.uk">laura.campbell@southbucks.gov.uk</a>
Yes	<b>Quarter 1 Performance Report 2015-16:</b> This report monitors performance against pre-agreed targets and seeks approval for any proposed changes to targets.	Resources 06 Oct 15  Services 29 Sept 15	Cabinet <b>20 Oct 15</b>	No	Laura Campbell  Email: <a href="mailto:laura.campbell@southbucks.gov.uk">laura.campbell@southbucks.gov.uk</a>
No	<b>Joint Business Plan refresh 2015/20:</b> This report presents the Council's refreshed Joint Business Plan with Chiltern District Council, 2015-20, in line with Service Planning 2015-16.		Cabinet <b>20 Oct 15</b>	No	Laura Campbell  Email: <a href="mailto:laura.campbell@southbucks.gov.uk">laura.campbell@southbucks.gov.uk</a>
Yes	<b>Bucks Advantage Business Plan &amp; Funding Contribution (Bucks Thames Valley Local Enterprise Partnership):</b> To agree the Business Plan and to extend funding at 2014/15 levels until further notice.		Cabinet <b>20 Oct 15</b>	Report – No Appendix – Yes (Paragraph 3)	Bob Smith  Email: <a href="mailto:bsmith@chilterngov.uk">bsmith@chilterngov.uk</a>
No	<b>Quarter 2 Performance Report 2014/15:</b> This report monitors performance against pre-agreed targets and seeks approval for any proposed changes to targets.	Resources 18 Nov 15  Services 19 Jan 16	Cabinet <b>1 Dec 15</b>	No	Laura Campbell  Email: <a href="mailto:laura.campbell@southbucks.gov.uk">laura.campbell@southbucks.gov.uk</a>
Yes	<b>Service Plan Summaries 16/17:</b> This report introduces the Service Plan Summaries for the year 2016-17 for each of the main service areas at the Council.	Resources 26 Jan 16  Services 15 Mar 16	Cabinet <b>10 Feb 16</b>	No	Laura Campbell  Email: <a href="mailto:laura.campbell@southbucks.gov.uk">laura.campbell@southbucks.gov.uk</a>

Yes	<b>Quarter 3 Performance Report 2014/15:</b> This report monitors performance against pre-agreed targets and seeks approval for any proposed changes to targets	Resources 26 Jan 16  Services 15 Mar 16	Cabinet <b>5 April 16</b>	No	Laura Campbell  Email: laura.campbell@southbucks.gov.uk
No	<b>Performance Indicator Review 2016/17:</b> This report introduces proposed changes to the performance indicators for 2016-17		Cabinet <b>5 April 16</b>	No	Laura Campbell  Email: laura.campbell@southbucks.gov.uk
No	<b>Joint Business Plan refresh 2016/21:</b> This report presents the Council's refreshed Joint Business Plan with Chiltern District Council, 2016-21, in line with Service Planning 2016-17.		Cabinet <b>5 April 16</b>	No	Laura Campbell  Email: laura.campbell@southbucks.gov.uk

<b>Support Services - Deputy Leader (Councillor Mike Stannard)</b>					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Lead Officer <sup>5</sup>
Yes	<b>Repairs &amp; Renewals Programme 2015/16 to 2018/19 &amp; Capital/Repairs &amp; Renewals Outturn 2014/15:</b> To consider and agree the proposed updates to the Repairs & renewals programme & To report the 2014/15 outturn for Capital and R&R	Resources 28 July 15	Cabinet <b>25 Aug 15</b>	No	Helen O'keeffe  Email: hokeeffe@chiltern.gov.uk
Yes	<b>Review of Reserves:</b> A review of the level of ear marked reserves held by the council, with a view to rationalising the reserves held, and ensuring the level held in each is appropriate to the needs of the Council	Resources 28 July	Cabinet <b>25 Aug 15</b>	No	Jacqueline Ing  Email: jing@chilterngov.uk
Yes	<b>Business Rates Pooling:</b> To consider the risks and benefits of entering a Business Rates Pool for Buckinghamshire in 2016/17	Resources 6 Oct 15	Cabinet <b>20 Oct 15</b>	No	Jim Burness  Email: jburness@chilterngov.uk
Yes	<b>Capital Programme and Repairs &amp; Renewals Programme 2016/17 to 2019/20:</b> To consider and agree the proposed updates to the capital and Repairs & renewals programmes	Resources 18 Nov 15	Cabinet <b>1 Dec 15</b>	No	Jacqueline Ing  Email: jing@chilterngov.uk
Yes	<b>Draft Revenue Budget 2016/17:</b> To consider the draft Budgets for 2016/17	Resources 18 Nov 15	Cabinet <b>1 Dec 15</b>	No	Jacqueline Ing  Email: jing@chilterngov.uk

<b>Sustainable Development (Councillor Peter Martin)</b>					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Lead Officer <sup>5</sup>
Yes	<b>Emerging Chiltern District Local Plan 2014 - 2036: Issues and Options Consultation:</b> To consider representations received earlier this year as part of the Regulation 18 public consultation on the emerging Local Plan	SDPAG 26 Aug 15	Cabinet 20 Oct 15	No	Graham Winwright  Email: gwinwright@chilterngov.uk
Yes	<b>Local Development Scheme Review:</b> To consider the approved Local Development Scheme timetable for the Chiltern Local Plan 2014 - 2036 following the Government objectives for speeding up the preparation of local plans and for local authorities to have produced local plans by early 2017.	SDPAG 26 Aug 15	Cabinet 20 Oct 15	No	Graham Winwright  Email: gwinwright@chilterngov.uk

<b>Environment (Councillor – Mike Smith)</b>					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Lead Officer <sup>5</sup>
Yes	<b>Two New Leases in favour of the Cricket Clubs for Hyde Heath &amp; Ley Hill:</b> For Cabinet to note the terms for new leases of both Hyde Heath & Ley Hill Cricket Clubs.	CAMG 6 July 15	Cabinet 25 Aug 15	Yes Paragraph 3	Julia Garrard  Email: jgarrard@chilterngov.uk
Yes	<b>New Lease of the land at Brentford Wood:</b> That a new long lease be granted to Thames Water Utilities Limited (TWUL) of the land at Brentford Wood-used as a radio mast.	CAMG 6 July 15	Cabinet 25 Aug 15	Yes Paragraph 3	Julia Garrard  Email: jgarrard@chilterngov.uk
Yes	<b>Mill Meadow Chalfont St Peter – Bridge repairs:</b> To allocate £15,000 from the Revenues and Renewals budget to pay for the repairs and maintenance work necessary to the bridges.	CAMG 6 July 15	Cabinet 25 Aug 15	Yes Paragraph 3	Julia Garrard  Email: jgarrard@chilterngov.uk
Yes	<b>New Lease of the play area at Mill Meadow:</b> For Cabinet to agree terms for a new lease in favour of the existing licence holder of the play area at Mill Meadow.	CAMG 6 July 15	Cabinet 25 Aug 15	Yes Paragraph 3	Julia Garrard  Email: jgarrard@chilterngov.uk
Yes	<b>Proposed purchase of St Johns Ambulance Hall Chichester Row:</b> To consider and approve the purchase of the property	CAMG 6 July 15	Cabinet 25 Aug 15	Yes Paragraph 3	Linda Newell  Email: lnewell@chilterngov.uk

Yes	<b>Security Enhancements to Undercroft Car Park at King George V House Amersham:</b> To consider a report setting out proposed security enhancements	CAMG 6 July 15	Cabinet 25 Aug 15	Yes Paragraph 3	Jon Holt  Email: jholt@chilterngov.uk
No	<b>Chiltern Green House Gas (GHG) Report:</b> To receive a report providing a summary of the GHG report	Services 29 Sept 15	Cabinet 20 Oct 15	No	Ben Coakley  Email: bcoakley@chilterngov.uk

**Community, Health & Housing (Councillor Graham Harris)**

Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Lead Officer <sup>5</sup>
Yes	<b>Community Grants:</b> Report to agree the 2015/16 community grants	CHHPAG 23 July 15	Cabinet 25 Aug 15	No	Martin Holt  Email: mholt@chilterngov.uk
Yes	<b>Days Alms Houses:</b> application for a housing grant to undertake improvement and repair to the properties	CHHPAG 23 July 15	Cabinet 25 Aug 15	No	Martin Holt  Email: mholt@chilterngov.uk
Yes	<b>Housing Options and Allocations - Locata Software:</b> To seek agreement for the procurement of Locata software to secure the continuation of the Bucks Home Choice system beyond the end of the current agreement with Locata in January 2016	Services 29 Sept 15	Cabinet 20 Oct 15	Yes Paragraph 3	Michael Veryard  Email: mveryard@chilterngov.uk
Yes	<b>Revitalisation Groups:</b> Update and award of funding to the Revitalisation groups	CHHPAG 19 Nov 15	Cabinet 20 Oct 15	No	Martin Holt  Email: mholt@chilterngov.uk
Yes	<b>Service Level Agreement grant to Citizens Advice Bureau:</b> To consider the award of funding to CAB	Services 29 Sept 15	Cabinet 20 Oct 15	No	Martin Holt  Email: mholt@chilterngov.uk
No	<b>Chiltern District Council Strategic Housing Framework 2014-15:</b> To receive an update on affordable housing delivery and to consider the Council's draft Strategic Housing Framework 2014-15		Cabinet 1 Dec 15	No	Michael Veryard  Email: mveryard@chilterngov.uk

Yes	<b>Regulators Code for shared services:</b> To consider the shared service regulators enforcement code	CHHPAG 19 Nov 15	Cabinet 1 Dec 15	No	Martin Holt  Email: mholt@chilterngov.uk
Yes	<b>Shared Service Food and Health and Safety Business Plans:</b> To consider a shared service food and health & safety business plans	CHHPAG 19 Nov 15	Cabinet 1 Dec 15	No	Martin Holt  Email: mholt@chilterngov.uk
Yes	<b>Homelessness Strategy:</b> To consider a joint Homelessness Strategy	CHHPAG 19 Nov 15	Cabinet 1 Dec 15	No	Martin Holt  Email: mholt@chilterngov.uk
Yes	<b>Housing Strategy (Framework):</b> To consider a joint Housing Strategy or Housing Framework	CHHPAG 19 Nov 15	Cabinet 1 Dec 15	No	Martin Holt  Email: mholt@chilterngov.uk
Yes	<b>Private Sector Housing Strategy:</b> To consider a joint Private Sector Housing Strategy and Housing Financial Assistance Policy	CHHPAG 19 Nov 15	Cabinet 1 Dec 15	No	Martin Holt  Email: mholt@chilterngov.uk

**Customer Services (Councillor – Fred Wilson)**

Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Lead Officer <sup>5</sup>
Yes	<b>Discretionary Rate Relief:</b> Charities and sporting organisations are entitled to apply for discretionary rate relief and there are 6 applications to consider.		Cabinet 25 Aug 15	Yes (Paragraphs 1 & 3)	David Lunn  Email: dlunn@chilterngov.uk
Yes	<b>Non Domestic Rates Write Off Requests:</b> Two requests for write offs in respect of unpaid non domestic rates for £36190.90 and £23431.61		Cabinet 25 Aug 15	Yes (Paragraph 3)	Richard Charters  Email: rcharters@chilterngov.uk

- 1 The Council’s Constitution defines a ‘Key’ Decision as any decision taken in relation to a function that is the responsibility of the Cabinet and which is likely to:-
- result in expenditure (or the making of savings) over £30,000 and / or
  - have a significant impact on the community in two (or more) district wards.
- and
- relates to the development and approval of the Budget; or
  - relates to the development, approval and review of the Policy Framework, or
  - is otherwise outside the Budget and Policy Framework.

As a matter of good practice, this Notice also includes other items – in addition to Key Decisions – that are to be considered by the Cabinet. This additional information is provided to inform local residents of all matters being considered.

- 2 Each item considered will have a report; appendices will be included (as appropriate). Regulation 9(1g) allows that other documents relevant to the item may be submitted to the decision-maker. Subject to prohibition or restriction on their disclosure, this information will be published on the Council website – [www.chiltern.gov.uk/democracy](http://www.chiltern.gov.uk/democracy) – usually 5 working-days before the date of the meeting. Paper copies may be requested (charges will apply) using the contact details below.
- 3 In order to support the work of the Cabinet and to enhance decision-making, reports are often presented to other meetings for comment before going to the Cabinet. As such, this Notice also includes information on which meeting (if any) will also consider the report, and on what date.
- 4 The public can be excluded for an item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act 1972. The relevant paragraph numbers and descriptions are as follows:

Paragraph 1	Information relating to any individual
Paragraph 2	Information which is likely to reveal the identity of an individual
Paragraph 3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Paragraph 4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
Paragraph 5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
Paragraph 6	Information which reveals that the authority proposes: (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment
Paragraph 7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

Part II of Schedule 12A of the Local Government Act 1972 requires that information falling into paragraphs 1-7 above is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Nothing in the Regulations authorises or requires a local authority to disclose to the public or make available for public inspection any document or part of a document if, in the opinion of the proper officer, that document or part of a document contains or may contain confidential information.

Should you wish to make any representations in relation to any of the items being considered in private, you can do so – in writing – using the contact details below. Any representations received, together with any response from the Council, will be published on the Notice (the ‘Agenda’) issued no less than 5 working-days before the meeting. This will be available on the Council website – [www.chiltern.gov.uk/democracy](http://www.chiltern.gov.uk/democracy)

Contact: Democratic Services, Chiltern District Council, King George V House, King George V Road, Amersham, HP6 5AW; email: [chiefexecs@chiltern.gov.uk](mailto:chiefexecs@chiltern.gov.uk); tel: 01494 732143

- 5 The lead officer is usually the report author, and their contact details are provided in this column. The officer’s email address is a standard format: first initial followed by their surname e.g. Bob Smith = [bsmith@chiltern.gov.uk](mailto:bsmith@chiltern.gov.uk)

**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)**

<b>Meeting: 27 August 2015 (Wycombe District Council)</b>					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Contact Officer and Telephone Number (01494)
No	<b>Waste Service Highlight Report:</b> Update on the Joint Waste Service		<b>JWCC 27 Aug 15</b>	No	Kitran Eastman 732149
No	<b>Waste Service Policy Refresh:</b> Highlighting on changes and updates suggested for the policies of the Joint Waste Service		<b>JWCC 27 Aug 15</b>	No	Kitran Eastman 732149
No	<b>Waste Service Container Charging options:</b> Options for charging for provision and/or replacement containers		<b>JWCC 27 Aug 15</b>	No	Kitran Eastman 732149
No	<b>Waste Service Risk Review:</b> A highlight review of Waste Service Risks		<b>JWCC 27 Aug 15</b>	No	Kitran Eastman 732149





**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](#); [Aylesbury Vale District Council](#) & [Wycombe District Council](#)

**CHILTERN CREMATORIUM JOINT COMMITTEE (CCJC)**

<b>Meeting: 24 September 2015 (Cabinet Room, CDC)</b>					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Date to Overview <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Director
No	<b>Aylesbury Crematorium Project Update Report:</b> To consider an update report on the Aylesbury Crematorium project		<b>CCJC</b> 24 Sept 2015	Yes (Paragraph 3)	Director of Resources



<b>SUBJECT:</b>	<b>REVIEW OF CHILTERN DC RESERVES</b>
<b>REPORT OF:</b>	Support Services Portfolio Holder (Deputy Leader) - Mike Stannard
<b>RESPONSIBLE OFFICER</b>	Director of Resources - Jim Burness
<b>REPORT AUTHOR</b>	Head of Finance - Rodney Fincham
<b>WARD/S AFFECTED</b>	All

## 1. Purpose of Report

- 1.1 To review the reserves held by the Council.

## RECOMMENDATION

The Cabinet agrees to

1. To reduce the level of the General Reserve to £2,500k, and reallocate funding into earmarked reserves for a) Affordable Housing Reserve, b) Leisure Strategy Implementation, and c) Pension Fund Reserve.

2. To realign the revised total for earmarked reserves as set out in Appendix A.

## 2. Executive Summary

- 2.1 The Council has a General Reserve and a number of earmarked reserves. The review of the level of the General Reserve, indicates it can be reduced to £2,500k taking into account the earmarked reserves that exist to cover financial risks and the forecast revenue funding gap over the next four years.
- 2.2 The Council currently has 19 earmarked reserves, for purposes of managing financial risks and to provide funding for priority programmes of the Council. The report proposes realigning the earmarked reserves and amending the levels of some of the reserves in the light of current needs and priorities. The revised schedule of earmarked reserves is set out in Appendix A.

## 3. Reasons for Recommendations

- 3.1 The Council has a number of reserves. These need to be kept under review taking into account the current financial issues facing the Council. In addition the overall level of the General Reserve needs to be reviewed.

## 4. Content

General Reserve

- 4.1 The balance on the General Reserve as at the 31<sup>st</sup> March 2015 is £6,255k. However of this only £5,398k is available for the Council to use at its discretion. The usable balance is

significantly higher than the minimum level recommended by the Director of Resources for the current year, £850,000.

- 4.2 The General Reserve needs to be considered in the light of risks that could have financial impacts on the authority, however Chiltern does have a number of earmarked reserves to help mitigate the financial impact of many of these.
- 4.3 The General Reserve also needs to be considered in the context of the Medium Term Financial Forecast. When setting the budget for 2015/16 the forecast was indicating shortfalls in resources from 2017/18 onwards, and this needs to be borne in mind when considering the level of the General Fund.

	2015/16 £k	2016/17 £k	2017/18 £k	2018/19 £k	2019/20 £k
Forecast Surplus / (Shortfall)	0	507	(150)	(611)	(839)

- 4.4 Taking all these factors into account the level of the General Fund reserve could be prudently set at £2,500k, and £2,898 transferred to earmarked reserves in 2015/16.

#### Earmarked Reserves

- 4.5 Earmarked reserves are amounts set aside for specific policy purposes or for contingencies against specific financial risks. For each reserve established, the purpose, usage and control need to be clearly defined. Usual use is controlled by the Cabinet or delegated to a senior officer in consultation with a relevant Cabinet member.
- 4.6 The Council currently has 19 earmarked revenue reserves. As at 31<sup>st</sup> March 2015, the balance on these revenue reserves was £4,956k. A list of the current earmarked reserves, their balance as at 31<sup>st</sup> March 2015 and the purpose for which they are held is detailed in Appendix A, together with the planned additions to, or uses of, the non-capital reserves in 2015/16.

#### Future Demands on Reserves

- 4.7 There are 3 key demands on the Council Reserves.
- To help support the Council's Revenue Budget in light of future reductions in Government funding.
  - To help support the Council's Capital Investment Programme.
  - To support specific projects / issues.
- 4.8 As already indicated in the report the General Fund balance is very healthy and is of a level that it should be sufficient to manage year on year fluctuations of expenditure and income.
- 4.9 The following table shows the current predicted funding of the Capital Programme. This shows we will need a minimum of £3,391,000 of internal funds to support the Capital Programme over the next 4 years.

	2015/16	2016/17	2017/18	2018/19	Total
Capital Expend - Approved Orig	1,896	753	690	540	3,879

Capital Expend - Carry Forward	651		651
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Funded by:

- Grants and Contributions	386	251	251	251	1,139
- Internal Resources	2,161	502	439	289	3,391

4.10 Internal Capital Funds in 2015/16 currently stand at £4,759k:

- Capital Receipts Reserve           £2,680k.
- Capital Projects Reserve           £2,079k (£378k plus £1,701k addition in 2015/16)

4.11 Therefore at present our Capital Programme is funded. However there are likely to be requests to add new schemes to the programme, and there will be the need to fund a programme beyond 2019/20. Therefore earmarking additional funds for Capital projects is something to consider.

4.12 At present no specific funding has been set aside to fund expenditure related to the future direction of the Leisure Strategy for Chiltern and specifically the redevelopment of the Chiltern Pools site. As a minimum it could anticipate the need for further studies and feasibility work, in advance of any procurements, and these will need to be supported and project managed.

4.13 The provision of affordable housing continues to be an issue, and with the reduce funding likely to come from development agreements the Council may need to review the resourcing of its housing plans, including the acquisition of land for housing purposes.

4.14 The office accommodation needs of the authority will require investment through the Capital Programme even if this is just to maintain the KGV site.

4.15 An issue in recent years has been the Pension Fund deficit. The Council made a one off additional payment into the Fund in 2013/14 to reduce the deficit. The next triennial review of the Fund will be reporting in the autumn of 2016, and the Fund will still have a deficit. Therefore it would be prudent to set aside some funding that could be deployed at that time towards additional contributions.

4.16 Appendix A sets out the proposed redistribution of some of the reserves to address all these issues.

## 5. Consultation

5.1 The report has been considered by the Resources Overview Committee

## 6. Options

6.1 Other options to consider are to not to make any changes to the reserves, however this would mean that resources are not being aligned to current priorities. Alternatively the changes to reserves could be left until later in the year to be undertaken as part of the 2016/17 budget process, however any changes at this stage would not preclude further refinements later in the year.

## 7. Corporate Implications

7.1 The review of reserves is part of efficiently using Council resources for its priorities.

## CHILTERN RESERVES 2015/16

	Balance at 01/04/15 £'000	Added 2015/16 £'000	Utilised 2015/16 £'000	Movement	Balance 31/03/16 £'000
<b>Local Development Framework Reserve</b> To hold Housing and Planning Delivery Grant until expenditure incurred	246		-306	175	115
<b>Planning Reserve</b> To meet the costs of enforcement action and planning appeals, which can vary greatly from year to year, and to manage the significant costs arising from the periodic preparation, examination in public and approval of the Local Development Framework	635				635
<b>Neighbourhood Planning Reserve</b> To hold Neighbourhood Planning Grant until expenditure incurred	17				17
<b>Rent Deposit / Private Leasing and Homelessness Prevention Reserves</b> To provide funding to assist households in accessing affordable housing and avoiding homelessness	184			-84	100
<b>Preventing Repossessions</b> To hold Preventing Repossessions Grant until expenditure incurred	19			31	50

	Balance at 01/04/15 £'000	Added 2015/16 £'000	Utilised 2015/16 £'000	Movement	Balance 31/03/16 £'000
<b>Housing Benefits Reserve</b> To meet fluctuations in respect of housing benefits subsidy	508				508
<b>Waste Initiatives Reserve</b> A reserve established to support the delivery of waste and recycling services across the district	294				294
<b>Business Rates Retention Reserve</b> To respond to changes in funding following the localisation of business rates	250				250
<b>Transformation Reserve</b> A reserve established to enable the council to achieve further savings and efficiencies through service delivery review and other organisational change	116			-16	100
<b>Workforce Strategy Reserve</b> A reserve set aside to contribute towards future one off costs arising from organisational change and potential shared service arrangements	125			-25	100
<b>Election Fund</b> To meet the cost of local elections as and when required	96		-76	20	40

	Balance at 01/04/15 £'000	Added 2015/16 £'000	Utilised 2015/16 £'000	Movement	Balance 31/03/16 £'000
<b>Community Support Reserve</b> This reserve holds grant monies received until expenditure is incurred.	58			<b>42</b>	100
<b>HS2 Reserve</b> To cover potential costs involved in the planned HS2 rail route	322			<b>50</b>	372
<b>Affordable Housing</b> To provide for Affordable housing projects	425			<b>575</b>	1000
<b>Car Parks</b> For improvements to car parks	100				100
<b>Business Development Fund</b> For projects targeted at helping businesses grow within the District	250		<b>-100</b>	<b>50</b>	200
<b>S106</b> To hold unconditional S106 monies	25				25
<b>Capital Projects Reserve</b> This reserve is credited with interest earned and is held to provide resources for capital expenditure	0	<b>1701</b>		<b>80</b>	1781



	Balance at 01/04/15 £'000	Added 2015/16 £'000	Utilised 2015/16 £'000	Movement	Balance 31/03/16 £'000
<b>Refuse Vehicles Fund</b>	378	<b>394</b>			772
To provide for the replacement of the vehicles over the next seven years					
<b>Repairs &amp; Renewals Fund</b>	908				908
For the replacement of vehicles, plant, machinery and equipment as required and as a contingency for major repairs to buildings					
<b>Pension Fund</b>				<b>1000</b>	1000
Additional pension provision					
<b>Leisure Fund</b>				<b>1000</b>	1000
For development of leisure provision					
<b>Total Earmarked Reserves</b>	4956	2095	-482	2898	9467
<b>General Reserve</b>	5398			<b>-2898</b>	2500
<b>Capital Receipts Reserve</b>	2680				2680
	13034	2095	-482	0	14647

Note: The three shaded pairings of reserves to be merged to form three reserves rather than six.



<b>SUBJECT:</b>	<i>CDC Capital and Repairs &amp; Renewals Outturn Report 2014/15 CDC Repairs &amp; Renewals Budget for 2015/16</i>
<b>REPORT OF:</b>	<i>Support Services Portfolio Holder - Cllr Mike Stannard</i>
<b>RESPONSIBLE OFFICER:</b>	<i>Head of Finance - Rodney Fincham</i>
<b>REPORT AUTHOR:</b>	<i>Capital Accountant - Jane Clarke – 01494 732 223 <a href="mailto:jclarke@chiltern.gov.uk">jclarke@chiltern.gov.uk</a></i>
<b>WARD/S AFFECTED</b>	<i>All</i>

## 1. Purpose of Report

### 1.1 To:

- Report the 2014/15 capital and repairs & renewals outturn position.
- Request the carry forward of unspent capital and repairs & renewals budgets.
- Request agreement for new repairs & renewals schemes for 2015/16.

## RECOMMENDATION

Cabinet is asked to:

- Note the 2014/15 capital and repairs & renewals outturn position,
- Agree which capital and repairs & renewals budgets should be carried forward to 2015/16, and
- Agree new repairs & renewals schemes for 2015/16.

## 2. Capital Expenditure – 2014/15 Outturn and Carry Forward

### 2.1 Appendix A provides the following information for each 2014/15 capital scheme.

- Latest Budget 2014/15
- Actual Expenditure 2014/15
- Variance 2014/15
- Proposed carry forward
- Comments

## 3. Repairs & Renewals Expenditure – 2014/15 Outturn and Carry Forward

### 3.1 Appendix B provides the following information for each 2014/15 repairs & renewals scheme.

- Latest budget 2014/15
- Actual expenditure 2014/15
- Variance 2014/15
- Proposed carry forward
- Comments

**4. Repairs & Renewals Expenditure – 2015/16 Scheme**

4.1 The following new Repairs & Renewal budgets are proposed for 2015/16.

Scheme	Amount	Comment
Depot - Annual Repairs and Renewals allowance	£50,000	The proposal is to create an annual repairs and renewals allowance for works at the Depot. This will provide flexibility for works to be carried out as and when required.
Mill Meadow Chalfont St Peter Bridge Repairs	£15,000	Urgent bridge repairs. See CAMG report 6th July 2015 for further details.

4.2 In addition now that the joint Facilities & Property team is operational, the new team will be carrying out a review of maintenance requirements. This may result in requests for additional Repairs & Renewal schemes over the coming months.

**5. Consultation**

5.1 The report has been considered by the Resources Overview Committee.

**6. Options**

6.1 The other option is not to allow any carry forwards or new schemes. However this would mean projects could not be progressed.

**7. Corporate Implications**

7.1 If all proposed carry forward budgets are agreed, the additional budgeted capital expenditure in 2015/16 will be £651,000, and total budgeted repairs & renewals expenditure in 2015/16 will be £469,000.

**8. Links to Council Policy Objectives**

8.1 Effective budgeting helps ensure that, as far as possible, the Council can deliver cost-effective, customer-focused services.

**9. Next Step**

9.1 Capital and repairs & renewals projects to be progressed, and expenditure to be monitored against approved budgets.

<b>Background Papers:</b>	None
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Appendix A:  
CDC Capital Outturn 2014/15

	Budget Manager	Latest Budget 14/15 £	Actual Expenditure 14/15 £	Variance 14/15 £	Proposed Carry Forward £	Comments
<b>Environment</b>						
Investment works at London Road Depot	Chris M	403,792	508,278	104,486		No carry forward as overspent.
Lords Mill Weir, Chesham	Chris M	10,000		-10,000	10,000	Carry forward, awaiting EA approval / landowners.
Land Purchases - Amersham On the Hill	Chris M	20,000		-20,000	20,000	Carry forward work ongoing.
Shared Parking Service - ICES 360	Chris M	47,500	12,090	-35,410	35,500	Carry forward work ongoing.
AMSCP Over roof	Chris M	5,445		-5,445	5,500	Carry forward work ongoing, multi year project.
Additional off street parking solutions	Chris M	10,000		-10,000	10,000	Carry forward work ongoing.
<b>Community, Health &amp; Housing</b>						
Leisure Centre Provision / Payments to Main Contractors	Martin H	326,320	119,560	-206,760	207,000	Carry forward work ongoing.
Disabled Facility Grants	Martin H	368,245	263,156	-105,089	105,000	Carry forward for works approved but not yet started.
Renovation Grants / Flexible Home Improvement Loan	Martin H	68,842	33,815	-35,027	35,000	Carry forward, to fund ongoing renovation programme.
Flood Support Scheme (Grant funded)	Martin H	0	6,982	6,982		No carry forward, expenditure matched by DEFRA grant.
<b>Support Services</b>						
IT Office Licenses (Triennial)	Sim D	145,116	41,524	-103,592	103,500	Carry forward to cover future years license fees.
IT Helpdesk	Sim D	6,000	1,950	-4,050	4,000	Carry forward to cover order raised in 2015/16.
IT / Uniform Enhancements	Sim D	20,802	23,893	3,091		No carry forward as overspent.
Virtual environment upgrades	Sim D	25,000		-25,000	25,000	Carry forward, works to be progressed.
IP telephony - enhance functionality	Sim D	36,000		-36,000		No carry forward, work complete.
IP telephony - core infrastructure	Sim D	18,229	1,923	-16,306		No carry forward, work complete.
Web Content Management System	Rachel P	22,852	5,690	-17,162		No carry forward, work complete. Plus accounting rules now state web cost can no longer be classed as capital.
Shared Legal Service - Case Management	Joanna S	23,500		-23,500	23,500	Carry forward, works to be progressed.
KGVH - Roofing and skylight works Block A	Chris M	100,000	32,620	-67,380	67,000	Carry forward work ongoing.
KGVH - Works to Reception area	Chris M	100,985	91,104	-9,881		No carry forward, work complete.
<b>Capitalisation of Salary Costs</b>						
Capital Salaries	Chris M	50,000	50,000	0		No carry forward, budget spent.
		1,808,628	1,192,584	-616,045	651,000	



Appendix B:  
CDC Repairs & Renewals Outturn 2014/15

	Budget Manager	Latest Budget 14/15 £	Actual Expenditure 14/15 £	Variance 14/15 £	Proposed Carry Forward £	Comments
<b>Cultural and Related Services</b>						
Barn Hall & Annex: Roof repairs	Chris M	30,000		-30,000	30,000	Carry forward, budget not yet spent continue with repair work only.
Ashley Green old school: Roof repairs & damp	Chris M	6,500		-6,500	6,500	Carry forward, budget not yet spent.
<b>Environmental and Regulatory services</b>						
Pub Convs: Repair buildings & equipment	Chris M	26,289		-26,289	26,000	Carry forward, budget not yet spent.
Chesham culvert: Floodsacks	Chris M	6,000		-6,000		No carry forward, no specific works proposed.
Cleansing services: Replacement dog waste bins	Chris M	5,000		-5,000	5,000	Carry forward, bins being ordered.
Depot: Access road improvements	Chris M	21,500	20,000	-1,500	1,500	Carry forward work not yet completed.
Depot: CCTV	Chris M	5,000		-5,000	5,000	Carry forward, budget not yet spent.
Depot: Papersort facility reinvestment fund	Chris M	120,665		-120,665	121,000	Carry forward in case reinvestment is needed.
Depot: Electricity testing - H&S	Chris M	3,000		-3,000	3,000	Carry forward, works ordered.
Depot: Mess room, H&S and lighting works	Chris M	8,000		-8,000	8,000	Carry forward, budget required for road works
Depot security fencing to South boundary	Chris M	8,000	1,960	-6,040	6,000	Carry forward, budget required for road works
Depot: CDC/BCC food waste skips	Chris M	19,000		-19,000	19,000	Carry forward, budget not yet spent.
Depot: Roadway PPM (Planned Preventative maintenance)	Chris M	20,000	20,000	0		No carry forward, budget fully spent.
Noise monitoring equipment	Martin H	4,709		-4,709	5,000	Carry forward, budget not yet spent.
Depot: Roof Repairs to building No 1 (Ringway Jackobs)	Chris M	26,000		-26,000	26,000	Carry forward, budget not yet spent.
<b>Highways &amp; Transport Services</b>						
Car park surface repairs	Chris M	33,654	696	-32,958	33,000	Carry forward, budget not yet spent.
Amersham Old Town Car Park: LED lighting	Chris M	13,500	14,856	1,356		No carry forward, budget overspent.
AMSCP: Repair pedestrian barriers	Chris M	8,000		-8,000	8,000	Carry forward, budget not yet spent.
LED Programme progress (Catlings etc)	Chris M	15,000	6,284	-8,716	9,000	Carry forward, budget not yet spent.
AMSCP: Redecoration 3 year prog 2014-16	Chris M	20,000	10,485	-9,515	8,000	Carry forward, budget not yet spent.
<b>Corporate &amp; Democratic Core</b>						
Offices: Air conditioning upgrade	Chris M	14,000		-14,000	14,000	Carry forward, budget not yet spent.
Offices: Design advice following Block C vacation	Chris M	10,000		-10,000	10,000	Carry forward, space planning project commenced
Offices: Internal redecoration	Chris M	6,076	3,185	-2,891	3,000	Carry forward, to continue atrium works.
Offices: Paving replacement	Chris M	16,552	10,000	-6,552	7,000	Carry forward, other works to be completed.
Offices: Replace chamber roof windows	Chris M	5,000		-5,000	5,000	Carry forward, other repairs required to chamber.
Offices: Small maintenance works	Chris M	45,000	5,298	-39,702	40,000	Carry forward, budget not yet spent.
IT: Replacement equipment/alterations	Sim D	34,480	31,008	-3,472		No carry forward, if necessary work will be funded from revenue budget.
		<b>530,925</b>	<b>123,772</b>	<b>-407,153</b>	<b>399,000</b>	
<b>Leisure Centres</b>						
Leisure Centres Fund	Martin H	8,298	15,699	7,401		No carry forward, budget overspent.
Disability Discrimination Act works	Martin H	25,300	20,633	-4,667	5,000	Carry forward, ongoing statutory DDA alterations to the leisure centres.
Prestwood Leisure Centre	Martin H	7,522	10,089	2,567		No carry forward, budget overspent.
		<b>41,120</b>	<b>46,421</b>	<b>5,301</b>	<b>5,000</b>	
<b>Grand Total including Leisure</b>		<b>572,045</b>	<b>170,193</b>	<b>-401,852</b>	<b>404,000</b>	





<b>SUBJECT:</b>	<i>Treasury Management – Quarterly Report Quarter 1 2015/16</i>
<b>REPORT OF:</b>	<i>Jim Burness, Director of Resources</i>
<b>RESPONSIBLE OFFICER</b>	<i>Helen O'Keeffe, Principal Accountant</i>
<b>REPORT AUTHOR</b>	<i>Helen O'Keeffe, <a href="mailto:hokeeffe@chiltern.gov.uk">hokeeffe@chiltern.gov.uk</a> 01494 732781</i>
<b>WARD/S AFFECTED</b>	<i>All</i>

## 1. Purpose of Report

- 1.1 To report on the Treasury Management operation of the Council for April – June 2015.

### RECOMMENDATION

**The Cabinet is requested to note the Treasury Management performance for 2015/16.**

## 2. Background

- 2.1 The Council is required to comply with the CIPFA Code of Practice on Treasury Management. The primary requirements of the code are:
- (i) Creation and maintenance of a Treasury Management Policy Statement, which sets out the policies, and objectives of the Council's treasury management activities.
  - (ii) Creation and maintenance of Treasury Management Practices, which set out the manner in which the Council will achieve those policies and objectives.
  - (iii) Receipt by the Cabinet and Council of an annual strategy report for the year ahead and an annual review report of the previous year.
  - (iv) The delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.

## 3. Quarterly Report on Treasury Management Quarter to June 2015

- 3.1 As a debt free authority the treasury management activities of the Council are exclusively concerned with the investment of its reserves, as the Council does not undertake any borrowing.
- 3.2 There were no changes in the base rate in the quarter, with the rate having remained at 0.5% since March 2009.
- 3.3 The total of loans outstanding at the end of the quarter was £9,000,000 detailed in the table below.

UK Institutions	Fitch Credit Rating	Principal £	Interest Rate	Invested	Matures
Lloyds Banking Group	A+				
Fixed Deposit		1,000,000	1%	05/11/14	05/11/15
Fixed Deposit		1,000,000	1.55%	02/06/14	02/06/17
95 Day Notice		2,000,000	0.30%		
Nationwide Building Society	A				
Fixed Deposit		1,000,000	0.90%	19/05/15	19/05/16
Santander	A				
Fixed Deposit		1,000,000	1%	09/03/15	09/03/16
Fixed Deposit		1,000,000	0.98%	19/06/15	20/06/16
Fixed Deposit		1,000,000	1%	09/03/15	09/03/16
Svenska Handelsbanken	AA-				
Instant Access		1,000,000	0.35%		
<b>Total Deposits</b>		<b>9,000,000</b>			

3.4 Capita Asset Services Treasury is engaged by the Council as its Treasury Management consultants providing advice on investment, performance and regulations where necessary.

3.5 As part of the continuing programme of Member development there is a briefing session to be held on 30th September covering Treasury Management and Investments, to be undertaken by Capita Asset Services.

The session will cover

- The Code of Practice that governs Treasury Management activities for local authorities
- The broad economic environment which is shaping interest rates in the coming years
- The key issues for the Council to consider for treasury management

#### 4. The Prudential Capital Code – Prudential Indicators

4.1 In accordance with the Prudential Capital Code the Council reviews its Prudential Indicators on a quarterly basis. Movements in the Prudential Indicators for the year 2015/16 to date are as follows:

## 4.2 Interest rate exposures

The interest rate exposure on investments has moved as follows:

Date	Investments as a % of total	
	Fixed	Variable
31/03/15	41%	59%
30/06/15	62.5%	37.5%

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.

## 4.3 Principal sums invested for periods longer than 12 months

The limit for non-specified investments is 100% of total investments, of which up to 50% only can be greater than 12 months. The figures are as follows:

Date	Total investments	Sums invested for greater than 12 months	% of total investments
31/03/15	£17m	£6m	35%
30/06/15	£9m	£5m	56%

Of the £5m invested for greater than 12 months, £4m of this is for 4 loans with durations of 366 or 367 days. The time periods over which sums have been invested reflect the current level of rates that do not incentivise long term cash investments.

4.4 The fixed term investments have decreased from £17m to £9m between March and June because fewer funds have been invested over fixed time periods. As at the end of June, £9.145m was held in instant access funds for everyday cashflow purposes compared to £325,000 at the end of March. This in part reflects the normal net cash inflow in the first quarter of the financial year compared to the last quarter.

## 5 Corporate Implications

5.1 The budgeted income from investments for 2015/16 has been set at £110,000. Interest earned in the first quarter is £26,500.

<b>Background</b>	None
<b>Papers:</b>	



<b>SUBJECT:</b>	<i>Community Grant Aid Awards 2015 - 2016</i>
<b>REPORT OF:</b>	<i>Councillor Graham Harris – Cabinet Member for Community, Health &amp; Housing</i>
<b>RESPONSIBLE OFFICER</b>	<i>Martin Holt – Head of Healthy Communities</i>
<b>REPORT AUTHOR</b>	<i>Paul Nanji (01494) 732110 <a href="mailto:pnanji@chiltern.gov.uk">pnanji@chiltern.gov.uk</a></i>
<b>WARD/S AFFECTED</b>	<i>All</i>

## 1. Purpose of Report

### Recommendation

- 1.1 That Cabinet support the proposed allocation of Community Grant Aid Scheme funding as detailed in the report.

## 2 Reasons for Recommendations

2.1 The Council's Community Grant Aid Scheme helps enable local community organisation improve local services and facilities for residents. The projects detailed in appendices 1 and 2 are recommended to receive funding primarily because they support the council's key corporate objectives, have member support and represent good value for money. The scheme also helps attract significant external funding into the district, acting as leverage to the various applying organisations. For example, the forty one projects recommended for funding will collectively attract an additional £316,222 into the district.

2.2 Supporting 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 aid scheme support community participation that impacts positively a number of key objectives including community cohesion, health and wellbeing, the local environment and community safety.

## 3 Content of Report

3.1 The Council's Community Grant Aid Scheme supports a diverse range of local voluntary organisations. The total grant fund available for Chiltern's Community Grant Aid scheme is £32,000. The number and quality of applications has resulted in a challenging decision making process.

3.2 The scheme supports the Council in delivering the Five Ways to Wellbeing programme, helping enable local voluntary and community organisation, deliver a diverse and exciting range of services for local residents, older and younger people to;

- Connect with others in the community
  - Be Active by participating in sports or community activities
  - Take Notice of what is going on in the community
  - Learn new skill or pass on their skills to others
  - Give through volunteering
- 3.3 The projects are assessed on how well they 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 the local economy.
- 3.4 This year's scheme attracted forty seven applications that collectively requested funding totalling £69,944. The cumulative value if all the applicants' schemes were delivered totals £330,415 which would be achieved by applicants accessing funding from other grant awarding bodies, running internal fundraising events and utilising reserves.
- 3.5 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 has resulted in the Council awarding £32,069 to 41 different community organisations.
- 3.6 All application forms were placed in the Members Room (from 15<sup>th</sup> July) along with a summary report highlighting each applicant's key strengths, weaknesses and associated councillor comments.
- 3.7 All applications were arranged into three distinct categories. Those attaining the **Green** standard strongly support a minimum of four of the Council's key objectives and also have councillor support. It is proposed that applicants achieving Green status should receive 60% of their requested grant apart from those requesting £500 or less who will receive 100% funding. (Appendix 1)
- 3.8 Appendix 2, details those applicants that achieved **Amber** status, namely those community organisations that strongly support three of the Council's key objectives and have councillor support. Applicants attaining this standard are recommended to be awarded 40% of their grant request.
- 3.9 Finally, applicants whose projects are classified as **Red** status do not strongly support the Council's objectives, have limited councillor support and/or can secure funding from an alternative source receive no funding and are listed in Appendix 3.

#### 4 Consultation

- 4.1 Councillors were actively approached to comment on applications being proposed in their respective wards. The Leader and Portfolio holder for Community, Health and Housing were asked to comment on larger schemes that served the district as a whole.

4.2 All the applying organisations were approached and asked to comment on their experience of going through the community grant aid scheme and offer feedback to improve the scheme moving forward. As a result of this consultation the online application form has been simplified and broken down into two separate sections forms making it easier to complete.

4.3 The Community, Health & Housing Policy Advisory Group endorsed the recommendations contained in this report.

## **5 Corporate Implications**

### **5.1. Financial**

There is an approved budget of £32,000 to support the proposed community projects.

### **5.1 Environmental**

Several of the projects have a positive impact on the local environment, including developing more energy efficient community facilities, encouraging green transport and offering educational opportunities to improve awareness and understanding of the local natural environment.

### **5.2 Equalities**

The Community Grant Aid Scheme directly supports the voluntary sector to assist a diverse range of residents including the old and vulnerable, young people, disabled residents and socially disadvantaged.

## **6 Links to Council Objectives**

Work towards safer and healthier local communities

Improve community safety

- Work with young people at risk of becoming involved with crime

Promote healthier communities

- Address the needs of the elderly and those who are vulnerable

Promote local communities

- Support the voluntary sector and promote volunteering

Strive to conserve the environment and promote sustainability

- Promote energy efficiency and encourage the reduction of carbon emissions

## **7 Conclusion**

**7.1** The high volume and diversity of applications demonstrates the importance of the Council's community grant aid scheme in helping support local voluntary community groups. This increased level of demand has placed additional pressure on the Council's limited resources with £69,944 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 them attract further funding.

**7.2** Members are asked to agree the proposed allocation of funding as detailed in Appendices 1, 2 and 3.



## Appendix 1

Table 1 – Community Grant Applicants Awarded Green Status

Applying Body	Project Details	Total Project Cost	Requested Funding	60% Grant Awarded	Participants
<b>All Saints Church</b>	New youth clubs in Winchmore Hill and Coleshill	£2,291	£1,431	£859.00	40
<b>Amersham Band</b>	Professional level teaching support, conductor training and music resources.	£1,560	£1,200	£720.00	90
<b>Bellingdon &amp; Ashridge Village Hall &amp; Recreation Ground Association</b>	New industrial dishwasher and cooker for community centre	£5,300	£2,000	£1,200	2,500
<b>Botley Playing Fields Association</b>	Install a new playground at Botley Road playing fields	£56,334	£2,000	£1,200	1,500
<b>Buckinghamshire &amp; Milton Keynes Association of Local Councils</b>	Encourage Chiltern villages to enter the Bucks 'Best Village Competition'	£3,700	£350	£350	000's'
<b>Chalfont St Giles &amp; Jordans Revitalisation Steering Group</b>	Chalfont St Giles Literary Festival	£14,000	£1,500	£900	6,000
<b>Chalfont St Giles Youth Club</b>	Purchase new chairs, sports and arts equipment	£3,100	£2,000	£1,200	350
<b>Chalfont St Peter Youth Centre</b>	Develop and provide programmes for young people including sports activities, film projects, Bike Doctor' sessions, games nights, and supporting local community events.	£10,000	£2,000	£1,200	400
<b>Chalfont U3A</b>	Laptop and two projectors to increase the range of classes and activities	£850	£850	£510	500

Applying Body	Project Details	Total Project Cost	Requested Funding	60% Grant Awarded	Participants
<b>Chesham Over 50" Positive Action Group</b>	Broaden the range of social activities for elderly residents living in Chesham which includes day trips, IT training and coffee mornings.	£1,050	£400	£400	60
<b>Chesham Rugby Club</b>	Develop a new permanent club house/changing facility	£51,000	£2,000	£1,200	300
<b>Chesham Walkers are Welcome</b>	Develop 4 new heritage walk leaflets to encourage healthy lifestyles and visitors to Chesham	£1,500	£1,500	£900	000's'
<b>Chiltern Youth Projects</b>	Deliver outreach summer diversionary programme, involving outreach youth workers	£10,000	£2,000	£1,200	250
<b>Drug FAM</b>	Family support network that is affected by a drug/alcohol user within their family.	£2,000	£2,000	£1,200	100
<b>Holmer Green Youth Club</b>	Replace and improve old and damaged furniture	£1,800	£1,800	£1,080	250
<b>Little Chalfont Good Companions Club</b>	Social activities for vulnerable older Residents	£2,500	£500	£500	30
<b>Pond Park Community Association</b>	Deliver a range of community activities including older people's social group, youth club activities and mother and toddlers Group	£2,425	£2,000	£1,200	2,500
<b>Pond Park Rangers</b>	Expansion of the youth diversionary programme, helping reduce ASB	£18,900	£2,000	£1,200	
<b>Prestwood Youth &amp; Community Action Group (PYCAG)</b>	Train and develop volunteers and offer external trips for young people attending youth club activities	£3,100	£1,748	£1,050	30
<b>RCCG Christ Liberty House</b>	To establish a new boys brigade club in Amersham	£2,000	£500	£500	40
<b>Total</b>		<b>£193,410</b>	<b>£29,779</b>	<b>£18,569</b>	

## Appendix 2

Table 2 – Community Grant Applicants Awarded Amber Status

Applying Body	Project Details	Total Project Cost	Requested Funding	Amount Awarded	Participants
Amerindis	Cultural, health and sports activities for the Indian community	£5,000	£1,500	£600	500
Amersham Community Association Short Mat Bowls Club	Purchase two new indoor bowls mats	£2,000	£2,000	£800	62
Artic One Foundation	Run the Chiltern Junior Para Triathlon at Chesham Leisure Centre	£1,350	£1,000	£500	75
Chesham Cricket Club	Furniture for pavilions at Chesham and Chartridge and outreach girls coaching programme	£2,000	£1,700	£680	500
Chalfont Bee Keeping Association	Purchase ten specialist bee suits to enable students and visitors to train and become members to the club	£1,000	£1,000	£500	200
Change4Chalfont	Worm Magic a composting project delivered in local schools	£800	£800	500	1750
Chesham Waterside 50+ Stretch & Flex Group	Develop a new additional weekly class to attract new members into the club	£1,799	£1,000	£500	23
Chiltern Open Air Museum	Literacy workshops for local children from disadvantaged backgrounds	£900	£900	£500	90
Friends of Lowndes Park	Organise a Chesham wide picnic/classical music event for the whole community in Lowndes Park	£2,400	£1,300	£520	500
Gold Hill Baptist Church	Purchase a mini bus to enable vulnerable and isolated residents to access local activities	£7,000	£2,000	£800	100
Hospice of St Francis	Support the travelling cost of specialist nurses to visit and support terminally ill patients and their families	£2,000	£2,000	£800	1,000

<b>Ley Hill School PTA</b>	Ley-Fest '15 is a community music festival for adults and children.	£2,850	£2,000	£800	1,000
<b>Little Chalfont Charitable Trust</b>	Two disabled accessible picnic table and benches for new nature parks.	£2,350	£2,000	£800	2,000
<b>Little Missenden Festival</b>	Community Festival	£36,360	£1,000	£500	1,500
<b>Society for Mucopolysaccharide Diseases</b>	Develop 25 volunteers to develop specialist childcare disabled children and their siblings	£2,600	£1,000	£500	25
<b>SPACE</b>	Redevelop the group's website to encourage on line discussion and access to information for parents who have children with ADHD	£2,300	£2,000	£800	200
<b>The Source HP16</b>	Develop five community newspapers, print and distribute throughout Great Missenden	£4,000	£2,000	£800	000's'
<b>Toy Bank</b>	Offer disadvantaged parents new and nearly new Christmas presents for their children	£3,300	£2,000	£800	500
<b>Victoria Road Residents Association</b>	Organise a street party, develop local newsletter and undertake a community consultation programme to address residents' concerns	£1,165	£865	£500	120
<b>Village Older People's Action Group</b>	Support social activities for older people from Chalfont St Peter and surrounding villages	£1,638	£500	£500	100
<b>Winchmore Hill Methodist Church</b>	Renovate church building to improve community space provision in the village	£40,000	£2,000	£800	100+
<b>Total</b>		<b>£122,012</b>	<b>£29,765</b>	<b>£13,500</b>	

## Appendix 3

Table 3 – Community Grant Applicants Attaining Red Status

Appling Body	Project Details	Requested Funding	Funding Awarded	Justification
<b>Amersham Artisans</b>	Train local artists and exhibit their work	£2,000	£0.00	Group received funding for a similar project last year and project does not strongly three of Council's key objectives
<b>Chesham Action Partnership</b>	'Christmas in Chesham' festival ' brings together the local community, attracting visitors from across the community to celebrate the festive season	£500	£0.00	Chesham Action Partnership already receives £2,000 core funding from CDC
<b>Chesham Bois Combined School PTA</b>	Purchase computer tablets for the new school library	£1,500	£0.00	Project does not support the Council's corporate objectives
<b>Coleshill Parish Council</b>	Relocate a new play area into a more appropriate position within the village	£2,000	£0.00	As a precepting authority, Coleshill PC has the power raise funds internally
<b>Mums for Mums</b>	Support group for young mums within the Amersham community	£2,000	£0.00	Project does not support the Council's corporate objectives
<b>Wycombe Woman's Aid</b>	Train volunteers to run a new self-esteem programme for women in Chesham who have been victims of domestic violence	£1,600	£0.00	The group is already funded via a council service level agreement, not eligible for community grant scheme
		<b>£9,600</b>	<b>£0.00</b>	



Chiltern District Council  
 Services Overview 16 June  
 Community Health & Housing PAG 23 July 2015  
 Cabinet 25 August 2015

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<b>SUBJECT:</b>	<b>DAYS ALMS HOUSES</b>
<b>REPORT OF:</b>	<i>Graham Harris, Healthy Communities Portfolio Holder</i>
<b>RESPONSIBLE OFFICER</b>	<i>Martin Holt, Head of Healthy Communities</i>
<b>REPORT AUTHOR</b>	<i>Martin Holt 01494 732055, <a href="mailto:mholt@chiltern.gov.uk">mholt@chiltern.gov.uk</a></i>
<b>WARD/S AFFECTED</b>	<i>Amersham Town</i>

### 1. Purpose of Report

To consider the award of housing grant funding of £100,000 to Amersham United Charities for the refurbishment of the Days Alms houses, 71-87 High St, Amersham

### RECOMMENDATION

To agree a housing grant of £100,000 for the refurbishment of the Days Alms houses, 71-87 High St, Amersham subject to Days Alms houses entering into a Nomination Agreement with Chiltern District Council that will give the Council the right to nominate tenants to all future vacancies that arise following completion of the refurbishment works (excluding any vacancies that have to be utilised to decant or re-house existing residents during the refurbishment works).

### 2. Executive Summary

### 3. Reasons for Recommendations

**3.1** The Day Alms houses consisting of nine, grade II listed properties, currently do not meet the standards required in respect of the Housing, Health and Safety Rating Scheme through the provision of poor or no thermal insulation, food safety, protection against accidents (falls), and the protection against fire/flames/smoke.

**3.2** Whilst the Council has a duty to enforce housing standards which are hazardous to health, it discharges this function through advice and assistance, including financial assistance or through the use of its enforcement powers. The charitable owner has put forward proposals through the planning regime to improve the properties, ensuring compliance with legislative requirements and is seeking £1.2M funding through accessing charitable donations, loans and grants.

**Chiltern District Council  
Services Overview 16 June  
Community Health & Housing PAG 23 July 2015  
Cabinet 25 August 2015**

---

**3.3** Grant assistance of £100,000 from the Council would assist the charities fund raising efforts and reduce the potential future costs to the Council of enforcement or of accommodating persons currently living in the dwellings who may make a homelessness application because the condition of the dwellings means that they can no longer remain.

#### **4. Content of Report**

**4.1** The Days Alms houses, 71-87 High St, Amersham, built in 1657, consist of nine small single bedroom properties, which currently do not meet the standards required under the Housing, Health and Safety Rating Scheme, presenting a risk to the health and safety of the occupants.

**4.2** Amersham United Charities has submitted proposals to the Council to refurbish the properties and to bring them up to modern standards whilst maintaining their heritage aspects and listed planning consent (CH/2014/1591/FA) has been approved. The proposal is to convert the properties to create 7 habitable dwellings.

**4.3** The current risks to health and safety of the occupants are associated with;

- cold homes and risk of fuel poverty resulting from the poor thermal insulation;
- food safety as the small size of the kitchens results in a lack of kitchen facilities and working space;
- there is a risk of falls arising from the steep and turning staircases; and
- residents have to escape from the first floor bedroom through the kitchen in the event of a fire.

**4.4** The current conditions are such that should a resident suffer increasing mobility problems it would not be possible to install adaptations (e.g. stairlift etc.). In such cases, the resident would need to move and the Council would have a duty to provide alternative accommodation, increasing the pressures on the Council's housing and homelessness services.

**4.5** As part of the refurbishment Amersham United Charities are seeking to enable the provision of level access showers and to install staircases that would support the installation of stair lifts. Such investment would reduce the need for the Council to support future disability adaptations through its grant programme. The small kitchens will also be extended to create sufficient space to enable the preparation of foods, and the walls and roof spaces are to be thermally insulated assisting the thermal comfort of the property.

**4.6** Such works would enable the continued occupation of the homes by vulnerable elderly occupants, and reduce the risk of homelessness or injury to residents.

**4.7** The cost of works is estimated to be £1.2M for which Amersham United Charities is fundraising through applying for charitable donations, obtaining loan funding, to be



**Chiltern District Council  
Services Overview 16 June  
Community Health & Housing PAG 23 July 2015  
Cabinet 25 August 2015**

---

repaid through increased rents and has enquired regarding housing assistance funding from the Council.

**4.8** The homes currently provide accommodation for vulnerable elderly residents aged between 50 and 92 years of Amersham and the surrounding district that are at risk of becoming homeless. The accommodation provided is a valuable resource that prevents the need for the Council to find alternative accommodation.

**4.9** When vacancies occur the properties are offered to persons who are in need or at risk of homelessness who have a connection within the geographical boundaries of Amersham, Coleshill and Penn (with nominations being extended to the whole of Chiltern District).

**4.10** In return for a grant, Amersham United Charities would consider entering in to a local letting policy, which would enable the Council to nominate persons to the charity for consideration for housing. This would allow vacant properties in the Days Alms houses to potentially be advertised via the Bucks Home Choice scheme. This would enable the Council to widen the availability of property through which it could discharge its responsibilities to house elderly and vulnerable homeless applicants.

**4.11** A grant of approximately £14,275/property (£100,000) is being sought which would represent good value in terms of the Council benefiting from a supply of additional affordable accommodation if a local lettings agreement was in place. This compares favourably with other recent schemes where the Council has provided capital funding support to deliver additional affordable housing, namely:

- Chiltern District Council supported Paradigm Housing in 2014/15 to acquire properties with capital funding equivalent to £25,000 per property
- Chiltern District Council supported Hightown Praetorian and Churches Housing Association in 2014/15 to convert empty offices in Chesham into flats with capital funding equivalent to £16,590 per dwelling.

## **5. Consultation**

*Not Applicable*

## **6. Options**

The options available to the Council are;

1. **To not provide a grant to Amersham United Charities** – This may mean that the improvement works cannot take place and could result in the Council having to take enforcement action against Amersham United Charities because of a failure to meet HHSRS standards in the Alms houses. This will have an impact on the Council in terms of both the cost of enforcement action to the authority and the likely need for the Council to secure alternative accommodation for existing residents via the Bucks Home Choice or homelessness services. Additionally, this will create significant stress and uncertainty for existing residents who will face the need to move on.

**Chiltern District Council  
Services Overview 16 June  
Community Health & Housing PAG 23 July 2015  
Cabinet 25 August 2015**

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2. **To provide a contribution by way of loan to United Amersham Charities.**  
This would enable the properties to be brought up to current housing standards and in return for a loan a local lettings policy would be agreed with nomination rights to the council. However a loan may restrict the ability of the charity to secure alternative loan funding.
3. **To provide a contribution by way of grant to United Amersham Charities.**  
This would enable the properties to be brought up to current housing standards and in return for a grant a local lettings policy would be agreed with nomination rights to the Council.

## **7. Corporate Implications**

1. *Financial – 100,000 has been included in the Provisional Capital List for this project. The Private Sector Housing Strategy outlines the assistance that can be made to property owners to ensure that houses are free from hazards identified in the Housing Health and Safety Rating Scheme. Whilst the Housing Financial Assistance policy provides grants and loans to owner occupiers to undertake works to properties to achieve these standards it currently does not provide grants to landlords. Assistance can be provided on a case by case basis and an exception could be considered in relation to this enquiry.*
2. *Legal – Regulatory Reform (Housing Assistance) Order 2003 and the Local Government Act 2000 both enable the Council to provide Housing Financial Assistance to meet the wellbeing requirements of residents.*

## **8. Links to Council Policy Objectives**

This proposal supports the objectives in the Joint Business Plan in relation to working to support healthier and safer local communities;

## **9. Next Step**

Following approval of any award of grant, officers will work with Amersham United Charities to agree the local nomination agreement for tenants referred by the Council to the charity.

<b>Background Papers:</b>	It is a legal requirement that we make available any background papers relied on to prepare the report and should be listed at the end of the report (copies of Part 1 background papers for executive decisions must be provided to Democratic Services )
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<b>SUBJECT:</b>	<b>Security Enhancements to Under Croft Car Park at King George V House, Amersham</b>
<b>REPORT OF:</b>	Cllr Mike Smith – Portfolio Holder For Environment
<b>RESPONSIBLE OFFICER</b>	Chris Marchant – Head of Environment
<b>REPORT AUTHOR</b>	Jon Holt (01494 732066) JHolt@chiltern.gov.uk
<b>WARD/S AFFECTED</b>	Amersham

### 1. Purpose of Report

That Cabinet agree to transfer £37,000 from the Provisional Capital Programme to the approved Approved and Committed Capital Programme to enable completion of security enhancements at King George V House under croft car park.

### RECOMMENDATION

Agreement to capital funding for £37,000 to be confirmed.

### 2. Executive Summary

The project was instigated due to the continuing antisocial behaviour in and around the under croft parking area. Previous measures to tackle the problem have proved to be ineffective. The proposed enclosure work provides personal safety for building users and protection of council goods and vehicles stored in the area.

### 3. Reasons for Recommendations

In order to enable funding for completion of security enhancement works at King George V House under croft car park.

### 4. Content of Report

This project was initially proposed in order to enhance the current security arrangements at the King V House under croft car park. The current unenclosed car park has previously experienced examples of anti-social behaviour. This has included damage to parked cars, attempts to set fires in the under croft and damage to the electric car charging point.

The original specification for this project was prepared in October 2014 and involved providing 18 enclosing fencing panels, and two electronically controlled open lattice roller shutter doors for cars to enter the under croft. The roller shutter vehicle doors and two pedestrian entrances were originally due to be linked and operated by an electronically controlled pass card system. These measures would enable the under croft to be secured for safety of building users working out of hours or attending evening meetings and the emergency vehicle stored in the under croft area, while maintaining unrestricted out of hours access to the open car park area for general users.

**Cabinet 25<sup>th</sup> August 2015**  
**Chiltern District Council**

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Invitations to tender for the works were issued on the 8<sup>th</sup> October 2014 with submissions returned on the 3<sup>rd</sup> November 2014. The preferred tender for the works was in the region of £40,000 and further electrical upgrade and connection works resulting in the projected cost of works exceeding the £37,000 which was originally identified in the provisional capital budget.

During June 2015 a slightly reduced scope of works was prepared that will achieve the project aims but at reduced costs. Electric roller shutter doors will be installed which can be opened and closed daily and standalone manual key pad pedestrian gates will also be installed. Initial consultations with contractors have indicated that the revised specification should be deliverable within budget. A CCTV standalone camera is also being ordered for the undercroft.

**5. Consultation**

Formal planning application previously submitted on 20<sup>th</sup> June 2014 under reference CH/2014/1042/RC. Planning consent granted on 10<sup>th</sup> September 2014. Planning consent requires the Planning Authority to approve open lattice type roller doors and control housing boxes prior to commencement of the installation work.

**6. Options**

- (i) If funds are transferred to the confirmed capital programme budget further works can be progressed with the security enhancements being put out to tender resulting in the subsequent scheduling and completion of enhancement works.
- (ii) Funds remain on the provisional capital programme budget with current security measures remaining in place.

**7. Corporate Implications**

**Finance**

There is currently £37,000 identified in the Provisional Capital List for this project.

**8. Links to Council Policy Objectives**

Works will be compatible with improvement of community safety set out in Chiltern & South Bucks Councils' aims and objectives.

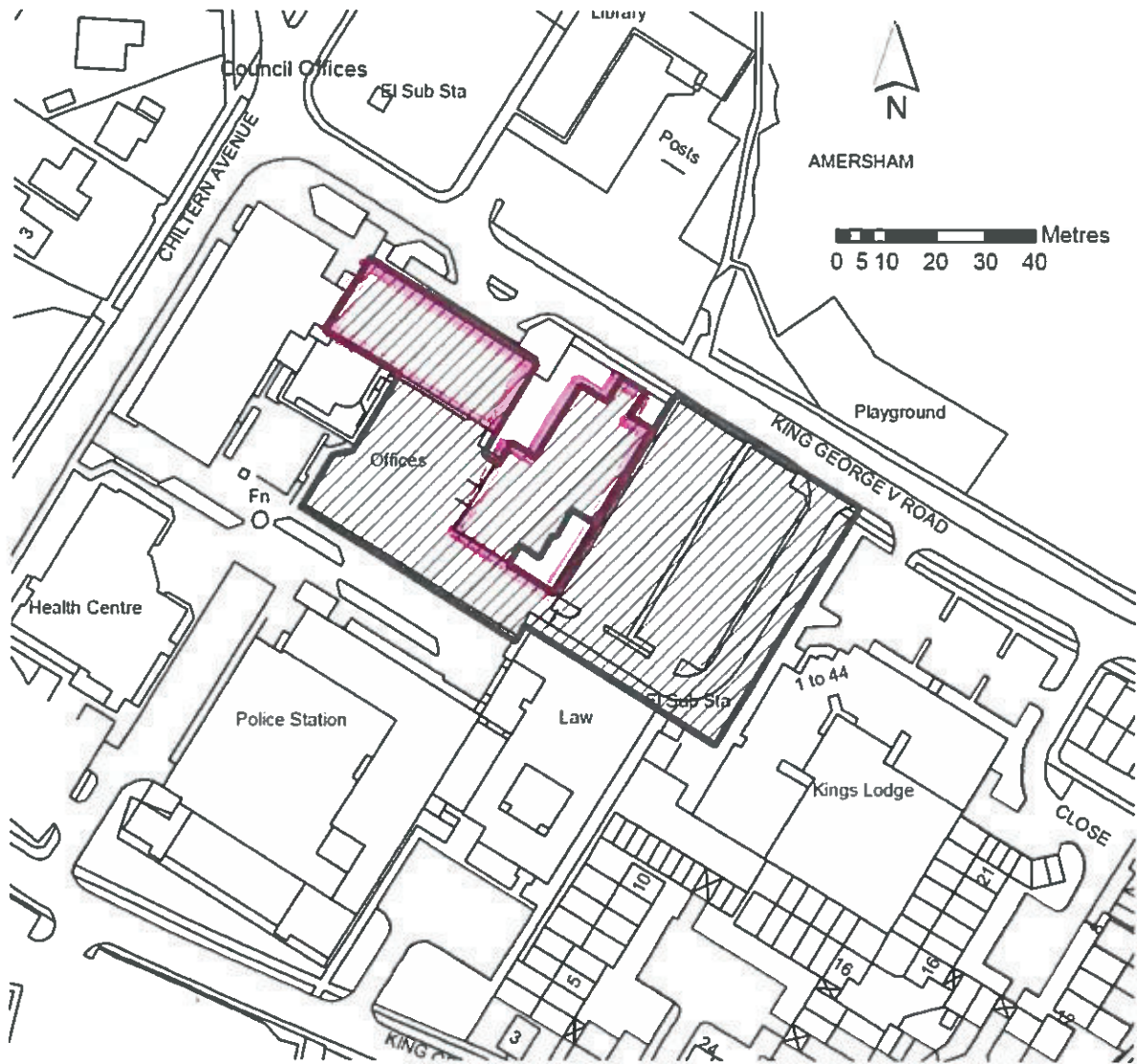
**9. Next Step**

Enablement of proposed funds to facilitate initial invitation for tenders from contractors and subsequent scheduling and completion of proposed works.

<p><b>Background Papers:</b></p>	<p>It is a legal requirement that we make available any background papers relied on to prepare the report and should be listed at the end of the report (copies of Part 1 background papers for executive decisions must be provided to Democratic Services )</p>
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**King George V House Proposed Secure Parking Area**

**Site:** Chiltern District Council  
King George V House  
King George V Road  
Amersham, Bucks  
HP6 5AW





<b>SUBJECT:</b>	Consultation on fees for 5 year Private Hire Operators Licences
<b>REPORT OF:</b>	Portfolio Holder for Healthy Communities – Councillor Graham Harris
<b>RESPONSIBLE OFFICER</b>	Head of Healthy Communities – Martin Holt
<b>REPORT AUTHOR</b>	Nathan March, 01494 732249, nmarch@chiltern.gov.uk
<b>WARD/S AFFECTED</b>	All

### 1. Purpose of Report

To advise Cabinet of the proposed fees for Private Hire Operator Licensing, following changes to the law requiring these licences to be issued for 5 years.

#### RECOMMENDATION

1.2 It is recommended that Cabinet

1.2.1 Consider the proposed fees for Private Hire Operators Licences

1.2.2 Advise the Licensing and Regulatory Committee of any comments if appropriate

### 2. Reasons for Recommendations

The Constitution requires that Cabinet is consulted as part of the Fee Setting process.

### 3. Background

3.1 The Deregulation Act 2015 (“The Act”) received Royal Assent on 26 March 2015 with the aim of reducing the burden resulting from legislation for businesses or other organisations or for individuals.

3.2 The Act brings in several changes that affect the licensing and regulation of the Hackney Carriage and Private Hire trade including a required 5 year duration for Operators Licences.

### 4. Duration of Private Hire Operators Licences

4.1 The Act requires that all operators’ licences are issued with a standard duration of 5 years unless a lesser period is considered appropriate by the Council on a case by case basis and not because of a blanket policy. The Council currently only provides annual licences for operators and therefore a new fee structure needs to be agreed so that 5 year licences can be made available in place of the current annual licences.

4.2 When the fees were considered and then set earlier this year the cost of licences was estimated and the fees were then set at a level which brought the Council closer to

**Chiltern District Council  
Cabinet**

recovering its costs for Hackney Carriage and Private Hire licensing generally, whilst avoiding the potential for surpluses to be made. However it was recognised that to fully recover costs would negatively impact on the trade.

- 4.3 The proposed fees cover the cost of admin required to process the licence and also the costs involved with monitoring compliance with the conditions once a licence has been issued. It is estimated that the cost of processing these licences is on average £28 per application (40 minutes processing time); moving to 5 year licences will mean this admin fee is only required once, and a saving of 4 years processing will be achieved which is £112 per licence. The size of the operator does not affect this saving as the processing time is no different. The saving has been accounted for in the price of each of the proposed fees, with an additional reduction of £3 to ensure the fees are practical, as shown in the table below. If a licence was granted for a lesser period then the fee would be pro rata.

Size of Operator	Current Annual Fee	5 x Current Fee	Reduced Admin	Proposed Fee
1 Vehicle	£155	£775	-£115	£660
2-4 Vehicles	£205	£1025	-£115	£910
5-10 Vehicles	£255	£1275	-£115	£1160
11+Vehicles	£305	£1525	-£115	£1410

- 4.4 As the 5 year fees will have to be new fees that are introduced, the Council will have to go through the statutory process of consultation prior to setting these fees. The fees will be advertised in the local press for a period of 28 days and will come into effect the day after this consultation ends if no objections are received or at a later date if objections are received, as these objections would have to be considered prior to the fees finally being set. The proposed fees will also be on the Council's website and current licence holders will also be informed of these legislative changes.
- 4.5 It is proposed that the consultation be arranged so that the fees once approved can be introduced as close to 1<sup>st</sup> October as possible, although a delay will be unavoidable if objections are received due to the required process for fee setting.

## 5. Options

Cabinet has the option to provide any comments to The Licensing and Regulation Committee with regards to the proposed fees.

## 6. Corporate Implications

- (i) This matter is not a key decision for Cabinet as the fees are set by the Licensing and Regulation Committee.
- (ii) This matter is within the Policy and Budgetary Framework.

## 7. Links to Council Policy Objectives



**Chiltern District Council  
Cabinet**

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There is a link between an effective licensing regime for Hackney Carriage and Private Hire Vehicles and Operator and the Council's policy objective for safe communities.

**8. Next Step**

Any comments on the proposed fees will be verbally reported to the Licensing and Regulation Committee on 27th August 2015

If the delegation is approved the Head of Healthy Communities in consultation with the Chairman of the Licensing Committee will make the necessary changes to the Hackney Carriage and Private Hire Licensing Policy to reflect these legislative changes.

<p><b>Background Papers:</b></p>	<p>Licensing and Regulation Committee Report; Implications of the Deregulation Act 2015 in relation to the Taxi and Private Hire trade 27<sup>th</sup> August 2015</p> <p>Licensing and Regulation Committee Report: Hackney Carriage and Private Hire Licensing Fees 15 January 2015</p> <p>The Deregulation Act 2015</p>
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<b>SUBJECT:</b>	<i>Annual Performance Report 2014-15</i>
<b>REPORT OF:</b>	<i>Leader of the Council – Councillor Isobel Darby</i>
<b>RESPONSIBLE OFFICER</b>	<i>Acting Chief Executive – Bob Smith</i>
<b>REPORT AUTHOR</b>	<i>Rachel Prance (01494 732903) Laura Campbell (01895 87236.</i>
<b>WARD/S AFFECTED</b>	<i>Report applies to whole district</i>

### 1. Purpose of Report

The purpose of this report is to introduce the Council's Annual Performance report 2014-15.

### RECOMMENDATION

Cabinet are asked to note this report.

### 2. Reasons for Recommendations

This reports factual annual performance against pre-agreed targets for publication on the web-site.

### 3. Content of Report

The Annual Performance Report 2014-15 is attached as Appendix A. This is a shorter, more succinct, online report with links to other information such as the Joint Business Plan, financial information and the end of year performance tables. It aligns with simplified and focussed performance reporting as requested by Councillors.

### 4. Consultation

Not applicable

### 5. Options

Not applicable.

### 7. Corporate Implications

7.1 Resources – The monitoring of progress against performance targets is a useful tool to help monitor the progress the Council is making to improve council aims, improve service delivery, and deliver value for money services for residents.

7.2 Financial – Performance Management assists in identifying value for money.

7.3 Legal –None identified.

7.4 Risks issues – None specific to this report. A risk register is managed separately.  
Financial

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**8. Links to Council Policy 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 three of the Council's objectives.

**9. Next Step**

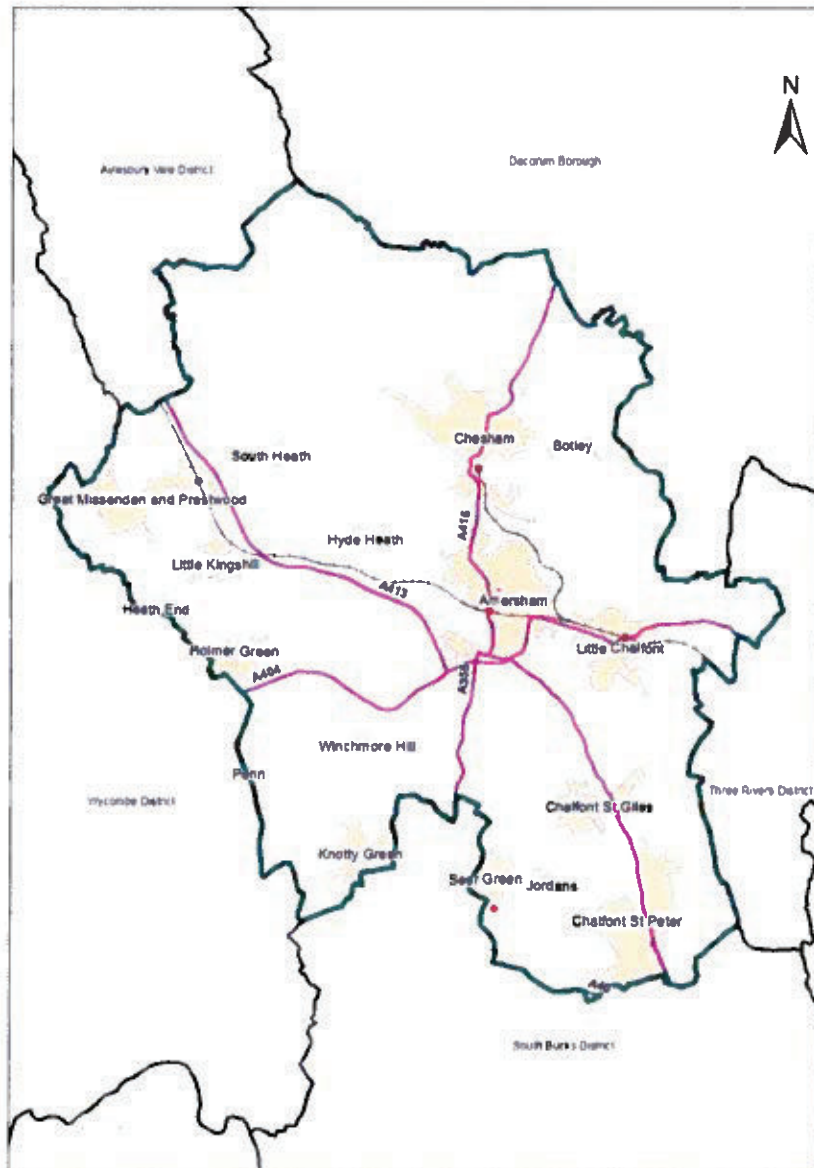
Once noted, Appendix A will be published on the website.

<b>Background Papers:</b>	N/A
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Classification: OFFICIAL



# Chiltern District Council Annual Report 2014 / 15



Classification: OFFICIAL

Classification: OFFICIAL

Welcome to our new online Annual Report. This report aims to highlight our major achievements and performance between April 2014 and March 2015.

To find out more about our vision for the area and what we are trying to achieve, please see our joint business plan with South Bucks District Council:

[Chiltern and South Bucks Joint Business Plan](#)

The business plan also explains our performance framework and links to service area plans, actions and targets for the year.

If you would like to read more about our financial performance, please click here:

[Statement of Accounts](#)

### Joint Working

Our work with South Bucks District Council continued, to reduce our costs and improve service resilience.

At the end of this performance year, nine service units are operating as shared services, with a further eight due to be shared by the end of 2015. The remaining three services are planned for review by spring 2016. During 2015/16, nett savings generated will total £1,225,000.

This project includes streamlining processes, making better use of resources including shared, efficient desktop and telephone systems and joint procurement.



You can find out more about this major project here:

[Chiltern and South Bucks Joint Committee Meetings](#)

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## **Achievements during 2014/15**

### **Housing:**

A review of the Bucks Home Choice allocations scheme was implemented during the year, introducing a stricter local connection and qualification criteria. This emphasised the needs of local people and reduced the number of registered applicants by over 50%. A new Bucks Home Choice website was also rolled out, allowing clients to "self-serve" and obtain tailored housing advice on-line.

### **Crime:**

Year on year, burglary in Chiltern reduced by 30%.

### **High speed rail 2 (HS2):**

- On-going negotiations with HS2 Ltd to achieve best mitigation for the district
- Extended tunnel through the Area of Natural Beauty (ANOB) - report commissioned and presented to MPs and HS2 Ltd
- Preparation of evidence for the Government's HS2 Select Committee appearance.

### **We've made it easier to do things on line:**

- Those on the housing wait list can self-serve online
- Planning applications and progress can be viewed online
- Electronic claims process introduced for council tax and housing benefits.

### **Did you know?**

- We granted planning permission for 289 new dwellings during the year, 24% for affordable homes
- More than 80% of the 1,843 planning applications registered were processed within guideline time limits
- We collected 99% of domestic council tax and 98.6% of non-domestic rates
- Nearly 3,000 people took part in targeted sports activities conducted outside of our leisure centres, with leisure centre attendance exceeding 900,000
- 26,025 tonnes of household waste were recycled and 27,650 composted across the joint waste contract area of Chiltern and Wycombe districts.
- 264 standard land registry searches were received, all processed within five working days.

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## Performance against targets:

This year, we set ourselves 73 targets to achieve. The full table and results can be viewed [here](#).

Of the known results, 76% (54) met, exceeded or came within 10% of target, and 24% (17) failed to get within 9% of target. Five of these targets which were not met related to housing. An upturn in homelessness put pressure on housing services during the year, impacting on five of these targets. A review of homelessness options is scheduled to take place to tackle this issue. Seven related to the waste service, mostly due to robust recycling targets, higher than the national target of 50%, with one due to an increase in fly-tipping.

## Looking forward:

- We will complete the last three shared services reviews and start delivery of projects identified to further streamline processes and improve accessibility
- Consultations are underway for a new local plan to be developed. This will give us a new planning framework to meet development needs
- We remain opposed to plans for HS2 that could bring more than a decade of disruption to the district. However, if HS2 does go ahead, we will work to get the best deal possible for Chiltern by continuing negotiations with HS2 Ltd to achieve the best mitigation for the district, including appearing before the Government's HS2 Select Committee with support from expert witnesses
- We will move more processes on line and further improve our website to make it easier to find what you are looking for
- Working with Thames Valley Police, we will identify crime hotspots and use intelligence on crime types throughout the year to reduce crime further
- A full review of homelessness options will be carried out and we will act on any recommendations
- The work we've already started, to implement the new Aylesbury Crematorium to meet the needs of Buckinghamshire, will continue through to delivery
- We will seek ways to improve recycling rates further.

You can read more about what we are working to achieve during 2015/16 here:

[Service Plan Summaries](#)

Prepared by Performance and Policy May 2015.



INVESTOR IN PEOPLE



**Chiltern**  
District Council

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**CHILTERN DISTRICT COUNCIL**

**MINUTES of the Meeting of the  
CHILTERN AND SOUTH BUCKS JOINT COMMITTEE  
held on 20 JULY 2015**

**PRESENT:** Councillor I A Darby - Chairman  
" R Bagge - Vice Chairman

Councillors: D Anthony  
N Naylor  
I A Darby  
G K Harris  
P E C Martin  
M R Smith  
M J Stannard  
F S Wilson

**APOLOGIES FOR ABSENCE** were received from Councillors Egleton and L Sullivan

**32 MINUTES**

The minutes of the meeting of the Joint Committee held on 25 March 2015 were agreed by the Committee and signed by the Chairman as a correct record.

**33 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**34 SHARED ICT STRATEGY**

Members received a presentation from the Head of Business Support which provided an overview of the Strategy and the key aspects covered were:-

- Strategy Recommendations and reasons for recommendations
- Explanation of the current networks operating at the Chiltern and South Bucks District Councils and the need for improvement to the networks to improve integration and development of shared services between the two authorities
- Limitations of the current networks in respect of supporting joint working
- Proposed unified network, which would ensure the two authorities remain as two separate legal entities and to improve support for joint working
- Creation of a virtual desktop infrastructure
- Introduction of Mobile Working through VDI and NDAL which would improve efficiency and introduce a brief casing functionality
- Automation of Service Delivery – this was to be an improvement to the service for residents to enable more self service via the Council websites, and would be driven by the Customer Services Strategy

Comments and questions were raised by members in relation to the perceived benefits of the developments which were based on a channel shift of end to end processes and that this was for both external and internal customers. Irrespective of shared services each Council remained as two legal entities and this required separate domain names for each Council.

The Acting Chief Executive advised that there was a need to develop uniform branding for shared services while retaining the sovereignty of each Council.

In response to a member's question, the Head of Business Support explained the identified risks that the Councils were currently in a state of flux as was the IT Industry and there was a need to invest in additional support to enable the implementation of changes and have appropriate specific skill sets to ensure that developments are achieved and maintained. The proposed relatively flat structure provided capacity in the team and did not encourage silos of experience but rather the opportunity for skills growth.

It was confirmed that the proposed arrangements in respect of network security were sufficiently secure to meet Government's PSN standards.

The Director of Resources added that the development of the ICT Strategy would benefit from the establishment and input of a small Steering Group of members to act as a sounding board to assist officers.

The Head of Business Support confirmed that the projected cost was £764,000 and a proportion of the budget was to buy in expertise to implement the developments and for project management. The move to a unified network was a significant piece of work hence the need for additional capacity above what would be needed once the new network was established and in operation.

In summary the strategy had three intended outcomes:-

- To enable improved customer services as identified by the services that ICT supports
- To increase the efficiency and value for money of ICT services
- Improve the robustness and reliability of ICT services

The strategy had three key recommendations, which were

- i) That the two Councils converge their IT networks into a single integrated ICT infrastructure
- ii) Mobile working be facilitated through a combination of implementing virtual desktop infrastructure (VDI) and building on the existing NDL awi estate
- iii) Automation of service delivery, where appropriate, is enabled by extending the use of NDL awi

The two Councils had already progressed some way down this route as shared services had developed.

Taking this direction will significantly bind together how the Councils deliver services. However it will also make them a larger entity when working with suppliers or other organisations. The direction of technical change was one

that the two Councils would need to pursue if they were working individually, by collaborating they will be able to reduce the cost of change by reducing duplication.

The intention was to put the two Councils in the optimum position by 2018 to then decide how their ICT estate should be further developed to best support the needs of services. The work would extend the options available to the Councils, for example transferring the infrastructure to cloud environments or adopting Software as a Services (SaaS) model.

### **RESOLVED:**

- i) That the proposed strategy for joint ICT working between Chiltern and South Bucks District Councils up to 2018 be adopted including the unification of their networks; and**
- ii) That each Council agree the funding of the programme set out in Appendix 4 of the strategy totalling £763k; and**
- iii) That the proposed organisational structure in Appendix 6 be supported.**

## **35 PLANNING SERVICE REVIEW**

Consideration was given to the report which sought agreement that the Councils should commence a Planning Service review encompassing Development Management / Control, Enforcement and Planning Admin/ Support, rather than initially undertake only an Enforcement Service review.

Initial agreement of the Joint Committee on 25 March 2015 was to undertake a review of the Planning Enforcement Service; but since the elections in May 2015 there had been a change in leadership at South Bucks District Council and a change to Cabinet members for Sustainable Development at each authority it had been decided to reconsider the scope of the review. Informal discussions had taken place involving the two Cabinet Members for Sustainable Development, who had indicated that they would prefer to undertake a review of Development Management / Control, Enforcement and Planning Admin / Support, rather than to initially undertake a service review which was more limited in scope and only dealt with Enforcement.

It was agreed that there should be a balance between the level of detail and customer engagement, and the speed with which the service review was to be carried out. External support to the review would be provided by Trevor Roberts Associates, and by IDoX providers of the UniForm application used by both planning services.

The next step was for the project support officer and the Head of Service to develop a project plan and initial timetable for the service review, to then be discussed at the Members Working Group to agree the aims, objectives and constraints of the service review.

**RESOLVED:**

- i) That a Planning Service review be commenced encompassing Development Management / Control, Enforcement and Planning Admin / Support;**
- ii) That a Member Working Group be established which comprised of 5 Members from each authority; and**
- iii) That nominations for the Working Group be agreed by the relevant Portfolio Holders from each authority by 4 August 2015 and forwarded to the Project Support Officer to schedule the first meeting.**

**36 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.**

**37 BUSINESS SUPPORT SERVICE SHARED SERVICE REVIEW**

The Joint Committee received a report setting out the result of a shared service review of the Business Support Service. The report detailed the business case, the conclusion of which was based on the benefits and costs in terms of finances, resilience and quality of service, and the views of service users that was for a single shared service. The proposed structure was one that would support the ICT Strategy of the Councils.

**RECOMMENDED –**

- i) That the establishment of a joint service is proven and that both Councils should proceed to establish a joint service;**
- ii) That staff in the respective services can be shared to work across the two local authority areas.**

**RESOLVED –**

- iii) That the joint service to be implemented, as described in Section 4 and 5 of the report which proposed co-location for the service at Amersham and Capswood, be agreed;**
- iv) That the cost sharing arrangements split 57% Chiltern District Council and 43% South Bucks District Council and set out in the financial benefits (Section 6 Table 10) of the report be agreed;**

- v) That the high level implementation plan (Section 8) be agreed as the basis for reviewing progress in line with delegations and responsibilities decided for the implementation phase of the service review;
- vi) That the potential full year net savings of £62,322 against the current operating costs is taken account of in the authorities' respective financial plans, split 57% for CDC and 43% for SBDC;
- vii) That the proposed timetable for implementation as detailed in Section 8 be agreed; and
- viii) That the need for capital investment to replace the ICT network infrastructure at both Councils be noted.

**38 NEXT MEETING:**

**RESOLVED:**

**That the next meeting of the Joint Committee was to be held on Monday 16 November 2015 at 6.00pm at South Bucks District Council.**

**The meeting ended at 6.19pm**





**MINUTES of the Meeting of the  
CHILTERN & WYCOMBE JOINT WASTE COLLECTION COMMITTEE  
held on 25 JUNE 2015  
at CHILTERN DISTRICT COUNCIL**

**PRESENT:**

Councillor J Teesdale (Wycombe District Council) - Chairman  
" M R Smith (Chiltern District Council) - Vice Chairman

Councillors: W Mallen (Wycombe District Council) and C M Jones (Chiltern District Council)

Officers: K Eastman (CDC & WDC Senior Waste Officer), C Hughes (WDC), C Marchant (CDC & SBDC), S Markham (CDC), R Prance (CDC & SBDC), B Smith (CDC & SBDC) and I Westgate (WDC), Nisar Visram (WDC), Jake Bacchus (WDC)

**1 ELECTION OF CHAIRMAN**

It was proposed by Councillor M Smith, and seconded by Councillor C Jones, and

**RESOLVED –**

**That Councillor J Teesdale be elected Chairman of the Chiltern & Wycombe Joint Waste Collection Committee for the remainder of the Municipal Year.**

**2 APPOINTMENT OF VICE-CHAIRMAN**

It was proposed by Councillor J Teesdale, and seconded by Councillor C Jones, and

**RESOLVED –**

**That Councillor M Smith be appointed Vice-Chairman of the Chiltern & Wycombe Joint Waste Collection Committee for the remainder of the Municipal Year.**

**3 MINUTES**

The Minutes of the meeting held on 20 March 2015 were agreed as a correct record and signed by the Chairman.

#### 4 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 5 PROGRAMME HIGHLIGHT REPORT

The Joint Committee considered the programme highlight report which provided an update on the: tasks, milestones and outcomes, current year's budget, key targets, variances, Serco accident reports and key risks.

An updated Collection Point Policy was circulated at the meeting. This was agreed subject to minor amendments. It was suggested that the updated Policy be promoted, and published on the Council websites, along with pictures to help make it clearer to residents.

There was a discussion regarding the proposed waste collections during the Christmas period. Discussions were taking place with Bucks County Council. It was felt that resuming collections on the Monday, rather than the Saturday, after Christmas was preferable. This would need to be publicised. Leaflets would be distributed to residents in October/November.

In response to a question from the Chairman it was advised that changes had been made to resolve the issues experienced with clinical waste collections. The collection of sharp waste objects would be looked at as part of the review of waste policies.

A graph showing reported missed collections for 2015/16, circulated at the meeting, was noted. This would need to be monitored as high call volumes may result in increased costs for the WDC call centre contract.

#### **RESOLVED –**

- 1. That the report be noted.**
- 2. That the updated Collection Point Policy be agreed, subject to minor amendments.**

#### 6 2014/15 PROVISIONAL WASTE PERFORMANCE DATA

The Joint Committee received a report showing the provisional quarter 4, and full year 2014/15, data for the joint waste service. It was suggested the positive recycling performance be promoted to residents on the website, through a press release. Any leaflets needed to be clear and use graphics to make messages easier to understand.

#### **RESOLVED –**

**That the provisional performance for 2014/15 be noted.**



## 7 DATES OF FUTURE MEETINGS

The 16 July meeting was cancelled.

The 10 September meeting was moved to 27 August at WDC.

The 5 November meeting would be held at CDC.

## 8 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.*

## 9 2015/16 WASTE PROJECT UPDATE

This item was deferred to another meeting.

## 10 JOINT WASTE CONTRACT WITH SERCO LIMITED

*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 Joint Committee received a report providing an update on the approach received from Serco in relation to its plans for a corporate restructuring.

### RESOLVED –

**That the report be noted.**

## 11 CONTRACT NOTICE OF CHANGE & SERCO WORKSHOP OPTIONS UPDATE

*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 Joint Committee received a report providing an update on the situation regarding the Contractor Notice of Change (CCN); and, list of financial savings proposals received from Serco. Members also considered the revised Key Operating Targets (KOTs) contained in the Contract.

Following a discussion the Joint Committee then

**RESOLVED –**

- 1. That the report be noted.**
- 2. That Serco's financial savings plan be agreed.**
- 3. That the revised Key Operating Targets, once agreed by Serco, take effect from 1 April 2014. Any default payments relating to the current financial year will be implemented with effect from 1 April 2015 on an on-going monthly basis.**
- 4. That Serco be advised of the potential level of default payments that had accrued for 2013/14 and 2014/15.**

**The meeting ended at 11.40 am**

**CHILTERN DISTRICT COUNCIL**

**MINUTES of the Meeting of the  
JOINT WASTE COMMITTEE FOR BUCKINGHAMSHIRE  
held on 17 JUNE 2015**

**PRESENT:** Councillor M R Smith (Chiltern DC) - Chairman  
 " W Whyte (Aylesbury Vale DC) - Vice Chairman

Councillors: Sir B Stanier (Aylesbury Vale DC)  
 Ms N Glover (Buckinghamshire CC)  
 C M Jones ( Chiltern DC)  
 L Sullivan (South Bucks DC)  
 J Teesdale (Wycombe DC)

Officers: N Ullah (Chiltern & Wycombe District Councils)  
 S Gordon (Chiltern DC)  
 W Montasser Waste Partnership for  
 Buckinghamshire  
 A Wilkins (Aylesbury Vale DC)  
 G Badhan (Buckinghamshire CC)  
 C Oakins (Buckinghamshire CC)  
 K Eastman (Chiltern & Wycombe District Councils)  
 C Marchant (Chiltern & South Bucks DCs)  
 B Smith (Chiltern & South Bucks DCs)  
 C Hughes (Wycombe DC)  
 I Westgate (Wycombe DC)  
 J Buckley (Buckinghamshire CC)  
 J Ing (Chiltern DC)

**APOLOGIES FOR ABSENCE** were received from Councillors R King (Aylesbury Vale District Council) and W Mallen (Wycombe District Council).

**1 ELECTION OF CHAIRMAN**

Councillor J Teesdale proposed and Councillor Sir B Stanier seconded, and it was

**RESOLVED:**

**That Councillor M Smith (Chiltern District Council) be elected Chairman of the Joint Waste Committee for Buckinghamshire for the ensuing municipal year.**

**2 APPOINTMENT OF VICE-CHAIRMAN**

Councillor M Smith proposed and Councillor N Glover seconded and it was

**RESOLVED:**

**That Councillor W White be appointed Vice-Chairman of the Joint Waste Committee for Buckinghamshire for the ensuing municipal year.**

### 3 AGREEMENT OF OFFICER ROLES

#### RESOLVED:

- a) Secretariat (Chiltern District Council)
- b) Treasurer (South Bucks District Council)
- c) Chief Technical Officer (Waste Partnership Officer)

### 4 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 5 MINUTES

The Minutes of the meeting held on 15 January 2015, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

### 6 ACTIONS OUTSTANDING FROM THE JOINT WASTE COMMITTEE FOR BUCKS HELD ON 15 JANUARY 2015

#### **Minute 33: Reducing Rural Fly tipping**

The Committee were advised that Senior Officers at Buckinghamshire County Council (BCC) and Wycombe District Council had met to discuss options for a pilot scheme. The Committee are asked to note providing a free service is not a statutory duty for any partner authority. The Committee noted that a further report on a pilot for a Rural Fly tipping scheme was to be reported back to a future meeting. It was also noted that Waste Partnership fly tipping data (collated and held by BCC) was proposed to not be combined with Transport for Buckinghamshire (Transport for Bucks) fly tipping data.

### 7 BUDGET FOR THE FINANCIAL YEAR 2014-15 AND AGREEMENT OF THE LEVEL OF CONTRIBUTIONS REQUIRED FROM EACH AUTHORITY FOR 2015-16 FINANCIAL YEAR

The Committee received a report which proposed the level of contributions from partner authorities of the Joint Waste Committee and to agree the use of the underspend from previous years.

#### RESOLVED:

- i) That the level of contributions from partner authorities of the Joint Waste Committee remain at the same level for 2015/16 as detailed in Table 1 of the report; and
- ii) That the £106,066.46 underspend be used to fund future initiatives to deliver the projects identified in the revised Joint Waste Strategy (ie. projects that can't be delivered under the DCLG project).

**8 2014-15 ANNUAL RETURN**

The Committee was advised that the Bucks County Council auditors had completed the internal audit of the Joint Waste Committee for 2014/15, which was prepared South Bucks District Council. The financial statement for 2014/15 was presented to members and attached to the report as Appendix 1; and the Committee were asked to authorise the Chairman and Clerk to sign off the annual return, which was attached as Appendix 2 which was to be submitted to the external auditor Mazars LLP.

**RESOLVED:**

- i) That the final figures and Annual Governance Statement for 2014/15 be noted; and**
- ii) That authority be delegated to the Chairman and the Clerk to the Committee to sign off the annual return for 2014/15.**

**9 WASTE PARTNERSHIP FOR BUCKINGHAMSHIRE CURRENT AND REQUIRED PERSONNEL RESOURCE**

The Committee was asked to consider the content of the report on current and required personnel resource for the Waste Partnership and specifically to discuss the temporary contracts of the Waste Reduction Officer posts 1 and 2; discuss the vacant Waste Reduction Officer post 3; and to discuss the staff costings for the Waste Partnership for Buckinghamshire Officers.

The Committee considered the detail of the report which outlined the benefits and disadvantages of each option.

**RESOLVED:**

- i) That contracts for the Waste Reduction Officer posts 1 and 2 be extended by 11 months, taking the expiry of the existing contracts to one month before the Waste Partnership Officer contract (which ends in August 2016) to allow for any handover period;**
- ii) That the Waste Reduction Officer post 3 is left vacant until the outcomes of the Seminar and Joint Waste Committee meeting are known, in order to understand if there was still a business need for the role in its existing form or if the scope of the role has changed**
- iii) That the redundancy payment related to Buckinghamshire Waste Partnership which currently stands at £3,378.98 (based on the redundancy calculation for the Waste Partnership Officer) be the responsibility of the Joint Waste Committee; and**
- iv) That the above decisions in i), ii) and iii) be reflected in the Joint Waste Committee Constitution.**

## 10 PROJECT BRIEF FOR THE DCLG FUNDING

The Committee received a report which updated Members on the progress of the Joint Waste Committee's (JWC) 'Fighting Food Waste' project funded by the Department of Communities and Local Government (DCLG) and which sought approval for the Project Brief to move into Gate 1, the assembling of the Project Initiation Documentation (PID).

Members received a presentation which outlined the Project Brief and specifically highlighted the next stage for the Initiation of the Project. The project aimed to identify the barriers to resident participation in food waste recycling and to implement and communicate measures in order to overcome these barriers. The project was also to identify waste streams which were commonly and wrongly being placed in the refuse / recycling containers and run a targeted campaign in which resident and/or community groups will be awarded for best practice.

This was a four year project which was due to conclude in March 2019 and aims to deliver a number of elements of the revised Joint Waste Strategy. The Committee was informed that all funds from the DCLG had now been received by South Bucks District Council.

### RESOLVED:

- i) **That the Project Brief for the 'Fighting Food Waste' project be approved; and**
- ii) **That the start of the process of 'Initiating a Project' be supported.**

## 11 VERBAL UPDATE ON ENERGY FROM WASTE (EFW) FACILITY

The Committee received a presentation from Buckinghamshire County Council which updated on the Energy from Waste (EFW) programme. Members were briefed on the following aspects of the programme and invited to ask questions. It was reported there would be a step change during the commissioning phase from landfill to EfW era and this would need to be managed by partners as tipping pints will change for all partners:-

- Recap – Key Facts
- EFW facility – Key Milestones
- Commissioning phase – Waste deliveries to High Heavens transfer station and EfW site – including dates for first tipping of waste though these dates are subject to change
- Construction progress
- District Council – Waste deliveries
- High Heavens WTS
- London Road – Amersham – Waste Transfer Station
- HS2 spoil displacement

There was a discussion regarding a joined up approach to communicating potential changes in collection times during the hot commission phase.

**RESOLVED:**

1. That the content of the presentation be noted.
2. That the Chiltern and Wycombe Waste Team would lead on a joint press release for Chiltern, South Bucks and Wycombe with input from Buckinghamshire County Council on potential changes in collection times during the hot commissioning phase.

**12 AUTHORITY UPDATES****Aylesbury Vale District Council**

It was reported that officers had produced a prospectus to seek advice from consultants was published to the website on Monday 15 June and Bucks County Council had been informally invited to submit comments. Verbal confirmation had been received for finance to increase acreage.

**Chiltern & Wycombe District Councils**

Members were advised that there had been almost 55% recycling in the last full year of the new service and now focus was on quality issues including reducing food waste in green bins and side waste. Ancillary services were comparable with AVDC. Positive move forward with joint reporting with Bucks County Council and another positive development was the CDC online service which had increased to 64%.

**South Bucks District Council**

It was reported that the flat roll out was due to finish in August. There was a concerted effort to work more closely with Bucks County Council in respect of grass cutting but this was proving slightly more difficult due to devolution of services to some Parishes.

**Buckinghamshire County Council**

It was reported that the waste service was currently in formal consultation regarding a BCC team structure which was due to end on 28 June. The Waste Reduction Officer (WRO) posts remain outside of the current review. There were on-going discussions between partner authorities and a meeting was scheduled for 8 July. The current WRO employment contracts were to end and decision was needed on the way forward. The BCC structure needed to be reviewed due to the upcoming workload.

**13 A VERBAL RECAP ON REVISED JOINT WASTE COMMITTEE STRATEGY AND PURPOSE OF THE FORTHCOMING MEMBERS SEMINAR**

The Waste Partnership Officer provided a presentation to the Committee to update members of the revised Joint Waste Committee Strategy and the purposed forthcoming members' seminar. The following points were summarised:-

- Recapitulation
- New Memorandum of Understanding
- Key Principles for the Waste Partnership were:
  - To always seek to turn talk into action to deliver shared benefits
  - To be fearless in our decisions and tackle the status quo

- To build trust and respect confidentiality
- To tackle the big issues, but keep focus on local delivery
- To talk openly and honestly as partners
- To translate individual Authorities' high performance into Partnership high performance
- To recognise that joined-up working is mutually beneficial
- To visibly demonstrate commitment to the partnership and partners
- To strive to learn together from our shared experience and history
- To look to the future and the role of technology, and try to influence the national waste agenda
- To commit to taking a commercial approach where possible
- To recognise that we are part of a wider industry
- To draw on the expertise within our partnership
- To respect our differences
- Revised Joint Waste Strategy 2014-20
- Next steps
  - Review of strategy by Waste Technical Officer Group and identification of priorities (already underway)
  - Identification of potential projects to deliver strategy
  - Scoping out option appraisals
  - Members seminar

### **RESOLVED:**

**The Committee noted the content of the presentation.**

### **14 DATES OF FORTHCOMING MEETINGS:**

The Committee confirmed the dates of forthcoming meetings:

- Thursday 1 October 2015 at 10.00am
- Wednesday 20 January 2016 at 10.00am

**The meeting ended at 3.35pm**



**MINUTES** of the Meeting of the  
**CHILTERNS CREMATORIUM JOINT COMMITTEE**  
held on **25 JUNE 2015**  
at **CHILTERN DISTRICT COUNCIL** at **4.00 pm**

**PRESENT:**

Councillor	M R Smith	Chiltern District Council	- Chairman
"	H Mordue	Aylesbury Vale District Council	- Vice-Chairman

Councillors:	A Macpherson	Aylesbury Vale District Council
	J Adey	Wycombe District Council

**APOLOGIES FOR ABSENCE** were received from Councillors P E C Martin (Chiltern District Council) and D Barnes (Wycombe District Council).

**1 CHAIRMAN**

It was moved by Councillor H Mordue, seconded by Councillor A Macpherson and

**RESOLVED -**

**That Councillor M Smith be elected as Chairman of the Chilterns Crematorium Joint Committee for the remainder of the Municipal Year.**

**2 VICE-CHAIRMAN**

It was moved by Councillor M Smith, seconded by Councillor A Macpherson and

**RESOLVED -**

**That Councillor H Mordue be elected as Vice-Chairman of the Chilterns Crematorium Joint Committee for the remainder of the Municipal Year.**

**3 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4 MINUTES**

The Minutes of the meeting of the Joint Committee held on 16 February 2015 were agreed and signed by the Chairman as a correct record.

**5 FINANCIAL STATEMENTS FOR THE FINANCIAL YEAR 2014/15**

Members received the Small Bodies Annual Return for the year ended 31 March 2015 and financial outturn which detailed information including: income and expenditure, balance sheet and reserves.

**RESOLVED –**

- 1. That the Small Bodies Annual Return for the year ended 31 March 2015 be formally approved and signed by the Chairman of the Joint Committee, the Clerk and the Treasurer.**
- 2. That the accumulated revenue surplus be retained by the Joint Committee for future capital investment.**

**6 ANNUAL REPORT 2014/15**

In accordance with Standing Order 7 the Joint Committee received the Sixtieth Annual Report which covered a number of issues including:

- The number of cremations;
- Disposition of cremation ashes;
- Commemoration;
- Fees;
- Staff;
- Proposed crematorium: Aylesbury;
- Rose bed commemorative plaques;
- Maintenance of buildings; and,
- Donations to charity

During the discussion it was noted that there had been a general increase in the number of cremations taking place at the Chilterns Crematorium. The trend towards longer services had also continued despite the length of services being increased to 45 minutes in 2005.

It was noted that, on a number of occasions, due to an increase in the number of people driving to the Crematorium on their own, the grassed area had been used for over flow parking. The situation would be monitored, and it was anticipated that the opening of the Aylesbury Crematorium would help to reduce the pressure on parking at the Chilterns Crematorium. There was a discussion regarding the cremation fee, and during which it was noted that the fee had been kept at a reasonable level whilst ensuring the Crematorium is cost neutral, but it was now significantly below the national average.

**RESOLVED -**

**That the sixtieth Annual Report of the Chilterns Crematorium Joint Committee be formally approved and adopted.**

**7 APPOINTMENT OF CLERK**

**RESOLVED –**

**That the appointment of Bob Smith as Clerk of the Chilterns Crematorium Joint Committee, with effect 1 July 2015 and as agreed by Full Council on 27 May 2015, be noted.**

**8 DATE AND TIME OF NEXT MEETING**

Following a discussion it was agreed that that next meeting would be held on **Thursday 24 September** 2015 at 5.00 pm (Chiltern District Council), and the liaison meeting with funeral directors and persons taking services would be held straight afterwards at 6.00 pm for 6.30 pm (Chilterns Crematorium).

**The meeting ended at 4.25 pm**



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## Item 17.3

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

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# Item 18

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

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