

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

Telephone: 01494 729000 **DX:** 50711

Fax: 01494 586506

Website: www.chiltern.gov.uk

Email: info@chiltern.gov.uk



CHILTERN
District Council



Cabinet (CDC)

Tuesday, 27th June, 2017 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 - 18*)
To sign the Minutes of the meeting held on 4 April 2017.
- 3 Apologies for Absence
- 4 Declarations of Interest
- 5 28 Day Notices (Forward Plans) (*Pages 19 - 20*)
Appendix: Cabinet 28 Day Notice (Pages 21 - 24)
Appendix: Joint Committee 28 Day Notice (Pages 25 - 26)
- 6 Current Issues

- 7 Annual Performance Report 2016 - 2017 (Pages 27 - 28)
 - Appendix A: Priority Pls (Pages 29 - 32)*
 - Appendix B: Corporate Indicators (Pages 33 - 36)*
 - Appendix C: Achievements and Performance (Pages 37 - 38)*

- 8 Review of the Constitution (Pages 39 - 42)
 - Appendix attached separately*

- 9 Capital & Repairs & Renewals Outturn 2016/17 (Pages 43 - 44)
 - Appendix A: Capital Carry Forward (Pages 45 - 46)*
 - Appendix B: Repairs & Renewals Carry Forward (Pages 47 - 48)*

- 10 Treasury Management Annual Report 2016/17 (Pages 49 - 52)

- 11 Amersham Multi-Storey Car Park (Pages 53 - 62)
 - Appendix A - Site Location Plan (Pages 63 - 64)*
 - Appendix B - Chronology of Reporting (Pages 65 - 68)*
 - Appendix C - Cash Flows (Pages 69 - 70)*
 - Appendix D - Sensitivity Analysis (Pages 71 - 72)*
 - Appendix E - Construction Programme 2017 - 2018 (Pages 73 - 78)*
 - Appendix F - Letter from Quantity Surveyor (Pick Everard) (Pages 79 - 82)*

- 12 Joint Housing Strategy (Affordable Housing and Homelessness) (Pages 83 - 86)
 - Appendix: Joint Housing Strategy (Pages 87 - 122)*

- 13 Revitalisation Group Update Report & Capital Grants 2016/17 (Pages 123 - 126)
 - Appendix 1 - Capital Projects Funding Proposals 2016 (Pages 127 - 130)*
 - Appendix 2 - Projects Delivered and Group Activities 2016 (Pages 131 - 132)*

- 14 Chiltern Pools (Pages 133 - 144)
Private Appendix 2 attached separately
- 15 Corporate Enforcement Policy (Pages 145 - 148)
Appendix 1 - Enforcement Policy and Regulator's Code (Pages 149 - 168)
- 16 Public Spaces Protection Order (Pages 169 - 176)
Appendix 1 - Consultation and Results (Pages 177 - 218)
Appendix 2 - Designated Areas and Maps (Pages 219 - 288)
Appendix 3 - Current Designated Public Place Orders (DPPOs) and Maps (Pages 289 - 310)
Private Appendix 4 attached separately
- 17 Food and Health & Safety Service Plan 2017-2018 and Enforcement Policy (Pages 311 - 314)
Appendix 1 - Food Policy 2017 - 2018 (Pages 315 - 346)
Appendix 2 - Health and Safety Enforcement Policy 2017 - 2018 (Pages 347 - 370)
Appendix 3 - Joint Food and Health and Safety Service Business Plan 2017 - 2018 (Pages 371 - 400)
- 18 Home Energy Conservation Act Progress Report (Pages 401 - 402)
Appendix (Pages 403 - 422)
- 19 Cabinet Appointments (Pages 423 - 440)
To note the appointments made by Council, and agree appointments made by the Cabinet.
- 20 Minutes of Joint Executive Committees
Members are asked to note the Minutes of the following meetings of Joint Executive Committees:
Appendix 1 - Chiltern & Wycombe Joint Waste Collection Committee - 10 April 2017 (Pages 441 - 444)
Appendix 2 - Chilterns Crematorium Joint Committee - 15 February 2017 (Pages 445 - 452)

21 Exclusion of the Public

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

Private Appendix 2 to Item 14 - Chiltern Pools (Pages 453 - 488)
Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Private Appendix 4 to Item 16 - Chiltern Car Parks Evidence
(Police) (Pages 489 - 500)
Paragraph 1 – Information relating to any individual

22 Cabinet Reports from Policy Advisory Groups

22.1 Customer Services Notes 29 March 2017 (Pages 501 - 504)

22.2 Sustainable Development Notes 14 March 2017 (Pages 505 - 510)

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 (CDC)

Councillors: I A Darby (Leader)
M J Stannard (Deputy Leader)
P E C Martin
M R Smith
E A Walsh
F S Wilson

Date of next meeting – Tuesday, 19 September 2017

If you would like this document in large print or an alternative format please contact 01494 732143; email democraticservices@chiltern.gov.uk

1.

**Publication
Date:
18 April 2017**

CHILTERN DISTRICT COUNCIL

**MINUTES of the CDC CABINET
held on 4 APRIL 2017**

PRESENT Councillors I A Darby - Leader
G K Harris
P E C Martin
M R Smith
F S Wilson

APOLOGIES FOR ABSENCE were received from Councillor M J Stannard

ALSO IN ATTENDANCE: Councillors P M Jones, D W Phillips and E A Walsh

198 MINUTES

The Minutes of the Cabinet meeting held 7 February 2017 were approved and signed by Councillor I Darby, Cabinet Leader, as a correct record.

199 DECLARATIONS OF INTEREST

There were no declarations of interest.

200 28-DAY NOTICES

The Cabinet received a report attaching the draft 28-Day Notices for the Cabinet meeting on 27 June 2017 and the Chiltern & South Bucks Joint Committee on 11 April 2017.

Regarding the 28 Day Notice for the Joint Committee it was noted that the item on cost splits would be considered at the next meeting on 7 June 2017, rather than 11 April 2017.

RESOLVED –

That the draft 28-Day Notices be noted.

201 CURRENT ISSUES**(i) Councillor Harris – Community Cards Scheme 2017**

This year's Community Cards Scheme would start on 18 April and finish on 19 June. The scheme encourages children in year 6 to get involved with constructive community activities in order to earn rewards in the form of stickers to be placed in a collector's card. It centred upon getting the best out of young people and encouraging them to be aware of their responsibilities and the opportunities in their local community.

(ii) Councillor Martin – Government White Paper: “Fixing our Broken Housing Market”

Following the publication of the Government's White paper there remained a degree of uncertainty regarding how this would affect local authorities in terms of how the document would be incorporated into the National Planning Policy Framework. This was unfortunate in light of the Council's timetable of adopting a Local Plan. All Members were welcome to attend the meeting of the Joint Planning Policy Member Reference Group on 5 April 2017 where this would be discussed.

(iii) Councillor Darby – Modernising Local Government in Buckinghamshire

Members were advised that as yet no “minded to” decision had been announced by the Secretary of State. It was anticipated that this would now happen after the Buckinghamshire County Council Elections in May although no date had been announced. The District Leaders had recently met with the Members of Parliament in the County to discuss the Districts' proposal.

202 REFRESHED JOINT BUSINESS PLAN 2017-2020

The Cabinet was asked to consider, and recommend to Council for approval, as part of the Budget and Policy Framework, the refreshed Joint Business Plan 2017-2020, which links to the Sustainable Community Strategy, and replaces the former Chiltern's Aims and Objectives document and South Buck's Corporate Plan.

The key changes to the document were noted along with the feedback from the Services and Resources Overview Committees. It was advised that in light of feedback received the range of different audiences would be taken into account when the Plan was reviewed in future, and the document would be made as concise as possible.

RECOMMENDED

That the Cabinet recommends to Council that the refreshed Joint Business Plan be approved as part of the Budget and Policy Framework, subject to South Bucks District Council also approving the Plan.

203 PERFORMANCE INDICATOR REVIEW 2017-18

The Cabinet considered a report providing an update on the outcomes of the Performance Indicator (PI) review for 2017/18, and sought approval for the proposed changes to reporting. The key aim of the review was to ensure that the PIs were still relevant.

The Services and Resources Overview Committees had considered the report and had requested that the comments and explanations contained in the appendices should be clearer and more detailed to facilitate readability for external audiences.

The target percentage of household waste was also changed from 59% to 53% target to reflect that recycling rates have dropped nationally.

RESOLVED:

That the following appendices attached to this report be agreed:

- 1. Appendix A Performance Indicator Review - Priority Performance Indicators 2017-18 – Chiltern District Council - proposals for reporting priority indicators during 2017/18 with future targets.**
- 2. Appendix B Performance Indicator Review – Corporate Indicators 2017-18 – Chiltern District Council- proposals for reporting Corporate Performance Indicators during 2017/18 with future targets.**

204 QUARTER 3 PERFORMANCE REPORTS 2016-17

The Cabinet received a report outlining the performance of Council services against performance indicators and service objectives during Quarter 3 Oct-December 2016-17.

The Cabinet, after noting the key points in Quarter 3, then

RESOLVED:

That the performance report be noted.

205 CHILTERN CAR PARK REVIEW - RESPONSES TO OBJECTIONS

The Council had undertaken a review of its car parks and in light of this the Cabinet had agreed, at the meeting held on 13 December 2016, to amend the Chiltern District Council's Off Street Parking Places Order. During the consultation period the Council received two objections. In response to this, a further review of the season ticket prices and daily tariff on Amersham Multi-storey car park (AMSCP) was undertaken and the Cabinet was now asked to agree the new season ticket pricing regime, as set out in the report.

During the discussion it was felt both objections had been carefully considered and that the revised proposals were now more equitable.

In response to a question regarding the proposed increase to car parking charges operated by Chiltern Railways it was advised that the Council had been in contact with the company and that they had been informed that they had appointed someone within the company who would be responsible for overseeing the tender process for operating their car parks. Chiltern Railways had also agreed to meet with the Council once the new contractor was in place.

Members felt that it was important for the Council to continue to monitor parking availability, and to be aware of how other local car park providers operated since this had an effect on the Council's car parks. Ensuring that there was sufficient parking space for businesses was also considered important.

RESOLVED:

- 1. That the season ticket prices be amended as set out in the table in paragraph 4 of the report.**
- 2. That the Cabinet authorise the Off Street Parking Places Order to be made and publicised in accordance with resolution 1.**

206 LOCAL AUTHORITY LOTTERY

Members received a report providing the results of consultation that had been carried out with local community groups on the proposed community lottery. The proposed lottery would help complement the Council's existing provision of advice and assistance to local community groups, such as funding fairs and support from the officer team and Community Impact Bucks. It would also support groups fundraising activities as 60p in each £1 received would go to good causes. It was noted that Wycombe District Council had also agreed to provide a lottery.

Some concerns had been raised regarding the risk to the Council from the perceived promotion of gambling. It was noted that the scheme aimed to help manage that risk by offering direct debit payments to manage spending, pre-arranged sign up and no instant win gratification. The lottery website would also have links to gambling support organisations.

During the discussion Members noted that questions had been asked regarding the financial resilience of Gatherwell, the proposed lottery provider. It was noted however that they were a growing local lottery operator, and although they had only operated for a relatively short period of time, the company's principals had in depth experience of gaming. It was also felt that without the provision of a lottery the Council would find it difficult to increase financial support to local community groups.

In response to questions it was confirmed that an annual report on the operation of the lottery would be provided to help inform decisions on the continued provision of the scheme in future years. There had been other concerns that those local community groups most likely to benefit from the lottery were the same as those who were already eligible to receive grant funding. It was noted however that the Council already took this into account

since grant applications were assessed in light of other funding that groups had received as match funding was an eligibility requirement.

The Council also currently provided £30,000 of grant funding to eligible local community groups, and there were currently no plans to remove that scheme or level of funding.

Members were keen to ensure that any publicity about the lottery was appropriate, particularly in light of the key aim of scheme which was to support good causes.

RESOLVED:

That:

- 1. The establishment of a local lottery be approved;**
- 2. That Gatherwell be appointed as the external lottery manager (ELM) to run all or part of the lottery for a period of up to 5 years, subject to annual review; and,**
- 3. The Head of Healthy Communities be appointed to hold the licence and submit the necessary application to the Gambling Commission.**

207 CHILTERN DISTRICT COUNCIL COMMUNITY & WELLBEING PLAN 2017-2020

The proposed Community & Wellbeing Plan provides a clear vision as to how the Council, in partnership with other agencies and voluntary groups, will improve local services and facilities over the next three years. The Cabinet were asked to recommend that the Plan be approved as part of the Budget and Policy Framework as a replacement to the Community Cohesion Plan.

During the discussion Members recognised that there were strong communities in the district. This was highlighted by the way communities helped each other in terms of need, and the identification of Chiltern as the 7th best place to live in a recent Halifax survey. The Youth Awards had also shown the strong community spirit among young people. The proposed Plan would help support this and provide resilience.

RECOMMENDED:

That the Council approves the proposed Chiltern District Council Community and Wellbeing Plan 2017 – 2020 as part of the Budget and Policy Framework as a replacement for the Community Cohesion Plan.

208 REVIEW OF PLANNING APPEALS PERFORMANCE IN 2016

The Cabinet received a report analysing planning appeal decisions received between 1 January and 31 December 2016 and the performance issues arising from these. The Cabinet were asked to agree a number of measures to address these in light of new performance targets being introduced by the Government.

The proposed Interim Design Guidance Document would provide residents, developers and staff with useful guidance. The estimated £25,000, required to engage external resource, to prepare the document would be met from the planning reserve. There was close working between the Development Control and Planning Policy teams to ensure development management policies are in place within the Joint Local Plan. It was also important that the document was supplemented with good training for staff.

Members noted the proposed additional recommendation 3 that the Interim Design Guidance Document be considered by Services Overview and Planning Committees so that Members' comments can be referred back to Cabinet.

In response to questions it was noted that the Council was working with other local authorities that had produced similar documents in order to find best practice. It was considered important to have a Guidance document soon to form the basis of a more formal document later on. The aim of this was to reduce the risk of appeals.

Members considered it important to ensure that the correct planning decisions were made in order to reduce the number of planning applications lost at appeal. The estimated resource required was considered necessary. Training was welcomed and it was suggested that this be done jointly with South Bucks District Council.

At the invitation of the Leader, Councillor P Jones spoke in support of the creation of the proposed design guide, and referred to other useful design guides that had been made in the past. Planning Committee Members had

also requested a similar document. In response to concerns about the document being temporary it was noted that a Supplementary Planning Document normally followed the adoption of a Local Plan, however, it was felt that the Design Guide would provide a good foundation for this, was unlikely to be significantly different, and was required urgently.

Regarding timescales it was anticipated that following liaison with other Councils and the provision of training that the scoping of the document would be finished in August/September 2017.

At the invitation of the Leader, Councillor Phillips spoke in support for the proposed measures. The benefit of having a broad statement on what the Council expected in relation to development in the district was highlighted. This would help to bring together all planning policies and help spell out clearly what these meant in the context of an individual settlement site and provide more clarity, for example by what was meant by the term "overdevelopment" particularly in relation to equestrian sites. The Council, by not having this document in place, had a weakness that had been highlighted by Planning Inspectors. The joint working with other Councils was welcomed.

Following the discussion, the Cabinet then

RESOLVED:

- 1. That the Council takes steps to adopt an Interim Design Guidance Document for residential development to provide robust guidance for applicants/agents in terms for design, materials, scale, density, ridge height, room sizes, back to back distances, garden areas, bin stores, energy saving matters, parking, turning areas, landscaping and other matters.**
- 2. That the Head of Sustainable Development be authorised to engage external support to prepare a draft Interim Design Guidance Document and funding of up to £25,000 be allocated from the Planning Reserve to meet the costs.**
- 3. That the Draft Interim Design Guidance Document be referred to the Services Overview Committee and Planning Committee for consideration and any comments be referred back to the Cabinet.**

4. The Development Control Team continue to assist in the progression of Development Management planning policies required in the emerging joint local plan for Chiltern and South Bucks District Councils and provide the framework for a future Supplementary Planning Document (SPD) on New Build following adoption of the Local Plan.
5. That the Head of Sustainable Development in consultation with the Interim Development Control Manager review training and development requirements for planning staff including report writing, handling of planning appeals, key appeal legislation and case law.
6. That the Head of Sustainable Development and senior planning staff carry out regular reviews of appeal outcomes and consider any necessary actions in liaison with the Portfolio Holder for Sustainable Development and the Chairman of Planning Committee.

209 MINUTES OF JOINT EXECUTIVE COMMITTEES

RESOLVED:

That the Minutes of the Chiltern and South Bucks Joint Committee meeting held on 23 January 2017 be noted.

210 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.

211 COMMUNITIES, HEALTH & HOUSING NOTES - 30 JANUARY 2017

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

RESOLVED:

That the Notes of the Communities, Health and Housing Policy Advisory Group meeting held on 30 January 2017 be noted.

212 CUSTOMER SERVICES NOTES - 19 JANUARY 2017

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

RESOLVED:

That the Notes of the Customer Services Policy Advisory Group meeting held on 19 January 2017 be noted.

213 SUPPORT SERVICES NOTES - 25 JANUARY 2017

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

RESOLVED:

That the Notes of the Support Services Policy Advisory Group meeting held on 25 January 2017 be noted.

214 PARKING IMPROVEMENTS AT KING GEORGE V HOUSE

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

The Cabinet considered a report seeking approval to progress a project to increase the number of parking spaces available at King George V House in light of increasing pressure for additional parking. It was noted that it was more cost effective to have staff parking on site rather than in public car parks.

Whilst considering the various options it was noted that an additional 23 spaces could be provided by utilising the available space more efficiently resulting in wider parking bays and an improved one way system.

During the discussion the Cabinet recognised the urgent need to provide additional parking capacity, and

RESOLVED:

- 1. That approval is given to enter discussion to gain relevant leaseholders agreement to the scheme to increase the number of parking spaces, and if successful progress to obtain planning permission and if successful the Head of Environment be authorised to procure and enter into contracts to progress the work.**

AND RECOMMENDED:

- 2. That Council increases the provision in the Capital Programme to £100,000 and authorise the commitment of the full sum once planning and tenant agreements are secured.**

215 NEW AYLESBURY CREMATORIUM

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

The Cabinet considered a report seeking approval to increase the budget for the new Aylesbury Crematorium following a review of the project costs, and agree arrangements for proceeding with construction works. A similar report would be considered by Aylesbury Vale District Council and Wycombe District Council, the Joint Committee's other respective constituent Councils.

During the discussion Members recognised that project costs had increased due to planning and legal matters outside the Joint Committee's control. Members were also reassured that the business case remained strong, and the money put aside for the project was from the Joint Committee and not the Council. The project would also generate additional future income and would help to ensure that the Council's finances remained resilient, particularly from 2019/20 onwards. The need for an additional crematorium in Aylesbury was

highlighted, and there were other benefits of the new crematorium including greater capacity and an improved service to residents.

RESOLVED:

- 1. That the contents of the report in the Confidential Appendix, considered by the Chilterns Crematorium Joint Committee on 15 February 2017, be noted.**
- 2. That the budget for the Aylesbury Crematorium be increased from £6,200,000 to £7,250,000.**
- 3. That construction work commences as soon as possible and the decision to enter into the construction contract be delegated to the Clerk to the Joint Committee in consultation with the Chairman, Vice Chairman and Treasurer.**
- 4. That the SCAPE framework be used to procure further consultant support, as required.**

216 CHESHAM FLOOD ALLEVIATION SCHEME

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

Members received an update on developments of the Chesham Flood Alleviation Scheme, a partnership formed to develop a long term and sustainable solution for the Vale Brook Culvert and reduce flood risk in Chesham. The Cabinet were asked to consider the latest findings and identify a preferred way forward.

Members noted the risks of flooding and the outcome of a survey on the culvert condition. An update was provided following a recent presentation to Members by the Environment Agency (EA).

During the discussion Members felt that a combination of options may be beneficial in order to mitigate the impact on the local area. There were concerns around the option involving Star Yard car park as this was a potential place where parking could be expanded for the town. The EA's grounds for each option needed to be considered carefully taking into account any wider

town plans and community requests to consider options that may provide additional environmental enhancement. More consideration needed to be given to the technical solutions for the options. These views seemed to accord with those of other stakeholders consulted on the proposals.

RESOLVED:

That the report be noted, and that further information be sought from the Environment Agency on all the options available.

Note: Councillor D Phillips left the meeting at 5.35pm.

217 HIGH SPEED 2 - UPDATE REPORT ON PARLIAMENTARY PROCESS AND GOING FORWARD

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 Cabinet received a report providing an update on the work undertaken by the HS2 Project Team since the last report in November 2016. This also set out the current position reached in negotiations with HS2 on the Service Level Agreement and updated resource implication for the Council. The report also covered the Parliamentary Process update, the Hybrid Bill process going forward, the AONB Review Group update, and Schedule 17 Application Work Processes.

During the discussion Members assessed the various options for handling Schedule 17 submissions from HS2. The recommend option 2 was considered the best option to balance expectations and costs.

The Cabinet, after expressing thanks to the HS2 project team, then

RESOLVED:

- 1. That Cabinet notes the progress made on the Chilterns AONB Review Group, and the on-going negotiations with HS2 to agree a Service Level Agreement.**

- 2. That the Cabinet supports the work of the Chilterns AONB Review Group "Enhancement and Integration Plan".**
- 3. That the Cabinet agrees to the financial recommendations as set out in the report and also agrees to retain the existing allocated funds to secure the continuation of the HS2 team including 20% for contingency.**
- 4. That Option 2 is the preferred option for handling Schedule 17 approvals. This Option continues involvement of Members and the public. However, rather than seeking comments, the Council will seek to keep the public up to date and informed during the process and encourage the public to approach HS2 directly with any questions regarding the proposals.**
- 5. That the functions for the determination of any Schedule 17 Approvals under the HS2 Act be delegated to the Head of Sustainable Development and/or the Development Control Manager under Regulation 3 of the Local Authorities Arrangements for the Discharge of Functions Regulations 2012 and that the delegations and Constitution be updated accordingly.**

The meeting ended at 5.44 pm

SUBJECT:	<i>28 Day Notices</i>
REPORT OF:	<i>Cabinet Portfolio Holder for Support Services (Deputy Leader)</i>
RESPONSIBLE OFFICER	<i>Head of Legal & Democratic Services</i>
REPORT AUTHOR	<i>Charlie Griffin, 01494 732011, charlie.griffin@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Report

The Access to Information Regulations 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](#) is published on the Council's website.

RECOMMENDATIONS

Cabinet is asked to note the following Notices:

- i. the Cabinet 28 Day Notice; and**
- ii. the Joint Committee 28 Day Notice (*draft*)**

Background Papers:	None
--------------------	------

28 Day Notice

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

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

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

Leader (Councillor Isobel Darby)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵

Support Services - Deputy Leader (Councillor Mike Stannard)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵

Customer Services (Councillor – Fred Wilson)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵

Sustainable Development (Councillor Peter Martin)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵

Environment (Councillor Mike Smith)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵
Yes	New Grounds Maintenance Contract: To notify Members about the procurement process for the new CDC & SBDC grounds maintenance contract and to request approval for delegated authority to procure the new contract to start in 2018		Cabinet 19 Sept 17	Yes (Paragraph 3)	Chris Marchant cmarchant@chiltern.gov.uk
Yes	Snells Wood: to consider a report on the provision of extra car park capacity	EPAG 4 July 17	Cabinet 19 Sept 17	Yes (Paragraph 3)	David Stowe dstowe@chiltern.gov.uk
Yes	Chiltern Car Parking Strategy: to agree the Car Parking Strategy for consultation	EPAG 4 Sept 17	Cabinet 19 Sept 17	No	Julie Rushton jrushton@chiltern.gov.uk
Yes	Mill Meadow Bridge Replacement: Update on the bridge repairs	CAMG 13 June 17	Cabinet 19 Sept 17	Yes (Paragraph 3)	Louise Dove ldove@chiltern.gov.uk

Healthy Communities (Councillor Liz Walsh)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵
Yes	New civil penalties in relation to housing enforcement: to review the implications of changes to legislative requirements to impose civil penalties for housing enforcement	Services 5 Sept 17	Cabinet 19 Sept 17	No	Louise Quinn lquinn@chiltern.gov.uk
Yes	Community Grant Aid Awards 2017/18: Agree Community grant awards for Chiltern	Services 5 Sept 17	Cabinet 19 Sept 17	No	Paul Nanji pnanji@chiltern.gov.uk
Yes	Changes to House in Multiple Occupation Licensing: to review the implications of changes to legislative requirements	Services 5 Sept 17	Cabinet 19 Sept 17	No	Louise Quinn lquinn@chiltern.gov.uk
Yes	Affordable Warmth Strategy: to agree the revised strategy to tackle affordable warmth and fuel poverty	Services 5 Sept 17	Cabinet 19 Sept 17	No	Louise Quinn lquinn@chiltern.gov.uk
Yes	Community Safety Accreditation Scheme: consider approval of the Community Safety accreditation Scheme	HCPAG 27 Nov 17 Services 28 Nov 17	Cabinet 12 Dec 17	No	Katie Galvin kgalvin@chiltern.gov.uk
No	Green House Gas Report: to update members as to the progress to determine the Green House Gas arrangements in Chiltern and South Bucks	HCPAG 19 Oct 17	Cabinet 6 Feb 18	No	Ben Coakley bcoakley@chiltern.gov.uk
No	Air Quality Update: to update members as to the progress to determine the air quality arrangements in Chiltern	HCPAG 19 Oct 17	Cabinet 6 Feb 18	No	Ben Coakley bcoakley@chiltern.gov.uk
Yes	Sustainability and Carbon Reduction Strategy: The development and implementation of an updated joint strategy for South Bucks DC and Chiltern DC, building on existing activities and opportunities	HCPAG 18 Jan 18 Services 31 Jan 18	Cabinet 6 Feb 18 Council 28 Feb 18	No	Ben Coakley bcoakley@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](#) & [South Bucks District Council](#)

CHILTERN & SOUTH BUCKS JOINT COMMITTEE (JC)

Meeting: 24 July 2017 (CDC)

Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation How/When ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Contact Officer and Telephone Number
No	Chiltern & South Bucks Joint Committee Programme Update		JC 24 July 17	No	Jim Burness jburness@chiltern.gov.uk Jim.burness@southbucks.gov.uk
Yes	Shared Service Cost Splits: To review the costs splits that are used for shared services		JC 24 July 17	No	Rodney Fincham rfincham@chiltern.gov.uk Rodney.fincham@southbucks.gov.uk
Yes	Delivery of South Bucks Revenues and Benefits Service – Post November 2018 Information with regard to options for the future to enable JC to decide future direction.		JC 24 July 17	Yes (para 3)	Nicola Ellis NEllis@Chiltern.gov.uk Nicola.Ellis@southbucks.gov.uk
Yes	Local Land Charges Shared Service Business Case To consider the business case for creating a shared local land charges service		JC 24 July 17	Yes (para 2, 3 and 4)	Joanna Swift JSwift@Chiltern.gov.uk Joanna.Swift@Southbucks.gov.uk
Yes	Joint Scrutiny Arrangements of the Joint Working Programme To consider the arrangements for joint scrutiny of the Joint Working Programme		JC 24 July 17	No	Bob Smith bsmith@chiltern.gov.uk bob.smith@southbucks.gov.uk

REPORT SUBJECT:	<i>Chiltern District Council Annual Performance Report 2016-17</i>
REPORT OF:	<i>Leader of the Council – Councillor Isobel Darby</i>
RESPONSIBLE OFFICER	<i>Chief Executive – Bob Smith</i>
REPORT AUTHOR	<i>Rachel Prance (01494 732 903), Ani Sultan (01494 586 800)</i>
WARD(S) AFFECTED	<i>Report applies to whole district</i>

1. Purpose of Report

This report outlines the annual performance of Council services against pre-agreed performance indicators and service objectives for 2016/17.

RECOMMENDATION

Cabinet is asked to note the performance reports and review the annual report, which is provided in an infographic format (Appendix C).

2. Executive Summary

Overview of **annual 2016/17** performance indicators (PIs) against targets across the Council:

Portfolio	No of PIs	PI on target •	PI slightly below target •	PI off target •	Unknown / Data only ?
Leader	5	3	0	1	1
Community, health & housing	13	5	3	3	2
Sustainable development	11	7	0	1	3
Environment	5	1	1	1	2
Support services	5	3	0	1	1
Customer services	5	4	0	0	1
Total PIs	44	23	4	7	10

3. Reasons for Recommendations

3.1 This report details factual performance against pre-agreed targets. Management Team, Cabinet, Resources Overview & Services Overview Committees receive regular updates detailing progress towards service plan objectives, performance targets and strategic risks, in line with our Performance and Improvement Framework.

3.2 Two detailed performance tables accompany this report:

- **Appendix A – Priority PIs 2016-17**
- **Appendix B – End of Year Report 2016-17**

4. Key points to note:

4.1 Of the ten unknown PIs: three are provided for information only (two of these, both within the Community, Health and Housing Portfolio, are yet to be reported as data is required from third parties); three further PIs are to be updated once figures have been received from third parties; three PIs are no longer in use, and one is a new PI, currently pending a target to be set.

4.2 Of the seven off-target annual PIs, three were priority PIs:

- 4.2.1 **Leaders:** the PI relating to the working days lost due to long term sickness absence was over the target of 3, at 3.34. All long-term absence is being managed by Personnel, alongside occupational health.
- 4.2.2 **Community Health and Housing:** the Priority PI below target relates to the number of applicants with/expecting children who have been in B & B accommodation for longer than 6 weeks, target of 0, with an actual of 2. This is partly due to both applicants having a history of rent arrears with Paradigm, which is limiting options for moving them onto alternative temporary accommodation.
- 4.2.3 **Environment:** Nationally, the percentage of household waste sent for reuse, recycling and composting has decreased, meaning that the target of 58% set for 2016/17 has been deemed too high, explaining why the target has continually been missed. Due to this, the target for 2017/18 has been adjusted to a more realistic 53%.
- 4.2.4 **Support Services:** Percentage of calls to ICT helpdesk resolved within agreed timescales was off target. In the main this was due to the Business Support Service being 30% under capacity, whilst officers also undertook project work, primarily regarding the single network project, with the situation now having been largely resolved.
- 4.3 **Sustainable Development:** The priority PIs are on target for this portfolio, with performance above the target set.
- 4.4 **Customer Services:** All PIs remain on target.

5. Consultation

Not applicable.

6. Options

Not applicable.

7. Corporate Implications

7.1 Financial - Performance Management assists in identifying value for money.

7.2 Legal – None specific to this report.

7.3 Crime and Disorder, Environmental Issues, ICT, Partnership, Procurement, Social Inclusion, Sustainability – reports on aspects of performance in these areas.

8. Links to Council Policy Objectives

Performance management helps to ensure that performance targets set through the service planning process are met, and that any dips in performance are identified and resolved in a timely manner.

This report links to all three of the Council's objectives, listed below:

Objective 1 - Efficient and effective customer focused services

Objective 2 - Safe, healthy and cohesive communities

Objective 3 - Conserve the environment and promote sustainability

9. Next Step

Once approved, this report and appendices will be published on the website.

Background Papers:	N/A
---------------------------	-----

Appendix A - Priority PIs 2016-17 - CDC

Code	Title	2015/16 Actual	2015/16 Target	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Traffic Light	Actual 2016/17	Target 2016/17 (YTD)	2016/17 Traffic Light	Latest Note
Leader's																				
CdHR1	Working days lost due to sickness absence	7.95	11	7.56	6.84	7.2	7.02	7.56	7.66	7.92	7.92	7.85	8.14	8.08	8.30	✓	8.30	10	✓	These figures are taken from iTrent, which holds absence data. 171 working days were lost for March, with 1447.5 working days previously lost between April 2016 and February 2017, totalling 1618.5. 1618.5 / 195.01 (average FTE figure) = 8.30 average working days lost to sickness absence (cumulative).
CdHR14	Working days lost due to short term sickness absence (upto 20 working days)	New PI	New PI	6.12	4.92	4.96	4.71	5.16	5.1	4.99	4.73	4.72	4.84	4.99	4.96	✓	4.95	5	✓	These figures are taken from iTrent, which holds absence data. 75 working days were lost for March, with 892 working days previously lost for April 2016 to February 2017, totalling 967. 967 / 195.01 (average FTE) = 4.96 working days lost due to short term sickness absence.
CdHR15	Working days lost due to long term sickness absence (more than 20 working days)	New PI	New PI	1.44	1.92	2.2	2.31	2.38	2.56	2.93	3.2	3.13	3.3	3.1	3.34	✗	3.34	3	✗	These figures are taken from iTrent, which holds absence data. 96 working days were lost for March, with 555.5 working days previously lost between April 2016 and February 2017, totalling 651.5. 651.5 / 195.01 (average FTE) = 3.34 working days lost to long term sickness absence.
Community, Health and Housing																				
CdCmSf1	Percentage reduction in burglaries from dwellings year on year for Chiltern (quarterly)	-19.20%	data only			18.90%				7.20%			14.70%		?	n/a	?	Data Only	n/a	Data should be available end of May 2017.
CdHS1	Number of applicants with/expecting children who have been in B & B accommodation for longer than 6 weeks (snapshot figure at end of month)	0	0	1	0	2	0	0	0	0	0	0	1	2	2	✗	2	0	✗	Both applicants have history of previous rent arrears with Paradigm. This therefore limits options for moving them on, with Officers attempting to find an alternative temporary solution.
CdHS8	Number of households living in temporary accommodation (snapshot at the end of the month)	31	21	35	36	39	34	32	36	37	36	35	37	31	32	✓	32	30	□	Slightly below target annually, due to continued national demand for temporary accommodation.
Sustainable Development																				

Appendix A

Code	Title	2015/16 Actual	2015/16 Target	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Traffic Light	Actual 2016/17	Target 2016/17 (YTD)	2016/17 Traffic Light	Latest Note
CdSD10	Processing of planning applications: minor applications processed within 8 weeks (cumulative)	81.92%	70.00%	85.00%	85.71%	72.73%	75.00%	79.74%	82.29%	83.50%	83.98%	85.23%	86.53%	86.50%	87.46%	☑	87.46%	75.00%	☑	307 of 351 minor planning applications determined within target cumulatively. 25 of 25 minor planning applications determined within target for this month.
CdSD11	Processing of planning applications: other applications processed within 8 weeks (cumulative)	92.15%	92.00%	96.30%	90.61%	90.54%	91.08%	91.78%	92.47%	93.07%	93.36%	93.42%	93.88%	93.76%	93.64%	☑	93.64%	90.00%	☑	Other performance remains consistently high.
CdSD34	Special measures: speed of processing of major applications – minimum percentage of decisions on major applications which are made within 13 weeks or timescale agreed with the applicant, for assessment in October/November 2018. (cumulative)	New PI	New PI	N/A	N/A	N/A	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%						51.00%		No longer in use
CdSD30	Special measures: quality of major applications – maximum percentage of major applications overturned on appeal, for assessment in October/November 2018. (cumulative)	New PI	New PI	33.33%	33.33%	16.67%	12.50%	11.11%	10.00%	8.33%	7.14%	6.25%						9.90%		No longer in use
Environment																				
CdWR3	Percentage of household waste sent for reuse, recycling and composting (cumulative)	52.53%	57.00%			54.79%			54.95%			50.21%			47.88%	☒	51.90%	58.00%	☒	Awaiting data from third parties, therefore this figure is provisional - final data expected end of May.
Customer Services																				
CdRB1	Speed of processing - new HB/CTB claims (cumulative)	16.08	18	16.52	18.37	18.67	18.11	17.94	18.75	18.79	14.98	18.12	15.35	16.88	17.86	☑	17.86	18	☑	PI on target.
CdRB2	Speed of processing - changes of circumstances for HB/CTB claims (cumulative)	4.72	5	4.11	3.75	3.78	3.89	3.95	4.08	4.14	4.23	4.13	3.84	2.75	3.85	☑	3.85	5	☑	PI on target.
CdRB3	% of Council Tax collected (cumulative)	99.36%	99% (57.75%)	5.42%	15.32%	24.92%	34.64%	44.29%	53.94%	63.62%	73.21%	82.76%	92.46%	99.14%	99.43%	☑	99.43%	99.00%	☑	PI on target.
CdRB4	Percentage of Non-domestic Rates Collected (cumulative)	98.30%	98% (57.17%)	8.94%	19.47%	29.03%	37.21%	45.97%	54.74%	64.42%	72.53%	80.50%	90.02%	96.21%	98.72%	☑	98.72%	98.00%	☑	PI on target.

Appendix B - CDC Performance Indicator Report 2016-17

Note: Excludes Priority Performance Indicators - see Appendix A

KEY <input checked="" type="checkbox"/> This PI is below target <input type="checkbox"/> This PI is slightly below target <input checked="" type="checkbox"/> This PI is on target																						
PI code	Name	2015/16 Value	Annual target 2015/16	Apr-16 value	May-16 value	Jun-16 value	Jul-16 value	Aug-16 value	Sep-16 value	Oct-16 value	Nov-16 value	Dec-16 value	Jan-17 value	Feb-17 value	Mar-17 value	Traffic light (latest actual)	Actual 2016/17	Annual target 2016/17	2016/17 Traffic light	Responsible officer	Latest notes	
Leader's portfolio																						
CdCP1 (C)	Number of unique visitors to the main website (by period)	330,946	data only	29,100	30,819	29,738	26,311	28,482	28,297	32,645	32,742	29,873	34,616	29,176	32,675	n/a	30,373	data only	n/a	Rachel Prance	The data shows number of visitors to the website as opposed to number of unique visitors, the annual figure has been averaged in order to provide a less-inflated figure.	
CdHR2 (C)	Voluntary leavers as a % of workforce (extrapolated for the year)	18.62%	8%			10.70%			8.80%			9.20%			11.77%	<input checked="" type="checkbox"/>	11.77%	16%	<input checked="" type="checkbox"/>	Louise Cole	11 leavers during quarter 4, plus 16 previously for Q1,Q2 & Q3 = 27. 27 / average headcount of 229.33(%) = 11.77%	
Community, health and housing																						
Page 31	Customer satisfaction rating at the Chiltern leisure facilities	59.00%	65.00%	annual PI												60.60%	<input type="checkbox"/>	60.60%	65.00%	<input type="checkbox"/>	Martin Holt	The breakdown of Surveys is as follows: Chalfont Leisure Centre - 75.8% Chesham Leisure Centre - 65% Chiltern Pools and Gym - 41.1% Average - 60.6% Whilst the figure is disappointing, there has been an increase on the figure since last year. This is in part due to investment made in the gym facilities in Chalfont. In terms of Chiltern Pools, customers are aware of the potential for a new centre, and in the meantime GLL have been asked to develop an action plan to address comments made by customer and to improve customer satisfaction. In particular, comments relayed that the cleanliness of the centre, maintenance of the facility and changing facilities needed improve in order to elevate the scores to satisfy users - these are tangible issues that can be addressed via the action plan. These issues were also mirrored within the Chesham Leisure Centre survey, and will be addressed as such. The Community team will be carrying out the customer survey again at Chiltern Pools and Chesham in July to ensure
	CdCL2 (C)	Total participation in physical activities delivered through the GLL community engagement plan (by period)	6,268	6,000 (1,500)			4,876			4,882			5,980			6,243	<input checked="" type="checkbox"/>	21,981	6,600	<input checked="" type="checkbox"/>	Martin Holt	Target met.
	CdCL3 (C)	Total number of users at all leisure centres (by period)	915,382	875,000 (218750)			238,015			238,195			230,597			237,041	<input checked="" type="checkbox"/>	943,848	900,000	<input checked="" type="checkbox"/>	Martin Holt	An increase has been seen since Q3, with the annual figure exceeding the 915,382 of 2015/16.
	CdCmSF2 (C)	Percentage reduction in violent offences against a person, rolling year on year	-53.90%	data only			-39.6%			-25.90%			-12.60%			n/a	?	n/a	data only	?	Martin Holt	Data expected end of May.
CdHS2 (C)	Number of affordable homes delivered by (i) new build (ii) vacancies generated by local authority scheme (iii) acquisition of existing properties for social housing (cumulative)	22	33 (16.50)			13			13			24			35	<input checked="" type="checkbox"/>	35	33	<input checked="" type="checkbox"/>	Martin Holt	Total comprises (i) 13 x rented at Lincoln Park Amersham, 4 x rented at Lindo Cose, Chesham and 13 x rented/5 x shared ownership at Donkey Field site in Little Chalfont, (ii) 0 and (iii) 0.	

KEY		☒ This PI is below target		☐ This PI is slightly below target		☑ This PI is on target																	
PI code	Name	2015/16 Value	Annual target 2015/16	Apr-16 value	May-16 value	Jun-16 value	Jul-16 value	Aug-16 value	Sep-16 value	Oct-16 value	Nov-16 value	Dec-16 value	Jan-17 value	Feb-17 value	Mar-17 value	Traffic light (latest actual)	Actual 2016/17	Annual target 2016/17	2016/17 Traffic light	Responsible officer	Latest notes		
CdHS3i (C)	Average Length of stay in B & B temporary accommodation for all households (snapshot at end of quarter)	12	5			7			7			7			14	☒	9	10	☑	Martin Holt	Average length of stay based on total of 49 x B&B placements that ended during 2016/17 - clients spent a combined total of 3089 nights in B&B accommodation. Average stay calculated as 3089 / 49 = 63 nights (9 weeks).		
CdHS4 (C)	Number of private sector dwellings vacant for more than 6 months and returned to occupation following local authority intervention	28	40	annual PI												29	☒	29	40	☒	Martin Holt	End of year figure is not yet available but the figure as at December 2016 was 29 (where there had been significant contact from Officers before property returned to use)	
CdEH2 (C)	Percentage of food premises (risk rating A to C) that are broadly compliant (snapshot quarterly)	96.00%	91%			96.50%			96.71%			91.35%			88.71%	☐	88.71%	96%	☐	Martin Holt	Over the last year there have been issues with Unifom. This means that the PIs have been calculated using the the FSA website data, which includes premises rated A - E. The issues with the uniform have now been resolved and the figures for this quarter have been calculated using data for A - C rated premises. As a result the outcome is lower than what has been reported for previous quarters.		
JtLL3 (C)	Percentage of customers satisfied with the licensing service received (annual)	61.80%	89%	annual PI												68.30%	☒	68.30%	89%	☒	Martin Holt	Within the survey, there were 2 recurring themes - the usability of IT systems (comprising the online payment portal and the website), and the inconsistent speed of responses to customers, which were sometimes very fast and at other times much slower. The Licensing team is constantly working with Business Support to investigate potential opportunities to make the online system more customer-friendly. The Licensing team has not failed to carry out its function as required, but due to customers being unhappy with outcomes - including those whose applications were rejected for legal reasons - poor feedback has been provided. A positive aspect of the feedback is that some of the comments that have been left give a clear indication that staff are working hard to provide good customer service. 2083 licenses were issued in 2016/17, with only 67 responses to the survey; as such a relatively small number of overall responses means that it only takes a small number of negative responses to have a significant impact on the overall satisfaction percentages. Additionally, this survey is not restricted to those who have been served by the Licensing team, as the survey is advertised on email signatures and the websites. Licensing will do more work to publicise the Survey for the next year in order to seek to make the results more representative.	
JtLI5 (C)	Percentages of licences received and issued/renewed within statutory or policy deadlines (cumulative)	98.40%	97%			96.30%			99.70%			97.80%			96.40%	☑	97.30%	97%	☑	Martin Holt	18 out of 501 licenses not dealt with within policy or legislative timescales. 8 of the 18 that were not dealt with within timescales were Temporary Event Notices, which require turning around within a tight 24 hour timescale.		
Sustainable development																							
JtBC1 (C)	Applications checked within 10 working days (cumulative)	92.70%	85%	85.90%	93.10%	93.40%	96.30%	99.10%	98.30%	98.30%	95.30%	95.90%	99.10%	95.90%	95.80%	☑	94.90%	92%	☑	Peter Beckford	Target met.		
JtBC4 (C)	Customer satisfaction with the building control service (cumulative)	92.70%	94%	100%	100%	100%	100%	100%	100%	100%	98.30%	97.00%	96.60%	96.20%	96.40%	☑	96.40%	92%	☑	Peter Beckford	Target met.		
CdPP1 (C)	Net additional homes provided		133	annual PI												n/a	?	n/a	145	?	Peter Beckford	Figures for 16/17 expected by end of June.	

KEY		<input checked="" type="checkbox"/> This PI is below target	<input type="checkbox"/> This PI is slightly below target	<input checked="" type="checkbox"/> This PI is on target																	
PI code	Name	2015/16 Value	Annual target 2015/16	Apr-16 value	May-16 value	Jun-16 value	Jul-16 value	Aug-16 value	Sep-16 value	Oct-16 value	Nov-16 value	Dec-16 value	Jan-17 value	Feb-17 value	Mar-17 value	Traffic light (latest actual)	Actual 2016/17	Annual target 2016/17	2016/17 Traffic light	Responsible officer	Latest notes
CdSD7 (C)	Percentage of planning applicants who are satisfied or very satisfied with the planning service (cumulative)	77.00%	80%			87.50%			82.60%			86.20%			86.30%	<input checked="" type="checkbox"/>	86.30%	80%	<input checked="" type="checkbox"/>	Peter Beckford	Target met.
CdSD8 (C)	Planning appeals allowed (cumulative)	39.76%	35%			55.00%			53.33%			48.44%			48.28%	<input checked="" type="checkbox"/>	48.28%	35%	<input checked="" type="checkbox"/>	Peter Beckford	Annually, appeals performance is above the target threshold of 35% being allowed but there are some proactive measures already in place and an appeals analysis project which is ongoing. Some key appeals have been dismissed. Appeals analysis well established pro-active measures being formulated to reduce allowed appeals nos. Note: How this indicator is calculated has been revised. The new criteria includes, all appeal types. Appeals against · Refusal of planning permission, · Imposition of conditions · Non-determination · Enforcement notices All applications that have development types that are reported to the Government on the PS2 return and PS1, questions 6 and 7 and all appeals against enforcement.
CdSD32 (C)	Percentage of new enforcement cases where an initial site visit for an urgent priority case is undertaken within the timescale set out in the Enforcement Policy (cumulative)	100.00%	30%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	<input checked="" type="checkbox"/>	100.00%	100%	<input checked="" type="checkbox"/>	Peter Beckford	No urgent cases.
CdSD32 (C)	% of new enforcement cases where an initial site visit for a high priority case is undertaken within the timescale set out in the Enforcement Policy (Cumulative, monthly)	New PI	New PI	100.00%	100.00%	100.00%	100%	100%	100%	100%	100%	100%	95%	99%	100	<input checked="" type="checkbox"/>	100	100%	<input checked="" type="checkbox"/>	Peter Beckford	PI remains on target.
Environment																					
CdSE1 (C)	Cumulative CO2 reduction from local authority operations from base year of 2008/09	22.00%	9.10%	annual PI											n/a	?	n/a	11.70%	?	Martin Holt	Data will be available in July.
CdSE2 (C)	Planning to adapt to climate change (5 levels of performance 0=low 5= high)	3	4	annual PI														4		Martin Holt	No longer reported through this PI.
CdWR1 (C)	Waste customer satisfaction survey	86.70%	86%	6 monthly					84.40%	6 monthly					85.3%	<input checked="" type="checkbox"/>	84.85%	86%	<input type="checkbox"/>	Chris Marchant	Regarding refuse collections, the satisfaction rate has increased by 10.2% on the 15/16 figure, with Garden waste satisfaction has increased by 0.2% -Officers are currently reviewing the renewal process in order to increase this further. Street cleansing satisfaction has decreased, in part due to an increase in flytips on the same period last year - officers are working more closely with Bucks enforcement to hopefully prosecute more offenders. Overall, food waste satisfaction has decreased annually - a project in partnership with the other Bucks Districts has been organised in order to tackle this.

KEY <input checked="" type="checkbox"/> This PI is below target <input type="checkbox"/> This PI is slightly below target <input checked="" type="checkbox"/> This PI is on target																					
PI code	Name	2015/16 Value	Annual target 2015/16	Apr-16 value	May-16 value	Jun-16 value	Jul-16 value	Aug-16 value	Sep-16 value	Oct-16 value	Nov-16 value	Dec-16 value	Jan-17 value	Feb-17 value	Mar-17 value	Traffic light (latest actual)	Actual 2016/17	Annual target 2016/17	2016/17 Traffic light	Responsible officer	Latest notes
CdWR4 (C)	Household refuse collections, number of containers missed per month (calculated by P&C team on wkly basis)	New PI	New PI	1,154	1,141	1,597	1,561	1,379	1,407	1,379	1,014	662	1,383	997	1,334	<input checked="" type="checkbox"/>	1,251	1733	<input checked="" type="checkbox"/>	Chris Marchant	15.008/12 = 1,251 containers missed on average per month.
Support services																					
JtLD1 (C)	Client satisfaction with the shared service. Percentage satisfied or very satisfied.	90.50%	94%	6 monthly				100%	6 monthly				100%	<input checked="" type="checkbox"/>	100%	96%	<input checked="" type="checkbox"/>	Joanna Swift	Reported 6 monthly		
JtBS1 (C)	Availability of ICT systems to staff from 8am to 6pm (by period)	99.86%	99.50%			99.80%			99.80%			99.40%			99.10%	<input checked="" type="checkbox"/>	99.60%	99.50%	<input checked="" type="checkbox"/>	Sim Dixon	Target achieved, even with service under capacity.
JtBS2 (C)	Percentage of calls to ICT helpdesk resolved within agreed timescales (by period)	84.00%	95%			81.20%			81.00%			82.50%			88.50%	<input type="checkbox"/>	83.70%	95%	<input checked="" type="checkbox"/>	Sim Dixon	Steria stopped dealing with Business as Usual and Infrastructure Support for SBDC on 15th December 2015, with the work absorbed into Chiltern's ICT Department. The new Business Support Service commenced on the 1st January 2016 and was 30% under capacity. Those who would normally deal with the Business as Usual and Infrastructure Support started working on the single network project, meaning ICT Support was not fully manned for a majority of 2016.
CdBS3 (C)	Percentage of responses to FOI requests sent within 20 working days (by month)	83.00%	90%	60.00%	87.00%	95.00%	95.00%	100.00%	86.00%	84.00%	87.00%	98.00%	54.00%	100%	n/a	?	n/a	90%	?	Sim Dixon	Awaiting March data.
CdLD1 (C)	The percentage response to the annual canvass	94.00%	94%	annual PI											97%	<input checked="" type="checkbox"/>	97%	94%	<input checked="" type="checkbox"/>	Joanna Swift	Target met.
Customer services																					
CdCC1 (C)	New measure for complaints - t.b.a.	n/a	t.b.a.													n/a		t.b.a.	n/a	Nicola Ellis	PI not yet in use.

Page 34

This document aims to highlight our major achievements and performance between April 2016 and March 2017

To find out more about what we are aiming to achieve, see our joint business plan with South Bucks District Council at www.chiltern.gov.uk/Aims-and-Objectives.

To find out more about our financial performance, see our financial accounts at www.chiltern.gov.uk/statementofaccounts

Performance against targets

We set ourselves 44 key targets to achieve. The full table and results can be viewed at www.chiltern.gov.uk/performancereports

Key achievements during 2016 - 2017



Chiltern and South Bucks District Councils have combined their senior management; agreed the majority of shared service teams, saving around £6m since 2012



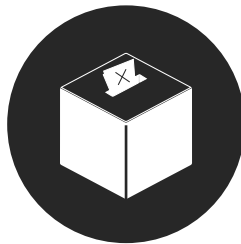
Issued/renewed 97.3% of licences within statutory/policy deadlines



Raised awareness of Dementia through creating Dementia friendly communities



Delivered 61 disabled facilities grants in Chiltern during 2016/17



Ran the Police and Crime Commissioner's election and the European Referendum in 2016



Supported and promoted a strategic approach to mitigation of the HS2 line and other major transport projects



Over 50,000 tonnes of waste was reused, recycled or composted in Chiltern and Wycombe



Delivered the Open Spaces and Playing Pitch strategy and Leisure Facilities Strategy, which will inform the future needs and delivery of leisure



Celebrated and recognised the contribution of young people through the Chiltern Youth Awards



Delivered a Housing Strategy to help people in need to secure appropriate housing



Achieved the bronze Investors In People accreditation



Promoted the Community Responder initiative to communities across both Councils



Undertaken a community consultation programme to identify the community aspirations of replacing Chiltern Pools



Supported the roll-out of superfast broadband in Chiltern



Published the Chiltern and South Bucks Joint Local Plan preferred options consultation



Start work on the Aylesbury Crematorium



Continue to make savings in order to deal with on-going reductions in Government funding



Continue to support the rollout of superfast broadband



Use the Open Spaces and Playing Pitch strategy and Leisure Facilities Strategy to improve local sporting and recreational facilities



Improve local facilities and services by supporting community groups access to a range of funding initiatives including HS2 Community fund, Sport England and Heathrow Community fund



Introduce a new Community Lottery Scheme serving both Chiltern and South Bucks District Councils



Manage the 2017 County and General Elections



Undertake a targeted recycling contamination reduction campaign



Continue to work with HS2 and partners to mitigate harm from HS2 and other major transport projects



Investigate alternative uses of council-owned land and buildings to better serve our residents



Make our websites mobile friendly



Move forward with the Chiltern and South Bucks Economic Development Strategy and its associated action plan



Continue to draft the joint South Bucks and Chiltern local plan

SUBJECT:	Review of the Council's Constitution
REPORT OF:	Monitoring Officer
RESPONSIBLE OFFICER	Jim Burness, Director of Resources
REPORT AUTHOR	Joanna Swift, Head of Legal and Democratic Services and Monitoring Officer
WARD/S AFFECTED	N/A

1. Purpose of Report

For Cabinet to agree the rules and delegations in the revised Constitution that relate to executive (cabinet) functions following Full Council approval on 16 May to the overall Constitution.

RECOMMENDATION

That Cabinet agrees the proposed revisions to the Constitution relating to Cabinet functions as recommended by Governance and Electoral Arrangements Committee

2. Reasons for Recommendation

To ensure the Council's Constitution is up to date and more user-friendly for members, staff and the public, to introduce harmonised procedures with South Bucks District Council where this will facilitate more effective running of shared services and to ensure the Council meets its statutory duty of publishing a current Constitution.

3. Content of Report

- 3.1 The Governance and Electoral Arrangements Committee agreed a work programme for reviewing and updating the Constitution at their meeting in October 2016. The Committee met in November 2016 and January, March and April 2017 to review each part of the Constitution in detail. The proposed revisions attached as Appendix 1 were reported to Full Council on 16 May and approved, subject to Cabinet approving the revisions which relate to functions undertaken by Cabinet and associated rules. The relevant revisions are explained in more detail below.

Part 1 Introduction and Part 2 Articles of the Constitution

- 3.2 These have been approved by Full Council and summarise the Council's governance and decision-making processes, acting as a sign post to the more detailed terms of reference, delegations, rules of procedures, codes and protocols contained in Parts 3 to 9 of the Constitution. The role of the Cabinet is dealt with in Article 6 and decision-making at Article 12. The definition of the Budget and Policy Framework at Article 4, which sets out the framework within which Cabinet works, was reviewed and updated and the financial threshold for Key Decisions was also increased from £30k to £50k in line with SBDC.

Part 3 Roles and Responsibilities and Terms of Reference for Council Committees

- 3.3 The role descriptions for council members and the different responsibilities of the cabinet and full council, together with details of joint arrangements were reviewed and updated. In particular the joint arrangements with SBDC are now reflected including the Joint Committee, specific delegations given to portfolio holders have been updated (there are none) and details of portfolios updated to reflect the current position

Part 4 Rules of Procedure

- 3.4 The Cabinet Procedure rules in Section B govern the role and composition of the cabinet, how portfolios are allocated and the conduct of cabinet meetings. The rules were amended in 2010 when the statutory provisions on so-called "strong leaders" came into force and therefore no substantive revisions are proposed. The Access to Information Procedure Rules in Section D deal with arrangements for access to Cabinet meetings, agendas and background information and reflect changes introduced by the Executive Arrangements (Meetings and Access to Information) Regulations 2012 to the publication of forward plans for cabinet decisions. The Budget and Policy Framework Procedure Rules at Section E deal with the process for developing the budget and policy framework.. The rules are intended to give non-cabinet members the opportunity to support, review and scrutinise the Council's policy framework and therefore link into the Overview and Scrutiny Rules. The changes to these rules agreed by Full Council streamline the process and clarify when a lighter touch can be applied to minor amendments and annual updates, as well updating the list of policies comprising the framework to mirror Article 4.

Part 5 Codes and Protocols

- 3.5 The Protocol on Member /Officer Relations at Section D was updated to emphasise the importance of mutual trust and confidence between members and officers to ensure effective working within the Council and the standards of conduct expected in accordance with the respective codes for members and officers. The protocol also deals with the position of the Chief Executive and other senior officers who provide advice to the Cabinet.

Part 7 Management Structure and Scheme of Delegation to Officers

- 3.6 Section B contains a general introduction to the Scheme of delegations covering the methodology used, together with general powers and limitations and lists the delegations to individual named officers. The methodology explains that individual delegations are identified as being from either the Council (C) (for functions such planning and licensing) or the Cabinet (E) (for executive functions which are defined under the Local Government Act 2000 as all functions not reserved to Full Council). The cabinet delegations therefore require specific approval by the Cabinet.

Methodology, General Limitations and General Powers

- 3.7 These paragraphs have been updated to reflect the new joint senior management structure. The general limitations in paragraph 2 apply to all delegations and require officers to exercise their powers strictly in accordance with approved council policies, procedures and budgetary provisions. If a delegated decision would be contrary to adopted policies and procedure rules (including for example Contract and Financial Procedure Rules) or outside approved budgets, officers must refer the decision to the Cabinet or the relevant Committee as appropriate. The General Powers in paragraph 3 have been amended to include powers required for the day to day running of service areas and avoid the duplication of certain delegations listed under each of the named officers, for example powers to authorise staff to exercise statutory powers of inspection and entry, issue statutory notices and requisitions, take associated enforcement action and deal with staffing matters. Again the exercise of these powers must be in accordance with the Council's adopted policies and procedures and any specific conditions listed in the individual delegations. This includes consultation with the appropriate cabinet portfolio-holder or Committee chairman or another officer.

Detailed Delegations to Named Officers

- 3.8 The detailed delegations are listed by officer and cover each area of responsibility where officers are authorised to exercise delegated powers together with any conditions for exercising that power. To avoid the Scheme becoming out of date when legislation changes some powers are delegated within overall functional descriptions where this is legally permissible e.g. food hygiene and food safety, public health and environmental protection. In these cases the exercise of a delegation applies to functions in a broad and inclusive manner and is intended to include the doing of anything which will facilitate or is conducive or incidental to the discharge of the specified functions. Elsewhere it is necessary to be specific about statutory provisions, for example in respect of planning and licensing functions
- 3.9 Officers are also expected to consider in what circumstances it might be appropriate to consult members such as the relevant Cabinet portfolio holder, Committee Chairman or local members before taking a decisions. If such a member objects to the proposed decision the matter must be reported to the Cabinet or relevant decision-making body for consideration unless there is a specific provision for dealing with objections within a particular delegation. The Cabinet or relevant Cabinet member may reserve a decision about a particular matter to them or require that an officer refrains from exercising delegated authority. Furthermore officers must not exercise their delegation on a decision in which they have a personal interest

Part 9 Local Protocols

- 3.10 This part of the Constitution contains 9 local procedural documents and was approved by Full Council. Of particular interest to Cabinet are Sections A and B covering the procedures to be adopted at "Call In" meetings and Investigative meetings of Overview Committees which both involve members of Cabinet appearing before the Committee to answer questions about/explain Cabinet decisions.

4 Options

The Cabinet can decide whether to agree the proposed revisions to Cabinet rules and delegations as set out in the Appendix or to suggest amendments/alternatives.

5. Corporate Implications

Financial – There are no financial implications arising directly from this report

Legal – As set out in the report

Risks issues – The lack of an up to date and effective Constitution could increase the risk of governance failures

Equalities - None specific

6. Links to Council Policy Objectives

There are no direct links to the policy objectives. But the Council has a statutory duty to maintain an up to date Constitution and publish this on the website.

7. Next Steps

The revised Constitution will be published on the Council's website.

Background Papers:	None except those referred to in the report
---------------------------	---

SUBJECT:	<i>CDC Capital and Repairs & Renewals Outturn Report 2016/17</i>
REPORT OF:	<i>Support Services Portfolio Holder – Cllr Mike Stannard</i>
RESPONSIBLE OFFICER	<i>Head of Finance – Rodney Fincham</i>
REPORT AUTHOR	<i>Capital Accountant – Jane Clarke – 01494 732 223- jclarke@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

To:

- Report the 2016/17 capital and repairs & renewals outturn position.
- Request the carry forward of unspent capital and repairs & renewals budgets.

RECOMMENDATIONS

Cabinet is asked to:

- **Note the 2016/17 capital and repairs & renewals outturn position.**
- **Agree which capital and repairs & renewals budgets should be carried forward to 2017/18.**

2. Capital Expenditure

Appendix A provides the following information for each 2016/17 capital scheme.

- Latest Budget
- Actual Expenditure
- Variance
- Proposed Carry Forward
- Comments from Head of Service/Scheme Manager

3. Repairs & Renewals Expenditure

Appendix B provides the following information for each 2016/17 repairs and renewals scheme.

- Latest Budget
- Actual Expenditure
- Variance
- Proposed Carry Forward
- Comments from Head of Service/Scheme Manager

4. Options

Other options would be to not allow any carry forwards to schemes. However, this would mean projects could not be progressed.

5. Corporate Implications

If all proposed carry forward budgets are agreed, the additional budgeted capital expenditure in 2017/18 will be £787k, and the additional budgeted repairs & renewals expenditure in 2017/18 will be £237k.

8. Links to Council Policy Objectives

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

9. Next Step

Agreed carried forward budgets will be added to the 2017/18 original budgets.

Background Papers:	None
---------------------------	------

Appendix A:
CDC Capital Outturn 2016/17

Environment

	Budget Manager	Project Manager	Latest Budget 2016/17 £	Actual Expenditure 2016/17 £	Variance 2016/17 £	Proposed Carry Forward £	Comments
Public convenience refurbishment	Chris M	-	47,384	46,577	-807	0	No carry forward, project complete.
Sycamore Road - Fencing Work	Chris M	Louise D	20,000	1,800	-18,200	0	No carry forward, project complete.
Shared Parking Service - ICES 360	Chris M	Julie R /Janine D	35,100	21,662	-13,438	13,438	Carry forward, project still ongoing.
Sycamore Road - Additional parking spaces & resurfacing	Chris M	Louise D	125,794	8,917	-116,877	70,000	Carry forward £70k, project almost complete.
Sprinter LC Prestwood - car park upgrade	Martin H/Chris M	Louise D	216,563	228,605	12,042	0	No carry forward, budget overspent.
AMSCP	Chris M	Linda N	600,390	576,891	-23,499	23,499	Carry forward, project ongoing.
Additional off street parking solutions	Chris M	Julie R	10,000	0	-10,000	10,000	Carry forward, works still required for additional off street solutions.
Mill Meadow Bridge - Major Works	Chris M	Louise D	25,000	49,000	24,000	0	No carry forward, budget overspent. Additional budget agreed for 2017/18.
Community, Health & Housing							
T&V Revitalisation	Martin H	Paul N	4,500	-1,859	-6,359	0	No carry forward.
Leisure Centres	Martin H	-	386,000	102,808	-283,192	283,192	Carry forward to support leisure centre upgrade programme .
Disabled Facility Grants	Martin H	-	735,252	485,758	-249,494	149,494	Carry forward, approved grants still to be paid.
Renovation Grants	Martin H	-	72,632	31,040	-41,592	41,592	Carry forward, approved grants still to be paid.
Flexible Home Improvement Loan	Martin H	-	100,000	50,000	-50,000	50,000	Carry forward, to enable flexible home loan ring fenced loans in CDC in accordance with policy.
Days Alms Houses- Grant	Martin H	-	100,000	71,428	-28,572	28,572	Carry forward as commitment agreed to support the refurbishment of Days Alms Housing under a phased programme.
Support Services							
MS Office Licenses	Sim D	-	56,873	0	-56,873	0	No carry forward, as MS License costs now charged to revenue under annual licensing agreement.
Virtual environment upgrades	Sim D	-	25,000	0	-25,000	25,000	Carry forward awaiting requirements from projects.
IP telephony - core infrastructure	Sim D	-	13,227	-10,310	-23,537	23,537	Carry forward will be needed for exit from Updata.
Council Chamber ICT Infrastructure	Sim D	-	35,325	34,475	-850	0	No carry forward, project complete.
Shared F&P Service - Uniform & FM System	Chris M	-	7,400	0	-7,400	7,400	Carry forward, to finish service review projects.
KGvH - Undercroft Car Park Security Enhancements	Chris M	Louise D	37,000	26,022	-10,978	10,978	Carry forward, project ongoing.
ICT Strategy Projects (Shared with SBDC)	Sim D	-	56,000	62,581	6,581	0	No carry forward, budget overspent.
TCA Projects - Mobile Working (Shared with SBDC)	Sim D	-	0	1,443	1,443	0	No carry forward, budget £80k rephased to 2017/18.
KGvH WIFI Replacement	Sim D	-	50,000	0	-50,000	50,000	Carry forward wi-fi not installed until early 17/18.
TCA Project - Channel Shift	Sim D	-	0	3,030	3,030	0	No carry forward, budget £27k rephased to 2017/18.
Capitalisation of Salary Costs							
Capital Salaries	Chris M	-	50,000	50,000	0	0	No carry forward, budget spent.
			2,809,440	1,839,867	-969,573	786,702	

Appendix B:

CDC Repairs & Renewals Outturn 2016/17.

Environment

Pub Conv's: Repair buildings & equipment
 Cleansing services: Replacement dog waste bins
 Depot - Annual Allocation
 Depot: Access road improvements
 Depot: CCTV
 Depot security fencing to South boundary
 Depot: CDC/BCC food waste skips
 Car park surface repairs: Annual allocation
 AMSCP: Repair pedestrian barriers
 AMSCP: Redecoration 3 year prog 2014-16
 Mill Meadow, Chalfon St Peter, Bridge Repairs

Community, Health & Housing

Barn Hall & Annex: Roof repairs
 Ashley Green old school: Roof repairs & damp

Support Services

Offices: Maintenance works
 IT: Replacement equipment/alterations

Leisure Centres

Leisure Centres Fund
 Leisure Centre - Needs Assessment

Total

Budget Manager	Project Manager	Latest Budget 2016/17 £	Actual Expenditure 2016/17 £	Variance 2016/17 £	Proposed Carry Forward £	Comments
Chris M	Kevin K	26,000	21,571	-4,429	4,429	Carry forward, ongoing project.
Chris M	Sally G	5,000		-5,000	5,000	Carry forward, ongoing project
Chris M	Linda N	100,000		-100,000	100,000	Carry forward, ongoing project.
Chris M	Linda N	7,137	1,568	-5,569	5,569	Carry forward, ongoing project.
Chris M	Linda N	9,723	9,723	0	0	No carry forward, project complete.
Chris M	Linda N	6,000		-6,000	6,000	Carry forward.
Chris M	Sally G	19,000		-19,000	19,000	Carry forward.
Chris M	Julie R	28,954	19,559	-9,395	9,395	Carry forward, ongoing projects.
Chris M	Linda N	6,822		-6,822	6,822	Carry forward.
Chris M	Linda N	8,000		-8,000	8,000	Carry forward.
Chris M	Linda N	9,919	1,505	-8,414	8,414	Carry forward.
Chris M	Louise D	30,000	42,917	12,917	0	No carry forward, budget overspent.
Chris M	Louise D	1,762	1,185	-577	577	Carry forward to expenditure in 17/18.
Chris M	Kevin K /Andy C	62,155	21,350	-40,805	31,185	Carry forward, most projects still ongoing.
Sim D	-	30,000	2,057	-27,943	27,943	Carry forward, ongoing project.
Martin H	-	8,147	8,043	-104	104	Carry over to support centre improvements and repairs.
Martin H	Paul N	42,336	37,667	-4,669	4,669	Carry over to support centre improvements and repairs.
Total		400,955	167,144	-233,811	237,108	

SUBJECT:	<i>Treasury Management – Annual Report 2016/17</i>
REPORT OF:	<i>Jim Burness, Director of Resources</i>
RESPONSIBLE OFFICER	<i>Helen O'Keeffe, Principal Accountant</i>
REPORT AUTHOR	<i>Helen O'Keeffe, hokeeffe@chiltern.gov.uk 01494 732781</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

- 1.1 To report on the Treasury Management performance of the Council for 2016/17 as required by the Code of Practice on Treasury Management.

RECOMMENDATION

Members are requested to note the Treasury Management performance for 2016/17 as required by the Code of Practice on Treasury Management.

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. Annual Report on Treasury Management 2016/17

- 3.1 As a debt free authority the treasury management activities of the Council in 2016/17 are exclusively concerned with the investment of its reserves, as the Council has not undertaken any borrowing in 2016/17.

- 3.2 The base rate was decreased from 0.5% to 0.25% in August 2016, with the rate having remained at 0.5% since March 2009.
- 3.3 Officers invest cash flow surpluses with approved counter parties. During the year, officers invested funds in accordance with counter parties approved as part of the Treasury Management Strategy 2016/17 as in the table below.

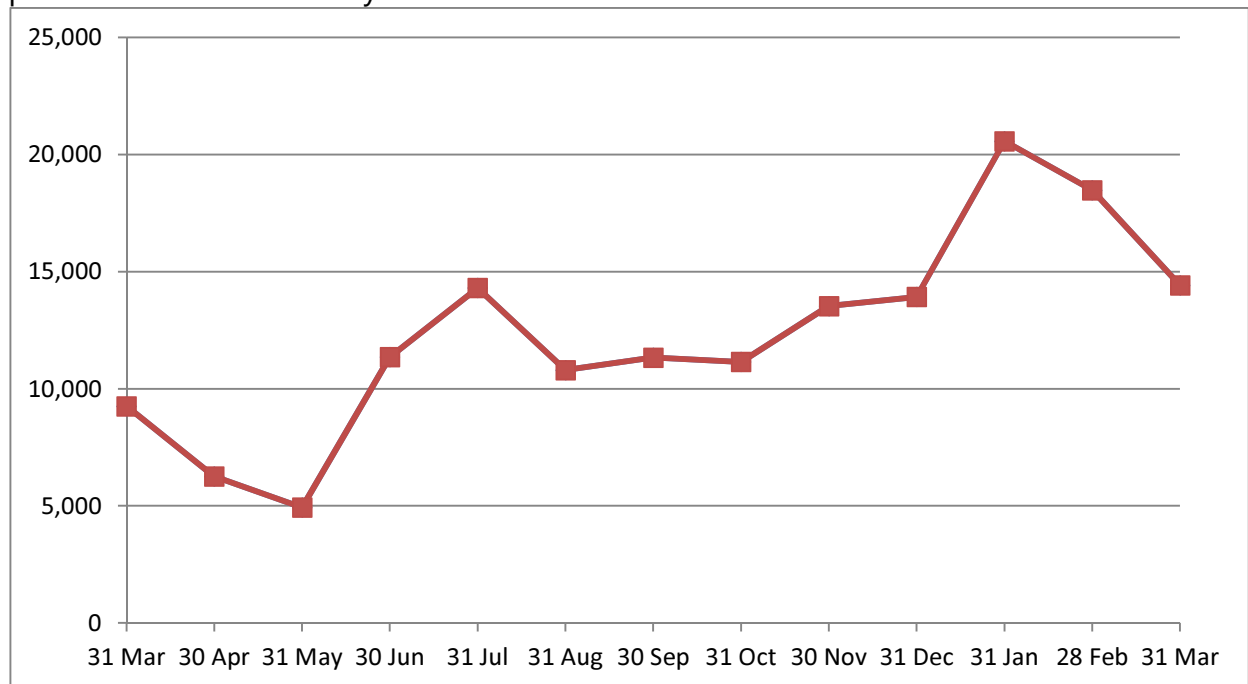
	Duration	Maximum Amount	Fitch Rating	Comment
Money Market Funds	Up to 3 years	£5m	AAA	
UK Institutions	Up to 5 years	£3m	A- or better	High Rated
	Up to 2 years	£2m	BBB+ or better	Low Rated
Non UK Institution	Up to 2 years	£1m	A- or better	Sovereignty rating AA or better
Corporate Bonds / Bond Funds	Up to 3 years	£2m	A- or better	
Other Approved Investments (eg Property Funds)	Up to 5 years	£2m		Invest would be subject to specific member report

- 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 A summary of the movements in the year is as follows:

	Fund Balance 1.4.2016 £000	Fund Withdrawals £000	Added to Fund £000	Fund Balance 31.3.2017 £000
Instant Access Deposits	3,255		1,160	4,415
Money Market Funds	6,000	(3,000)	7,000	10,000
Fixed Deposits	11,000	(9,000)	9,000	11,000
Total	20,255	(12,000)	17,160	25,415

- 3.6 The Instant Access deposit as at 31 March 2017 is held with our bankers Barclays.
- 3.7 The following graph shows how the level of cash and instant access investments has fluctuated over the year. The level of cash reserves has increased over the year

owing to money collected from Council Tax and Business Rates payers not yet being paid over to Bucks County Council and Central Government.



3.8 The weighted average interest rate earned on fixed rate investments in the quarter was 0.98%. By way of comparison, the weighted average interest rate earned in the quarter by South Bucks District Council was 0.7%.

3.9 A summary of the Council's Fixed Deposits as at 31st March 2017 is shown below:

UK Institutions	Fitch Credit Rating	Principal £	Interest Rate	Invested	Matures
Lloyds Banking Group	A+				
Fixed Deposit		1,000,000	1.05%	04/11/16	06/11/17
Fixed Deposit		1,000,000	1.55%	02/06/14	02/06/17
Fixed Deposit		1,000,000	1.00%	27/07/16	27/07/17
Nationwide Building Society	A				
Fixed Deposit		1,000,000	0.95%	19/05/16	19/05/17
Fixed Deposit		1,000,000	0.60%	28/07/16	28/04/17
Fixed Deposit		1,000,000	0.90%	04/10/16	04/10/17
Santander	A				
Fixed Deposit		2,000,000	0.85%	09/03/17	09/03/18
Fixed Deposit		1,000,000	1.00%	20/06/16	20/06/17
Close Brothers	A				
Fixed Deposit		1,000,000	1.60%	13/10/15	13/10/17
Fixed Deposit		1,000,000	1.00%	31/08/16	28/02/18
Total Deposits		11,000,000			

4. Corporate Implications

- 4.1 A comparison between the actual and budgeted interest returns for 2016/17 is shown below:

	Budget 2016/17 £000	Actual 2016/17 £000
Interest	140	164

- 4.2 Actual interest received from investments is above the budgeted figure of £140,000. The budget was set at a modest level owing to uncertainty around probable interest rates. Some rates which were achieved were higher than anticipated. The budgeted income from investments for 2017/18 has been set at £100,000.

Background	None
Papers:	

SUBJECT:	Amersham Multi Storey Car Park Development Project
REPORT OF:	Cabinet Portfolio: Environment - Councillor Michael Smith
RESPONSIBLE OFFICER	Chris Marchant - Head of Environment
REPORT AUTHOR	Anwar Zaman 01494 732753 - azaman@chiltern.gov.uk
WARD/S AFFECTED	Amersham on the Hill

1. Purpose of Report

The purpose of this report is to:

- Update Members on the current position regarding the development of the Amersham Multi Storey Car Park to provide a total of 1,046 car park spaces, an increase of 366 on the current 680 spaces.
- Present the final business case for approval.
- Seek Members approval that the capital programme for this project be amended to £10,800,000 .
- Seek Members confirmation that contracts for construction under the SCAPE Framework agreement can be signed.

RECOMMENDATIONS

1. To note the current position.
2. Members agree the final business case for the project.
3. That Cabinet recommends to Council that £10,800,000 be added to the capital programme for the construction of this project.
4. Subject to the Planning Committee decision Members are requested to authorise the Head of Environment, in consultation with the Portfolio Holder and Director of Services, to conclude the delivery agreement between Balfour Beatty and the Council for the construction phase.
5. That the Head of Finance be authorised to carry out the necessary arrangements to obtain the loan finance.
6. That the Head of Environment be authorised to negotiate and conclude any necessary agreements to allow the development to proceed through to completion.
7. That the 18/19 revenue budgets include the additional revenue operating costs of a larger car park operational from September 2018.
8. To note and agree the cost increase of the pre-construction costs from £591,000 to £617,000 for delay due to planning and Scape fees.

2. Executive Summary

- 2.1 Members will be aware of the parking problems that exist at Amersham on the Hill and in particular at the Amersham Multi Storey Car Park which is regularly operating at capacity during the week. This capacity issue has been highlighted in a recent capacity survey which has recommended that by 2036 additional spaces of between 339 and 520 will be required to meet anticipated growth from new housing and rail travel.
- 2.2 The proposed solution to the problem is to extend the existing multi storey car park by building on the adjacent surface car park. This development should provide capacity for an additional 366 spaces.
- 2.3 Following Cabinet approval on April and December 2016, through the use of the SCAPE Framework, this Council has procured the services of Pick Everard to act as client Project Manager and Quantity Surveyor, and Balfour Beatty to manage the pre-construction stage through design planning and detailed costings.
- 2.4 The proposed structure has been designed using the principles of a steel frame and concrete plank construction. Subject to a regular and adequate maintenance regime, the structure is designed to provide a life-span in excess of 40 years. This does not extend to finishing materials such as painting, finish coatings (including waterproofing), or the M&E installation and lift, which will need to be replaced in accordance with the manufacturer's recommendations or agreed maintenance programme for the building
- 2.5 To enable this project to proceed it will be necessary for the Council to invest £10,800,000 for the construction and any associated fees if planning is granted.
- 2.6 The proposal is to finance this by way of a Public Works Board loan. The Business case indicates that the car park will be operating in profit (including covering interest and loan principal repayment) in 9 years and that profit from the car park will be more than sufficient to repay the capital expenditure over the lifetime of the asset.

3. Reasons for Recommendations

- 3.1 A clear need has been identified for additional parking capacity within Amersham on the Hill to cover both the current and future demand. The existing car park site would seem to be the most suitable location. The experienced lead contractor has designed the car park in accordance with good practice, to deliver

maximum number of additional spaces and to keep construction costs as low as possible through competitive tendering of works packages, for example, for procurement of steel and concrete pre-cast units. An external Quantity Surveyor has advised the Council on costs.

4. Background

- 4.1 The site is shown edged in black on the plan at **Appendix A**. A full chronology of Member decisions is attached at **Appendix B**. The current AMSCP has a total capacity of 680 spaces including 185 on the adjacent surface level car park.
- 4.2 At CAMG on 2nd March 2016, a report detailing a high level proposal for 378 spaces (an additional 240 spaces) car park over 3 storeys was suggested at an early estimated cost of construction in the order of £6 million. Members expressed concern as to whether this proposal would meet future need and suggested extra deck / capacity was added. £110,000 was agreed for initial design work.
- 4.3 At Cabinet on 5th April 2016, Members considered and agreed the report that had been to the CAMG meeting on 2nd March 2016. Members agreed for pre-construction work to commence to enable design, costing and planning to be completed to enable officers to report in due course with a full business case. Note – It was not possible to provide cost certainty on any future development until the design and relevant surveys, etc had been concluded.
- 4.4 At CAMG on 21st November 2016, Balfour Beatty attended the meeting to explain the potential procurement approach that the Council could take to deliver this project. Whilst Members agreed that more car parking capacity was required there were concerns about the costs and possible escalation. The construction costs at this stage, following detailed work by the contractor and QS, was estimated at £8.8 million for an additional 502 spaces with the net extra spaces increased to 366 spaces over 4 floors from 240 originally envisaged. Members agreed to the total predicted pre-construction costs of £591,000 to allow the detailed design and planning to be applied for. It was anticipated at this time planning would be submitted in November 2017.
- 4.5 At Cabinet on 13th December 2016, Members considered and agreed the report that had been to the CAMG meeting on 21st November 2016. Members expressed concerns as to how this project now appeared to supersede the original Cabinet decision for the guttering and PV's for the existing AMSCP and requested a further report.

- 4.6 At Cabinet on 7th February 2017, Members considered an update report and confirmed that the scope of the AMSCP project does not now include an over roof, extra PV's or new guttering.

Discussion

Costs

- 4.7 Since the initial reports the majority of the pre-construction steps have been completed using the SCAPE Framework procurement process which ensured that best value and the most appropriate design was achieved. 100% cost certainty on Tender Price has now been achieved and a letter from Quantity Surveyor, **Appendix F**, is attached which summarises the how best value is achieved using the SCAPE approach.
- 4.8 The report to Councillors on 21st November 2016 indicated the estimated build cost of £8.8 million which included the preconstruction cost of £591,000. Therefore at that time the anticipated build cost was £8.2 million. Any further variations would be at the contractors risk apart from any changes the Council requested. The build-up of cost changes and the details are as follows;

Project Cost

Item		Cost
1	Pre-construction Costs	£591,000
2	Estimated Construction Costs brought forward 06 Mar 2017 (excluding pre-construction cost)	£8,187,620
3	Forecast Project Management, Quantity Surveyors & H&S Team (Pick Everard) Fees & other costs (excluding pre-construction cost)	100,726
4	Forecast Construction cost changes by appointed Quantity Surveyor at 06 Mar 2017	
4.1	<i>Additional deck of 126 parking spaces</i>	£579,000
4.2	<i>An additional deep bore soak away for surface water is required. The current deep bore soak away for the existing car park is located where the new building will be constructed so has to be moved.</i>	£307,000
4.3	<i>Intrusive site investigations are required to accurately establish the utilities locations on the site because utilities surveys were inconclusive.</i>	£13,700

4.4	<i>Relaying the surface on the top floor of the existing car park to provide waterproof barrier for 30 + years. Cheaper painted on solutions have a very limited life.</i>	£313,000
4.5	<i>The costs involved in Re-siting the PVs on the new building</i>	£20,000
	Sub-Total	£1,232,700
5	Forecast Construction cost changes reported by appointed Quantity Surveyor post 06 Mar 2017	
5.1	<i>Additional larger and deeper pile foundations were found to be necessary following detailed design development following ground condition investigation.</i>	£450,000
5.2	<i>Programme extended associated with additional works – increase prelims</i>	£60,000
5.3	<i>Market testing – difference between estimate and tender price</i>	£100,000
	Sub-Total	610,000
6	Estimated Additional Fees during Pre-construction stage	
6.1	Additional Consultant Scape fees, not previously accounted	£7,700
6.2	Additional time spent due to delay getting to planning during pre-construction phase	£18,000
	Sub-Total	£25,700
7.0	Client internal management fees	£37,000
	Building Control Fees	£11,000
	Forecast Total Project Cost	£10,793,213

- 4.9 The forecast total project cost of £10,800,000 does not include a project risk figure of £370,000 which includes for project risks on the risk register such:
- If any further works are required by TfL - this is not anticipated as we have a signed agreement in place with them
 - If any archaeology is discovered during excavations – this is not expected
 - ordinance, contaminations judicial review cost, planning condition discharge or condition on unreasonable working hours.

Planning

- 4.10 A Planning application for the proposed development has been submitted to provide 4 levels of parking with a capacity of 502 spaces, a net increase of 366

spaces. This application will be considered by the Planning Committee once issues raised by Buckinghamshire County Council Highways Development have been resolved. The planning officer has indicated that they are minded to support the proposal when the application is formally submitted. The consultants feel the highway junction capacity issues can be addressed and it is anticipated at the time of writing this report that the application can be considered by the planning committee on 22nd June. The plans will be displayed ahead of this meeting for Members to review.

There has been a delay of several months whilst discussions and responses were received from Highways which has delayed the project. The pre-construction cost expenditure has increased slightly from £591,000 to £615,000.

There have been interest rate increase and Members have agreed to an increase in parking charges across the estate which will have a beneficial effect on the business case.

Expected increase in parking demand

- 4.11 An updated capacity study was recently commissioned for Amersham Multi Storey Car Park which has highlighted the considerable increased usage in this car park. In 2013 when the study was previously carried out the average capacity was at 85%. The latest study shows an average capacity of 91%. Latest figures show that for 80% of the working week the car park reached 100% capacity. On the weekdays when full capacity was not reached (normally Fridays) then the average capacity was at 87.75%. The Institute of Highways and Transportation recommended that an efficient operating level for car parks is 85%; it can therefore be seen that we already have a serious overcapacity issue and no room for growth.
- 4.12 The study looks forward to 2036 taking into account both rail passenger growth and housing development. The additional space goes part way to meet future demand.
- Rail: In the year to 2015 Chiltern Rail showed a growth of 3.1%. Both Network Rail and the Rail Delivery Group predict a 3.3% annual increase with passenger demand doubling in the next 30 years. Because of the proximity of the railway station it is anticipated that the growth in demand for the car park will depend mainly on the passenger growth. The only limiting factor is the train capacity and with line and signalling improvements planned to be in place for 2023 to increase train frequency this will only benefit Amersham Station and facilitate additional demand.
 - Housing/Population Growth: The study looked at the Joint Chiltern and South Bucks Local Plan 2016 to 2036 which is currently being prepared and using

figures available for Chiltern and following discussions with officers developed a range of growth options for consideration. Using the medium growth scenario for 2036 to the study indicated an increased requirement for between 339 and 520 additional spaces over the next 20 years.

- 4.13 It is clear from the study that there is an existing and a future demand for parking at this car park. It should be noted that this study does not take into account other potential demands for increased capacity at AMSCP from proposed developments on other Council sites that could cause the loss of parking capacity as these developments proceed.

Business case

- 4.14 Investing in the construction of the new AMSCP will generate a financial return from the resulting additional car parking income. The estimated cash flows from this development have been modelled and are shown in **Appendix C**.
- 4.15 This shows that the car park will be operating in profit (including covering interest and loan principal repayment) in 9 years and that profit from the car park will be more than sufficient to repay the capital expenditure over the lifetime of the asset.
- 4.16 During construction access will be maintained to the majority of the existing multi storey car park although a reduction in income of £104,000 is possible due to the disruption. In an effort to keep this loss to a minimum, it is proposed that the 135 staff members currently using the AMSCP will be allocated alternative parking. This action will ensure that the paying public have preference over CDC staff. Additional 58 spaces have been provided at Sycamore Road and 29 spaces are being aimed to be provided at KGVH.
- 4.17 The Net Present Value (NPV) **Appendix C** base model has been drawn up using current figures available and based on various assumptions. Inflation is 3% per annum and this is also the discount rate used.
- 4.18 Car park charges are increased in line with inflation i.e. 3% per annum. This percentage is in line with the Governments RPI figures published in the Autumn Statement up to 2020/21. The standard initial daily car park charge is £6.00 per day in line with the agreed increased charges for 17/18.
- 4.19 Sensitivity Analysis is at **Appendix D** and the financial model is only an estimate and changing any of the assumptions will affect the return. For instance if the loan rate goes up, the profitability goes down, if charges increase the profitability goes up and if take up increases the profitability goes up and of course vice versa

Funding

4.20 The method of funding was raised in a previous report to Cabinet and at the time the option of funding this construction by way of borrowing was discussed. It is now clear that with interest rates at the current low level borrowing to fund this project would be the recommended option. To this end it was agreed at the Budget review in December and in the Treasury Management Strategy that CDC should be allowed to borrow if required.

4.21 It is proposed that the Council will raise a loan with the Public Works Loan Board. The financing cost is based on borrowing from the PLWB, on an annuity basis, over 40 years.

Usage

4.22 It is anticipated that the additional capacity from this car park will steadily increase. For the purpose of the Business case we have taken the average growth over the last 3 years written down to 5%.

Year	Growth
2013/2014	9%
2014/2015	2.2%
2015/2016	7.3%

Programme

4.23 The current proposed programme if the project continues is detailed at **Appendix E**. The key dates would be:

- Planning Committee 22nd June 2017
- 6 weeks allowed for any JR challenge
- Sign delivery agreement 10th August 2017
- Start on Site September 2017
- Completion October 2018

5. Consultation

5.1. Consultation has taken place with interested parties which include the Town Council and Amersham Action Group.

5.2. A public event was advertised and held in the Council Office reception. This event was not well attended but general feedback from the consultations recognised that increased capacity is needed in the area although local residents commented on the design and impact on their property and these comments were noted by the designers.

- 5.3. Under the planning process a further public consultation has been carried out and few objections were received. Where practicable the design is being amended to mitigate these objections.
- 5.4. Once planning approval has been received consultation will take place with all parties likely to be affected by the works to ensure that disruption is kept to a minimum. Parties to be consulted will include Amersham Town Council, Local residents and businesses, Transport for London.

6. Options

- 6.1 Members are requested to consider in view of the updated business case, the final design and the 100% Tender cost whether they would like to continue this project and construct the additional 366 car park spaces.

7. Corporate Implications

- 7.1 Financial – See above and the business case.
- 7.2 Legal – the Council has power under the Road Traffic Act 1984 to erect buildings for the provision of off-street parking. There is a small piece of land that for some reason is not registered to Chiltern and that is being rectified.
- 7.3 Risks – The remaining risks to this project include:
- Planning and any conditions that could be imposed that may have cost implications. Allow 6 weeks after consent issues for any JR period before contracts signed for construction
 - Programme changes that could extend the period of reduced car park income
 - Construction costs are currently 100% certain following the works package tender process and Balfour carry the risk once the delivery agreement is signed. The only cost increases for the Council would be if the Council requested any changes on site to the design.
 - Future usage is predicted in the business case

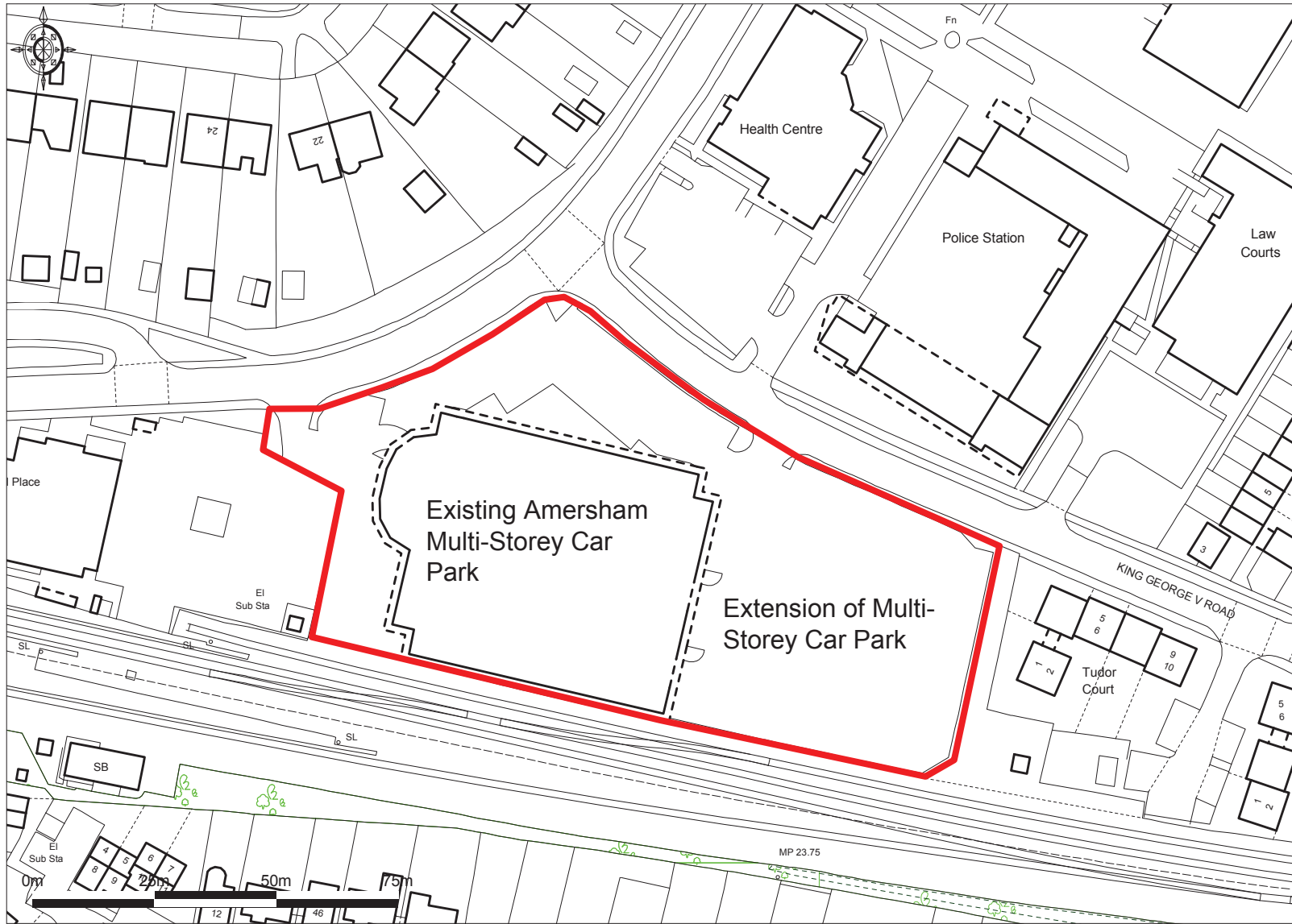
8. Links to Council Policy Objectives

- 8.1 This matter is related to the Council's corporate aims to deliver cost effective, customer focused services, and to promote local communities.
- 8.2 This report also progresses the aims of the Council's asset management plan.

9. Next Step

- 9.1 If Members consider the business case acceptable then subject to planning approval being granted and allowing for any possible JR then a delivery agreement could be completed and works would commence on site end September 2017 with completion end October 2018.

Background	Officer working papers
Papers:	Cabinet Report 05 April 2016 Cabinet Report 13 December 2016



Ordnance Survey © Crown Copyright 2016. All rights reserved. Licence number 100022432. Plotted Scale - 1:1250

Scale: NTS

Appendix B

Chronology of Reporting for Amersham Multi Storey Car Park Extension

Minutes CAMG – 02.05.15

27. AMERSHAM ADDITIONAL PARKING

Members received a verbal update regarding the provision of additional parking in Amersham-On-The-Hill. A survey had been carried out which identified the need for an additional 220 spaces. Officers stated that they were in discussions with Car Park designers, rather than building designers, as this was more likely to lead to an efficient design with the right number of spaces. A further report with a proposal would be considered at a subsequent meeting.

Minutes CAMG – 02.03.2016

53. AMERSHAM MULTI-STOREY CAR PARK

The Project Manager introduced the report, which set out a high level proposal for the development of the car park adjacent to the existing multi storey car park. It would be a 3 storey building and provide 240 additional spaces at an initial estimated cost of £6 million. This could be funded from the Council's existing reserves and borrowing. The Director of Resources advised that it would be advisable to include the costs of borrowing to fund the project in the estimates submitted to Cabinet because if this option were taken it would show clearly the timeframe for the project making a positive return, as any development would need to be seen as a long term investment to meet specific needs in Amersham. The risk of the Council appearing to engage in the project for profit was also raised although in this case it was agreed there was a genuine need for the development in parking terms. The report asked CAMG members advise on whether the Portfolio Holder should recommend the project to Cabinet and to confirm the £110,000 for the initial design, planning and project management work to be allocated from the capital budget for the AMSCP.

In the following discussion Members agreed the project was needed to meet demand for parking. Concern was expressed regarding funding the project using the Council's reserves and it was felt that it would be preferable to borrow against a single large project such as this. The 2% discount rate in the report was questioned as a conservative estimate and it was asked whether the level of income from spaces could be relied on to increase, given that from 2013/14 to 2014/15 it had dropped. Members also questioned whether the projected three floors would accommodate future growth in parking demand and suggested the design allow for an additional floor to be added. The impact of the project on the agreement with TFL was raised and it was noted that the agreement would continue to be calculated on a space by space basis. It was also clarified that a Turnkey project was still a possibility although the Council would lose the future income growth.

CAMG RECOMMENDED

- That the Portfolio Holder recommend to Cabinet that this project should be proceed to enable the design stage and planning to progress.
- That the £110,000 required for the initial design stage, planning and project management work be allocated from the existing capital budget for the Amersham Multi Story Car Park.
- That the report to be presented to Cabinet be amended to include the cost of borrowing to fund the project, to address uncertainty over the growth in fees and to provide further detail regarding the funding options.

Minutes Cabinet – 05.04.2016

110. AMERSHAM MULTI-STOREY CAR PARK

Consideration was given to the report of the current and future parking situation in Amersham and at the Amersham Multi Storey car park. It also set out a high level plan for the development of the site to deal with the issues arising and to seek Cabinet confirmation of Corporate Asset Management Group's recommendation to progress the project as proposed.

Members Resolved

- That the content of the report be noted;
- That the project should proceed to enable the design stage and planning to progress; and
- That £110,000 required for the initial design, planning and project management work should be made available and funded from the existing capital budget for the Amersham Multi Storey Car Park.

Minutes CAMG – 21.11.2016

60. Representatives from Balfour Beatty Attending to Answer Questions on Amersham Multi-Storey Car Park Project

The Chairman welcomed Gareth Waitman (Commercial Manager) and Nadeem Syed (Senior Design Manager) from Balfour Beatty to the meeting.

It was explained that Cabinet had authorised the start of the process in April 2016 and it had been decided to use the Local Authority SCAPE framework to obtain costings. This avoided the lengthy EU procurement process. The full business case and detailed construction costings could then be presented to Councillors in February 2017.

It was proposed that a steel framework be used. The pillars would support the floors and there were several options for the ground work and materials for constructing the floors. Tenders for the various work elements would be put out to all the trades (15 – 16 packages of trades in the scheme) and Balfour Beatty would project manage this to come to the

overall construction cost figure. It was explained that they were currently working on a similar project in Wokingham. A quantity surveyor, Pick Everard had been appointed to act on the Council's behalf and check the budgets for the various elements of the construction.

Whilst it was agreed by the Members that more car parking capacity was needed, there was concern about the cost of the project and whether the cost was likely to escalate. It was noted that the previously planned project to provide a roof for the multi-storey had now been superseded by this project to expand the car park, and this had been discussed previously at CAMG, and agreed by the Cabinet in April 2016. It was advised that it was uncommon for car parks to have roofs. The funds approved for the initial plans for this car park were now being applied to cover the costs to the stage of preparing the business case and detailed construction estimates.

The current estimate for the construction work was £8.8 million which would be paid for by a 40 year loan from the Public Loans Board. Planning permission would be sought and final costings obtained so that Councillors would be able to reach a decision about the project in February 2017. It was noted that some preconstruction costs had already been incurred in line with approval from the Cabinet in April.

Members felt it was important to keep all members informed of progress on major projects like this or the Amersham leisure project and consideration be given to ways in which this could be done.

64. Amersham Multi-Storey Car Park

This item was discussed previously with Minute 60.

CAMG RESOLVED

- The progress of the project was noted by the group.
- To recommend to Cabinet that the project be highlighted at full Council.

Minutes Cabinet – 13.12.2016

177. AMERSHAM MULTI STOREY CAR PARK DEVELOPMENT PROJECT

Cabinet Members were asked to note the progress made on the project to provide additional car parking at Amersham Multi Storey Car Park (AMSCP) and to note the spend on consultancy costs to enable the project to proceed through planning, detailed design and costings to allow the full business case to be presented to Councillors in April 2017. Whilst being supportive of the project to provide additional car parking at the multi-storey some members expressed their concerns as to how this project now appeared to supersede the original decision of Cabinet to fund and proceed with an over-roof of the existing car park and associated installation of photo-voltaic cells. A further report on this matter was requested.

Members Resolved

- That the spend on consultancy to date of £199,950 be noted and that the on-going commitment of £591,000 be approved to complete the detailed design, specification and costings to enable planning consent to be obtained and the full business case to be prepared for submission to Cabinet. Monies to be contained within the existing capital programme.
- With regard to the sums allocated to the Amersham Multi Storey Car Park Over-roofing and Photo Voltaic System projects in the approved Capital Programme a report be submitted to the next meeting of Cabinet regarding the need, or otherwise, for these works in the light of (i) above.
- That the full business case will be reported to Cabinet for their decision in April 2017; and
- That the Interim Director of Services be authorised to negotiate any necessary agreements to enable this project to progress as indicated within the report and to conclude any necessary documentation.

Minutes Cabinet – 07.02.2017

195. Amersham Multi-Storey Car Park Update pdf icon

The Cabinet considered a report that sought to provide clarification on the decision making process to date regarding the Amersham Multi-Storey Car Park Project (AMSCP). In response to a question it was clarified that the current proposals being put forward, which would be subject to Cabinet approval of the business case at the next meeting on 4 April, still involved a level of protection being provided for the existing structure. The earlier proposals, considered by the Cabinet, had been amended due to the impact on the number of car parking spaces that could be provided, and the advice of the professional advisers to the construction project.

Members Resolved

- That the contents of the report be noted.
- That the scope of the Amersham Multi Storey Car Park (AMSCP) project does not include an over roof, additional Photo Voltaic systems or new guttering for the existing multi storey car park, as detailed within the report.

Appendix D: AMSCP Assumptions and Sensitivity Analysis

Assumptions

The base model has been based on various assumptions as follows:

- The cost is £10,800,000 excluding VAT.
- Inflation is 3% a year and this is also the discount rate used.
- The financing cost is based on borrowing from the PWLB, on an annuity basis, over 40 years.
- Car park charges are increased in line with inflation ie 3% a year.
- The standard initial daily car park fee is £6 per day.
- There is an immediate increase in useage of 10% of the new spaces and a 5% increase yearly thereafter (based on average of last 3 years growth).

Note: Although the build / design life for the car park is in excess of 40 years, all figures have been based on a 40 year timeframe.

Sensitivity Analysis

However the financial model is only an estimate.

Changing any of the assumptions will effect the return.

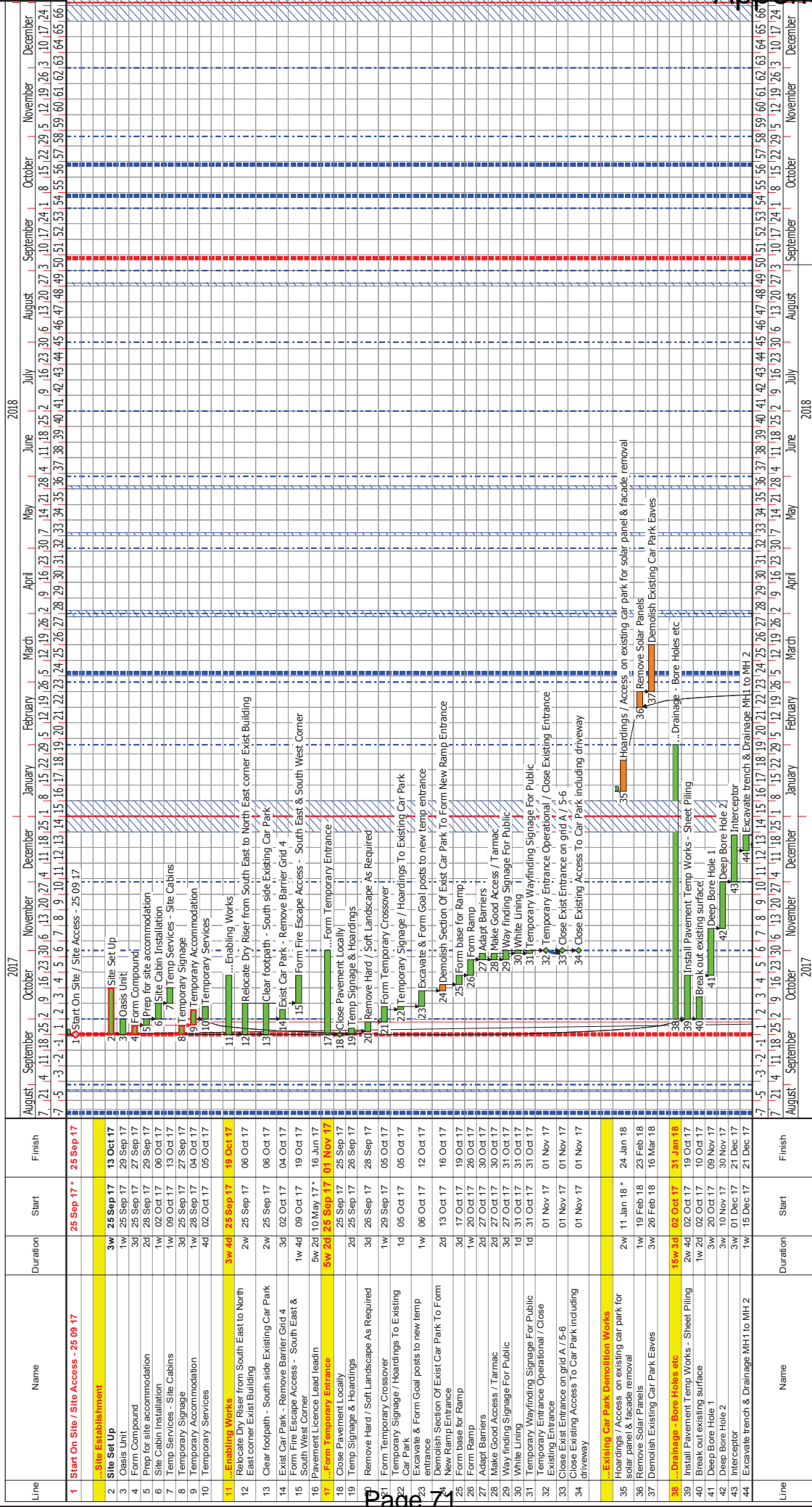
For instance

- If the build cost goes up, the profitability goes down.
- If the loan rate goes up the profitability goes down.
- If we increase the charges, the profitability goes up.
- If we increase the take up assumptions, the profitability goes up.

And of course vice versa.

The following table therefore shows the effect on the Net Present Value and Profitability figures if we change some of these assumptions.

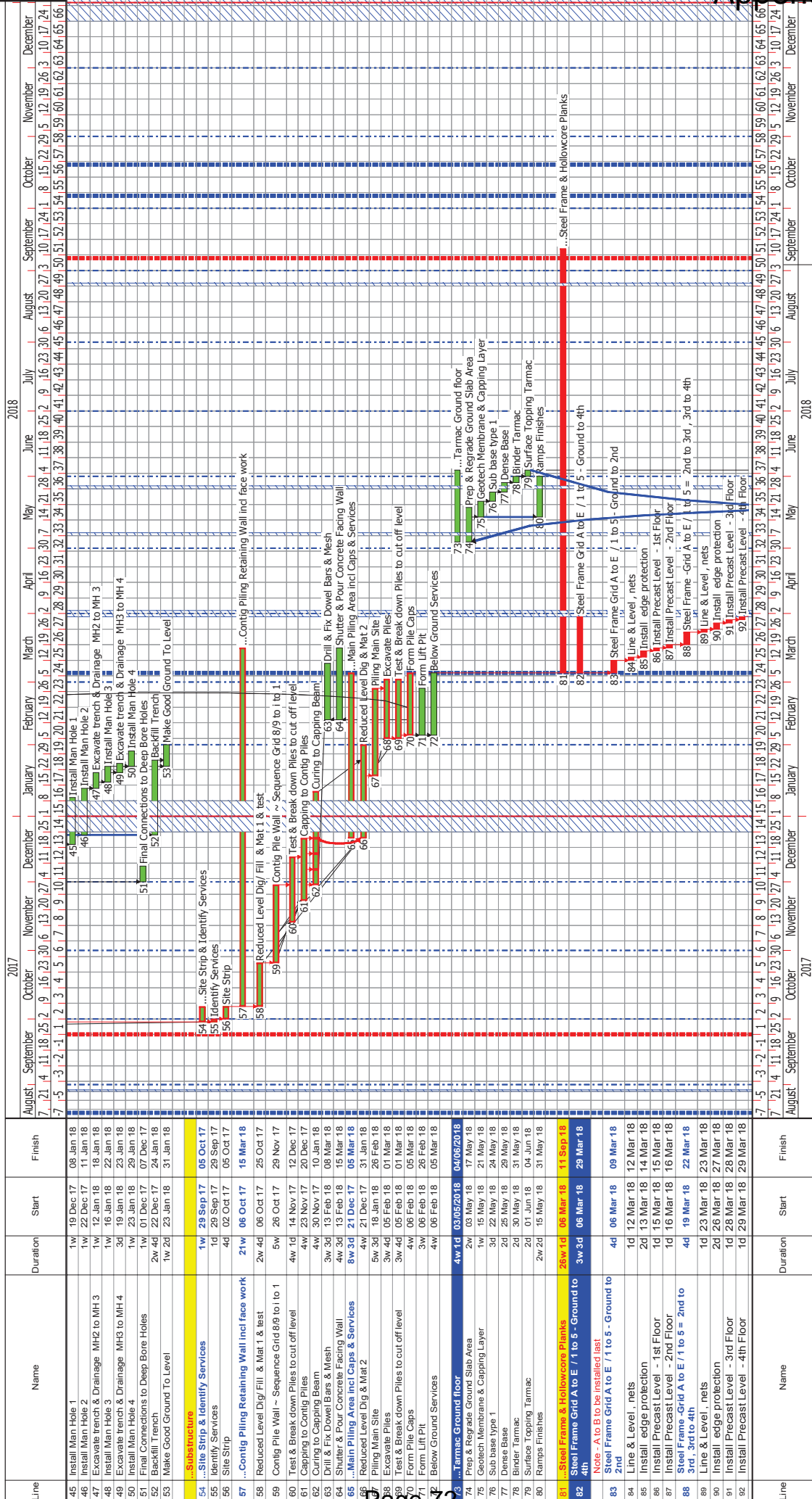
	Base Model	Cost increase due to £370k risk element	Loan rate 0.5% higher	Increase in car park fee rpi -0.5%	Increase in car park fee rpi +0.5%
Total Cost	£10,800,000	£11,170,000	£10,800,000	£10,800,000	£10,800,000
Loan Interest Rate	2.59%	2.59%	3.09%	2.59%	2.59%
Increase in car park charge	RPI	RPI	RPI	RPI -0.5%	RPI +0.5%
Net Present Value over 40 years (Negative is good)	-£88,534	£432,398	£906,721	£1,687,063	-£2,099,905
Total Profit over 40 years (Negative is good)	-£14,056,493	-£13,453,543	-£12,536,881	-£9,917,589	-£18,795,097
IRR	4.74%	4.58%	4.74%	4.17%	5.31%



CONSTRUCTION

Programme Number: CRWT0505
 Revision: REV1 - 11 05 17
 Revision Date: 11/05/2017

CRWT0505 - Amersham Car Park Construction Programme - Rev 1 - 11 05 17



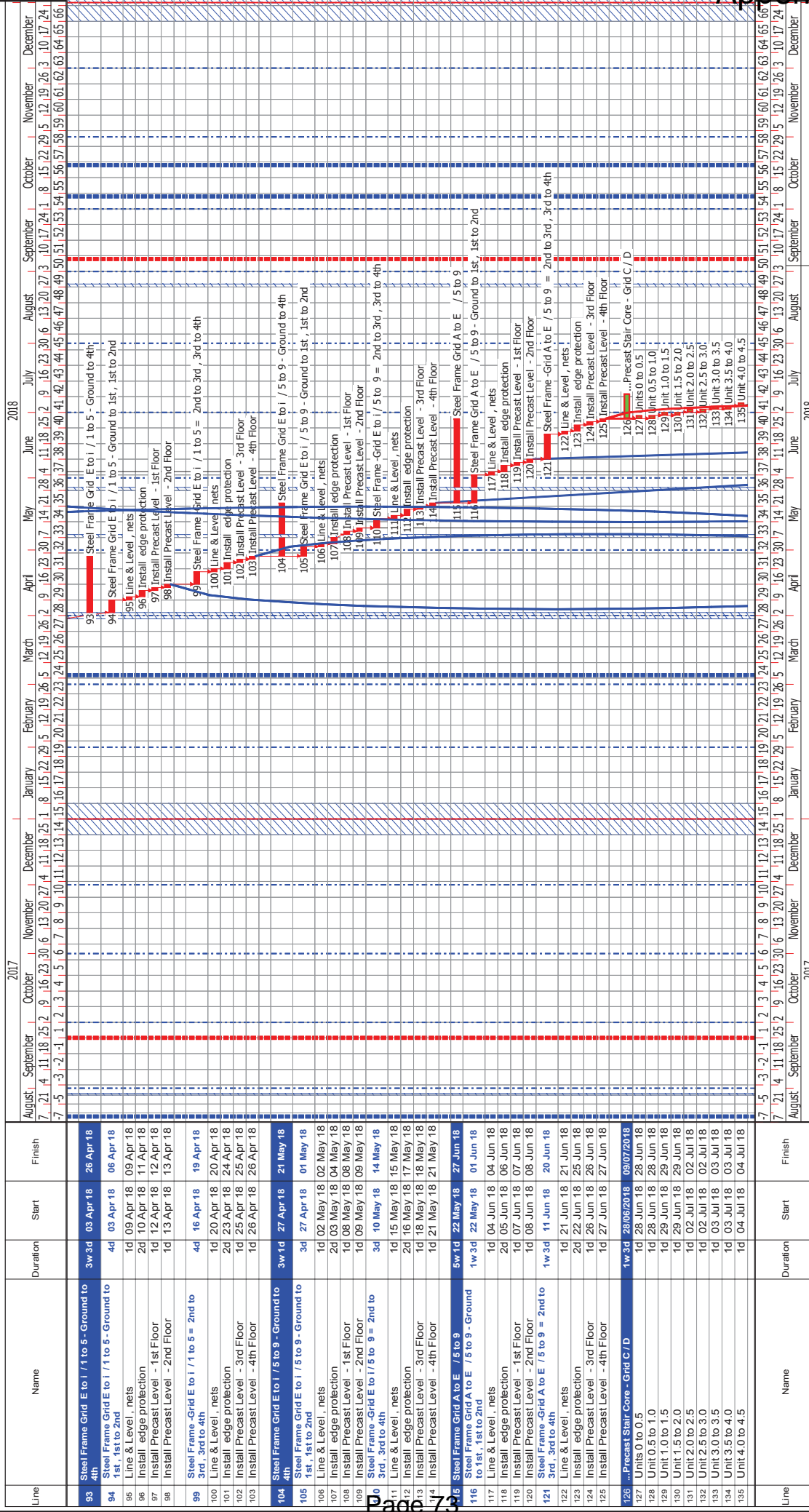
Programme Number: CRWT0505
 Revision: REV1 - 11 05 17
 Revision Date: 11/05/2017

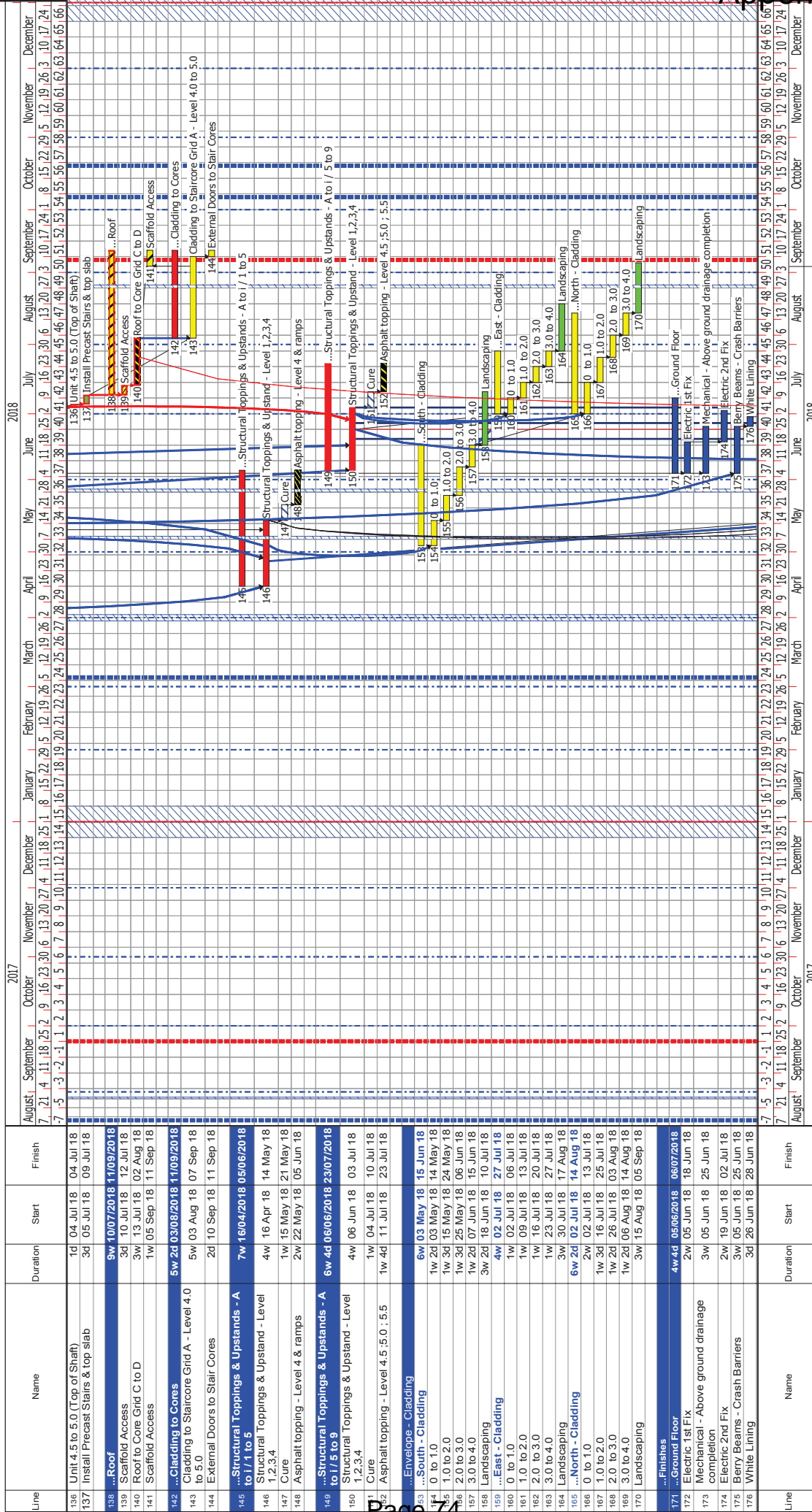
CONSTRUCTION

Page 2 of 6

D:\CHRIS MASTER FOLDER 2\TENDERS\CAR PARKS AMERSHAM & GCX - MASTER CAR PARK PROGRAMMES\AMERSHAM FINAL PROGRAMME 11 05 17\AMERSHAM MASTER PROGRAMME 11 05 17.ppt

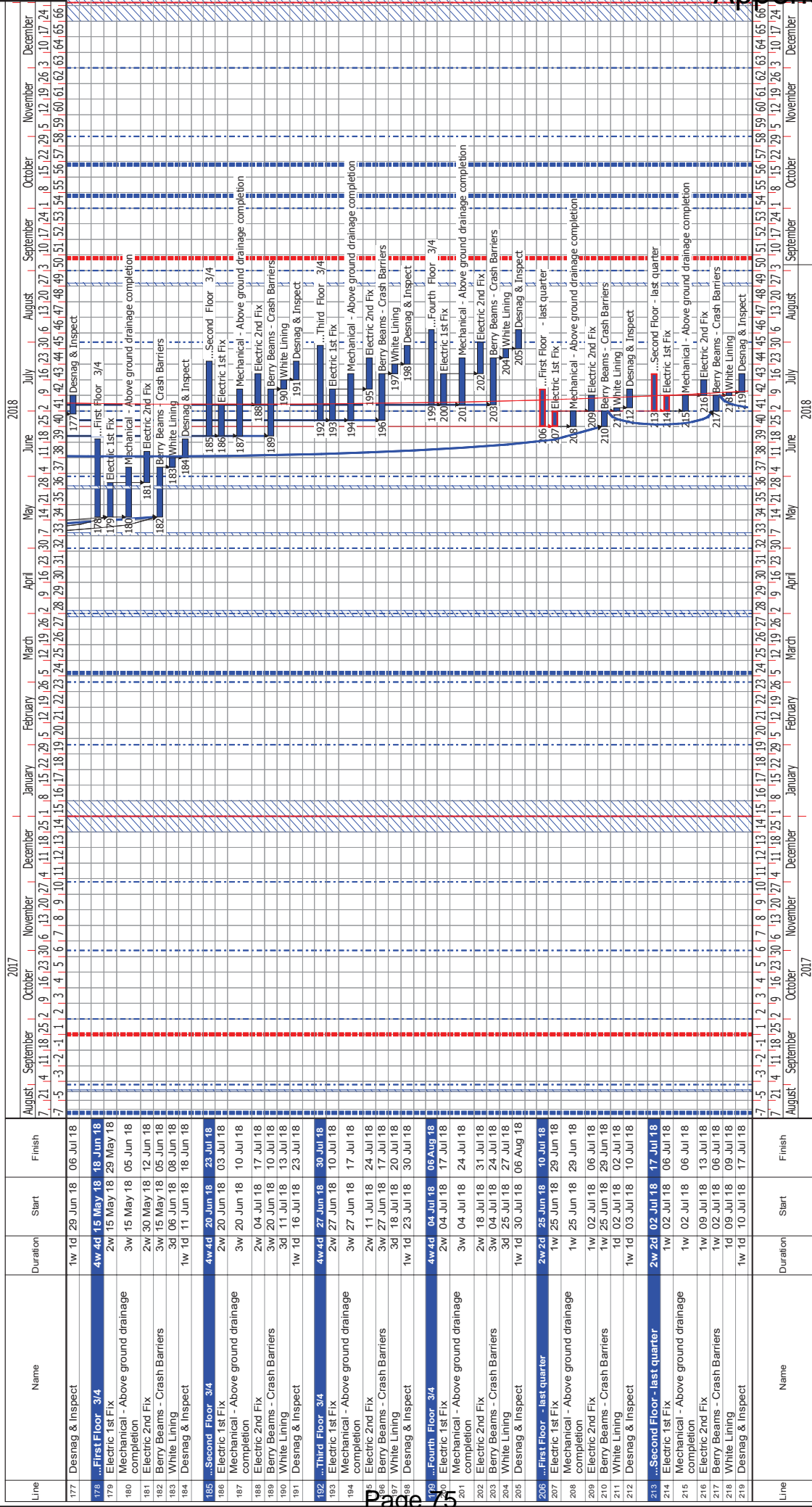
CRWT0505 - Amersham Car Park Construction Programme - Rev 1 - 11 05 17





CONSTRUCTION

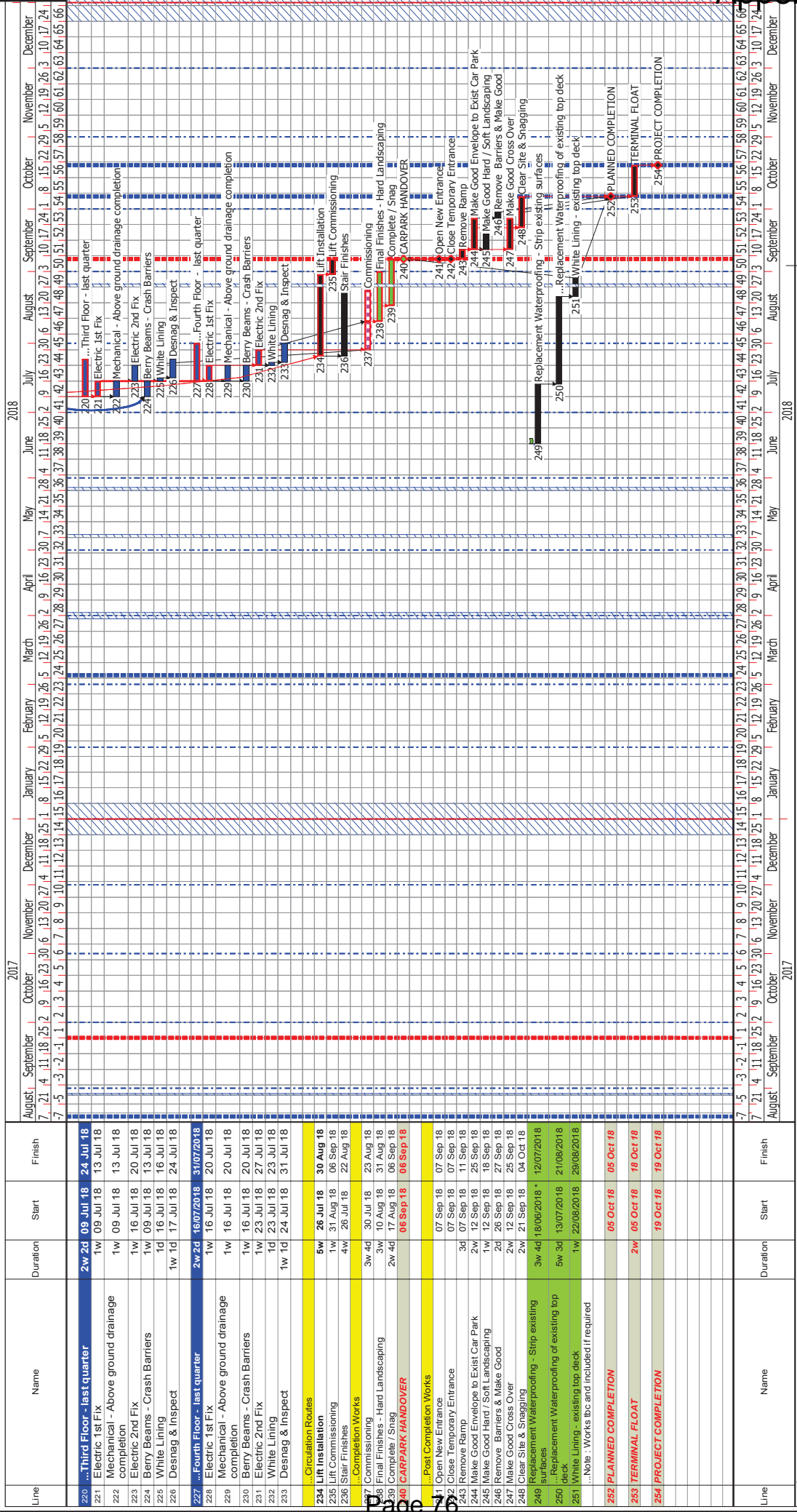
Programme Number: CRWT0505
 Revision: REV1 - 11 05 17
 Revision Date: 11/05/2017



CONSTRUCTION

Programme Number: CRWT0505
 Revision: REV1 - 11 05 17
 Revision Date: 11/05/2017

D:\CHRIS MASTER FOLDER 2\TENDERS\CAR PARKS AMERSHAM & GCX - MASTER CAR PARK PROGRAMMES\AMERSHAM FINAL PROGRAMME 11 05 17\AMERSHAM MASTER PROGRAMME 11 05 17.ppt



2017 August September October November December 2017 2018 January February March April May June July August September October November December 2018

Car Park Superstructure, Scaffold, Roof, Envelope, Windows & Summery Bars, Finishes, Floor, Commissioning

CONSTRUCTION

Programme Number: CRWT0505
 Revision: REV1 - 11 05 17
 Revision Date: 11/05/2017

Page 6 of 6

D:\CHRIS MASTER FOLDER 2\FENDERS\CAR PARKS AMERSHAM & GCX - MASTER CAR PARK PROGRAMMES\AMERSHAM FINAL PROGRAMME 11 05 17\AMERSHAM MASTER PROGRAMME 11 05 17.PP

Chiltern District Council
King George V House
King George V Road
Amersham
HP6 5AW

24th May 2017

For the Attention of Chris Marchant

Dear Chris,

AMERSHAM MULTI-STOREY CAR PARK, KING GEORGE V ROAD, AMERSHAM

The advice as to the approach that has delivered best value for the project.

The design meets the criteria set and minimises costs with PM and QS independent advice from Pick Everard as to overall costs, programme and other essential deliverables for a successful project.

The Scape process that has been employed on the Chiltern DC Amersham MSCP project is a proven method of ensuring the client receives best value from inception to completion.

The original budgets contained within the feasibility clearly outlined the design, cost and programme parameters known at that time, and the client can be confident that they have been compiled using recently acquired market data.

The selection of the Design Team is carried out using a competitive market-tested arena, and the client has full visibility of the quotations, correspondence and dialogue at all times, allowing the client to intervene and challenge at any time throughout the procurement process.

The ethos of Scape is collaboration, with regular fortnightly progress meetings from inception to Stage 4 Gateway 4 - Pre-Construction Phase - in an open honest and transparent approach to design, selection, procurement and planning.

The client has been fully engaged in the initial design criteria, producing and issuing the contractor with a Project Brief encapsulating all of their requirements, including design life span and any project nuances particular to that site. This Project Brief is then used by the Design Team as the basis for all design development throughout the Pre-Construction Phase.

The client, through Pick Everard, was involved in the selection of the supply chain, along with the Contractor, and has the ability to contribute and direct the contractor to a number of suppliers to compliment the Scape philosophy of using local labour and suppliers where possible, which the Contractor is measured against under a Key Performance Indicator.

During the design process, the client attended and actively contributed to design matters, including the appointment of a design 'checker' where deemed necessary for complex projects.

Some changes became necessary due to design development and change requests from Chiltern CDC. These changes increased the costs from the feasibility and can be summarised as below.

Client change requests

- Additional deck which was implemented
- Relocation of the existing PV Cells

Design Development

- Removal of existing soakways and provision of new deep bore soakaways due to existing ground conditions and insufficient existing infrastructure drainage for the new car park
- Extensive site investigation and searches on the available utilities required for the car park
- Ground conditions affecting the substructure design
- Market testing and the difference between the feasibility budget and the tendered prices

In addition delays were incurred in the planning process due to BCC Highways requiring information relating to traffic movements and studies which did not form part of the original brief and was not planned for.

These delays incurred additional costs due to extending the accepted programme and resultant contractors preliminary prices

The total of the changes are £1,339,000 from the feasibility budget of £ 8,900,000.

The total of the construction cost at Stage 4 is £10,245,000 which provides 100% cost certainty. These sums exclude Chiltern DC internal costs and fees.

There is a Chiltern DC risk allowance of £370,000.

The Pick Everard Financial Report nr 5 dated 22nd May 2017 has been published and provides a detailed commentary on the financial information.

To ensure best value to the client in terms of financial viability, the transparent and open-book Scape process ensures that the client is given copies of tender enquiries, query correspondence and subcontract quotations. A final independent check has

[Type text]

been carried out by the client's own project consultant manager and cost consultant, Pick Everard, to guarantee that any normalisation, risks or exclusions are acceptable.

A cost comparison with a similar car park constructed by Balfour Beatty has been included in the table below.

Car Park	Wokingham Multi-Storey Car Park	Amersham Car Park
Construction Cost	£11,156,000.00	£9,755,027.00
Spaces	529	501
m2 area	14800	13064
Cost / space	£21,088.85	£19,471.11
Cost / m2	£753.78	£746.71

Throughout the entire Scape process, the client was encouraged to participate and challenge any aspect of the Pre-Construction phase that they are not happy with, and the Contractor provides not only a Project Manager and Pre-Construction Manager as a regular point of contact, but also a Scape Framework Director to discuss matters at a strategic level.

I trust the above meets with your expectations.

Yours faithfully



David Gear
Project Manager

The following issues were raised at the Resources Overview Committee.

	Issue	Clarification / Response
1	<p>In para 4.4 the estimated construction cost of £8.8m includes the additional deck on the Multi storey car park.</p> <p>However in para 4.8 (costing table) the cost seems to show the cost of the additional deck being added again to the construction cost.</p>	<p>Para 4.4 is correct.</p> <p>Para 4.8 requires slight amendment to now read; <i>"4.8 The report to Councillors on 21st November 2016 indicated the estimated build cost of £8.8 million which did not include the preconstruction cost of £591,000. Therefore at that time the anticipated build cost was £8.8 million including an additional deck.</i> <i>Construction stage costs are currently now estimated to be £10.2 million with cost certainty following the works packages tendering and any further variations would be at the contractors risk apart from any changes the Council requested. The preconstruction costs have increased to £617,000. The build-up of cost changes and the details are as follows;"</i></p>
2	<p>Is the loan rate fixed?</p>	<p>The PWLB loan rate is fixed when the loan is taken out. It works like a 40 year fixed rate mortgage.</p>
3	<p>The financial model assumes an inflationary increase in car park charges every year. What would be the impact if car park charges were not increased in line with inflation?</p>	<p>It is very unlikely that car park charges would be increased exactly by inflation every year. However over time we would expect the charges to rise as has historically been the case:</p> <ul style="list-style-type: none"> £4 Prior to Mar 09 £5 From Mar 09 £6 From later on this year <p>A 3% rise equate to approximately a £1 rise every 5 years.</p> <p>The repayment of the investment come solely from the income earned. So the financial model is very sensitive to changes in the income assumption.</p> <p>The sensitivity analysis in appendix D models car park charges rising by rpi minus 0.5% and rpi plus 0.5%.</p>

The following questions were raised by Councillor Nick Rose, Chairman of Resources Overview Committee.

	Question	Clarification / Response
1	<p>Additional Floor The report indicated at 4.4 that Balfour Beatty had included all the costs to provide 502 parking spaces over 4 floors in the total cost of £8.8m. The officers were going away to</p>	<p>The clarification is provided in item 1 above. Officers have checked to reconfirm the cost of the additional deck at £579,000 has not been duplicated.</p>

	investigate the reason for adding £579k for the 126 parking spaces on the fourth floor.							
2	<p>Relaying surface on top floor of existing Car Park</p> <p>While this can be considered a capital expenditure (30 year life), it is NOT part of the capital cost of the new Car Park. Thus £313k should be removed from the cost.</p>	<p>It is at the discretion of Members whether to remove the cost of relaying the top deck of the existing car park at £313,000 from the project cost.</p> <p>Some Members had previously requested it be included as part of the project cost.</p> <p>Members to note that if this cost is removed it is not covered elsewhere on the Capital Programme and would need a separate approval.</p>						
3	<p>Cash Flow Forecast</p> <p>The assumption here is that Parking Fees could be increased by inflation (assumed to be 3%). CDC has not previously increased its fees every year. Prior to the recent increase, the previous one is thought to be 5 years ago. As the Government is already pressurising councils not to rely on increasing parking charges to augment their income, it would seem prudent to consider stepped increases. 3% inflation would equate to approximately 50p increase every 3 years. This would appear to be reasonable, and the cash flow should be adjusted to reflect this.</p>	<p>An amended AMSCP Cash Flow Forecast to change the Car Park Charge Income Assumption from an increase of 3% a year to a 9% increase every 3 years is provided.</p> <p>The comparison of estimated income from the car park is;</p> <table border="1" data-bbox="584 860 1516 1187"> <thead> <tr> <th data-bbox="584 860 887 976"></th> <th data-bbox="887 860 1203 976">Current Business Case</th> <th data-bbox="1203 860 1516 976">Amended Business Case</th> </tr> </thead> <tbody> <tr> <td data-bbox="584 976 887 1187">Estimated additional Income from Car Parking over 40 years</td> <td data-bbox="887 976 1203 1187">£36,684,175</td> <td data-bbox="1203 976 1516 1187">£35,639,870</td> </tr> </tbody> </table>		Current Business Case	Amended Business Case	Estimated additional Income from Car Parking over 40 years	£36,684,175	£35,639,870
	Current Business Case	Amended Business Case						
Estimated additional Income from Car Parking over 40 years	£36,684,175	£35,639,870						
4	<p>Staff Parking</p> <p>The report indicated that 135 spaces were used by staff. The changes to Sycamore Road and KGVH parking will provide 87 additional spaces, which will be allocated to staff. Freeing up the spaces used by the staff would indicate that utilisation would drop substantially. One might even ask whether the additional capital expenditure was needed? The discussion was also illuminating in that changes in working practices, with hot desks and home</p>	<p>The future demand for extra parking in AMSCP is 339 to 520 space. The new AMSCP is predicted to provide 366 spaces plus 29 spaces at Sycamore Road Car Park.</p> <p>The extra spaces created at KGVH plus reduction in staff due to remote working should account for parking for BCC and extra SBDC staff at KGVH. Over time the intention is to have as many as possible of the staff at KGVH. However any excess will be in AMSCP.</p>						

	<p>working will free up more parking at KGVH. However my understanding is that BCC when they finally make use of their offices are entitled to 48 spaces at KGVH.</p>	
5	<p>It seems that the overall parking situation needs to be clarified before committing to £10m of debt.</p> <p>One further thought is that the Balfour Beatty Report should be reviewed again and the additional costs set out in the report checked to ensure that there is no duplication.</p>	<p>Parking studies have highlighted considerable increased requirement of additional spaces over the 20 years.</p> <p>The updated capacity survey for AMSCP shows the car park operating at above efficient operating levels of 85%.</p> <p>Officers have checked to reconfirm there are no duplication cost items.</p>

SUBJECT:	Joint Housing Strategy (Affordable Housing and Homelessness)
REPORT OF:	Councillor Liz Walsh (Healthy Communities)
RESPONSIBLE OFFICER	Martin Holt – Head of Healthy Communities
REPORT AUTHOR	Michael Veryard – Housing Manager – mveryard@chiltern.gov.uk (01494 732200)
WARD/S AFFECTED	<i>All or specify individual wards affected by the item of report</i>

1. Purpose of Report

To seek approval to publish and implement a Joint Housing Strategy (Affordable Housing and Homelessness) and to seek comments on the draft strategy

RECOMMENDATIONS

1. **That Cabinet authorises the Head of Healthy Communities to prepare a Joint Housing Strategy (Affordable Housing and Homelessness).**
2. **The Members consider the draft joint strategy and provide comments as appropriate.**
3. **That officers undertake a 6 week consultation exercise on the draft strategy joint strategy.**
4. **That Cabinet authorises the Head of Healthy Communities to prepare a finalised joint strategy in consultation with the Portfolio Holder for Healthy Communities for submission to Council for approval**

2. Executive Summary

Not applicable

3. Reasons for Recommendations

3.1 The current Housing and Homelessness Strategies for Chiltern District Council and South Bucks District Council need to be reviewed and updated in view of the current housing situation across the two districts and new statutory requirements that are coming into force.

3.2 The joint Member Housing Workshop on 3rd February 2016 highlighted a range of issues to be taken forward in the development of a joint strategy. The Joint Private Sector Housing Strategy and Joint Temporary Accommodation Framework have already been agreed by the Councils. The Joint Housing Strategy (Affordable Housing and Homelessness) will complete the picture and sit alongside these documents to provide the overall strategic framework for the Council's housing service.

4. Content of Report

- 4.1 The Council has a range of statutory and legal housing duties encompassing meeting affordable housing needs, providing homelessness advice and support, tackling poor housing conditions and assisting households with repairs and adaptations.
- 4.2 The Joint Member Housing Workshop in 3rd February 2016 focussed on three key areas of the Council's housing responsibilities:
- Affordable Housing
 - Homelessness
 - Housing Standards (Private Sector Housing)
- 4.3 Following on from this workshop, a Joint Private Sector Housing Strategy 2017-2021 was drafted and adopted by the Councils. For the other two key areas, Affordable Housing and Homeless, a number of specific tasks and actions were taken forward including drafting and agreeing a Joint Temporary Accommodation Framework. However, the development of a formal Joint Housing (Affordable Housing and Homelessness) Strategy was held back because a range of new legislation and guidance was launched during 2016/17 including the Housing and Planning Act 2016 and the Homelessness Reduction Bill. Officers wanted to monitor the progress of these as details emerged and get a clearer idea of the potential implications for the Council before bringing forward a draft strategy for consultation. Following Royal Assent being granted for the Homelessness Reduction Bill, it is now felt appropriate to move forward with the Joint Housing (Affordable Housing and Homelessness) Strategy.
- 4.4 A draft Joint Housing (Affordable Housing and Homelessness) Strategy has now been drafted and is contained in **Appendix ****. This draft strategy will provide the framework for a wider consultation with key partner agencies. Following this strategy will be revised as appropriate and finalised for adoption by both Councils.

5. Consultation

The basis of the development of the draft Strategy is the joint Member Workshop that took place on 3rd February 2016. The draft document will be subject to a formal 6 week consultation period with partner agencies.

6. Options

- 6.1 The Council has a specific statutory duty to publish a Homelessness Strategy. Therefore, if the Council does not proceed with preparing and authorising this Joint Housing Strategy document then it will still have to draft a Homelessness Strategy.
- 6.2 The Council could choose instead to continue to operate its own separate Housing strategy and policies. However, operationally, Chiltern District Council and South Bucks District Council are facing many of the same housing issues and there are efficiencies in the authorities taking a joint approach to addressing these issues. If the Council was to continue to operate a separate strategy, this would be out of step with the single shared housing service. This would also be out of step with the other documents which have been

adopted since the joint Member Housing workshop, namely the Joint Private Sector Housing Strategy 2017-2021 and the Joint Temporary Accommodation Framework

7. Corporate Implications

7.1 Financial – The Strategy does highlight the potential resources available to support service delivery but it does not propose any formal funding allocations or additional spend. The proposed consultation will be funded within current budgetary estimates.

7.2 Legal – The Council has a range of statutory housing duties and legal responsibilities and this Strategy (along with the Joint Private Sector Housing Strategy 2017-2021 and the Joint Temporary Accommodation Framework) provides a clear framework for the activities required to meet these duties and responsibilities.

8. Links to Council Policy Objectives

This report links to the Council aims of:

- Working towards safe and healthier communities
- Striving to conserve the environment and promote sustainability

9. Next Step

The draft strategy will be amended to reflect Members comments and will then be subject to a six week consultation period. The final version will then be agreed by the Head of Healthy Communities in consultation with the Portfolio Holder and will be reported to Council for approval.

Background Papers:	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)
---------------------------	--

APPENDIX

**CHILTERN DISTRICT COUNCIL
AND
SOUTH BUCKS DISTRICT COUNCIL

JOINT HOUSING STRATEGY
(AFFORDABLE HOUSING AND
HOMELESSNESS)
2017-2021**

DRAFT

CHILTERN DISTRICT COUNCIL AND SOUTH BUCKS DISTRICT COUNCIL**JOINT HOUSING STRATEGY 2017-2021****(AFFORDABLE HOUSING AND HOMELESSNESS)**

This Strategy should be read in conjunction with the following documents:

- (i) **Chiltern District Council and South Bucks District Council Joint Private Sector Housing Strategy**
- (ii) **Chiltern District Council and South Bucks District Council Joint Temporary Accommodation Framework**

Table of Contents	
Page	Section
3	1. Introduction
5	2. Background to Joint Housing Strategy
8	3. Housing Service – The Five Main Challenges for 2017-2021
12	4. Funding
14	5. Housing Service Action Plans 2017-2021
15	- Chiltern DC– Affordable Housing Delivery – Action Plan
18	- South Bucks DC –Affordable Housing Delivery– Action Plan
21	- Chiltern DC – Homelessness – Action Plan
25	- South Bucks DC – Homelessness – Action Plan
30	APPENDIX - Background Statistics
30	A1- Social Housing Lettings
32	A2 - Homelessness
34	A3 – Delivery of Additional Affordable Housing

1. INTRODUCTION

Chiltern District Council and South Bucks District Council have a range of statutory and legal housing duties including:

- Assessing current and future need for affordable housing and supporting the delivery of affordable housing to meet local needs
- Securing that advice and information is available to prevent and reduce homelessness
- Assessing applications for homelessness assistance and providing advice and support (including the provision of emergency and long term accommodation where appropriate)
- Operating an allocations scheme to allocate social housing vacancies
- Tackling poor housing conditions
- Licensing HMOs (Houses in Multiple Occupation)
- Supporting households to improve and maintain their homes and install adaptations when necessary

Since April 2014, the Councils have operated a single shared housing service to deliver many of these duties across the two districts. This service is facing significant challenges as it moves forward. The Chiltern and South Bucks districts have some of the highest housing costs in the country (outside London) for buying and renting. This is placing increasing pressure on the Shared Housing Service as more people seek help from the Councils because they cannot afford to secure housing in the private sector. In particular, there is a high demand for homelessness assistance in both districts with a large number of households in temporary accommodation (including bed and breakfast). There is also the increased risk of more landlords letting poor quality accommodation to exploit a market where low income households have no other housing options available to them.

Alongside this, opportunities to secure additional new affordable housing across both districts are being restricted by limited site availability, high land values and some private developers challenging the viability of delivering any affordable housing on site. Government subsidy for affordable rented housing is very limited and many Registered Providers (the traditional providers of affordable housing for rent and sale) have reviewed their business plans and are re-assessing what type of housing they develop and who they house. Many Registered Providers will no longer develop affordable homes for rent without significant

support and incentives from local authorities and some are now refusing to re-house clients perceived to be “high risk”. Meanwhile, welfare reforms continue to progress with increasing restrictions on the level of benefits available to support low income and workless households to meet their housing costs.

This Joint Strategy Document sets down how Chiltern District Council and South Bucks District Council are addressing these challenges as both authorities move forward.

This strategy should be read in conjunction with the following documents:

- (i) Chiltern District Council and South Bucks District Council Joint Private Sector Housing Strategy
- (ii) Chiltern District Council and South Bucks District Council Joint Temporary Accommodation Framework

DRAFT

2. BACKGROUND TO JOINT HOUSING STRATEGY

Chiltern District Council and South Bucks District Council share three headline aims:

1. Delivering cost-effective, customer-focused services
2. Working towards safe and healthier local communities
3. Striving to conserve the environment and promote sustainability

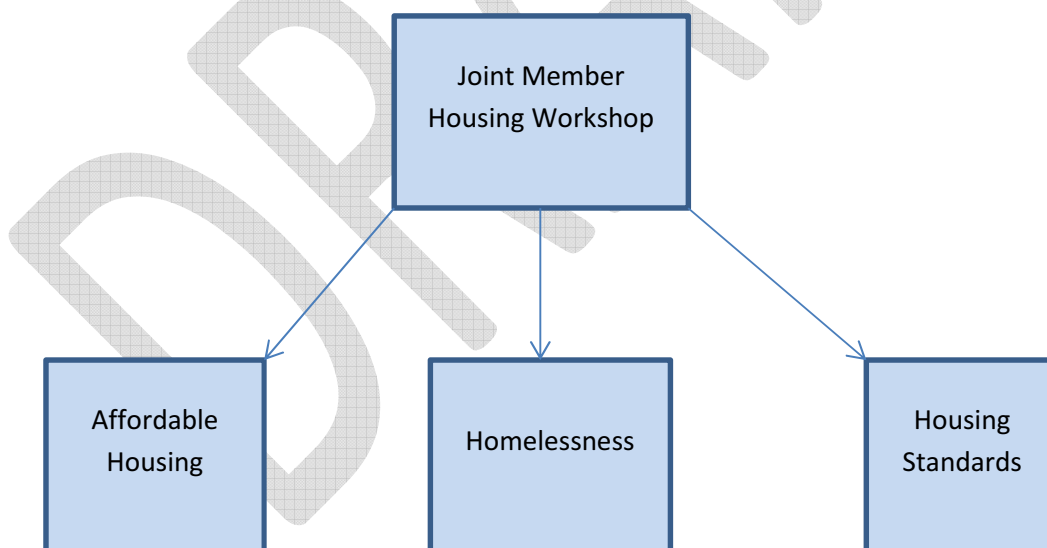
The Joint Business Plan 2016-2020 (Stronger in Partnership) published in May 2016 set down a number of actions for the Councils and the Housing service to work towards in order to deliver the shared Aims 2 and 3:

Aim 2 – Working towards safe and healthier local communities	
<p>Objective: Promote Healthier Communities</p>	<p>Actions (Housing): -Monitor effectiveness of Bucks Home Choice policy -Revise and update homelessness strategy and review actions to prevent homelessness</p>
<p>Objective: Promote local communities</p>	<p>Actions (Housing): -Work with partners to deliver Disabled Facilities Grants through the Better Care Fund</p>
Aim 3 – Striving to conserve the environment and promote sustainability	
<p>Objective: Promote sustainability</p>	<p>Actions (Housing): -Work with landowners/prospective developers to secure high quality proposals for development opportunity sites -Maintain focused monitoring of homelessness trends and provide feedback to Members and Management Team -Support those residents affected by Housing Benefit reforms in order to limit the impact on homelessness -Facilitate the provision of new affordable housing commensurate with Development Plan projections -Replenish the stock of social and affordable rented property through a targeted programme of acquisition to enable re-letting -Set up a Members Working Group to look at an affordable housing strategy (CDC only)</p>

Aim 3 – Striving to conserve the environment and promote sustainability - (Continued)	
Objective: Promote sustainability (continued)	Actions (Housing) - continued -Use the Council’s property assets for affordable housing where consistent with the Development Plan and supported by local communities - Encourage towns and parishes to come forward with proposals for affordable housing and facilitate their implementation -Use maximum leverage on S106 monies to provide for the needs of local families

This Joint Housing (Affordable Housing and Homelessness) Strategy Document and the joint Private Sector Housing Strategy set down the activities being undertaken across both Councils to deliver the housing requirements of the shared Joint Business Plan.

The development of this Strategy originated from a joint Housing Member Workshop held at South Bucks District Council on Wednesday 3rd February 2016 and attended by over 30 Members from both authorities. The workshop comprised briefings and discussions looking at three key areas of the Housing service:



The workshop produced a wide range of issues and ideas to be taken forward in developing a Chiltern District Council and South Bucks District Council Joint Housing Strategy. Some specific points were directly incorporated into the Joint Business Plan (see above).

Following on from the workshop, the issues and ideas raised for the Housing Standards service area have informed the development of the **Joint Private Sector Housing Strategy 2017-2021** which was formally adopted by both Councils in 2017.

For the other two areas of the service covered at the workshop, Affordable Housing and Homelessness, the development of a formal Joint Strategy was held back while officers considered the implications for the Councils of the Housing and Planning Act 2016 and subsequently the Homelessness Reduction Bill. However, a number of tasks and initiatives have moved forward in the meantime in response to the issues and tasks highlighted in the Workshop and Business Plan. These include:

- Affordable Housing Members Working Group established in Chiltern District Council
- Joint Temporary Accommodation Framework agreed and put in place
- Reviews of Council-owned sites undertaken by both Councils
- Development of Emerging Local Plan
- Joint working between Housing and Revenues Teams and key partner agencies to manage impact of welfare reforms on local residents
- Funding support for specific affordable housing developments

The Homelessness Reduction Bill received Royal Assent on 27th April 2017 and this Joint Housing Strategy is now being brought forward to address the issues of Affordable Housing and Homelessness. **This Strategy will sit alongside the Joint Private Sector Housing Strategy and Joint Temporary Housing Framework to provide the overall strategic framework for the Council's Housing service.**

DRAFT

3. HOUSING SERVICE – THE FIVE MAIN CHALLENGES FOR 2017-2021

At the time of drafting this strategy document, the key affordable housing and homelessness issues facing the Council Housing Service as it moves into the 2017-2021 period can be grouped into five main challenges.

3A. Homelessness Reduction Act

3B. Housing White Paper

3C. Temporary Accommodation for Homeless Households

3D. Affordable Housing Options

3E. Affordable Housing Supply

A brief summary of the each challenge is given below in order to provide some broader context for the Action Plans that follow:

3A. Homelessness Reduction Act

The Homelessness Reduction Act was given Royal Assent on 27th April 2017 and it is anticipated that the Act will be implemented in 2018. The Act makes significant changes to the Council statutory homelessness duties as follows:

- Councils must act within 56 days of a household being threatened with homelessness (this was previously 28 days)
- Councils must try to prevent or relieve homelessness for all eligible people threatened with homelessness (including households who are not in priority need)
- Councils must offer advice to anyone who needs it on preventing homelessness, how to get accommodation, their rights and how to access help
- Advice services must in particular meet the needs of people released from prison, care leavers, former Armed Forces members, domestic abuse victims, people leaving hospital, those suffering from a mental illness and anyone else identified as particularly at risk of homelessness
- If a council believes a person is homeless or threatened with homelessness the council must assess the person's housing and support needs

The Councils will need to ensure that the Housing service has sufficient capacity to meet the new statutory requirements set down in the Act and that policies and procedures are revised to meet the Act's requirements. Alongside this, the Councils will need to be pro-active in developing more affordable housing options and more support for households in order to prevent or relieve homelessness as much as possible.

3B. Housing White Paper

The Government's Housing White Paper "Fixing Our Broken Housing Market" was published in February 2017. It has raised a number of issues which impact directly on the Emerging Chiltern and South Bucks District Council Local Plan (2014-2036). This includes proposals to introduce a standardised approach to housing needs assessment and guidance that green belt release should only take place after a Council has examined fully all other reasonable options. Until this is clarified in a revised National Planning Policy Framework, any local authority in green belt (which includes both Chiltern and South Bucks District Councils) faces significant risks in progressing a Local Plan. The White Paper proposals also have some specific implications for new affordable housing delivery. In particular, the White Paper proposes a revised National Policy definition of "Affordable Housing" that may bring in higher costs products linked to home ownership and squeeze out genuinely affordable housing for low income households. This is a particular concern for Chiltern and South Bucks where the very high local housing market costs mean that any form of discounted home ownership or shared ownership will normally be too expensive for households who are homeless or seeking rehousing via the Bucks Home Choice scheme.

3C. Temporary Accommodation

Part 7 (Homelessness) of the Housing Act 1996 places a statutory duty on the Council to secure that temporary accommodation is available to homeless households in a range of circumstances. Chiltern District Council and South Bucks District Councils are both facing significant pressures on temporary accommodation provision caused by the demand for homelessness assistance and the lack of alternative affordable housing options in both the social and private housing sectors (see statistics in Appendix 1). This has impacts on the welfare of clients and is a major financial cost to both Councils. Alongside this, Statutory Instrument 2003/3326 places a duty on Councils that a household with (or expecting) children should not be placed in bed and breakfast accommodation unless no other accommodation is available and, in any event, the period in B&B should not exceed 6 weeks. The Council is at risk of legal challenge if it breaches this requirement.

Against this backdrop, the new Homelessness Reduction Act could potentially see an increase in the number of households that the Councils have to place in temporary accommodation. Going forward, the Councils need to develop more temporary accommodation options in order to reduce the need to utilise bed and breakfast accommodation and minimise the cost. It also needs to ensure wherever possible that it can prevent or relieve homelessness in order to prevent the need for clients to be placed in temporary accommodation.

3D. Affordable Housing Supply

To date, additional affordable housing properties in Chiltern and South Bucks have been delivered by:

- Planning system (Section 106 agreements requiring that a new development includes a proportion of affordable housing)
- Registered Provider new development programmes
- Street property purchases and equity loans partially funded by commuted sums

For the Council's housing service, the key demand is for affordable rented housing. Most households who approach the Council for homelessness assistance or for re-housing via Bucks Home Choice will be unable to afford the cost of shared ownership (i.e. part-buy/part-rent) or other discounted home ownership products.

The delivery of additional housing properties in Chiltern and South Bucks has been limited in recent years (see Appendix 1) by a range of factors including:

- high land and property values,
- limited development opportunities due to green belt/AONB restrictions,
- viability challenges (whereby developers challenge Section 106 affordable housing requirements by citing that the scheme will be unviable as a result) and
- changes in the Registered Provider sector.

On the last point, the combination of Government funding cuts, rent reductions (affecting income streams) and continued welfare reforms means that all Registered Providers have been reviewing their Business plans and making significant decisions on their future direction and development strategies. Nationally, a number of Providers are shifting their focus onto developing discounted home ownership properties rather than rented housing. Sites and schemes previously earmarked for affordable rented housing have been subject to tenure change or, in some cases, sold off altogether to generate income for the provider. Some providers are also becoming more risk averse with regard to who they re-house. They are applying stricter allocation criteria and refusing some nominees on the grounds of affordability, anti-social behaviour or previous poor tenancy history etc.

The lack of additional affordable housing delivery has significant knock-on effects with homeless households facing longer periods in temporary accommodation (and the consequent cost to the Council) and others facing long periods waiting on the Bucks Home Choice scheme.

3E. Affordable Housing Options

The problems caused by the restricted amount of additional affordable housing delivery (see above) are exacerbated by the lack of alternative affordable housing options in Chiltern and South Bucks. High private sector rent levels and the continued welfare reforms mean that many low income households simply cannot afford to rent privately within the two districts. The Local Housing Allowance (the cap on Housing Benefit payable on a private sector tenancy) is £400 to £500 below the average market rent for a family home and this gap is likely to grow as LHA rates remain frozen. The situation has been made even more challenging by the latest cut in the household Benefit Cap (from £26,000 to £20,000 per annum for a family) in November 2016.

The outcome of this is that many landlords in Chiltern and South Bucks are unwilling to consider letting tenancies to households on low or even average incomes. This will become even more challenging with the roll-out of Universal Credit across both districts during 2018

In addition, across Buckinghamshire as a whole we are seeing an increasing number of homeless households being placed in private rented tenancies by other local authorities (predominantly London boroughs) who are making incentive payments direct to landlords. Currently, this is predominantly taking place in other districts within Buckinghamshire with only a small number of recorded placements in Chiltern or South Bucks. However, this will be a growing challenge as other local authorities increasingly use "out-of-borough" accommodation to meet their housing duties. This will directly impact on the private rented market and on landlord expectations on what level of support and payments they will require from us in return for providing a tenancy for a client.

The ability of the Councils to secure alternative housing for clients in the private rented sector and elsewhere has become even more important in light of the new Homelessness Reduction Act. As stated above, the Act places a clear duty on the Councils to take steps to prevent or relieve homelessness and to secure alternative housing options for clients who are seeking assistance. Without these alternative options being available, the Councils will struggle to fulfil this duty. The outcome of this will be more households having to be placed in temporary accommodation if the Council is unable to source any alternative housing options.

4. FUNDING

The table below gives an overview of some of the funding streams available to the Councils in responding to the challenges highlighted in Section 3 and in taking forward the actions set down in Section 5

FUNDING	CHILTERN DC	SOUTH BUCKS DC
Housing Revenue Budgets	Details in Annual Budget Book	Details in Annual Budget Book
Discretionary Housing Payments (DHP) <ul style="list-style-type: none"> - DHP is available to alleviate financial hardship where a tenant needs additional help to meet rent payments - 	Annual allocation managed by Revenues and Benefits Team	Annual allocation managed by Revenues and Benefits Team
Capital Funding <ul style="list-style-type: none"> - Section 106 Affordable Housing Contributions - Affordable Housing Capital Reserves - 	Ongoing	Ongoing
DCLG Flexible Homelessness Support Grant <ul style="list-style-type: none"> - This replaces the Temporary Accommodation Fee that was previously paid to some local authorities (not to CDC or SBDC). The grant is intended for use by authorities to support a full range of homelessness prevention and support services. 	2017/18 = £95,226.02 2018/19 = £109,566.78	2017/18 = £113,007.38 2018/19 = £130,025.97
DCLG Community Housing Fund <ul style="list-style-type: none"> - This fund is intended to help the Council support local communities to develop their capacity and skills in order to be able to lead and deliver new housing schemes for local people. The delivery of new homes could be delivered by a number of routes including community- led housing organisations, Community Land Trusts and/or partnerships with developers or Registered Providers. 	2016/17 = £14,596 2017/18 = £14,596	2016/17 = £12,834 2017/18 = £12,834

FUNDING (Continued)	CHILTERN DC	SOUTH BUCKS DC
DCLG Homelessness Prevention Trailblazer	A total of £625,998 has been allocated from the DCLG to support a Trailblazer project in Bucks following the successful County-wide bid led by AVDC. The County-wide "Building Resilience" scheme will be delivered by Connection Support who will work with statutory agencies (including CDC and SBDC) to deliver early intervention support to prevent homelessness.	
DCLG Funding Support for Implementation of Homelessness Reduction Act 2017	DCLG advises that £61 million will be made available nationally to support Councils in implementing the Act. No specific Council allocations have yet been made and no timescale for payments has been published.	

DRAFT

5. HOUSING SERVICE ACTION PLANS 2017-2021

This section contains a series of Action Plans setting down the objectives and associated actions for the Councils in respect of:

- Affordable Housing Delivery
- Homelessness

Each of these two areas has been sub-divided into separate Action Plans for Chiltern District Council and South Bucks District Council. A number of the objectives and actions are common to both districts and in these situations we will explore opportunities for shared working across the two districts to deliver the outcomes that we are seeking.

The objectives and actions within the Plans have been drawn from a range of sources including:

- The outcomes and recommendations of the joint Member Housing Workshop held on 3rd February 2016
- Chiltern District Council and South Bucks District Council Joint Business Plan 2016-2020
- The Chiltern District Council and South Bucks District Council joint Temporary Accommodation Framework document
- The Action Plan for the Chiltern District Council AHMWG (Affordable Housing Members Working Group)
- Government guidance and legislative announcements including the Homelessness Reduction Act 2017 and the Housing White Paper (Fixing our Broken Housing Market)

These Action Plans are specifically referring to objectives and actions for the Council's Housing Service. Some of these objectives and actions will overlap with other services (e.g. Planning, Estates, Finance, Revenues and Benefits etc.) and the Housing Service will work jointly with the services concerned in taking these forward.

To assist in distinguishing the Plans, the numbered actions in the Chiltern District Council Plans are prefaced with the letter C (e.g. C1) and the numbered actions in the South Bucks District Council Plans are prefaced with the letter S (e.g. S1)

CHILTERN DISTRICT COUNCIL – AFFORDABLE HOUSING DELIVERY – ACTION PLAN

	OBJECTIVE	Actions and Progress to Date
C1	Set up a Members Working Group to look at an affordable housing strategy	AHWMG (Affordable Housing Member Working Group) was established in July 2016
C2	Ensure that the need to maximise affordable housing delivery is embedded in CDC corporate working	Affordable housing delivery is embedded in Joint Business Plan 2016-2020 (Stronger in Partnership) Aims and Actions Emerging Local Plan process is ongoing and the Plan's approach to affordable housing will be evidence led. The process is currently assessing the potential impact of the Housing White Paper.
C3	Support joint working with affordable housing providers to deal with CDC corporately when bringing forward proposals	Presentations were made by Paradigm Chief Executive to the AHWG (8/11/17) and full Council (10/1/17) on joint working opportunities. Development Control Manager and Housing Service are working with Paradigm to review development opportunities on sites in Paradigm ownership. This could provide a template for an effective corporate approach to working with affordable housing providers. The CDC/SBDC Joint Planning Team is holding a workshop in July 2017 with L&Q and Paradigm to look at Estate Renewal opportunities on land owned by them.
C4	Support the development of the Emerging Chiltern and South Bucks District Council Local Plan (2014-2036)	See C2
C5	Assess CDC sites to identify opportunities for affordable housing development	CDC-owned sites have been identified and reviewed by the AHMWG. Where review has identified an affordable housing opportunity this is being taken forward on a site by site basis

C6	Assess potential for CDC to acquire and assemble sites	AHMWG has concluded local land values may result in CDC quickly exhausting its capital resources if it started a general programme of acquiring sites. Potential acquisitions will to be assessed on a scheme-by-scheme basis.
C7	Call for sites from Towns and Parish Councils	This has been undertaken as part of the "Call for Sites" in connection with the development of the Emerging Local Plan
C8	Appointment of consultant to develop Rural Housing Exception Sites	<p>AHMWG has decided to not to appoint consultant at this time.</p> <p>Officers to take forward a consultation with Town and Parish Councils to establish what level of interest there is in exploring opportunities for rural exception schemes.</p> <p>Government has launched a Community Housing Fund to support community-led housing developments in areas which have significant numbers of second homes. CDC has received funding of approximately £27,000 and will use it to promote community-led housing opportunities and support specific schemes.</p>
C9	Assess possibilities for additional/expansion of current Park Homes	Park Home Sites are in the Green Belt and so expansion options need to be considered against planning policy. Officers are to review list of sites and assess opportunities.
C10	Discuss with Paradigm Housing Group to bring forward potential opportunities for additional affordable housing development on PHG owned sites in Chiltern	See C3
C11	Consider the resource opportunities to return empty homes to use to deliver additional affordable housing	<p>Capacity Grid has completed review of the Council Tax database to ensure that Empty Property records are up to date and accurate.</p> <p>Housing officers will be assessing the updated records and review the number and type of long term empty properties and</p>

		identify what opportunities exist to return them back to use to support the Council's housing service.
C12	Replenish the stock of social and affordable rented property through a targeted programme of acquisition to enable re-letting	The most recent acquisition programme was undertaken by Paradigm Housing in 2014 with CDC Grant subsidy. Subsequent proposals for a further acquisition programme were put on hold following changes to in Government policy on Registered Providers. This will be kept under review by officers in consultation with Paradigm and other potential providers.
C13	Utilise available capital funds from commuted sums and reserves to facilitate affordable housing provision and ensure that these funds are used smartly to derive maximum return from investing capital (e.g. site assembly, match funding etc.)	Allocation of £280,000 was agreed to support Paradigm to convert the development of its site at Springett Place, Amersham (7 dwellings), from shared ownership to affordable rented housing. Other opportunities to utilise capital funds will be assessed as and when they arise.
C14	Work with other public sector bodies who have land and property in Chiltern/South Bucks to explore opportunities to deliver affordable housing	No specific opportunities identified to date. Discussions with other bodies are ongoing.
C15	Explore options for: - leasing Council-owned land/sites for development or - acquiring properties and leasing them to other agencies (e.g. registered provider), with CDC retaining an interest in the land/property and receiving an income.	No models have been identified to date that would give a reasonable rate of return to the Council. Officers are continuing to explore options.

SOUTH BUCKS DISTRICT COUNCIL – AFFORDABLE HOUSING DELIVERY – ACTION PLAN

	OBJECTIVE	Actions and Progress to Date (May 2017)
S1	Ensure that the need to maximise affordable housing delivery is embedded in SBDC corporate working	<p>Affordable housing delivery is now embedded in Joint Business Plan 2016-2020 (Stronger in Partnership) Aims and Actions</p> <p>The Emerging Local Plan process is ongoing and the Plan's approach to affordable housing will be evidence led. The process is currently assessing the potential impact of the Housing White Paper.</p>
S2	Support the development of the Emerging Chiltern and South Bucks District Council Local Plan (2014-2036)	See S1
S3	Assess SBDC-owned sites to identify opportunities for affordable housing	A general review of land assets held by SBDC has been undertaken. This was not undertaken to identify affordable housing opportunities. Affordable housing provision on SBDC-owned sites will be assessed on a site by site basis if and when deemed appropriate by the Council.
S4	Promote joint working with affordable housing providers (Registered Providers) to work with SBDC and develop more affordable housing	<p>Officers are working with Registered Providers and developers to develop new affordable housing as and when site opportunities arise.</p> <p>A total of 27 new build affordable rented homes are due to be delivered in South Bucks in 2017. This will be the first new build affordable housing properties delivered in the district since 2014/15.</p> <p>The CDC/SBDC Joint Planning Team is holding a workshop in July 2017 with L&Q and Paradigm to look at Estate Renewal opportunities on land owned by them.</p>

S5	Assess potential for SBDC to acquire and assemble sites	Opportunities to acquire sites are being assessed by SBDC on a case by case basis. Affordable housing provision in relation to a proposed site acquisition will be assessed on a site by site basis if and when deemed appropriate by the Council.
S6	Encourage towns and parishes to come forward with proposals for affordable housing and facilitate their implementation	<p>Town and Parish Councils were included in the "Call for Sites" in connection with the development of the Emerging Local Plan</p> <p>Officers to take forward a consultation with Town and Parish Councils to establish what level of interest there is in exploring opportunities for rural exception schemes</p> <p>Government has launched a Community Housing Fund to support community-led housing developments in areas which have significant numbers of second homes. SBDC has received funding of approximately £25,000 and will use it to promote community-led housing opportunities and support specific schemes.</p>
S7	Consider the resource opportunities to return empty homes to use to deliver additional affordable housing	<p>Capacity Grid has completed review of the Council Tax database to ensure that Empty Property records are up to date and accurate.</p> <p>Housing officers will be assessing the updated records and review the number and type of long term empty properties and identify what opportunities exist to return them back to use to support the Council's housing service.</p>
S8	Replenish the stock of social and affordable rented property through a targeted programme of acquisition to enable re-letting	L&Q is continuing to undertake a programme of acquisitions in South Bucks supported by SBDC grant funding of up to £80,000 per property (funded by Section 106 Affordable Housing Contributions). These were let to SBDC-nominees. High local house prices have made it increasingly challenging for L&Q to secure properties within the price range that it can afford. A total of 4 acquisitions took place in 2016/17.

S9	Utilise available capital funds from commuted sums and reserves to facilitate affordable housing provision and ensure that these funds are used smartly to derive maximum return from investing capital (e.g. site assembly, match funding etc.)	<p>SBDC has an ongoing programme of utilising Section 106 Affordable Housing Contributions to support additional affordable housing delivery, including the L&Q acquisition programme (see S8).</p> <p>A specific allocation of £235,000 was agreed to support Hightown Housing Association to deliver 12 affordable rented homes on the former SGT site in Taplow which is due for completion in September 2017..</p> <p>Other opportunities to utilise capital funds will be assessed as and when they arise.</p>
S10	Work with other public sector bodies who have land and property in Chiltern/South Bucks to explore opportunities to deliver affordable housing	<p>Discussions are ongoing with other public sector bodies on potential opportunities. These will be brought forward for consideration as and when appropriate.</p>
S11	<p>Explore options for:</p> <ul style="list-style-type: none"> - leasing Council-owned land/sites for development or - acquiring properties and leasing them to other agencies (e.g. registered provider), <p>with SBDC retaining an interest in the land/property and receiving an income.</p>	<p>Following the SBDC acquisition of the Gerrards Cross Police Station site in March 2017, the Council now has a short term arrangement in place to lease 8 former Police Houses to Bucks Housing Association to be utilised as temporary accommodation. This could provide a template model for other similar arrangements. The rate of return will be limited by the levels of rent that can be charged and the tenancy management costs associated with the properties.</p> <p>Officers are continuing to explore options as and when further opportunities arise.</p>

CHILTERN DISTRICT COUNCIL – HOMELESSNESS - ACTION PLAN

	OBJECTIVE	Actions and Progress to Date (May 2017)
C1	Monitor effectiveness of Bucks Home Choice policy and ensure social housing stock is being used as effectively as possible	<p>CDC/SBDC leads both the countywide Management Board and the Practitioner Group which regularly reviews the operation of the Bucks Home Choice scheme. The Board is currently reviewing the scheme Allocations Policy to identify what amendments may be required in view of current housing circumstances in Bucks and the requirements of the Homelessness Reduction Act 2017.</p> <p>Officers are also monitoring allocations within Chiltern district on a regular basis to ensure that the scheme is targeting local need as effectively as possible.</p>
C2	Agree and implement Temporary Accommodation Framework document	<p>Temporary Accommodation Framework document is agreed and in place to ensure that CDC fulfils its statutory duties under Part 7 of the Housing Act 1996 and provide a clear and transparent framework for the Council in securing and allocating temporary accommodation</p>
C3	Optimise current temporary accommodation provision	<p>The measures and processes in the Temporary Accommodation Framework document (see C1) are ensuring that the current temporary accommodation provision is used effectively.</p>
C4	Ensure all necessary procedures and documentation in place to implement the provisions of the Homelessness Reduction Act 2017	<p>Officers are reviewing the contents of the Act to assess the appropriate changes to policy and procedures. This is will informed by Government guidance as and when it is published, training from the NPSS (National Practitioner Support Service) and other guidance and advice that is available.</p> <p>The date for the Act to be enacted is not yet known. It is anticipated that this will be early 2018, but officers will be working get the necessary changes in place as early as possible.</p>

C5	Prevent or relieve homelessness wherever possible to minimise the demand for temporary accommodation	<p>In line with the requirements of the Homelessness Prevention Act (see C4) officers will review the measures that are currently available to prevent homelessness and identify what could be done to increase successful preventions. This will include assessing how we can make best use of the financial resources available to support this, including:</p> <ul style="list-style-type: none"> - CDC Homelessness Prevention Fund (within Housing revenue budget) - CDC Discretionary Housing Payments (administered by the Revenues and Benefits team) - DCLG Flexible Homelessness Support Grant - DCLG Funding to support implementation of Homelessness Prevention Act 2017 (to be confirmed)
C6	Work with Registered Providers to secure: -additional temporary accommodation and - more private rented tenancy options.	<p>CDC already works with Registered Providers to maximise the use of temporary self - contained accommodation from within their existing housing stock, including the 20-unit Tom Scott House owned by Paradigm Housing. CDC will continue to look at more temporary accommodation opportunities with Paradigm and other providers.</p> <p>It will also explore options for registered providers to deliver more private rented accommodation that CDC can utilise to provide housing options for clients and/or discharge its homelessness duty. This will include models such as private sector leasing schemes. Any initiatives can potentially be supported by the funding streams summarised in C5 above.</p>
C7	Working with the private rental sector to secure: - temporary accommodation and - private rented tenancies for clients to prevent or relieve homelessness	<p>Officers have secured an increasing supply of self-contained accommodation from private accommodation providers to minimise the use of bed and breakfast accommodation. However, the ability to secure private rented tenancies for clients remains challenging due</p>

		<p>to high local rent levels and welfare benefit restrictions.</p> <p>Officers are reviewing how the Council can work with private landlords and letting agents to secure more private rented accommodation for clients including looking at:</p> <ul style="list-style-type: none"> - payments/guarantees to help meet the cost of deposits and rent in advance - funding the shortfall between rent levels and benefit levels - rent guarantees - incentive payments to landlords - use of Credit Union to support clients to meet up front tenancy costs - private sector leasing schemes (including schemes delivered by Registered Providers) <p>Any new models can potentially be funded from the resources highlighted in C5 above.</p>
C8	<p>Look for opportunities to develop additional temporary accommodation on CDC-owned land (including possible low cost development using off-site construction, pre-fab, mobile homes etc.)</p>	<p>No opportunities have been identified as yet. Any potential scheme will be assessed on an "invest to save" basis looking at an initial investment generating subsequent savings through reduced B&B costs and the possibility of some level of ongoing income generated by the accommodation</p>
C9	<p>Explore options to work with South Bucks District Council and other statutory partners to secure additional temporary accommodation provision</p>	<p>CDC will assess opportunities for the shared housing service to deliver joint provision that can support both authorities. It will also consider any opportunities that arise for joint working with other partners (including Wycombe District Council and Aylesbury Vale District Council) to deliver additional temporary accommodation provision.</p>

C10	Support those residents affected by Housing Benefit reforms in order to limit the impact on homelessness	<p>CDC operates a joint forum between the Housing and Revenues Team and Paradigm Housing to share information, monitor tenants affected by Housing Benefit changes and target intervention as required. This will continue to operate as further reforms come into effect, including the roll-out of Universal Credit (June 2018) and the introduction of LHA (Local Housing Allowance) caps for Registered Provider tenants from April 2019.</p> <p>CDC will also seek to mitigate the impact of Housing Benefit changes by:</p> <ul style="list-style-type: none"> - utilising DHP (Discretionary Housing Payments) where appropriate, - supporting agencies such as CAB to deliver welfare benefits and debt advice direct to clients and - potentially utilising funding from other sources as listed in C5 above.
C11	Work in partnership with other agencies to secure suitable advice and support to prevent and relieve homelessness	<p>CDC provides grant funding to Chiltern CAB and Connection Support (Housing Interaction Trust) to deliver advice and support services that target homeless intervention. CDC monitors these services on a quarterly basis.</p> <p>CDC will continue to engage with other partnerships and services that directly impact on homelessness prevention in the district.</p>
C12	Work with the Bucks “Building Resilience” Service to ensure that early intervention is targeted as effectively as possible in the District.	<p>CDC/SBDC was part of a countywide bid led by Aylesbury Vale District Council which secured DCLG funding totalling £625,996 from the Homelessness Prevention Trailblazer fund. This is being used to establish the “Building Resilience” service to provide targeted early intervention to persons who are at risk of homelessness. Connection Support was appointed in April 2017 to deliver the project and CDC/SBDC is member of the Steering Group that is taking the project forward.</p>

SOUHT BUCKS DISTRICT COUNCIL – HOMELESSNESS - ACTION PLAN

	OBJECTIVE	Actions and Progress to Date (May 2017)
S1	Monitor effectiveness of Bucks Home Choice policy and ensure social housing stock is being used as effectively as possible	<p>CDC/SBDC leads both the countywide Management Board and the Practitioner Group which regularly reviews the operation of the Bucks Home Choice scheme. The Board is currently reviewing the scheme Allocations Policy to identify what amendments may be required in view of current housing circumstances in Bucks and the requirements of the Homelessness Reduction Act 2017.</p> <p>Officers are also monitoring allocations within South Bucks district on a regular basis to ensure that the scheme is targeting local need as effectively as possible.</p>
S2	Agree and implement Temporary Accommodation Framework document	The Temporary Accommodation Framework document is agreed and in place to ensure that SBDC fulfils its statutory duties under Part 7 of the Housing Act 1996 and provide a clear and transparent framework for the Council in securing and allocating temporary accommodation
S3	Optimise current temporary accommodation provision	The measures and processes in the Temporary Accommodation Framework document (see S1) are ensuring that the current temporary accommodation provision is used effectively.
S4	Ensure all necessary procedures and documentation in place to implement the provisions of the Homelessness Reduction Act 2017	Officers are reviewing the contents of the Act to assess the appropriate changes to policy and procedures. This is will informed by Government guidance as and when it is published, training from the NPSS (National Practitioner Support Service) and other

		<p>guidance and advice that is available.</p> <p>The date for the Act to be enacted is not yet known. It is anticipated that this will be early 2018, but officers will be working get the necessary changes in place as early as possible.</p>
S5	<p>Prevent or relieve homelessness wherever possible to minimise the demand for temporary accommodation</p>	<p>In line with the requirements of the Homelessness Prevention Act (see S4) officers will review the measures that are currently available to prevent homelessness and identify what could be done to increase successful preventions. This will include assessing how we can make best use of the financial resources available to support this, including:</p> <ul style="list-style-type: none"> - SBDC Homelessness Prevention Fund (within Housing revenue budget) - SBDC Discretionary Housing Payments (administered by the Revenues and Benefits team) - DCLG Flexible Homelessness Support Grant - DCLG Funding to support implementation of Homelessness Prevention Act 2017 (to be confirmed)
S6	<p>Work with Registered Providers to secure:</p> <p>-additional temporary accommodation and</p> <p>- more private rented tenancy options.</p>	<p>SBDC already works with Registered Providers to maximise the use of temporary self-contained accommodation from within their existing housing stock or via leasing arrangements. SBDC currently secures dwellings from directly from L&Q and Paradigm and also utilises the eight former Police Houses in Gerrards Cross via a leasing arrangement with Bucks Housing Association. SBDC will continue to look at more temporary accommodation opportunities with these and other Registered Providers.</p>

		<p>It will also explore options for registered providers to deliver more private rented accommodation that the Council can then utilise to provide housing options for clients and/or discharge its homelessness duty. This will include models such as private sector leasing schemes. Any initiatives can potentially be supported by the funding streams summarised in S5 above.</p>
S7	<p>Working with the private rental sector to secure:</p> <ul style="list-style-type: none"> - temporary accommodation and - private rented tenancies for clients to prevent or relieve homelessness 	<p>Officers have secured an increasing supply of self-contained accommodation from private accommodation providers to minimise the use of long term bed and breakfast accommodation for SBDC clients. However, the ability to secure private rented tenancies for clients remains challenging due to high local rent levels and welfare benefit restrictions.</p> <p>Officers are reviewing how SBDC can work with private landlords and letting agents to secure more private rented accommodation for clients including looking at:</p> <ul style="list-style-type: none"> - payments/guarantees to help meet the cost of deposits and rent in advance - funding the shortfall between rent levels and benefit levels - rent guarantees - incentive payments to landlords - use of Credit Union to support clients to meet up front tenancy costs - private sector leasing schemes (including schemes delivered by Registered Providers) <p>Any new models can potentially be funded from the resources highlighted in S5 above.</p>

S8	Look for opportunities to develop additional temporary accommodation on SBDC-owned land (including possible low cost development using off-site construction, pre-fab, mobile homes etc.)	Opportunities are being explored as and when a potential site is identified for consideration. Any potential scheme will be assessed on an "invest to save" basis looking at an initial investment generating subsequent savings through reduced B&B costs and the possibility of some level of ongoing income generated by the accommodation
S9	Explore options to work with Chiltern District Council and other statutory partners to secure additional temporary accommodation provision	SBDC will assess opportunities for the shared housing service to deliver joint provision that can support both authorities. It will also consider any opportunities that arise for joint working with other partners (including Wycombe District Council and Aylesbury Vale District Council) to deliver additional temporary accommodation provision.
S10	Support those residents affected by Housing Benefit reforms in order to limit the impact on homelessness	<p>The shared Housing Team has a regular Forum with the Revenues and Benefits section to monitor tenants affected by Housing Benefit changes across SBDC and CDC. This Forum identifies vulnerable clients and targets intervention as required. This will continue to operate as further reforms come into effect, including the roll-out of Universal Credit (June 2018) and the introduction of LHA (Local Housing Allowance) caps for Registered Provider tenants from April 2019.</p> <p>SBDC will also seek to mitigate the impact of Housing Benefit changes by:</p> <ul style="list-style-type: none"> - utilising DHP (Discretionary Housing Payments) where appropriate, - supporting agencies such as CAB to deliver welfare benefits and debt advice direct to clients and - potentially utilising funding from other sources as listed in S5 above. -

S11	Work in partnership with other agencies to secure suitable advice and support to prevent and relieve homelessness	SBDC provides grant funding to South Bucks CAB to support the delivery of advice and support services that support homelessness prevention. SBDC continues to engage with other partnerships and services that directly impact on homelessness prevention in the district.
S12	Work with the Bucks “Building Resilience” Service to ensure that early intervention is targeted as effectively as possible in the District.	CDC/SBDC was part of a countywide bid led by Aylesbury Vale District Council which secured DCLG funding totalling £625,996 from the Homelessness Prevention Trailblazer fund. This is being used to establish the “Building Resilience” service to provide targeted early intervention to persons who are at risk of homelessness. Connection Support was appointed in April 2017 to deliver the project and CDC/SBDC is member of the Steering Group that is taking the project forward.

DRAFT

APPENDIX**BACKGROUND STATISTICS****A1. - SOCIAL HOUSING LETTINGS**

Social housing tenancies are allocated via the Bucks Home Choice scheme (for more details please go to www.buckshomechoice.gov.uk)

Number of households seeking a social housing tenancy:

As at 16th May 2017, the number of applicants registered for re-housing on the Bucks Home Choice scheme were as follows:

Property size required	Number of Applicants	
	CDC	SBDC
1 bedroom	364	277
2 bedrooms	77	116
3 bedrooms	89	69
4 bedrooms	11	5
Total	541	467

Availability of social housing tenancies:

Chiltern District Council – Lettings via Bucks Home Choice 1/4/16 to 31/3/17		
Property Type	Number of lettings	Average time spent on Housing Register for applicant offered tenancy
Sheltered	43	19 months
Studio	1	120 months
1 bedroom general needs	77	19 months
2 bedroom flat/maisonette	71	8 months
2 bedroom house	31	13 months
3 bedroom flat/maisonette	3	7 months
3 bedroom house	29	31 months
4 bedroom or more	0	No lettings
TOTAL LETTINGS	255	

South Bucks District Council – Lettings via Bucks Home Choice 1/4/16 to 31/3/17		
Property Type	Number of lettings	Average time spent on Housing Register for applicant offered tenancy
Sheltered	22	9 months
Studio	1	2 months
1 bedroom general needs	36	18 months
2 bedroom flat/maisonette	32	15 months
2 bedroom house	10	15 months
3 bedroom flat/maisonette	1	17 months
3 bedroom house	10	28 months
4 bedroom or more	2	23 months
TOTAL LETTINGS	114	

Headlines:

- The turnover and availability of social housing lettings does not meet the overall demand for tenancies. This is particularly challenging in South Bucks.
- The availability of larger family-sized housing (i.e. 3 or more bedrooms) across both districts is limited in comparison with demand. This has a particular impact on the ability of both Councils to secure long term accommodation for households who are homeless or threatened with homelessness (with a consequent knock-on effect on the length of time that larger families have to spend in temporary accommodation).

A.2 - HOMELESSNESS**(a) Total Number of Homelessness Applications for Assistance**

	Year							
	2013/14		2014/15		2015/16		2016/17	
	CDC	SBDC	CDC	SBDC	CDC	SBDC	CDC	SBDC
Total number of homeless applications for assistance	56	59	87	75	95	88	80	102

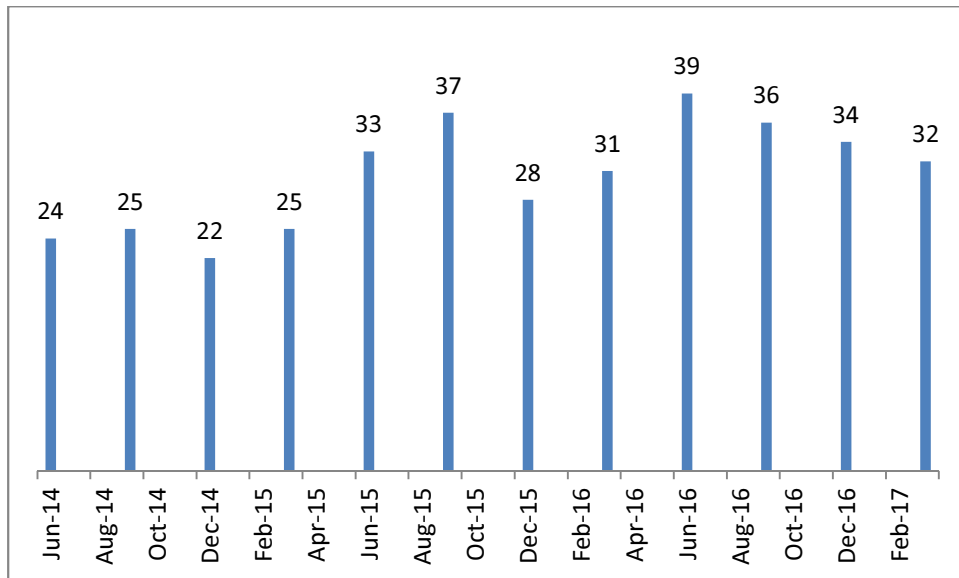
(b) Accepted Homelessness Applications & Reasons

Out of the total number of applications in Table (a) above the following applications were accepted as being subject to the Council's main housing duty to secure accommodation.

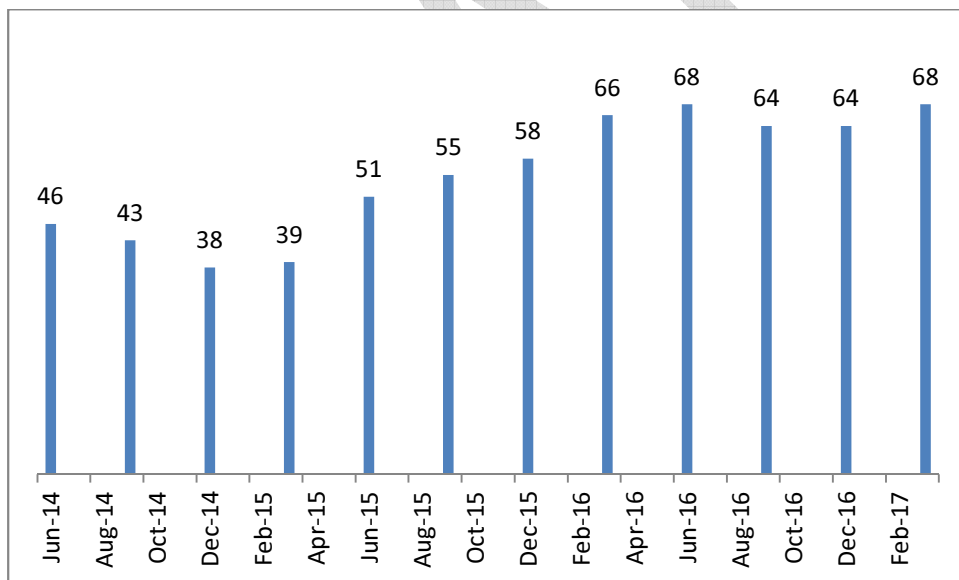
Homeless Cases Accepted as Duty to Secure Accommodation								
Reason for Homelessness	Year							
	2013/14		2014/15		2015/16		2016/17	
	CDC	SBDC	CDC	SBDC	CDC	SBDC	CDC	SBDC
Parents/Family not willing to accommodate	3	25	24	19	21	30	14	27
End of Tenancy by Landlord	10	14	21	17	22	15	17	18
Domestic Violence	2	4	7	3	7	6	8	8
Other Violence/Harassment	1	0	0	1	7	3	0	3
Rent/Mortgage Arrears	5	0	4	0	1	2	6	2
Other	3	1	3	7	5	11	5	9
Total	24	44	59	47	63	67	50	67

(c) Number of Homeless Households in Temporary Accommodation

Chiltern DC - Quarterly Snapshot of Number of Households in TA



South Bucks DC - Quarterly Snapshot of Number of Households in TA



Headlines:

- Both Chiltern and South Bucks have seen an upturn in applications for homelessness assistance since 2013/14
- South Bucks District Council is facing significant pressures on temporary accommodation. The challenge facing the Council in moving on families from temporary accommodation is exacerbated by the limited availability of social housing tenancies in the district (see above)

A3 - DELIVERY OF ADDITIONAL AFFORDABLE HOUSING**Number of additional affordable homes (rented or shared ownership) delivered since 2011/12**

The table below summarises the number of additional affordable homes delivered by Registered Providers in Chiltern and South Bucks since 2011/12:

YEAR	DISTRICT							
	CHILTERN				SOUTH BUCKS			
	New Build Rent	New Build S/Owners	Purchases	Other	New Build Rent	New Build S/Owners	Purchases	Other (Equity Loan)
2011/12	26	3	0	0	15	0	9	9
2012/13	57	35	0	0	7	17	4	8
2013/14	6	0	8	0	12	3	4	3
2014/15	34	0	7	0	6	0	10	0
2015/16	18	4	0	0	0	0	2	3
2016/17	26	9	0	0	4	0	5	2

Headlines:

- The level of new build rented affordable housing has fluctuated from year to year and has been particularly limited in South Bucks in recent years. This is due to a range of factors including (i) limited development opportunities coupled with high land values, (ii) changes in the funding arrangements for Registered Providers and (iii) increasing numbers of housing developers challenging the viability of delivering affordable housing on site and instead paying an affordable housing contribution (or no contribution)
- The purchase of existing properties by registered providers has contributed to delivering additional affordable homes across both districts. However, this has declined in recent years due to rising house prices and the increasing levels of subsidy required to make such schemes viable.

DRAFT

DRAFT

Chiltern District Council
Community, Health & Housing PAG

SUBJECT:	<i>Chiltern District Revitalisation Groups Annual Report & Capital Grant Request 2016 - 2017</i>
REPORT OF:	<i>Councillor Liz Walsh – Cabinet Member for Community, Health & Housing</i>
RESPONSIBLE OFFICER	<i>Martin Holt – Head of Healthy Communities</i>
REPORT AUTHORS	<i>David Gardner (01494) 732759 dgardner@chiltern.gov.uk and Paul Nanji (01494 732110) pnanji@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

RECOMMENDATION

It is proposed that £7,800 from the Capital Reserves be transferred into the approved Capital Programme list and used to support the Chiltern District’s Revitalisation Groups projects which are presented in more detail in **Appendix 1**

- a) Little Chalfont – village centre notice boards project (£3,000)
- b) Chalfont St Giles – contribution to Milton’s Cottage secondary glazing (£2,800)
- c) Great Missenden & Prestwood villages – community cycle parking project (£2000)

All awards will be subject to planning consent if required; and confirmation that on-going maintenance and insurance obligations will not be the responsibility of the Council.

2. Reasons for Recommendations

For over twenty years Chiltern’s Revitalisation Groups have had a strong track record of facilitating community participation, encouraging residents to help shape and improve their own communities.

The groups continue to develop community led facilities and a range of important services/festivals across Chiltern’s towns and villages. Examples include libraries and visitor information centres, intergenerational heritage projects, riverside walks, a nature park and High Street festivals. Revitalisation groups have also helped to fund raise for and develop new small voluntary groups which support all sections of the community including isolated older people, youth clubs and mums & toddler groups. Details of the projects recently delivered are detailed in **Appendix 2**.

Chiltern District Council
Community, Health & Housing PAG

It is anticipated that the proposed £7,800 funding will help to lever in partnership project funding of nearly £10,000 into Chiltern District from other stakeholders and will help to deliver the work of the Revitalisation Groups.

3. Content of Report

3.1 The Revitalisation Groups are independent voluntary organisations which work closely with parish, town, district councils and the county council.

3.2 The Council established these groups in the 1990s and continues to support their development. Working directly with residents and all councils the groups help determine key local priorities for residents in the towns and villages. The community projects which they initiate impact positively on residents' wellbeing.

3.3 An important function of the groups' working practice is to encourage a closer working relationship directly with shops and small businesses and the chambers of trade and commerce. The groups support town and village centre festivals and carnivals which improve footfall into the high street. In 2015/16 examples include Chalfont St Giles Music and Beer festival, Chesham's Chinese New Year and St George's Day street festivals. In the run up to Christmas it is the Revitalisation Groups which lead and co-ordinate the High Street lights "switch ons", and the "late night" shopping events and community festivals.

3.4 All groups took part in Small Business Saturday 2016. This is a nationwide grass roots campaign which promotes small businesses and high street retailers. It is supported by local authorities across the country. This Council provides publicity, helps to stage local events and provides free parking on the first Saturday in December.

3.5 Each revitalisation group receives an annual grant of £2,000 from the Council. Groups must allocate some to meet its running costs including meeting room hire, website maintenance, public events insurance. Most support local community led projects and the smaller voluntary groups. Examples from each group are detailed in **Appendix 2.**

3.6 The Revitalisation groups have a proven record in delivering large scale capital projects. In 2016 they updated visitor and amenity signage in Chesham High Street and provided a play area Amersham Old Town.

4. Consultation

The Revitalisation groups aim to be fully inclusive in their decision making. They seek the widest possible representation from voluntary organisations and service providers

Chiltern District Council
Community, Health & Housing PAG

which include Police, social housing landlords and health agencies. The local councils are invited for consultation and advice, and to participate in projects.

5. Corporate Implications

5.1 Financial

£7,800 is sought from the Council's capital reserves to support the various community led capital projects detailed in the report.

The groups have been invited to apply for some of this funding to support local projects which encourage closer working between voluntary groups and local business, encourage diversification in the high street, and support speciality markets which collectively improve the local economy.

Appendix 2 details the proposed projects requesting funding from Chiltern District Council.

5.2 Environmental

Projects have a positive impact on the environment, including developing more energy efficient community facilities, offering educational opportunities to improve awareness and understanding of the local natural environment;

5.3 Equalities

The proposed funding will directly support the voluntary sector to assist a diverse range of residents including the elderly and vulnerable, young people, disabled residents and socially disadvantaged.

6 Links to Council Policy Objectives

Work towards safer and healthier local communities

Improve community safety

- Work with partners to reduce crime, fear of crime and anti-social behaviour
- 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

Chiltern District Council
Community, Health & Housing PAG

Promote local communities

- Support the voluntary sector and promote volunteering
- Engage with parish and town councils
- Engage with local neighbourhoods
- Support diversification and increased footfall in local high streets

Conserve the environment

- Conserve local heritage including the CAONB
- Promote energy efficiency and encourage the reduction of carbon emissions

7 Conclusion

7.1 Financial support of £7,800 will enhance the local environment, support the provision of community assets; encourage an uplift to the local economy and help attract new investment into the District.

APPENDIX 1**REVITALISATION GROUPS CAPITAL PROJECTS FUNDING PROPOSALS 2016****A) Little Chalfont – Rearrangement of the village community notice boards**

The Little Chalfont community action plan is committed to improving the centre of the village.

This project will rearrange the village centre notice boards. It will provide a new community notice board; will refurbish and re-position the Churches Together noticeboard; and remove the other adjacent notice boards which after many years service are no longer fit for purpose.

A hard standing area is to be laid in front of each notice board to avoid damage to the grass and eliminate a muddy area for viewers.

Total project cost is £4,857.00

A grant of £3,000 is recommended

B) Chalfont St Giles - Milton's Cottage Secondary Glazing

Milton's Cottage is a Grade I listed 16th century cottage and is open to the public as a museum. It holds one of the world's most important collections of Milton's first editions on public display and also provides an important educational resource for local children and young people.

It is important that items of such significant heritage value are displayed in a way that prevents unnecessary deterioration. The historic nature of the building places constraints on caring for its irreplaceable collection. A key concern is that the original loose-fitting, metal-framed, diamond-lead windows do not provide adequate protection for the collection from external moisture, dust and light. Grade I status does not permit replacement windows but allows only for installation of interior secondary glazing. This will provide the required protected environment for the cottage, museum and its priceless contents.

Milton's Cottage is an important part of the local community and helps give Chalfont St. Giles its distinct identity, as outlined in the most recent Market Town Health Check for the Parish of Chalfont St. Giles (2008) (Revised 2013). The local area plan

for Chalfont St. Giles is currently being developed and it is anticipated that it will also cite the importance of Milton's Cottage to the environment of the village.

As a unique literary heritage destination, Milton's Cottage attracts visitors from around the world, which benefits the community by generating increased spend in village shops, pubs and eateries. Moreover, improvements made to retain heat within the building will make it more family-friendly for visitors throughout the year. This will also help to improve the organisation's work with local schools and community groups outside of the main spring and summer visitor season.

The day-to-day running costs of Milton's Cottage Trust are funded by entrance fees, sale of souvenirs and small, unspecified donations. However, these are insufficient to cover the cost of this major improvement project in its entirety. Milton's Cottage Trust is making a financial contribution of just over 50% of the project costs. This will enable the installation of secondary glazing in 4 out of 7 rooms. The bid is for funding to complete the work in the remaining 3 rooms.

Total project cost approx. £6, 500

A grant of £2,800 is recommended

C Great Missenden, Prestwood and the villages – community cycle parking project

Many of the visitors to the villages are cyclists. There is little appropriate secure bicycle parking at all in Great Missenden and Prestwood.

The Great Missenden Parish Revitalisation group which includes Prestwood, and the surrounding villages wishes to undertake an audit of cycle parking spaces and then to address the need for more.

There are also safety issues to be addressed. Some cyclists are parking their cycles quite randomly in the villages utilising street furniture such as railings which may not be safe or appropriate for that purpose. Cycles are parked often without the permission of the landowner. Where pavements are narrow cycle parking is impeding safe pedestrian access.

This will be achieved with the support of partners and local stakeholders including the parish council, CDC, cyclists organisations; village halls and churches, visitor attractions, retailers and business, schools, railway station, Great Missenden Abbey, etc.

- This project will aim to provide secure cycle parking (estimated between 30 and 50 secure cycles spaces across the parish) for adults, juniors, trikes, cargo bikes, and tandems.
- To consider and provide if appropriate 24-hour access and covered parking
- To consider and provide if appropriate bike pump and repair stands

GMPRG will be undertaking a visitor strategy to identify how to improve the offering to visitors, and also to improve footfall for the benefit of visitor attractions, retailers, including village pubs and restaurants.

Total project cost estimate at £6,000

A grant of £2000 is recommended

APPENDIX 2**COMMUNITY PROJECTS DELIVERED & GROUP ACTIVITIES in 2016 by the
CHILTERN DISTRICT REVITALISATION GROUPS**

1 Amersham Action Group – Small Business Saturday; Christmas town centre festival; summer carnival; continued lobbying for step free access with passenger lift at Amersham Station; community representation during the Chiltern Pools & associated community facilities development consultation; lobbying to encourage appropriate and sustainable commercial interests in the town centre.

2 Amersham Old Town – a social club for very elderly people; a “space for all” and play area in an isolated neighbourhood; Small Business Saturday; support for Old Amersham Business Association events; Christmas shopping and community festival;

3 Chesham - bespoke special events aimed at increasing footfall to the high street ;events included Small Business Saturday, Chinese New Year, St George’s Day; the pre-Christmas high street festival; a pop up shop for designer makers and crafts; the group supported youth groups and youth music events;

4 Chalfont St Giles – runs the community library and visitor centre; maintains the Misbourne pathway; supports the village youth club and runs a successful literary festival; and an annual beer and music festival.

5 Chalfont St Peter – supports several volunteer led action groups which organise projects and run popular organisations including an older people action group (the largest in Buckinghamshire) and the village youth club. The group’s flagship project is to build and landscape a public garden in the parish church yard. Youth groups and schools, older residents and the armed services charities are involved in the project. This village memorial, meeting place and peace garden will to remember the fallen in both World Wars and all subsequent conflicts.

6 Great Missenden and Prestwood - Small Business Saturday; Christmas shopping & street lights switch on event; the group offers small grants to youth and older people clubs; supports the Prestwood action group and its road calming proposals; continues to help represent residents views and to run a proactive anti HS2 lobby

7 Little Chalfont Community Association - has provided a nature park to help protect and to celebrate the natural environment; supports the community led library; provides the annual village show

SUBJECT:	<i>Chiltern Pools</i>
REPORT OF:	<i>Cllr Mike Stannard, Support Services Portfolio Holder Cllr Liz Walsh Community, Health and Housing Portfolio Holder</i>
RESPONSIBLE OFFICER	<i>Martin Holt 01494 732055, mholt@chiltern.gov.uk</i>
REPORT AUTHOR	<i>Martin Holt 01494 732055, mholt@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

To advise members on the detailed feasibility study to re-provide a combined community and leisure facility in Amersham, to seek agreement to enter in to a land swap with Amersham Town Council to enable any proposed development and to proceed to the detailed design stage of the project

RECOMMENDATIONS

1. **To note the findings of the feasibility study to re-provide a combined community and leisure facility in Amersham and to progress the project to the next decision point, this is the Stage 2 refinement of brief.**
2. **To note the current facility mix identified in the feasibility plan and detailed in Appendix 1**
3.
 - (a) **To agree to place the necessary statutory advertisements and undertake public consultation together with Amersham Town Council in relation to the proposed disposal and acquisition of land as detailed in private appendix 2 to support the redevelopment of the facility.**
 - (b) **To delegate**
 - a. **consideration of any duly made objections during the advertisement period; and**
 - b. **the decision whether to acquire and dispose of the land referred to above and the detailed terms thereof****to the Chief Executive in consultation with the Head of Legal and Democratic Services and the Leader of the Council**
4. **To delegate authority to the Director of Services**
 - (a) **to agree heads of terms with current lease holders to secure the surrender of their leases to enable the Council to take possession of the Community Centre, Youth Club, and Library buildings as part of the redevelopment; and**
 - (b) **to agree the terms of new leases to commence when the new facility is available for occupation.**

5. To delegate the decision to the Director of Services to agree final transitional arrangements with the Community Centre, and Buckinghamshire County Council as necessary to allow the development to proceed
6. To delegate authority to the Director of Services, in consultation with the Support Services Portfolio Holder, the selection, through an appropriate Framework, of
 - (a) a Project Manager and Quantity Surveyor to manage the project through the key decision points to develop a replacement facility; and
 - (b) the architectural and professional services required by the project design team.
7. To delegate authority to the Director of Services, in consultation with the Head of Legal and Democratic Services, to undertake a procurement process to select the lead construction company for the project, subject to final agreement by Cabinet.
8. To authorise Head of Healthy Communities, in consultation with the Support Service Portfolio Holder to draw down up to £1,500,000 of funding to enable the project to progress to the next key decision stage which is the Stage 2 Refinement of the design prior to Cabinet approval to proceed to the full design brief to the point of planning application. The first £1m to be taken from the earmarked leisure fund
9. To delegate authority to the Director of Services to appoint an Internal Project Manager to support the delivery of the next stage of the project, to be funded from the earmarked leisure fund.

2. Executive Summary

2.1 Public consultation involving 2,500 replies overwhelmingly supported the redevelopment of the Amersham leisure and community site to deliver a purpose built facility incorporating; community hall and meeting rooms, library, youth facilities, nursery, swimming, diving, climbing, health and fitness, squash, soft play, and café facilities.

2.2 Concerns raised through the consultation included; parking, accessibility, size and scale of the building close to residential areas, the provision of temporary facilities during any development and the protection of the historic barns. Following the initial feasibility study Members asked for a revised study addressing the consultation points and to also consider the provision of a Spa and leisure flumes in to the design.

The revised feasibility study addresses how the concerns may be mitigated and delivers the revised business plan. The feasibility study identifies that the operation of flumes would be uneconomic unless delivered as part of a specialist Water Park, so they have been omitted.

2.3 The feasibility study confirms the preferred approach to develop a single facility incorporating leisure and community facilities which through increased income generation would allow a loan to be repaid over a 40 year period. The increased range of community and leisure activities would support the District, County and Sport England's drive to increase physical activity across the population with particular attention on those who don't currently participate.

2.4 The centre would also support a range of activities assisting those at risk of social isolation, or with disabilities or aging to participate, assisting the aims of supporting a healthier community. The indirect benefit of a healthier lifestyle reduces the public sector costs arising from long term health conditions, loneliness and social isolation. A key target group for the centre would be to meet the needs of an elderly population whilst enabling physical activity across the generations.

2.5 To achieve a predicted centre opening in December 2020 the project plan would require appointment of a Project Manager and Quantity Surveyor in July 2017, responsible for the further development of the project through the design, planning and construction and demolition phases. It would equally be important to appoint a specialist leisure advisor to act as the Council's expert advisor to ensure robust challenge to the project as it develops.

2.6 To facilitate the early appointment of the Project Manager and Quantity Surveyor the Council has undertaken an OJEU compliant procurement process through the Bloom (previously NEPO) framework. The decision over the final appointment would follow any decision by Members to proceed to the next stage of the project. Any appointment of the Project Manager would be linked to key decision points enabling Members to review or proceed with the project.

2.7 The first key decision point would be to enable the Project Manager to recommend the further appointment of the core design disciplines (Architect, M+E, Civil, pool specialists) and surveys/consultations required to deliver a Stage 2 Refinement of the design prior to Cabinet approval to proceed to the full design brief to the point of planning application, Any final decision to move to planning application being made by Cabinet in 2018.

2.8 The project has currently been known as the Chiltern Pools redevelopment but has also been linked to other names including community hub, the Architect has decided to produce drawings now detailing the Chiltern Life Centre. Members are therefore asked to note the working title for the project.

3. Reasons for Recommendations

3.1 A key objective of the Health and Wellbeing Board is to increase opportunities for physical activity and active participation to enable healthier lives, reducing conditions such as diabetes and obesity amongst younger and older persons and to reduce social isolation. A new facility incorporating community and leisure facilities would increase the opportunity for younger and

older people to access activities to enable them to be healthier. This also directly supports Sport England an 'active nation strategy'
<https://www.sportengland.org/news-and-features/news/2016/may/19/sport-england-triples-investment-in-tackling-inactivity/>

3.2 The public consultation attracted a high level of support and provided a clear public mandate to provide modern replacements for the facilities in Amersham. However further discussions were required with stakeholders including the; current leisure provider, swimming clubs, CAB, Amersham Community Association, Gateway Disability Club, Linfield's Nursery, Amersham Youth Club and BCC Library Service to address long term leasehold arrangements and the business proposals to enable continued operation during the development phase.

3.3 The current Chiltern Pools has an operational life until 2020 following which significant capital investment will be required to the building structure, plant and equipment and internal facilities. Future operational and capital costs arising from the continued operation of the Chiltern Pools in its current condition are anticipated to be in excess of £540k/annum. Without significant investment the facility will be a drain on the Council's resources. The opportunity to invest in a new facility enables a significant return on investment reducing the future costs of leisure provision and allows income generation to the Council.

4. Content of Report

Background

4.1 Following a review the [Indoor Sport and Leisure Facilities Strategy](#) was adopted by Cabinet June 28th 2016 and a key recommendation was 'to undertake a detailed feasibility study' to consider the possibility of replacing the Chiltern Pools with a facility that would:

- be strategically located so as to optimise accessibility on foot and via public transport
- maintain and reconfigure existing water provision to help cater for unmet existing club swimming demand and future demand from the growing population
- provide a suitable District swimming gala venue
- provide replacement diving and ancillary dry diving facilities
- extend fitness and studio provision
- cater for sport, leisure and potentially commercial leisure, theatre and cinema need

4.2 The Options Appraisal and Feasibility study determined that there was a viable business case to develop a new multi-purpose leisure centre/community facility which could deliver a good return on the investment required enabling the facility to be delivered at no additional cost to the council tax payer. Over 80% of respondents to the consultation considered it appropriate for the council to prioritise investment in the development of new leisure and community facilities.

Business Case

4.3 The emerging business case has reviewed the needs of current stakeholders and secured their intentions to support the project including an identification of their specific requirements. The review has also addressed the opportunity to develop the site so as to mitigate most of the

concerns in relation to transitional arrangements, car parking, the protection of the historic barns, accessibility and massing of the site close to adjoining properties.

4.5 The facility mix includes an eight lane swimming pool, dive facility/teaching pool, splash pool, dry diving facility, 150 station fitness studio, climbing wall, soft play, sports hall, café facilities, spin studio, 2 x dance studios, 2 x squash courts, community hall and meeting rooms, library and Spa facility with treatment rooms. Accommodation has also been included to support the Linfield Nursery and Gatehouse Disability Club which currently operate from the Youth Club. Increased parking has been identified through the development of underground car parking facilities built under the centre.

4.6 The current version of the combined leisure and community facility incorporating all aspects of stakeholder's requirements and the inclusion of underground car parking and the provision of a Spa together with additional accommodation anticipated to meet future needs is estimated at £35M which is in excess of the initial estimate of £24M. Further information gathering with stakeholders and detailed sensitivity analysis is to be undertaken to review the needs which will revise the final cost estimates. It is proposed that a further report to Cabinet detailing the brief and detailed costs is reported 12th December 2017 when certainty over the lease arrangements, fields in trust decisions and temporary facility requirements would be available.

4.7 The current facility mix, concept drawings, estimated income, potential land swap and estimated costs are detailed in the **Private Appendix 2**. The proposals enable a net financial return of circa £1.2M/annum to the Council together with wider range of activities meeting the requirements of the Chiltern Indoor Sports and Leisure Facilities Strategy, delivering a purpose built centre with more efficient operational costs. At the current fixed rate cost (2.59%) of prudential borrowing the income would sustain a loan amount of £30M over a 40 year period thereby delivering a new facility and a potential saving to the Council of £200k/annum against the current cost of leisure. The December report will contain further sensitivity analysis as to the potential of the facility being able to attract an annual net income of £1.2M.

Transitional Arrangements

4.8 Consultation with Amersham Town Council and the Fields in Trust supports the concept of a land swap enabling the Council to acquire a section of the current King George V Playing Fields to enable the new centre to be developed. The **Private Appendix 2** identifies the details of the proposed land swap which would be the subject of statutory advertisements and public consultation.

4.9 By undertaking this proposed land swap the Council would be able to mitigate the need to relocate the Community Association, Youth Club, Nursery and Disability Club from their premises during the build. The proposal would also enable the barns to remain in their current location and may allow for the settings to be enhanced through greening of the immediate vicinity. The Council would have to negotiate with BCC over the final terms of the lease arrangements and the costs of relocating the library in to alternative temporary facilities.

4.10 Should the outcome of the public consultation and application to Fields in Trust not facilitate the proposed land swap alternative arrangements would be required to be considered and would form part of a further report to Members in that eventuality.

4.11 The Heads of Terms for all the various lease holders currently needs to be finalised however it is proposed to delegate the decision to the Director of Services to agree heads of terms with current lease holders to enable the surrender of leases to enable the Council to take possession of the Community Centre, Youth Club, Library buildings as part of the redevelopment

Project Plan

4.12 Following a review of the proposed project time line by the Councils leisure consultants Knight Kavanagh and Page the project would aim to be completed December 2020 with key decision points being;

- Project Manager appointment – July 2017
- Appointment of core design disciplines - August 2017
- Stage 2 Refinement of the design prior to Cabinet approval – decision point 12th December 2017
- Client approval to proceed with planning application June 2018
- Contractor Tender – July 2018
- Contractor final appointment – January 2019
- Construction – March 2019 to October 2020
- Fit out and hand over – October 2020
- Opening – December 2020

4.13 These timelines are tight and based on the assumptions that;

- The project approval as far as the next key decision point is granted at the June meeting of Cabinet
- The appointments to the PM and QS roles are made in July following the Cabinet decision to proceed
- With limited contingency built in the programme that there is a quick decision making process built in to the project plan and delegated to the Project Board to progress within budget parameters
- That the procurement of the contractor is undertaken early to enable detailed input in to the final design stages
- That the design team is 'novated' to the construction contractor to complete stage 4 drawings
- That the contractor can deliver to the construction timescales
- That design is progressed in parallel with the planning application

Project Procurement

4.14 Advice from Sport England is that the project plan is ambitious but it may be achievable through early decisions on the procurement process. These appointments include the decision to appoint the main Contractor and Project Manager and Quantity Surveyor so that the design process can proceed to timescale and within cost.

4.15 The project board and leisure Members Working Group (LMWG) received procurement advice in relation to the project which included understanding the Council's views of the programme aspirations and appetite for risk. It was considered that the Council would wish to open the facilities at the earliest opportunity and no later than December 2020, due to the current leisure contract ending April 2020. Members have advised that any facility should be built to a high standard and that control over the design needs to be with the Council and its stakeholders and not the contractor. The Leisure Members Working Group considered that a design and build and operate contract would not provide the degree of control that members sought over the design and that the cost of finance would be greater than the Council could currently borrow at. Members also considered that the costs must be within the evolving business plan limits and that it was also important to note that the potential contractor for the delivery of the service is also a stakeholder in the design. Members wished to transfer the risk of cost to the contractor.

4.16 For these reasons it was recommended that a hybrid procurement approach is taken by the Council to appoint the main contractor. This process would enable a Design and Build contract to be issued with the Council undertaking a two stage OJEU tender and appointing two contractors to be involved in the design, costs and buildability decision making. Following which a final competition is held between the two contractors to appoint the most competitive organisation.

4.17 Sport England advice was to appoint via an OJEU compliant framework for the appointment of the professional services to avoid delays that could occur through an in-house tender process. Several frameworks have been provided by Sport England for consideration.

4.18 For professional services the Bloom framework lists Calderpeel the Council's current architectural consultant working with KKP as an associate on the framework and able to enter a mini competition. The Bloom framework, subject to mini competition, potentially enables the desire of the Project Board and Leisure Members Working Group to see the current concept design being taken into the next phase.

4.19 To progress the procurement process the project board in consultation with the Leisure Members Working Group agreed to utilise the Bloom (formally NEPO) professional services framework to appoint the Project Manager and Quantity Surveyor. This framework which is fully OJEU compliant and auditable allows the Council to employ the specialist team, through the use of external experts in procurement, releasing the resources to run a tender process in house. Whilst the appointment process allows either direct award of contract for professional services the mini competition route is to be used. The costs of procurement are 5% of the total professional services fee which is borne by the successful contractor and not passed on to the Council. Should the Council decide not to proceed with the appointment of the Project Manager and Quantity Surveyor there are no costs to the Council under the Bloom Framework.

4.20 In parallel with the feasibility study the Council has utilised the Bloom Contract to agree to the appointment of a Project Manager to manage the project through the key decision points to develop a replacement facility, including the appointment of the Architectural and professional services required by the project design team, the final appointment of the project manager delegated to the Director of Services in consultation with the Support Service

Portfolio Holder. The PM and QS would also undertake the hybrid OJUE Design and Build procurement process for the Contractor.

Budget

4.21 The estimated costs of professional fees for a development of the size and scale of the proposed leisure and community facility are £2.4M with costs to deliver the scheme to the key decision stage of a planning application are estimated at £1.5M.

4.22 Subject to Cabinet approval to proceed it is proposed to authorise the Head of Healthy Communities in consultation Support Service Portfolio Holder to draw down up to £1.5M funding to enable the project to progress to the next key decision stage.

5. Consultation

Not Applicable

6. Options

- 1) *To proceed to the next key decision point of the project*
- 2) *To decide not to proceed with the project*

7. Corporate Implications

7.1 Financial – The estimated costs of professional fees for a development of the size and scale of the proposed leisure and community facility are £2.4M with costs to deliver the scheme to the key decision stage of a planning application estimated at £1.5M. the contract with the Project Manager will contain the ability to halt further spend at any interim point should it prove necessary

The Feasibility study and emerging business case identifies a net financial return of £1.2M/annum to the Council together with wider range of activities meeting the requirements of the Chiltern Indoor Sports and Leisure Facilities Strategy, delivering a purpose built centre with more efficient operational costs. At the current fixed rate cost of borrowing the income would sustain a loan amount of £30M over a 40 year period thereby delivering a new facility and a potential saving to the council of £200k/annum.

There are opportunities for enabling development which can be the subject of a further report, such development could reduce the risks to the Council.

The following table provides a comparison of the cost of the current facility with the new proposed facility.

	18/19	19/20	20/21	21/22	22/23	23/24	24/245 Onwards
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Cost of Current Facility							
- Payment to contractor	100	100	100	540	540	540	540
- Annualised capital cost	100	100	100	100	100	100	100
	200	200	200	640	640	640	640
Running Costs of New Facility							
- Income			-3,717	-4,349	-4,728	-4,822	-4,919
- Expenditure (including operator profit)			3,252	3,363	3,446	3,513	3,582
Payment to Council			-466	-985	-1,281	-1,309	-1,337
Cost of New Facility							
- Payment from contractor			-466	-985	-1,281	-1,309	-1,337
- Annualised capital cost			148	148	148	148	148
- Servicing £30m 40 year annuity loan			1,213	1,213	1,213	1,213	1,213
			896	376	80	52	24

7.2 Legal – The Council has a duty to consider the health and wellbeing of its community, enabling leisure opportunities to support a healthier and active community would assist the Council in supporting this objective.

7.3 - Risks the current risks associated with the project include;

- i. Fields in Trust and Amersham Town Council not agreeing a land swap and/or a negative response to the public consultation, leading to the need to identify an alternative site and potential delays to the project.
- ii. Changes to design could have both negative costs and timescale implications
- iii. Stakeholders not agreeing the final heads of terms to relocate into a combined leisure and community facility leading to the need to identify an alternative site and potential delays to the project.
- iv. The final business case arising from the detailed design and construction process in stage 4 does not deliver the anticipated return on investment.
- v. The cost of borrowing increases adversely impacting on the business case. This could be mitigated by agreeing long term fixed rate borrowings.

- vi. *Planning consent is refused for the leisure and community facility extend the timeline for completion*
- vii. *Delays in appointing the specialist consultants and contractors would extend the timeline for completion*
- viii. *The contractor is unable to commit to the proposed timescale.*
- ix. *Site surveys including Geological and contamination surveys have not been undertaken for the site and could adversely impact on the timescale*
- x. *The emerging business case predicts an income of £4.9M which is a considerable increase in income on what the current facility generates.*

9. Links to Council Policy Objectives

Safe, Healthy and Active communities

Council has a duty to consider the health and wellbeing of its community, enabling leisure opportunities to support a healthier and active community would assist the Council in supporting this objective. Enabling the delivery of fit for purpose leisure facilities would support the councils objectives to reduce crime and disorder, address carbon management in relation to the use of fossil fuels used in the operation of the leisure centres, strengthen partnership working with Public Health, CCG, community groups and sports clubs and improve opportunities for greater community cohesion.

Next Step

- *Appointment of Project manager and QS*
- *Refinement of the design brief*
- *Site surveys and specialist appointments undertaken*
- *Public consultation on the land swap*
- *Public consultation on the current proposals*
- *Heads of terms agreed with leaseholders*

Background Papers:	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)
---------------------------	--

**Appendix 1
Chiltern Leisure Centre**

- 1 – 8 lane 25m competition swimming pool with poolside seating
- 2 – Diving / training pool 12 x 17m with floating floor & Splash pad 5 x 5m
- 3 – Dry dive zone double height space
- 4 – 2 squash courts
- 5 – Village change and 2 group / kids changing rooms
- 6 – 4 Court sports hall
- 7 – 150 plus station gym allowing for possible further expansion
- 8 – Café / vending
- 9 – 3 no Multi-function / dance studios and a standalone youth zone
- 10 – Spin studio area
- 11 – Climbing wall area
- 12 – Adventure play / clip n climb
- 13 – Party rooms
- 14 – Soft play and catering zone
- 15 – Community room, large / theatre with removeable seating to seat 200 people
- 16 – Medium size and small community room
- 17 – Library zone
- 18 – IT suite and class rooms
- 19 – CAB / Council / Partners offices
- 20 – Spa with heat experience zone and treatment / relaxation room
- 21 – Pre-School Nursery

SUBJECT:	CORPORATE ENFORCEMENT POLICY
REPORT OF:	<i>Community, Health and Housing – Councillor Liz Walsh Healthy Communities – Councillor Paul Kelly</i>
RESPONSIBLE OFFICER	<i>Anita Cacchioli, Interim Director of Services Martin Holt, Head of Healthy Communities</i>
REPORT AUTHOR	<i>Ian Snudden, 01494 732057, isnudden@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

To obtain Members' approval for the draft Corporate Enforcement Policy

RECOMMENDATIONS

- To approve the draft Corporate Enforcement Policy for regulatory compliance and enforcement services at Appendix 1.**

2. Reasons for Recommendations

The Regulators' Code came into statutory effect on 6 April 2014. A key action required to comply with the Code is to have an enforcement policy explaining how the local authority responds to regulatory non-compliance. With the majority of services now being shared across both Chiltern and South Bucks District Councils it is appropriate at this time to review the enforcement policies and to publish a joint Corporate Enforcement Policy that sets out the guiding principles of how regulatory services will engage with those they regulate.

3. Report

The government is committed to reducing regulatory burdens on business and supporting the growth of compliant businesses through open and constructive relationships between regulators and those they regulate.

The Regulators' Code came into statutory effect on 6 April 2014, replacing the Regulators' Compliance Code. It provides a principles-based framework for how regulators should engage with those they regulate. The specific local authority services covered by the regulatory code are all within the Services Directorate (food safety, environmental protection, health and safety, private sector housing, public health, waste and licensing). There are also a number of other regulatory and enforcement services which are not covered by the code most notably Planning, Building Control, Revenues and Benefits and Parking Services enforcement. However the broad principles contained within the draft enforcement policy are equally applicable to all council enforcement services and it is therefore recommended that this is adopted as a corporate approach to enforcement.

Local authorities need to have regard to the Code when developing standards, policies or procedures that either guide their regulatory activities with business or apply to other regulators.

The Regulator's Code

The Regulator's Code is based on 6 broad principles which are set out below. The Code contains a section on each of these which sets out what is expected of the regulator in each case:

- Regulators should carry out their activities in a way that supports those they regulate to comply and grow;
- Regulators should provide straightforward ways to engage with those they regulate and hear their views;
- Regulators should base their regulatory activities on risk;
- Regulators should share information about compliance and risk;
- Regulators should ensure clear information, guidance and advice is available to help those they regulate meet their responsibilities to comply
- Regulators should ensure that their approach to their regulatory activities is transparent.

A key action required to ensure compliance with the Code is to have an enforcement policy explaining how the local authority responds to non-compliance. The majority of regulatory services are now within shared services across Chiltern and South Bucks District Councils and so it is an opportune time to develop a joint Corporate Enforcement Policy that sets out the main principles of enforcement for all regulatory compliance and enforcement services.

It is also a requirement of the Code that mechanisms are put in place to engage with those they regulate including engagement in the development and review of policies and service standards.

Overview of the Enforcement Policy

Chiltern and South Bucks District Councils carry out a wide range of regulatory roles in meeting its many statutory duties of protecting the public, individuals and the environment. These functions are discharged through a combination of programmed inspections, responding to complaints, issuing licences and offering advice. This policy is an overarching policy that applies to all the Councils' services with enforcement duties but it should be noted that various additional service specific enforcement requirements may also apply.

The enforcement policy is intended to protect the public, the environment, consumers and workers through:

- Enforcing the law in a fair, equitable and consistent manner;
- Assisting broadly compliant businesses to meet their legal obligations;
- Taking firm action against those who flout the law or act irresponsibly.

The policy sets out the broad approach that the Councils will take to enforcement which takes account of the Regulator's Code and commits us to being:

- *Proportionate* – our activities will reflect the level of risk to the public and enforcement action taken will relate to the seriousness of the offence;
- *Accountable* – our activities will be open to public scrutiny, with clear and accessible policies, and fair and efficient complaints procedures;
- *Consistent* – our advice to those we regulate will be robust and reliable and we will respect advice provided by others;
- *Transparent* – we will ensure that those we regulate are able to understand what is expected of them and what they can anticipate in return, and
- *Targeted* – we will focus our resources on higher risk enterprises and activities.

Services covered by the policy will work with and consult other council services, partners and other regulators where there is a shared or complementary enforcement role to ensure a consistent approach to enforcement and to avoid duplication.

The policy sets out the levels of enforcement action available to the councils, how we will determine which action is appropriate in the event of non-compliance and how we will conduct our investigations.

4. Consultation

The draft enforcement policy has been consulted upon internally with other regulatory services and externally with trade representative bodies. This took the form of an online survey advertised through the Councils' websites and specific email contact with local Chambers of Commerce, Revitalisation groups and Bucks Business First.

Two responses were received, both in support of the policy. The policy has been slightly amended at 3.8 in response to a comment to make it clearer when correspondence is posted to help those who have been asked to respond back to the councils.

5. Options

No alternative options have been identified which would secure compliance with the Regulators' Code

7. Corporate Implications

Reports must include specific comments addressing the following implications;

3.1 Financial - none

3.2 Legal – local authorities with enforcement and regulatory services are required to have enforcement policies that comply with the Regulator's Code

8. Links to Council Policy Objectives

This policy contributes to the key aims and objectives of:

1. Delivering cost- effective, customer- focused services
2. Working towards safe and healthier local communities

and the Joint Business Plan 2016-20.

9. Next Step

When approved, the Corporate Enforcement Policy will be published on the Councils' websites. Staff briefings will be held to promote the principles within the corporate policy and Heads of Service will be required to have regard to it when developing their own service plans.

Background Papers:	Regulator's Code
---------------------------	------------------

Classification: OFFICIAL

**CHILTERN DISTRICT COUNCIL
and
SOUTH BUCKS DISTRICT COUNCIL**

CORPORATE ENFORCEMENT POLICY

DRAFT



Approved June 2016
Classification: OFFICIAL

Classification: OFFICIAL

ENFORCEMENT POLICY

1. INTRODUCTION

- 1.1 A Joint Sustainable Community Strategy 2013-2026, has been produced by the Chiltern and South Bucks Strategic Partnership and sets out the long-term aspirations and vision of the communities in Chiltern and South Bucks. One aspect of the Partnership's joint vision is for *'Chiltern and South Bucks Districts to be places with prosperous and diverse economies that encourage local employers and small businesses so we can protect the areas' economy for the future and achieve a better balance between the jobs available and the people to fill them;'*
- 1.2 To this end, regulatory services within both councils will work in partnership with businesses and organisations to achieve this. However it is recognised that enforcement action plays a part in this, ensuring not only legal compliance and safeguards, but also a fair and equal business environment in which those that seek to gain economic advantage through illegal means are appropriately dealt with. Therefore in circumstances where enforcement is necessary the councils will use appropriate powers to achieve legal compliance.
- 1.3 This policy is also designed to address residents or businesses who contravene legislation in terms of, for example, food and health and safety, environmental protection, council tax fraud, housing benefit fraud, non-domestic rates debts, non-payment of council tax and non-compliance with planning and building control requirements, car parking contraventions and fraudulently obtaining council services.
- 1.4 The aim for both councils is to ensure clear and consistent enforcement which takes account of national guidance and good practice in terms of decision-making and enforcement practise. All enforcement decisions will be made in accordance with this Policy. Whilst some areas of work have more detailed enforcement arrangements and specific policies, the principles of this policy will continue to apply.
- 1.5 This Policy is intended to provide general guidance for officers, businesses, consumers and the public as regards the approach that will normally be taken in relation to the enforcement of the relevant statutory provisions. It does not fetter the discretion of the councils to take legal proceedings where this is considered to be in the public interest.

2. MEANING OF 'ENFORCEMENT'

- 2.1 Whilst the Regulator's Code only applies to enforcement activities undertaken in respect of environmental health and licensing services, the overriding principles of the Code will also be applied to others with enforcement responsibilities.
- 2.2 'Enforcement' includes any action taken by officers including both criminal and civil action aimed at ensuring that individuals or businesses comply with the law and is not limited to formal enforcement action such as prosecution.
- 2.3 The term 'enforcement action' has been defined as any action:
 - (a) to secure compliance with a restriction, requirement or condition in relation to a breach or supposed breach;

Approved June 2016
Classification: OFFICIAL

Classification: OFFICIAL

- (b) taken in connection with imposing a sanction for an act or omission; and
- (c) taken in connection with the pursuit of a statutory remedy for an act or omission.

2.4 The councils require its officers to interpret and apply relevant legal requirements and enforcement policies fairly and consistently between like-regulated entities in similar situations.

2.5 Whilst not a direct form of enforcement, officers will seek to raise awareness and increase compliance levels by making public details of evidence of unlawful practice and any legal action taken where in their opinion it is appropriate to do so.

3. ENFORCEMENT PRINCIPLES

3.1 Prevention is better than cure and the approach to be taken includes working with businesses and individuals to advise on and assist with compliance. Where formal action is considered necessary each case will be considered on its own merits. However, there are general principles that apply to the way each case must be approached. These are set out in this Policy.

3.2 The principles of enforcement outlined in this policy will be applied equally in all cases, irrespective of whether enforcement action is against individuals or organisations,

3.3 Enforcement decisions will be fair, independent and objective and will not be influenced by issues such as ethnicity or national origin, gender, religious beliefs, political views or the sexual orientation of the suspect, victim, witness or offender. Such decisions will not be affected by improper or undue pressure from any source.

3.4 Where enforcement is necessary it will be undertaken without fear or favour, will be impartial and objective, and comply with the requirements of relevant legislation and codes of practice which protect the rights of the individual and guide enforcement action and in particular, the Equality Act 2010, Human Rights Act 1998, Regulation of Investigatory Powers Act 2000 and The Protection of Freedoms Act 2012.

3.5 Wherever practicable, the councils will ensure that enforcement actions will:-

- aim to eliminate any financial gain or benefit from non-compliance;
- aim to change the behaviour of the offender;
- provide an opportunity for the person to put things right where possible and appropriate;
- be responsive and consider what is appropriate for the particular offender and regulatory issue, which can include punishment;
- be proportionate to the nature of the offence and the harm caused;
- aim to restore the harm caused by regulatory non-compliance, where appropriate;
- aim to deter future non-compliance;
- ensure that no improper/undue pressure from any source inside or outside the councils affect those decisions; and
- ensure that all relevant information is given to the Defendant and to the Court as appropriate.

Approved June 2016
Classification: OFFICIAL

Classification: OFFICIAL

3.6 The general principles to be applied are informed by The Regulators' Code and the Guidance of the Better Regulation Delivery Office. The six principles of the Regulators Code are:

- Regulators should carry out their activities in a way that supports those they regulate to comply and grow.
- Regulators should provide simple and straightforward ways to engage with those they regulate and hear their views.
- Regulators should base regulatory activities on risk.
- Regulators should share information about compliance and risk.
- Regulators should ensure that clear information, guidance and advice are available to help those they regulate meet their responsibilities to comply.
- Regulators should ensure that their approach to their regulatory activities is transparent.

Economic growth and business support

3.7 This Enforcement Policy helps to promote efficient and effective approaches to regulatory inspection and enforcement, which improve regulatory outcomes without imposing unnecessary burdens. The councils' services have a positive impact on the economic progress and growth of the local economy and it is part of the councils' role to encourage and support the growth of legitimate business activity within the legal framework provided by central government.

Communication

3.8 Communication from officers will be clear and simple and will normally be confirmed in writing, including electronic communication, explaining why any work or actions may be necessary and stating the timescale for progress and completion. A clear distinction will be made between legal requirements and best or desirable practice.

[All official communication should have a 'date when mailed' mark so that recipients who have been asked to 'respond within XX days' know when that response date should be.](#)

Comment [IS1]: From consultation response

Prior to formal action being taken i.e. any enforcement process defined in legislation, opportunities will be provided for individuals or organisations to resolve the issues in question. This can take the form of face to face meetings, telephone conversations, correspondence or, in cases of debt recovery, reminder letters **unless** immediate action is required (for example a serious risk to health and safety or to prevent evidence being destroyed). In circumstances where immediate action is necessary a verbal explanation of why such action was required will be given at the time or, if this is not practical, as soon as is practicable. In some cases such as the service of a Fixed Penalty Notice or Penalty Charge Notice a written explanation is not considered necessary.

Where there are rights of appeal against specific actions, advice on the mechanism to be followed will be given in writing and where possible this will be included with the enforcement notice or other documentation.

Approved June 2016
Classification: OFFICIAL

Classification: OFFICIAL

Risk based activity

3.9 Resources will be targeted where they will be most effective and intelligence and a privacy risk assessment will inform all aspects of the approach to regulatory activity, including:

- Data collection and other information requirements;
- Inspection programmes;
- Advice and support programmes;
- Enforcement activity and sanctions.

When determining risk, the following will be considered:

- Compliance history and potential future risks
- The existence of effective management systems
- Evidence of recognised external accreditation
- Management competence and willingness to comply

Relevant intelligence will be used to direct inspection based projects and target enforcement where there are known issues. A complaint may also trigger a visit if that is the most appropriate response. The approach to regulatory activities will be reviewed from time to time, in order to remove any unnecessary burdens from businesses.

Information sharing

3.10 Where legislation permits information sharing between enforcement agencies and in other circumstances where appropriate information sharing protocols are in place, the authorities will take a proactive approach to data matching and the sharing of information via agreed secure mechanisms with other regulatory agencies and local authorities about businesses and individuals to help target resources and activities and to minimise duplication of enforcement activity.

Personal information will be held by enforcement agencies and will only be shared in accordance with the relevant information sharing protocol or legislation. When sharing information, a clear distinction will be made between the offender/perpetrator and the complainant/victim. Confidentiality will be maintained unless with the express agreement of the individual or in circumstances to safeguard the health and wellbeing of an individual.

Where a Primary Authority** agreement exists, the authorities will share information about businesses with that primary authority as appropriate and with other authorities when acting as a Primary Authority.

Advice and Guidance

3.11 General information, advice and guidance will be provided to make it easier for individuals and businesses to understand and meet their obligations. This will be provided promptly, in clear, concise and accessible language, using a range of appropriate formats and media. Information will cover all legal requirements relating to the councils' regulatory activities, as

Approved June 2016
Classification: OFFICIAL

Classification: OFFICIAL

well as changes to legal requirements. Where changes are of great significance, the councils will look at the best ways of informing businesses of the changes e.g. through newsletters, mail-shots or seminars.

Targeted and practical advice will be provided through personal visits, telephone and the promotion of self service via the website. The councils will try to maximise the accessibility and effectiveness of advice to ensure efficient use of resources.

When offering advice, a clear distinction between statutory requirements and advice or guidance aimed at improvements above minimum legal standards will be given. The councils will seek to provide proportionate advice, the content of which will help achieve compliance but impose the minimum burden required on the business or individual concerned. Advice will be confirmed in writing, if requested.

Where a business or individual knows they have a problem and seeks advice to remedy the situation, it will not normally trigger enforcement action. Where appropriate the councils will seek to support the remedial action to prevent future problems but reserve the right to take enforcement action in serious cases.

4. ENFORCEMENT ACTIONS

The councils are committed to delivering their statutory enforcement duties consistently although they recognise that individual circumstances may modify the action to be taken. Actions will be delivered within the framework outlined below although some discretion may be required dependent on local circumstances. All enforcement officers will receive appropriate training and supervision to support them in their application of this policy and be appropriately authorised. Investigations and formal proceedings will be undertaken in line with the Police and Criminal Evidence Act 1984 and Criminal Procedure and Investigations Act 1996, Regulation of Investigatory Powers Act 2000 and associated Codes of Practice.

Transparency

- 4.1 Information and advice will be published in plain language concerning the legislation which the councils are applying. Officers will be open about the work required, including any financial costs in complying, and consultation will take place as appropriate. Discussion will take place concerning general enforcement issues, specific compliance failures or problems with anyone who is experiencing difficulties. In addition interpretation services can be provided for anyone whose first language is not English if required.

Helpfulness

- 4.2 Officers will provide a courteous and efficient enforcement service and individual officers will identify themselves by name. A contact telephone number and an e-mail address will be provided for on-going discussions. Businesses and individuals will be actively encouraged to seek advice and information relating to the councils' enforcement role.

Proportionality

Approved June 2016
Classification: OFFICIAL

Classification: OFFICIAL

4.3 Costs of compliance are to be minimised to ensure that any actions required by the councils are proportional to the risks involved e.g. risk to public health and/or the environment and the scale, seriousness and intentionality of any non-compliance. Where the law allows, officers will take account of the circumstances of a case and the offender's attitude when considering the level of enforcement action. Except in the most serious of cases or where advice/warnings have not been heeded, the level of enforcement taken will be the minimum at which a satisfactory and timely solution is thought to be achievable.

Consistency

4.4 Consistency means taking a similar approach in similar circumstances to achieve similar ends. The aim is to achieve consistency in the advice given, the response to incidents and the ways in which statutory powers are used. Consistency does not mean simple uniformity and officers will need to take into account many variables such as the scale of the risk, the attitude and actions of those involved and history of compliance, whether positive or negative.

Decisions on enforcement action are a matter of professional judgement and officers will frequently be required to use discretion in prioritisation and in actions taken. Enforcement priorities may be determined in order to meet local circumstances or to address a specific local need. However the overarching principles in this policy will be followed at all times to maintain a consistent approach and where necessary corporate guidance will be provided. Efforts will continue in order to develop arrangements for promoting consistency including effective arrangements for liaison with neighbouring authorities and other enforcing agencies.

Some activities may require investigations by different sections of the councils or other agencies at the same time. In these circumstances activity will be co-ordinated wherever possible to maximise effectiveness in dealing with these issues and reduce legislative burden for business operating in the districts. Also enforcement intelligence and any successful actions will be shared with other enforcing authorities or agencies where appropriate, subject to statutory constraints.

5. ASSESSING APPROPRIATE ACTION

Informal Action

5.1 The councils aim to resolve the vast majority of cases informally through negotiation, discussion or advice, providing the breach is a first occurrence, does not result in a serious risk to public health, safety, amenity or the environment and the officer is confident that informal action will be effective.

Informal Action can be of one or more of the following:

- Verbal advice;
- Verbal request for action;
- Written request for action; and/or
- Written warning of formal action, if contraventions are not corrected.

Approved June 2016
Classification: OFFICIAL

Classification: OFFICIAL

Officers will clearly identify those matters that are contraventions of the law and those that are simply recommendations reflecting good practice. Recipients of informal action will be given the opportunity to discuss the requirements with the investigating officer and agree an appropriate programme of work and a suitable timetable for completion. Regular contact with the investigating officer will be encouraged.

However when informal action is not successful or not appropriate, for example Council Tax and Non-Domestic Rates debt recovery, a range of other formal enforcement actions are available. The final action will depend on any modifying or mitigating factors present and account will be taken of any national or local guidance available.

In some circumstances contraventions may not warrant any action for example where the cost of compliance outweighs the detrimental impact of the contravention on the community. A decision of no action may also be taken where formal enforcement is inappropriate in the circumstances, such as where a trader has ceased to trade. A decision to take no action will be recorded in writing and will take into account the overall implications of the contravention.

Formal Action

5.2 A range of formal actions are available to the councils which will normally be instigated where one or more of the following apply:-

- It is prescribed by law as obligatory;
- Informal approaches have failed or are not appropriate;
- The matter is of such seriousness or urgency that an informal approach is inappropriate;
- Enforcement is necessary to remedy an unsatisfactory condition relating to health, safety, amenity or the environment;
- There is a need to ensure a decision or policy of the councils is enforced.

Formal Action consists of one or more of the following:

- The service of statutory notices and orders;
- The issue of simple cautions;
- Prosecution;
- Application for injunction or Criminal Behaviour Orders;
- Debt recovery work or possession action;
- Council Tax Administrative Penalties;
- Council Tax and NNDR Recovery Processes;
- Issue of licenses, approvals or registrations;
- Issue fixed penalty notices and penalty charge notice;
- Use of other enforcement powers by officers authorised by specific legislation (e.g. detention of food, sampling of food or substances, seizure of equipment or food, prohibition of processes or activities).

For the purposes of this policy formal action includes written warnings, notices, simple cautions, fixed penalty notices, penalty charge notices, prosecutions and civil proceedings.

Written Warnings

Approved June 2016

Classification: OFFICIAL

Classification: OFFICIAL

5.3 A written warning will:-

- clearly state the nature of the problem and suggest either specific remedies or a standard to be achieved;
- state the actions which may follow if matters do not improve;
- designate a named officer as point of contact;
- clearly distinguish between a legal requirement and 'desirable standard';
- indicate any follow-up action intended (e.g. a re-visit within a specified period of time); and,
- where possible point the way to specialist advice or additional information.

Notices

5.4 Some legislation allows for the service of a statutory notice to secure compliance. The method of service of a formal notice may be specified in individual legislation and in such cases that method of service will be followed. Notices will be in the required format and contain the information required by law.

Simple Cautions

5.5 A 'Simple Caution' is one of a range of out-of-court disposals that provides an effective, swift and speedy resolution in appropriate cases. It aims to divert offenders away from Court, and to reduce the likelihood that they will offend again and is a formal mechanism that can be offered as an alternative to prosecution by the councils. The caution is offered in writing and if accepted will be administered at a formal interview. If it is not accepted then a prosecution will usually be undertaken. A simple caution is not a criminal conviction, but a record will be kept and it may be used in Court as evidence when making relevant representations to the Court on sentencing for any subsequent prosecution.

The councils can/will only issue a Simple Caution if:

- there is evidence an offender is guilty
- the offender is 18 years of age or over
- the offender admits they committed the crime
- the offender agrees to be given a caution – if the offender does not accept the Caution, then a prosecution will generally be undertaken

When deciding whether to offer a Simple Caution, the following factors may be considered:

- The offence is relatively minor and any Court sentence is likely to be minimal
- The loss to public funds is small
- Any alternative penalty appropriate to the alleged offence is considered unsuitable
- Whether the offender has any unspent previous convictions, cautions or administrative penalties
- Relevant guidance issued by the Home Office, the Crown Prosecution Service or other national agencies

Fixed Penalty Notices/Penalty Charge Notices

Approved June 2016

Classification: OFFICIAL

Classification: OFFICIAL

5.6 Some legislation allows for Fixed Penalty Notices (FPN) or Penalty Charge Notices (PCN) to be issued against someone who has committed a specific offence. These offer the individual the opportunity not to be prosecuted for that offence by payment of a penalty set out in the relevant legislation. No further legal proceedings will be taken by the councils for the offence if the individual pays the penalty within the required time period set out in the notice. The individual will be liable to prosecution for the offence if the penalty is not paid within the required time period.

Prosecution

5.7 The decision to prosecute is not taken lightly. Each case is unique and will be processed according to its own merits. There is no suggestion that prosecution will automatically follow the discovery of an alleged offence. The decision whether to prosecute will be kept under review.

The other formal actions detailed above may be taken in addition to or as an alternative to prosecution if considered to be an appropriate sanction.

Before a decision to prosecute is taken the case must satisfy the evidential test. This means there must be enough evidence to provide a "realistic prospect of conviction". If this is satisfied, then the public interest test is applied in accordance with the Code for Crown Prosecutors.

In appropriate cases an application under the Proceeds of Crime Act 2002 may be made to the Court to restrain and/or confiscate the assets of an offender. The recovery of costs incurred as a consequence of legal action will be applied for where appropriate. Similarly, where appropriate, an application for a Criminal Behaviour Order will be made under the Anti-social Behaviour, Crime and Policing Act 2014.

Officers undertake enforcement on behalf of the public at large and not just in the interests of any particular individual or group. When determining the public interest test, the consequences of the decision whether or not and how to take enforcement action on those affected by the offence and any views expressed by those affected, will be considered.

In dealing with minors (less than 18 years of age) officers will consider the age of the offender in deciding whether it is in the public interest to prosecute. However prosecution will not be avoided simply because of the defendant's age. The seriousness of the offence or examination of past behaviour is equally important.

Cases involving minors are usually only referred for prosecution if the young person has already received a reprimand and final warning, unless the offence is so serious that neither of these were appropriate or he/she does not admit committing the offence. Reprimands and final warnings are intended to prevent re-offending. Further offences indicate that attempts to keep the young person out of the court system have proven ineffective. In such cases the public interest test may require prosecution.

The Code for Crown Prosecutors will also be followed for:-

Approved June 2016
Classification: OFFICIAL

Classification: OFFICIAL

- Accepting guilty pleas; and,
- Re-starting a prosecution.

Civil Proceedings

5.8 Civil proceedings cover a variety of actions including applications for Injunctions, debt recovery or possession actions. In deciding to begin civil proceedings the councils will consider the evidence available and the range of enforcement options that are available to us in each case.

The councils must be satisfied there is enough usable evidence for the case to succeed on the civil standard of proof (namely on the balance of probabilities) and that proceedings are expedient for the promotion or protection of the interest of the councils and the residents of their areas. Once these points have been satisfied and there is sufficient evidence for a case to proceed consideration may be given to the following options:

- the possibilities for the matter to be remedied without further action;
- the likelihood of the Defendant having the means to meet the claim, e.g. a debtor having the means to pay;
- the length of time between the events giving rise to the case and the decision to take legal action;
- the nature of the Defendant (their age, health, etc.); and
- the consequences of the matter for the councils (e.g. the size of the debt).

Having considered the above and having decided to proceed with some form of formal action, the councils will consider what civil remedy to use.

6. MONITORING

The councils are committed to making sure its Enforcement Policy is effective. The councils welcome information from businesses, regulated bodies and residents should they believe that officers have not acted in accordance with the Policy and its supporting standards.

Comments, Compliments or Complaints

If an individual or business is unhappy with the outcome of enforcement proceedings taken by the councils, then immediate independent legal advice should be sought. If the concern is with the way in which the councils have handled their case, then the councils have a formal complaints procedure, which can be used.

The procedure is published on the website at www.chiltern.gov.uk or www.southbucks.gov.uk

Footnote **

Regardless of its size, a business operating across council boundaries can form a **primary authority partnership** with a single local authority in relation to regulatory compliance. These partnerships can cover environmental health and trading standards legislation, or specific functions such as food safety or petroleum licensing.

Approved June 2016
Classification: OFFICIAL

Classification: OFFICIAL

Businesses should be able to rely on the environmental health, licensing and trading standards advice received from local authorities, in the knowledge that it is expert opinion and a secure basis for investment and operational decisions. Primary Authority addresses inconsistency and delivers assured advice for other councils to take into account when carrying out inspections or dealing with non-compliance.

DRAFT

Approved June 2016
Classification: OFFICIAL



Department
for Business
Innovation & Skills

Better
Regulation
Delivery Office

Regulators' Code

April 2014

Foreword



In the Autumn Statement 2012 Government announced that it would introduce a package of measures to improve the way regulation is delivered at the frontline such as the Focus on Enforcement review of appeals, the proposed Growth Duty for non-economic regulators and the Accountability for Regulator Impact measure.

This Government is committed to reducing regulatory burdens and supporting compliant business growth through the development of an open and constructive relationship between regulators and those they regulate. The Regulators' Code provides a flexible, principles based framework for regulatory delivery that supports and enables regulators to design their service and enforcement policies in a manner that best suits the needs of businesses and other regulated entities.

Our expectation is that by clarifying the provisions contained in the previous Regulators' Compliance Code, in a shorter and accessible format, regulators and those they regulate will have a clear understanding of the services that can be expected and will feel able to challenge if these are not being fulfilled.

Regulators within scope of the Regulators' Code are diverse but they share a common primary purpose – to regulate for the protection of the vulnerable, the environment, social or other objective. This Code does not detract from these core purposes but seeks to promote proportionate, consistent and targeted regulatory activity through the development of transparent and effective dialogue and understanding between regulators and those they regulate.

I believe the Regulators' Code will support a positive shift in how regulation is delivered by setting clear expectations and promising open dialogue. Ultimately this will give businesses greater confidence to invest and grow.

A handwritten signature in black ink that reads "Michael Fallon". The signature is written in a cursive style with a horizontal line underneath the name.

Michael Fallon
Minister of State for Business and Enterprise
Department for Business, Innovation and Skills

Regulators' Code

This Code was laid before Parliament in accordance with section 23 of the Legislative and Regulatory Reform Act 2006 ("the Act"). Regulators whose functions are specified by order under section 24(2) of the Act **must** have regard to the Code when developing policies and operational procedures that guide their regulatory activities. Regulators must equally have regard to the Code when setting standards or giving guidance which will guide the regulatory activities of other regulators. If a regulator concludes, on the basis of material evidence, that a specific provision of the Code is either not applicable or is outweighed by another relevant consideration, the regulator is not bound to follow that provision, but should record that decision and the reasons for it.

1. Regulators should carry out their activities in a way that supports those they regulate to comply and grow

1.1 Regulators should avoid imposing unnecessary regulatory burdens through their regulatory activities¹ and should assess whether similar social, environmental and economic outcomes could be achieved by less burdensome means. Regulators should choose proportionate approaches to those they regulate, based on relevant factors including, for example, business size and capacity.

1.2 When designing and reviewing policies, operational procedures and practices, regulators should consider how they might support or enable economic growth for compliant businesses and other regulated entities², for example, by considering how they can best:

- understand and minimise negative economic impacts of their regulatory activities;
- minimising the costs of compliance for those they regulate;
- improve confidence in compliance for those they regulate, by providing greater certainty; and
- encourage and promote compliance.

1.3 Regulators should ensure that their officers have the necessary knowledge and skills to support those they regulate, including having an understanding of those they regulate that enables them to choose proportionate and effective approaches.

1.4 Regulators should ensure that their officers understand the statutory principles of good regulation³ and of this Code, and how the regulator delivers its activities in accordance with them.

2. Regulators should provide simple and straightforward ways to engage with those they regulate and hear their views

2.1 Regulators should have mechanisms in place to engage those they regulate, citizens and others to offer views and contribute to the development of their policies and service standards. Before changing policies, practices or service standards, regulators should consider the impact on business and engage with business representatives.

¹ The term 'regulatory activities' refers to the whole range of regulatory options and interventions available to regulators.

² The terms 'business or businesses' is used throughout this document to refer to businesses and other regulated entities.

³ The statutory principles of good regulation can be viewed in Part 2 (21) on page 12: http://www.legislation.gov.uk/ukpga/2006/51/pdfs/ukpga_20060051_en.pdf.

- 2.2 In responding to non-compliance that they identify, regulators should clearly explain what the non-compliant item or activity is, the advice being given, actions required or decisions taken, and the reasons for these. Regulators should provide an opportunity for dialogue in relation to the advice, requirements or decisions, with a view to ensuring that they are acting in a way that is proportionate and consistent.

This paragraph does not apply where the regulator can demonstrate that immediate enforcement action is required to prevent or respond to a serious breach or where providing such an opportunity would be likely to defeat the purpose of the proposed enforcement action.

- 2.3 Regulators should provide an impartial and clearly explained route to appeal against a regulatory decision or a failure to act in accordance with this Code. Individual officers of the regulator who took the decision or action against which the appeal is being made should not be involved in considering the appeal. This route to appeal should be publicised to those who are regulated.
- 2.4 Regulators should provide a timely explanation in writing of any right to representation or right to appeal. This explanation should be in plain language and include practical information on the process involved.
- 2.5 Regulators should make available to those they regulate, clearly explained complaints procedures, allowing them to easily make a complaint about the conduct of the regulator.
- 2.6 Regulators should have a range of mechanisms to enable and regularly invite, receive and take on board customer feedback, including, for example, through customer satisfaction surveys of those they regulate⁴.

3. Regulators should base their regulatory activities on risk

- 3.1 Regulators should take an evidence based approach to determining the priority risks in their area of responsibility, and should allocate resources where they would be most effective in addressing those priority risks.
- 3.2 Regulators should consider risk at every stage of their decision-making processes, including choosing the most appropriate type of intervention or way of working with those regulated; targeting checks on compliance; and when taking enforcement action.
- 3.3 Regulators designing a risk assessment framework⁵, for their own use or for use by others, should have mechanisms in place to consult on the design with those affected, and to review it regularly.
- 3.4 Regulators, in making their assessment of risk, should recognise the compliance record of those they regulate, including using earned recognition approaches and should consider all available and relevant data on compliance, including evidence of relevant external verification.
- 3.5 Regulators should review the effectiveness of their chosen regulatory activities in delivering the desired outcomes and make any necessary adjustments accordingly.

⁴ The Government will discuss with national regulators a common approach to surveys to support benchmarking of their performance.

⁵ The term 'risk assessment framework' encompasses any model, scheme, methodology or risk rating approach that is used to inform risk-based targeting of regulatory activities in relation to individual businesses or other regulated entities.

4. Regulators should share information about compliance and risk

- 4.1 Regulators should collectively follow the principle of “collect once, use many times” when requesting information from those they regulate.
- 4.2 When the law allows, regulators should agree secure mechanisms to share information with each other about businesses and other bodies they regulate, to help target resources and activities and minimise duplication.

5. Regulators should ensure clear information, guidance and advice is available to help those they regulate meet their responsibilities to comply

- 5.1 Regulators should provide advice and guidance that is focused on assisting those they regulate to understand and meet their responsibilities. When providing advice and guidance, legal requirements should be distinguished from suggested good practice and the impact of the advice or guidance should be considered so that it does not impose unnecessary burdens in itself.
- 5.2 Regulators should publish guidance, and information in a clear, accessible, concise format, using media appropriate to the target audience and written in plain language for the audience.
- 5.3 Regulators should have mechanisms in place to consult those they regulate in relation to the guidance they produce to ensure that it meets their needs.
- 5.4 Regulators should seek to create an environment in which those they regulate have confidence in the advice they receive and feel able to seek advice without fear of triggering enforcement action.
- 5.5 In responding to requests for advice, a regulator's primary concerns should be to provide the advice necessary to support compliance, and to ensure that the advice can be relied on.
- 5.6 Regulators should have mechanisms to work collaboratively to assist those regulated by more than one regulator. Regulators should consider advice provided by other regulators and, where there is disagreement about the advice provided, this should be discussed with the other regulator to reach agreement.

6. Regulators should ensure that their approach to their regulatory activities is transparent

- 6.1 Regulators should publish a set of clear service standards, setting out what those they regulate should expect from them.
- 6.2 Regulators' published service standards should include clear information on:
 - a) how they communicate with those they regulate and how they can be contacted;
 - b) their approach to providing information, guidance and advice;
 - c) their approach to checks on compliance⁶, including details of the risk assessment framework used to target those checks as well as protocols for their conduct, clearly setting out what those they regulate should expect;

⁶ Including inspections, audit, monitoring and sampling visits, and test purchases.

- d) their enforcement policy, explaining how they respond to non-compliance;
 - e) their fees and charges, if any. This information should clearly explain the basis on which these are calculated, and should include an explanation of whether compliance will affect fees and charges; and
 - f) how to comment or complain about the service provided and routes to appeal.
- 6.3 Information published to meet the provisions of this Code should be easily accessible, including being available at a single point⁷ on the regulator's website that is clearly signposted, and it should be kept up to date.
- 6.4 Regulators should have mechanisms in place to ensure that their officers act in accordance with their published service standards, including their enforcement policy.
- 6.5 Regulators should publish, on a regular basis, details of their performance against their service standards, including feedback received from those they regulate, such as customer satisfaction surveys, and data relating to complaints about them and appeals against their decisions.

⁷ This requirement may be satisfied by providing a single web page that includes links to information published elsewhere.

Monitoring the effectiveness of the Regulators' Code

The Government is committed to making sure the Regulators' Code is effective. To make sure that the Code is being used effectively, we want businesses, regulated bodies and citizens to challenge regulators who they believe are not acting in accordance with their published policies and standards. It is in the wider public interest that regulators are transparent and proportionate in their approaches to regulation.

The Government will monitor published policies and standards of regulators subject to the Regulators' Code, and will challenge regulators where there is evidence that policies and standards are not in line with the Code or are not followed.

© Crown copyright 2014

You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. Visit www.nationalarchives.gov.uk/doc/open-government-licence, write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email psi@nationalarchives.gsi.gov.uk.

This publication is also available on our website at:
<https://www.gov.uk/government/publications/regulators-code>

Any enquiries regarding this publication should be sent to:

Better Regulation Delivery Office
Department for Business, Innovation and Skills
Lower Ground Floor
Victoria Square House
Victoria Square
Birmingham B2 4AJ

Tel: 0121 345 1200

If you require this publication in an alternative format, email brdo.enquiries@bis.gsi.gov.uk or call 0121 345 1200.

URN: BRDO/14/705

SUBJECT:	<i>Introduction of Public Spaces Protection Orders (PSPOs)</i>
REPORT OF:	<i>Councillor Liz Walsh - Cabinet Member for Community, Health & Housing</i>
RESPONSIBLE OFFICER	<i>Martin Holt, Head of Healthy Communities</i>
REPORT AUTHOR	<i>Caroline Saunders. Community Safety Officer, 01494 732089, csaunders@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

To propose the introduction of a Public Spaces Protection Order (PSPO) for Chiltern.

RECOMMENDATIONS

1. That the current designated dog fouling areas are kept as they currently are for now while further consultation takes place towards the introduction of a new Public Spaces Protection Order (PSPO).
2. That further evidence be gathered to support the introduction of a PSPO including the following dog control measures across the whole district, whereby the following actions mean an offence is committed:
 - a- If a person in charge of a dog fails to clean up its faeces.
 - b- To fail to put a dog on a lead when directed to do so by an authorised officer.
 - c- To allow a dog into enclosed children's playgrounds.
3. To agree implementation of a new PSPO to include alcohol restrictions which provide Police with powers to require any person to stop drinking and surrender alcohol if they are causing or likely to cause anti-social behaviour (ASB) in the following areas:
 - a- Chesham Cemetery
 - b- Chesham Town Centre High Street and Meades Water Garden
 - c- Amersham-on-the-Hill and Old Amersham
 - d- Seer Green
 - e- Land at Roundwood Road and Station Forecourt, Amersham
4. To agree that the new PSPO will include restrictions, as detailed in the report, on people and misuse of highways and vehicle in the following carparks:
 - a- Multi-Storey Carpark on King George V Road, Amersham
 - b- Library Carpark on King George V Road, Amersham
 - c- Chiltern Pools carpark on Chiltern Avenue, Amersham
 - d- Sycamore Rd Carpark, Rickmansworth Road, Amersham
 - e- Watermeadow Carpark, Weylands Ct, Germain St, Chesham
 - f- Staryard Carpark, Chesham
 - g- Link Rd & Buryfields Carpark, Link Road, Great Missenden
 - h- Co-op carpark, High Street, Prestwood

- 5. To set the Fixed Penalty Notice (FPN) fine at £100.**
- 6. That once this report has gone through this initial Cabinet cycle, that delegated authority be given to the Head of Healthy Communities in conjunction with the Head of Legal to publish appropriate PSPOs as a result of evidence being obtained and make amendments to any PSPOs as necessary.**

Cabinet to consider the advice of the Portfolio Holder and any comments arising from the PAG.

2. Executive Summary

Public Spaces Protection Orders (PSPOs) are one of a number of new powers introduced by the Anti-Social Behaviour, Crime and Policing Act 2014. They are designed to stop individuals or groups committing anti-social behaviour in a public space which is having or is likely to have a detrimental effect on the quality of life of people in the area.

There are currently a number of designated dog fouling areas across the district and five Designated Public Place Orders (DPPOs) with alcohol restrictions. It is proposed that the current designated dog fouling areas are kept as they currently are for now while further consultation takes place towards the introduction of a new PSPO. It is also proposed that the current DPPOs are replaced by the introduction of one new PSPO, which will also include restrictions on people and highways and vehicle misuse in a number of car parks.

3. Reasons for Recommendations

When Public Spaces Protection Orders (PSPOs) were introduced by the Anti-Social Behaviour, Crime and Policing Act 2014, Councils were granted three years to remove any current Designated Public Place Orders (DPPOs) or they will automatically become PSPOs in October 2017.

Using the new PSPO powers to replace current powers for dog fouling and alcohol restrictions will mean standardised fines of £100 can be introduced. Dog control measures will be made easier to understand as they will apply across the whole district. At present we only have the offence of dog fouling. Introducing a PSPO allows us to add new dog control measures against failing to put a dog on a lead when directed to do so by an authorised officer and allowing a dog into enclosed children's playgrounds. We can also use this opportunity to add anti-social behaviour restrictions to a number of car parks that were the location of a number of anti-social behaviour incidents.

4. Content of Report

Public Spaces Protection Orders (PSPOs) are one of a number of new powers introduced by the Anti-Social Behaviour, Crime and Policing Act 2014. They are designed to stop individuals or groups committing anti-social behaviour in a public space which is having or is likely to have a detrimental effect on the quality of life of people in the area.

A number of recommendations have been made as a result of the research into the proposed PSPO. The behaviour being restricted has to meet a test which is designed to be broad and

focus on the impact anti-social behaviour is having on victims and communities. A PSPO can be made by the council if we are satisfied on reasonable grounds that the activities carried out, or likely to be carried out, in a public space:

- have had, or are likely to have, a detrimental effect on the quality of life of those in the locality;
- is, or is likely to be, persistent or continuing in nature;
- is, or is likely to be, unreasonable; and
- justifies the restrictions imposed.

We have made recommendations that the current DPPOs are included and some new restrictions in car parks are added. At present we have broad support for all of the proposed dog control restrictions but in order to meet the above test, further evidence is required to support their introduction.

Current Orders

There are currently a number of designated dog fouling areas across the district that were put in place 13 or more years ago. Please see appendix 2 for the full list and all available orders and maps. The current restrictions fall under the Dogs Fouling of Land Act, under which restrictions do not apply to carriageways above 40mph, agricultural land, woodland or common land. The PSPO however, will apply to all land to which the public has access.

There are also currently five Designated Public Place Orders (DPPOs) with alcohol restrictions that were put in place 10 or more years ago. Please see appendix 3 for the orders and maps:

- a) Chesham Cemetery
- b) Chesham Town Centre High Street and Water Gardens
- c) Amersham-on-the-Hill and Old Amersham
- d) Seer Green
- e) Land at Roundwood Road and Station Forecourt, Amersham

It is proposed that the current designated dog fouling areas are kept as they currently are for now while further consultation takes place towards the introduction of a new PSPO to cover additional dog control measures. It is also proposed that the current DPPOs are replaced by the introduction of one new PSPO, which will also include restrictions on people and highways and vehicle misuse in a number of car parks.

Dog control measures

During consultation, broad support was given to including all of the proposed dog control measures across the whole district.

It is proposed that support is given to continue the process and gather further evidence to back the introduction of a PSPO including the following dog control measures across the whole district, whereby the following actions mean an offence is committed:

- a) If a person in charge of a dog fails to clean up its faeces.
- b) To fail to put a dog on a lead when directed to do so by an authorised officer.
- c) To allow a dog into enclosed children's playgrounds.

Alcohol restrictions

During consultation, support was given to including alcohol restrictions in all of the current Designated Public Place Order (DPPO) areas.

It is proposed to implement a new PSPO to include alcohol restrictions which provide Police with powers to require any person to stop drinking and surrender alcohol if they are causing or likely to cause anti-social behaviour (ASB) in the following areas:

- a) Chesham Cemetery
- b) Chesham Town Centre High Street and Meades Water Garden
- c) Amersham-on-the-Hill and Old Amersham
- d) Seer Green
- e) Land at Roundwood Road and Station Forecourt, Amersham

Carpark restrictions

A request was received from Thames Valley Police that the new PSPO includes restrictions on people and highways and vehicle misuse in the following carparks:

- a) Multi-Storey Carpark on King George V Road, Amersham
- b) Library Carpark on King George V Road, Amersham
- c) Chiltern Pools carpark on Chiltern Avenue, Amersham
- d) Sycamore Rd Carpark, Rickmansworth Road, Amersham
- e) Watermeadow Carpark, Weylands Ct, Germain St, Chesham
- f) Staryard Carpark, Chesham
- g) Link Rd & Buryfields Carpark, Link Road, Great Missenden
- h) Co-op carpark, High Street, Prestwood

Thames Valley Police are seeking the following restrictions in the above carparks:

Prohibition Highway and Vehicle misuse

A prohibition from performing the following activities, being a driver of, or being carried in (or on), a motor vehicle within the specified area and

- a) Revving of engine(s);
- b) Speeding;
- c) Sudden or rapid acceleration;
- d) Driving in convoy;
- e) Racing;
- f) Leaving the engine of a stationary motor vehicle to run idle (as to cause a public nuisance);
- g) Performing stunts;
- h) Sounding horns (as to cause a public nuisance);
- i) Playing music (as to cause a public nuisance);
- j) Causing obstruction on a public highway, whether moving or stationary,

Which causes or is capable of causing, any of the following consequences:

- i) Excessive noise;
- ii) Danger or risk of injury to road users (including pedestrians);

- iii) Damage or significant risk of damage to property;
- iv) Risk of harm;
- v) Public nuisance; or
- vi) Annoyance to the public.

Prohibitions Persons:

Prohibited from within the specified area and:

- a) Using threatening, intimidating behaviour towards another person
- b) Using foul and abusive language.
- c) Gathering / loitering in groups of two or more persons without reasonable purpose.

Which causes or is capable of causing, any of the following consequences:

- i) Excessive noise;
- ii) Risk of harm;
- iii) Public nuisance; or
- iv) Annoyance to the public.

Evidence was submitted in the form of police reports of anti-social behaviour from individuals and anti-social use of vehicles in the car parks mentioned above (please see appendix 4 for the evidence). The Community Safety Team is satisfied that the test has been successfully passed for us to consider these additional restrictions as part of the PSPO.

Fixed Penalty Notices (FPNs)

It is proposed to set the Fixed Penalty Notice (FPN) fine at the maximum amount of £100 for any offence committed under the PSPO.

5. Consultation

4 weeks of consultation were carried out across Chiltern between 17th April and 14th May 2017. An email was sent containing a link to a SmartSurvey consultation, inviting opinions on the proposed introduction of the PSPO. The email was sent out to all Town & Parish Councils, District and County Councillors, Community Associations, Sports Clubs, Animal Associations (RSPCA, Dogs Trust, Kennel Club) and other interested parties (Highways, City of London Corporation, Housing Associations, Country Parks, Friends of Chesham Cemetery, and relevant internal departments at Chiltern District Council). A link was also put on the main Chiltern website and Intranet. In total 171 responses were received with a mixture of multiple choice answers and free text, used to gain more understanding of the reasons behind respondents' answers.

The following results emerged from the consultation and have been taken into consideration in the recommendations:

- The current dog fouling measures were overwhelmingly supported by 98% of respondents, however although support was received there was not much evidence submitted to back it up.
- All additional proposed dog control measures were also supported with between 84% and 90% of respondents saying yes to them.

- These include district-wide powers for dealing with dog fouling (90%), putting a dog on a lead upon request (90%), exclusion from children's playgrounds (88%) and needing to be able to produce a means to pick up after your dog (84%).
- Comments received also gave suggested a desire for sports fields and pitches to also be areas where dog are excluded, which would make enforcement more difficult as they form part of other public open spaces and are often not enclosed. We would also have to ensure there are alternative areas for dogs to be exercised.
- Between 66% and 78% of respondents supported retaining all of the current DPPOs. The majority of the rest of respondents chose 'don't know', and cited that they were unfamiliar with the areas concerned.

We also received some advice from the Dogs Trust and the Kennel Club which supports the dog control options that we are proposing:

- The Dogs Trust consider 'scooping the poop' to be an integral element of responsible dog ownership and would fully support a well-implemented order on fouling. This view was also given by the Kennel Club.
- The Dogs Trust accepts that there are some areas where it is desirable that dogs should be excluded, such as children's play areas, however they would recommend that exclusion areas are kept to a minimum and that, for enforcement reasons, they are restricted to enclosed areas. This view was also given by the Kennel Club.
- The Dogs Trust enthusiastically support Dogs on Leads by Direction orders (for dogs that are considered to be out of control or causing alarm or distress to members of the public to be put on and kept on a lead when directed to do so by an authorised official). They consider that this order is by far the most useful, other than the fouling order, because it allows enforcement officers to target the owners of dogs that are allowing them to cause a nuisance without restricting the responsible owner and their dog. This view was also given by the Kennel Club.
- However, the Kennel Club has concerns over proposals to introduce an offence of not having the means to pick up. Responsible owners will usually have dog waste bags or other means to clear up after their pets but they do have some concerns, for example if dog owners are approached at the end of a walk and have already used the bags that they have taken out for their own dog, or given a spare bag to someone who has run out. If the Council proceeds to introduce such a measure it is essential it provides greater clarity to dog walkers on how to comply with the Order. The Dogs Trust did not comment on this proposal. We have removed this option from our proposals.

6. Options

The cabinet member could decide to implement the PSPO with alcohol and car park restrictions and to support keeping the current situation as regards to dog fouling and support further evidence being obtained towards the introductions of a new district-wide PSPO. . This is the preferred option as it allows us to transfer the current DPPOs and add all of the car park restriction. It also allows us to gather more evidence to support the test for the dog control measures and later if sufficient evidence is obtained, to replace the current measures with new district-wide measures. The fine for breach will be set at a universal amount of £100.

The cabinet member could decide to implement only some of the recommendations. However, it would mean that we would be unable to enforce the full range of anti-social behaviour identified.

The cabinet member could decide not to implement the PSPO. However, we would then need to officially remove the five current DPPOs, as they will automatically become PSPOs in October if we take no action. We would not be able to enforce any of the other types of anti-social behaviour identified. However, we would still be able to enforce dog fouling in the existing designated areas.

7. Corporate Implications

- 3.1 Financial: There are financial implications in setting up the PSPO, not expected to surpass £3,000 depending on the amount of signs required. Signs will have to be erected in areas with specific restrictions. We can make use of existing dog control signage as it is very general in nature. Costs will be met from existing resources. If FPNs are issued then there may be a small amount of income received.
- 3.2 Legal: We need ensure that the orders are written correctly and that they meet the rules.
- 3.3 Crime and Disorder: The PSPO should deter anti-social behaviour from taking place and will enable us to enforce the restrictions.
- 3.4 Environmental Issues: The PSPO should discourage dog fouling which will make the environment safer and more appealing.
- 3.5 Partnership: We have consulted with our partners and the recommendations have been supported and/or come from suggestions from our partners.

8. Links to Council Policy Objectives

We will deliver cost effective, customer focused services

Listen to our customers

- Consult with you on key issues and respond to results

We will work towards safe, healthy and cohesive communities

Improve community safety

- Work with partners to reduce crime and antisocial behaviour and to improve community safety

We will strive to conserve the environment and promote sustainability

Promote sustainability

- Promote a healthy, sustainable and safe built environment

9. Next Step

If authority is given we will start the process of further consultation with Town and Parish Councils and the Police to gather more evidence regarding dog fouling. We will also consult with the public about the alcohol and car park restrictions we have chosen to go ahead with and will start drafting that PSPO to be published before October 2017.

If sufficient evidence is gathered for our dog control measures, at a later date we will start drafting that PSPO.

Anyone who lives in, or regularly works in or visits the area can appeal a PSPO in the High Court within six weeks of issue.

10. Appendices

Appendix 1 – Consultation and results

Appendix 2 – Current designated dog fouling areas list and all available orders and maps.








Appendix 3 – Current designated Public Place Orders (DPPOs) orders and map





Appendix 4 - Chiltern carparks evidence from Police

Chiltern and South Bucks Public Spaces Protection Orders (PSPOs)

1. Introduction




2. About you




1. Are you a ... (Please select all that apply)							Response Percent	Response Total
1	resident of Chiltern/South Bucks						80.70%	138
2	visitor to Chiltern/South Bucks						2.92%	5
3	business owner/employee						4.09%	7
4	Chiltern/South Bucks District Council member of staff						2.34%	4
5	Town/Parish, District or County Councillor						21.05%	36
6	representative of an organisation or local community group						12.87%	22
7	Other (please specify):						5.26%	9
Analysis	Mean:	3.27	Std. Deviation:	2.56	Satisfaction Rate:	33.04	answered	171
	Variance:	6.55	Std. Error:	0.2			skipped	0
Other (please specify): (9)								
1	18/04/17 9:39AM ID: 55916861	live ob the border						
2	18/04/17 10:04AM ID: 55918725	Priory est council Tennant						
3	18/04/17 4:35PM ID: 55950367	Resident						
4	18/04/17 6:01PM ID: 55963592	Employee in south bucks						
5	21/04/17 8:13AM ID: 56164421	police						
6	24/04/17 7:52AM ID: 56333205	Police Officer						
7	24/04/17 8:15PM ID: 56390657	Amersham Town Council						
8	02/05/17 5:12PM ID: 56865499	volunteer in local environment groups						
9	03/05/17 12:52PM ID: 56916705	Gerrards Cross Town Council						




2. Where do you live (or which is your nearest town/village)?							Response Percent	Response Total
1	Amersham						5.85%	10
2	Beaconsfield						1.75%	3
3	Burnham						31.58%	54
4	Chalfont St Giles						6.43%	11




2. Where do you live (or which is your nearest town/village)?						Response Percent	Response Total	
5	Chalfont St Peter					4.09%	7	
6	Chesham					11.11%	19	
7	Chesham Bois					0.00%	0	
8	Denham					1.17%	2	
9	Farnham Common					1.75%	3	
10	Farnham Royal					0.00%	0	
11	Gerrards Cross					0.58%	1	
12	Great Missenden					21.05%	36	
13	Holmer Green					2.34%	4	
14	Iver					4.68%	8	
15	Jordans					0.00%	0	
16	Little Chalfont					1.17%	2	
17	Stoke Poges					0.58%	1	
18	Outside of the districts					4.09%	7	
19	I would rather not say					1.75%	3	
Analysis	Mean:	7.33	Std. Deviation:	5.09	Satisfaction Rate:	35.15	answered	171
	Variance:	25.93	Std. Error:	0.39			skipped	0

3. Dog Control

3. Would you like to see the continuation of the existing power which makes it an offence if a person in charge of a dog fails to clean up its faeces?							Response Percent	Response Total
1	Yes						98.25%	168
2	No						0.00%	0
3	Don't know						1.75%	3
Analysis	Mean:	1.04	Std. Deviation:	0.26	Satisfaction Rate:	1.75	answered	171
	Variance:	0.07	Std. Error:	0.02			skipped	0

4. Would you like to see the extension of these powers to cover the whole of each district?(With the exception of Burnham Beeches in South Bucks which will be covered by a City of London Corporation PSPO)							Response Percent	Response Total
1	Yes						90.06%	154
2	No						7.02%	12
3	Don't know						2.92%	5
Analysis	Mean:	1.13	Std. Deviation:	0.41	Satisfaction Rate:	6.43	answered	171
	Variance:	0.17	Std. Error:	0.03			skipped	0

5. Do you support the inclusion of the power that makes it an offence to fail to put a dog on a lead when directed to do so by an authorised officer?							Response Percent	Response Total
1	Yes						90.06%	154
2	No						4.68%	8
3	Don't know						5.26%	9
Analysis	Mean:	1.15	Std. Deviation:	0.48	Satisfaction Rate:	7.6	answered	171
	Variance:	0.23	Std. Error:	0.04			skipped	0

6. Do you support the inclusion of the power that makes it an offence to allow a dog into enclosed children's playgrounds?							Response Percent	Response Total
1	Yes						88.30%	151
2	No						9.36%	16
3	Don't know						2.34%	4
Analysis	Mean:	1.14	Std. Deviation:	0.41	Satisfaction Rate:	7.02	answered	171
	Variance:	0.17	Std. Error:	0.03			skipped	0

7. Are there any other types of land or specific areas you would like to be included? (Any areas should be enclosed and there should be facilities for dogs to be exercised elsewhere).			Response Percent	Response Total
1	Open-Ended Question		100.00%	47
1	17/04/17 1:07PM ID: 55880554	All playing fields i.e. Rugby, Football and Cricket pitches		
2	17/04/17 6:54PM ID: 55892570	Play areas in Denham.refer to Parish council for locations		
3	17/04/17 11:04PM ID: 55902324	I would like Wexham to be included into the restricted areas, as you don't seem to know we exist and are not on your list of areas where people live!!!		
4	18/04/17 8:09AM ID: 55911609	Burnham Parish Council owned land including Burnham Park, St Peter's Playground, the Stomping Ground, Hag Hill Playground, and the George Pitcher Memorial Ground.		
5	18/04/17 8:11AM ID: 55911875	Cemeteries		
6	18/04/17 8:34AM ID: 55912534	Compulsory for dogs to be on leads on the pavements of public roads & in front of burnham park hall.		
7	18/04/17 8:58AM ID: 55913404	The lakeside field at Langley Park.		
8	18/04/17 8:59AM ID: 55913923	Public parks if not already included Public pavements and oibkic footpaths		
9	18/04/17 9:10AM ID: 55914767	Car parks		
10	18/04/17 10:22AM ID: 55918493	Stomp pay area for children and Hag Hill play area There should be areas that dog's can be exercised safely as long as they are under control		
11	18/04/17 10:29AM ID: 55917491	All sport and all recreational grounds, dogs to be kept on leads at all times.		
12	18/04/17 12:45PM ID: 55930465	All footpaths and pavements (it is not clear if these are included already).		
13	18/04/17 1:07PM ID: 55932181	School grounds		
14	18/04/17 1:28PM ID: 55924938	All should be included		
15	18/04/17 2:44PM ID: 55939695	No		
16	18/04/17 6:03PM ID: 55960665	I think less areas should be included. Playing fields, foot paths, pavements, children's play grounds, mown areas in parks, these need to be the priority to be kept dog poo free. Present measures fail to keep these area free of dog mess as it is.		
17	18/04/17 6:15PM ID: 55964564	sports grounds, recreational grounds, street scene in areas with speed limit 40mph or less		
18	18/04/17 6:28PM ID: 55964952	No.		
19	18/04/17 8:37PM ID: 55975311	Dogs should be on a lead when walking on the pavement		
20	18/04/17 9:06PM ID: 55978065	Football pitches/sports grounds		
21	19/04/17 11:25AM ID: 56037229	Re 5 above: "Authorised officer" should also include the land owner when public footpaths cross farm land - particularly when they contain livestock		

7. Are there any other types of land or specific areas you would like to be included? (Any areas should be enclosed and there should be facilities for dogs to be exercised elsewhere).			Response Percent	Response Total
22	19/04/17 6:25PM ID: 56070460	Dogs should be excluded from public areas that are recognised play areas ie football pitches and cricket pitches.		
23	19/04/17 6:58PM ID: 56072443	Sports fields and pitches		
24	20/04/17 1:16AM ID: 56087650	Not aware of any. Imagine Pedestrianised areas and pavements are included		
25	20/04/17 12:03PM ID: 56113286	Pub play areas		
26	20/04/17 4:35PM ID: 56134141	Hervines Park and King George V Field		
27	20/04/17 5:34PM ID: 56137948	New rules should be made where Dogs should be on leads in ALL areas apart from specially designated excersise areas		
28	20/04/17 7:29PM ID: 56144753	Local pitches and playing fields		
29	22/04/17 6:51AM ID: 56245522	Hodgemore woods needs a poo bin in the picnic area.		
30	22/04/17 8:13AM ID: 56248847	Dogs shouldn't be allowed into the parks at all there r children there that do not like dogs it's very upsetting, and I do mean the whole park in Chalfont st giles		
31	24/04/17 3:57PM ID: 56373330	FOOTBALL/RUGBY /CRICKET PITCHES		
32	24/04/17 6:33PM ID: 56385661	no		
33	24/04/17 8:15PM ID: 56390657	Clearly marked pathways were people are expected to be walking.		
34	25/04/17 6:59PM ID: 56459376	No.		
35	25/04/17 10:04PM ID: 56469222	no		
36	26/04/17 9:45PM ID: 56531893	I think dogs should not be allowed on playing fields eg football pitches.		
37	30/04/17 7:37PM ID: 56772329	Dog owners should clean up their dogs' faeces wherever it is visible, on or near footpaths, streets, roads or any public areas. At the same time there should be sufficient dog poo bins. You can't expect people to clean up dog mess when there are absolutely no bins anywhere for miles. Littering should be dealt with more harshly as dog fouling. It's utterly disgusting but dog mess at least dries out and breaks down / disintegrates whilst litter takes years to break down.		
38	02/05/17 5:12PM ID: 56865499	public footpaths		
39	02/05/17 8:12PM ID: 56873030	It seems to assume that every dog owner is irresponsible and every dog untrained.		
40	02/05/17 8:43PM ID: 56874989	I would ALL paths, including those running through fields and woodland as well as pavements, to be included		
41	03/05/17 8:45AM ID: 56895124	No		
42	03/05/17 10:42AM ID: 56904818	No		




7. Are there any other types of land or specific areas you would like to be included? (Any areas should be enclosed and there should be facilities for dogs to be exercised elsewhere).			Response Percent	Response Total
43	05/05/17 10:12AM ID: 57063740	Public footpaths [if they are not included already].		
44	05/05/17 10:17AM ID: 57064336	i would to see dogs maintained on a lead in parks		
45	08/05/17 5:57PM ID: 57257812	Yes, Stone Meadow in Chalfont St Giles.		
46	12/05/17 8:03PM ID: 57494598	1. Baptist cemetery, Trafford Road, Great Missenden 2. The whole graveyard at St Peter and St Paul's Church, Great Missenden (not just the lawn cemetery) 3. Missenden Abbey parkland - see map (Register of Historic Parks and Gardens, Historic England 1000605) https://historicengland.org.uk/listing/the-list/list-entry/1000605		
47	13/05/17 10:02AM ID: 57511177	Farmland, both pasture and arable		
			answered	47
			skipped	124

8. Please explain the reasons for your answer above			Response Percent	Response Total
1	Open-Ended Question		100.00%	46
1	17/04/17 1:07PM ID: 55880554	Danger to young people using these facilities		
2	17/04/17 6:54PM ID: 55892570	See 6		
3	17/04/17 11:04PM ID: 55902324	Because some fool has not put us on to the list.		
4	18/04/17 8:09AM ID: 55911609	Areas with public access that have high numbers of dog fouling incidents		
5	18/04/17 8:11AM ID: 55911875	dogs should not be allowed to roam free		
6	18/04/17 8:34AM ID: 55912534	I live on High Street, Burnham and sometimes we see dogs without leads on the pavements and on the green immediately in front of the burnham park hall (village hall). They pose a threat of all sorts.		
7	18/04/17 8:58AM ID: 55913404	It is a field mainly full of livestock grazing, where we have observed that dogs are NOT being kept on leads by approx 60% of owners. Poor signage does not help. There is plenty of open space surrounding this particular field where dogs can be exercised.		
8	18/04/17 8:59AM ID: 55913923	These are the main areas where people walk their dogs		
9	18/04/17 9:09AM ID: 55914240	Depends on whether dog is out of control or perceived to be. Often a dog can be playing however if the warden does not recognise the play vs out of control the wrong message could be given also there needs to be a prevention method for power happy people not to abuse the ability to provide an order to a dog owner.		
10	18/04/17 9:10AM	It's dangerous for the dogs and owners. Dogs should be on a lead at all times around		

8. Please explain the reasons for your answer above			Response Percent	Response Total
	ID: 55914767	the roads and car's.		
11	18/04/17 10:22AM ID: 55918493	Both areas are used through out the year by children and parents Dogs are part of family life and in some cases companion for the owner/ owners		
12	18/04/17 10:29AM ID: 55917491	Where sport is to be played, it is not very pleasant for the players having to go round clearing the playing surfaces before commencing to Platt.		
13	18/04/17 10:42AM ID: 55921172	I own a dog and have no problem picking up after her, there are plenty of bins where I go walking, however others do not and it's disgusting		
14	18/04/17 11:06AM ID: 55922431	Don't introduce new powers when existing powers are available. Crack down on the people who already are an issue using your existing powers.		
15	18/04/17 12:45PM ID: 55930465	Pedestrians should be able to walk safely and dog fouling on the pavements in Burnham is a serious problem.		
16	18/04/17 12:53PM ID: 55930378	safety		
17	18/04/17 1:07PM ID: 55932181	Because some parents don't understand that some children are very scared of dogs		
18	18/04/17 1:28PM ID: 55924938	I frequently clean up after other people's dogs. I don't see that making it cover a greater area without having officers more vigilant will make any difference. You need to enforce this law more.		
19	18/04/17 6:03PM ID: 55960665	There is a massive problem with dog poo, not poo on the ground, but poo in little black bags hung in trees or thrown into bushes or just flung on the ground. I take part in monthly litter picks along parts of the canal in south bucks and the majority of litter we collect is beer cans, vodka bottles and bags of dog poo. I would like to see sensible measures- poo needs to be picked up if it's actually on the pavement or on a playing field or in a children's play ground. Elsewhere we should be encouraging owners of dogs to flick poo into bushes or off paths into long grass. Dog owners seem happy to pick up poo where they might be fined, but then it ends up chucked in it's bag on the ground or hung up in a tree. Bins aren't emptied enough and it's common to see the poo bins overflowing and stinking horribly. Childrens playgrounds that are fenced off inside parks- dogs shouldn't be allowed in there but if playgrounds aren't fenced in then dogs must be allowed around the play equipment, you couldn't stop dog access to the whole area or insist that dogs have to be kept on the leash unless you want to cause a major animal welfare issue which once again will hit the elderly and poorest members of the community hardest who are less likely to have access to a car to take dogs for walks in other areas. In the main dogs aren't a problem, they aren't dangerous, will play with the children in their families and children and dogs are generally taken to the park together and that's got to be encouraged for both the welfare of the dog and the children.		
20	18/04/17 6:15PM ID: 55964564	to ensure all open space is included		
21	18/04/17 6:28PM ID: 55964952	I am a thoroughly responsible dog owner AND parent who picks up after my pets. I would like to use the Children's facilities and allow my dog with me, in a controlled manner as it is healthy for my family and others, including children to socialise in a considerate and healthy manner. Why do we not have places for dogs to run free at designated times? Many Burnham children adore my dog		
22	18/04/17 8:37PM ID: 55975311	Although many owners believe that their dogs will remain close this is not always the case		
23	19/04/17 6:25PM ID: 56070460	Dogs faeces spread diseases to young children who play games on pitches.		
24	19/04/17 6:58PM ID: 56072443	Health and hygienie of both players and maintenance staff		

8. Please explain the reasons for your answer above			Response Percent	Response Total
25	20/04/17 12:03PM ID: 56113286	Children using play areas.		
26	20/04/17 4:35PM ID: 56134141	Numerous dog walkers including professional dog walkers with multiple animals		
27	20/04/17 5:34PM ID: 56137948	Dogs, mess and irresponsible owners with no control are becoming an increasing problem in Burnham. To get to enclosed childrens areas, we have to walk through parks with dogs running around and jumping up at our babies and toddlers. It seems crazy that the rights of humans are put second to the dogs, surely it would make more sense that people have to walk into enclosed dog exercise areas before removing leads. Giving ownership of parks back to regular users,		
28	20/04/17 7:29PM ID: 56144753	It is not healthy to have fouling on pitches		
29	22/04/17 6:51AM ID: 56245522	Used poo bags on the ground		
30	22/04/17 8:13AM ID: 56248847	Some children are very frightened of dogd		
31	24/04/17 3:57PM ID: 56373330	OFTEN GET COMPLAINTS FROM TEAMS WHO HAVE TO CLEAR THE LAND BEFORE MATCHES		
32	24/04/17 6:33PM ID: 56385661	n/a		
33	24/04/17 8:15PM ID: 56390657	So you don't tread in it and children do not pick it up.		
34	25/04/17 6:59PM ID: 56459376	I would like fouling in public places such as recreation grounds, pavements and parks stopped before trying to extend the territory. There is often dog poo in Hervines Park and Barn Meadow, where people play sport, children have parties and people relax for picnics. There is no excuse not to clear up after your dog in these areas, so please police these better before trying to tackle areas such as woodland which is very difficult to monitor and the impact of poo is much less.		
35	26/04/17 9:45PM ID: 56531893	Prestwood Colts FC use Prestwood Common for our pitches and each Saturday and Sunday morning during the season we have to remove dog excrement from the pitches before the children play. The risk to child from infection is also significant if the excrement is not removed.		
36	02/05/17 5:12PM ID: 56865499	cleanliness		
37	02/05/17 8:12PM ID: 56873030	Most dogs and owners are responsible. I hate the signs with the eyes - we're watching you		
38	02/05/17 8:43PM ID: 56874989	As a walk leader in the lanes, fields and woodland in and around the village of GT. Missenden. It is common to finding faeces actually on pathways mentioned above. This is easily unseen by chatting walkers and is subsequently taken into cars /pubs./ cafe/ one's own home		
39	03/05/17 8:45AM ID: 56895124	As long as public exercising places are covered there should be little problem.		
40	03/05/17 10:42AM ID: 56904818	I live with my dogs in a rural area and appreciate the freedom this gives both me and them. I clear up after my dogs but not everyone does. I do not think any further restriction is necessary.		
41	05/05/17 10:12AM ID: 57063740	Sometimes they are heavily fouled.		
42	05/05/17 10:17AM ID: 57064336	some dogs are not easily controlled by their owners and cause concern with individuals exercising especially joggers and runners		

8. Please explain the reasons for your answer above			Response Percent	Response Total
43	07/05/17 6:42PM ID: 57202892	Are these offences civil or criminal?		
44	08/05/17 5:57PM ID: 57257812	It is a very popular place for dog walking and for other walkers and children playing.		
45	12/05/17 8:03PM ID: 57494598	1. The baptist cemetery is a place of quiet reflection. Other cemeteries are included. Why not this one? 2. Ditto the whole graveyard at St Pater and St Paul's church 3. Missenden Abbey parkland: the public often bring dogs off the lead into the parkland. There are often sheep grazing there. I've seen dogs worry the sheep.		
46	13/05/17 10:02AM ID: 57511177	Danger to people from poisoning crops and risk of exposing stock to disease		
			answered	46
			skipped	125

9. Do you support the inclusion of the power that makes it an offence to fail to produce a bag or other means for picking up after your dog when asked by an authorised officer?					Response Percent	Response Total
1	Yes				84.21%	144
2	No				9.94%	17
3	Don't know				5.85%	10
Analysis	Mean:	1.22	Std. Deviation:	0.54	Satisfaction Rate:	10.82
	Variance:	0.29	Std. Error:	0.04		
					answered	171
					skipped	0

10. Are there any other areas or matters concerning dog control that you think should be included?			Response Percent	Response Total
1	Open-Ended Question		100.00%	68
1	17/04/17 9:35AM ID: 55872477	Unsocialised dogs should be required to be kept on a lead at all times and, in particularly vicious cases, muzzled when in public		
2	17/04/17 1:07PM ID: 55880554	No		
3	17/04/17 4:16PM ID: 55886720	Adequate enforcement needs to be provided		
4	17/04/17 4:44PM ID: 55887419	muzzle leash for breeds designated as at risk in public areas		
5	17/04/17 6:54PM ID: 55892570	No		
6	17/04/17 8:42PM ID: 55896764	How can dangerous dogs in the ownership of unpleasant people be controlled in public? <i>How will the exclusion of dogs from playgrounds be enforced without diverting slim</i>		

10. Are there any other areas or matters concerning dog control that you think should be included?			Response Percent	Response Total
		police resources from more significant issues?		
7	17/04/17 11:04PM ID: 55902324	The amount of Dogs that can be walked by an individual. I believe that 4 should be the maximum.		
8	18/04/17 8:07AM ID: 55911675	Enforcement of 'Dogs on a lead' areas. Nothing in Iver is enforced and we regularly find dog mess all over the recreation ground, pavements and verges in the village. Parish Council does nothing to alleviate this issue.		
9	18/04/17 8:09AM ID: 55911609	Very strongly supportive of no.9.		
10	18/04/17 8:11AM ID: 55911875	Failure to carry identifying documents when walking a dog		
11	18/04/17 8:34AM ID: 55912534	Dogs on leads in specific areas.		
12	18/04/17 8:44AM ID: 55913328	Yes, extend it cats too!		
13	18/04/17 8:48AM ID: 55913521	Dangerous dogs being allowed to roam the park and their owners not being bothered to control them, resulting in dogs being attacked.		
14	18/04/17 8:59AM ID: 55913923	Vets should be obliged to hand a copy of dog fouling regulations to owners whenever owners visit with their dogs and to make sure owners are aware of them. Patrolling police officers and PCSOs should have the power to stop and require dog walkers to be able to produce a bag for the collection of dog mess.		
15	18/04/17 9:09AM ID: 55914398	Make leaving a bag of poo not in a bin an offense. Take it home. Make it an offense for a dog to be carrying a stick on a footpath. It is dangerous and painful when hit by the stick. Dogs should be under control. If puppies get hurt by annoying older dogs, it is the owner fault.		
16	18/04/17 10:22AM ID: 55918493	Areas where the dog can drink water		
17	18/04/17 11:06AM ID: 55922431	Don't introduce new powers when existing powers are available. Crack down on the people who already are an issue using your existing powers.		
18	18/04/17 1:28PM ID: 55924938	Owners who allow their dogs off the lead claiming they are friendly.		
19	18/04/17 2:44PM ID: 55939695	Open park areas around playgrounds. As an example, both playgrounds in Burnham village have enclosed play areas but large green space outside the fencing where children play ball games and run around. I am a dog lover, and happy to see dogs in these spaces, but owners MUST clear up after them so that children can play safely.		
20	18/04/17 3:49PM ID: 55944524	One of the biggest issues i find is people using bags to pick up their dogs fouling, but then leaving it on the side of the road/hanging from a tree. No excuses, but probably due to a lack of public bins/overflowing bins.		
21	18/04/17 5:33PM ID: 55960501	dog walkers shouldn't be allowed to walk more than four dogs at a time		
22	18/04/17 6:03PM ID: 55960665	It would be helpful for some parks to have fenced dog training areas- areas where dogs can be exercised safely while they are learning to come on command.		
23	18/04/17 6:15PM ID: 55964564	littering by throwing dog fouling bags in to the verge or trees or adjoining land should be included dogs should be on leads if adjacent to a highway dog walkers should be licensed and be limited to two or three dogs at a time		
24	18/04/17 6:28PM ID: 55964952	Irresponsible owners should b punished. But let's also encourage the inclusion of owners who ar responsible with sociable and safe dogs, please.		

10. Are there any other areas or matters concerning dog control that you think should be included?			Response Percent	Response Total
25	18/04/17 8:37PM ID: 55975311	Dogs should be on a lead when walking on the pavement		
26	18/04/17 9:06PM ID: 55978065	Number of dogs walked by dog walkers		
27	19/04/17 9:13AM ID: 56027087	limit on the number of dogs that can be walked at one time. There has been a number of occasions when I have been out walking and have come across a professional dog walker with countless dogs.		
28	19/04/17 11:25AM ID: 56037229	Re 9 above: Having a bag is a good thing if the bag is then deposited in a bin or taken home. Bags are a nuisance when they are left at the side of roads or flung into hedges. This should be an offence.		
29	19/04/17 11:45AM ID: 56040127	Any dog which has a history of biting or other dangerous behaviour towards strangers should be put down.		
30	19/04/17 12:11PM ID: 56042659	Yes the council need to take responsibility for 'the control of dangerous dogs'. As far as I can tell both the council and police are not interested in this issue. This is an issue which is ignored.		
31	19/04/17 1:19PM ID: 56029690	Proof of micro chipping and insurance to be produced by an agreed date when requested by an authorized officer.		
32	19/04/17 2:42PM ID: 56055675	Offence to discard a plastic bag of dog faeces on the ground or hang on a fence/tree		
33	19/04/17 2:53PM ID: 56056569	If you have used your bag and placed it in the proper disposal bin, this could prove difficult		
34	19/04/17 6:25PM ID: 56070460	Certain breeds of dogs should be obliged to wear muzzle.		
35	19/04/17 6:58PM ID: 56072443	Dogs should be banned from sports fields and pitches		
36	20/04/17 1:16AM ID: 56087650	Hopefully there is one about keeping a dog under control in any public area		
37	20/04/17 4:04PM ID: 56132009	Will these measures see the introduction of meaningful fines for dog fouling and will CDC be employing dog wardens to patrol specific problem areas? How will you record and monitor problem areas and ensure they are being monitored?		
38	20/04/17 4:35PM ID: 56134141	Use of muzzles for dangerous dogs.		
39	20/04/17 5:34PM ID: 56137948	see question 8 answer		
40	21/04/17 1:37PM ID: 56183268	Too many times I see dog bags left on verges or footpaths sometimes hanging on branches. The Order should cover the responsibility of the dog owner to dispose of the dog bags via designated bins or take home. Not enough dog bins are provided and should sit beside litter bins.		
41	21/04/17 1:41PM ID: 56184098	I've seen what I believe to be dangerous breeds of dogs unleashed at Dorney Lake. I find this very worrying when there are so many people using this facility.		
42	22/04/17 8:13AM ID: 56248847	People need to stop letting their dogs escape		
43	24/04/17 3:57PM ID: 56373330	SCHOOL GROUNDS WITH PUBLIC FOOT PATHS		
44	24/04/17 6:33PM ID: 56385661	no		
45	24/04/17 8:15PM ID: 56390657	More dog poo bins.		

10. Are there any other areas or matters concerning dog control that you think should be included?			Response Percent	Response Total
46	24/04/17 9:10PM ID: 56392773	I think the control of dogs order 1992 should be more rigorously imposed maybe giving a warning the first time then action taken if ignored. This mandates that any dog in a public place must wear a collar with the name and address of the owner on it or engraved on a tag phone number optional..Also the dangerous dogs act 1991 (section 3) should be adhered to and the local police notified as they not seem to know about it here.		
47	25/04/17 6:59PM ID: 56459376	More poo bins, emptied more often. Bags of dog poo either abandoned, stacked up, thrown into trees or undergrowth. For example, by the gate into the footpath towards Mayhall Farm from Fullers Close Chesham has a pile of used poo bags by the gate. Disgusting. Safe places to secure a dog lead outside shops		
48	25/04/17 10:04PM ID: 56469222	NO		
49	28/04/17 6:48AM ID: 56619533	There should be a requirement for dog owners to keep their dogs under control at all times. If a dog running loose starts to annoy other users of the space it should be a requirement for the dog owner to put the dog on a lead at the request of other users of the facility, not just an authorised officer. There should also be included on any notice instructions on how to contact an authorised officer should a dog be out of control. It should also be made an offence for owners to allow dogs to urinate or defaecate against any park furniture, such as seats or gym equipment.		
50	29/04/17 4:28PM ID: 56735947	There should be a limit on the number of dogs professional dog walkers exercise in public places.		
51	30/04/17 2:44PM ID: 56765188	The owner of a dog that does any damage should be charged as if they themselves had committed the offence.		
52	30/04/17 7:37PM ID: 56772329	Owners who let their dogs run free should be reminded that it is their responsibility to keep their dogs under control and shouldn't expect all other dogs (on leads) to be happy when approached. I would wish for enclosed areas in public spaces where dog owners can exercise their nervous or problematic dogs safely and securely.		
53	01/05/17 5:11PM ID: 56800609	More poo bins and indeed litter bins are needed and existing litter bins need to be emptied much more regularly to stop them overflowing. Dog poo bins seem to be emptied almost daily so why can't the council arrange for litter bins to be emptied at the same time?		
54	02/05/17 11:59AM ID: 56840420	Dogs who have problems socialising with other dogs or people should be muzzled when in public places and areas where dogs can be off lead.		
55	02/05/17 8:12PM ID: 56873030	The control should be with irresponsible breeders		
56	02/05/17 8:43PM ID: 56874989	'friendly', but boisterous dogs off the lead, that rush towards you and jump up at one. Speaking as a late-eighties year old slightly built lady this can knock me off balance and at the very least dirty my clothes. Dogs on long extended leads, on narrow pavements		
57	03/05/17 8:45AM ID: 56895124	No		
58	03/05/17 10:42AM ID: 56904818	no		
59	03/05/17 12:52PM ID: 56916705	Need to define who is the 'authorised officer' as in previous questions		
60	03/05/17 5:42PM ID: 56940845	Dogs should be muzzled even when exercising if they are likely to come into contact with the public.		
61	04/05/17 11:08AM ID: 56988629	In parks where children are running around or families have picnics dogs should be on a lead and not allowed to foul.		

10. Are there any other areas or matters concerning dog control that you think should be included?			Response Percent	Response Total
62	04/05/17 11:10AM ID: 56988454	who is this mysterious "Officer" that is patrolling the streets. As it is we do not have sufficient input on regular and more serious policing matters so I would not want to see what little resources that we have diluted to deal with dog control when there are more serious crimes going on.		
63	04/05/17 10:52PM ID: 57043119	pavements in all areas to prevent dog fouling where people routinely walk		
64	05/05/17 10:12AM ID: 57063740	Sorry, don't know.		
65	08/05/17 5:57PM ID: 57257812	More designated bins for depositing bags of dog faeces.		
66	12/05/17 3:38PM ID: 57482010	Consideration should be given to the impact any PSPO's relating to dogs would have on sensitive neighbouring land not covered by the PSPO. Sufficient enforcement resource should be provided to reflect any increase in PSPO powers.		
67	12/05/17 8:03PM ID: 57494598	I am concerned that dogs are often off the lead on public footpaths and bridleways.		
68	13/05/17 10:02AM ID: 57511177	While some dogs, when off the lead, are not a problem to other walkers because they are under the control of their owners, there are many dog-walkers who are unable to control their dogs and I am frequently harassed by these dogs. There should be a provision that dogs should not be allowed off lead unless they can be shown to obey their owners.		
			answered	68
			skipped	103

11. Please explain the reasons for your answer above			Response Percent	Response Total
1	Open-Ended Question		100.00%	59
1	17/04/17 9:35AM ID: 55872477	Dogs which are a potential danger to other dogs and members of the public need to be adequately controlled		
2	17/04/17 4:44PM ID: 55887419	safety implications and risk to young children in public spaces		
3	17/04/17 6:54PM ID: 55892570	Avoid excessively litigious stance		
4	17/04/17 8:42PM ID: 55896764	N/a		
5	17/04/17 11:04PM ID: 55902324	To keep the dogs under control.		
6	18/04/17 8:09AM ID: 55911609	It appears that catching offenders is the biggest issue, and if authorised officers were able to request that dog owners show evidence that they have bags, this could be a proactive way of enforcing the PSPOs, and encouraging people to carry the bags.		
7	18/04/17 8:11AM ID: 55911875	This would make it easier to identify the dog owner		
8	18/04/17 8:34AM ID: 55912534	As given in question 8.		
9	18/04/17 8:44AM	I'm fed up with other people's cats crapping in my garden!		

11. Please explain the reasons for your answer above			Response Percent	Response Total
	ID: 55913328			
10	18/04/17 8:48AM ID: 55913521	To stop dogs being attacked by dogs who should be on a lead and muzzled as they are clearly unsociable and aggressive		
11	18/04/17 8:51AM ID: 55913275	This is in response to Q9. I ALWAYS pick up after my dog and usually take 3-4 bags out with me. There have been the odd occasions when I have either forgotten the bags or the dog has been more than usual and I have used them all and the dog goes again. I am unable to produce a bag! I have asked other dog walkers for a bag or looked for something to pick up the mess and on one occasion gone home and come back with a bag. So, for this reason, would not want a blanket fine. I do wonder how on earth this is going to be 'policed'. I take it this is for persistent antisocial behaviour and I agree there is a necessity for it but I do wonder how, and at what cost both financially and at the expense of what other services.		
12	18/04/17 8:59AM ID: 55913923	This will help to avoid the excuse of dog owners that they are unaware of current regulations.		
13	18/04/17 9:09AM ID: 55914240	It is possible however not good, that someone may not have taken enough bags with them and may have used them prior to have being asked to produce one. Again there needs to be an exception to a rule.		
14	18/04/17 10:22AM ID: 55918493	Dogs which run around especially in warm weather do need water to drink		
15	18/04/17 1:28PM ID: 55924938	Any large dog, however friendly, can easily knock a small child over, possibly against a hard surface. I have two very friendly large dogs but I would never allow them off the lead where they might come into contact with children or elderly people.		
16	18/04/17 2:44PM ID: 55939695	See above - occasional patrols or other surveillance is needed to encourage responsible dog ownership, alongside stiff fines / criminal sanctions		
17	18/04/17 5:33PM ID: 55960501	because it's impossible to control and watch four especially poo picking		
18	18/04/17 6:15PM ID: 55964564	to ensure safety		
19	18/04/17 8:37PM ID: 55975311	Many dog owners believe that they can control their dogs without a lead but this is not always the case especially on a narrow footpath.		
20	18/04/17 9:06PM ID: 55978065	Larger groups of dogs walked together can be intimidating for other dogs and children, especially at the Cherry Orchards in Burnham		
21	19/04/17 9:13AM ID: 56027087	With so many dogs and a number off the lead - it is difficult to keep track of which one is where and if they have fouled.		
22	19/04/17 11:25AM ID: 56037229	In general I support the Forestry Commission's Dog Code https://www.forestry.gov.uk/forestry/bee9-9vkj6d which advocates a "Stick and Flick" policy in rural areas		
23	19/04/17 11:45AM ID: 56040127	Well-behaved, good dogs with responsible owners are welcome. Owners who take pride in their dogs aggressive behaviour should be punished and the dogs put down. Public safety takes priority over individual interests.		
24	19/04/17 12:11PM ID: 56042659	My dog was attacked by a Staffordshire bull terrier in Lownes park. The dog lived in Chesham, was a known problem, was not wearing a muzzle. I tried to report to council and no one was interested. If a dog warden doesn't have responsibility for dangerous dogs and the recording incidents I'm not sure why they exist!		
25	19/04/17 1:19PM ID: 56029690	As an encouragement to responsible ownership and to re-enforce the severity of the problem a requirement to produce this information may be an additional deterrent. It may also highlight pets not chipped or insured which owners can be signposted to options.		




11. Please explain the reasons for your answer above			Response Percent	Response Total
26	19/04/17 2:42PM ID: 56055675	The countryside is littered with bags of dog faeces discarded or hung on trees which owners seem to think is a valid way to dispose of them.		
27	19/04/17 2:53PM ID: 56056569	See above		
28	19/04/17 6:25PM ID: 56070460	Dog breeds that are recognised as "fighting" dogs should be muzzled		
29	19/04/17 6:58PM ID: 56072443	Health and hygienic		
30	20/04/17 1:16AM ID: 56087650	To improve the feeling of safety		
31	20/04/17 4:04PM ID: 56132009	There is no point in additional measures if they aren't backed by actions that will deter this kind of anti-social behaviour.		
32	20/04/17 5:34PM ID: 56137948	see question 8 answer		
33	21/04/17 1:37PM ID: 56183268	see above		
34	21/04/17 1:41PM ID: 56184098	see above		
35	22/04/17 8:13AM ID: 56248847	Dogs r roaming all the time sooner or later they will bite someone just like my little girl who got bitten but the man who was walking the dog said she could stroke it		
36	24/04/17 3:57PM ID: 56373330	MANY SCHOOL GROUNDS HAVE PUBLIC FOOT PATHS RUNNING ALONG SIDE THEM WHERE DOGS CAN EASILY ACCESS		
37	24/04/17 6:33PM ID: 56385661	n/a		
38	24/04/17 8:15PM ID: 56390657	Otherwise it is placed in bins designated for refuse.		
39	24/04/17 9:10PM ID: 56392773	I think there are too many couldn't care less about what the dog does and/or where he/she does it I also believe that there should be a local dog/animal warden for the area.		
40	25/04/17 6:59PM ID: 56459376	As above, in section 8, please clean up existing problems and be more dog friendly where it is easier to make an impact, before trying to tackle more difficult problems.		
41	28/04/17 6:48AM ID: 56619533	There are a number of occasions where people using the park are harassed by free running dogs which are not under their owners control. There are also many occasions where dogs are fouling around items such as the gym equipment which they treat as a lamp post.		
42	29/04/17 4:28PM ID: 56735947	Too many of these dogs are not on a lead and under control. I've never seen one of these walkers stop and pick up mess although to be fair I've not seen many of the dogs fouling the footpath.		
43	30/04/17 2:44PM ID: 56765188	To make owners of dogs more responsible for their dog's actions.		
44	30/04/17 7:37PM ID: 56772329	I am the owner of a mistreated rescue dog who is frightened of other dogs. Despite wearing a bright yellow harness with the word NERVOUS on it and being on a lead other dog owners constantly let their dogs run at my dog, frightening her and increasing her fear response.		
45	01/05/17 5:11PM ID: 56800609	Self explanatory		
46	02/05/17 11:59AM ID: 56840420	I was walking a friends dog recently and it was attacked by another dog as was I when I put myself between the two dogs. The owner of the other dog said her dog only had a problem with other dogs and wouldn't hurt a person when I said her dog should be		

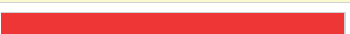


11. Please explain the reasons for your answer above			Response Percent	Response Total
		muzzled when out!		
47	02/05/17 8:12PM ID: 56873030	Freedom is walking through the beech woods. The dog covers 4 or 5 time the distance that I do . I can't tell you if he has defecated or where. If it's on the footpath then I kick it into the leaves. He has a lovely walk and I return relaxed. I don't want a pair of eyes on the trees. A smelly bin at the entrance to the woods. I wood like to be trusted as does my dog		
48	02/05/17 8:43PM ID: 56874989	Twice I have had to stand still because of a dog owners lead crossing my legs as ithe dog walks past me on the opposite taken by it's owner owner! - on the exceptionally narrow pavements of Gt. Missenden High St.		
49	03/05/17 8:45AM ID: 56895124	All the important points are covered.		
50	03/05/17 10:42AM ID: 56904818	I think that the extra powers are sufficient.		
51	03/05/17 5:42PM ID: 56940845	Dogs are unpredictable. Even well trained dogs will act as a pack in different situations. I have been bitten by a dog.		
52	04/05/17 11:08AM ID: 56988629	It is not right that families could be sitting on grass that has previously been fouled by dogs		
53	04/05/17 11:10AM ID: 56988454	A proper proposal as to how these matters are to be policed and that policing funded needs to be weighed against the benefits of the the orders		
54	05/05/17 10:12AM ID: 57063740	N/A		
55	07/05/17 6:42PM ID: 57202892	Leaving dog faeces in public places is anti-social. But what is worse if having picked the faeces up, the dog bag is then dropped or hung on a tree or hedge. They rely on then dog-bag fairies.		
56	08/05/17 5:57PM ID: 57257812	It should be an offence to leave a bag of dog poo ("to pick up later"!) as the owners don't want to carry it on their walk!		
57	12/05/17 3:38PM ID: 57482010	Specific PSPO powers may cause displacement of unwanted behaviours to other sites, for example irresponsible dog owners changing their habits to walk in areas where powers are perceived as less strict or not as rigorously enforced, and increased pressures on other sites if commercial dog walkers walking multiple dogs choose to exercise elsewhere to avoid PSPO powers.		
58	12/05/17 8:03PM ID: 57494598	Dogs on footpaths and bridleways often become excited when runners go past them. Some dogs become out of control and jump up - which is alarming when the dogs are large.		
59	13/05/17 10:02AM ID: 57511177	Danger and nuisance to other users of public spaces.		
			answered	59
			skipped	112

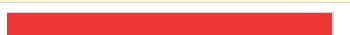


4. Alcohol restrictions

12. Do you support the inclusion of the five current Designated Public Place Orders (DPPOs) below in the new Public Space Protection Order?				
	Retain	Remove	Don't know	Response Total
Chesham Cemetery	77.8% (133)	0.6% (1)	21.6% (37)	171
Chesham Town Centre High Street and Meades Water Garden	76.0% (130)	0.6% (1)	23.4% (40)	171
Amersham-on-the-Hill and Old Amersham	73.1% (125)	1.2% (2)	25.7% (44)	171
Seer Green	66.1% (113)	1.8% (3)	32.2% (55)	171
Land at Roundwood Road and Station Forecourt, Amersham	71.3% (122)	1.2% (2)	27.5% (47)	171
			answered	171
			skipped	0




Matrix Charts

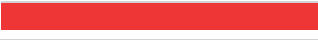


12.1. Chesham Cemetery						Response Percent	Response Total	
1	Retain					77.8%	133	
2	Remove					0.6%	1	
3	Don't know					21.6%	37	
Analysis	Mean:	1.44	Std. Deviation:	0.82	Satisfaction Rate:	21.93	answered	171
	Variance:	0.68	Std. Error:	0.06				

12.2. Chesham Town Centre High Street and Meades Water Garden						Response Percent	Response Total	
1	Retain					76.0%	130	
2	Remove					0.6%	1	
3	Don't know					23.4%	40	
Analysis	Mean:	1.47	Std. Deviation:	0.85	Satisfaction Rate:	23.68	answered	171
	Variance:	0.72	Std. Error:	0.06				

12.3. Amersham-on-the-Hill and Old Amersham						Response Percent	Response Total	
1	Retain					73.1%	125	
2	Remove					1.2%	2	
3	Don't know					25.7%	44	
Analysis	Mean:	1.53	Std. Deviation:	0.87	Satisfaction Rate:	26.32	answered	171
	Variance:							

12.3. Amersham-on-the-Hill and Old Amersham				Response Percent	Response Total
Variance:	0.76	Std. Error:	0.07		

12.4. Seer Green				Response Percent	Response Total	
1	Retain			66.1%	113	
2	Remove			1.8%	3	
3	Don't know			32.2%	55	
Analysis	Mean:	1.66	Std. Deviation:	0.93	Satisfaction Rate:	33.04
	Variance:	0.87	Std. Error:	0.07	answered	171

12.5. Land at Roundwood Road and Station Forecourt, Amersham				Response Percent	Response Total	
1	Retain			71.3%	122	
2	Remove			1.2%	2	
3	Don't know			27.5%	47	
Analysis	Mean:	1.56	Std. Deviation:	0.89	Satisfaction Rate:	28.07
	Variance:	0.8	Std. Error:	0.07	answered	171

13. Please explain the reasons for your answer above				Response Percent	Response Total
1	Open-Ended Question			100.00%	85
1	17/04/17 9:24AM ID: 55872060	Don't believe alcohol should be drunk in public places			
2	17/04/17 9:35AM ID: 55872477	This is a good idea and should be retained			
3	17/04/17 10:38AM ID: 55875437	To limit anti social behaviour caused by alcohol misuse in those areas.			
4	17/04/17 1:07PM ID: 55880554	Safety			
5	17/04/17 4:44PM ID: 55887419	don't have any local knowledge of the above areas			
6	17/04/17 6:54PM ID: 55892570	Obviously because their removal would lead to a recurrence of the behaviour that resulted in their need in the first place			
7	17/04/17 8:42PM ID: 55896764	It seems clear that certain people cannot be trusted to behave well			
8	17/04/17 11:04PM ID: 55902324	Congregating around an area drinking is not a good social practice and gives the area a bad name.			
9	18/04/17 8:07AM ID: 55911675	I don't live in or near those areas so cannot comment.			
10	18/04/17 8:34AM	Minimises antisocial behaviour			

13. Please explain the reasons for your answer above			Response Percent	Response Total
	ID: 55912534			
11	18/04/17 8:37AM ID: 55913010	Not familiar with the areas mentioned.		
12	18/04/17 8:44AM ID: 55913328	Doh!		
13	18/04/17 8:51AM ID: 55913275	I have no knowledge of these areas or their problems.		
14	18/04/17 8:59AM ID: 55913923	The public need to be protected from offences in these areas.		
15	18/04/17 9:01AM ID: 55914299	I don't like to see people drinking in public		
16	18/04/17 9:09AM ID: 55914398	I don't know the Chiltern area well.		
17	18/04/17 9:10AM ID: 55914767	They are working well.		
18	18/04/17 9:39AM ID: 55916861	drink at home, not in our public places		
19	18/04/17 10:22AM ID: 55918493	Alcohol is to easy to buy any time of day and night in some areas		
20	18/04/17 10:29AM ID: 55917491	Alcohol drinking can become in any public area a problem and create unruly and aggressive behaviour.		
21	18/04/17 11:06AM ID: 55922431	I am unaware of what offenses have been identified and what the extra powers offer that existing legislation can't control		
22	18/04/17 11:31AM ID: 55924932	Some of the areas are a little remote - it removes doubt if someone should be drinking there or not.		
23	18/04/17 12:53PM ID: 55930378	stop people getting out of hand		
24	18/04/17 1:28PM ID: 55924938	I'm not quite sure if I'm indicating these places removal from being allowed to drink. I don't think any drink should be allowed in a public place unless it is within the curtilage of a public house. Then they are the responsibility of the licensed publican.		
25	18/04/17 1:51PM ID: 55935499	Has worked well so far		
26	18/04/17 2:17PM ID: 55937506	I can't answer on behalf of other towns that I am not a resident of visitor to. i am sure locals have strong opinions!		
27	18/04/17 2:36PM ID: 55937932	I think my answer is fairly obvious! Anti-social behaviour should be controlled within our district.		
28	18/04/17 2:44PM ID: 55939695	I don't live in the area so am not familiar with the issues		
29	18/04/17 6:01PM ID: 55963592	Didn't know about them		
30	18/04/17 6:03PM ID: 55960665	don't know any of the areas listed		
31	18/04/17 6:09PM ID: 55964492	I don't know these areas and have never been to them		
32	18/04/17 6:15PM ID: 55964564	to reduce the impact of drinking in public and control behaviors		

13. Please explain the reasons for your answer above			Response Percent	Response Total
33	18/04/17 8:37PM ID: 55975311	Drinking in a public place can lead to people being intoxicated. This can lead to a fear that a crime may be committed, it is also unpleasant to see drunken behaviour in a public place.		
34	18/04/17 9:06PM ID: 55978065	Am not familiar with the areas therefore cannot comment, but it seems appropriate for a cemetery		
35	19/04/17 9:13AM ID: 56027087	These areas are not known to me		
36	19/04/17 11:25AM ID: 56037229	There is no reason to remove them		
37	19/04/17 11:45AM ID: 56040127	Alcohol abuse is offensive and immoral. All steps should be taken to discourage any form of anti-social behaviour.		
38	19/04/17 2:18PM ID: 56053613	Any anti-social behaviour involving alcohol is unacceptable and gives the area concerned a bad reputation which is probably unjustified due to a few rogue individuals.		
39	19/04/17 2:42PM ID: 56055675	Restrictions should stay the same as now		
40	19/04/17 3:26PM ID: 56058988	Places where unruly groups are likely to gather		
41	19/04/17 4:56PM ID: 56065835	The Chesham areas continue to attract a relatively high level of ASB including drinking and evidence of drug taking. The current restrictions allow for prompt action by the police		
42	19/04/17 6:25PM ID: 56070460	Homes and public houses are for drinking. Drinking in roads and pedestrian areas hightens the likelihood of anti social behaviour and violence		
43	19/04/17 9:47PM ID: 56080331	Drinking on the street and excessive drinking in public areas is offensive and can be frightening , intimidating to the general public, young children and pensioners.		
44	20/04/17 12:03PM ID: 56113286	I don't reside in these areas thus don't know them or any issues pertaining to them		
45	20/04/17 2:20PM ID: 56123663	Since the DPPO's Chesham High is a lot better, but MWG(also pot)and the Cemetery are still an area to be looked at.		
46	20/04/17 4:04PM ID: 56132009	Residents and visitors can take advantage of numerous establishments where they can drink and can drink at home. It is not necessary to hang around in public places and cause a nuisance.		
47	20/04/17 4:35PM ID: 56134141	I only have knowledge of the Amersham areas. There are currently several open public areas around the town where youths congregate and cause a significant nuisance with noise, litter and intimidation.		
48	20/04/17 5:34PM ID: 56137948	The Police should have this power anywhere they see fit to use it, and im shocked that they dont?!		
49	20/04/17 7:29PM ID: 56144753	It can be quite intimidating being amongst people drinking in a public space		
50	21/04/17 1:41PM ID: 56184098	I don't know those areas.		
51	21/04/17 3:41PM ID: 56191995	I am not familiar with these areas.		
52	21/04/17 4:36PM ID: 56195589	Areas where drinkers regularly gather in public spaces breed a number of problems and cause trouble to members of the public and their property		
53	21/04/17 5:35PM ID: 56199717	It is not necessary to be out drinking in the street.		
54	22/04/17 12:24AM	Everyone with a dog, should be made responsible to keep their dogs on a lead and be		

13. Please explain the reasons for your answer above			Response Percent	Response Total
	ID: 56238895	made responsible to clear up any mess their dogs make.		
55	22/04/17 1:20AM ID: 56240454	Drunken behaviour is frightening. The unpredictability is dangerous		
56	22/04/17 8:13AM ID: 56248847	If they want to drink let em do it at home or in the pub		
57	24/04/17 7:52AM ID: 56333205	The Chesham areas ticked still suffer issues with alcohol related crime and disorder. Amersham suffers less but I think this might be because of the DPPO currently in place.		
58	24/04/17 3:57PM ID: 56373330	ON GOING ISSUES WITH ALCOHOL ASB ISSUES		
59	24/04/17 6:33PM ID: 56385661	n/a		
60	24/04/17 8:15PM ID: 56390657	To continue to prevent anti-social behaviour. We are only able to comment on Amersham.		
61	24/04/17 9:10PM ID: 56392773	I don't live in the areas concerned but think they good ideas		
62	25/04/17 6:59PM ID: 56459376	Who needs to drink in those areas? But where will determined drinkers go instead?		
63	25/04/17 10:04PM ID: 56469222	When the young people drink in public areas they become threatening to many elderly people		
64	28/04/17 6:48AM ID: 56619533	I do not visit these areas so am not in a position to comment		
65	29/04/17 4:28PM ID: 56735947	I support in general because drinking in these places seems to cause a lot of litter. That said I'm sad about the loss of personal freedom. These laws shouldn't be necessary. I am not familiar with the sites in Amersham or Seer Green.		
66	30/04/17 7:37PM ID: 56772329	AntiSocial behaviour is a real problem round here. I constantly see people drinking, taking drugs and littering in the Chesham Water Gardens and in Lowndes Park. Broken bottles and all sorts of rubbish also accumulate in Chesham Cemetery and in Meades Meadow. DPPOs are clearly necessary - but when are there ever enforced?		
67	01/05/17 12:11PM ID: 56791817	I live in Chesham high street and witness groups often behaving in uncontrollable manner specially after pub hours, Friday and Saturday. I don't really feel safe walking around when dark.		
68	01/05/17 5:11PM ID: 56800609	I believe all public areas should be free of alcohol consumption unless at an organised event.		
69	02/05/17 11:59AM ID: 56840420	If it has improved behaviour then the orders should stay!		
70	02/05/17 4:56PM ID: 56864714	All of these are areas frequented by persons, frequently youths, who have been known to cause affray and damage property,		
71	02/05/17 5:12PM ID: 56865499	for the protection of the public as well as maintaining a clean & pleasant condition of those environments		
72	02/05/17 8:12PM ID: 56873030	This is a start but should be placed with an order that discourages drink & drugs in public places		
73	02/05/17 8:43PM ID: 56874989	These areas are often frequented by me		
74	03/05/17 8:45AM ID: 56895124	There are plenty of places where people can drink alcohol so they do not need to do so in these places.		
75	03/05/17 10:42AM	I presume these areas have caused problems in the past		

13. Please explain the reasons for your answer above			Response Percent	Response Total
	ID: 56904818			
76	03/05/17 1:30PM ID: 56919630	these appear to be places where groups gather		
77	03/05/17 5:42PM ID: 56940845	Alcohol should not be consumed in any public place. Causes rowdy behaviour and litter		
78	03/05/17 6:28PM ID: 56944068	I've answered 'yes' on the assumption that these banning orders are helpful - I have no experience though to enable me to know whether or not this is the case though.		
79	04/05/17 11:10AM ID: 56988454	not within our Parish		
80	04/05/17 4:07PM ID: 57013917	support any steps to tackle anti social behaviour		
81	05/05/17 10:09AM ID: 57063697	It's all too easy for people to hide away and drink or take drugs. Both the younger and older generation but particularly the younger.		
82	05/05/17 10:12AM ID: 57063740	I trust that they were put in place for a reason.		
83	07/05/17 6:42PM ID: 57202892	"if they are causing or likely to cause anti-social behaviour" Who and how is this behaviour defined?		
84	08/05/17 5:57PM ID: 57257812	Drinking in inappropriate places often leads to public disorder.		
85	13/05/17 10:02AM ID: 57511177	Drinking should not be allowed in any public spaces because of the tendency to lead to antisocial and threatening behaviour.		
			answered	85
			skipped	86

14. Are there any other areas that you think should be included?			Response Percent	Response Total
1	Open-Ended Question		100.00%	68
1	17/04/17 9:24AM ID: 55872060	All town & villages spaces except under the auspices of an official event controller or within licensed premises		
2	17/04/17 9:35AM ID: 55872477	Town and village centres, e.g. Chalfont St Giles, St Peter, Little Chalfont, Great Missenden etc.		
3	17/04/17 10:38AM ID: 55875437	Lowndes Park		
4	17/04/17 1:07PM ID: 55880554	Beaconsfield Old Town		
5	17/04/17 4:16PM ID: 55886720	Other burial grounds that are managed by Parish Councils Recreational grounds		
6	17/04/17 4:44PM ID: 55887419	iver heath recreation ground iver recreation ground ...unless specific public events are scheduled and being held..		
7	17/04/17 6:54PM ID: 55892570	Way and Tillard recreation area and access road in Dunham.		

14. Are there any other areas that you think should be included?			Response Percent	Response Total
8	17/04/17 8:42PM ID: 55896764	TVP should be asked this question		
9	17/04/17 11:04PM ID: 55902324	Any Children's park.		
10	18/04/17 8:07AM ID: 55911675	Iver High St		
11	18/04/17 8:09AM ID: 55911609	Burnham Park		
12	18/04/17 8:34AM ID: 55912534	Burnham High Street & village green in front of the burnham park hall.		
13	18/04/17 8:37AM ID: 55913010	Yes. All children's play areas, e.g. St. Peter's rec.		
14	18/04/17 8:59AM ID: 55913923	Churchyard, Burnham Parish Church		
15	18/04/17 9:09AM ID: 55914398	In Burnham, round the pond, the church, the parks.		
16	18/04/17 9:10AM ID: 55914767	Burnham Park, St Peters Park		
17	18/04/17 9:39AM ID: 55916861	all parks and public places		
18	18/04/17 10:22AM ID: 55918493	High streets especially where there are Pubs		
19	18/04/17 10:29AM ID: 55917491	Outside of any off license or establishment that has a licence to sell alcohol, that is the. Immediate area outside of that premises.		
20	18/04/17 10:42AM ID: 55921172	Burnham Park		
21	18/04/17 11:31AM ID: 55924932	Burnham High Street and Parks		
22	18/04/17 12:45PM ID: 55930465	Burnham Park.		
23	18/04/17 1:28PM ID: 55924938	Within a licensed premises.		
24	18/04/17 2:17PM ID: 55937506	If Burnham Park is not included, it should be.		
25	18/04/17 2:36PM ID: 55937932	Areas where youths tend to gather - Common Areas eg Holmer Green Common; areas in close proximity to shops that sell alcohol. Semi-concealed car parks eg. Rossetti Hall, Holmer Green, Holmer Green Senior School. etc		
26	18/04/17 3:10PM ID: 55939911	Westwood Park Little Chalfont, Elizabeth Avenue Little Chalfont		
27	18/04/17 6:01PM ID: 55963592	In front of Burnham park hall and Burnham park unless a specific general public event		
28	18/04/17 6:03PM ID: 55960665	It would be nice if the entire canal tow path was included!		
29	18/04/17 6:15PM ID: 55964564	multi story and other car parks across the district		
30	18/04/17 8:37PM ID: 55975311	Village Green in Chalfont St Giles/ around the Duck Pond		

14. Are there any other areas that you think should be included?			Response Percent	Response Total
31	18/04/17 11:59PM ID: 56010347	All		
32	19/04/17 11:25AM ID: 56037229	Chalfont St Giles		
33	19/04/17 11:45AM ID: 56040127	All public spaces and parks and playgrounds in the Chilterns - especially all areas around churches and graveyards.		
34	19/04/17 3:32PM ID: 56059647	Windsor Road Open Space		
35	19/04/17 6:25PM ID: 56070460	Public parks		
36	19/04/17 9:47PM ID: 56080331	All the areas of Woodland and Public Footpaths with in the Chiltern & South bucks area.		
37	20/04/17 4:04PM ID: 56132009	Lowndes Park, Chesham Co-Op Field, Chesham Nashleigh Recreation Ground, Chesham Marston Field, Chesham		
38	20/04/17 4:35PM ID: 56134141	Around the library, King George V Road, Disrict Council car park and multi storey car park in Amersham.		
39	20/04/17 5:34PM ID: 56137948	Everywhere? isnt it common sense that Police should be able to stop people drinking in public if its causing a nuisance?		
40	20/04/17 7:29PM ID: 56144753	Burnham High Street		
41	21/04/17 1:37PM ID: 56183268	Why the DPPO does not cover South Bucks District		
42	21/04/17 1:41PM ID: 56184098	Burnham park.		
43	21/04/17 3:41PM ID: 56191995	No.		
44	21/04/17 5:35PM ID: 56199717	All public areas in South Bucks.		
45	22/04/17 12:24AM ID: 56238895	the whole of the Chilterns including any woodland. Foot path are disgusting around Three Household, especially Narcot Lane.		
46	22/04/17 1:20AM ID: 56240454	Almost everywhere. OK in their own home unless they feel like battering their children or partner.		
47	22/04/17 8:13AM ID: 56248847	Stop the teenagers drinking in Chalfont st giles park		
48	22/04/17 6:57PM ID: 56277535	Great Missenden Buryfield and parking area near C of E School		
49	24/04/17 6:33PM ID: 56385661	n/a		
50	24/04/17 8:15PM ID: 56390657	The footbridge over Amersham Station and areas close by. Garages and parking spaces behind Hill Avenue. Multi Storey Car Park in Amersham on the Hill.		
51	24/04/17 9:10PM ID: 56392773	Iver high street, Iver park. any green spaces in iver		
52	25/04/17 6:59PM ID: 56459376	Church Mead Amersham Burial Grounds old Amersham Rectory Hill, and the Platt Memorial Gardens Old Amersham		

14. Are there any other areas that you think should be included?			Response Percent	Response Total
53	28/04/17 6:48AM ID: 56619533	Burnham High Street		
54	30/04/17 7:37PM ID: 56772329	All public areas and land should be free from anti-social behaviour and littering.		
55	01/05/17 5:11PM ID: 56800609	All public areas.		
56	02/05/17 11:59AM ID: 56840420	Burnham High Street and the St.Peter's estate in Burnham		
57	02/05/17 2:11PM ID: 56851599	Buryfield Great Missenden Missenden Abbey Park		
58	02/05/17 4:56PM ID: 56864714	Area around the village shops, pond and common in Holmer Green.		
59	02/05/17 8:12PM ID: 56873030	Everywhere that is public except licenced premises		
60	03/05/17 8:45AM ID: 56895124	No		
61	03/05/17 10:42AM ID: 56904818	no		
62	03/05/17 12:52PM ID: 56916705	Open Areas in East and West Commons in Gerrards Cross after 8pm		
63	03/05/17 5:42PM ID: 56940845	Great Missenden and surrounding lanes		
64	04/05/17 11:10AM ID: 56988454	not within our parish		
65	04/05/17 10:52PM ID: 57043119	All public areas where antisocial behaviour may affect others enjoyment of the area		
66	05/05/17 10:09AM ID: 57063697	The George Pitcher Memorial Ground aka Cherry Orchards		
67	05/05/17 10:12AM ID: 57063740	Sorry, don't know.		
68	13/05/17 10:02AM ID: 57511177	All public spaces.		
			answered	68
			skipped	103

15. Please explain the reasons for your answer above			Response Percent	Response Total
1	Open-Ended Question		100.00%	60
1	17/04/17 9:24AM ID: 55872060	As 13)		
2	17/04/17 9:35AM ID: 55872477	Any groups of youths fuelled by alcohol and showing signs of anti social behaviour should be subject to the same restrictions. We need to encourage our town and village centres to Develop their evening trade to support the pubs and restaurants. Groups of		

15. Please explain the reasons for your answer above			Response Percent	Response Total
		alcohol fuelled youths hanging around deters people from going to the town and village centres of an evening		
3	17/04/17 10:38AM ID: 55875437	I have had reports of anti social behaviour in the park including drug misuse & unpleasant behaviour caused by older youths in front of young children during the school holidays.		
4	17/04/17 1:07PM ID: 55880554	Many pubs and restaurants in the area with drinkers meeting outside the licensed properties		
5	17/04/17 4:16PM ID: 55886720	To address the issues of under age drinking, drug taking and use of currently legal highs		
6	17/04/17 6:54PM ID: 55892570	This is a magnetic for underage drinking, littering, drug taking and there has been at least one sequel assault reported here whilst I have been a resident		
7	17/04/17 8:42PM ID: 55896764	N/a		
8	17/04/17 11:04PM ID: 55902324	Too much rubbish left by the people and smashed glass makes it dangerous.		
9	18/04/17 8:07AM ID: 55911675	Too often younger people are seen openly drinking i public and convening in certain areas.		
10	18/04/17 8:09AM ID: 55911609	High levels of alcohol related antisocial behaviour		
11	18/04/17 8:34AM ID: 55912534	We currently have antisocial behaviour occurring and this should help to deter it. However, there will be no effect if we do not have the police presence to enforce it. There have been times when community police officers have been asked for help and they say they cannot do anything and walk by, or continue having their coffee etc. So, the police presence we need is someone who can actually approach the offenders!		
12	18/04/17 8:37AM ID: 55913010	Feeling of unsafe, broken glass from bottles of cheap "alco pops" and vodka cause a big safety issue for small children.		
13	18/04/17 8:58AM ID: 55913404	I am not familiar with these areas.		
14	18/04/17 9:10AM ID: 55914767	Children and dogs spent a lot of time in this area. It would be nice for no bottles to be left behind.		
15	18/04/17 9:39AM ID: 55916861	fed up of the cans and glass left everywhere		
16	18/04/17 10:22AM ID: 55918493	As pub's are open most of the day now it is easy for the public to drink in the middle of the day and up to closing time !!!		
17	18/04/17 10:29AM ID: 55917491	There seems to be a reluctance by the owners or managers of the above to enforce the law on drinking within the vicinity of their premises		
18	18/04/17 10:42AM ID: 55921172	I go walking here and there are groups of youths drinking and drug taking		
19	18/04/17 11:31AM ID: 55924932	It's difficult to enforce at the moment		
20	18/04/17 1:28PM ID: 55924938	Numbers of people who have had a drink get loud and intimidating. I don't see why their behaviour should affect the general public.		
21	18/04/17 2:17PM ID: 55937506	The park is becoming a no go zone for drug and alcohol use. the people whom hand around there in the evening are very intimidating and last year spent their evenings firing marbles at my windows.		
22	18/04/17 2:36PM ID: 55937932	There is history of gatherings and anti-social behaviour in these areas and, apart from late evening/night noise, the litter factor behind.		

15. Please explain the reasons for your answer above			Response Percent	Response Total
23	18/04/17 3:10PM ID: 55939911	Number of teenagers hang around in the Park in the evenings and weekends drinking Alcohol and smoking other substances and causing anti social behaviour and frightening other members of the public who would like to take their children to enjoy the park facilities. The teenagers also hang around Elizabeth Avenue Shops doing same as above and stopping elderly people using the shops. Also at both the sites lots of rubbish is left .		
24	18/04/17 6:01PM ID: 55963592	Lots of rubbish and nuisance in the park		
25	18/04/17 6:03PM ID: 55960665	Drunken men fishing, walking home from work and drinking and chucking empties in the bushes- join us on a canal cleanup- bags and bags of beer cans and spirit bottles.		
26	18/04/17 6:15PM ID: 55964564	to reduce the impact of drinking in public and control behaviors		
27	18/04/17 8:37PM ID: 55975311	Occasionally drinkers will congregate on the green or around the duck pond in Chalfont St Giles, although I have not heard of any incidents but many of the older residents in the village are nervous of groups of men who have been drinking. Drinking can lead to unpleasant drunken behaviour, swearing and littering.		
28	19/04/17 11:25AM ID: 56037229	There are various places within Chalfont St Giles where youths congregate with alcohol - ie Bowstridge Lane Playing Fields, and "hidden den" areas along the banks of River Misbourne. Making the whole village a Designated area would give the police and PCSO's enhanced powers to deal with any situations that arise		
29	19/04/17 11:45AM ID: 56040127	Anti-social behaviour caused by alcohol abuse is threatening towards decent upstanding members of the community who should not have to put up with a minority of reprobates. Churches and churchyards are especially vulnerable and need particular protection.		
30	19/04/17 3:32PM ID: 56059647	Because it is small and close to dwellings		
31	19/04/17 6:25PM ID: 56070460	Children and recreation areas are not public houses		
32	19/04/17 9:47PM ID: 56080331	There is too much unnecessary dumping of Drinks cans and bottles in parks, fields, woodland and by the roadside.		
33	20/04/17 4:04PM ID: 56132009	These are all areas used heavily by Chesham families and anti-social behaviour shouldn't be tolerated.		
34	20/04/17 4:35PM ID: 56134141	I have personally experienced it and I have received numerous complaints from residents.		
35	20/04/17 5:34PM ID: 56137948	see above		
36	20/04/17 7:29PM ID: 56144753	There are a lot of pubs in a narrow High Street		
37	21/04/17 1:41PM ID: 56184098	I often see bottles discarded around the park when I'm walking there		
38	21/04/17 3:41PM ID: 56191995	I have not encountered significant ASB in the Burnham area.		
39	21/04/17 5:35PM ID: 56199717	Why should we have to put up with ASB anywhere?		
40	22/04/17 12:24AM ID: 56238895	Young children use this road to get to school and back, plus the elderly and disabled walk to get to the shops. Why should they have to walk in the road.		
41	22/04/17 1:20AM ID: 56240454	I just feel that drunks cause too much trouble and public expense. Hospitals, street cleaners, the police, taxi drivers - must all dread them.		
42	22/04/17 8:13AM ID: 56248847	Drinking is for 21 and overs simple		

15. Please explain the reasons for your answer above			Response Percent	Response Total
43	22/04/17 6:57PM ID: 56277535	Cars gather at night. Often do wheelies/make noise. This area should be policed frequently		
44	24/04/17 6:33PM ID: 56385661	n/a		
45	24/04/17 8:15PM ID: 56390657	Areas where drinking takes place.		
46	24/04/17 9:10PM ID: 56392773	It seems that in lver you can do as you like as nobody does anything to put a stop to it.		
47	25/04/17 6:59PM ID: 56459376	They may be included in the Amersham umbrella above, but just in case they are not		
48	28/04/17 6:48AM ID: 56619533	Additional seating has been provided in Burnham High Street especially around the centre near Tesco and this has become a gathering palce for people drinking beer and other alcohol purchased in the supermarket.		
49	01/05/17 5:11PM ID: 56800609	See answer to Q13		
50	02/05/17 11:59AM ID: 56840420	To reduce anti-social behaviour that is a real problem in those particular areas!		
51	02/05/17 4:56PM ID: 56864714	In this small area are 2 shops which sell alcohol. There are benches where persons sit and consume drinks they have purchased and fail to use the bins provided. The area around the pond is worse affected since the empty cans are frequently thrown into the pond.		
52	02/05/17 8:12PM ID: 56873030	People shouldn't drink alcohol on the street anywhere		
53	03/05/17 8:45AM ID: 56895124	As 13.		
54	03/05/17 10:42AM ID: 56904818	I don't believe we all wish to be governed by rules unless very necessary.		
55	03/05/17 12:52PM ID: 56916705	A lot of young people congregate until late at night causing a disturbance and evidence of drinking and drug taking.		
56	03/05/17 5:42PM ID: 56940845	Rowdiness and litter		
57	05/05/17 10:09AM ID: 57063697	I walk my dog there and have often seen youngsters drinking and leaving rubbish behind. Also I have noticed cars parked just outside the side entrance (Grove Road) late at night. A bit odd when there is no lighting there		
58	05/05/17 10:12AM ID: 57063740	N/A		
59	07/05/17 6:42PM ID: 57202892	Too much of the nanny state. It's about education.		
60	13/05/17 10:02AM ID: 57511177	Drinking should be confined to commercial and private premises so as not to interfere with other people.		
			answered	60
			skipped	111

5. Other anti-social behaviour issues

16. Are there any other types of anti-social behaviour that you think should be included?			Response Percent	Response Total
1	Open-Ended Question		100.00%	82
1	17/04/17 9:24AM ID: 55872060	1) Riding bikes on pavements. 2) Kicking footballs against residents' walls.		
2	17/04/17 9:58AM ID: 55873458	Littering from cars		
3	17/04/17 10:38AM ID: 55875437	Drug misuse - smoking of cannabis (& stronger drugs) in public places.		
4	17/04/17 12:24PM ID: 55879169	Drug-taking.		
5	17/04/17 1:07PM ID: 55880554	No		
6	17/04/17 4:16PM ID: 55886720	Drug taking and use of currently legal highs		
7	17/04/17 6:54PM ID: 55892570	Littering, marijuana smoking		
8	17/04/17 11:04PM ID: 55902324	Please remember that Wexham is an area in South Bucks and has existed for many a year. Please don't destroy us by ignoring us.		
9	18/04/17 8:07AM ID: 55911675	Dropping of take-away foods and meals outside restaurants such as Iver Inn in Iver High St.		
10	18/04/17 8:11AM ID: 55911875	Parking on the pavements		
11	18/04/17 8:34AM ID: 55912534	Music late into the night - sometimes heard on Burnham High Street		
12	18/04/17 8:48AM ID: 55913521	Youths gathering in groups in the park		
13	18/04/17 8:58AM ID: 55913404	Drinking alcohol during the daytime in children's play areas.		
14	18/04/17 8:59AM ID: 55913923	The playing of loud radios in cars at night Noisy voices at night		
15	18/04/17 9:09AM ID: 55914240	Youths in large groups hanging around.		
16	18/04/17 9:09AM ID: 55914398	Littering, especially NO canisters. Throwing full bottles of water from a moving car.		
17	18/04/17 9:39AM ID: 55916861	drugs		
18	18/04/17 10:22AM ID: 55918493	Cars parked on pavements, bikes thrown down on pavements, all of which prevent elderly people and families with prams and push chairs from being safe.		
19	18/04/17 10:29AM ID: 55917491	Drinking and collecting outside of public houses and not dispersing after time is called.		
20	18/04/17 10:42AM ID: 55921172	Drug taking		
21	18/04/17 11:31AM ID: 55924932	uninsured Moped riding along paths in and around Burnham		
22	18/04/17 12:45PM	Littering		

16. Are there any other types of anti-social behaviour that you think should be included?			Response Percent	Response Total
	ID: 55930465			
23	18/04/17 1:28PM ID: 55924938	Rowdiness, Noise, smoke and general intimidation.		
24	18/04/17 2:17PM ID: 55937506	Mentioned in the alcohol section in error.		
25	18/04/17 2:36PM ID: 55937932	Speeding. Motor-cycle noise. Large lorries on minor village roads.		
26	18/04/17 2:44PM ID: 55939695	None		
27	18/04/17 3:10PM ID: 55939911	Loud music from cars parked in West wood Park car park and Elizabeth Avenue lay by near the shops.		
28	18/04/17 6:01PM ID: 55963592	Drugs use in Burnham Park laughing gas capsules in Burnham main car park (the one with the toilets next to it) and Minniecroft Road		
29	18/04/17 6:03PM ID: 55960665	carrying a catapult!		
30	18/04/17 6:15PM ID: 55964564	banning car sales from streets and verges		
31	18/04/17 6:28PM ID: 55964952	Parking on pavements where pushchairs and wheelchairs need access		
32	18/04/17 8:37PM ID: 55975311	I understand that there have been incidences of drug dealing/taking at the rear of the shops in Chalfont St Giles. Again it is the Fear of Crime that upsets local residents.		
33	18/04/17 10:45PM ID: 55984320	Fines for dropping litter.		
34	18/04/17 11:59PM ID: 56010347	Violence and theft		
35	19/04/17 8:52AM ID: 56025207	Drug pushing Litter Fly tipping		
36	19/04/17 11:25AM ID: 56037229	Please see my previous comments in relation to the disposal of bags of dog faeces. Noise nuisance after midnight - particularly in areas surrounding blocks of flats		
37	19/04/17 11:45AM ID: 56040127	Excessively loud music being played in a park or public space. This encroaches on the enjoyment of others and is very selfish.		
38	19/04/17 1:19PM ID: 56029690	Music being played from mobile phones (or other). Drones.		
39	19/04/17 3:18PM ID: 56058529	Yes. There group of teenagers/youngsters riding their cycles in extravaganza way on the main road (white lion road, Stanley hill and woodside road) which is causing to nuisance to other drivers.		
40	19/04/17 3:26PM ID: 56058988	Loud music both from pedestrians and from a car. Litter throwing.		
41	19/04/17 6:25PM ID: 56070460	Gatherings of youths above a certain number (say 4) past say 9 pm in public places should be ordered to disperse.		
42	19/04/17 9:47PM ID: 56080331	Groups of teenagers who think is it good fun to poke fun and swear at passers by.		
43	20/04/17 2:20PM	Grffiti		

16. Are there any other types of anti-social behaviour that you think should be included?			Response Percent	Response Total
	ID: 56123663			
44	20/04/17 4:35PM ID: 56134141	Drinking alcohol in public spaces, intimidating behaviour, littering, congregating in numbers, loud noise including music, shouting and revving engines, racing vehicles up and down roads		
45	20/04/17 5:34PM ID: 56137948	Burnham Parks and high street need regular patrols to stop groups (mainly teenagers and young men) congregating. Parking on pavements down the high street is extremely anti social		
46	21/04/17 8:13AM ID: 56164421	Complaints about rubbish and bbq being lit on the CSP goldhill common		
47	21/04/17 1:37PM ID: 56183268	Drugs, drink as well as verbal and physical abuse in public		
48	21/04/17 3:41PM ID: 56191995	No		
49	21/04/17 4:16PM ID: 56194286	Parking on the chevrons in the middle of Beaconsfield Old Town.		
50	22/04/17 12:24AM ID: 56238895	More policing of playing fields and areas around social club, to stop the drug use in these areas. Also to try and discourage drinking and under age sex occurring in these areas.		
51	22/04/17 1:20AM ID: 56240454	untalented graffitti; loud noise;damaging people's property;breaking into cars etc.etc		
52	22/04/17 6:57PM ID: 56277535	please see above. Cars revving at night. Gathering place for young drivers and their passengers.		
53	24/04/17 7:52AM ID: 56333205	Vehicular ASB		
54	24/04/17 4:00PM ID: 56374498	Exclusion area prohibiting the drinking of alcohol or playing loud music in designated areas.		
55	24/04/17 6:33PM ID: 56385661	n/a		
56	24/04/17 8:15PM ID: 56390657	Skateboarding on public pavements. Anti-social driving in the Multi-storey car park in Amersham late at night.		
57	24/04/17 9:10PM ID: 56392773	Groups of youths swearing and abusing normal residents. the rise of shoplifting in local shops and the couldn't careless attitude of the parents of said youths as they think their kids won't get touched as below age of consent!		
58	25/04/17 6:59PM ID: 56459376	Littering Broken beer bottles Leaving used dog poo bags lying around		
59	25/04/17 10:04PM ID: 56469222	Goldhill common Chalfont st Peter		
60	26/04/17 9:45PM ID: 56531893	Littering of public places is now a significant problem. There should be more bins available to dispose of litter but also fines for offenders.		
61	28/04/17 6:48AM ID: 56619533	There should be enforcement of the licensing conditions on public houses, where the internal music is now being allowed to be heard onthe street as groups of drinkers are gathering outside the premises. One pub has even installed loudspeakers on the outside wall so music can be played in their covered area for smokers.		
62	29/04/17 4:28PM ID: 56735947	As I'm writing this a very noisy motor bike has gone by. Why aren't the police enforcing this nuisance.		
63	30/04/17 7:37PM	The prevalence of vast amounts of RUBBISH is one of the bane of my life in this area. I		

16. Are there any other types of anti-social behaviour that you think should be included?			Response Percent	Response Total
	ID: 56772329	<p>find it utterly depressing that there are people throwing away litter in Chesham and the AONB around it. This is having a very detrimental effect on my quality of life here. I walk my dog in/around Chesham every day and notice more rubbish appearing constantly. To make the situation even worse the council sends its lawnmowers around meadows and verges far too frequently shredding the existing bits of litter into hundreds of smaller pieces.</p> <p>NOISE is another significant element of anti-social behaviour; but not one I am currently particularly affected by. The only exception to this is the noise of guns / shooting presumably emanating from the Hundridge Estate just outside Chesham. The proximity of a shooting estate is - apart from the clear animal welfare issues - troubling to say the least. As a keen walker I find myself limited to where I can go walking with my dog, hoping to avoid the danger and nuisance of groups of shooters. The noise of guns is particularly noticeable during late summer / autumn weekends and constitutes a real loss of life quality.</p> <p>Last but not least I find the groups of youths who gather in Lowndes Park after dark - for smoking, consuming alcohol etc a nuisance and also a threatening presence, especially when walking my dog after dark. They smash glass bottles on the paths and make the evening dog walk a profoundly unpleasant experience.</p>		
64	01/05/17 12:11PM ID: 56791817	Vandalism, smoking/selling illegal substances.		
65	02/05/17 11:59AM ID: 56840420	Graffiti of people's property, vandalism, fly tipping.		
66	02/05/17 8:12PM ID: 56873030	Spitting Spitting out Gum		
67	02/05/17 8:43PM ID: 56874989	graffiti		
68	03/05/17 8:45AM ID: 56895124	Shouting late at night.		
69	03/05/17 10:42AM ID: 56904818	no		
70	03/05/17 11:43AM ID: 56910545	Racing motorbikes on roads at weekends and evenings		
71	03/05/17 12:52PM ID: 56916705	Drug taking and abusive behaviour		
72	03/05/17 5:42PM ID: 56940845	Littering Noise from Swimmingpool parties Noise from fast traffic		
73	03/05/17 6:28PM ID: 56944068	Yes, two types. Firstly people shouting and swearing at the top of their voices in public places (as happens frequently in the square in front of my business premises in Aylesbury), and those seen dropping litter, often very close to a litter bin!		
74	04/05/17 11:08AM ID: 56988629	youths causing a nuisance in parks, fighting with each other, leaving litter and smashed bottles		
75	04/05/17 11:10AM ID: 56988454	we do not have any serious ones that are not traffic related like parking on and blocking the pavements for disabled people. in our parish these are much more serious matters than dog issues for us.		
76	04/05/17 10:52PM ID: 57043119	Use of bad language		
77	05/05/17 10:09AM ID: 57063697	<p>I loathe it when I see a man peeing at the side of the road.</p> <p>I've seen this a few times at the end of Court Lane/Grove Road.</p> <p>No effort made to hide away to relieve themselves.</p>		



16. Are there any other types of anti-social behaviour that you think should be included?			Response Percent	Response Total
78	05/05/17 10:12AM ID: 57063740	Spitting, swearing at volume in public and littering.		
79	05/05/17 10:17AM ID: 57064336	drinking in or on park exercising equipment		
80	06/05/17 4:26PM ID: 57158350	Excessive littering of the verges near retail developments		
81	08/05/17 5:57PM ID: 57257812	Graffiti spraying and fly-tipping		
82	12/05/17 8:03PM ID: 57494598	In the summer time at weekends and evenings youths: 1. Drive at speed in Great Missenden station car park 2. Gather at the CDC Buryfield car park by the children's play area and leave piles of litter. A large proportion of this litter comes from the kebab van which is parked on the Link Road opposite the Abbeyfield. 3. Manoeuvre at speed at the CDC Link Road Car Park near the Roman Catholic church. Although there is a police office at Great Missenden and my husband and I walk the village regularly in the evenings, we have never seen a policeman on foot patrol.		
			answered	82
			skipped	89


17. Please explain the reasons for your answer above			Response Percent	Response Total
1	Open-Ended Question		100.00%	65
1	17/04/17 9:24AM ID: 55872060	1) dangerous 2) noise nuisance		
2	17/04/17 9:58AM ID: 55873458	In the absence of sanctions it gets worse and worse.		
3	17/04/17 10:38AM ID: 55875437	See my previous comments.		
4	17/04/17 12:24PM ID: 55879169	There is evidence on Prestwood Common around the covered seating area, that drugs are being taken.		
5	17/04/17 4:16PM ID: 55886720	creates problems for children and other uses of the open spaces		
6	17/04/17 6:54PM ID: 55892570	Seriously?		
7	17/04/17 11:04PM ID: 55902324	As a parish Councillor I get fed up with you ignoring us, as you may do during the process for a new unitary authority.		
8	18/04/17 8:07AM ID: 55911675	All too often the pavements are covered in discarded chinese food containers around Iver Inn.		
9	18/04/17 8:11AM ID: 55911875	Causes problems in certain areas and cannot be tackled as there are not enough traffic wardens and the pcso's cannot/ will not deal with it		
10	18/04/17 8:34AM ID: 55912534	Unable to sleep. Example, we could hear loud music past midnight on 15th April 2017 in our house, I live on the high street. I have a young family and everyone was woken up. This does occur		

17. Please explain the reasons for your answer above			Response Percent	Response Total
		often (Friday Saturday) and loud music can be heard late into the night from where I live on the high street.		
11	18/04/17 8:48AM ID: 55913521	Youths congregating in groups around Burnham park, makes you feel uncomfortable. They drop lots of litter and take drugs. The laughing gas canisters littered about the place is a big problem		
12	18/04/17 8:58AM ID: 55913404	Lots of play areas offer 'picnic tables' & some appear to feel it's ok to include a 'tipple' with their snacks! By all means, be discreet when dining outside of the play area, but don't subject other people's children to it!		
13	18/04/17 8:59AM ID: 55913923	These are a general nuisance to members of the public and feel intimidating.		
14	18/04/17 9:39AM ID: 55916861	why should we have to put up with it		
15	18/04/17 10:22AM ID: 55918493	Regularly the pavements are blocked because people are too lazy park in the correct areas and pay the parking fee!		
16	18/04/17 10:29AM ID: 55917491	The collection of drinkers creates noise and also there is a chance the development of violence.		
17	18/04/17 10:42AM ID: 55921172	Burnham Park, man seen shooting up heroin at 1pm and groups of youth smoking marijuana		
18	18/04/17 1:28PM ID: 55924938	Self explanatory		
19	18/04/17 2:17PM ID: 55937506	Bunham Park is a place where I can no longer go for a run. the kids can be very intimidating.		
20	18/04/17 2:36PM ID: 55937932	All of these affect the quality of life to the residents.		
21	18/04/17 6:01PM ID: 55963592	Lots of empty capsules		
22	18/04/17 6:03PM ID: 55960665	We have a lot of attacks on wildlife by catapult wielding youths and children, hard to catch them in the act, but usually easy to see if they are waving catapults about.		
23	18/04/17 6:15PM ID: 55964564	to address the issue in Chesham		
24	18/04/17 8:37PM ID: 55975311	It is intimidating for residents to have to pass by groups of young people 'hanging around' in what has been identified as an area for drugs.		
25	18/04/17 11:59PM ID: 56010347	So much more is happening in Burnham Village. We need police presence to keep residents safe		
26	19/04/17 8:52AM ID: 56025207	Drug pushing is responsible for 80 per cent of all crime Not enough being done Make it free to take all waste to Council tips		
27	19/04/17 11:25AM ID: 56037229	I'm not sure how noise can be defined or controlled, but there are frequent complaints of loud music, noisy cars and noisy visitors late at night in the areas surrounding Jack Hearne House and Charles Key House in Chalfont St Giles. Obviously where the premises are flats, more people are disturbed due to higher density housing		
28	19/04/17 11:45AM ID: 56040127	Music tastes are very individual and they should not be inflicted on others in an excessively loud way.		
29	19/04/17 1:19PM ID: 56029690	Capable of causing a real nuisance to others and be a deterrent to them using these areas with peaceful enjoyment.		
30	19/04/17 3:18PM ID: 56058529	The above situation happened couple of times in the past two months.		

17. Please explain the reasons for your answer above			Response Percent	Response Total
31	19/04/17 3:26PM ID: 56058988	Sooooo unnecessary and easily brought under control.		
32	19/04/17 6:25PM ID: 56070460	Generates noise and leads to anti social behaviour		
33	19/04/17 9:47PM ID: 56080331	This can lead to violence if the passer by responds!		
34	20/04/17 2:20PM ID: 56123663	abusive graffiti should be removed in 24 hours not always the case, make our towns look scruffy		
35	20/04/17 5:34PM ID: 56137948	no explanation needed		
36	21/04/17 1:37PM ID: 56183268	Although drink and drugs plays a large part in violence on our streets, verbal and physical abuse also plays a part in anti social behaviour. An incident that was reported to me recently occurred poutside Tesco Express in Burnham High Street where a group of young men were showing off and causing a disturbance including fighting. The security guard was, I am told, reluctant to get involved. This kind of anti social behaviour drives shoppers and evening visitors to the restaurants away from the High Street.		
37	21/04/17 3:41PM ID: 56191995	N/A		
38	21/04/17 4:16PM ID: 56194286	This behaviour is persistent, dangerous and affects the lives of people visiting and living in the town. No other body seems to be doing anything to stop this behaviour. Maybe by including the chevron area in a PSPO, this would prevent people parking anti-socially there.		
39	22/04/17 12:24AM ID: 56238895	Finding drug paraphernalia while out walking, even finding condoms etc. in the football shelter.		
40	22/04/17 1:20AM ID: 56240454	We have all been drunk/stupid in our time but some sort of parental, school or law punishment made us see how stupid we had been.		
41	24/04/17 7:52AM ID: 56333205	Vehicular ASB is a huge issue in the Multi-Storey car park in Amersham and in other car parks in and around Amersham, Chesham and Great Missenden. We have countless reports and residents are heavily affected.		
42	24/04/17 4:00PM ID: 56374498	There are occasions where a non suitable location becomes a focal point for this behaviour and without this there is little the authorities can do to relieve the suffering of nearby residents or other users in the community.		
43	24/04/17 6:33PM ID: 56385661	n/a		
44	24/04/17 8:15PM ID: 56390657	Its dangerous.		
45	24/04/17 9:10PM ID: 56392773	Because it seems to happen quite a lot in this area and l&q won't do anything to help just excuses, excuses and the police understaffed to try to cover everything and everywhere.		
46	25/04/17 6:59PM ID: 56459376	They make areas look unloved and attract more anti-social behaviour		
47	25/04/17 10:04PM ID: 56469222	Again this is an area where people walk with their dogs and children, and abusive teenagers being sick and leaving a mess everywhere does not fit in with the quiet village life people want		
48	28/04/17 6:48AM ID: 56619533	There has been an increased provision of living accommodation either over shops or by conversion of shops, so the increased noise is an irritation to the residents, as well as to people using the High Street for normal purposes.		
49	29/04/17 4:28PM	No need		

17. Please explain the reasons for your answer above			Response Percent	Response Total
	ID: 56735947			
50	01/05/17 12:11PM ID: 56791817	I have witnessed kids gathering in alleyways and car parks smoking marijuana etc. I find it very uncomfortable in such situations.		
51	02/05/17 11:59AM ID: 56840420	All of them affect the people who have their property damaged and the effects on the community psychologically have a profound effect. If somewhere looks unkempt people generally become apathetic and social behaviour declines!		
52	02/05/17 8:43PM ID: 56874989	obvious reasons		
53	03/05/17 8:45AM ID: 56895124	People can be woken up by shouting.		
54	03/05/17 10:42AM ID: 56904818	Generally I think we are governed enough.		
55	03/05/17 12:52PM ID: 56916705	Anti-social		
56	03/05/17 5:42PM ID: 56940845	All antisocial and cause stress to people who wish to have quiet lives		
57	03/05/17 6:28PM ID: 56944068	Both behaviours are highly anti-social, and in the case of litter other people then have to clear up all the time after them. I lived in a cottage on the Village Green in Chalfont St Giles for 29 years, and often had to spend time picking up other peoples' litter.		
58	04/05/17 11:08AM ID: 56988629	it is not safe for the public to approach youths over this sort of behaviour and and order might make them think twice in behaving inappropriately		
59	04/05/17 10:52PM ID: 57043119	Do not want my children subjected to this		
60	05/05/17 10:09AM ID: 57063697	Revolting to see and not a good example for children to witness.		
61	05/05/17 10:12AM ID: 57063740	If these could be reduced it would help raise the level of well-being for everyone.		
62	05/05/17 10:17AM ID: 57064336	the above happens frequently in burnham park. Groups gather and put people off using the exercise equipment		
63	06/05/17 4:26PM ID: 57158350	Increase in litter around these areas is a growing problem especially if a super market or fast food outlet or restaurant is included.		
64	08/05/17 5:57PM ID: 57257812	distressing to see the appearance of places ruined by such anti-social behaviour		
65	12/05/17 8:03PM ID: 57494598	A danger to the public; Unightly litter in an area important to tourism in Chiltern District; Noisy screeching of tyres.		
			answered	65
			skipped	106

18. Do you support the use of a Public Spaces Protection order to control any of the behaviours listed above?			Response Percent	Response Total
1	Yes		84.14%	122
2	No		2.76%	4

18. Do you support the use of a Public Spaces Protection order to control any of the behaviours listed above?							Response Percent	Response Total
3	Don't know						13.10%	19
Analysis	Mean:	1.29	Std. Deviation:	0.68	Satisfaction Rate:	14.48	answered	145
	Variance:	0.47	Std. Error:	0.06			skipped	26

6. Any other comments

19. Do you have any other comments regarding the proposed Public Spaces Protection Order?			Response Percent	Response Total
1	Open-Ended Question		100.00%	46
1	17/04/17 9:58AM ID: 55873458	It's important not to get too Big Brotherish. Depending on circumstances, it's often acceptable to use a stick to flick dog mess off the footpath, rather than insisting on bags. Where bags are required there should be adequate numbers of disposal bins.		
2	17/04/17 6:54PM ID: 55892570	No		
3	17/04/17 11:04PM ID: 55902324	No		
4	18/04/17 8:07AM ID: 55911675	Greater enforcement is required which might or could be self-funding.		
5	18/04/17 8:11AM ID: 55911875	Make sure that they are not so difficult to put in place or so expensive that Parish Councils will not take the step to create one		
6	18/04/17 8:34AM ID: 55912534	None.		
7	18/04/17 8:44AM ID: 55913328	You need to spend ratepayer's money on this survey?		
8	18/04/17 8:48AM ID: 55913521	How will they be policed / enforced?		
9	18/04/17 8:58AM ID: 55913404	Please provide more litter bins and dog poo bins, PLUS include more frequent emptying of bins.		
10	18/04/17 9:09AM ID: 55914240	Let's ensure this does not become just a dog order survey. There are many other disruptive things such as drugs and gang cultures still going on. And someone walking a dog should be low priority over these.		
11	18/04/17 9:09AM ID: 55914398	If you have protection orders, they need to be enforced, and offences published		
12	18/04/17 9:39AM ID: 55916861	all of this can only work if some one is actually there to enforce it		
13	18/04/17 10:22AM ID: 55918493	Who is going to "police" this		
14	18/04/17 11:06AM ID: 55922431	Don't introduce new powers when existing powers are available. Crack down on the people who already are an issue using your existing powers.		
15	18/04/17 11:31AM ID: 55924932	Powers already exist to deal with most of this behaviour, but this order makes it easier to enforce as it removes doubt.		
16	18/04/17 1:28PM ID: 55924938	NO		
17	18/04/17 2:36PM ID: 55937932	Not really, but unless the Police are fully supported it will be difficult to implement.		
18	18/04/17 8:37PM ID: 55975311	No		
19	19/04/17 11:25AM ID: 56037229	Any Order which gives police extra powers to deal with anti-social behaviour is a good thing		
20	19/04/17 11:45AM ID: 56040127	Any loutish or yobbish selfish behaviour should be banned. The majority of people are decent law-abiding citizens whose right to quiet enjoyment of an area should not be		

19. Do you have any other comments regarding the proposed Public Spaces Protection Order?			Response Percent	Response Total
		ruined by ill-disciplined dogs, alcohol fuelled aggressive behaviour or loud anti-social music.		
21	19/04/17 3:53PM ID: 56061326	none		
22	19/04/17 6:25PM ID: 56070460	no		
23	20/04/17 5:34PM ID: 56137948	no		
24	21/04/17 1:37PM ID: 56183268	It is only effective if the Police have enough resources and willingness to deal with the problem		
25	21/04/17 3:41PM ID: 56191995	No		
26	22/04/17 12:24AM ID: 56238895	if its going to be done, then it needs to be strictly enforced. Otherwise it will be a total waste of money, none of this "I warn you once, then I will warn you again" That's why PCSO were inefficient. They were never given the backing to enforce the laws.		
27	22/04/17 1:20AM ID: 56240454	I just think that there are some terrible parents around who do not stop their children's bad behaviour impinging on the lives of others.Public spaces are places where one should feel safe.		
28	22/04/17 8:13AM ID: 56248847	Stop the man at 51 narcot road having all his cameras he is actually filming my kids while they play this has been reported more than once		
29	22/04/17 6:57PM ID: 56277535	Suspect not just alcohol. Need to check out drugs		
30	24/04/17 3:57PM ID: 56373330	IF A PROBLEM ARISES IN AN AREA, MAKE IT EASY TO ACESS AN ORDER TO BE PUT IN PLACE WITH A REASONABLE TIME LIMIT.		
31	24/04/17 6:33PM ID: 56385661	n/a		
32	24/04/17 8:15PM ID: 56390657	This is a market town in a rural area and not a suburb. The countryside should be available for dog walkers to use responsibly. In the towns, a more urban approach is required. The Amersham College site should be reviewed and consideration given to covering the open spaces in the area due to the application for a alcohol licence by the Hockey Club.		
33	24/04/17 9:10PM ID: 56392773	It has my full approval and should be enacted as soon as possible		
34	25/04/17 10:04PM ID: 56469222	officers patrolling more may discourage the young people drinking and maybe stop the local shops selling alcohol to underage children		
35	28/04/17 6:48AM ID: 56619533	There is little point in extending the order unless it is enforced. The major problem with all the current anti-social behaviours listed above but also including parking on pavements and yellow lines and speeding is that they are not enforced or enforced too infrequently to be of any cause to amend people's behaviour. More enforcement officers with clearly defined powers are needed		
36	29/04/17 4:28PM ID: 56735947	It must be fair to all and not just an excuse to persecute vulnerable people.		
37	30/04/17 7:37PM ID: 56772329	I am very much in favour of any policies which make our public spaces safer, cleaner, greener and more pleasant but am baffled as to how you will implement these orders? I have never seen anyone patrolling Lowndes Park or anywhere else to monitor the amount of litter and asb on show. Whatever fines are in place for littering etc should be increased and issued on the spot.		
38	02/05/17 8:12PM ID: 56873030	What you need is better education and full employment More police patrolling		

19. Do you have any other comments regarding the proposed Public Spaces Protection Order?			Response Percent	Response Total
39	02/05/17 8:43PM ID: 56874989	xxxxx		
40	03/05/17 8:45AM ID: 56895124	No		
41	03/05/17 10:42AM ID: 56904818	No thank you.		
42	03/05/17 5:42PM ID: 56940845	Parking of cars on roadsides and verges is dangerous. Parking on double yellow lines even for a few minutes causes problems for other people. Everyone is becoming more and more selfish. However free parking should be made available in order to help the situation. More litter bins should be readily available . People who put bags of dog poo in hedges possibly to collect later are really antisocial.		
43	03/05/17 6:28PM ID: 56944068	No.		
44	04/05/17 11:10AM ID: 56988454	How is it going to work? who is going to be responsible for policing? Are the PC's expected to eake on these under devolved powers? if not who i paying for it?		
45	05/05/17 10:12AM ID: 57063740	Wishing you all the best with the process and implementation.		
46	12/05/17 8:03PM ID: 57494598	I'm concerned about the increase in spitting in public places in Chesham. I've seen people spitting on Great Missenden High Street. This disgusting habit increases the risk of transmission of diseases including TB. In some areas of the country there is a by-law prohibiting it unless a handkerchief, bin or other container is used.		
			answered	46
			skipped	125

Designated areas in Chiltern District

Designated areas where it's an offence not to clear up your dog's mess includes:

- 1) All roads/pavements and verges adjoining roads with speed limits of 40mph or less.
- 2) Open spaces in the following areas:

Parish of Amersham (town)

1. Barn Meadow Recreation Ground
2. Hervines Park
3. King George V Field
4. Memorial Gardens
5. The Platt. Cemetery
6. St Mary's Cemetery
7. Stanley Hill Cemetery
8. Westwood Park
9. Open land at Church Mead (adj. River Misbourne), Amersham.
10. The Green, (junct.of Batchelors Way and The Rise), Amersham.
11. Open Land at Round wood; Round wood Road, Amersham.
12. Dovecote Car Park, Amersham.
13. Land surrounding Park Place, Amersham.

Parish of Ashley Green

1. The Village Green, including land surrounding the pond. Glebe Copse, Glebe Meadow and Parish allotments.
2. Both sides of the Two Dells Lane linic road, St John's Church surrounding grounds and lawns.
3. Parish Burial Ground.
4. Playing fields. adjacent to grass island and lay-by off the A416, a carriage way with a speed limit of 40 miles an hour or less.
5. The lay-by and grass island between the playing field and the A416.
6. The Snowhill Estate roads and pavements.
7. The track east from the Village Green to the Sewage Works and the path leading to Glebe Meadow, including all grass verges and areas associated with the track and pathway.
8. Both sides of the A416 carriageway and adjoining footpaths, pavements and verges.
9. Two Dells Lane carriageway and adjoining footpaths, pavements and verges.
10. Hog Lane carriageway being a carriageway with a speed limit of 40 miles an hour or less and adjoining

footpaths, pavements and verges.

11. Public footpath number 7 passing through Whepley Hill Park.

Parish of Chalfont St Giles

1. Bowstridge Lane Playing Fields, (through Crossleys), Bowstridge Lane, Chalfont St. Giles.
2. Bowstridge Lane Cemetery, Bowstridge Lane, Chalfont St. Giles.
3. Silver Hill Open Space, (including land surrounding Jubilee Homes and open spaces surrounding William Shakman House) between School Lane and Silver Hill, Chalfont St. Giles.

Parish of Chenies

1. Open Land at Bedford Close, Chenies, Buckinghamshire.

Parish of Chesham Bois

1. Glebe Land surrounding Parish Centre, Glebe Way, Chesham Bois.
2. Bois Avenue Green, Bois Avenue, Chesham Bois.
3. St. Leonard's Churchyard and Paddock, High Bois Lane, Chesham Bois.
4. Chesham Bois Cemetery, Wood Road, Chesham Bois.

Parish of Chesham (town)

1. Ley Hill Common, Chesham.
2. Land between Latimer Road and River Chess Chesham.
3. Water meadow Car Park and adjoining grass areas, Water meadow, Chesham.
4. Land at Lower Stone Meadow, Chalfont St, Giles.
5. Chesham Cemetery

Parish of Chesham

1. Archena Gardens/Temperance Hall Garden, St. Mary's Way, Chesham.
2. Codmore Playing Field and Pavilion, Botley Road, Chesham.
3. Lye Green, Lycrome Road, Chesham.
4. Meades Water Garden, Red Lion Street, Chesham.
5. Lowndes Park, St. Mary's Way, Chesham.
6. Gordon Road Play Area, Gordon Road, Chesham.

7. Hodds Wood Road Recreation Area, Hodds Wood Road, Chesham.
8. Woodland View Recreation Area, Woodland View, Chesham.
9. Bois Moor Road Recreation Area, Bois Moor Road, Chesham.
10. Windsor Road Recreation Area, Windsor Road, Chesham.
11. Marston Playing Field and Pavilion, Mount Nugent, Chesham.
12. Batchelors Way Recreation Ground, Batchelors Way, Chesham.
13. Co op Field (off Deansway), Chesham.
14. Red Lion Street Gardens, Red Lion Street, Chesham.
15. Nashleigh Hill Recreation Ground, Nashleigh Hill, Chesham.
16. Manor Way Road Island, Manor Way, Chesham.
17. Chesham Moor Playing Fields, Waterside, Chesham.

Open Areas at:

Upper Belmont Road, Chesham.

Fullers Hill, Chesham.

Chessbury Road, Chesham

Benham Close, Chesham.

Victoria Road, Chesham.

Land Surrounding:

Newtown Evangelical Baptist Church, Berkhamstead Road, Chesham

Trapps Court and Trapps Lane, Chesham.

Shelley Road, Chesham.

Whichcote Gardens, Chesham.

Five Acres, Chesham

Gawdrey Close, Chesham.

Parish of Little Missenden

1. Open areas surrounding:- Highmore Cottages, Little Missenden, Buckinghamshire.

Parish of Penn

1. Throshers Wood, Seeleys Road, Beaconsfield.
2. Cricket Pitch, Penn Street, Penn.
3. Knotty Green Allotments. Forty Green Road, Knotty Green,

4. Knotty Green Cricket Ground, Recreation Ground and Grass Triangle, Forty Green Road, Knotty Green.
5. Grass Verge between Throshers Wood and Seeley's Road, Knotty Green.
6. Forty Green Play Area, (opp. Community Hall), Gomms Wood Road, Forty Green.
7. Forty Green Common, Brindle Lane, Forty Green.
8. Penn Street Play Area. Penn Street, Penn,
9. War Memorial Green (by Penn Church), Church Road, Penn,
10. Grass Verge Common Areas, Elm Road, Penn,

Parish of Seer Green

1. Green Meadow Play Area, Green Meadow, Chalfont Road, Seer Green.
2. Jubilee Walk, Orchard Road, Seer Green.
3. Recreation Ground, Park Place, Seer Green.
4. Cemetery Entrance (off School Lane), Seer Green.

Parish of Chartridge

1. Recreation Ground, Cogdells Close, Chartridge.
2. Bellingdon Playing Field

Parish of Cholesbury-Cum-St. Leonard's

1. Land surrounding St. Leonard's Parish Hall and Playing Field, Jenkins Lane, Cholesbury cum St. Leonard's

Parish of Great Missenden

1. Sports Centre and surrounding land, Honor End Lane, Prestwood.
2. Land adjoining Link Road Car Park, Link.Road, Great Missenden.
3. The grassed area abutting Hildreth Road and Hazell Road, Prestwood.
4. Play Area, Prestwood.
5. Recreation Ground, Prestwood.
6. The Common, Prestwood.
7. Open Space, Buryfield, Great Missenden
8. Village Green, Frith Hill, Mill Lane, Great Missenden.
9. Play Area, Sibley Rise, South Heath.

10. Playing Field, Blackthorne Lane, Ballinger.
11. Village Green, Windsor Lane, Little Kingshill,
12. Church Grounds, Little Kingshill Baptist Church, Little Kingshill.
13. Grounds of Tanton House, Winslow Field, Great Missenden.
14. Car Park, High Street, Prestwood
15. Car Park, Link Road, Great Missenden.
16. Lawn Cemetery, Great Missenden.

Jordan's Village

1. Cherry Tree Corner Green, Jordan's.
2. Village Green, Jordan's.
3. Dodd's Descent, Jordan's Village Green

Parish of Little Chalfont

1. Snells Wood and adjoining car park, White Lion Road, Little Chalfont.

The playground/open areas at:

2. Kiln Avenue, Little Chalfont.
3. Junction of Elizabeth Avenue and Cavendish Close, Little Chalfont.
Arbour View, Little Chalfont.
3. Halifax House and Applefield Way, Little Chalfont.

Parish of Chalfont St Peter

1. Love's delight Allotment, Church lane, Chalfont St. Peter.
2. Mill Meadow Play Area, (adjacent to Community Centre), Gravel Hill, Chalfont St. Peter.
3. Lady Gibb Millennium Wood, adjacent to Community Centre, Gravel Hill, Chalfont St. Peter.
4. Hill House Allotments, Gravel Hill, Amersham Road, Chalfont St.Peter.
5. Cheena Meadow Playing Fields, Denham Lane, Chalfont St. Peter.
6. Garden of Rest Cemetery, Denham Lane, Chalfont St. Peter.
7. Boundary Road Playground, Boundary Road, Chalfont St. Peter.
8. The Village Green, Rickmansworth Lane, Chalfont St. Peter.
9. The open land comprising Gerrards Cross Golf Club, Chalfont Park, Gerrards Cross, Chalfont St. Peter including footpaths.

THE DOGS (FOULING OF LAND) ACT 1996

CHILTERN DISTRICT COUNCIL

DOGS (FOULING OF LAND) ACT 1996 (MULTIPLE LANDS) ORDER 2004

The Chiltern District Council (in this Order called "the Council") hereby make the following Order:

1. The Land described in the Schedule below and shown delineated on the maps attached to this Order in addition to the land comprising carriageways and that adjoining as described below, being land within the area of the Council which is land to which the Dogs (Fouling of Land) Act 1996 applies, is hereby designated for the purposes of that Act.
2. This Order may be cited as the Chiltern District Council Dogs (Fouling of Land) Act 1996 (Multiple Lands) Order 2004 and shall come into force on 2nd August 2004.

SCHEDULE

Parish of Amersham (Town)

Barn Meadow Recreation Ground
Hervines Park
King George V Field
Memorial Gardens
The Platt Cemetery
St Mary's Cemetery
Stanley Hill Cemetery
Westwood Park

All the above carriageways have a speed limit of 40 mph or less, adjoining footpaths and grass verges within the Parish of Amersham (Town).

Parish of Ashley Green

1. The Village Green, including land surrounding the pond. Glebe Copse, Glebe Meadow and Parish allotments.
2. Both sides of the Two Dells Lane link road, St John's Church surrounding grounds and lawns.
3. Parish Burial Ground.
4. Playing fields adjacent to grass island and lay-by off the A416, a carriage way with a speed limit of 40 miles an hour or less.
5. The lay-by and grass island between the playing field and the A416.
6. The Snowhill Estate roads and pavements.

- 7. The track east from the Village Green to the Sewage Works and the path leading to Glebe Meadow, including all grass verges and areas associated with the track and pathway.
- 8. Both sides of the A416 carriageway and adjoining footpaths, pavements and verges.
- 9. Two Dells Lane carriageway and adjoining footpaths, pavements and verges.
- 10. Hog Lane carriageway being a carriageway with a speed limit of 40 miles an hour or less and adjoining footpaths, pavements and verges.
- 12. Public footpath number 7 passing through Whepley Hill Park.

All the above carriageways have a speed limit of 40 mph or less, adjoining footpaths and grass verges within the Parish of Ashley Green Parish Council.

Parish of Chartridge

Bellingdon Playing Field

All the above carriageways have a speed limit of 40 mph or less, adjoining footpaths and grass verges within the Parish of Missenden

Parish of Chesham (Town)

Chesham Cemetery

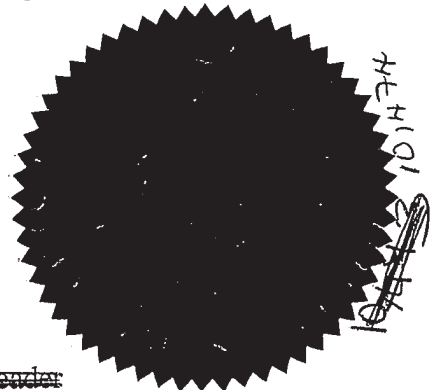
All the above carriageways have a speed limit of 40 mph or less, adjoining footpaths and grass verges within the administrative area of Chesham Town Council.

Parish of Great Missenden

The grassed area abutting Hildreth Road and Hazell Road, Prestwood.

All the above carriageways have a speed limit of 40 mph or less, adjoining footpaths and grass verges within the Parish of Missenden.

The COMMON SEAL of
CHILTERN DISTRICT COUNCIL
was hereunto affixed
this 5th day of July 2004



Chairman

~~Executive Leader~~

Sargent

Head of Legal Services
Adn Butler

~~Chief Executive~~

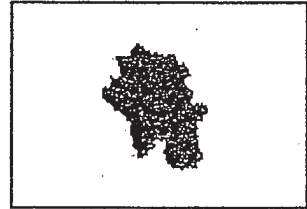
Barn Meadow, Old Amersham



Legend

Parish Boundaries	Parish Boundary
(I) Private Water Supplies	District/LB Boundary
(I) Telecomms Masts	County Boundary
OS Annotation	Electoral Boundary
OS Landline	Boundary Post/Stone
Building Outline	Boundary Moring
Building Pocks	Narrow Gauge Railway
(cont)	Standard Gauge Railway
	(cont)

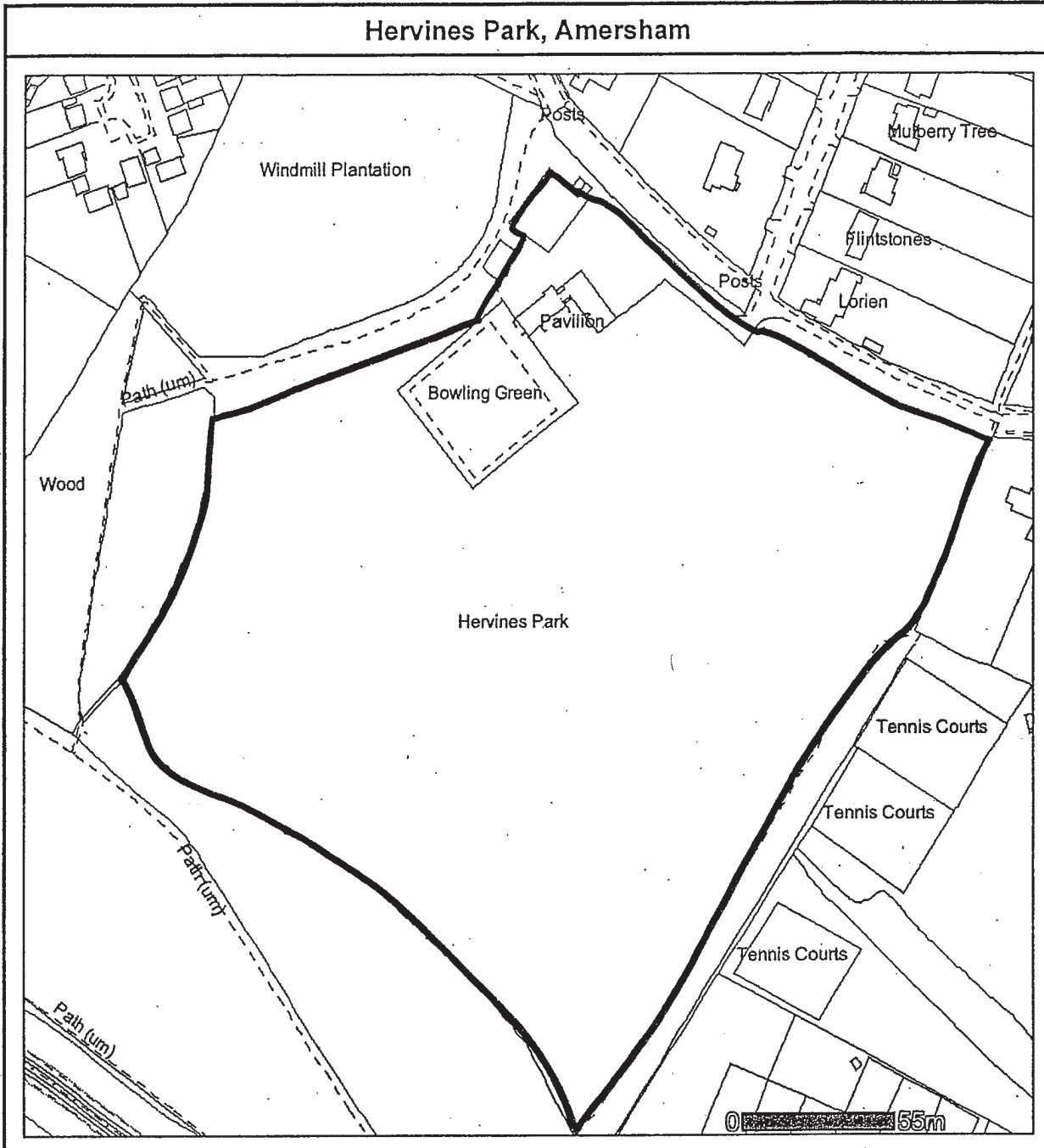
Overview




Date: 17.7.2003
 Approx. Scale: 1:2521
 Bounding coordinates: 495335, 197370
 495712, 197753

This map is reproduced from the Ordnance Survey map with the permission of the Controller of Her Majesty's Stationery Office. © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Licence No LA 977569.

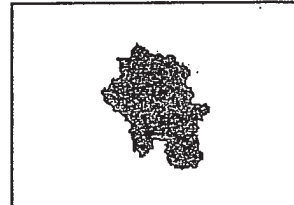
Hervines Park, Amersham



Legend

 Boundary of dog fouling designation

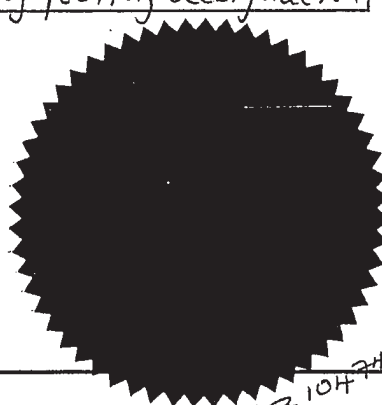
Overview



Chairman
Susmit

Flecial of legal
services

[Handwritten signature]

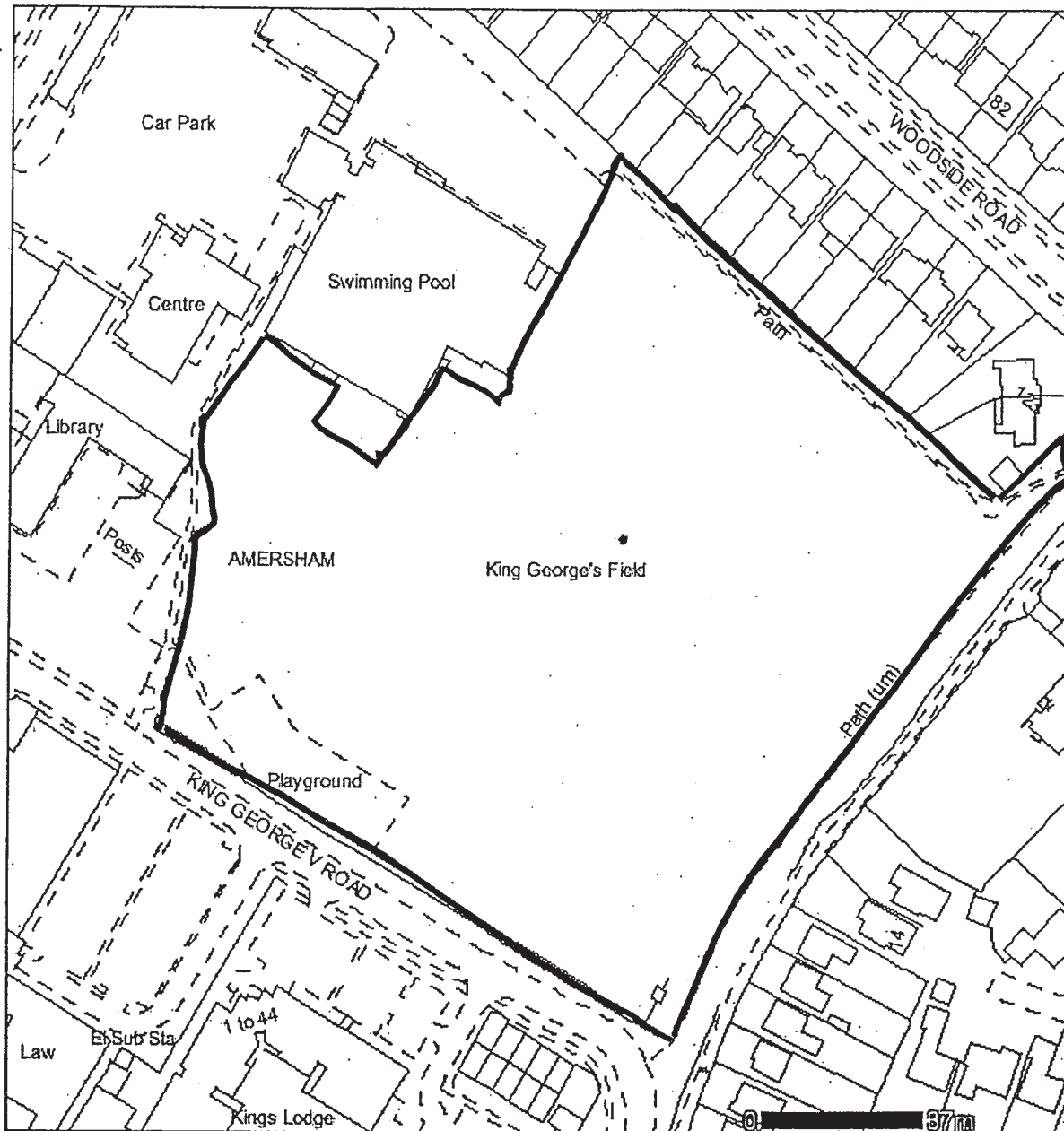


Date: 15.3.2004
 Approx. Scale: 1:2317
 Bounding coordinates: 495513, 198491
 495887, 198871

This map is reproduced from the Ordnance Survey map with the permission of the Controller of Her Majesty's Stationery Office. © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Licence No 100023674.

[Handwritten notes and signatures]
10/11/04

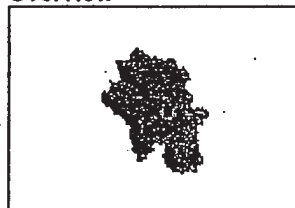
King George's Field, Amersham



Legend

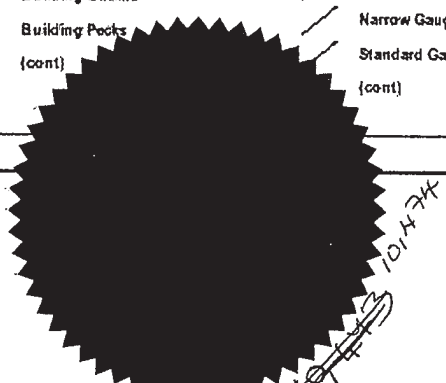
- | | |
|----------------------------|------------------------|
| Parish Boundaries | Parish Boundary |
| (!) Private Water Supplies | District/LB Boundary |
| (!) Telecomms Masts | County Boundary |
| OS Annotation | Electoral Boundary |
| OS Landline | Boundary Post/Stone |
| Building Outline | Boundary Mearing |
| Building Pocks | Narrow Gauge Railway |
| (cont) | Standard Gauge Railway |
| | (cont) |

Overview



Date: 17.7.2003
 Approx. Scale: 1:1665
 Bounding coordinates: 496701, 198224
 496949, 198476

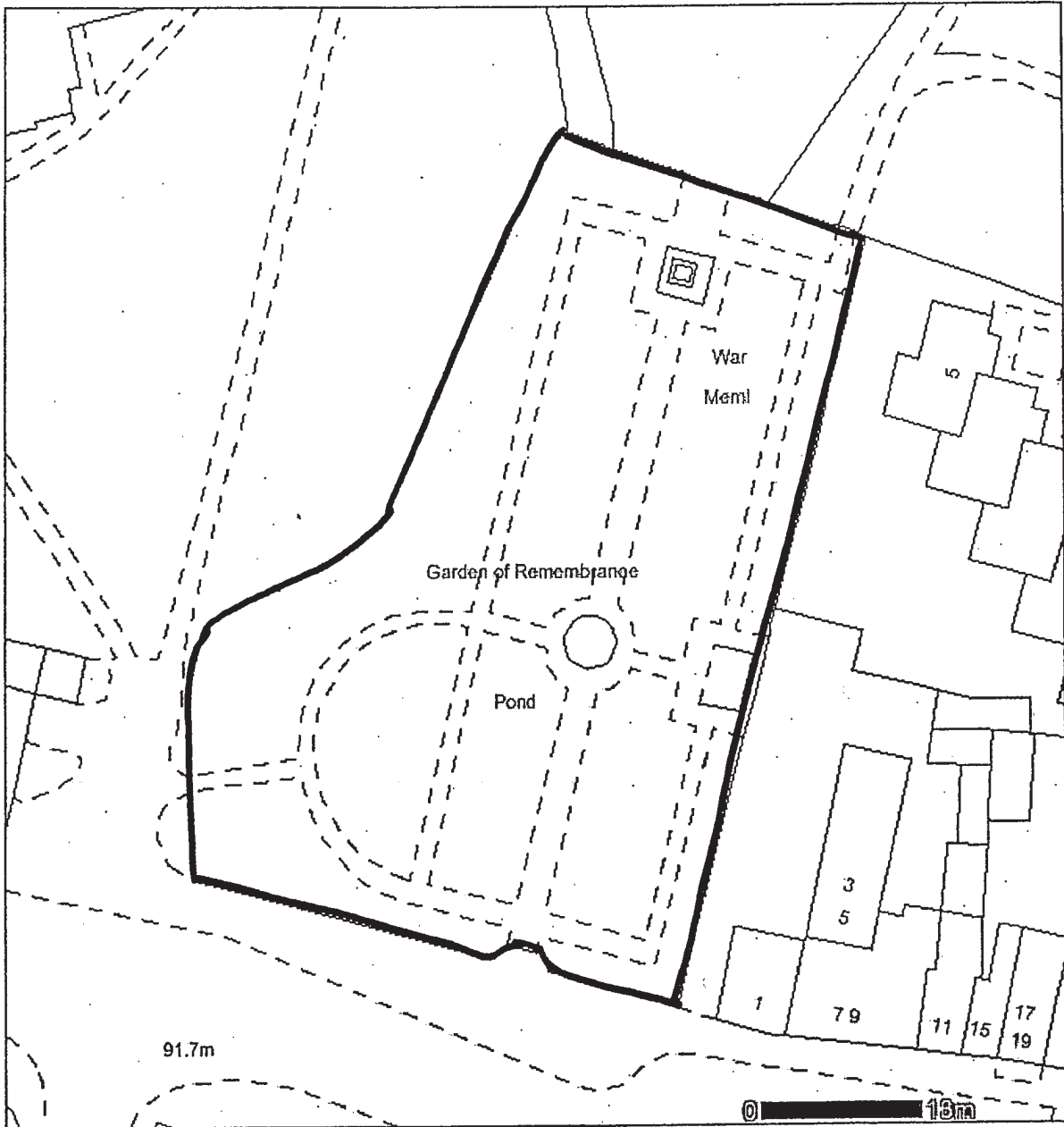
This map is reproduced from the Ordnance Survey map with the permission of the Controller of Her Majesty's Stationary Office. © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Licence No LA 077569.



Chairman
Signed

Flood of Legal Services

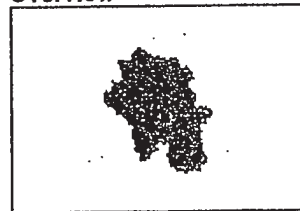
Memorial Gardens, Old Amersham



Legend

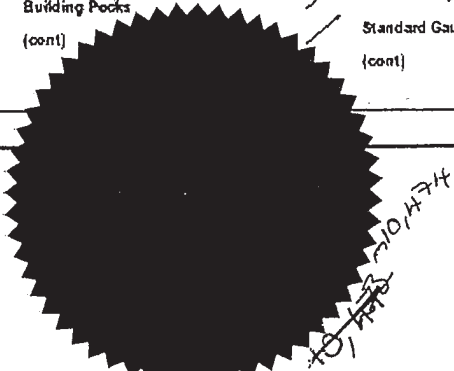
Parish Boundaries	Parish Boundary
(I) Private Water Supplies	District/LB Boundary
(I) Telecomms Masts	County Boundary
OS Annotation	Electoral Boundary
OS Landline	Boundary Post/Stone
Building Outline	Boundary Moring
Building Pocks	Narrow Gauge Railway
(cont)	Standard Gauge Railway
	(cont)

Overview



Date: 17.7.2003
 Approx. Scale: 1:588
 Bounding coordinates: 495814, 197290
 495901, 197379

This map is reproduced from the Ordnance Survey map with the permission of the Controller of Her Majesty's Stationery Office. © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Licence No LA 077569.

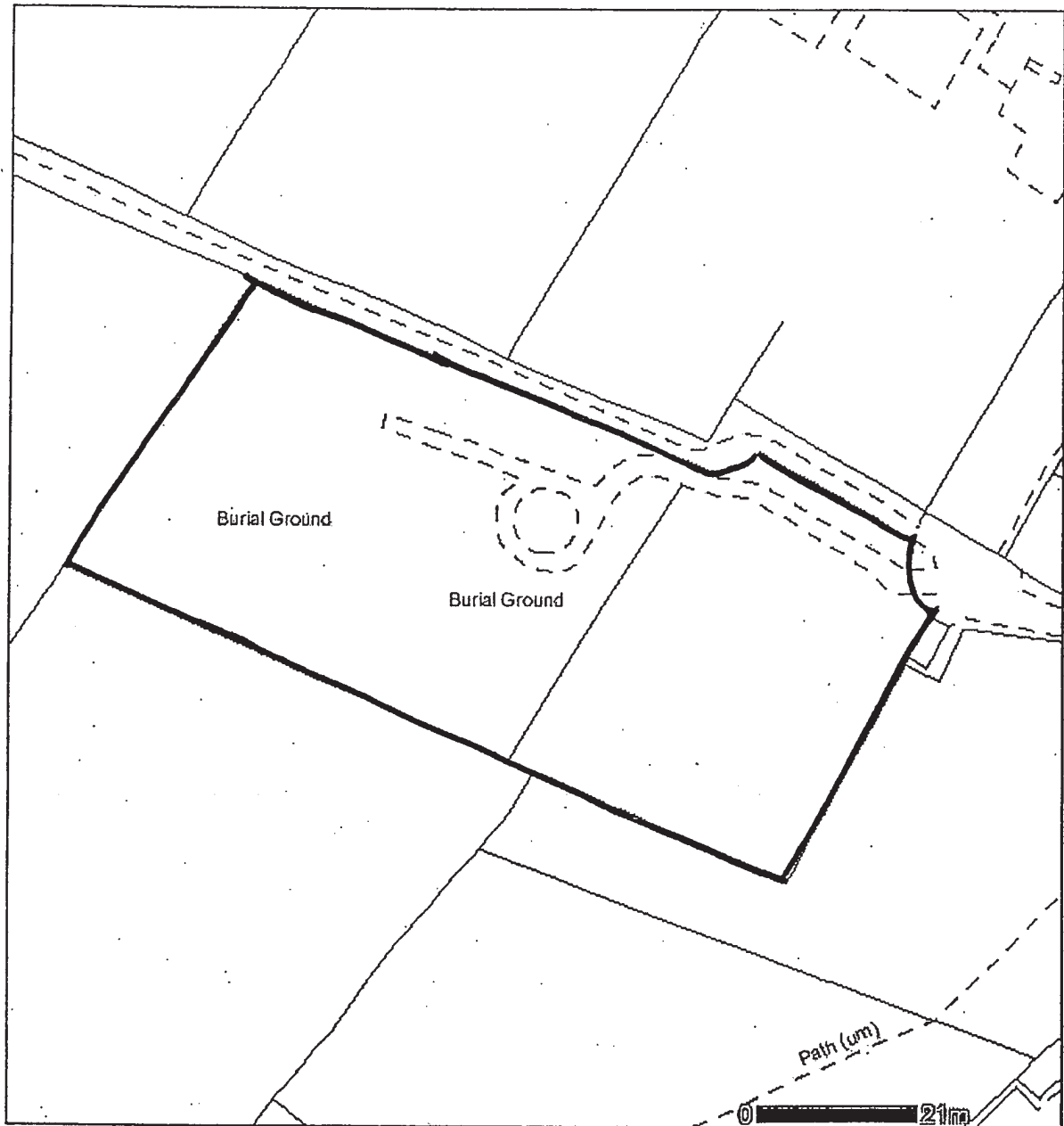


Chairman
Submit

Fleet of Legal Services

[Signature] 17/07/03

The Platt Cemetery, Old Amersham



0 21m

Legend

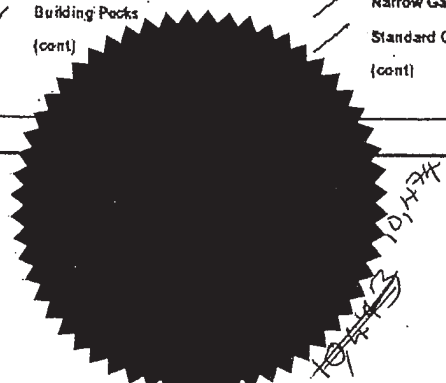
Parish Boundaries	Parish Boundary
(I) Private Water Supplies	District/LB Boundary
(II) Telecomms Masts	County Boundary
OS Annotation	Electoral Boundary
OS Landline	Boundary Post/Stone
Building Outline	Boundary Meroing
Building Pocks	Narrow Gauge Railway
(cont)	Standard Gauge Railway
	(cont)

Overview



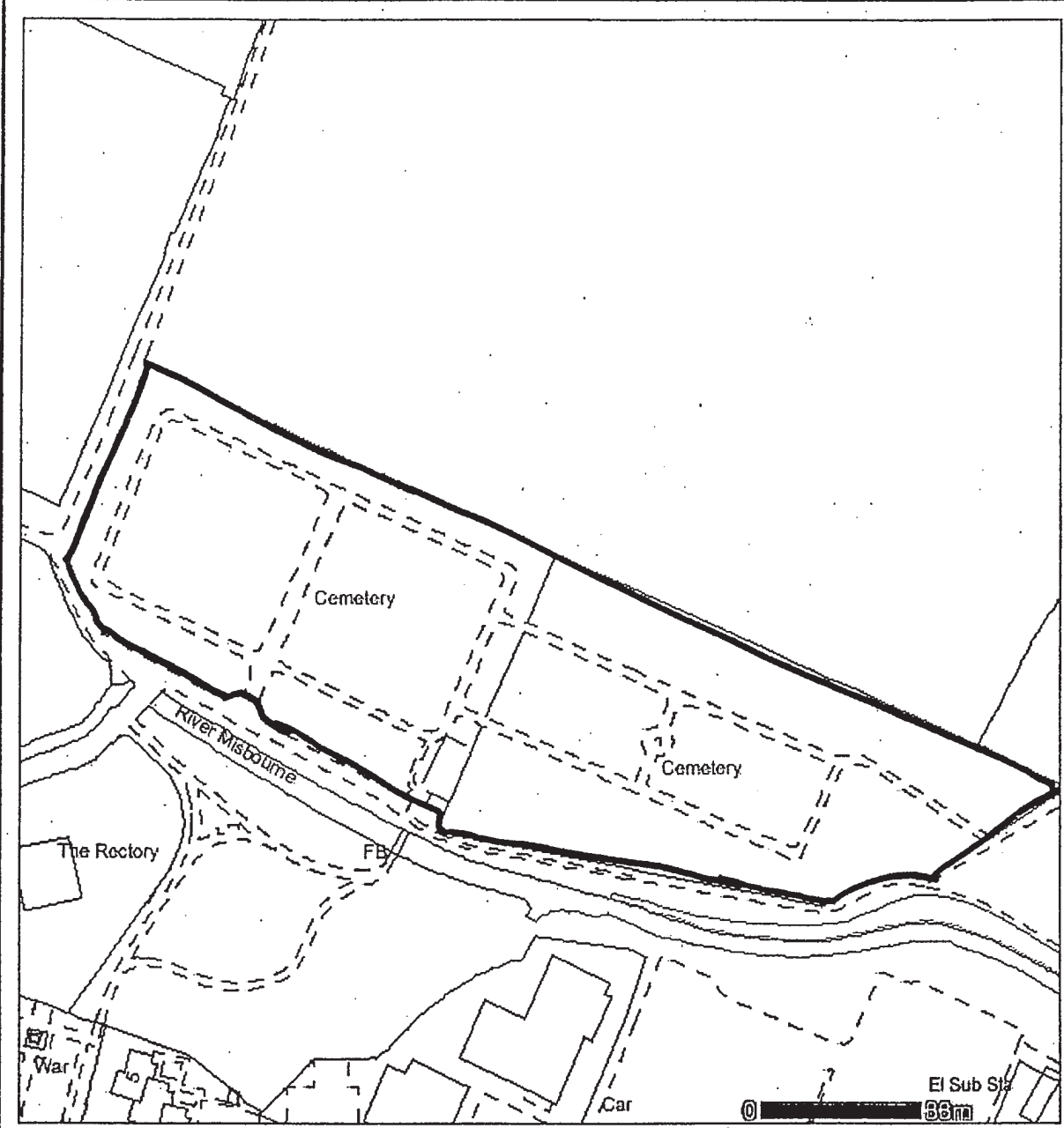
Date: 17.7.2003
 Approx. Scale: 1:969
 Bounding coordinates: 495441, 197127
 495586, 197274

This map is reproduced from the Ordnance Survey map with the permission of the Controller of Her Majesty's Stationery Office. © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Licence No LA 077569.



Chairman
Susmit
Head of Legal Services
[Signature]

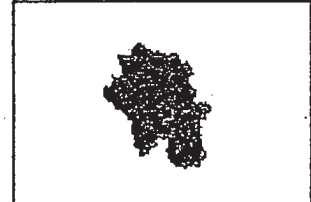
St Mary's Cemetery, Old Amersham



Legend

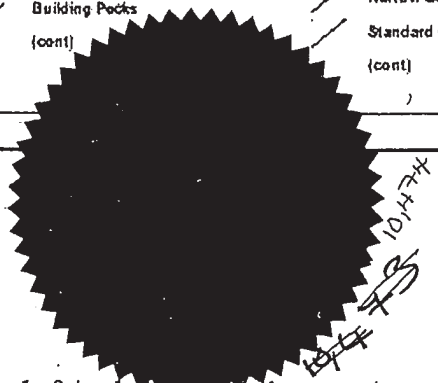
Parish Boundaries	Parish Boundary
(!) Private Water Supplies	District/LB Boundary
(!) Telecomms Masts	County Boundary
OS Annotation	Electoral Boundary
OS Landline	Boundary Post/Stone
Building Outline	Boundary Merging
Building Pocks	Narrow Gauge Railway
(cont)	Standard Gauge Railway
	(cont)

Overview



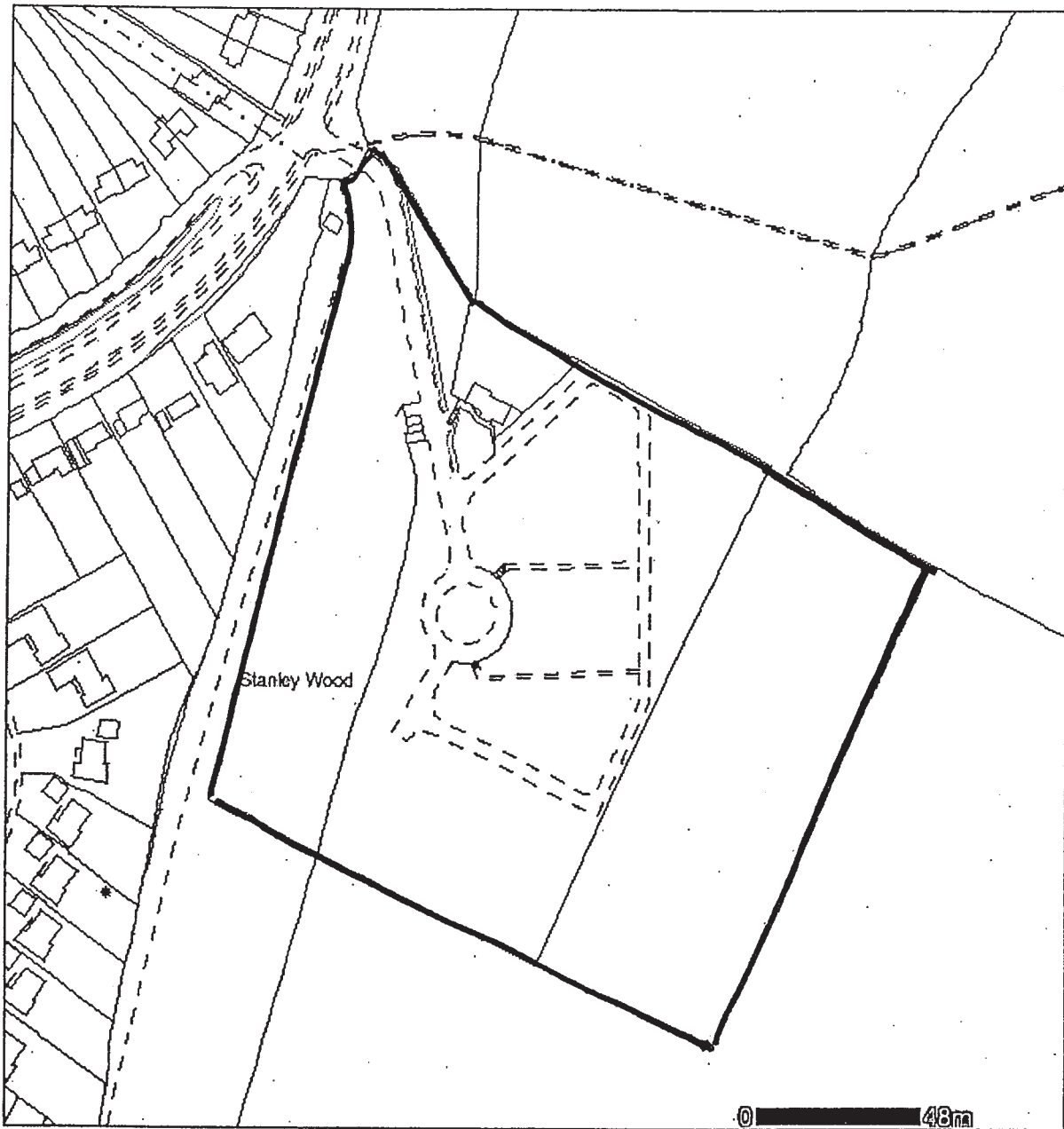
Date: 17.7.2003
 Approx. Scale: 1:1498
 Bounding coordinates: 495867, 197341
 -496091, 197568

This map is reproduced from the Ordnance Survey map with the permission of the Controller of Her Majesty's Stationery Office. © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Licence No LA 077569.



Chairman
Susmit
Fleet of Royal Services
[Signature] 17/07/03

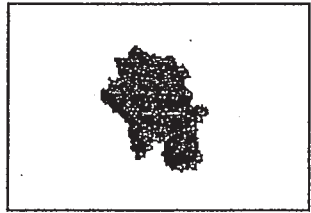
Stanley Hill Cemetery, Amersham



Legend

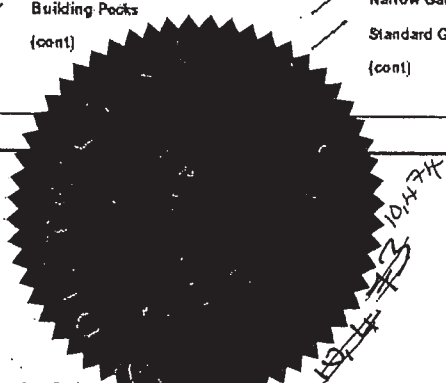
Parish Boundaries	Parish Boundary
(!) Private Water Supplies	District/LB Boundary
(!) Telecomms Masts	County Boundary
OS Annotation	Electoral Boundary
OS Landline	Boundary Post/Stone
Building Outline	Boundary Mearing
Building Pocks	Narrow Gauge Railway
(cont)	Standard Gauge Railway
	(cont)

Overview



Date: 17.7.2003
 Approx. Scale: 1:2187
 Bounding coordinates: 497091, 196972
 497418, 197305

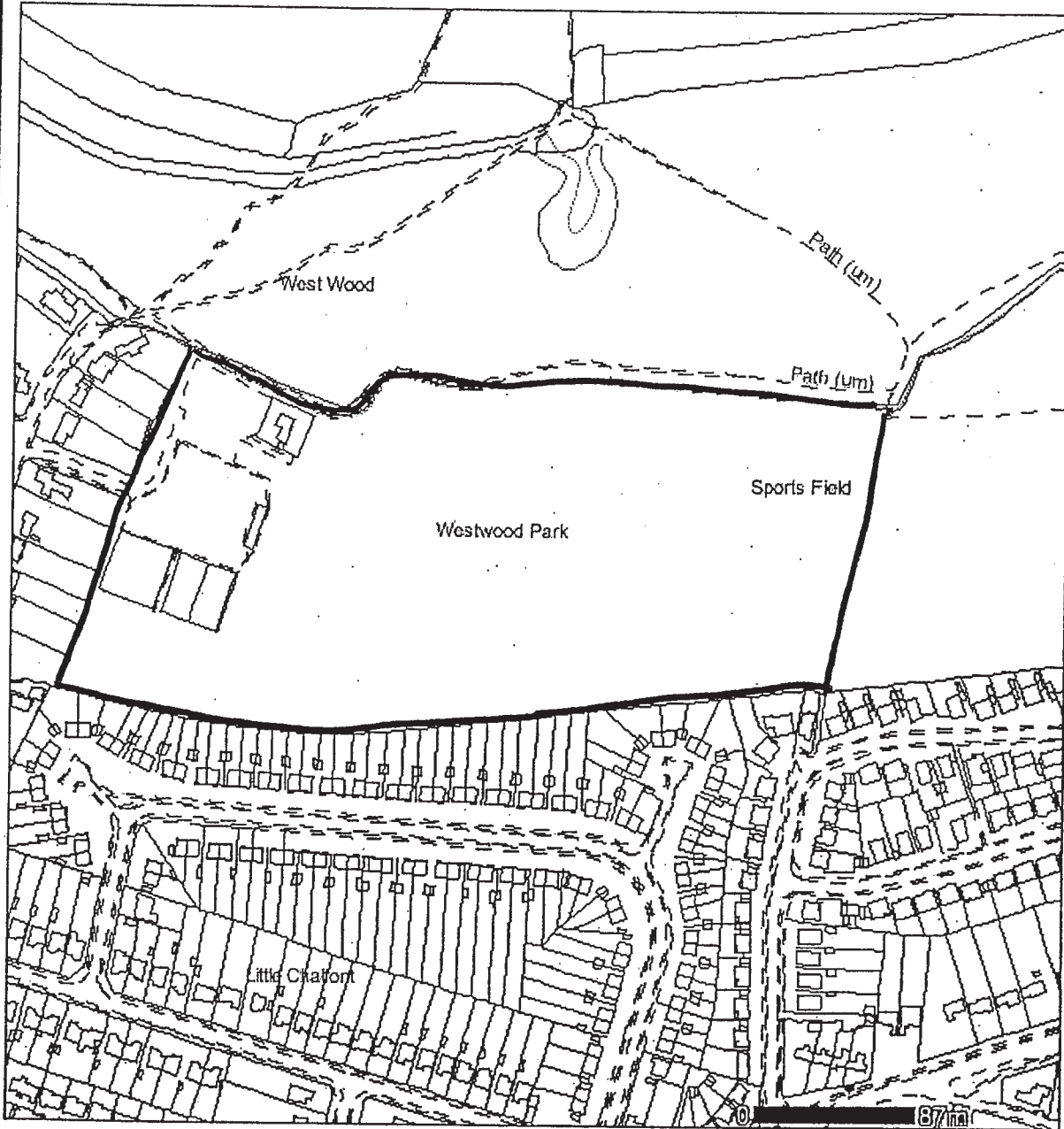
This map is reproduced from the Ordnance Survey map with the permission of the Controller of Her Majesty's Stationary Office. © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Licence No LA 077589.



Chairman
Susmit

Head of Legal Services
[Signature]

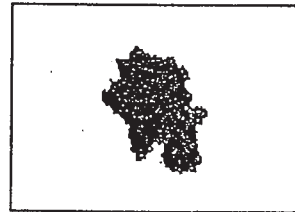
Westwood Park, Little Chalfont



Legend

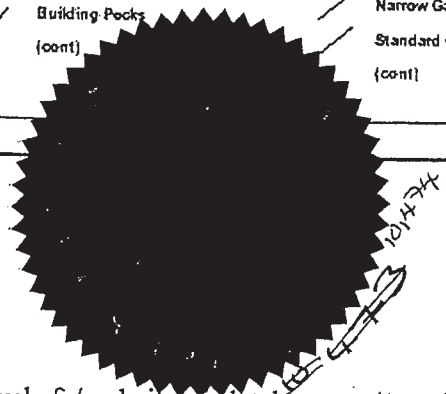
- | | |
|----------------------------|------------------------|
| Parish Boundaries | Parish Boundary |
| (I) Private Water Supplies | District/LB Boundary |
| (II) Telecomms Masts | County Boundary |
| OS Annotation | Electoral Boundary |
| OS Landline | Boundary Post/Stone |
| Building Outline | Boundary Merging |
| Building Pocks | Narrow Gauge Railway |
| (cont) | Standard Gauge Railway |
| | (cont) |

Overview



Date: 17.7.2003
 Approx. Scale: 1:3892
 Bounding coordinates: 499591, 197729
 500174, 198321

This map is reproduced from the Ordnance Survey map with the permission of the Controller of Her Majesty's Stationery Office. © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Licence No LA 077569.



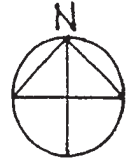
Chairman
SUSM

Head of Legal Services
[Signature]

Appendix 2
ASHLEY GREEN PARISH
ASHLEY GREEN WARD
PLAN A (see also Plan B)
PROPOSED AREAS FOR
DOG DESIGNATION ORDERS

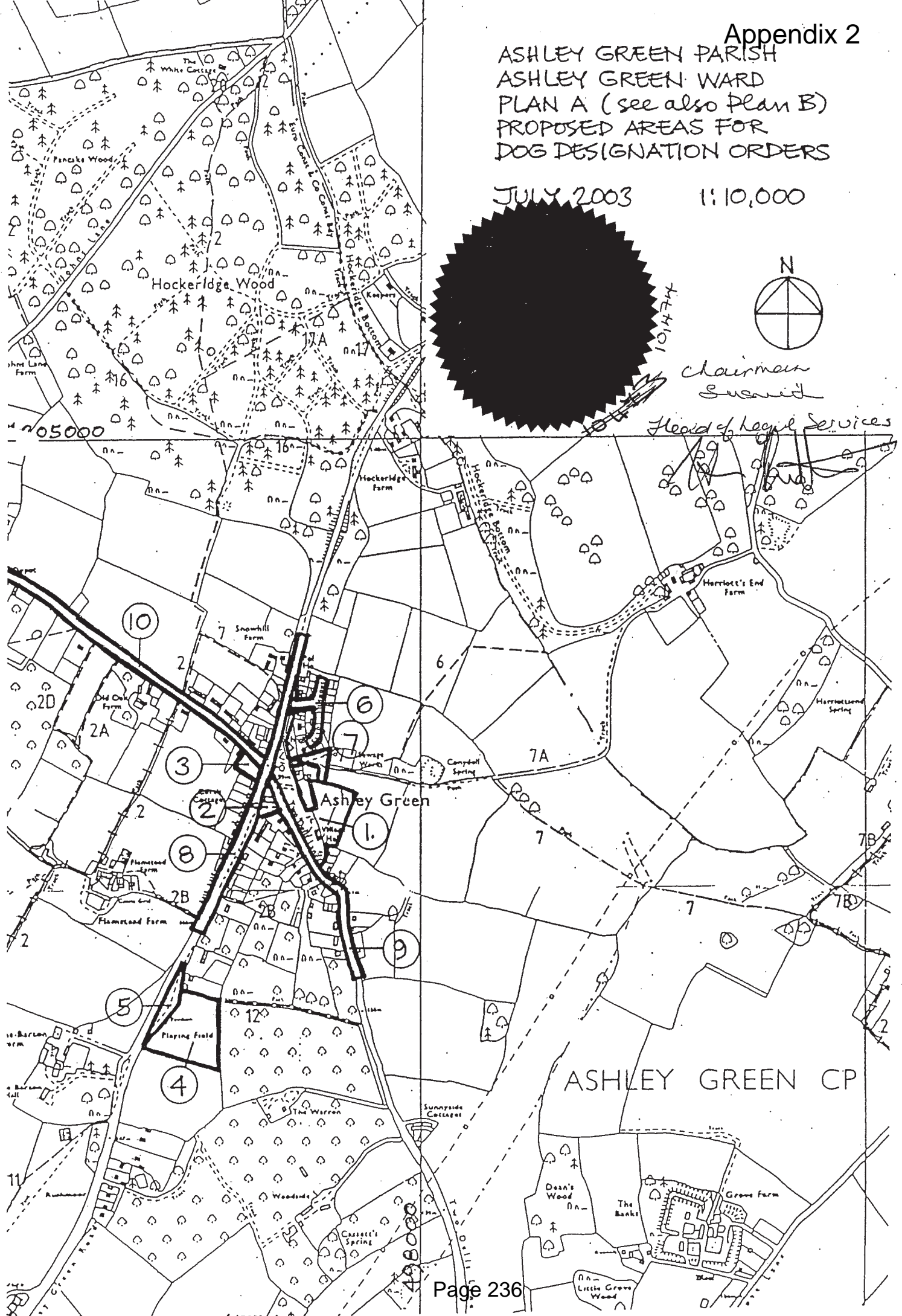
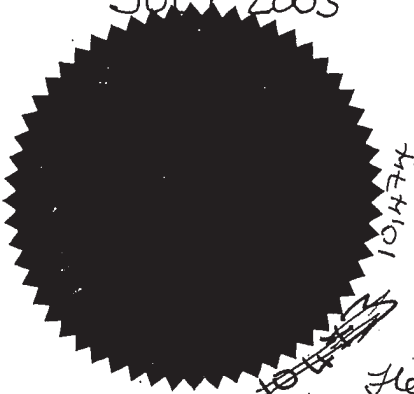
JULY 2003

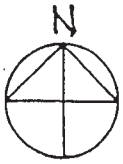
1:10,000



*Chairman
Suenid*

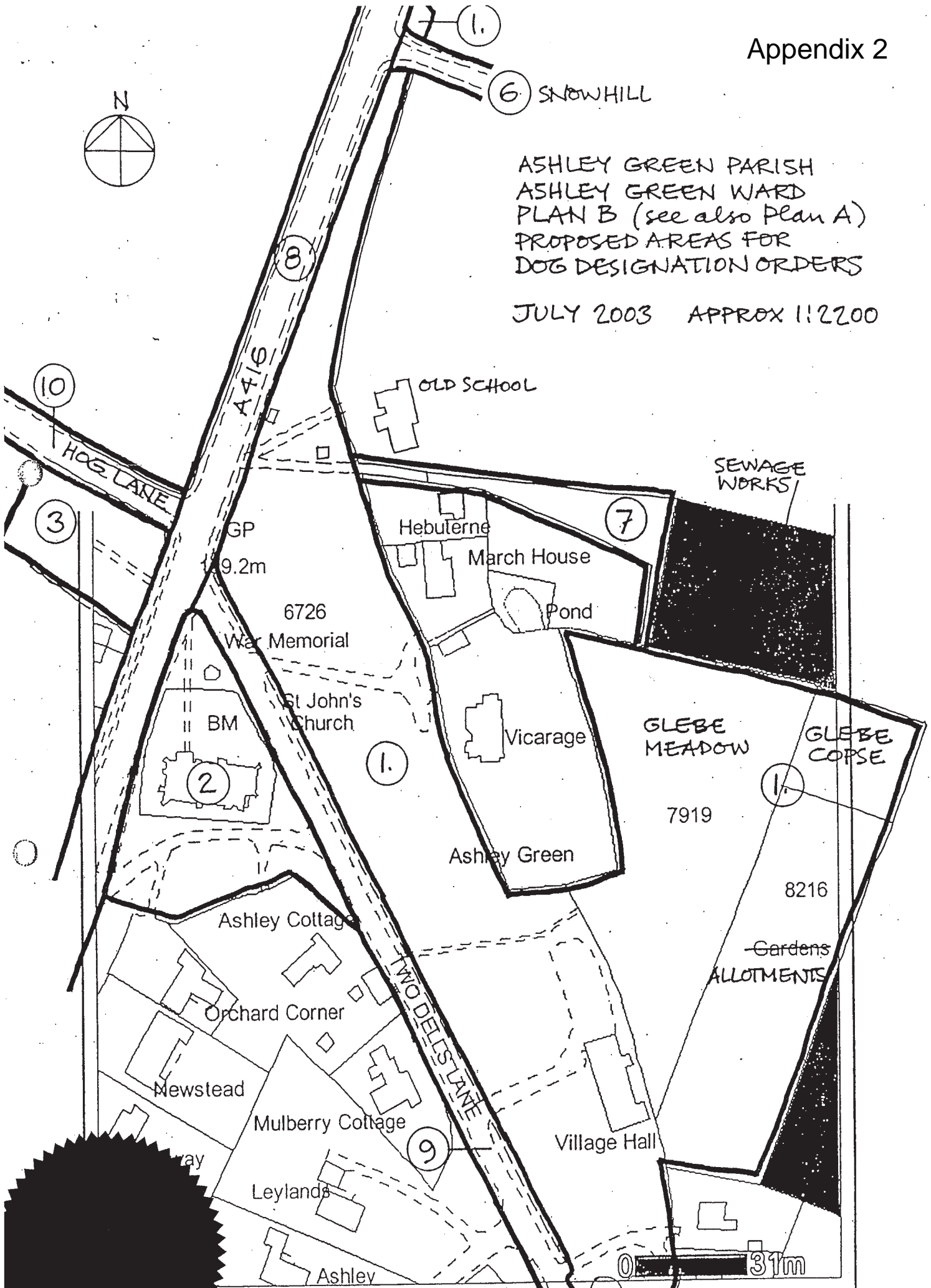
Head of Local Services





ASHLEY GREEN PARISH
ASHLEY GREEN WARD
PLAN B (see also Plan A)
PROPOSED AREAS FOR
DOG DESIGNATION ORDERS

JULY 2003 APPROX 1:2200

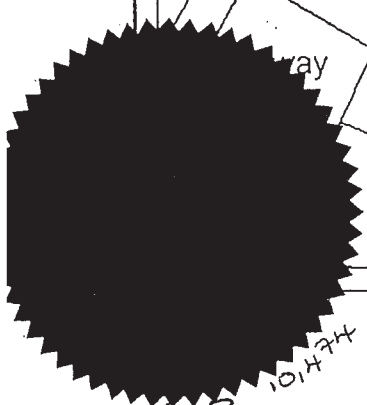


Chairman

Superintendent Page 237

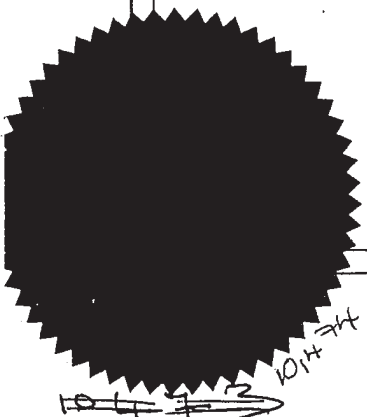
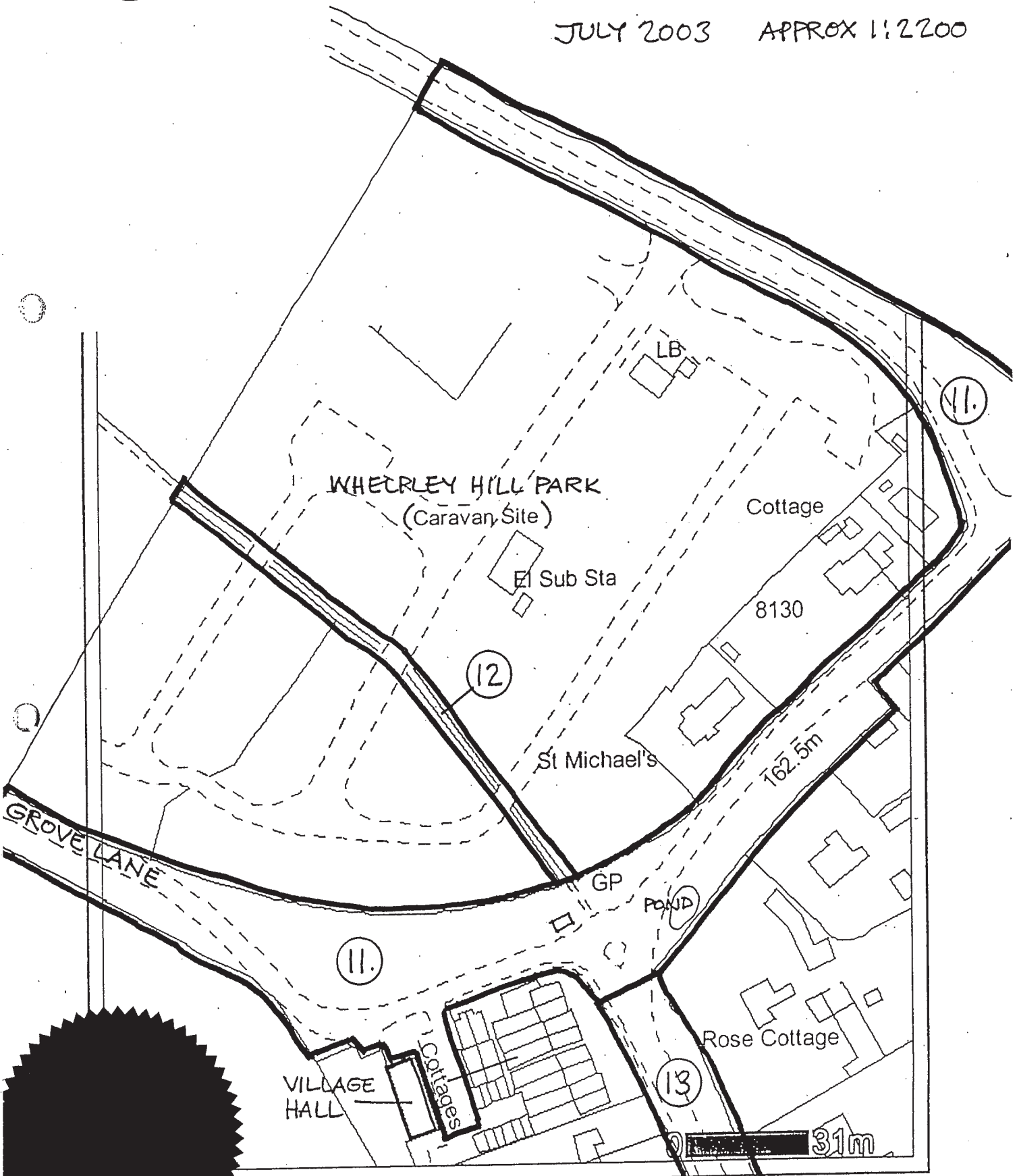
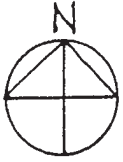
Director of Local Services

[Handwritten signatures and initials]



ASHLEY GREEN PARISH
WHELPLEY HILL WARD
PLAN D (see also Plan C)
PROPOSED AREAS FOR
DOG DESIGNATION ORDERS

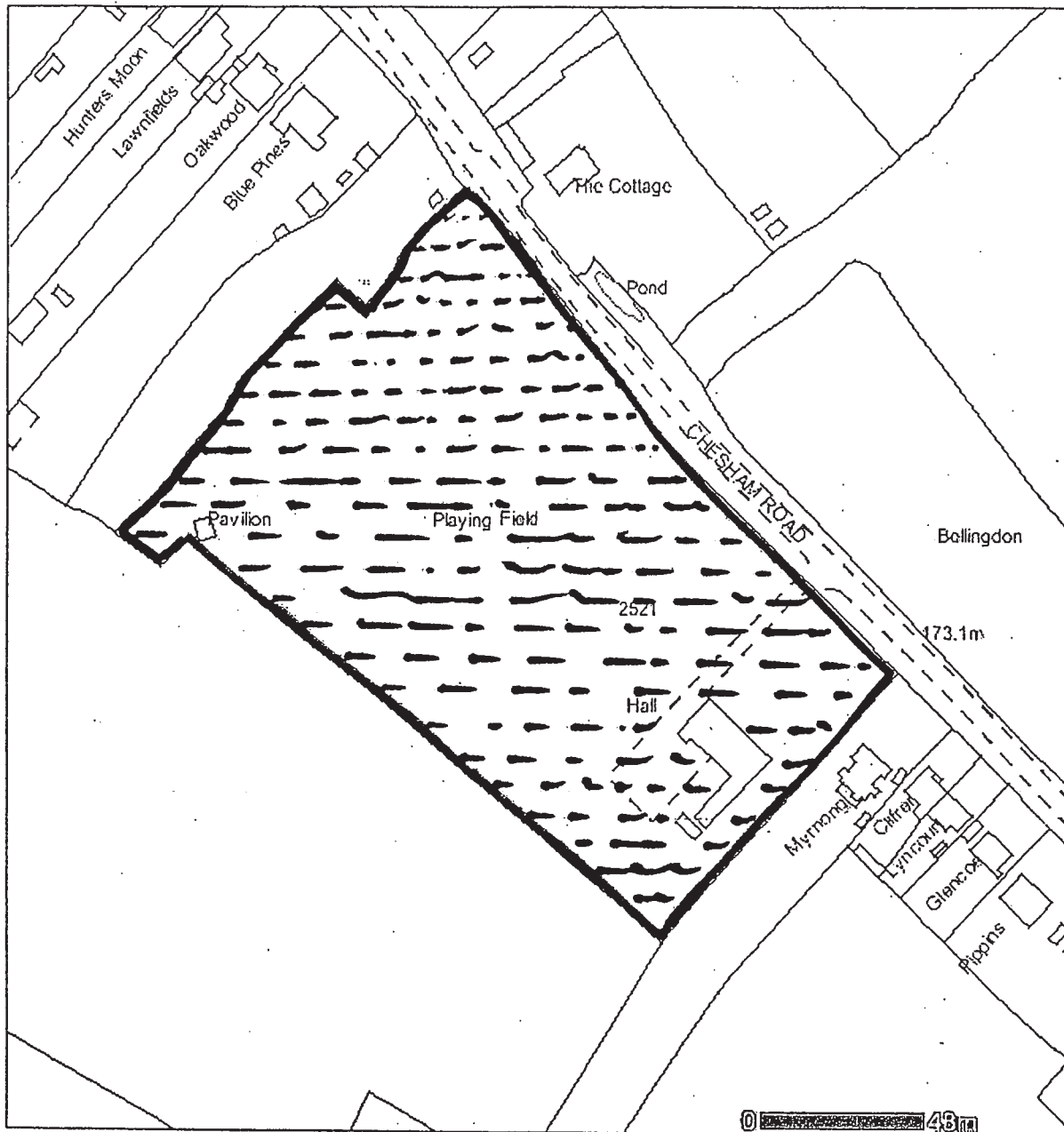
JULY 2003 APPROX 1:2200



Chairman
Society

Flood of dog control services

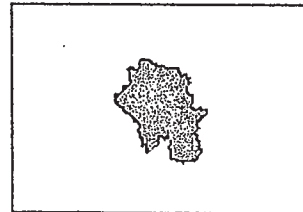
Playing Fields, Bellingdon



Legend

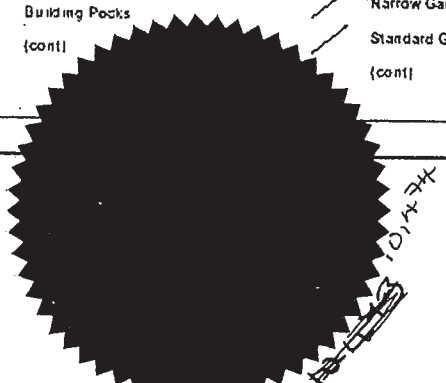
Parish Boundaries	Parish Boundary
(!) Private Water Supplies	District/LD Boundary
(!) Telecomms Masts	County Boundary
OS Annotation	Electoral Boundary
OS Landline	Boundary Post/Stone
Building Outline	Boundary Mearing
Building Pocks	Narrow Gauge Railway
{cont}	Standard Gauge Railway
	{cont}

Overview



Date: 23.7.2003
 Approx. Scale: 1:1959
 Bounding coordinates: 494065, 205099
 494357, 205396

This map is reproduced from the Ordnance Survey map with the permission of the Controller of Her Majesty's Stationery Office. © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Licence No LA 977569.



Chairman
Suevit
Head of Legal Services
[Signature]

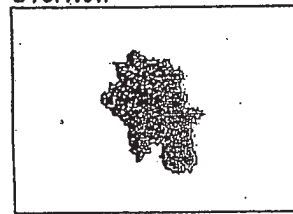
Hildreth/Hazell Rd Map



Legend

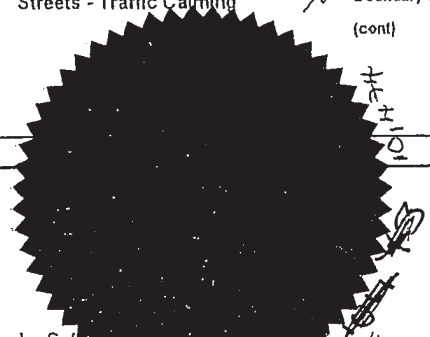
• (EA) Consent Discharge 250k	OS Annotation
(EA) Nald Thames	OS Landline
• (EA) Source Protection Locations 50k	Building Outline
~ (EA) re_250k	Building Pecks
~ (EA) rqp_250k	Parish Boundary
~ (EA) th2001centrelines	District/LB Boundary
~ Streets - Traffic Calming	County Boundary
	Electoral Boundary
	Boundary Post/Stone (cont)

Overview



Date: 19.9.2003
 Approx. Scale: 1:1389
 Bounding coordinates: 487169, 200254
 487393, 200481

This map is reproduced from the Ordnance Survey map with the permission of the Controller of Her Majesty's Stationery Office. © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Licence No LA 077569.



Chairman
Sussex
 Page 240
Head of Legal Services

CHILTERN DISTRICT COUNCIL.

ORDER PURSUANT TO THE DOGS (FOULING OF LAND) ACT 1996.

DOGS (FOULING OF LAND) REGULATIONS 1996.

(S.I 1996 NO.2762)

**CHILTERN DISTRICT COUNCIL (MULTIPLE LANDS ROADS AND
FOOTPATHS)ORDER 2003.**

**Alan Goodrum.
Chief Executive.
Chiltern District Council.
King George V Road.
Amersham.
Bucks. HP65AW.**

CHILTERN DISTRICT COUNCIL.

ORDER PURSUANT TO THE DOGS (FOULING OF LAND) ACT 1996.

DOGS (FOULING OF LAND) REGULATIONS 1996.

(S.I 1996.NO.2762)

**CHILTERN DISTRICT COUNCIL (MULTIPLE LANDS) ORDER 2003.
(Number 2).**

The Chiltern District Council (in this Order called "the Council") hereby make the following Order this ^{28th} day of ~~April~~ 2003.

1. The land described in the Schedule below and shown delineated on the maps attached to this Order in addition to the land comprising carriageways and that adjoining as described below, being land within the area of the Council which is land to which the Dogs (Fouling of Land) Act 1996 applies, is hereby designated for the purposes of that Act.
2. This order may be cited as the Chiltern District Council (Multiple Lands) Order 2003 (Number 2) and shall come into force on the 27 day of May 2003.

SCHEDULE.

PARISH OF AMERSHAM (TOWN).

Open land at Church Mead (adj. River Misbourne), Amersham.
The Green, (junct.of Batchelors Way and The Rise), Amersham.
Open Land at Roundwood, Roundwood Road, Amersham.
Dovecote Car Park, Amersham.
Snells Wood and adjoining car park, White Lion Road, Little Chalfont.

PARISH OF CHESHAM (TOWN).

Ley Hill Common, Chesham.
Land between Latimer Road and River Chess Chesham.
Watermeadow Car Park and adjoining grass areas, Watermeadow, Chesham.
Land at Lower Stone Meadow, Chalfont St, Giles.

PARISH OF GREAT MISSENDEN.

Sports Centre and surrounding land, Honor End Lane, Prestwood.
Land adjoining Link Road Car Park, Link Road, Great Missenden.

PARISH OF PENN.

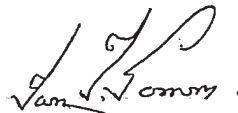
Throshers Wood, Seeleys Road, Beaconsfield.
Cricket Pitch, Penn Street, Penn.

PARISH OF CHARTRIDGE.

Recreation Ground, Cogdells Close, Chartridge.

All carriageways with a speed limit of 40mph or less, adjoining footpaths and grass verges within the Parish of Chartridge.

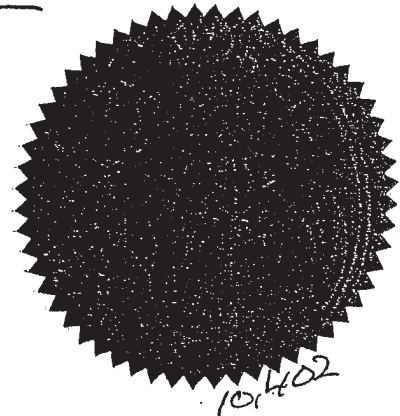
THE COMMON SEAL of
CHILTERN DISTRICT COUNCIL
was hereunto affixed in the presence of:



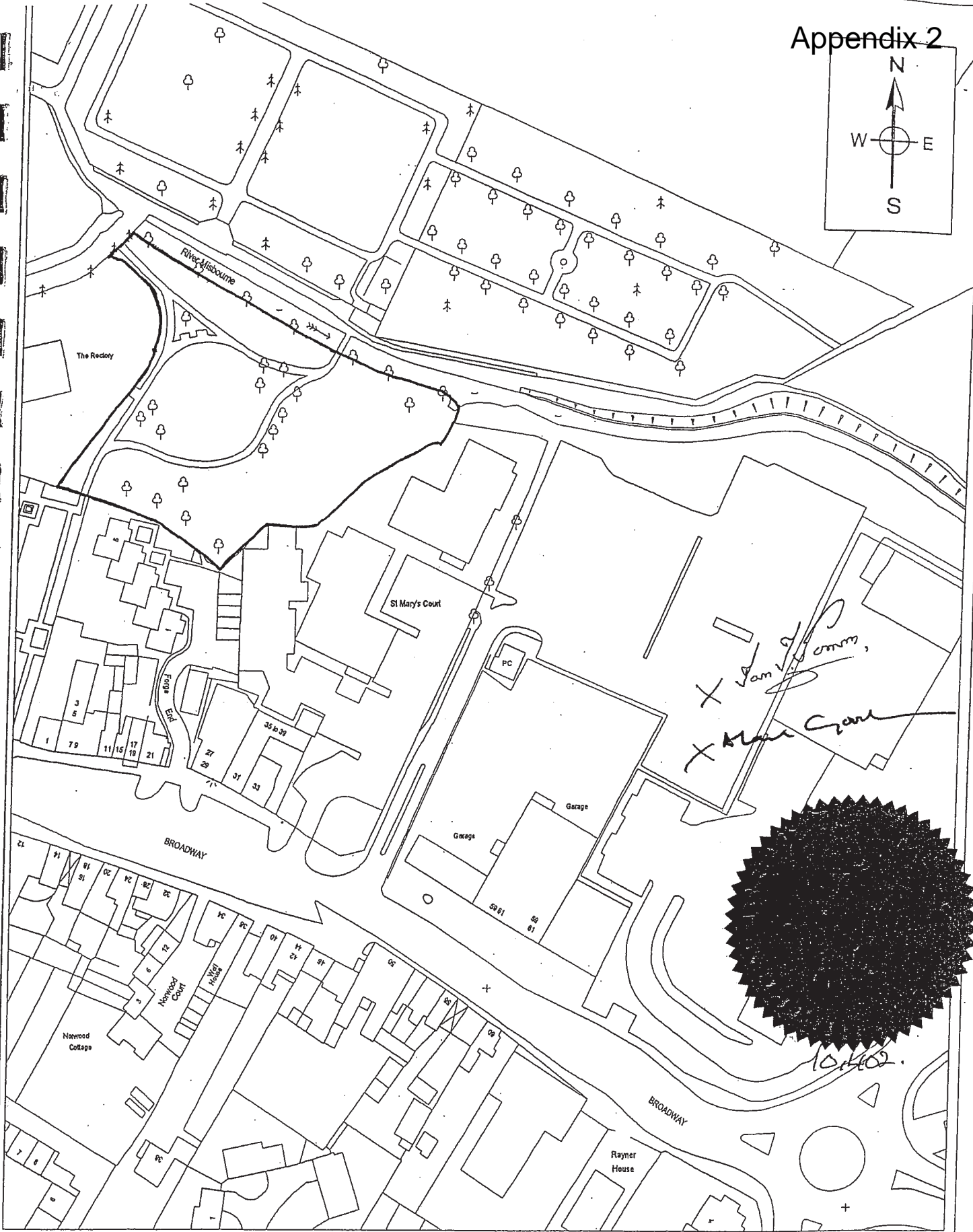
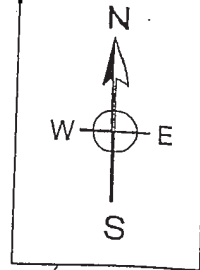
CHAIRMAN.



CHIEF EXECUTIVE.



PARISH OF AMERSHAM (TOWN).

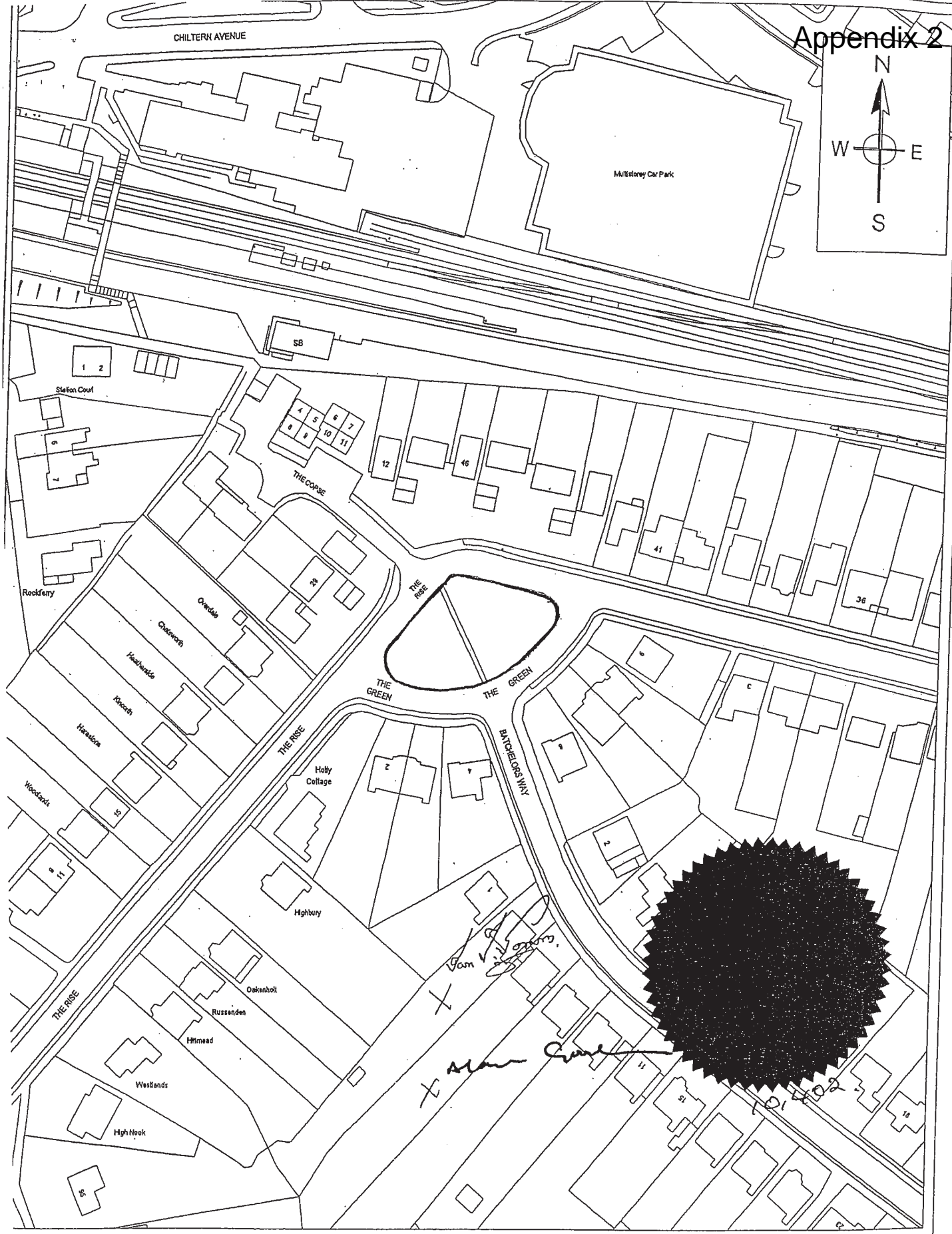


Chiltern District Council

Church Mead, Amersham

SCALE: 1:1250	DRAWN BY: JSI/ste	DATE: 18/4/2001
Originating Group:	Organisation:	Drawing No. PRT 2978

Produced from the 1993 Ordnance Survey 1:1250 mapping with the permission of the Controller of Her Majesty's Stationery Office
© Crown Copyright. Licence No LA 077559. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings.

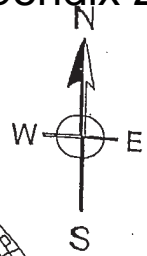


Chiltern
District
Council

The Green, Amersham

SCALE: 1:1250	DRAWN BY: DS/aw	DATE: 18/12/02
Originating Group: Estates		Drawing No. PRT 2976

Produced from the 1993 Ordnance Survey 1:1250 mapping with the permission of the Controller of Her Majesty's Stationary Office
© Crown Copyright. Licence No LA 077569. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings.



Quill Hall Lane

Roundwood

Roundwood Road

Plantation Road

Roundwood, Roundwood Road,
Amersham

SCALE: 1:2500

DRAWN BY:

DATE 19/6/2001

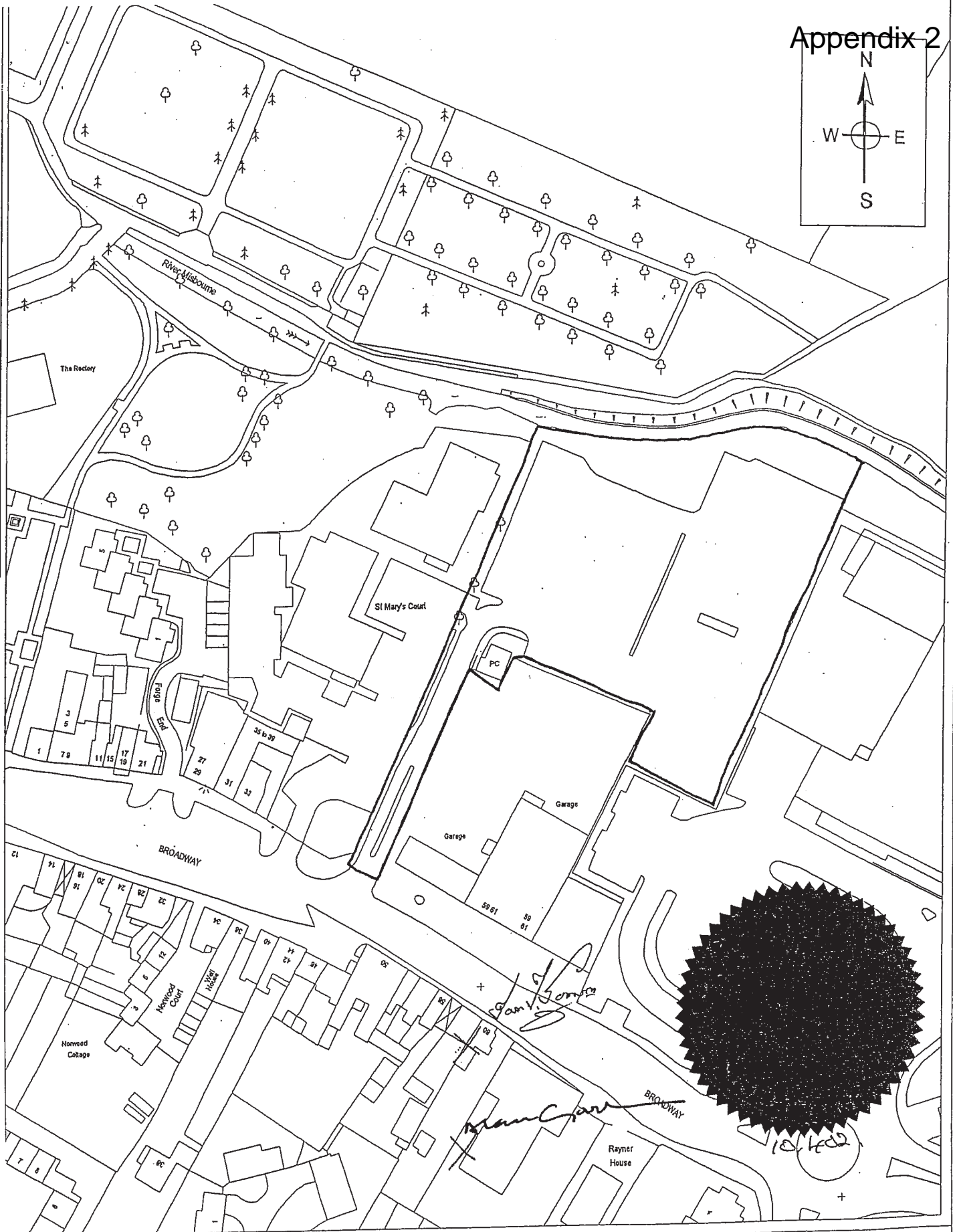
Originating Group:

Drawing No.

PRT 2975

Produced from the 1993 Ordnance Survey 1:2500 mapping with the permission of the Controller of Her Majesty's Stationery Office
© Crown Copyright. Licence No LA 017559. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings.

Chiltern
District
Council



Chiltern
District
Council

Dovecote Car Park, Amersham

SCALE: 1:1250

DRAWN BY: DStewc

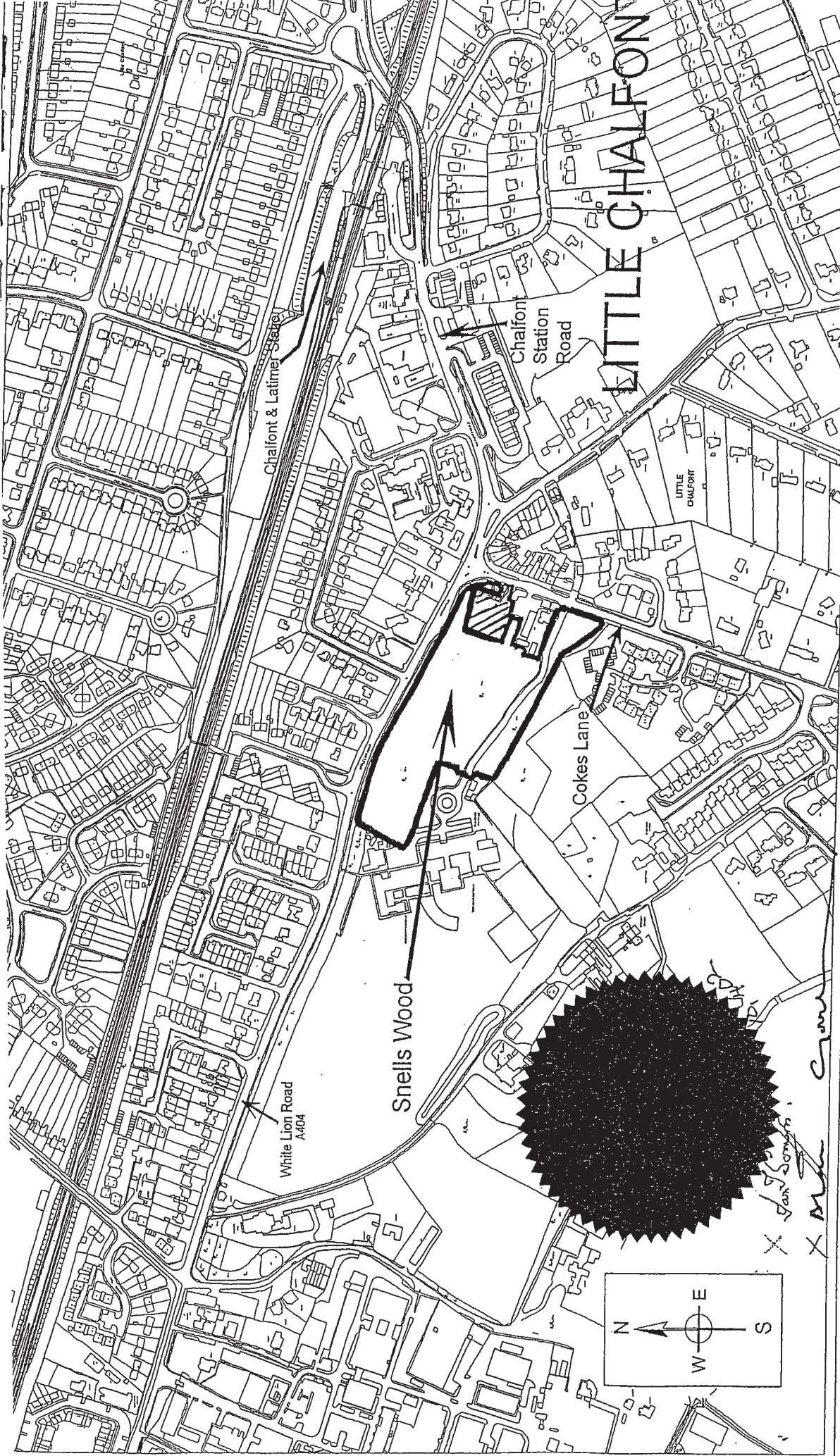
DATE: 18/02/2002

Originating Group:

Organisation

Drawing No. PRT 2977

Produced from the 1933 Ordnance Survey 1:1250 mapping with the permission of the Controller of Her Majesty's Stationery Office
© Crown Copyright. Licence No. LA 077563. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings.



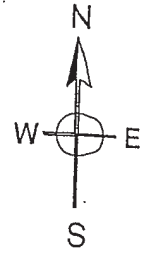
Snells Wood, White Lion Road, Coepack
Little Chalfont.

SCALE: 1:5000
DRAWN BY: JDS/aw
DATE: 19/02/00
Drawing No. PRT 2573

Chiltern District Council

Produced from the 1983 Ordnance Survey 1:2500 mapping with the permission of the Controller of Her Majesty's Stationery Office.
© Crown Copyright/Licence No. LA 077663. Unauthorised reproduction is prohibited. Crown Copyright and may lead to prosecution or civil proceedings.

PARISH OF CHESHAM (TOWN).



Chiltern
District
Council

Ley Hill Common, Chesham

SCALE: 1:5000

DRAWN BY: DS/ewc

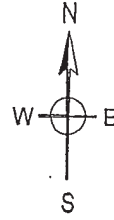
DATE: 1/8/2002

Originating Group:

Estates

Drawing No.

PRT 2971



Chiltern
District
Council

Land at Latimer Road, Chesham

SCALE: 1:2500

DRAWN BY: DStewe

DATE 20/3/2002

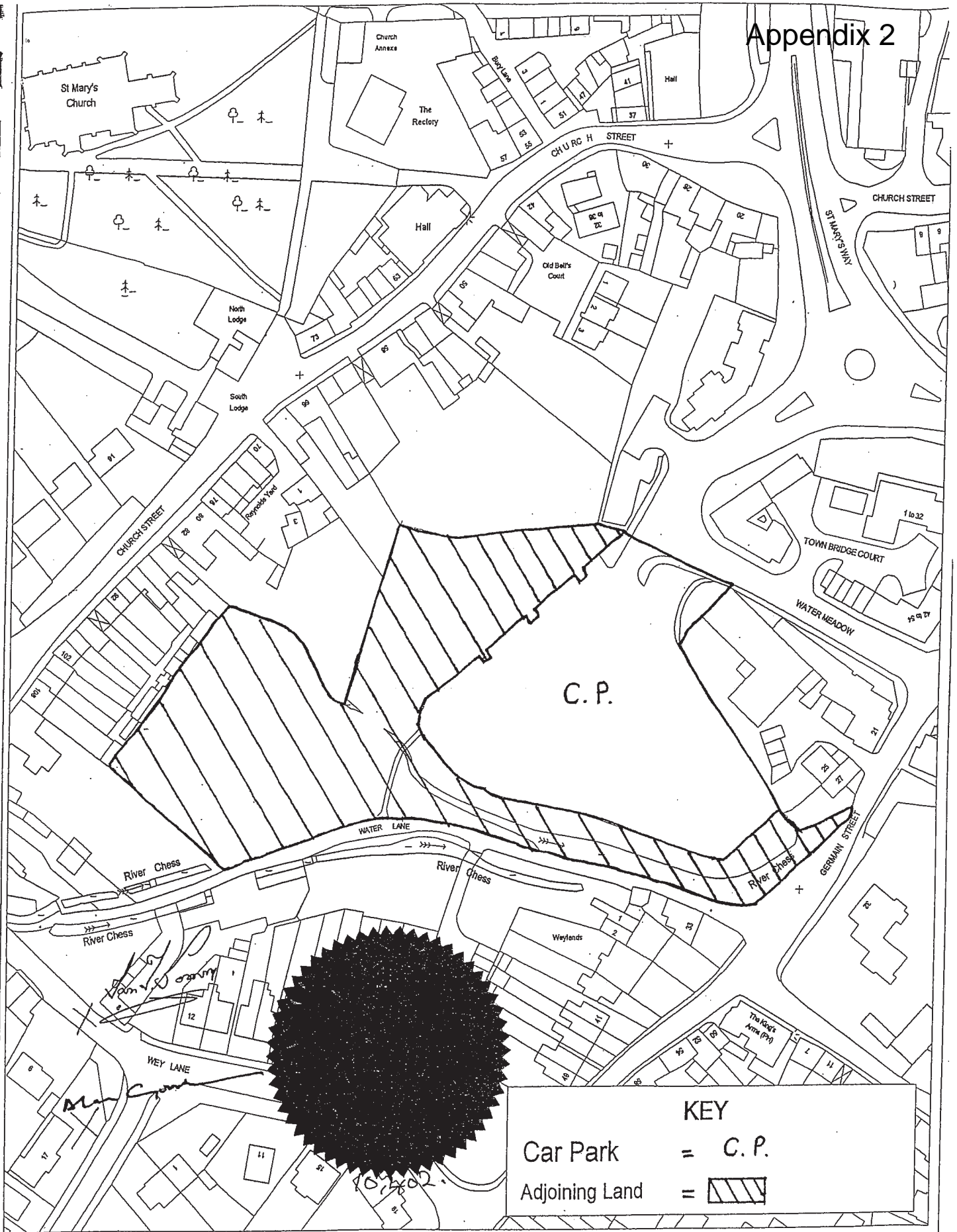
Originating Group:


Estates

Drawing No.

PRT 2969

Produced from the 1993 Ordnance Survey 1:1250 mapping with the permission of the Controller of Her Majesty's Stationery Office
© Crown Copyright Licence No LA 077565. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings.



KEY	
Car Park	= C.P.
Adjoining Land	= 

Chiltern
District
Council

Watermeadow Car Park
and Adjoining Land

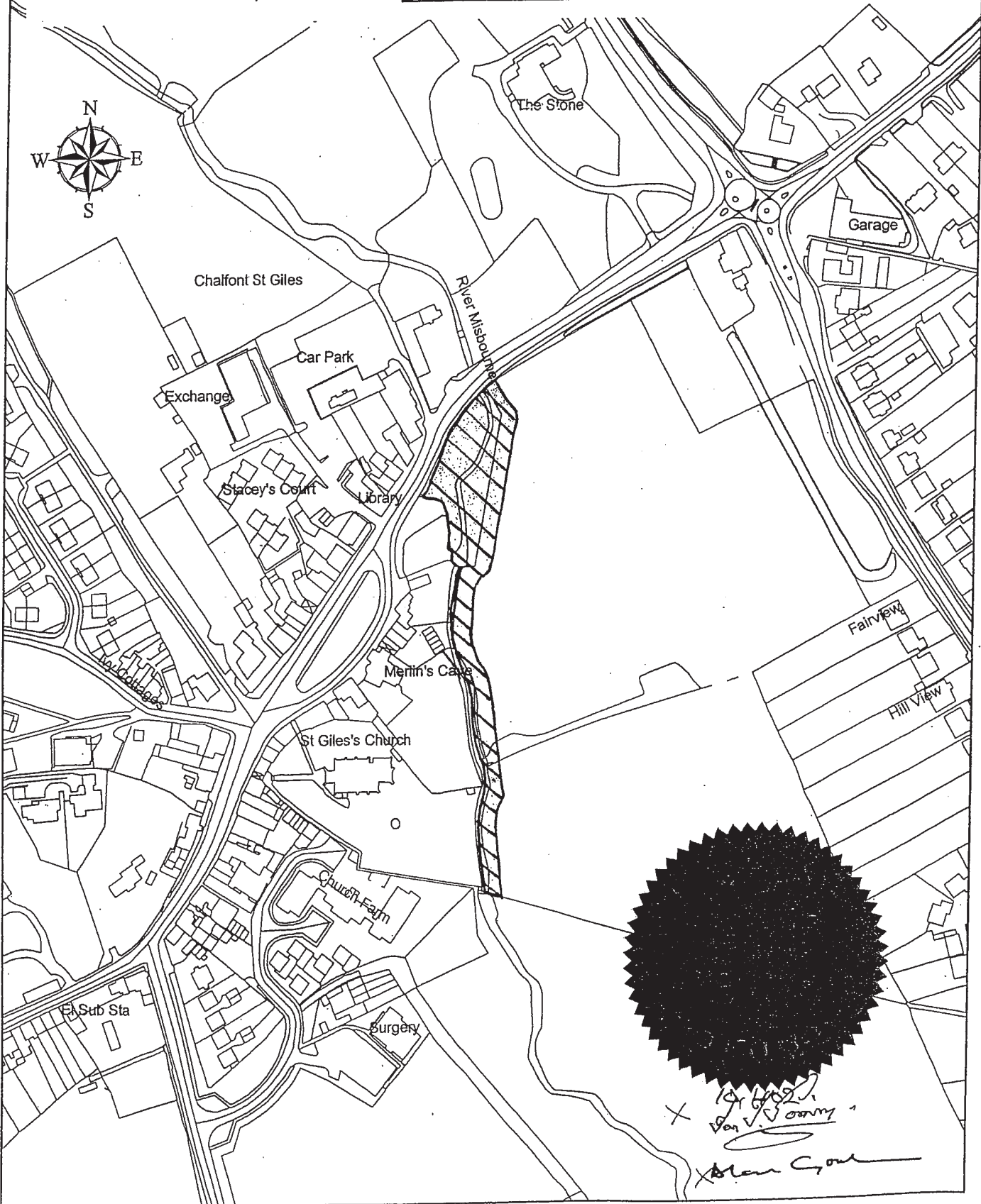
SCALE 1:1250	DRAWN BY: DS/ewc	DATE 20/12/2003
Originating Group:		Drawing No.

Produced from the 1993 Ordnance Survey 1:1250 mapping with the permission of the Controller of Her Majesty's Stationery Office
© Crown Copyright. Licence No LA 077563. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings.

Lower Stone Meadow, Chalfont St Giles Appendix 2

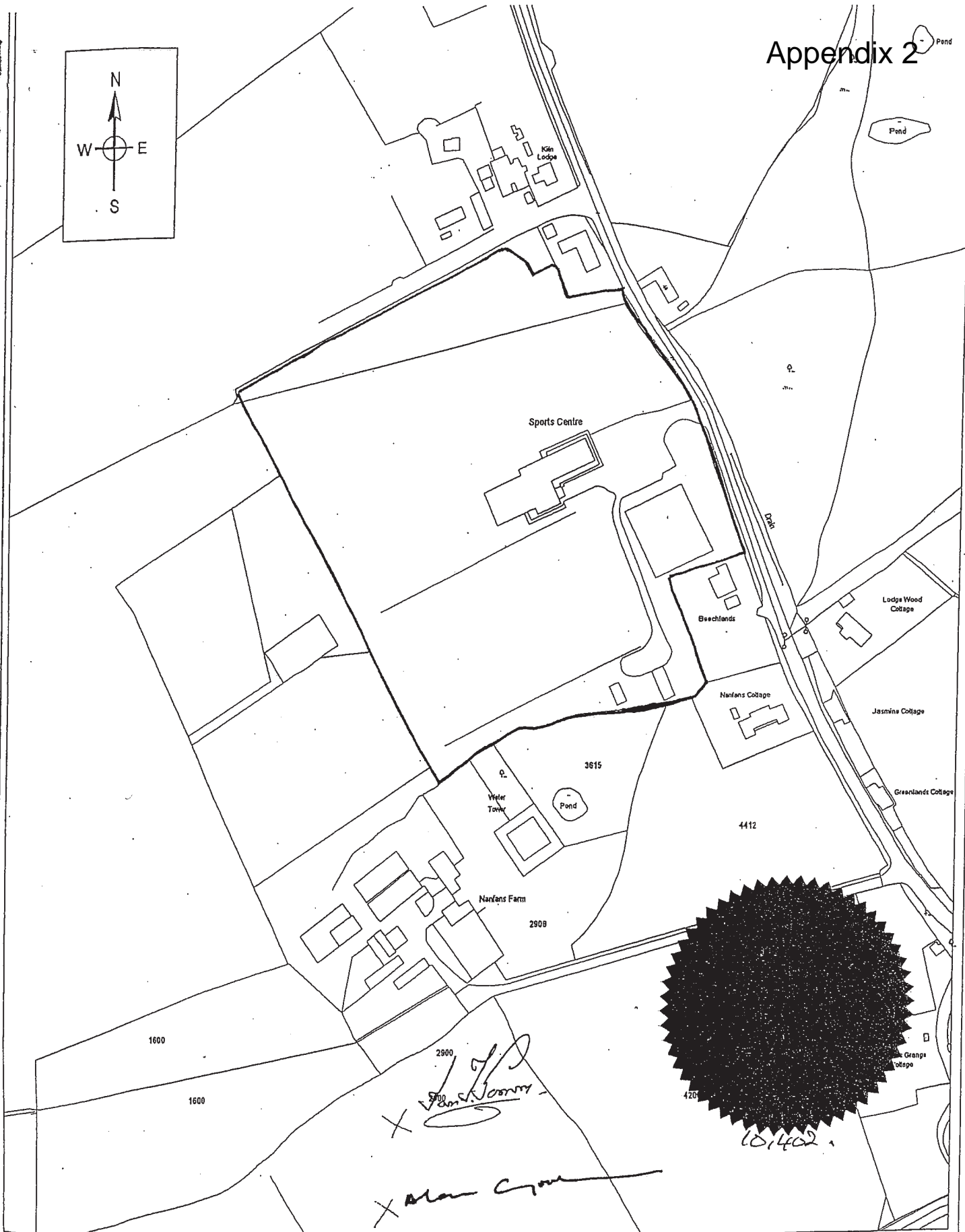
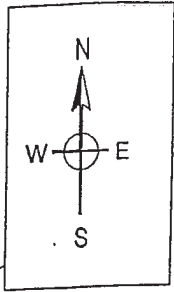
Scale 1:2,500

0 10 20 40 60 80 Meters



Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Chiltern District Council Licence No. LA 077569.

PARISH OF GREAT MISSENDEN.



Chiltern District Council

Sports/Field Centre, Honor End Lane, Prestwood.

SCALE 1:2500

DRAWN BY: DS/awc

DATE 18/4/2002

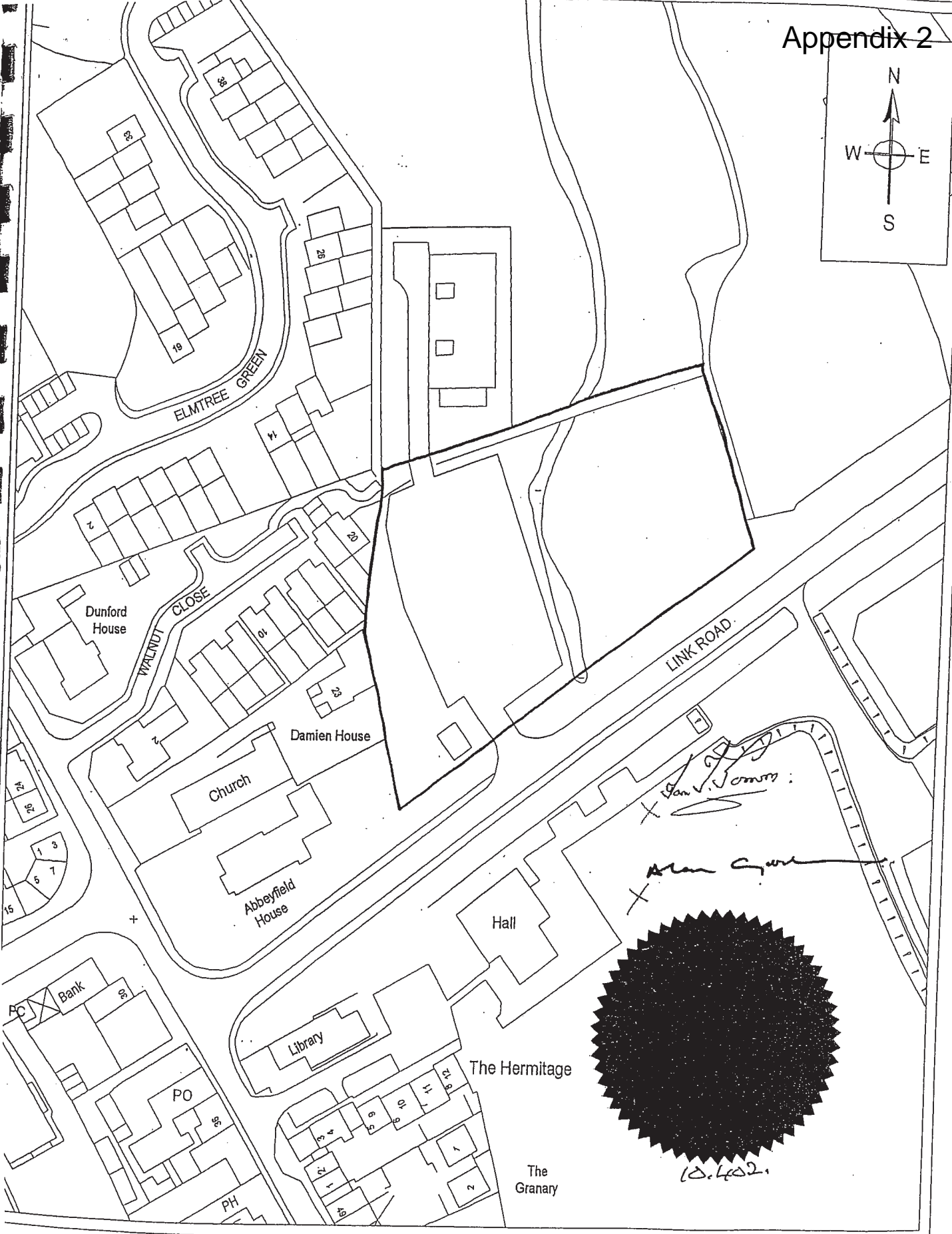
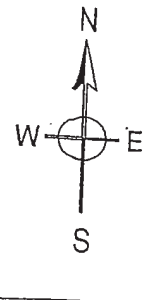
Originating Group:

Estates

Drawing No.

PRT 2980

Produced from the 1993 Ordnance Survey 1:1250 mapping with the permission of the Controller of Her Majesty's Stationery Office
© Crown Copyright. Licence No LA 077569. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings.



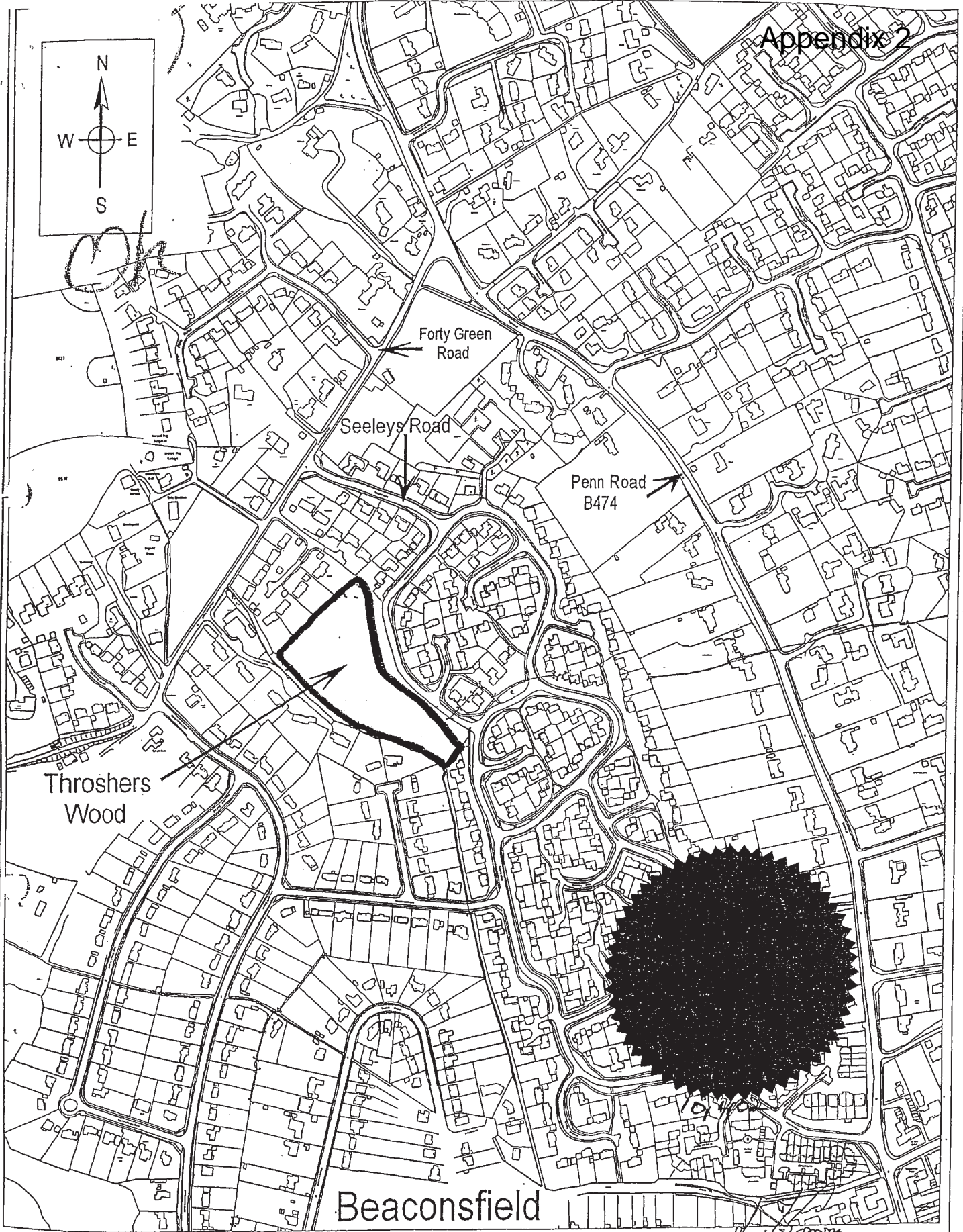
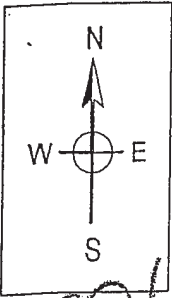
Chiltern District Council

Land Adj Link Road Car Park, Great Missenden ~~2000~~

SCALE: 1:1250 DRAWN BY: DSStew DATE: 18/4/002
Originating Group: Estates Drawing No. PRT 2979

Produced from the 1993 Ordnance Survey 1:1250 mapping with the permission of the Controller of Her Majesty's Stationery Office
© Crown Copyright Licence No LA 077563. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings.

PARISH OF PENN.



Beaconsfield

Chiltern District Council

Throshers Wood, Seeleys Road, Beaconsfield

John V. Jones
Alan Cooper

SCALE: 1:2000
Originaling Group:

DRAWN BY: DS/awc

DATE: 19/6/2003

Drawing No.

PRT 2974

Produced from the 1993 Ordnance Survey 1:250 mapping with the permission of the Controller of Her Majesty's Stationery Office
© Crown Copyright. Licence No LA 071558. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings.

CRICKET PITCH

2480

Acorn Cottage

The Squirrel (PH)

3378

Crossways

The Cottages

Berkeley House

Myrtle Villa

Trading House

PH

Woodside Cottage

The Red House
Coachman's Cottage

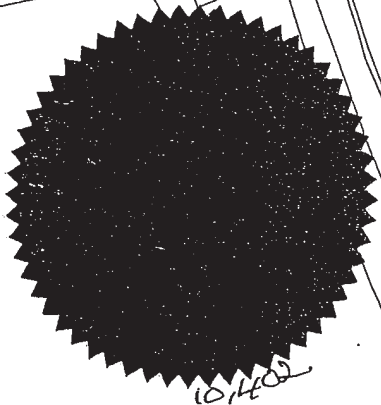
Two Gates
Hall

Forge House

X Van Vorst

X Alan Green

VB 64.



Chiltern District Council

CRICKET PITCH PENN STREET

8

SCALE: 1:1250

DRAWN BY: Miles Kenyon

DATE 18/12/2002

Originating Group:

Drawing No.

Produced from the 1993 Ordnance Survey 1:1250 mapping with the permission of the Controller of Her Majesty's Stationery Office
© Crown Copyright. Licence No LA 077569. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings.

PARISH OF CHARTRIDGE.

8088



Pond



Pavilion

Recreation Ground

8173

COGDELLS CLOSE

COGDELLS LANE

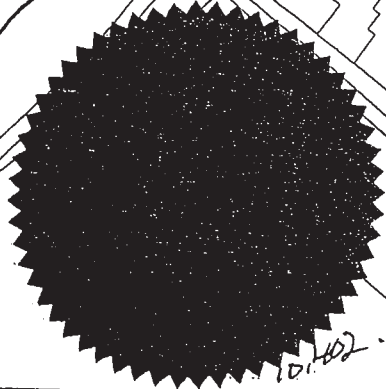
Dell Cottages

The Elms

Adzedene

X *Sam Verrill*

X *Alan Cooper*



**CHILTERN
DISTRICT
COUNCIL**

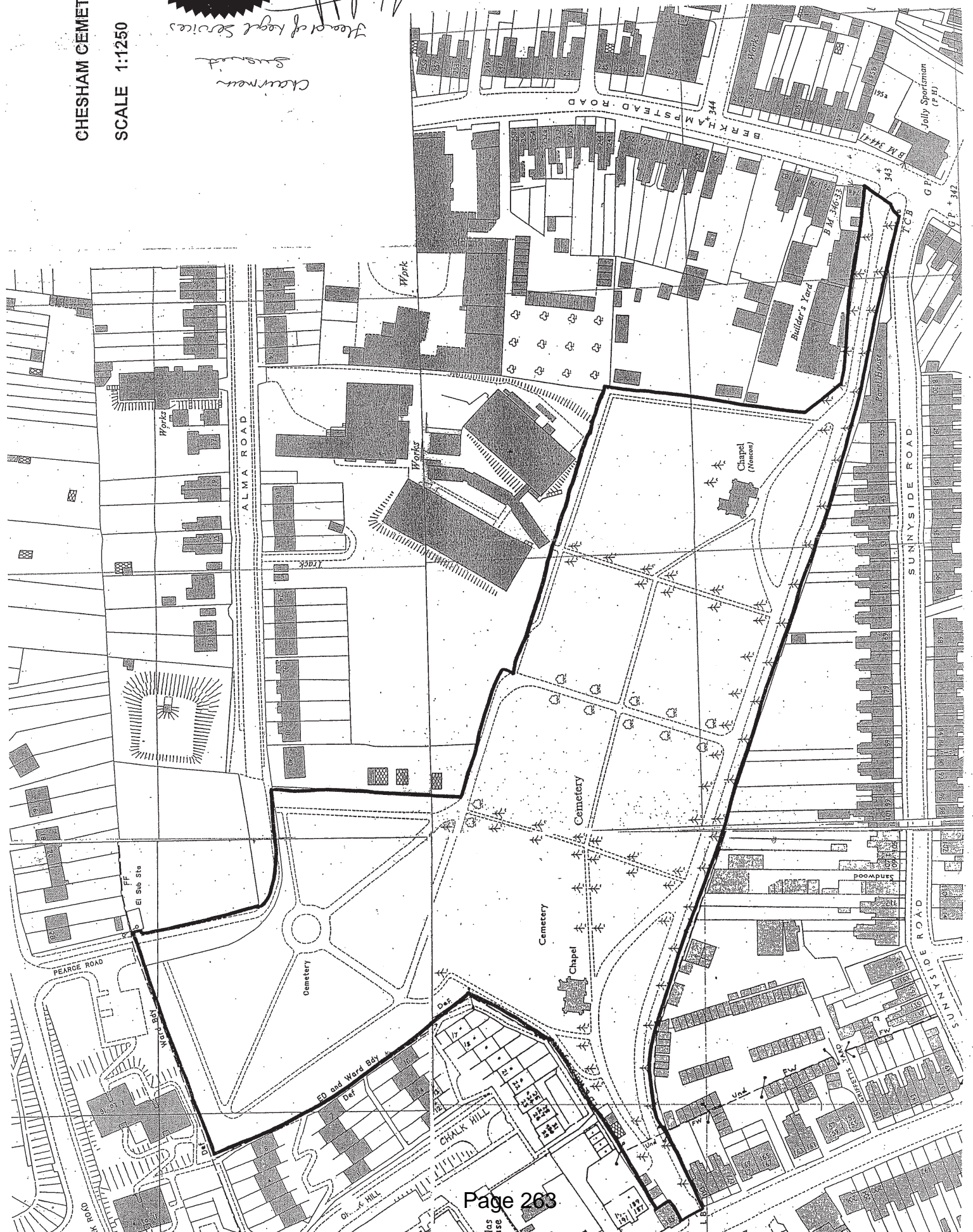
RECREATION GROUND CHARTRIDGE

CHESHAM CEMETERY

SCALE 1:1250



*Clearance
Surrender
Head of Regt Services*





enlarged
more of the
) & 1:10000

: centre

ack or
f way.

Chiltern District Council can take no responsibility for any errors, inaccuracies or omissions on this map which has been reproduced by permission of the Ordnance Survey.

This copy has been produced specifically for Map Return Scheme purposes only. No further copies may be made.
Reproduced from Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office Crown Copyright.
Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings.
Reproduced by CHILTERN DISTRICT COUNCIL-LICENCE No.LA077569.

Date 22/4/2002
Scale 1:1250

! 201682
den C



BOUNDARY ROAD PLAYGROUND

Chiltern District Council

DATE: 10/11/2012
 DRAWN BY: [Redacted]
 SCALE: 1:1250
 Drafting Group: [Redacted]

Prepared from a 1983 Ordnance Survey 1:1250 mapping with the permission of the Controller of Her Majesty's Stationery Office.
 © Crown Copyright. Licensed to LA 071565. Unauthorised reproduction, copying, storage, copying and may lead to prosecution or civil proceedings.



1. CHEENA MEADOW PLAY AREA
2. GARDEN OF REST CEMETERY

Chiltern District

DATE: 21/11/01
DRAWING NO.:

SCALE: 1:500
DRAWN BY:

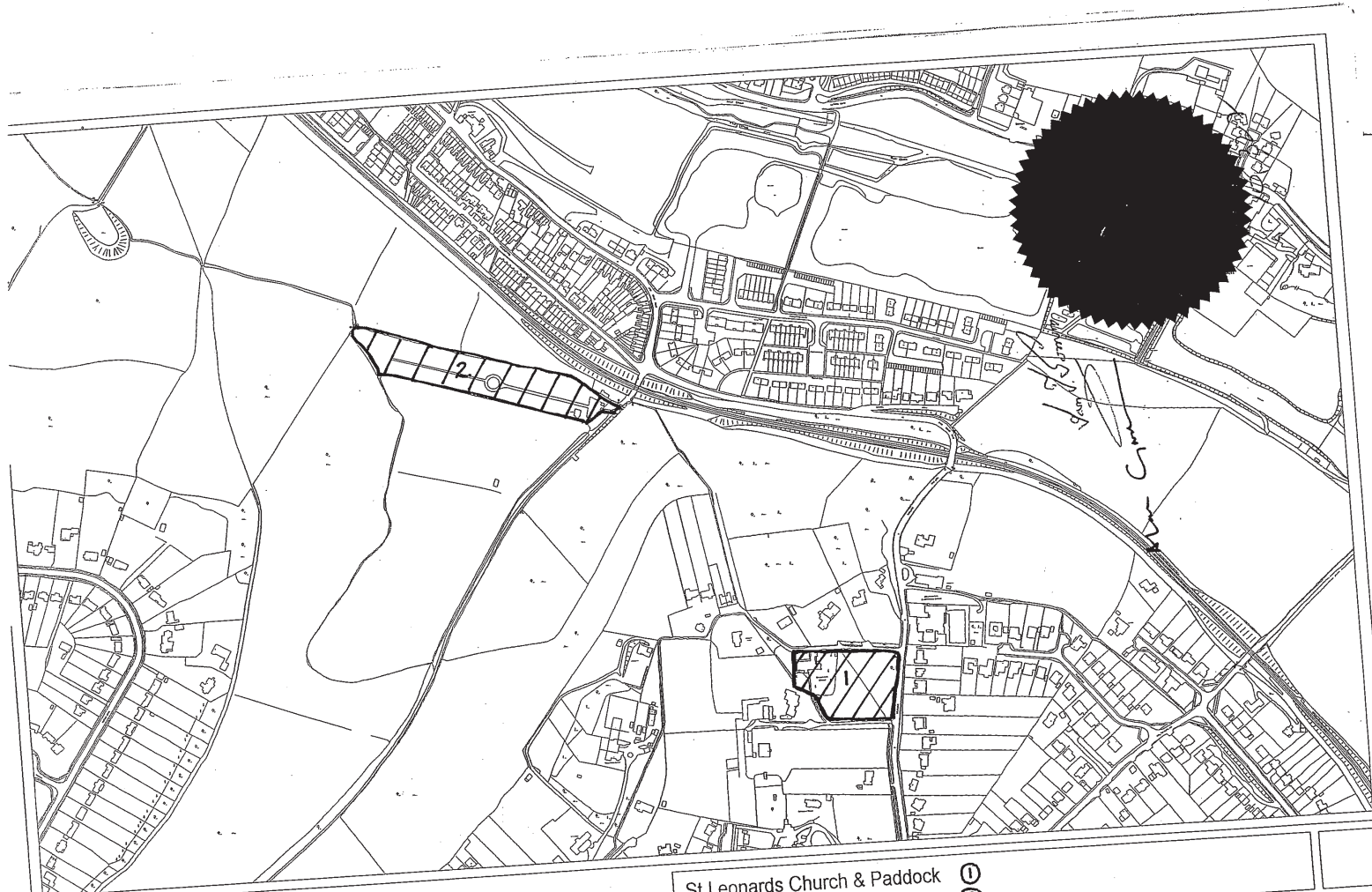


- 1. Love's Delight Allotment
- 2. Mill Meadow Play Area
- 3. Lady Gibb Memorial Wood
- 4. Hill House Allotments

DATE: 27/11/2003
DRAWING NO.:

Chiltern District Council

SCALE: 1:500
DRAWN BY: Organisation



Chiltern District
Council

St Leonards Church & Paddock ①
Chesham Bois Cemetery ②

DATE 30/11/2002
Drawing No.

SCALE: 1:5000
Digitising Group

Produced from Ordnance Survey 1:250 mapping with the permission of the Controller of Her Majesty's Stationery Office
© Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings.



Chiltern
District
Council

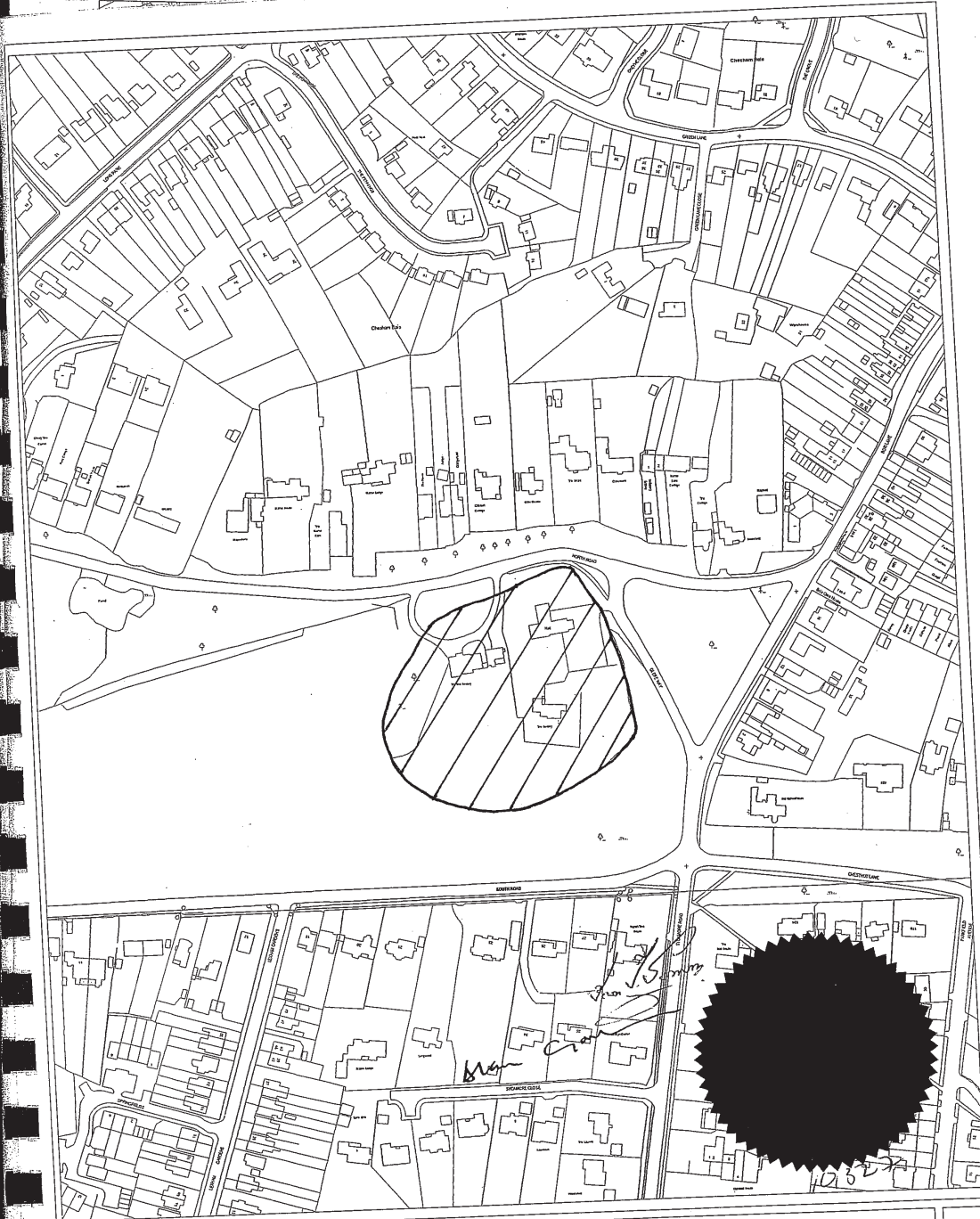
Bois Avenue Green
Chesham Bois

SCALE: 1:2500	DRAWN BY:	DATE: 29/11/2002
Originating Group:		Drawing No.:

Produced from the 1993 Ordnance Survey 1:250 mapping with the permission of the Controller of Her Majesty's Stationery Office
© Crown Copyright. Licence No LA 077598. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings.

ERRATA SHEET
e. DOCS (FORMER)

Ordnance Survey
Superplan



Chiltern
District
Council

Glebe Land & Parish Centre
Chesham Bois

SCALE: 1:2500
Originating Group:

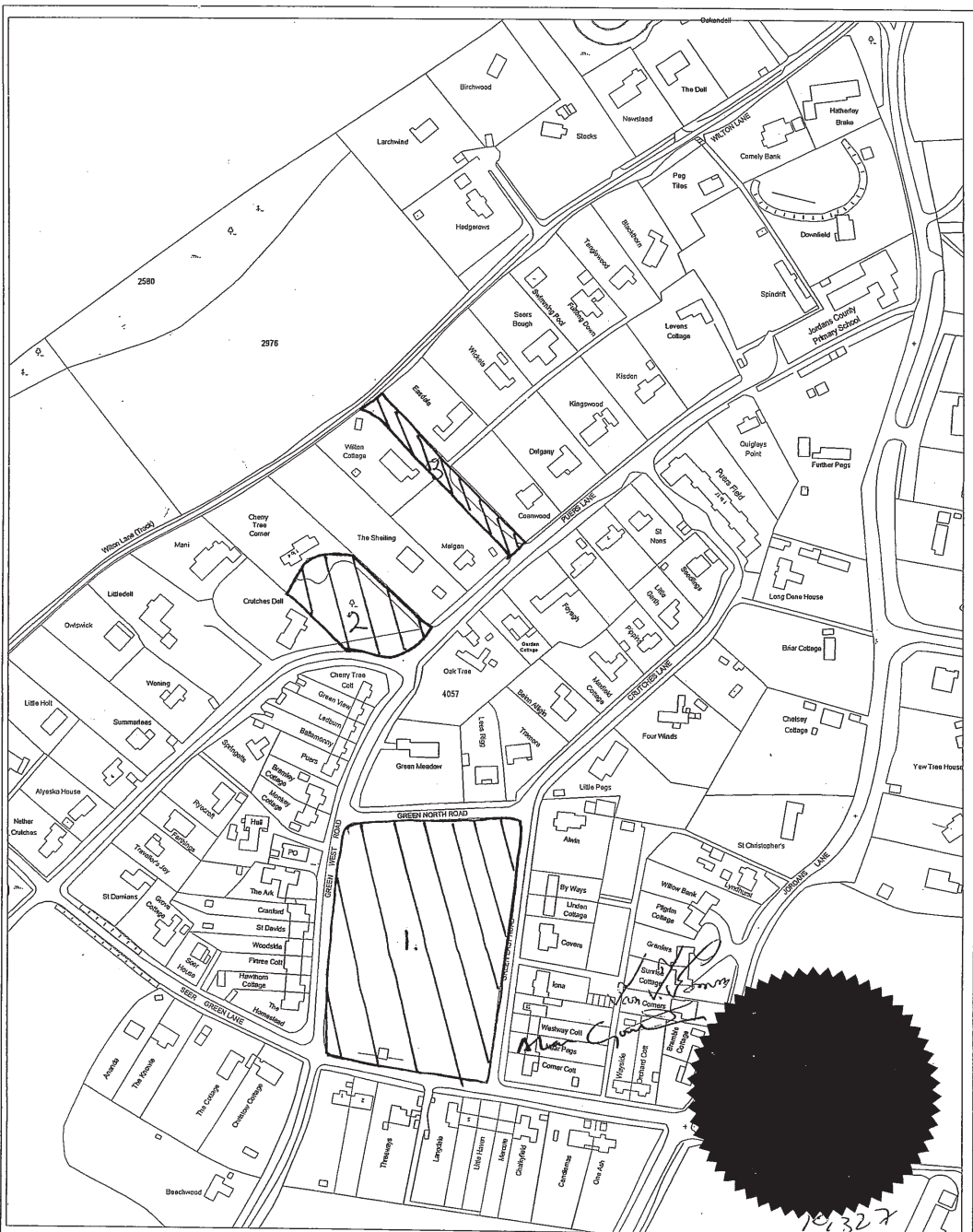
DRAWN BY:

DATE: 29/11/2002
Drawing No.:

Produced from the 1993 Ordnance Survey 1:2500 mapping with the permission of the Controller of Her Majesty's Stationery Office
© Crown Copyright Licence No. LA 017563. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings.

ORDNANCE SURVEY
e. DOCS FOUND

Ordnance Survey
Superplan



Chiltern
District
Council

Jordans Village

SCALE: 1:2500 DRAWN BY: DATE: 29/11/2002

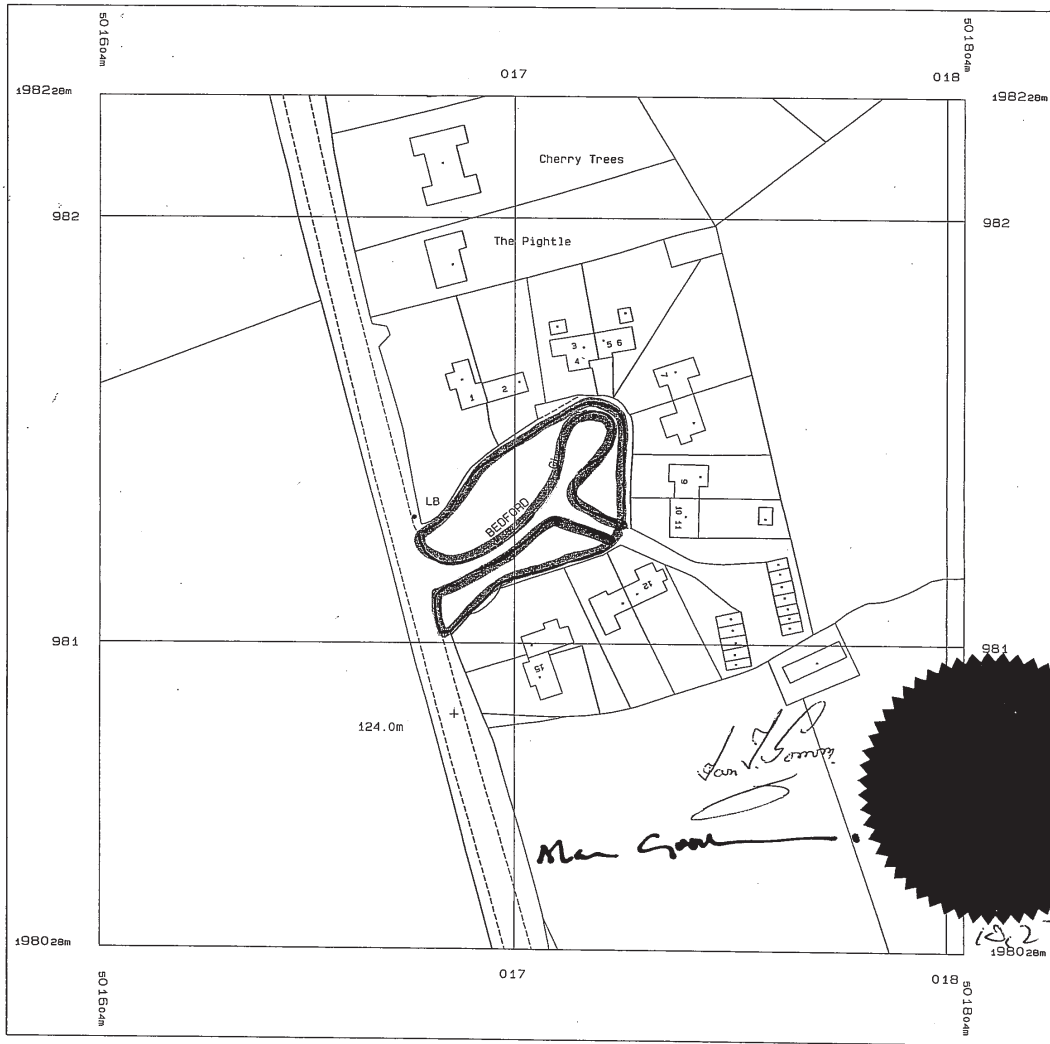
Originating Group: 1. Jordans Village Green 3. Dadds Design Drawing No.

2. Cherry Tree Corner Green

Produced from the 1983 Ordnance Survey 1:2500 mapping with the permission of the Controller of Her Majesty's Stationery Office
 © Crown Copyright. Licence No LA 077565. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings.

OS Ordnance Survey[®]
Superplan[®]

Planning Extract - 1
 Site-centred



Produced 09 May 2002 from Ordnance Survey digital data and incorporating surveyed revision available at this date. © Crown Copyright 2002.

Reproduction in whole or in part is prohibited without the prior permission of Ordnance Survey.

Ordnance Survey, the OS symbol and Superplan are registered trade marks of Ordnance Survey, the national mapping agency of Great Britain.

This Superplan product does not contain all recorded map information.

Part or all of this Superplan is enlarged from mapping produced at one or more of the following scales: 1:1250, 1:2500 & 1:10000

National Grid sheet reference at centre of this Superplan: TQ0198

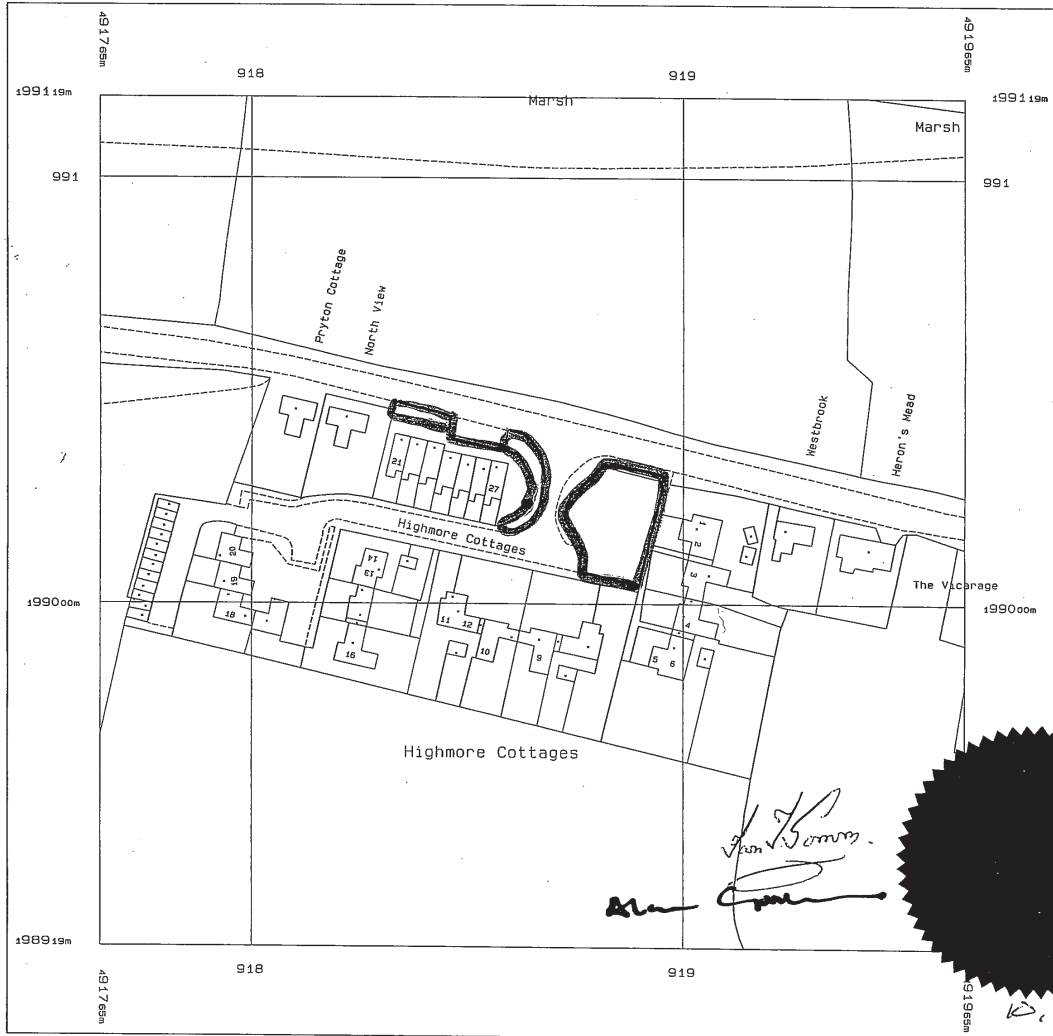
The representation of a road, track or path is no evidence of a right of way.

Scale 1: 1250

Centre Coordinates: 501704 198128
 Supplied by: Experian Welwyn Garden C
 Serial Number: 25409

OS Ordnance Survey[®]
Superplan[®]

Planning Extract - 1
 Site-centred



Produced 09 May 2002 from Ordnance Survey digital data and incorporating surveyed revision available at this date. © Crown Copyright 2002.

Reproduction in whole or in part is prohibited without the prior permission of Ordnance Survey.

Ordnance Survey, the OS symbol and Superplan are registered trade marks of Ordnance Survey, the national mapping agency of Great Britain.

This Superplan product does not contain all recorded map information.

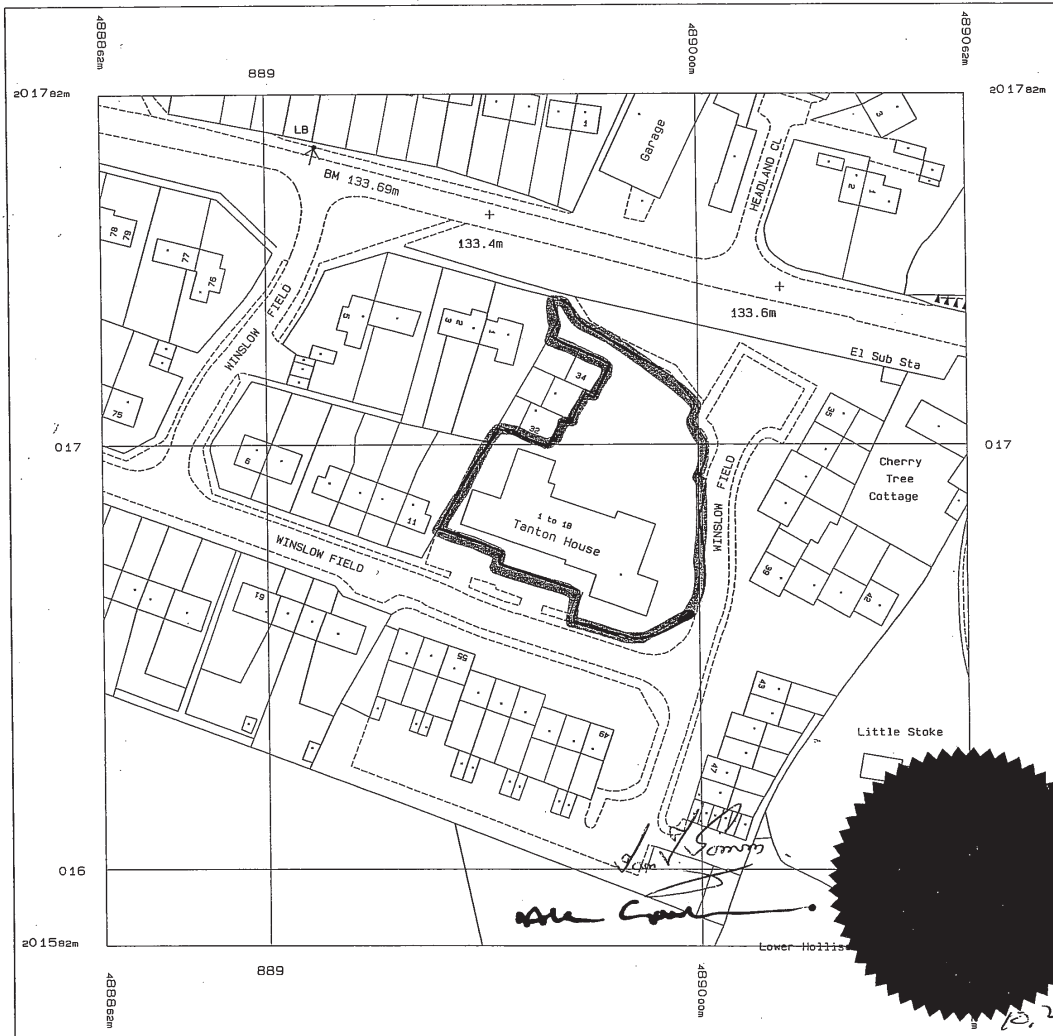
Part or all of this Superplan is enlarged from mapping produced at one or more of the following scales: 1:1250, 1:2500 & 1:10000

National Grid sheet reference at centre of this Superplan: SU9199

The representation of a road, track or path is no evidence of a right of way.

Scale 1: 1250

Centre Coordinates: 491865 199019
 Supplied by: Experian Welwyn Garden C
 Serial Number: 25406



Produced 09 May 2002 from Ordnance Survey digital data and incorporating surveyed revision available at this date. © Crown Copyright 2002.

Reproduction in whole or in part is prohibited without the prior permission of Ordnance Survey.

Ordnance Survey, the OS symbol and Superplan are registered trade marks of Ordnance Survey, the national mapping agency of Great Britain.

This Superplan product does not contain all recorded map information.

Part or all of this Superplan is enlarged from mapping produced at one or more of the following scales: 1:1250, 1:2500 & 1:10000

National Grid sheet reference at centre of this Superplan: SP8801.

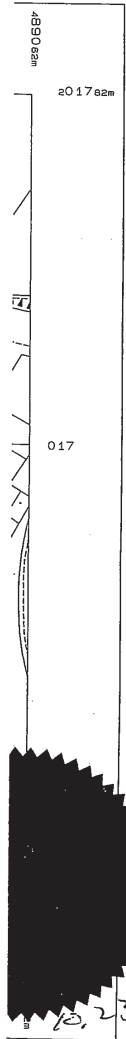
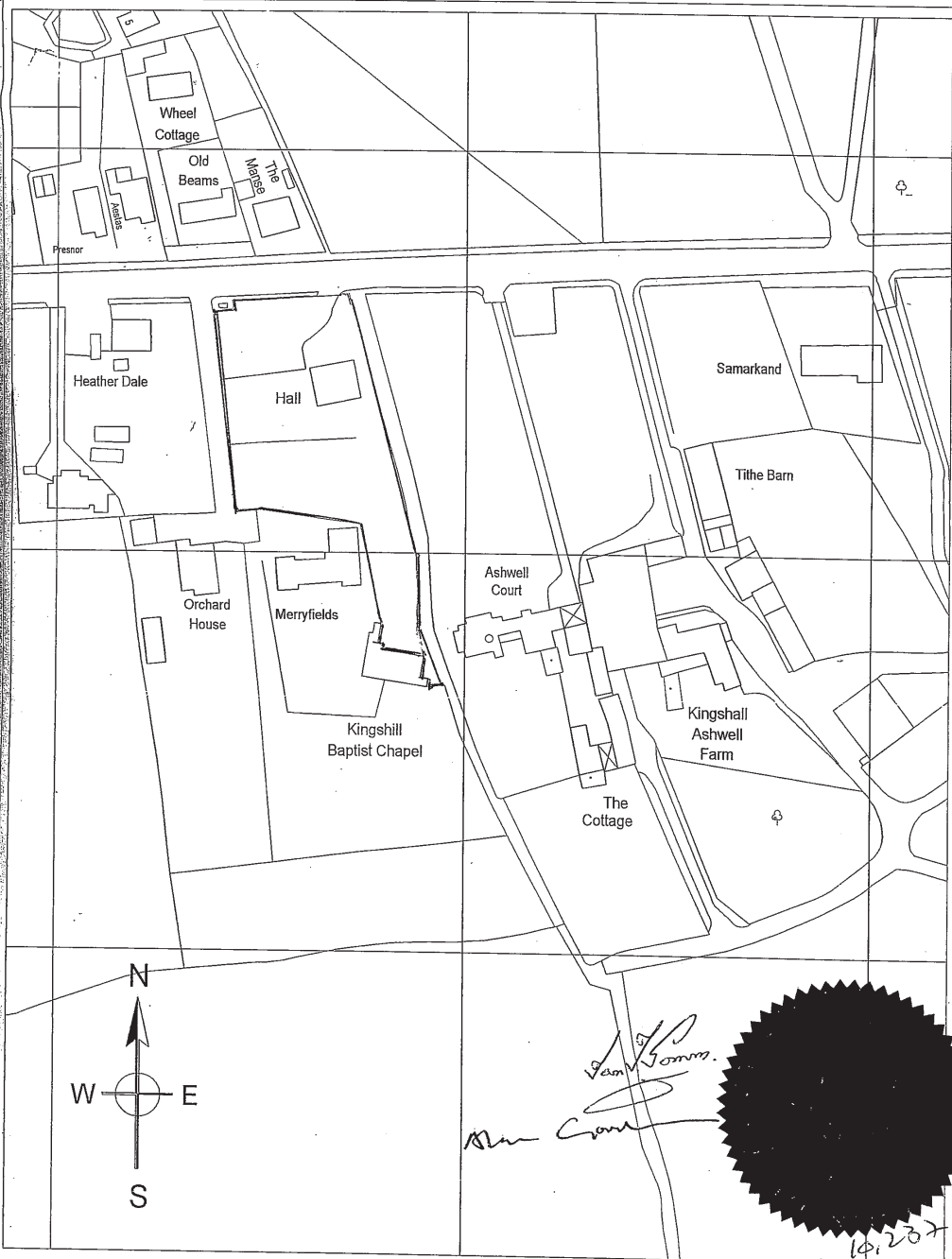
The representation of a road, track or path is no evidence of a right of way.

Scale 1: 1250

Centre Coordinates: 488962 201682
 Supplied by: Experian Welwyn Garden C
 Serial Number: 25411



t - 1
ntred



s enlarged
more of the
D & 1: 10000

t centre

rack on
of way.

Chiltern District Council can take no responsibility for any errors, inaccuracies or omissions on this map which has been reproduced by permission of the Ordnance Survey.

This copy has been produced specifically for Map Return Scheme purposes only. No further copies may be made.
Reproduced from Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office Crown Copyright.
Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings.
Reproduced by CHILTERN DISTRICT COUNCIL-LICENCE No.LA077589.

Date 13/5/2002

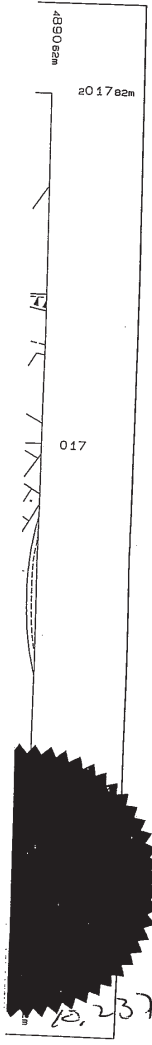
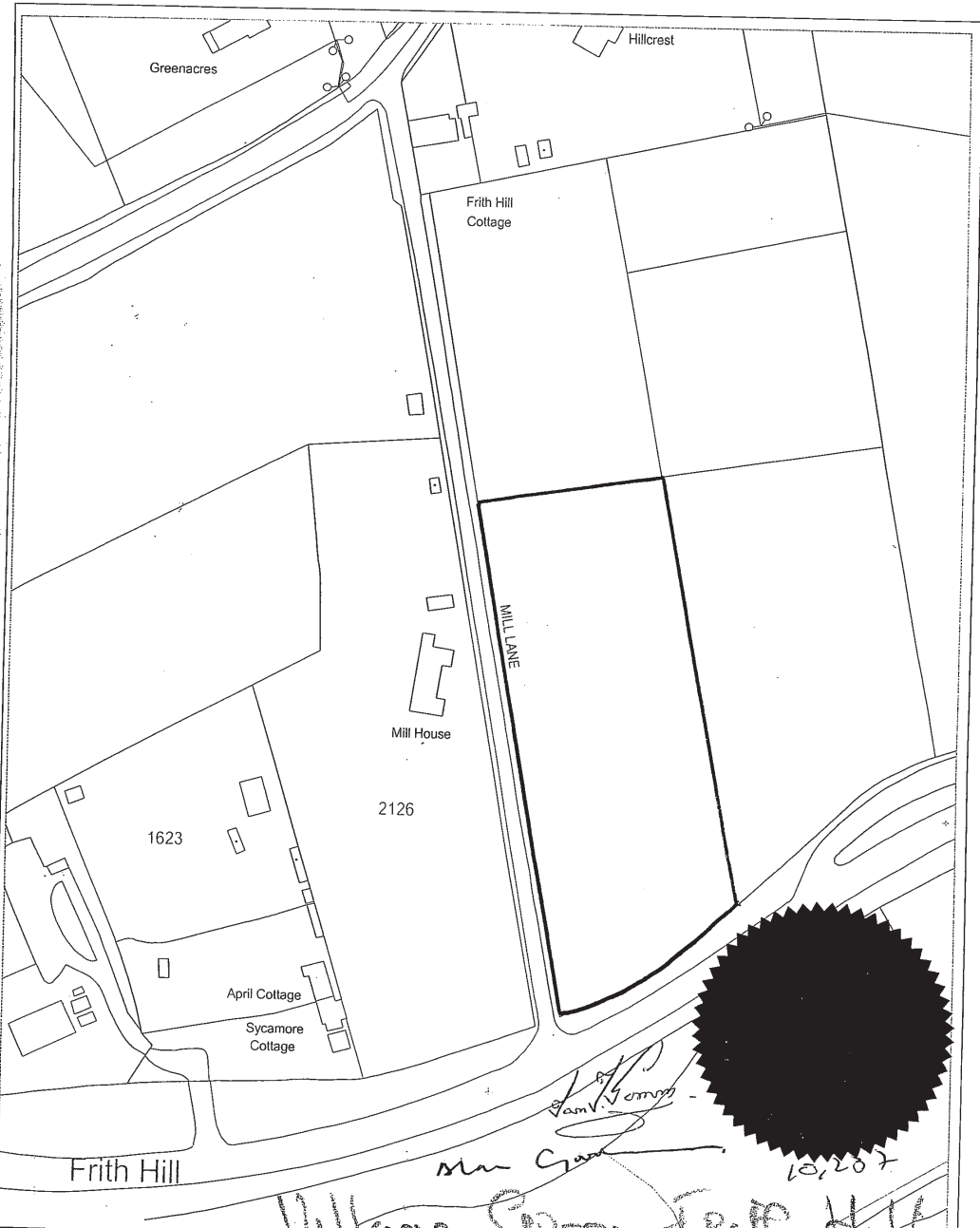
Scale 1:1250

201682
den c

Church Grounds Footpath
Little Kingshill Baptist Church.



t - 1
ntred



enlarged
more of the
1:10000

centre
back of
of way.

Chiltern
District
Council

MILL LANE GT MISSENDEN

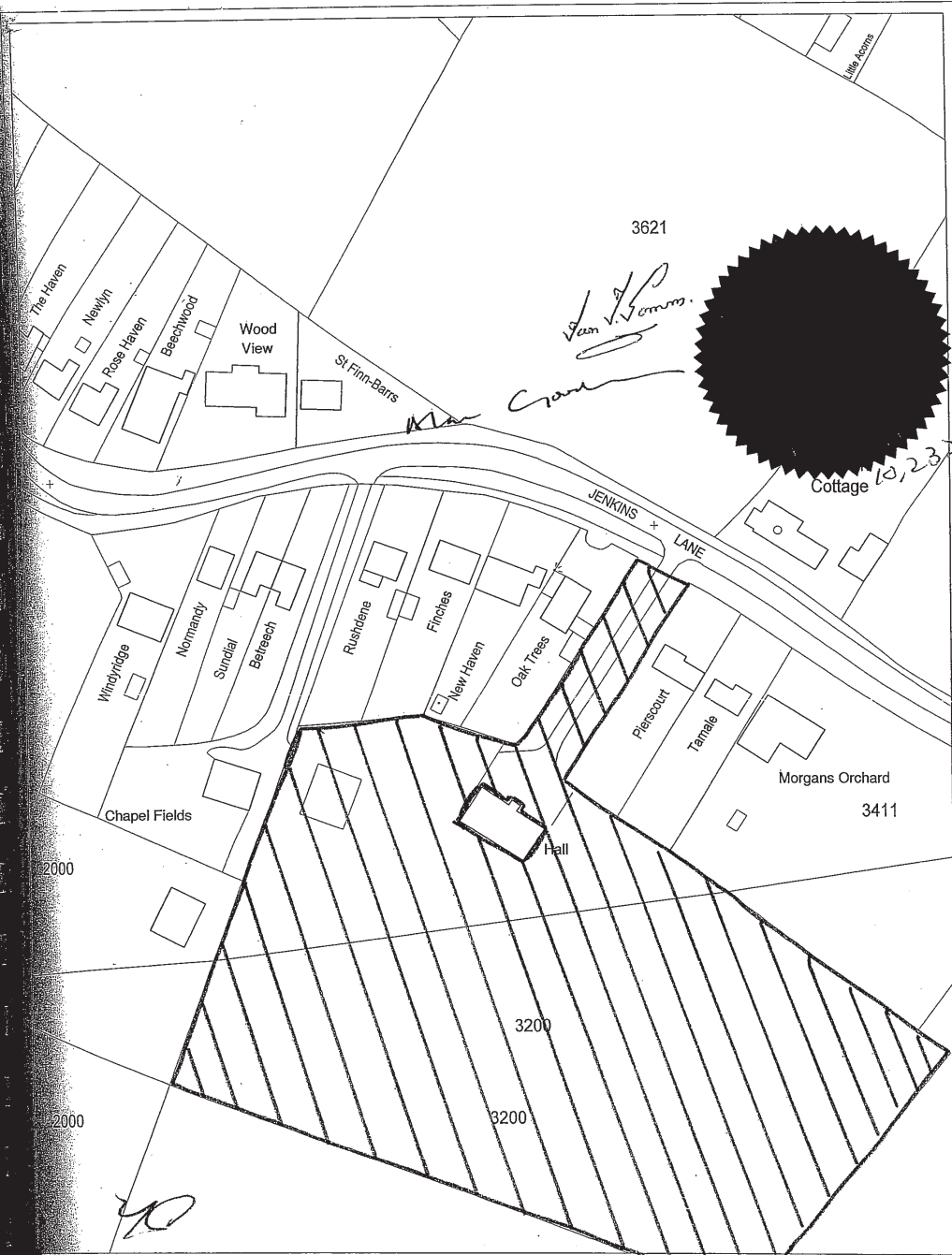
8

SCALE: E1250	DRAWN BY: Marc Kenyon	DATE: 13/12/03
Originating Group:		Drawing No.

Produced from the 1993 Ordnance Survey 1:1250 mapping with the permission of the Controller of Her Majesty's Stationery Office
© Crown Copyright. Licence No LA 077568. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings.

201682
den C

Ordnance



t - 1
ntred



enlarged
more of the
1:10000

centre

back on
of way.

Chiltern District Council can take no responsibility for any errors, inaccuracies or omissions on this map which has been reproduced by permission of the Ordnance Survey.

This copy has been produced specifically for Map Return Scheme purposes only. No further copies may be made.
This map is reproduced from Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office Crown Copyright.
Any unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings.
Produced by CHILTERN DISTRICT COUNCIL-LICENCE No.LA077569.

Date 22/4/2002
Scale 1:1250

201682
den C

Whitchote Gardens
Five Acres
Trappshare

Chesham
Bous

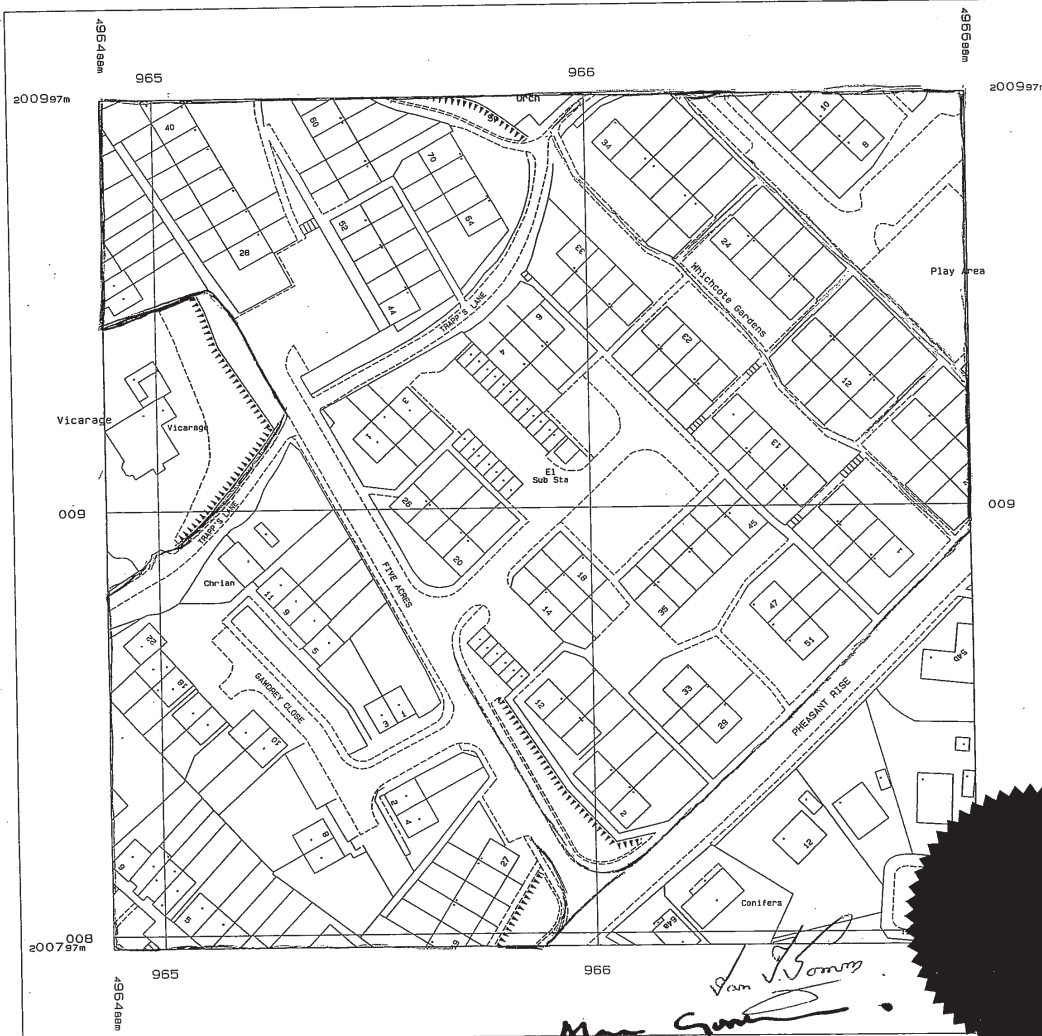
Full Address Appendix 2

cross to be designated.

Not recognised from previous plans.

 Ordnance Survey®
Superplan®

Planning Extract - 1
Site-centred



Produced 09 May 2002 from Ordnance Survey digital data and incorporating surveyed revision available at this date. © Crown Copyright 2002.

Reproduction in whole or in part is prohibited without the prior permission of Ordnance Survey.

Ordnance Survey, the OS symbol and Superplan are registered trade marks of Ordnance Survey, the national mapping agency of Great Britain.

Scale 1: 1250

National Grid sheet reference at centre of this Superplan: SP9600NE

The representation of a road, track or path is no evidence of a right of way.

This Superplan product does not contain all recorded map information.

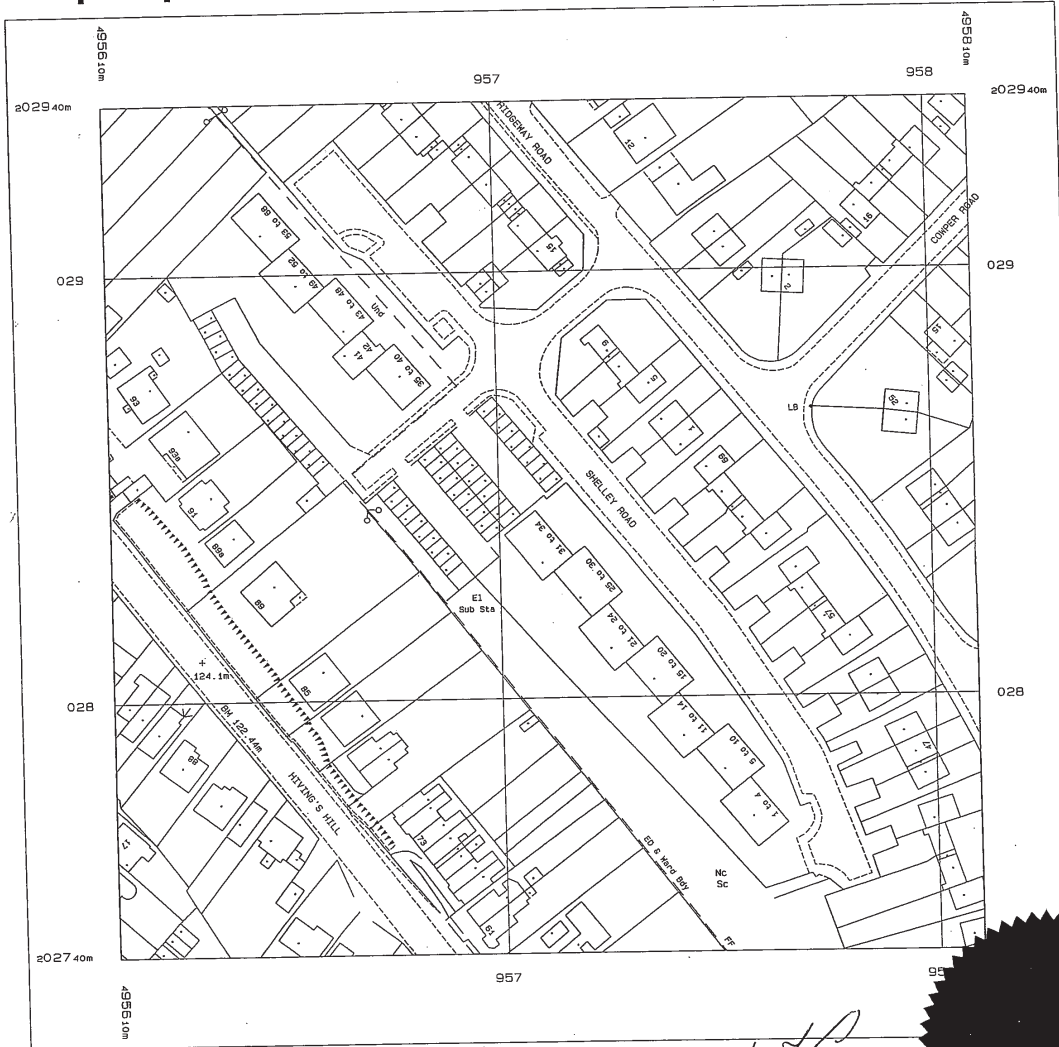
Centre Coordinates: 496588 200897
Supplied by: Experian Welwyn Garden C
Serial Number: 25405

Shelley Rd
Chesham Bucks
17237

Chesham
Bucks

OS Ordnance Survey®
Superplan®

Planning Extract - 1
Site-centred



Produced 09 May 2002 from Ordnance Survey digital data and incorporating surveyed revision available at this date. © Crown Copyright 2002.

Reproduction in whole or in part is prohibited without the prior permission of Ordnance Survey.

Ordnance Survey, the OS symbol and Superplan are registered trade marks of Ordnance Survey, the national mapping agency of Great Britain.

This Superplan product does not contain all recorded map information.

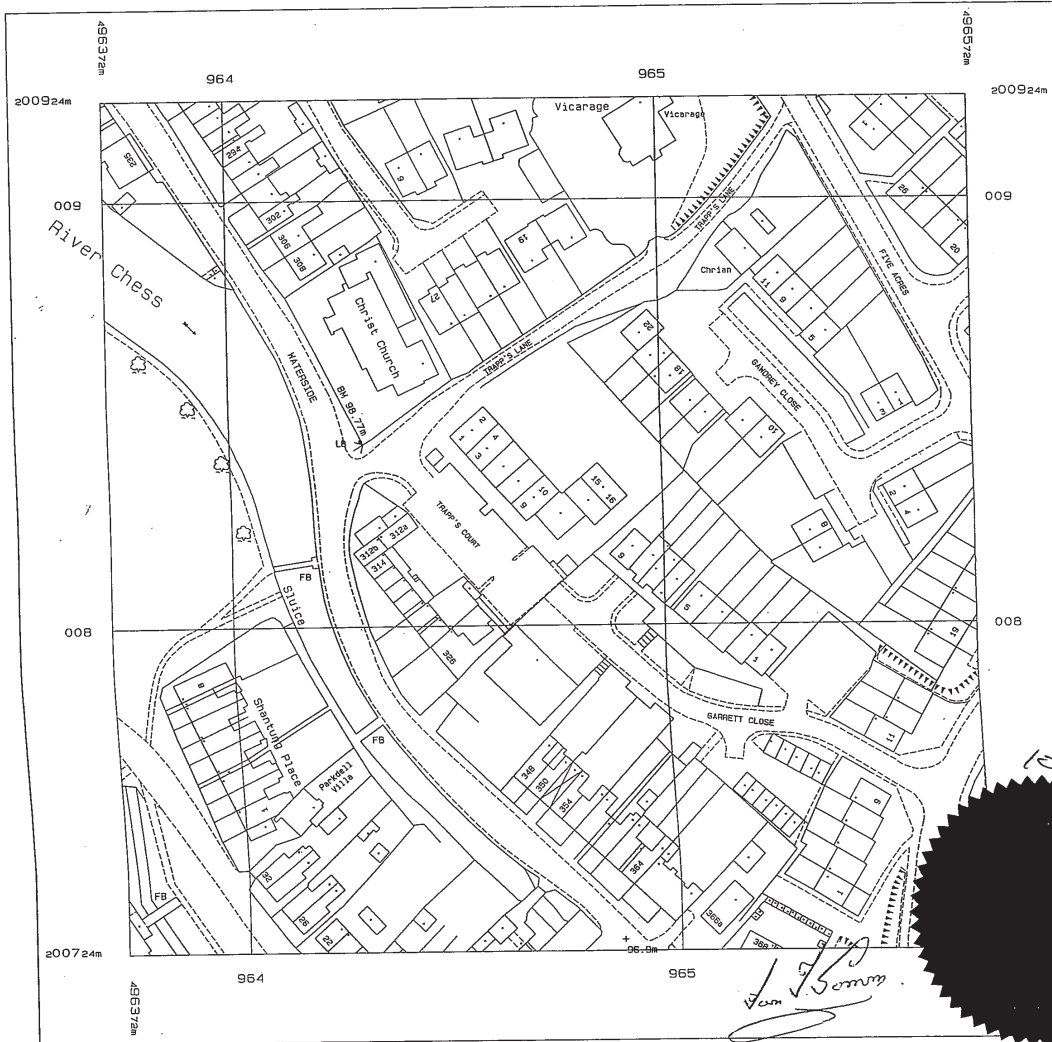
Van Jones
Alan Green

Scale 1: 1250

National Grid sheet reference at centre of this Superplan: SP9502NE

The representation of a road, track or path is no evidence of a right of way.

Centre Coordinates: 495710 202840
Supplied by: Experian Welwyn Garden C
Serial Number: 25403



Produced 09 May 2002 from Ordnance Survey digital data and incorporating surveyed revision available at this date. © Crown Copyright 2002.

Reproduction in whole or in part is prohibited without the prior permission of Ordnance Survey.

Ordnance Survey, the OS symbol and Superplan are registered trade marks of Ordnance Survey, the national mapping agency of Great Britain.

Scale 1: 1250

National Grid sheet reference at centre of this Superplan: SP9600NW

The representation of a road, track or path is no evidence of a right of way.

This Superplan product does not contain all recorded map information.

Centre Coordinates: 496472 200824
 Supplied by: Experian Welwyn Garden C
 Serial Number: 25404

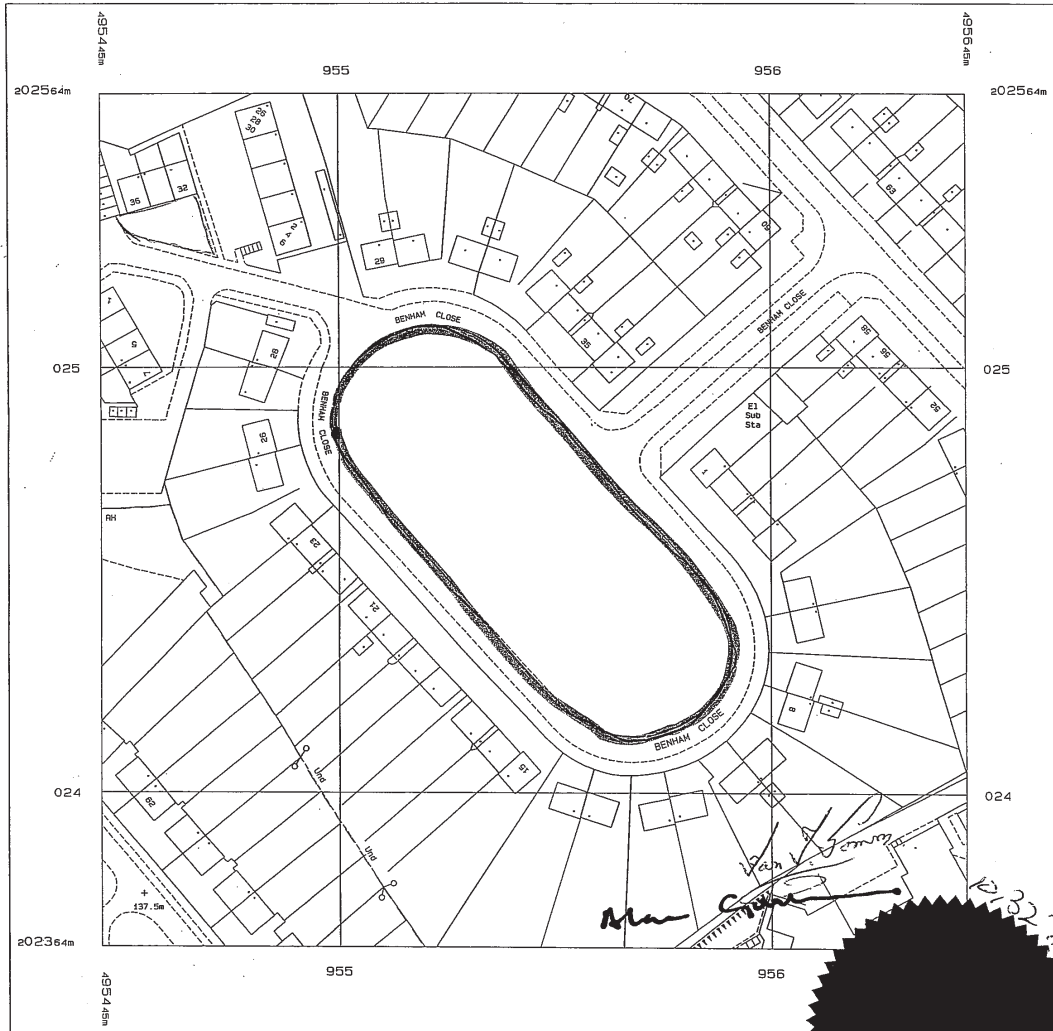
Victoria Road
Chesham
BUCKS



Man Cr

OS Ordnance Survey®
Superplan®

Planning Extract - 1
 Site-centred



Produced 09 May 2002 from Ordnance Survey digital data and incorporating surveyed revision available at this date. © Crown Copyright 2002.

Reproduction in whole or in part is prohibited without the prior permission of Ordnance Survey.

Ordnance Survey, the OS symbol and Superplan are registered trade marks of Ordnance Survey, the national mapping agency of Great Britain.

Scale 1: 1250

National Grid sheet reference at centre of this Superplan: SP9502SE

The representation of a road, track or path is no evidence of a right of way.

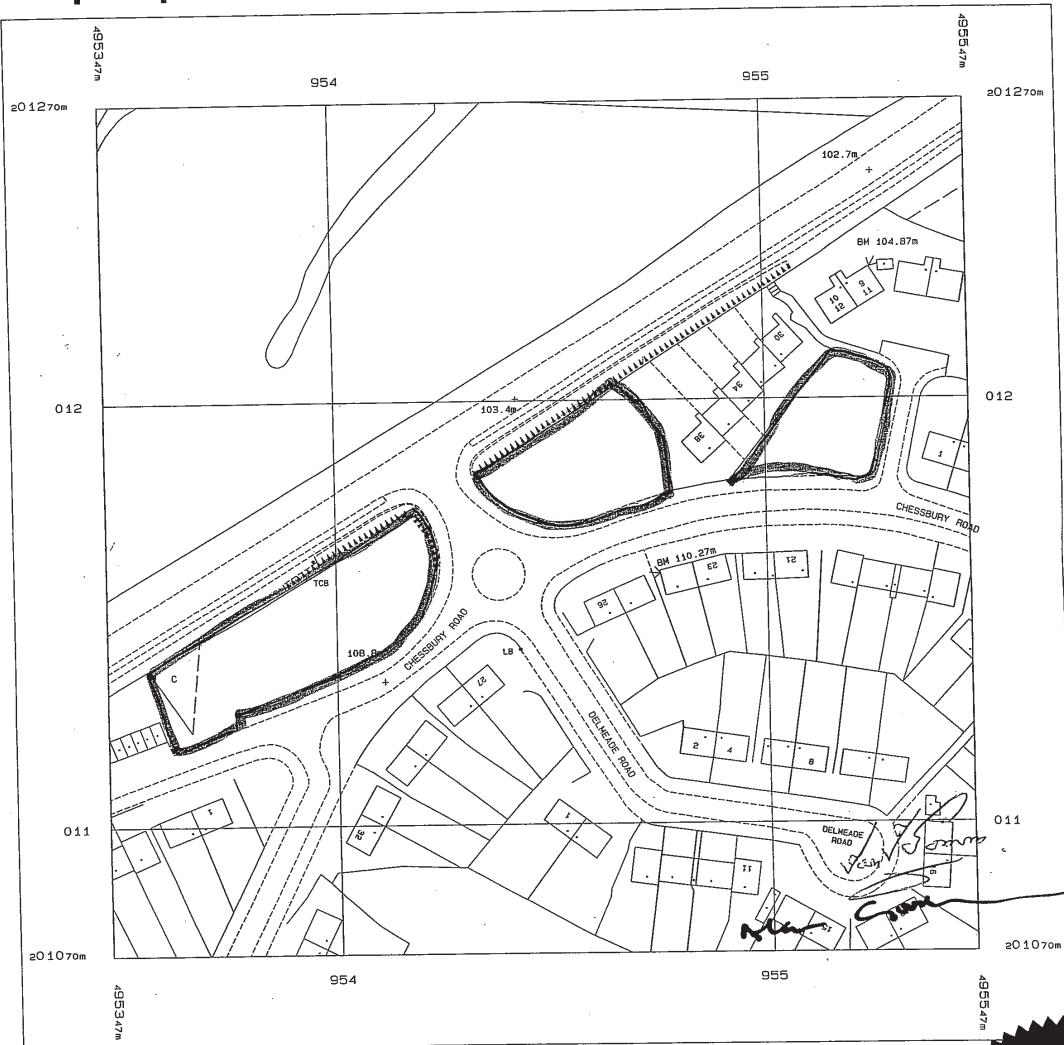
This Superplan product does not contain all recorded map information.

Centre Coordinates: 495545 202464
 Supplied by: Experian Welwyn Garden C
 Serial Number: 25413

Oresham
Boars

OS Ordnance Survey®
Superplan®

Planning Extract - 1
Site-centred



Produced 09 May 2002 from Ordnance Survey digital data and incorporating surveyed revision available at this date. © Crown Copyright 2002.

Reproduction in whole or in part is prohibited without the prior permission of Ordnance Survey.

Ordnance Survey, the OS symbol and Superplan are registered trade marks of Ordnance Survey, the national mapping agency of Great Britain.

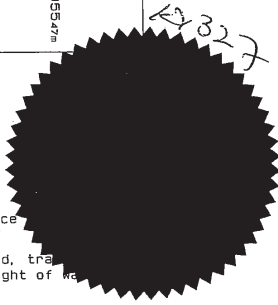
Scale 1: 1250

National Grid sheet reference of this Superplan: SP9501SW

The representation of a road, track or path is no evidence of a right of way.

This Superplan product does not contain all recorded map information.

Centre Coordinates: 495447 201170
Supplied by: Experian Welwyn Garden C
Serial Number: 25415



CHILTERN DISTRICT COUNCIL.

THE DOGS (FOULING OF LAND) ACT 1996.

**DOGS (FOULING OF LAND) REGULATIONS 1996.
(S.I 1996 NO.2762)**

**CHILTERN DISTRICT COUNCIL (MULTIPLE LANDS ROADS AND FOOTPATHS)
ORDER 2003.**

The Chiltern District Council (in this Order called "the Council") hereby make the following Order this 24th day of March 2003.

1. The land described in the Schedule below and shown delineated on the maps attached to this Order in addition to the land comprising carriageways and that adjoining as described below, being land within the area of the Council which is land to which the Dogs (Fouling of Land) Act 1996 applies, is hereby designated for the purposes of that Act.
2. This Order may be cited as the Chiltern District Council (Multiple Lands, Roads and Footpaths) Order 2003 and shall come into force on the 22 April 2003.

PARISH of PENN.

Knotty Green Allotments. Forty Green Road, Knotty Green.
Knotty Green Cricket Ground, Recreation Ground and Grass Triangle, Forty Green Road, Knotty Green.
Grass Verge between Throshers Wood and Seeley's Road, Knotty Green.
Forty Green Play Area, (opp. Community Hall), Gomms Wood Road, Forty Green.
Forty Green Common, Brindle Lane, Forty Green.
Penn Street Play Area. Penn Street, Penn.
War Memorial Green (by Penn Church), Church Road, Penn.
Grass Verge Common Areas, Elm Road, Penn.

and situate in the County of Buckinghamshire.

All carriageways with a speed limit of 40 mph or less, adjoining footpaths and verges within the Parish of Penn, Buckinghamshire.

PARISH of SEER GREEN;

Green Meadow Play Area, Green Meadow, Chalfont Road, Seer Green.
 Jubilee Walk, Orchard Road, Seer Green.
 Recreation Ground, Park Place, Seer Green.
 Cemetery Entrance (off School Lane), Seer Green.

and situate in the County of Buckinghamshire.

All carriageways with a speed limit of 40mph or less, adjoining footpaths and verges within the Parish of Seer Green, Buckinghamshire.

PARISH of CHALFONT ST. GILES.

Bowstridge Lane Playing Fields, (through Crossleys), Bowstridge Lane, Chalfont St. Giles.
 Bowstridge Lane Cemetery, Bowstridge Lane, Chalfont St. Giles.
 Silver Hill Open Space, (including land surrounding Jubilee Homes and open spaces surrounding William Shakman House) between School Lane and Silver Hill, Chalfont St. Giles.
 Cherry Tree Corner Green, Jordans.
 Village Green, Jordans.
 Dodds Descent, Jordans.

and situate in the County of Buckinghamshire.

All carriageways with a speed limit of 40 mph or less, adjoining footpaths and verges within the Parish of Chalfont St. Giles. Buckinghamshire.

PARISH of CHESHAM BOIS .

Glebe Land surrounding Parish Centre, Glebe Way, Chesham Bois.
 Bois Avenue Green, Bois Avenue, Chesham Bois.
 St. Leonard's Churchyard and Paddock, High Bois Lane, Chesham Bois.
 Chesham Bois Cemetery, Wood Road, Chesham Bois.

and situate in the County of Buckinghamshire.

All carriageways with a speed limit of 40 mph or less, adjoining footpaths and verges within the Parish of Chesham Bois. Buckinghamshire.

PARISH of CHALFONT ST. PETER.

Love's Delight Allotment, Church lane, Chalfont St. Peter.
 Mill Meadow Play Area, (adjacent to Community Centre), Gravel Hill, Chalfont St. Peter.
 Lady Gibb Millenium Wood, adjacent to Community Centre, Gravel Hill, Chalfont St. Peter.
 Hill House Allotments, Gravel Hill, Amersham Road, Chalfont St. Peter.
 Cheena Meadow Playing Fields, Denham Lane, Chalfont St. Peter.
 Garden of Rest Cemetery, Denham Lane, Chalfont St. Peter.

Open Areas at:

Upper Belmont Road, Chesham.
Fullers Hill, Chesham.
Chessbury Road, Chesham
Benham Close, Chesham.
Victoria Road, Chesham.

Land surrounding :-

Newtown Evangelical Baptist Church, Berkhamstead Road, Chesham
Trapps Court and Trapps Lane, Chesham.
Shelley Road, Chesham.
Whichcote Gardens, Chesham.
Five Acres, Chesham.
Gawdrey Close, Chesham.

and situate in the County of Buckinghamshire.

All carriageways with a speed limit of 40 mph or less, adjoining footpaths and verges within the administrative area of Chesham Town Council.

PARISH of CHOLESBURY - CUM -ST. LEONARDS BUCKINGHAMSHIRE.

Land surrounding St. Leonard's Parish Hall and Playing Field , Jenkins Lane, Cholesbury cum St. Leonards, Buckinghamshire.

All carriageways with a speed limit of 40 mph or less, adjoining footpaths and verges within the Parish of Cholesbury - cum - St. Leonards, Buckinghamshire.

PARISH of GREAT MISSENDEN.

Play Area, Prestwood.
Recreation Ground, Prestwood.
The Common, Prestwood.
Open Space, Buryfield, Great Missenden
Village Green, (Frith Hill), Mill Lane, Great Missenden.
Play Area, Sibley Rise, South Heath.
Playing Field, Blackthorne Lane, Ballinger.
Village Green, Windsor Lane, Little Kingshill.
Church Grounds, Little Kingshill Baptist Church, Little Kingshill.
Grounds of Tanton House, Winslow Field, Great Missenden.
Car Park, High Street, Prestwood.
Car Park, Link Road, Great Missenden.
Lawn Cemetery, Great Missenden

and situate in the County of Buckinghamshire.

Boundary Road Playground, Boundary Road, Chalfont St. Peter.
 The Village Green, Rickmansworth Lane, Chalfont St. Peter.
 The open land comprising Gerrards Cross Golf Club, Chalfont Park, Gerrards Cross, Chalfont St. Peter including footpaths thereon

and situate in the County of Buckinghamshire.

All carriageways with a speed limit of 40 mph or less, adjoining footpaths and verges within the Parish of Chalfont St. Peter.

PARISH OF AMERSHAM. (TOWN).

Land surrounding Park Place, Amersham.

The playground/open areas at:-

Kiln Avenue, Little Chalfont.

Junction of Elizabeth Avenue and Cavendish Close, Little Chalfont.

Arbour View, Little Chalfont.

Halifax House and Applefield Way, Little Chalfont.

and situate within the County of Buckinghamshire.

All carriageways with a speed limit of 40 mph or less, adjoining footpaths and verges within the Parish of Amersham (Town).

PARISH of CHESHAM.

Archena Gardens/Temperance Hall Garden, St. Mary's Way, Chesham.

Codmore Playing Field and Pavillion, Botley Road, Chesham.

Lye Green, Lycrome Road, Chesham.

Meades Water Garden, Red Lion Street, Chesham.

Lowndes Park, St. Mary's Way, Chesham.

Gordon Road Play Area, Gordon Road, Chesham.

Hodds Wood Road Recreation Area, Hodds Wood Road, Chesham.

Woodland View Recreation Area, Woodland View, Chesham.

Bois Moor Road Recreation Area, Bois Moor Road, Chesham.

Windsor Road Recreation Area, Windsor Road, Chesham.

Marston Playing Field and Pavillion, Mount Nugent, Chesham.

Batchelors Way Recreation Ground, Batchelors Way, Chesham.

Co op Field (off Deansway), Chesham.

Red Lion Street Gardens, Red Lion Street, Chesham.

Nashleigh Hill Recreation Ground, Nashleigh Hill, Chesham.

Manor Way Road Island, Manor Way, Chesham.

Chesham Moor Playing Fields, Waterside, Chesham.

All carriageways with a speed limit of 40 mph or less, adjoining footpaths and verges within the Parish of Great Missenden, Buckinghamshire.

PARISH of LITTLE MISSENDEN.

Open areas surrounding Highmore Cottages, Little Missenden, Buckinghamshire.

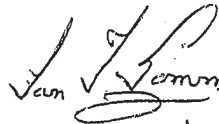
All carriageways with a speed limit of 40mph or less, adjoining footpaths and verges within the Parish of Little Missenden.

PARISH of CHENIES.

Open Land at Bedford Close, Chenies, Buckinghamshire.

All carriageways with a speed limit of 40 mph or less and adjoining footpaths and verges within the Parish of Chenies, Buckinghamshire.

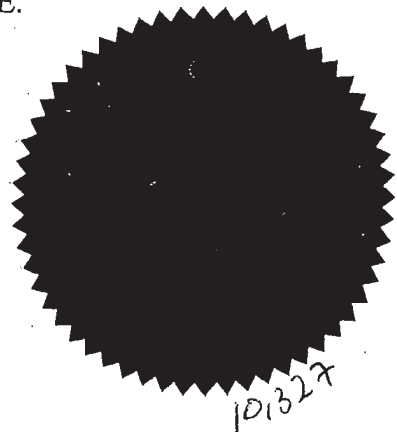
THE COMMON SEAL of
CHILTERN DISTRICT COUNCIL
was hereunto affixed in the presence of:



CHAIRMAN.



CHIEF EXECUTIVE.



Appendix 3

CHILTERN DISTRICT COUNCIL
CORPORATE SERVICES
MEMORANDUM

FROM:	DCS Legal Section	TO:	Head of Health and Housing Martin Holt
REF:	DCS/L/HK/EN11/3, EN11/4 and EN11/5	CC:	
		DATE:	25 June 2008

RE: The following Orders:

The Chiltern District Council (Alcohol) (Consumption in a Designated Public Place) (Amersham-on-the-Hill and Old Amersham) Order 2007

The Chiltern District Council (Alcohol) (Consumption in a Designated Public Place) (Seer Green) Order 2007

The Chiltern District Council (Alcohol) (Consumption in a Designated Public Place) (Land at Roundwood Road and Station Forecourt, Amersham) Order 2007

Please find attached a copy of the above Orders for your retention.

An original sealed copy of each of the above Orders has been placed in the Strong Room for safe keeping.

Also in accordance with Regulation 9 of the Local Authorities (Alcohol Consumption in Designated Public Places) Regulations 2001 I have today sent an original sealed copy to the Secretary of State.



Mrs Helen Koo
Legal Assistant to Head of Legal Services

Enc.

Copy of order to designate
Please scan + save in directory + file
known as ORDERS. — ~~Designated Alcohol Designation Order~~

Chiltern District Council
Criminal Justice and Police Act 2001 (as amended)



The Chiltern District Council (Alcohol) (Consumption in a Designated Public Place) (Amersham-on-the-Hill and Old Amersham) Order 2007

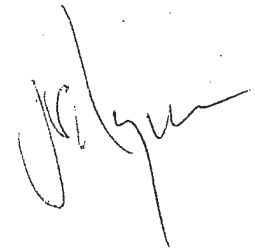
The Chiltern District Council (in this Order called "the Council") hereby make the following Order:

1. Pursuant to Section 13(2) of the Criminal Justice and Police Act 2001 the land more particularly described in the Schedule hereto being land in the administrative area of the Council to which members of the public have access, is from the date of commencement of this Order, a designated public place where the consumption of alcohol is subject to the restrictions imposed by Section 12 of the said Criminal Justice and Public Order Act 2001.
2. The effect of this Order is to restrict the consumption of alcohol anywhere in or on the land described in the Schedule hereto on any day of the week and at any time of the day or night **IN THAT** a police constable or duly authorised community support officer shall be entitled to require any person who is or has been consuming alcohol in such place, or intends to consume alcohol in such place, to not consume in such place anything which is, or which the said police constable or duly authorised community support officer reasonably believes to be, alcohol and to surrender anything in his possession which is, or which the said police constable or community support officer reasonably believes to be, alcohol or a container for alcohol.
3. Any person who fails without reasonable excuse to comply with any such requirement imposed on him by a police constable or community support officer will be liable on summary conviction to a fine not exceeding Level 2 on the Standard Scale.
4. This Order shall commence and come onto force on 1st day of December 2007.
5. This Order shall be cited as the Chiltern District Council (Alcohol) (Consumption in a Designated Public Place) (Amersham-on-the-Hill and Old Amersham) Order 2007.

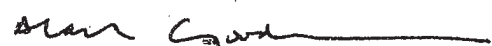
THE SCHEDULE

The parcels of land at Amersham-on-the-Hill and Old Amersham in the County of Buckinghamshire shown for identification purposes shaded in red on the Maps numbered 1 to 6 attached to this Order.

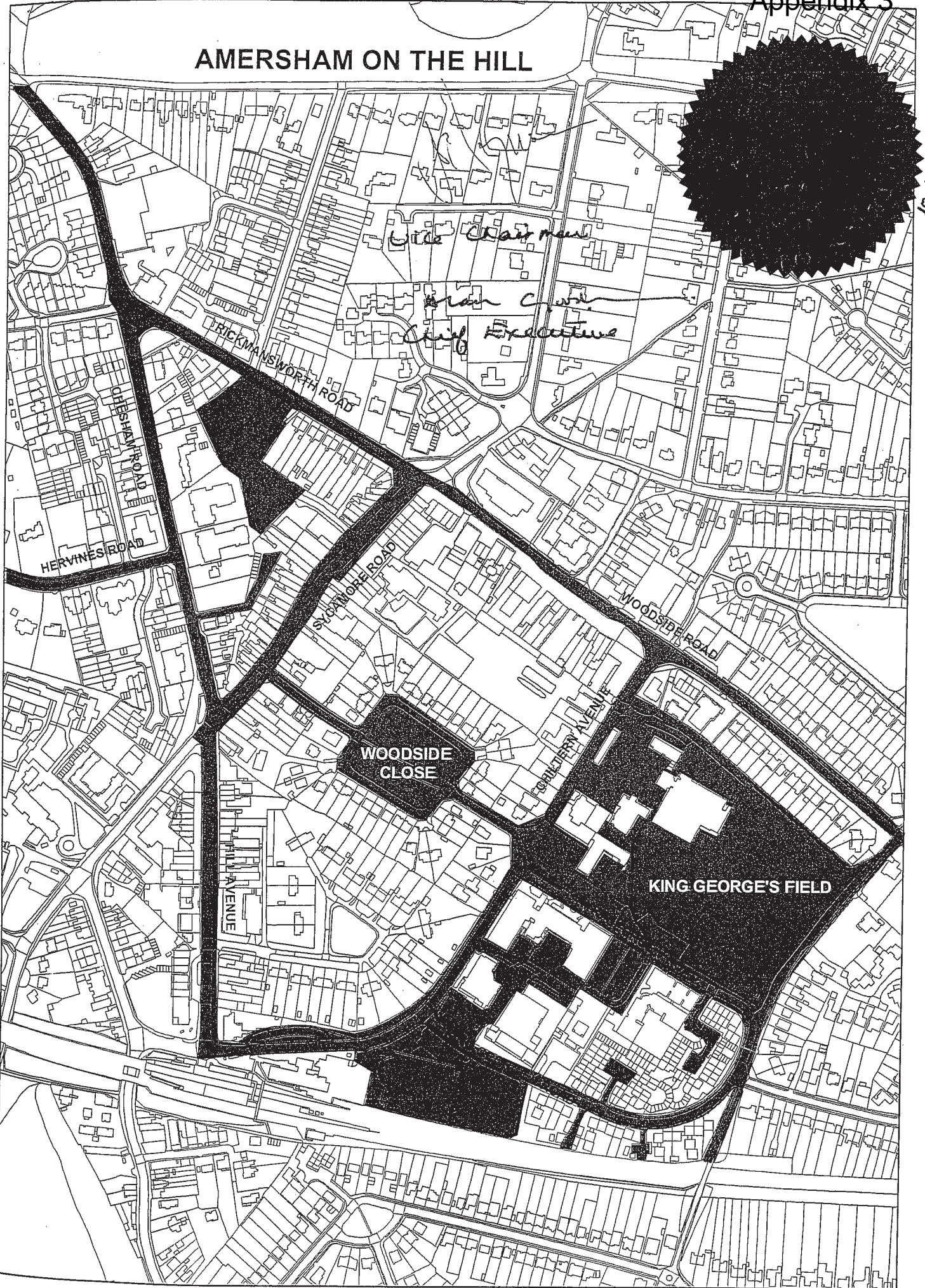
THE COMMON SEAL OF
CHILTERN DISTRICT COUNCIL)
was hereunto affixed this)
14th day of November 2007)



Vice Chairman


Chief Executive

AMERSHAM ON THE HILL



10/6/15



KING GEORGE'S FIELD

HILL AVENUE

AMERSHAM ON THE HILL

PARSONAGE WOOD

UFO Chairman

Man known as
Chief Executive

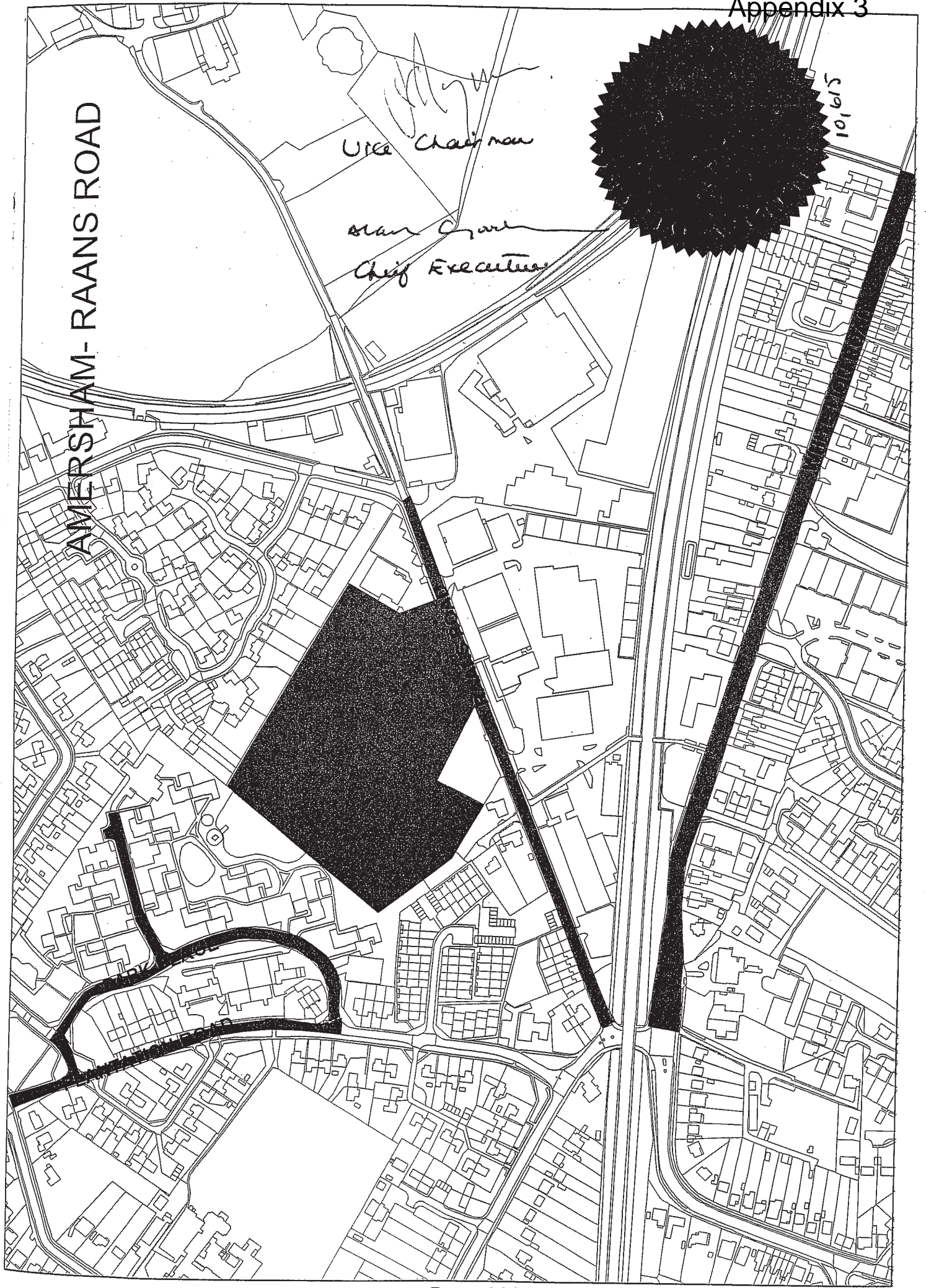
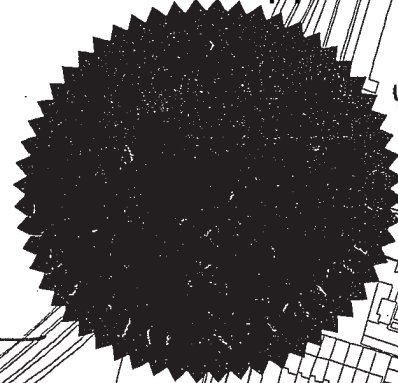
10,615

AMERSHAM-RAANS ROAD

Uice Chairman

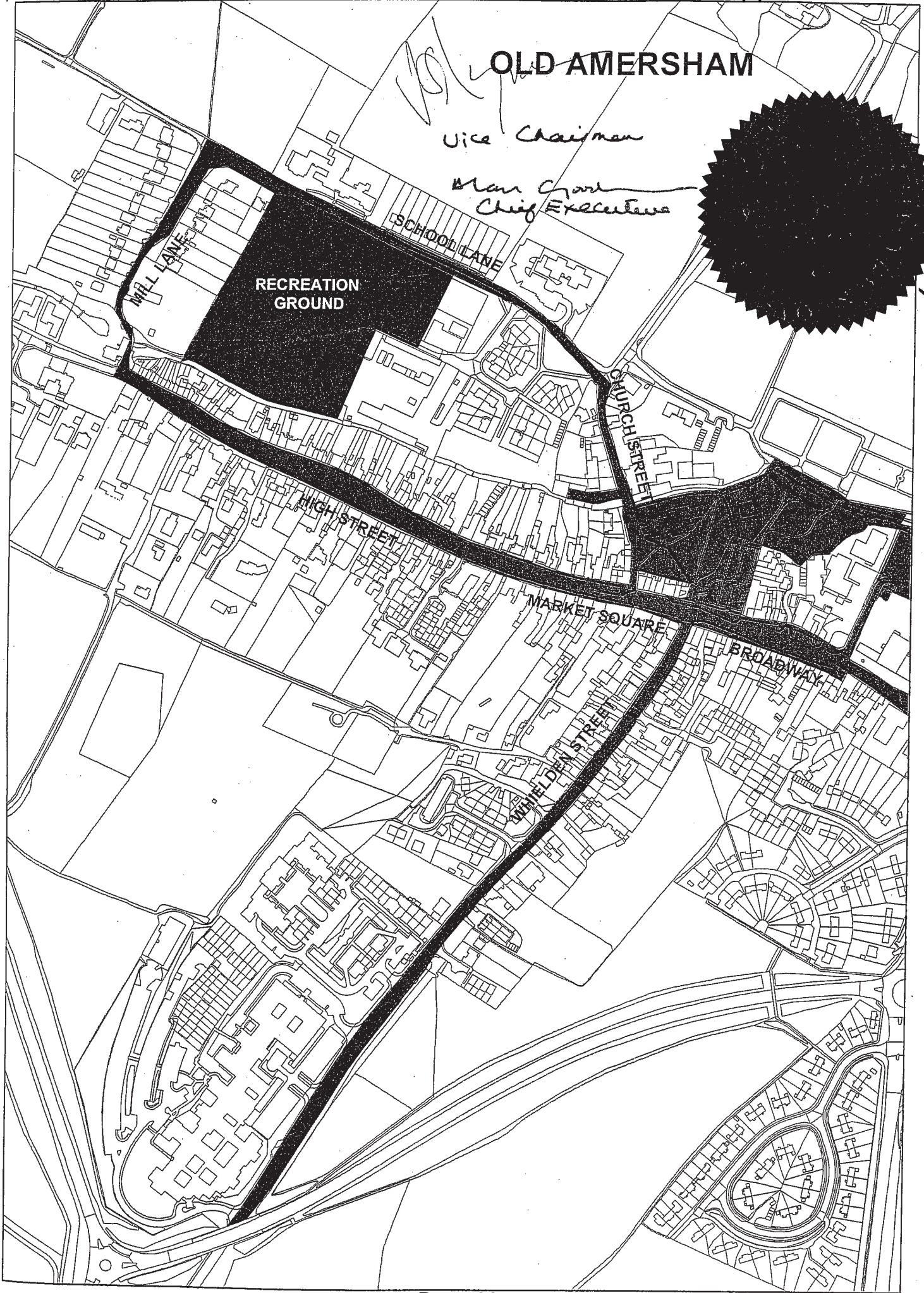
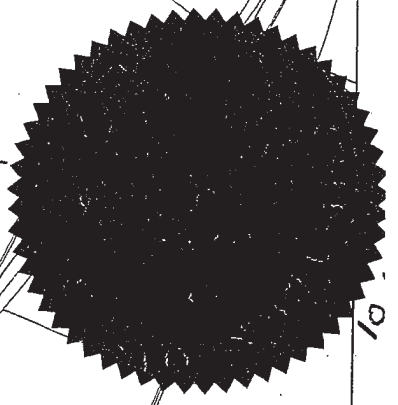
Alan Grant
Chief Executive

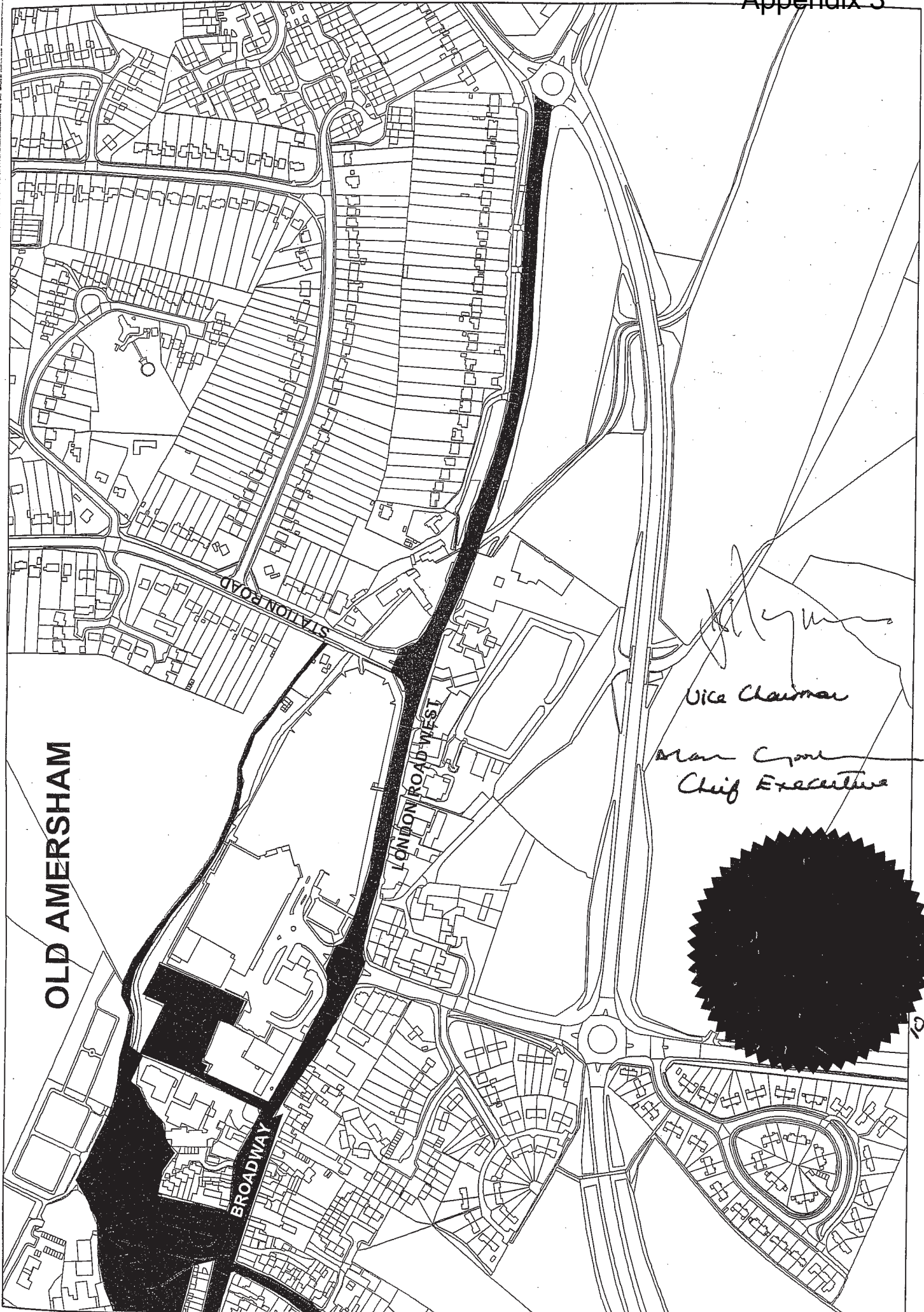
10,615



OLD AMERSHAM

Vice Chairman
Man. Govt
Chief Executive





OLD AMERSHAM

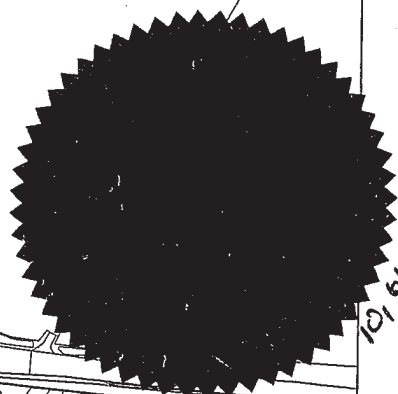
STATION ROAD

LONDON ROAD WEST

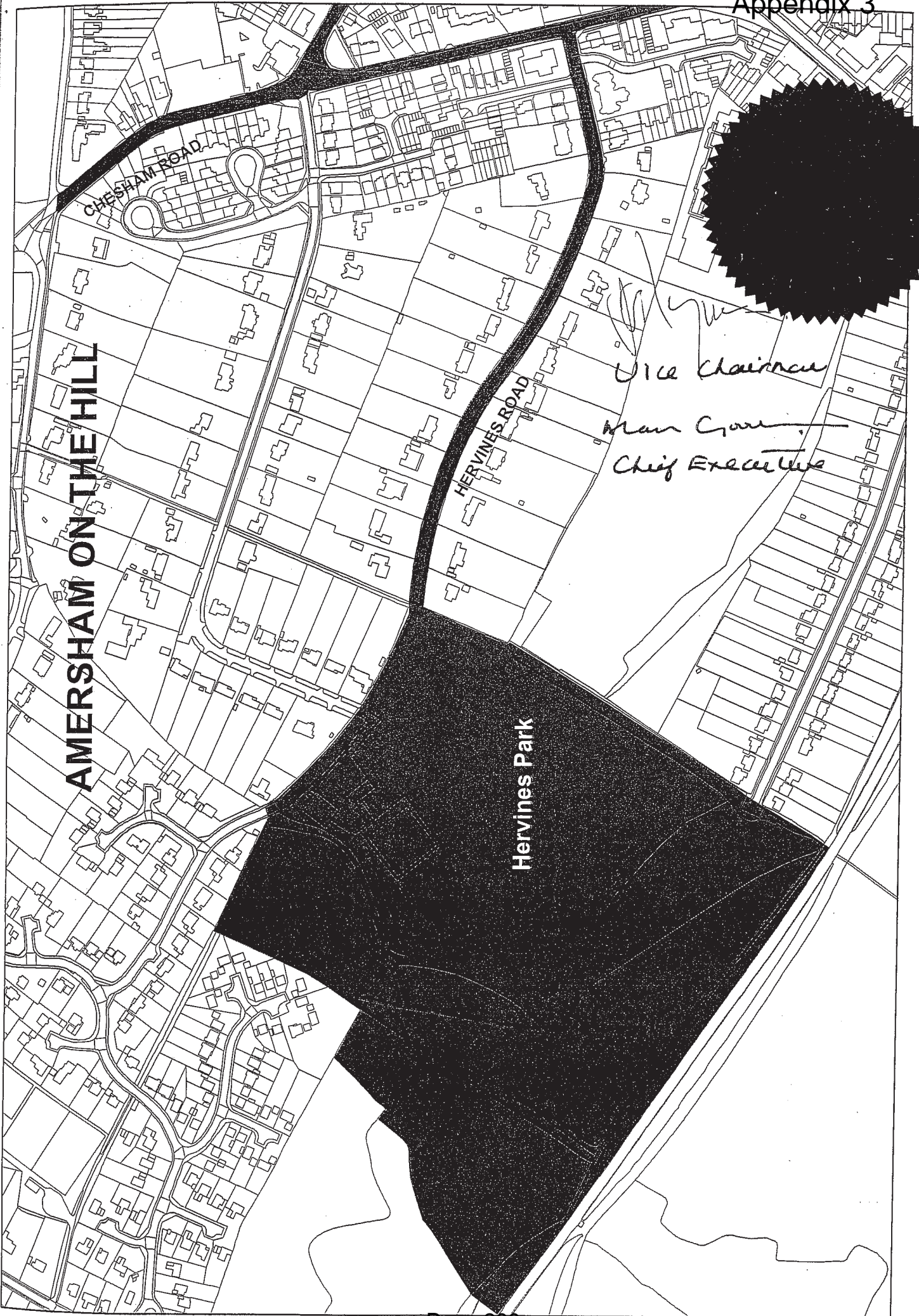
BROADWAY

[Signature]
Vice Chairman

[Signature]
Chairman



10/6/5



AMERSHAM ON THE HILL

CHESHAM ROAD

HERVINES ROAD

Hervines Park

Vice Chairman

Man Gove

Chief Executive

Chiltern District Council
Criminal Justice and Police Act 2001 (as amended)
The Local Authorities (Alcohol Consumption in a Designated
Public Place) Regulations 2001
Order 2005

The Chiltern District Council (in this Order called "the Council") hereby make the following Order:

1. The Land known as Chesham Cemetery delineated on the map attached to this Order, being land within the area of the Council which is a public place, and to which the Criminal Justice and Police Act 2001 applies.
2. This order shall be cited as the Chiltern District Council (Alcohol Consumption in a Designated Public Place) Order 2005 and shall come into effect on 1st August 2005.

On the 19th day of July 2005, in partnership with Chesham Town Council, Chiltern District Council made an Order pursuant to Section 13 of the Criminal Justice and Police Act 2001 designating the land known as Chesham Cemetery, Berkhamstead Road, Chesham, Bucks as a public place where the consumption of alcohol is prohibited. A plan of Chesham Cemetery showing the extent of the Designation Order, edged in black, is annexed to the Order.

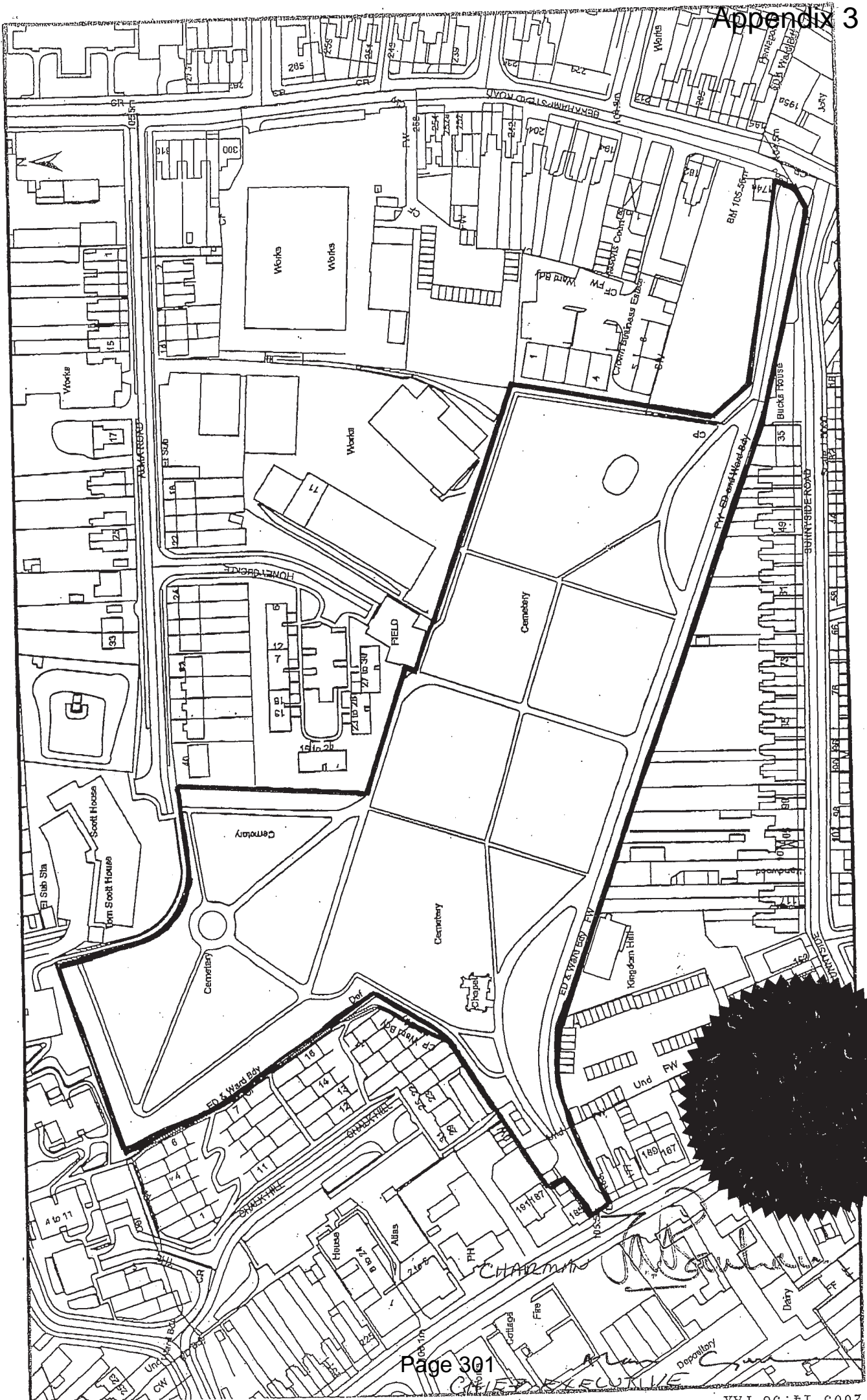
The effect of the proposed Designation Order is to prohibit the consumption of alcohol anywhere in or on Chesham Cemetery on any day of the week and at any time of the day or night and a police constable or duly authorised police community support officer shall be entitled to require any person consuming alcohol in breach of these restrictions to desist and to surrender anything in his possession which the said police constable or police community support officer reasonably considers to be alcohol or a container for alcohol (other than a sealed container). Any person who fails without reasonable excuse to comply with any such requirement imposed on him by a police constable or police community support officer will be liable on summary conviction to a fine of up to £500.

A copy of the Order and relevant map can be inspected free of charge and copies obtained during normal office hours at the Council Offices, King George V Road Amersham Buckinghamshire HP6 5AW.

The COMMON SEAL of
 CHILTERN DISTRICT COUNCIL
 Was hereunto affixed
 This 19th day of July 2005


 Chairman


 Chief Executive



10101

CHARMA

[Handwritten signature]

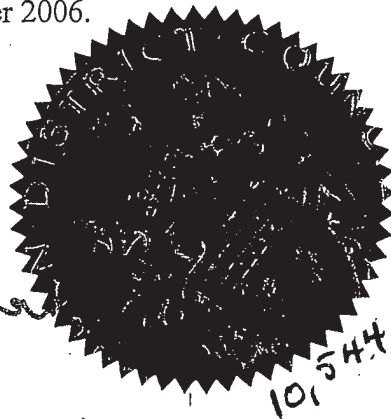
Chiltern District Council
Criminal Justice and Police Act 2001 (as amended)
The Local Authorities (Alcohol Consumption in a Designated
Public Place) Regulation 2001

The Chiltern District Council (in this Order called "the Council") hereby make the following Order:

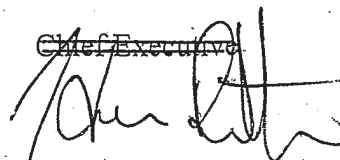
1. Pursuant to Section 13(2) of the Criminal Justice and Police Act 2001 (as amended) the land known as Chesham Town Centre, High Street and Meades Water Gardens, Bucks, delineated on the map attached to this Order, being land within the area of the Council, is from the date of commencement of this Order, a designated public place where the consumption of alcohol is subject to the restrictions imposed by Section 12 of the said Criminal Justice and Public Order Act 2001 (as amended).
2. The effect of this Order is to restrict the consumption of alcohol anywhere in or on the designated public place on any day of the week and at any time of the day or night **IN THAT** a police constable or duly authorised community support officer shall be entitled to require any person who is or has been consuming alcohol in such place, or intends to consume alcohol in such place, to not consume in such place anything which is, or which the said police constable or duly authorised community support officer, reasonably believes to be, alcohol and to surrender anything in his possession which is, or which the said police constable or community support officer reasonably believes to be, alcohol or a container for alcohol.
3. Any person who fails without reasonable excuse to comply with any such requirement imposed on him by a police constable or community support officer will be liable on summary conviction to a fine not exceeding Level 2 on the Standard Scale (£500)
4. This Order shall commence and come onto force on 9th day of June 2006.
5. This Order shall be cited as the Chiltern District Council (Alcohol Consumption in a Designated Public Place) Order 2006.

THE COMMON SEAL OF)
 CHILTERN DISTRICT COUNCIL)
 was hereunto affixed this
 30th day of May 2006

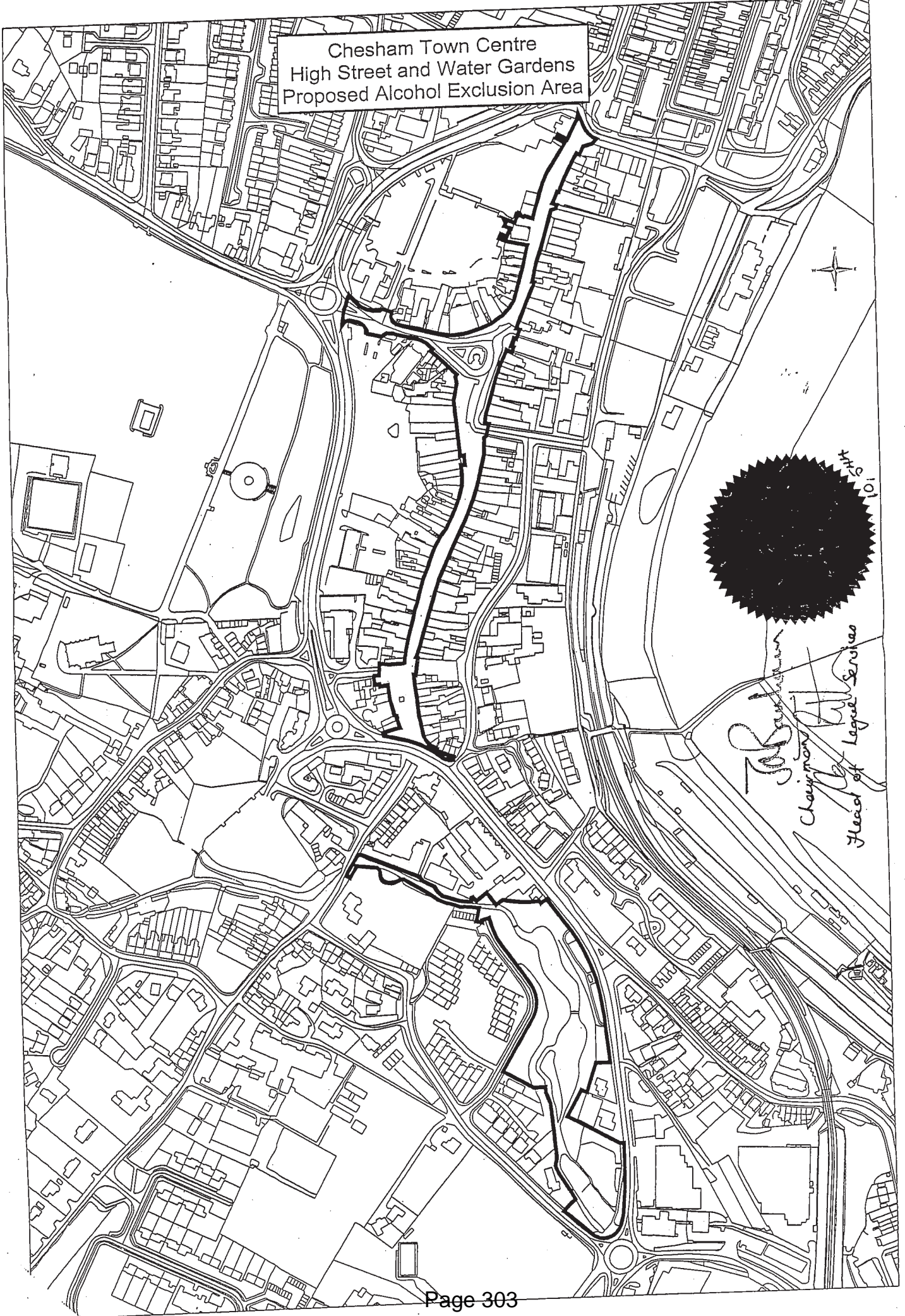

 Chairman



Head of Legal
 Services

~~Chief Executive~~


Chesham Town Centre
High Street and Water Gardens
Proposed Alcohol Exclusion Area



CHILTERN DISTRICT COUNCIL Appendix 3
CORPORATE SERVICES
MEMORANDUM

FROM:	DCS Legal Section	TO:	Head of Health and Housing Martin Holt
REF:	DCS/L/HK/EN11/3, EN11/4 and EN11/5	CC:	
		DATE:	25 June 2008

RE: The following Orders:

The Chiltern District Council (Alcohol) (Consumption in a Designated Public Place) (Amersham-on-the-Hill and Old Amersham) Order 2007

The Chiltern District Council (Alcohol) (Consumption in a Designated Public Place) (Seer Green) Order 2007

The Chiltern District Council (Alcohol) (Consumption in a Designated Public Place) (Land at Roundwood Road and Station Forecourt, Amersham) Order 2007

Please find attached a copy of the above Orders for your retention.

An original sealed copy of each of the above Orders has been placed in the Strong Room for safe keeping.

Also in accordance with Regulation 9 of the Local Authorities (Alcohol Consumption in Designated Public Places) Regulations 2001 I have today sent an original sealed copy to the Secretary of State.



Mrs Helen Koo
Legal Assistant to Head of Legal Services

Enc.

Copy of order to designate
Please scan + save in Licensing + file
known as ORDERS. — ~~Designated Alcohol Designated Order~~

Chiltern District Council
Criminal Justice and Police Act 2001 (as amended)



CHILTERN
District Council

**The Chiltern District Council (Alcohol) (Consumption in a Designated
Public Place) (Land at Roundwood Road and Station Forecourt, Amersham)
Order 2008**

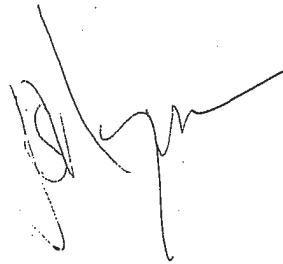
The Chiltern District Council (in this Order called "the Council") hereby make the following Order:

1. Pursuant to Section 13(2) of the Criminal Justice and Police Act 2001 the land more particularly described in the Schedule hereto being land in the administrative area of the Council to which members of the public have access, is from the date of commencement of this Order, a designated public place where the consumption of alcohol is subject to the restrictions imposed by Section 12 of the said Criminal Justice and Public Order Act 2001.
2. The effect of this Order is to restrict the consumption of alcohol anywhere in or on the land described in the Schedule hereto on any day of the week and at any time of the day or night **IN THAT** a police constable or duly authorised community support officer shall be entitled to require any person who is or has been consuming alcohol in such place, or intends to consume alcohol in such place, to not consume in such place anything which is, or which the said police constable or duly authorised community support officer reasonably believes to be, alcohol and to surrender anything in his possession which is, or which the said police constable or community support officer reasonably believes to be, alcohol or a container for alcohol.
3. Any person who fails without reasonable excuse to comply with any such requirement imposed on him by a police constable or community support officer will be liable on summary conviction to a fine not exceeding Level 2 on the Standard Scale.
4. This Order shall commence and come onto force on 17th day of March 2008.
5. This Order shall be cited as the Chiltern District Council (Alcohol) (Consumption in a Designated Public Place) (Land at Roundwood Road and Station Forecourt, Amersham) Order 2008.

THE SCHEDULE

The land at Roundwood Road and Station Forecourt, Amersham in the County of Buckinghamshire shown for identification purposes shaded in red on the Maps numbered 1 and 2 attached to this Order.

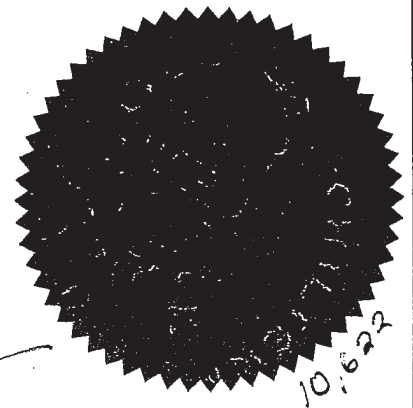
THE COMMON SEAL OF)
CHILTERN DISTRICT COUNCIL)
was hereunto affixed this)
14th day of February 2008)

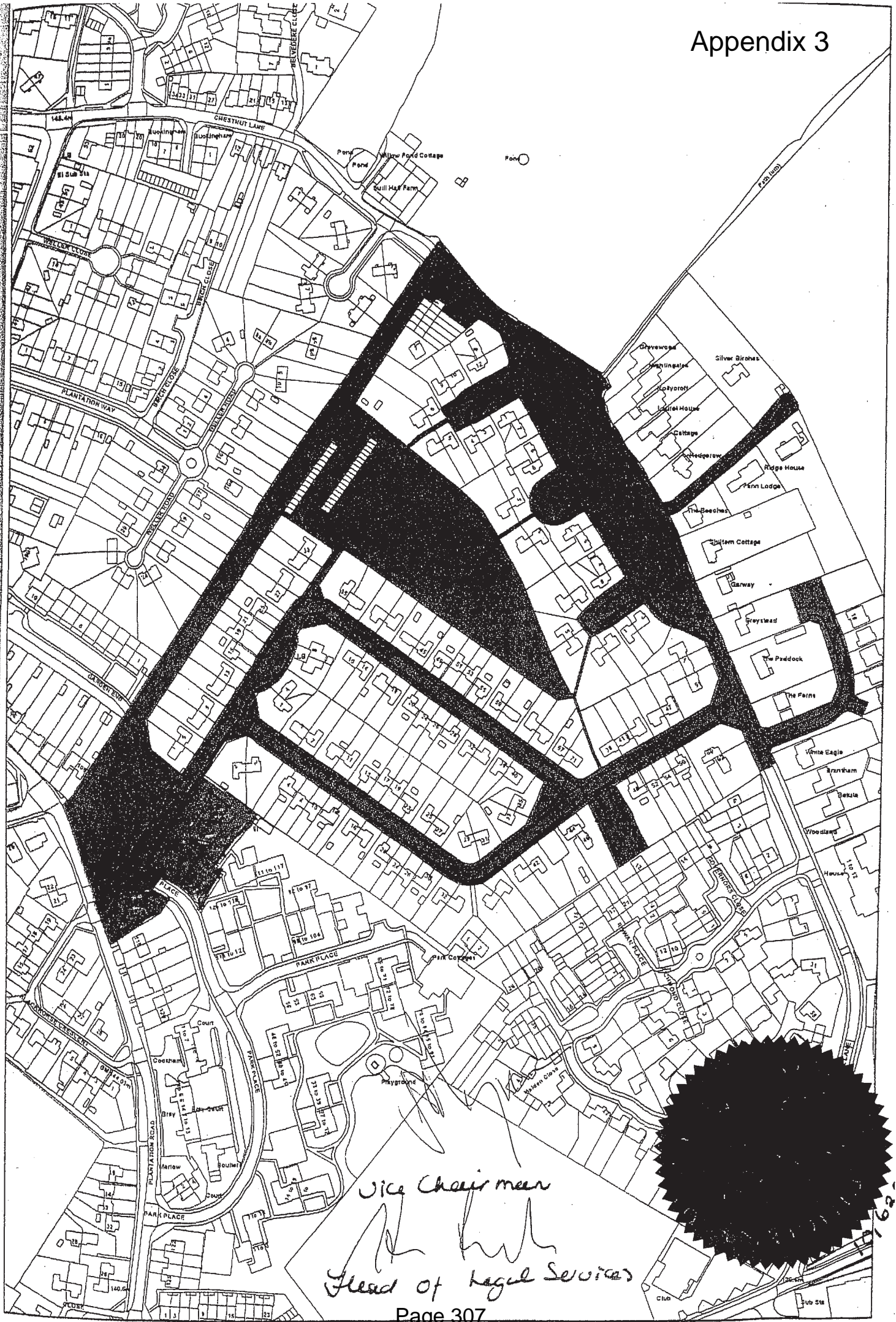


Vice Chairman



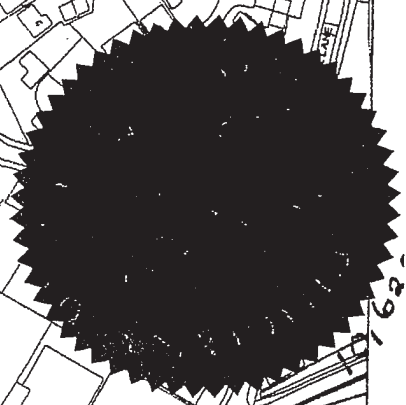
Head of Legal Services

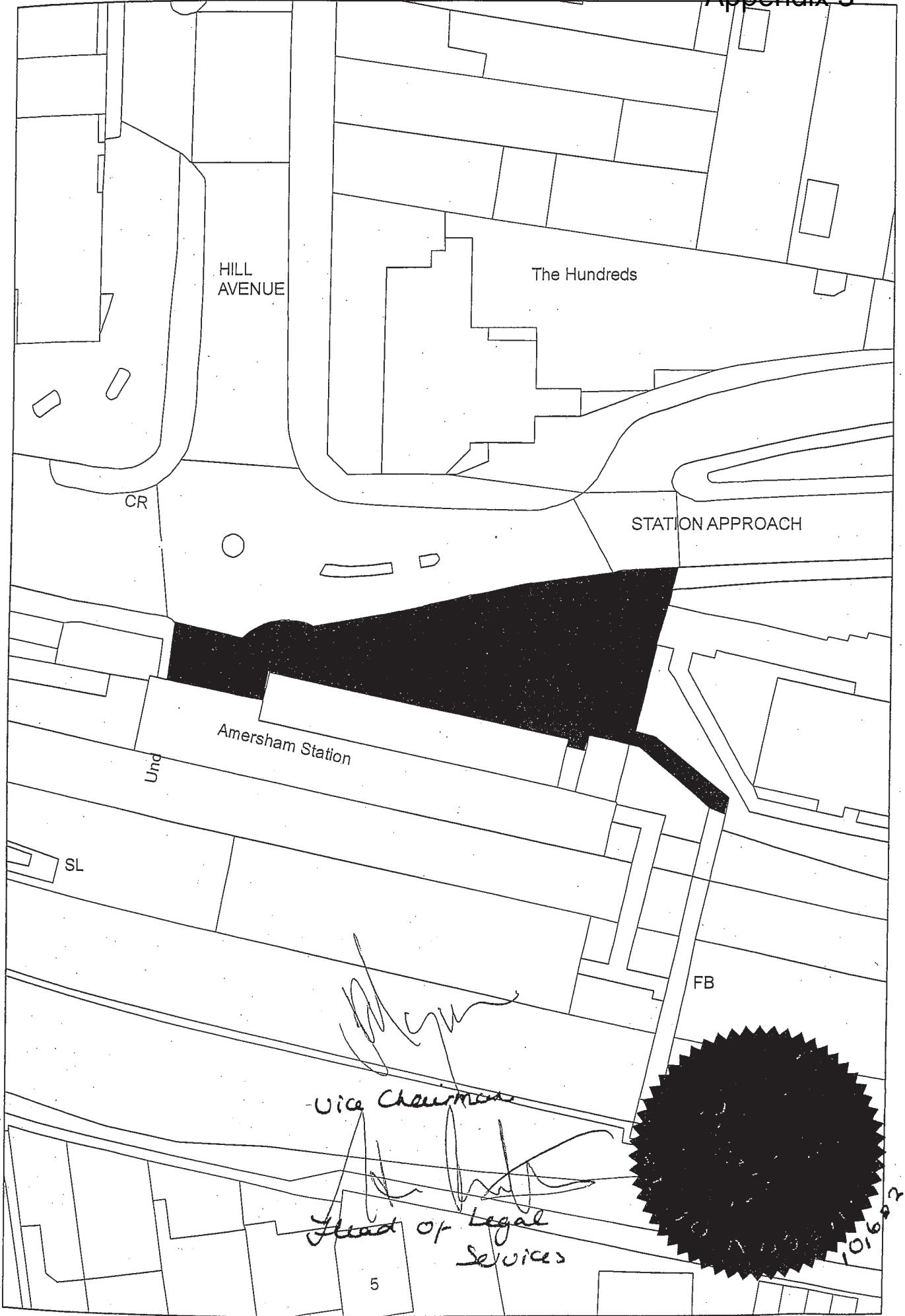




Vice Chairman

Head of Legal Services





CHILTERN DISTRICT COUNCIL Appendix 3
CORPORATE SERVICES
MEMORANDUM

FROM:	DCS Legal Section	TO:	Head of Health and Housing Martin Holt
REF:	DCS/L/HK/EN11/3, EN11/4 and EN11/5	CC:	
		DATE:	25 June 2008

RE: The following Orders:

The Chiltern District Council (Alcohol) (Consumption in a Designated Public Place) (Amersham-on-the-Hill and Old Amersham) Order 2007

The Chiltern District Council (Alcohol) (Consumption in a Designated Public Place) (Seer Green) Order 2007

The Chiltern District Council (Alcohol) (Consumption in a Designated Public Place) (Land at Roundwood Road and Station Forecourt, Amersham) Order 2007

Please find attached a copy of the above Orders for your retention.

An original sealed copy of each of the above Orders has been placed in the Strong Room for safe keeping.

Also in accordance with Regulation 9 of the Local Authorities (Alcohol Consumption in Designated Public Places) Regulations 2001 I have today sent an original sealed copy to the Secretary of State.



Mrs Helen Koo
Legal Assistant to Head of Legal Services

Enc.

Copy of order to designate
Please scan + save in Licensing + file
known as ~~the~~ ORDERS. — ~~Designated Alcohol Designated Orders~~

Chiltern District Council
Criminal Justice and Police Act 2001 (as amended)



The Chiltern District Council (Alcohol) (Consumption in a Designated Public Place) (Seer Green) Order 2007

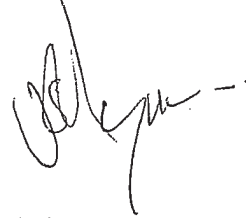
The Chiltern District Council (in this Order called "the Council") hereby make the following Order:

1. Pursuant to Section 13(2) of the Criminal Justice and Police Act 2001 the land more particularly described in the Schedule hereto being land in the administrative area of the Council to which members of the public have access, is from the date of commencement of this Order, a designated public place where the consumption of alcohol is subject to the restrictions imposed by Section 12 of the said Criminal Justice and Public Order Act 2001.
2. The effect of this Order is to restrict the consumption of alcohol anywhere in or on the land described in the Schedule hereto on any day of the week and at any time of the day or night **IN THAT** a police constable or duly authorised community support officer shall be entitled to require any person who is or has been consuming alcohol in such place, or intends to consume alcohol in such place, to not consume in such place anything which is, or which the said police constable or duly authorised community support officer reasonably believes to be, alcohol and to surrender anything in his possession which is, or which the said police constable or community support officer reasonably believes to be, alcohol or a container for alcohol.
3. Any person who fails without reasonable excuse to comply with any such requirement imposed on him by a police constable or community support officer will be liable on summary conviction to a fine not exceeding Level 2 on the Standard Scale.
4. This Order shall commence and come onto force on 1st day of December 2007.
5. This Order shall be cited as the Chiltern District Council (Alcohol) (Consumption in a Designated Public Place) (Seer Green) Order 2007.

THE SCHEDULE

The parcels of land at Seer Green in the County of Buckinghamshire shown for identification purposes shaded in red on the Map attached to this Order.

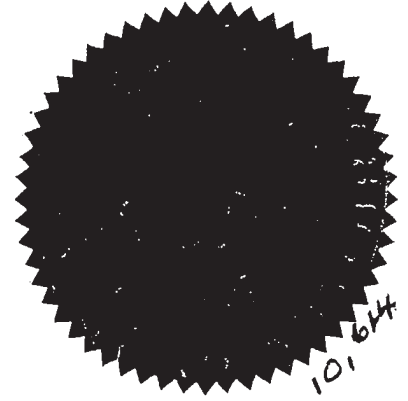
THE COMMON SEAL OF)
CHILTERN DISTRICT COUNCIL)
was hereunto affixed this)
14th day of November 2007)



Vice Chairman



Chief Executive



SEER GREEN



SUBJECT:	FOOD AND HEALTH AND SAFETY BUSINESS PLANS
REPORT OF:	<i>Community, Health and Housing – Councillor Graham Harris Healthy Communities – Councillor Paul Kelly</i>
RESPONSIBLE OFFICER	<i>Anita Cacchioli, Interim Services Director of Services Martin Holt, Head of Healthy Communities</i>
REPORT AUTHOR	<i>Ian Snudden, 01494 732057, isnudden@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

To obtain Members' approval for the adoption of the joint Food and Health and Safety Service Plan for the year 2017/2018.

RECOMMENDATION

**To approve the joint Food and Health and Safety Service Plan
To approve the Food and Health and Safety Enforcement Policies**

2. Reasons for Recommendations

The Food Standards Agency's (FSA) Code of Practice and the Health and Safety Executive (HSE) require local authorities to produce and publish an annual service plan that demonstrates how the authorities are working to deliver its food safety and health and safety services. The Better Regulation Delivery Officer also requires local authorities to produce and publish their enforcement policies and to ensure that they comply with The Regulator's Code.

3. Report

The Food and Health and Safety Service Business Plan details how the food and health and safety enforcement services are to be delivered within both Chiltern District Council and South Bucks District Council areas for the year 2017/18.

The Service Plan is divided into the issues covered by the Food Standards Agency (FSA) Framework Agreement and the key priorities identified by the Health and Safety Executive's (HSE) Strategy Document. The Service Plan and Enforcement Policies are appended.

Food Safety Service 2017/18

In 2012, Chiltern and South Bucks District Councils launched the Food Standards Agency's national Food Hygiene Rating Scheme. Since then the percentage of all eligible rated food premises (rating of 3 or better) continues to increase and is currently 96.3% for Chiltern and 96.9% for South Bucks District Councils, higher than the national average of 94.2%. 85.2% of food businesses in Chiltern DC and 85.5% of those in South Bucks DC improved their rating or stayed the same since their last inspection. Whilst the main approach to inspections is supportive, where businesses persistently fail to engage or improve standards, then more formal enforcement action will continue to be taken. Officers will continue to focus on the highest risk businesses and those that have a rating of 0-2.

Specific areas of work have been identified in relation to continual service improvement, introduction of flexible mobile working and increased commercialisation of the service. These are reflected in the service plan action plan.

Health and Safety Service 2017/18

Whilst health and safety remains a key priority for the Government, it aims to reduce the inspection burden on businesses. The consequence of this is that officers will only inspect businesses where there is a specific need, either due to local or national intelligence and the national strategic priorities. These priorities cover a range of sector specific interventions and cross-cutting themes.

In 2015, three fatalities were reported to Chiltern DC and resulted in Coroner's Inquests. Following an extensive investigation, one of the companies involved, Decco Ltd, Chesham was prosecuted at Aylesbury Crown Court where a fine of **£2.2 million** was issued with £21,000 costs awarded to the Council. This was an unprecedented sentence and received both local and national media interest. As a consequence, during 2017/18, projects will be developed relating to health and safety measures to protect employees from falls from height and workplace transport accidents.

Food Policy and Health and Safety Enforcement Policy

Both policies reflect the principles set out in the Regulators' Code issued by the Better Regulation Delivery Office of the Department of Business, Innovation and Skills. The key principles are to supporting growth, engaging with businesses, having a transparent and risk based approach to activities, sharing information between regulators and providing clear information and advice to businesses. The Regulators' Code applies to local authority regulatory services such as: environmental health, licensing, housing standards, planning enforcement, building control and revenues and benefits. A corporate enforcement policy has been developed and the policies have been drafted in accordance with this overarching policy.

4. Consultation

Not Applicable

5. Options

Not Applicable

6. Corporate Implications

- 6.1 Financial – the service plan will delivered within existing budgets
- 6.2 Legal – The Food Standards Agency requires local authorities to produce and publish a food service plan, as does the Health and Safety Executive for health and safety and local authorities are audited by these Government bodies for compliance against the statutory guidance. The FSA audit reports are public documents and published on the FSA website.

7. Links to Council Policy Objectives

The plan stems from the Healthy Communities Service Plan and makes a positive contribution towards the Chiltern District and South Bucks Councils' *Joint Business Plan 2015 – 2020* and *Sustainable Community Strategy 2009 – 2026*. The plan links into the Councils' Performance Management Framework.

8. Next Step

The approved action plan for the service plan will be implemented across both local authorities.

Background Papers:	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)
---------------------------	--

Classification: OFFICIAL

**CHILTERN DISTRICT COUNCIL
and
SOUTH BUCKS DISTRICT COUNCIL**

Environmental Health Section

FOOD POLICY

2017-2018



Classification: OFFICIAL

1.0	Aims, Objectives, Priorities and Methods
2.0	Standards for food related work
3.0	Planned Food Hygiene Inspections
4.0	Food Enforcement Policy
5.0	Food Complaints
6.0	Food Sampling
Appendix 1	Risk Rating Categories and Interventions
Appendix 2	Service Standards

Classification: OFFICIAL

BACKGROUND

The Healthy Communities Division has a key role in working with businesses and consumers to ensure that food and drink intended for sale for human consumption, which is produced, stored, distributed, handled or consumed within the districts, is without risk to the health or safety of the consumer.

Whilst many incidents of food borne illness arise from visits abroad and poor hygiene awareness in the home, the need for high standards of hygiene within food businesses remains paramount particularly to engender public confidence and meet consumer expectations.

The Councils' approach to the enforcement of food safety reflects the responsibilities placed upon them by the Food Safety Act 1990, Food Safety and Hygiene (England) Regulations 2013, General Food Regulations 2004 (as amended), the Official Feed and Food Control (England) Regulations 2009 (as amended) and other regulations.

We aim to protect the public by delivering a complementary programme of education and enforcement which endeavours to ensure that food businesses within the districts are operated and maintained at a standard that complies with relevant legislation. We also ensure that our service fulfils the statutory duty imposed on the Councils as "food authorities" and to ensure the effective implementation of Government strategy on food safety issues.

Our enforcement policy reflects the Principles of Good Regulation set out in the Legislative and Regulatory Reform Act 2006, namely that regulatory activities should be carried out in a way which is transparent, accountable, proportionate and consistent; and that regulatory activities should be targeted only at cases in which action is needed.

In drafting this policy, we have taken account of the Regulator's Code and the Councils' overarching enforcement policy.

1.0 AIMS AND OBJECTIVES

1.1 Aims

It is the Councils' aims for food safety to:

- Protect public health and ensure that food intended for human consumption is safe
- Support and assist businesses to comply with legal obligations
- Provide consistent, accurate and up-to-date information aimed at providing protection to ~~customers~~consumers
- Provide effective and efficient regulatory services that meets customer needs

Classification: OFFICIAL

1.2 Objectives

The Councils will achieve these aims in the following ways:

- Targeted, current and relevant information to businesses and consumers
- Ensure officers are equipped with tools to effectively support businesses [to help them achieve good levels of compliance](#)
- ~~•~~ [Target our enforcement activity on those areas which give rise to the most serious risks and concerns](#)
- Ensure that poor performing businesses are proportionately targeted with support or enforcement action where appropriate
- Adopt a “light touch” approach to compliant businesses and organisations
- Proactive campaigns to promote food hygiene ratings

1.3 Service Delivery

The service will be delivered through:

- i) Routine programmed inspections of food businesses, with a frequency determined by a risk assessment, with appropriate follow-up action;
- ii) Assessment of relevant food hygiene practices to determine a food hygiene rating, in line with the [national Food Hygiene Rating Scheme \(FHRS\)](#). Premises are given a rating of between 0-5 and results are posted onto the Food Standards Agency website to provide clear, accountable evidence of visits;
- iii) Routine self-assessment questionnaires to low risk premises;
- iv) Investigation of complaints and incidents with appropriate follow-up action;
- v) Participation in national and local sampling programmes;
- vi) Appropriate training, development and monitoring of Council officers in accordance with Chapter 4 of the [FSA Food Law Code of Practice](#);
- vii) Provision of information and advice to businesses about legal requirements, good practices and what to expect of the inspecting officer/authority;
- viii) Provision of relevant food safety courses for food handlers;
- ix) Promotional activities to inform and encourage high standards;
- x) Promotional activities to educate the consumer in food hygiene and safety.

Classification: OFFICIAL

1.4 Priorities

Priority will be given to targeting those activities that pose the greatest risk to the consumer arising from the consumption of food. This will be by:

- The correct and uniform identification of high-risk processes during programmed inspections and other interventions, including complaint investigation and to concentrate efforts to reduce significant risks;
- Focussing enforcement efforts on those businesses that pose the greatest risks e.g. those that are not broadly compliant;
- Ensuring efforts are focussed on persistent offenders;
- Ensuring compliance with the law and;
- Engaging in those promotional activities for businesses and consumers which are most likely to foster improved safety.

2.0 STANDARDS FOR FOOD RELATED WORK

2.1 Authorisations

The Councils will set standards for the qualifications, experience and competence of its officers.

In the context of the Food Safety Act 1990 and Regulations under the European Communities Act 1972, an authorised officer's powers include the inspection of food premises, the inspection, detention and seizure of food, the service of notices and taking emergency action. Authorised officers will be authorised in accordance with the [Food Safety Law Code of Practice](#).

Under the Chiltern District Council Constitution reviewed on 12 February 2008, the Head of Healthy Communities has the following delegated authority:

- i) to appoint Inspectors for all purposes in connection with the Food Safety Act 1990 and any statutory instruments made under the European Communities Act 1972 relating to food safety and/or food hygiene and all subordinate and/or related enactments thereto including (without prejudice to the generality of the foregoing);
- ii) to exercise or to authorise appointed Inspectors to exercise any of the powers specified within the enactments referred to above, including powers of:
 - Entry and inspection of premises, equipment and articles;
 - Approval or refusal of licences;
 - Registration of premises;

Classification: OFFICIAL

- Service of improvement and emergency prohibition notices;
- Seizure and detention and remedial action notices;
- Taking of samples
- Certifying that food has not been produced and distributed in accordance with Food Hygiene Regulations., and
- To institute prosecution proceedings or issue simple cautions in connection with any offences created by the enactments above.

Under the South Bucks District Council Constitution adopted on 25th February 2015, the Director of Services has the following delegated authority:

- i) to appoint authorised officers and inspectors for functions Director of Services and issue new authorisations and powers of entry under all Acts of Parliament and Regulations within the terms of reference of the Executive, subject to any exercise of the powers being reported to the next meeting.
- ii) The seizure of food which fails to comply with food safety requirements or appears likely to cause food poisoning or any disease communicable to human beings.
- iii) The service of Improvement Notices.
- iv) The service of Emergency Prohibition Notices (in consultation with Head of Legal Services)
- v) The issue of approvals under 'Product Specific' Regulations.
- vi) Authority to make a departure from the approved Food Safety Enforcement Policy; (in consultation with the Health & Housing Portfolio Holder.
- vii) Authority to revise the policy to take account of staff and legal changes, as necessary from time to time; and
- viii) Authority to issue a formal caution as an alternative to pursuing a prosecution, in appropriate circumstances, offences in relation to Food Safety (Environmental Health Officer in consultation with the Head of Legal Services and the Head of Health and Housing/Director of Services in accordance with considerations set out in the Policy.

The Director of Services and Head of Healthy Communities, in exercising their authority to appoint authorised officers, will apply the standards contained in this policy.

Classification: OFFICIAL

2.1.1 Inspections

The inspection of food premises will only be undertaken by officers who are suitably qualified, experienced and competent in accordance with the requirements of the Food Law Code of Practice pertinent to their duties. This will equally apply to those employed on a contract basis. Inspectors will be authorised in accordance with the '*Authorisation and Training Procedure*'.

Newly appointed officers or currently employed officers who are extending their duties will not be authorised unless they are qualified as above, that they possess the appropriate competencies, skills, qualifications and experience to undertake their duties and that they have undergone a period of structured training in accordance with the Code of Practice. The assessment of competency etc. will be undertaken by the Senior Specialist Environmental Health Officer (Business Support) in consultation with the Principal Environmental Health Officer.

2.1.2 Enforcement Notices

Service of Hygiene Improvement Notices will only be undertaken by qualified officers with experience in food law enforcement, in accordance with the Food Law Code of Practice and after consultation with the Senior Specialist Environmental Health Officer (Business Support) or Principal Environmental Health Officer.

Such persons will be an Environmental Health Officer enforcing food hygiene or food processing regulations; holders of the Higher Certificate in Food Premises Inspection authorised to carry out food hygiene inspections or; holders of the Ordinary Certificate in Food Premises Inspection authorised to carry out food hygiene inspections in risk categories C - E and who are authorised to sign notices in respect of these premises.

The service of notices by hand will be by any person who is capable of explaining the meaning and legal status of the notice. Notices served by other methods will be in accordance with current legal guidance.

The Environmental Health Officers will be authorised to serve Hygiene Emergency Prohibition Notices in accordance with the standards within the policy. Such persons will be an Environmental Health Officer authorised to inspect food premises, hold a certificate of registration issued by EHORB (or equivalent), who have at least 2 years post qualification experience in food safety matters and are currently involved in food enforcement. Where practicable, he/she will be accompanied by another EHO to corroborate the proceedings and will consult with the Senior Specialist Environmental Health Officer (Business Support) or Principal Environmental Health Officer.

2.1.3 Seizure and Detention of Food

Environmental Health Officers and officers holding the Higher Certificate in Food Premises Inspection issued by EHORB will be authorised to inspect, detain and seize

Classification: OFFICIAL

foodstuffs subject to experience and competence.

All officers will be assessed for the necessary practical skills, experience and competency by the Senior Specialist Environmental Health Officer (Business Support)

2.1.4 Competency

The Principal Environmental Health Officer has been given specific responsibility for food hygiene and food safety matters and managing the food safety service. This will be in accordance with the documented '*Food Safety Monitoring Procedure*'.

Environmental Health Officers and Environmental Health Technical Officers will carry out inspections and exercise their powers in accordance with the relevant legislation, Food Law Code of Practice and within the restrictions of their authorisation.

The Senior Specialist Environmental Health Officer (Business Support) (or in his/her absence, the Principal Environmental Health Officer) will be responsible for the supervision and training of officers and for the maintenance of auditable records. The FSA Competency Framework will be used to establish current qualifications and competencies and to identify future training needs in order that officers can effectively carry out their duties.

Recommendations will be made by the Principal Environmental Health Officer or Senior Specialist Environmental Health Officer (Business Support), to the Head of Healthy Communities in respect of the powers to be given to officers and the category of premises to be inspected.

A list of the officers, their powers and the category of premises which the officer may inspect, will be maintained and regularly updated in an '*Authorisations Manual*'. Records of training will also be kept.

Other officers may be appointed to assist in carrying out inspections.

2.2 Guidance

The authorities will have regard to the Food Law Code of Practice and Guidance issued by the Food Standards Agency, other advice issued by the Government, advice issued by the Better Regulation Delivery Office (BRDO), information and guidance issued by a Primary Authority and any approved Industry Guides.

2.3 Approvals

Some specific food premises are required to be formally approved by the local authority. They are then given an approval number that specifically relates to their premises and products and can then use the "health mark" required by EC Directives.

The Head of Healthy Communities, in consultation with the Principal Environmental

Classification: OFFICIAL

Health Officer, has the authority to issue or revoke such approvals.

Other suitably qualified and experienced officers will be designated as being able to approve premises which will be assessed and recorded as in 2.1, above. The ability to revoke approvals will remain solely within the authority of any of the two officers named above.

2.4 Licences and Registrations

Under the Chiltern District Council Constitution, the Head of Healthy Communities has delegated power to issue licences and registrations pursuant to Section 19 of the Food Safety Act 1990 and to refuse or revoke licences in accordance with Regulations and any guidance issued. This function is delegated to the Director of Services in South Bucks District Council. This will be in consultation with the Principal Environmental Health Officer.

2.5 Uniformity

The Authorities acknowledge the need to act in a consistent and uniform manner and advocate a common-sense approach to the selection of enforcement action and activities.

The following areas are all considered important in achieving uniformity. These are detailed in the *'Inspection Monitoring Management System'*:

- i) the awareness, adherence to and review of the food policy document and further development of office procedures;
- ii) training, qualifications, supervision of staff. Regular practical training and update sessions will be essential to ensure uniformity;
- iii) cross monitoring visits of staff;
- iv) use of the [Primary Authority Partnership Scheme](#), specified by the Better Regulation Delivery Office (BRDO);
- v) liaison with local food groups/adjoining authorities. Use of joint training initiatives. Co-operation and joint working on uniformity issues;
- vi) compliance with the Code of Practice and guidance.

2.6 Advice to Businesses

The Authorities are committed to ensuring that food businesses are aware of their legal obligations and to supporting businesses in achieving best practice by providing coaching, training and appropriate advice.

In responding to requests, the advice given should support compliance and be reliable. On a quarterly basis, the information on the Councils' website will be reviewed in light of changes in legislation and government guidance. Requests for advice should not necessarily trigger enforcement action but should be a means to forge positive relationships with businesses.

Classification: OFFICIAL

Where opportunities arise to provide advice and guidance to businesses over and above that required to ensure legal compliance, e.g. to increase a business' food hygiene rating or to establish 'best practise' for supplier auditing purposes, then a charge may be made.

Where a charged advisory service is provided to a business and significant risks are identified which pose a serious and imminent risk to health, these will be brought to the attention of the business for immediate action to rectify. Officers will be expected to ensure that action is taken by the business and if not, appropriate enforcement action will be taken.

Where advice is provided by another agency, e.g. Trading Standards at the County Council, then the business will be appropriately signposted. In relation to allergens in food, officers will provide advice in respect of non-pre packed food. All other requests for guidance and information will be referred to Buckinghamshire County Council Trading Standards. Officers will not make direct referrals.

In particular:

- i) Businesses will be encouraged to acquire food hygiene training. To assist in this, Level 2 Food Hygiene courses will be run by or in partnership with, the authorities for as long as demanded, on a cost recovery basis in order to encourage attendance. A charitable organisation will be able to benefit from 2 discounted group courses per year, after which they will be charged at the going rate for group bookings. At all times it will be made clear that there is no legal requirement to attend the course run by the Councils;
- ii) The Councils' websites will be the primary source of information to assist businesses with interpretation of legislation or good practice. The Councils also provide services for ethnic minority groups through 'Language Line' translation services and courses in languages other than English. Where the Councils do not provide the service themselves, information will be given to businesses about other providers.
- iii) A chargeable advice service will be available to new and existing food businesses to support them in achieving high standards of safety and compliance.
- iv) Businesses will be supported and encouraged to participate in the [Primary Authority partnership scheme](#) where applicable.
- v) Coaching and mentoring visits will be made to businesses in order to raise standards of hygiene by focussing on issues identified during primary inspections. Appropriate toolkits will be used to assist effective delivery of information.

Classification: OFFICIAL

- vi) Where there is sufficient demand occasional talks will be given to businesses. Charges to cover costs may be made for out of hour's sessions.

2.7 Advice to Consumers

The authorities are committed to assisting consumers to understand basic hygiene in the home and to providing consumer confidence in local food businesses. The Councils' website will provide access to advice and information on food safety issues and will be reviewed on a quarterly basis. The authorities will participate in national food safety activities and local events and promote the national Food Hygiene Rating Scheme. Talks to voluntary organisations and groups will be given free of charge where resources permit.

2.8 Conduct

Inspecting officers will at all times act and dress in a professional manner. Protective clothing will be worn that is appropriate to the premises being inspected and equipment will be maintained and calibrated where appropriate.

Officers will ensure the highest standards of personal hygiene and will not act in such a way as to pose a risk of cross contamination or to health.

2.9 Information Sharing

Where the legislation permits, the authorities will share information via agreed secure mechanisms with other regulatory agencies and local authorities about businesses to help target resources and activities and to minimise duplication.

The authorities will share information about businesses with the primary authority as appropriate and with other authorities when acting as a Primary Authority.

The authorities will, where feasible, follow the principle of 'collect once, use many times' when requesting information from businesses.

3.0 PLANNED FOOD HYGIENE INSPECTIONS

3.1 Premises

An up to date record will be kept and maintained on a computer database of all known food premises, together with the food register required by law. All known food businesses will be assessed for the need to be included on the planned programme of inspection based on information obtained from the food business operator or following inspection.

Classification: OFFICIAL

Newly registered high risk food businesses will be inspected within 28 days following receipt of the application for registration. Any longer period should take account of the nature of the business and prior knowledge of the level of managerial competence.

3.2 Frequency and type of inspections

Over the last few years there have been a series of regulatory reforms, which aim to reduce red tape and regulatory burdens upon business. In light of the regulatory reviews it has been recognised that "a key element of their activity will be to allow, or even encourage, economic progress and only to intervene when there is a clear case for protection." The reviews also stated that "The few businesses that persistently break regulations should be identified quickly and face proportionate and meaningful sanctions."

Article 2 of EC Regulation 882/2004, states that, it is possible to undertake Official Controls by means other than the traditional food hygiene inspection. It goes on to recognise five other activities (classed as interventions) which are deemed to meet the requirements of an official control at a food business. They are; Inspections, Audit, Sampling, Monitoring, Surveillance and Verification. The Food Standards Agency also identifies other ways of assessing and encouraging low risk businesses to be compliant such as by coaching, advice and training.

Article 2 of Regulation 882/2004 provides the following definitions of official controls:

'Inspection' means the examination of any aspect of feed, food, animal health and welfare in order to verify that such aspect(s) comply with the legal requirements of feed and food law and animal health and welfare rules.

'Monitoring' means conducting a planned sequence of observations or measurements with a view to obtaining an overview of the state of compliance with feed or food law, animal health and animal welfare rules.

'Surveillance' means a careful observation of one or more food businesses, or food business operators or their activities.

'Verification' means the checking, by examination and the consideration of objective evidence, whether specified requirements have been fulfilled.

'Audit' means a systematic and independent examination to determine whether activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives.

'Sampling for analysis' means taking feed or food or any other substance (including from the environment) relevant to the production, processing and distribution of feed or food or to the health of animals, in order to verify through analysis compliance with feed or food law or animal health rules.

Classification: OFFICIAL

In light of this, the Food Safety Code of Practice, to which officers must have regard when inspecting food businesses, allows authorised officers and food authorities to use a range of interventions, using strategy and officers' professional judgement to determine the most suitable level of intervention, proportionate to the activities of the food business. The range and scope of interventions is detailed in *Appendix 1*. In determining the inspection approach, officers will take into account the compliance record of the business and any other earned recognition and third party verification in place. Officers have been given training and regular reviews are in place to ensure consistency in this approach. Interventions are defined as activities that are designed to monitor, support and increase food law compliance within a food establishment. More intensive regulation will be directed at those food businesses that pose the greatest risk.

Systems will be maintained to monitor inspection frequency against the planned programme. All visits will be recorded on the computer-based system and documents scanned to the corporate Electronic Document Management System.

3.3 Inspection Procedure

3.3.1 Approach

The authorities will work to the standards in the Food Law Code of Practice and Guidance and the internal inspections procedure documents.

The main purpose of inspection is to identify potential risks to food safety or which are likely to give rise to food poisoning and to ensure that the business understands the risks and has put the necessary measures in place to minimise them. When undertaking an intervention, officers will pay particular emphasis to HACCP based management systems. However it is recognised that the seven HACCP principles are a model towards compliance and that the legislative requirement can be achieved by other simplified, effective equivalent means.

A systematic approach to risk assessment will be adopted based on The Food Safety and Hygiene (England) Regulations 2013. Where businesses have identified their own critical points for food safety and have introduced controls, the intervention will focus on the accuracy of the critical points assessment and on the effectiveness of the controls. Written assessments will normally be expected in high risk or complex businesses. Low risk or simple businesses will not be expected to have written or elaborate assessments although the use of Safer Food, Better Business will be promoted where appropriate.

Where no assessment by the business can be demonstrated the inspection will focus on the officer's own critical points assessment and examination of controls. In accordance with BRDO advice on enforcement, formal action will be considered where an informal approach has been unsuccessful in achieving compliance with the food safety management requirements.

Classification: OFFICIAL

The whole of a premise may not necessarily be inspected at each inspection; those areas of greatest risk will be given priority. Where the inspection varies from government guidance or departmental procedures, this will be recorded.

Computer records will be updated following every visit.

Where the County and District Councils jointly have powers to enforce a particular piece of legislation e.g. with Trading Standards, then officers will liaise with the County Council to discuss the most appropriate course of action. In relation to enforcement of allergen information (Food Information Regulations 2013), officers will check for compliance when undertaking programmed official food controls and issue advice and guidance where there is non-compliance. Officers may seek formal compliance by taking enforcement where regulatory action for other food safety matters is being carried out.

3.3.2 Communication

Every intervention (including those where no defects are identified) will result in a written report to the proprietor either in the form of a letter or a carbonated report left at the premises at the time of the inspection. Copies of the report will be sent to the Manager or other relevant persons. The report will comply with the requirements of the Code of Practice and advice will be in line with guidance and relevant Industry Guides to Good Hygiene Practice issued by central government.

A standard format will be used. The report will cover the important issues noted during the inspection in priority order and will clearly distinguish between legal requirements and recommendations. It will give details of the person carrying out the inspection, date, time, the areas inspected, the FHS rating where possible and the procedure if the proprietor disagrees with the issues raised in the report.

Good communication between inspector and proprietor/manager is essential wherever possible, including ensuring that the purpose and scope of an inspection is understood and the "works" needed following the inspection with an agreed time limit. The impact of the advice should be considered so that it does not impose unnecessary burdens upon businesses.

3.3.3 Timing of Inspections

Programmed inspections will be carried out at all reasonable hours. It is recognised that food businesses operate outside normal office hours of work and so the inspection programme will take this into account. Food businesses operating outside of 'normal' office hours will, on occasions, be inspected at times when different activities occur to that in the day time.

Programmed inspections will normally be unannounced with the following exceptions:

Classification: OFFICIAL

- i) Where officers are unlikely to gain access without notifying the proprietor e.g. sports clubs, small home caterers, church halls etc.;
- ii) Where security measures are in existence;
- iii) If full information is not able to be gained at the unannounced visit, an appointment may then be made to discuss the issues further, e.g. specific HACCP documentation, advice from a technical manager at a large manufacturer.

Notice will not be given where complaints are being investigated.

Revisit dates may be notified in advance as an aid to ensuring that works are completed and to facilitate further discussions with the proprietor.

Where alternative dates for visits are requested by a business the inspector may agree, if suitable justification is given, and the inspector is satisfied that the purpose behind the request is not to conceal a major risk. Where the officer suspects that the intention is to hide a serious offence he/she should agree to have a quick inspection and then agree a full visit at a later date.

3.3.4 Revisits

Revisit inspections will be arranged to check on matters raised during an inspection (and any obvious extra defects) where there are *significant* contraventions and/or serious risks to public health and to check on compliance with statutory notices. They will not turn into a further full inspection except where a major risk is identified. Where significant breaches of hygiene regulations have been identified, the re-visit should whenever practicable be undertaken by the same officer who undertook the initial visit. After initial inspections, employers must be made aware that a revisit will be made and appropriate dates discussed.

Revisits will not always result in a written report (unless further work is required) to the proprietor/manager although the proprietor/manager will always be advised of the outcome verbally, and in writing if requested. However, detailed records of revisits will be made and kept on the computer property database. Records will be maintained of formal and informal notices which have been complied with.

For premises with a FHRS score of 0, 1, or 2, a 2 phase revisit process will be implemented. This will apply to those businesses who have contraventions that are likely to affect the safety of the food being served, producing an 'unsafe contravention'. Where necessary, enforcement action will be taken in accordance with the Enforcement Policy. After the inspection, the business will receive a 1st revisit that will involve a coaching session in the areas that they have scored poorly on. A range of tools have been developed to aid officers when coaching these businesses. The business will then, if necessary, be given time to implement the changes before another revisit is made. Dependant upon the nature of the outstanding requirements, and the past history of the Food Business Operator, for the 2nd revisit, this may be

Classification: OFFICIAL

able to be achieved over the phone. This process will only be implemented for non-compliant businesses that have not received any coaching or mentoring in the past. Should businesses fail to maintain their compliance during subsequent inspections, then enforcement action will be taken in accordance with the Enforcement Policy.

Where a re-inspection under the FHRS is requested, this will be in writing and supplemented with supporting evidence in order to establish whether adequate measures have been put in place to warrant a re-inspection. Re-inspections will generally be un-announced and ~~will not occur within 3 months of the initial intervention. After this 'standstill period', the re-inspection~~ will take place within a ~~further~~ 3 months of the request for re-inspection and the business re-rated according to the hygiene standards found at the time. Distinction will be made between those *re-visits* necessary to ensure compliance and to address food safety issues and those *re-inspections* at the request of the FBO to re-rate the business under the FHRS.

4.0 ENFORCEMENT POLICY

This section sets out the policy relating to the general principles of enforcement in relation to food safety and is drafted in accordance with the overarching Corporate Enforcement Policy. ~~It details the general principle of enforcement.~~ It embraces the principles set out in the 'Regulators' Code' issued by the Better Regulation Delivery Office.

More specific procedures concerned with statutory notices, emergency action, formal cautions and prosecutions are detailed in enforcement procedures. These procedures take account of all Codes of Practice and 'The Code for Crown Prosecutors'

Enforcement officers by necessity as professional officers have considerable discretion in decision making and initiating enforcement action. Such action can range from informal advice, information and support through to formal enforcement mechanisms, including the use of statutory notices and prosecution.

This part applies to all dealings, formal and informal, between officers and businesses, all of which contribute to securing compliance with the law. It will provide policy standards, aid professional judgements and decision making and ensure both consistent and effective enforcement.

4.1 Principles of Enforcement

The core expectation for those we deal with, quite reasonably, is for us to be professional, fair, co-operative and consistent in our approaches. Businesses and the public also expect local authority actions to result in the remedying of potentially risky situations and for those guilty of serious offences to be adequately punished.

We will adopt a positive and proactive approach towards ensuring compliance by:

Classification: OFFICIAL

- i) Helping and encouraging businesses to understand and meet regulatory requirements more easily without imposing unnecessary additional cost;
- ii) Assess whether other social, environmental and economic outcomes can be achieved by less burdensome measures, and
- iii) Responding proportionately to regulatory breaches.

Enforcement should be informed by the principles of **proportionality** in applying the law and securing compliance; **consistency** of approach; **targeting** of enforcement action, **openness** about how we operate and what businesses may expect and **helpfulness** in providing advice and assisting with compliance.

Appendix 2 sets out the standards of service you should expect to receive.

It will be expected that enforcement officers, when making decisions and communicating with businesses will follow these principles, together with relevant codes of practice and guidance. The Primary Authority partnership scheme will be used where appropriate.

Any departure from this must only occur when the following criteria are complied with:

- i) in exceptional circumstances;
- ii) where actions are capable of justification;
- iii) Where there has been full consultation with the Principal Environmental Health Officer or Environmental Health manager.

~~Any In considering any sanctions or penalties being considered, regard should be given to the principles set out in the Macrory Review. These are that any sanctions should:~~

- aim to change the behaviour of the offender;
- aim to eliminate any financial gain or benefit from non-compliance;
- be responsive and ~~consider what is~~ appropriate for the particular offender and regulatory issue
- be proportionate to the nature of the offence and the harm caused;
- aim to restore the harm caused by regulatory non-compliance, where appropriate; and
- aim to deter future non-compliance

This policy will be reviewed periodically in response to new legislation and guidance issued by central government and BRDO.

4.1.1 Proportionality

All enforcement actions and advice must be proportional to the risks posed to the public and the seriousness of any breach of legislation.

Classification: OFFICIAL

When considering enforcement action, consideration should be given to the cost of measures required to reduce the risk weighed against the benefit to be gained by reducing the risk. Consideration should be given as to the impact upon small businesses.

In addition, there should be a staged approach to enforcement action with increasing degrees of enforcement as management of businesses fail to respond to previous ~~requirements~~ requests. Officers should provide an opportunity for dialogue in relation to the advice, requirements and decisions.

The only exceptions to the above approach would be where a serious and/or imminent risk to public safety or health exists.

The staged approach to enforcement is further detailed in the enforcement procedures.

4.1.2 Consistency

Consistency of approach does not mean uniformity. It means taking a similar approach in similar circumstances to achieve similar ends.

Businesses expect consistency from enforcing authorities in advice given, the use of statutory notices, decisions on prosecution and responses to complaints. It is recognised however, that in practice it is not simply due to the wide range of variables faced. Therefore it is expected that officers will use their professional judgement and exercise discretion, in conjunction with this policy, when coming to a decision on appropriate action.

Enforcement officers will however have the following arrangements in place in order to promote consistency of approach; -

- i) officers will perform validation exercises relating to joint inspections on an annual basis;
- ii) the Senior Specialist Environmental Health Officer (Business Support) will accompany all officers on a minimum of one initial inspection per year to assess the consistency of approach between officers;
- iii) officers openly discuss cases at team meetings and/or with the Senior Specialist Environmental Health Officer (Business Support) to provide a consensus of opinion;
- iv) ~~all~~ formal action will be 'signed off' by the Principal Environmental Health Officer
- v) ~~in the event of differences of opinion or~~ where there is a need for clarification, approaches will be made to the Bucks Food Liaison Group;
- vi) officers will participate in inter-authority consistency exercises and change working practices, if necessary, to achieve consistency;
- vii) Chiltern and South Bucks District Councils will take an active role in the Bucks Food Liaison Group;

Classification: OFFICIAL

- viii) reference will be made to appropriate central government guidance;
- ix) reference will be made to appropriate guidance issued by a Primary Authority;
- x) Where inconsistencies arise, appropriate training will be given by the Senior Specialist Environmental Health Officer (Business Support).

4.1.3 Targeting

Inspections and enforcement action will be targeted primarily on those activities giving rise to the most serious risks or where hazards are least controlled and that action is focussed on those responsible for the risk and who are best placed to control it.

The prioritisation of inspections will be based on guidance issued by the Food Standards Agency, primarily the Code of Practice and the Regulators' Code.

4.1.4 Openness

Enforcement officers will help businesses to understand what is expected of them (and what would not be expected) and what they should expect from the enforcing authorities.

Confirmation of all work (initial inspections, revisits and complaints) will be given in writing to business managers and as appropriate to head offices. Information will clearly explain what the non-compliant item or activity is, the advice being given, actions required or decisions taken and the reasons for these.

There will be a clear distinction between legal requirements and good practice recommendations (either verbally or written).

The Food Standards Agency's leaflet 'Food Law Inspections and Your Business' will be brought to the attention of Food Business Operators (or their Representatives) via the Councils' website after initial inspections and after other visits if formal action is proposed.

Where notices have been served and are on a Public Register, this will be available for viewing free of charge.

If formal requests for information are received from a third party, advice will be sought from the Data Protection Monitoring Officer or the Legal Department prior to replying.

Businesses will be made aware of the Corporate Complaints Procedure when appropriate and the appeals procedure to the Principal Environmental Health Officer in the first instance. This is to be included in correspondence to businesses following inspections.

Classification: OFFICIAL

4.1.5 Helpfulness

The principle is to actively work with businesses to advise on and assist with compliance wherever possible. To this end, officers will identify themselves by name and provide a contact point and telephone number for further dealings. Businesses will be encouraged to seek advice/information; information will be freely available on the Councils' website with links to those produced by central government. When appropriate, training courses/seminars will be provided for businesses on specific issues.

4.2 Procedures Based on HACCP Principles

Article 5 of EC Regulation 852/2004 is flexible and requires food businesses to establish procedures that control food safety hazards and integrate these with documentation and record keeping appropriate to the size and nature of the business. Whilst larger, more complex businesses and those with a high level of understanding of food safety management may choose to demonstrate compliance by having a traditional HACCP system, other may do so with simpler approaches that take account of this flexibility as long as the same outcome is achieved; safe food being produced.

4.2.1 Appropriateness of the Food Safety Management System (FSMS)

Although the Food Standards Agency has produced the SFBB packs to help a variety of businesses within the food industry e.g. catering, retail and childminders, it is recognised that it does have limitations and may not be the most appropriate FSMS to use. Therefore if inspectors identify that the scope of the food operation exceeds that of the SFBB toolkit, then the food business will be required to produce a fully documented food management system in accordance with HACCP principles.

In certain circumstances, in particular in food businesses where there is no preparation, manufacturing or processing of food, it may be the case that the relevant hazards can be controlled through the implementation of prerequisite requirements. For example, where a business is especially low risk, e.g. sweet shop, greengrocer, market stalls etc. presenting only basic hygiene hazards; it may be sufficient that the business has a guide to good hygiene practice and understands and applies it. In these circumstances, documentation and record keeping may not be necessary.

4.2.2 Enforcement

The Food Standards Agency has produced guidance and toolkits; Safer Food, Better Business (SFBB) for a variety of businesses and funded local authorities to deliver coaching during the initial introduction of SFBB. Therefore unless a new business, all established food businesses have been given a great deal of advice and guidance to meet their legal obligations.

Classification: OFFICIAL

This policy will secure compliance with Article 5 of EC Regulation 852/2004 through a staged approach where appropriate but otherwise, where non-compliance is established, appropriate enforcement action will be taken. This will normally take the form of Hygiene Improvement Notices but where significant risks exist, more immediate action will be taken.

Where there is a partly developed system, and controls are in place and there are no significant risks to health, a more informal approach may be more appropriate.

Some of the HACCP principles are on-going, for example monitoring, so notices can not be served. It is therefore likely that notices may only be served for the implementation or review of a documented FSMS.

4.2.3 New Premises

From time to time new businesses will be established and existing premises will change ownership. The following options should be considered:

- i. New owners should be made aware of their responsibilities in respect of Article 5 (if possible before the premises are open for business);
- ii. Establish at the initial inspection that the business does not present a significant risk to public health. This inspection should be performed at the earliest opportunity following the local authority being notified;
- iii. Provided that no significant risk to public health exists, agree with the proprietor a programme of compliance with Article 5;
- iv. Where a significant risk to public health exists, action is to be taken in line with the general enforcement policy.

5.0 POLICY WITH RESPECT TO COMPLAINTS

5.1 Background

Complaints in respect of food either relate to:-

- i) hygiene issues and hence involve local businesses;
- ii) complaints relating to the actual food itself, either appearance, taste, contamination, (whether physical, chemical or allergenic where an imminent risk to health), or microbiological quality or;
- iii) Food Alerts issued by the Food Standards Agency in relation to national or international food safety issues.

The purpose of investigating such complaints is:

- i) to identify possible causes for and to resolve any problems which pose a risk to public health;

Classification: OFFICIAL

- ii) to substantiate complaints and to provide a service to the public;
- iii) to provide information to the food industry in order to raise and maintain standards;
- iv) to perform a duty of enforcement and;
- v) to prevent further complaints.

5.2 Food Hygiene

These types of complaint generally involve a local business, either relating to the standard of hygiene seen/experienced or a complaint following illness.

Complaints that relate to issues that may pose a risk to health are considered of utmost importance and therefore require an immediate response upon notification in order to investigate as thoroughly as possible and to ensure that food continues to be prepared safely. In cases involving issues that do not pose a risk to health, these will be investigated within the departmental response time of 3 days.

Officers will conduct their investigations and visits in accordance with previously detailed policies and guidance. Where appropriate, samples will be taken in accordance with the Sampling Policy.

5.3 Food Complaints

These types of complaint relate to food that has been purchased or eaten within the District and does not meet certain health standards as defined by EC Regulation 178/2002. This could include issues such as mould growth, physical contamination or chemical contamination posing an imminent risk to health. Where the complaint is concerned with composition, adulteration, chemical contamination where no imminent risk to health or misleading claims (labelling), the complaint will be transferred to the Trading Standards Service at the County Council. Likewise, where the complaint originated outside Chiltern and South Bucks areas, the complaint shall be referred to the relevant local authority.

In relation to complaints associated with allergens, officers, will investigate complaints where there has been an alleged reaction by a member of the public. All other complaints relating to labelling and provision of information to consumers will be referred to Trading Standards if the business is not due an official food control intervention.

All investigations shall be performed in accordance with the FSA Code of Practice and Practice Guidance and the 'Primary Authority Scheme' shall prevail throughout the investigation.

Enforcement action will be in accordance with the Enforcement Policy.

5.4 Food Alerts

Classification: OFFICIAL

The Food Standards Agency operates a system to alert the public and local authorities of serious problems concerning food that does not meet food safety requirements, food that is inadequately labelled or food that may be allergenic. Where a problem has occurred, food is normally withdrawn on a voluntary basis. However in some cases the withdrawal of food involves the food companies working with central and local Government.

When a Food Alert is issued, local authorities are informed of the action that they should take at a local level e.g. local publicity, contact with local food businesses or just to be aware of potential problems during visits to businesses.

Officers will carry out action specified in the Food Alert as instructed and in the most appropriate, expeditious and cost effective manner possible to safeguard public health. Action will be taken in accordance with guidance issued by central government.

If, following complaints, a Food Alert needs to be issued, the guidance in the Code of Practice will be followed.

When necessary, the Consultant in Communicable Disease Control and/or Public Analyst will be consulted and advice sought as to the public health significance of particular issues.

6.0 POLICY WITH RESPECT TO SAMPLING

It is recognised that food sampling provides a valuable contribution to the protection of the public and the food law enforcement functions of the authority and that the food and water sampling programme is a valuable tool to assist in determining food safety standards.

6.1 Objectives

The following are the key objectives for sampling recognised by the authorities:

- To protect the consumer through the enforcement of food legislation.
- To obtain recognised and usable microbiological standards for foods, via a nationally co-ordinated sampling programme.
- To assist in the assessment of food safety and to help in the evaluation of hazard analysis (or HACCP) management systems.
- To check that foods comply with statutory microbiological standards, where available.
- To assess the microbiological quality of food manufactured, distributed or retailed in the authority's area.
- To identify specific foodstuffs that could pose a hazard to the consumer because they may contain significant levels of pathogenic.
- To facilitate the issue of a **Page 399** certificate.

Classification: OFFICIAL

When sampling, officers will have regard to the Code of Practice and comply with additional guidance issued by the Food Standards Agency. Officers will also undertake appropriate training in sampling techniques.

6.2 Co-ordination

It is recognised that good co-operation and co-ordination at a national and local level is necessary to achieve some objectives and therefore the authority is committed to:

- i) Participating in and co-operating with the Food Standards Agency's national sampling schemes and EU co-ordinated control programmes.
- ii) Participating in and co-operating with Public Health England national schemes.
- iii) Co-ordinating with adjoining local authorities and local PHE to agree locally co-ordinated sampling.
- iv) Undertaking final product and critical control point monitoring as part of the authority's own primary authority responsibilities and to avoid duplication with other Port Health or Primary Authorities.

6.3 Sampling Programme

An annual sampling programme will be drawn up based on the objectives above to cover:

- private water supplies, locally bottled water
- PHE and FSA co-ordinated sampling
- Locally co-ordinated sampling including locally manufactured products and approved premises
- identified high risk businesses
- poor performing businesses
- lower risk businesses as part of an alternative intervention strategy

The sampling programme will take account of the number, type and risk ratings of food businesses within the Chiltern and South Bucks areas, the authorities' own Primary Authority responsibilities and the need to ensure that the provisions of food law are adequately enforced.

Adequate resources will be available to fulfil the annual sampling programme. However, in the event of food poisoning outbreaks and other emergency incidences, additional resources will be made available as necessary. A reciprocal agreement has been made between the Buckinghamshire authorities to share resources in the event of an emergency.

When deciding to sample, the following should be considered:

Classification: OFFICIAL

- i) Whether further processing of the food will reduce or eliminate micro-organisms prior to consumption;
- ii) The role played by hazard analysis or HACCP in the production of safe food;
- iii) The statistical confidence in the sampling technique.

All businesses will be notified at the time of sampling of the purpose of taking the sample and will be sent the results. In circumstances where results are unsatisfactory, businesses will be given advice and guidance to remedy the problem.

As part of informal monitoring, the company concerned generally will volunteer the sample to the sampling officer. However, if the company requests payment or the quantity or frequency of sampling is likely to give rise to significant financial consequences for the owner of the food, then the food will be purchased.

If enforcement action is anticipated under Section 14 of the Act following microbiological examination, the sampling officer should purchase the sample. Otherwise, in other circumstances, powers under the Food Safety Act 1990 will be used. Enforcement action will be in accordance with the Enforcement Policy. In relation to nationally co-ordinated sampling programmes, the protocol concerning obtaining the sample will be followed.

6.4 Water

All private water supplies will be monitored and risk assessed in accordance with the Private Water Supplies Regulations.

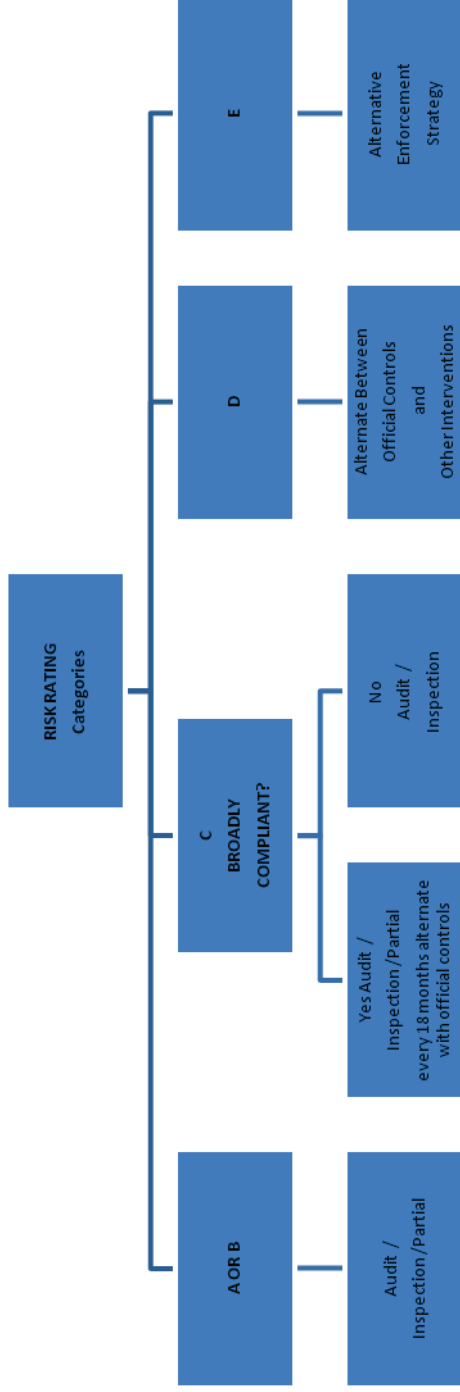
Swimming pool waters will not be routinely sampled, on the grounds that such samples are of limited snapshot value, do not necessarily fall to the authorities for enforcement purposes and should be maintained and monitored by the operator on a daily basis. However, this would not preclude the need for one-off sampling exercises particularly targeted at high risk pools such as jacuzzis' and spa pools or where incidents have been associated with a facility.

6.5 Suspect Food Poisoning

Where a food poisoning outbreak is suspected, faecal specimens will be taken together with any remaining foodstuffs, as a matter of priority.

Individual cases of suspect food poisoning will be referred initially to their General Practitioner unless officers feel other action is merited. Foodstuffs will be sampled where evidence supports this action.

APPENDIX 1 - RISK RATING CATEGORIES AND INTERVENTIONS



NB. A broadly compliant premises is one which has a risk rating score of not more than 10 points under each of the following three parts of Annex A i.e. Level of compliance relating to hygiene, structure and confidence in management. The types of intervention allowed will therefore vary depending upon the category. The following explains the types of interventions allowed for each category.

1a. Types of intervention for Category A, B & C which are not Broadly Compliant

For Categories A and B, and those category C premises that are not broadly compliant, these are considered to be the high risk premises, and therefore most of our focus will be targeted to these premises. The appropriate planned intervention should be;

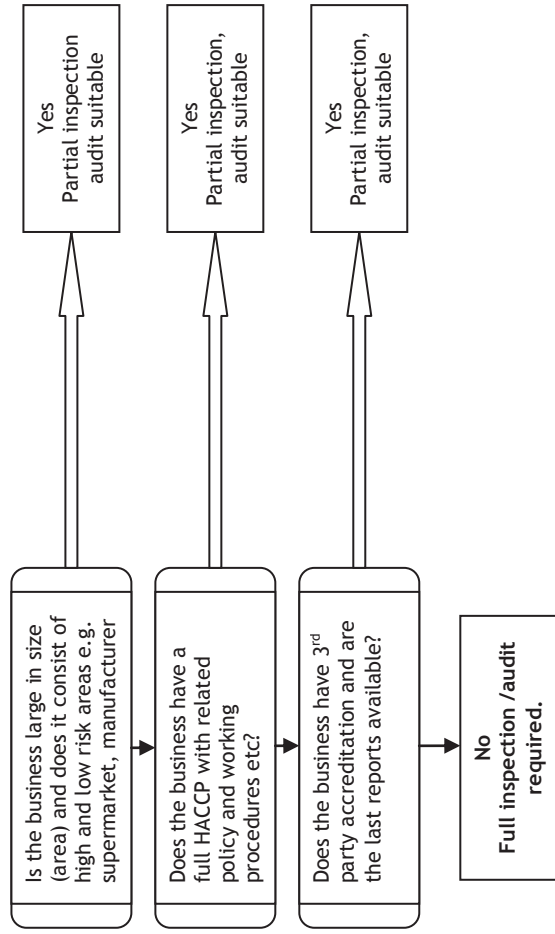
Classification: OFFICIAL

- An inspection
- A partial inspection; or
- An Audit

Other interventions such as sampling, or education and training can also take place alongside the above interventions. Sampling of high risk premises is encouraged **Officers will complete a sampling request form** where poor practices at a high risk food business are identified, or where they do not have confidence in the method of production of a particular foodstuff.

To decide whether to conduct an Inspection, Partial Inspection or Audit the following flow chart will be considered.

For Category A & B and Broadly Compliant C, Choosing Full or Partial



1b. Types of intervention for Category A& B which are not Broadly Compliant and have persistent non compliance

At the start of each financial year the Principal Environmental Health Officer or Senior Specialist Environmental Health Officer (Business Support) will assess those premises within those categories that have **persistent** non compliance i.e. those food businesses that have been rated at Category A or B and that have not been broadly compliant on more than two occasions. Each persistent non-compliant business will be allocated to an officer and will be inspected on the due date. Case reviews of these premises will be carried out between the inspecting officer and either the Principal Environmental Health Officer or the Senior Specialist Environmental Health Officer (Business Support).

1c Food Hygiene Inspections Full and Partial

During partial or other inspections the following information as a minimum will still be ascertained;

- Confirmation of the operations carried out
- Confirmation of the Products Produced
- An assessment of the effectiveness of the critical control points
- The examination of the CCP records

Partial areas officers can choose to cover; Drainage, Personal Hygiene, Sickness Policies, Ventilation, Pest Control Records, Detailed water plans, Waste Contracts, Detailed Cleaning Schedules etc

2. Types of Intervention for Premises that are Category C and Broadly Compliant

For Category C Premises that are broadly compliant; on an 18 month alternative basis, official control interventions, other than inspections, can be used for example;

- Sampling visit
- Surveillance / alternative enforcement visit
- Monitoring and Verifications visits – risk based visit, focus on most critical points;

Classification: OFFICIAL

- Cleaning
- Temperature Control (chilling, cooking, hot holding, cold displays)
- Cross contamination etc

3. Types of Interventions for Category D Premises

These are premises that are considered to be lower risk and therefore interventions can alternate on a 2 year alternating basis between official control interventions and non-official control interventions such as;

- Sampling visit (sampling visits will not currently be used with this type of premises unless high risk contraventions are found.)
- Surveillance / Alternative Enforcement Visit
- Monitoring and Verifications visits – risk based visit, focus on most critical points;
- Cleaning
- Temperature Control (chilling, cooking, hot holding, cold displays)
- Cross contamination etc
- Coaching Visit
- Advice, Education, Information,

Page 345

However, where a business has scored 30 or 40 for 'type of food and method of handling' the official control must be an inspection, partial inspection or audit.

4. Types of interventions for Category E Premises– Alternative Enforcement Visits

Alternative food hygiene inspections are carried out in 'low risk' establishments. These are establishments which score less than 31 points overall as dictated by the Food Law Code of Practice – Food Hygiene Inspection Rating Scheme. Category E food businesses form part of the inspection programme and are monitored accordingly. The approach will be through the use of self-assessment questionnaires which are completed and returned by the food business operator and assessed by authorised officers who would also determine any necessary follow up action.

The use of an alternative enforcement strategy does not preclude the use of an official control intervention when considered necessary or appropriate

Classification: OFFICIAL

and would not be used for those businesses that are approved under Regulation 853/2004.

Summary of Interventions relating to risk category

Premises Category	Interventions that can be undertaken
A	Inspection, Audit (Full or Partial)
B	Inspection, Audit (Full or Partial)
C (not broadly compliant)	Inspection, Audit (Full or Partial)
C (broadly compliant)	Inspection, Audit (Full or Partial) alternating (18 monthly) with Monitoring, Surveillance or Verification, Sampling
D	Inspection, Audit (Full or Partial), Monitoring, Surveillance or Verification, Sampling alternating (every 2 years) with Advice, Coaching, Information, Intelligence Gathering
E	Alternative Enforcement

The risk assessment will be reviewed at every general inspection, but not at revisits. Businesses will be encouraged to be aware of this risk assessment scheme and be encouraged to reduce their score thereby reducing the frequency of inspection. When requested, each officer will advise the food business operator/manager of their rating and be prepared to discuss how it was arrived at and how the business can reduce it.

Classification: OFFICIAL

Appendix 2 Service Standards

Our Commitment

- We will give you verbal feedback at the end of each inspection and aim to give you written confirmation either at the time of the inspection or within 5 working days.
- We will update the FSA Food Hygiene Rating Scheme website fortnightly
- We will respond to FHRS safeguarding requests within 10 working days
- If we receive a request for service we will investigate and respond within 10 working days.
- We will answer letters within 10 working days of receiving them and if we cannot give a full reply within that time, we will let you know when you can expect one and why there is a delay.
- We will answer emails within 10 working days of receiving them.
- We will answer the telephone within 20 seconds (6 rings).
- If we cannot give you a satisfactory reply when you telephone, we will call back at an agreed time.
- We will provide you with a contact name and number.

What to do if you are unhappy with the service?

The Council has a Corporate Complaints Procedure which can be found at:

<http://www.chiltern.gov.uk/complaints>

<http://www.southbucks.gov.uk/complaints>

These pages explain how to make a complaint against any Council Service.

If you disagree with the nature of your food hygiene inspection, the FHRS outcome or wish to add a comment to your website entry, then you can use the safeguarding measures published at:

<http://www.southbucks.gov.uk/fhrssafeguards>

<http://www.chiltern.gov.uk/fhrssafeguards>

Classification: OFFICIAL

**CHILTERN DISTRICT COUNCIL
and
SOUTH BUCKS DISTRICT COUNCIL**

Environmental Health Section

HEALTH AND SAFETY ENFORCEMENT POLICY

April 2017 - 18



Stronger in partnership

Classification: OFFICIAL

- 1.0 Aims, Objectives, Priorities and Methods
- 2.0 Standards for health and safety related work
- 3.0 Planned Safety Inspections
- 4.0 Health and Safety Enforcement Policy
- 5.0 Health and Safety Complaints
- 6.0 Accident Investigation
- 7.0 Disclosure of Information

Classification: OFFICIAL

BACKGROUND

The Healthy Communities Division has a key role in ensuring that everyone who works, resides or visits Chiltern and South Bucks Districts, are protected from unsafe work practices.

The Health and Safety Executive (HSE) specifies the following elements as essential for a Local Authority to adequately discharge its duty as an enforcing authority:

- i. A clear published statement of enforcement policy and practice;
- ii. A system for prioritised planned inspection activity according to hazard and risk, and consistent with any advice given by the Health and Safety Executive (HSE) and Local Authority Unit (LAU);
- iii. A service plan detailing the local authority's priorities and its aims and objectives for the enforcement of health and safety;
- iv. The capacity to investigate workplace accidents and to respond to complaints by employees and others against allegations of health and safety failures;
- v. Arrangements for benchmarking performance with peer local authorities
- vi. Provision of trained and competent inspectorate;
- vii. Arrangements for liaison and co-operation in respect of the Primary Authority scheme.

This policy sets out the ways in which the Healthy Communities Division will achieve Central Government aims and objectives, and policies in relation to ensuring that standards required by the Health and Safety at Work etc Act are met, advise businesses and employees on safety issues and ensuring that preventative health measures are adopted by businesses.

[Our enforcement policy reflects the Principles of Good Regulation set out in the Legislative and Regulatory Reform Act 2006, namely that regulatory activities should be carried out in a way which is transparent, accountable, proportionate and consistent; and that regulatory activities should be targeted only at cases in which action is needed.](#)

[In drafting this policy, we have taken account of the Regulator's Code and the Councils' overarching enforcement policy.](#)

1.0 AIMS AND OBJECTIVES

1.1 Aim

It is the Councils' aim to:

- Support and assist businesses to comply with legislation
- Provide consistent, accurate and up-to-date information aimed at providing protection to employees and customers
- [Provide effective and efficient regulatory services that meets customer needs](#)

Classification: OFFICIAL

1.2 Objectives

The Councils will aim to achieve these aims in the following ways:

- To protect people by providing information, training and advice, promoting a goal-setting system of regulation and undertaking enforcement in accordance with this policy and Government guidance
- Develop partnerships and approaches to service delivery to enhance services, increase impact and reduce costs through innovation;
- To support businesses to adopt best practice and to recognise their contribution towards economic growth and social benefits;
- Develop new ways to establish and maintain an effective health and safety culture in a changing economy, so that all employers take their responsibilities seriously, the workforce is fully involved and risks are properly managed;
- Exemplify our own corporate health and safety practice in managing our resources.

1.3 Service Delivery

The service will be delivered through:

- i) Risk-based targeting of inspections of high risk businesses based on national and local intelligence, with appropriate follow-up action;
- ii) Project based intervention programmes based on the HSE's key priority areas;
- iii) Investigation of complaints with appropriate follow-up action;
- iv) Investigation of accidents with appropriate follow-up action;
- v) Suitably trained and experienced officers who are effectively monitored;
- vi) Provision of information to businesses about legal requirements, good practices and what to expect of the inspecting officer/authority;
- vii) Promotional activities to inform and encourage high standards in businesses.

1.4 Priorities

It is recognised that resources are finite. Therefore it is particularly important that resources for health and safety are targeted at activities that pose the greatest risk and that will allow for the most effective and efficient use of resources in delivering outcomes.

Priority will be given to targeting those activities that pose the greatest risk to employees

Classification: OFFICIAL

and members of the public. In particular, priority will be given to those issues within the HSE Strategy identified as the greatest causes of accidents within the local authority enforced sector. In setting priorities and the local authorities' work plan, due regard will be given to the National Local Authority Enforcement Code published by the HSE. This will consist of having regard to national priorities and sector specific strategies set by the HSE; local priorities informed by local intelligence, workplace accidents and complaints, Matters of Evident Concern and Matters of Potential Major Concern; and Primary Authority inspection plans.

These key priorities will determine the approach taken towards individual inspections and the overall intervention programme itself. Officers will focus on these key priorities during interventions in the following way:

- the correct and uniform identification of high-risk areas with particular attention being given to the key priorities during inspections and as a result of complaint and accident investigation and to concentrate efforts to reduce these risks;
- ensuring compliance with the law and;
- engaging in those promotional activities for businesses and employees, which are most likely to foster improved health and safety;
- working with other agencies to improve health and safety standards either through enforcement or promotional activities.

2.0 STANDARDS FOR HEALTH AND SAFETY RELATED WORK

2.1 Authorisations

The Councils will set standards for the qualifications, experience and competence of its officers.

In the context of the Health and Safety at Work Act 1974, an authorised officer's powers include the inspection of premises, the examination, sampling and seizure of substances, articles and equipment, the service of notices and taking emergency action. Authorised officers will be authorised in accordance with Section 18 guidance issued by the HSE.

Under the Chiltern District Council Constitution reviewed on 12 February 2008, the Head of Healthy Communities has the following delegated authority:

- i) to appoint Inspectors for all purposes in connection with the Health and Safety at Work etc Act 1974 and subordinate and related enactments;
- ii) to exercise or to authorise appointed Inspectors to exercise any of the powers specified within the enactments referred to above, including powers of:
 - a) Entry and inspection of premises, equipment and articles;
 - b) Service of improvement and prohibition notices;
 - c) Seizure and detention;

Classification: OFFICIAL

- d) Taking of samples and;
 - e) Waiver of notification periods for control of asbestos at work.
- iii) to authorise appointed Inspectors to institute prosecution proceedings or issue formal cautions in connection with any offences created by the enactments above;
 - iv) To agree the transfer or assignment of enforcement responsibilities under the Health and Safety Enforcing Authority Regulations.

Under the South Bucks District Council Constitution adopted on 25th February 2015, the Director of Services has the following delegated authority:

- i) to appoint authorised officers and inspectors for functions Director of Services and issue new authorisations and powers of entry under all Acts of Parliament and Regulations within the terms of reference of the Executive, subject to any exercise of the powers being reported to the next meeting.
- ii) The authority for enforcement of the Health and Safety at Work etc. Act 1974 in premises and activities listed in Schedule 1 of the Regulations.
- iii) Authority to sign transfer documents (Regulations 5 and 6). (and Head of Healthy Communities
- iv) Health & Safety Enforcement — Shared Functions - authority to undertake enforcement work in the South Bucks District, with specific reference to the Local Government Act 1972 and the Health and Safety (Enforcing Authority) Regulations 1998 (Authorised Officers /Appointed Inspectors of: Aylesbury Vale DC, Wycombe DC, Milton Keynes C and Health & Safety Executive.
- v) Prosecutions: Food Safety Act 1990; Health and Safety at Work Act 1974; Control of Pollution Act 1974; Environmental Protection Act 1990; Building Act 1984 and similar Public Health Legislation - Authority to prosecute or take proceedings where a notice has been served and not complied with or where there is an immediate risk to public health and safety (Services Director of Services in consultation with the Head of Legal)

The Director of Services and Head of Healthy Communities in exercising his/her authority to appoint authorised officers will apply the standards contained in this Policy.

2.1.1 Inspections

Inspection of premises will only be undertaken by officers who are suitably qualified, experienced and competent in accordance with the requirements of Section 18 Guidance. This will equally apply to those employed on a contract basis.

Newly appointed officers or currently employed officers who are extending their duties will not be authorised unless they possess the appropriate competencies, skills, qualifications and experience to undertake their duties and that they have undergone a period of structured training in accordance with Section 18 Guidance. The assessment of competency etc. will be undertaken by the Senior Specialist Environmental Health Officer (Business Support) or the Principal Environmental Health Officer.

Classification: OFFICIAL

2.1.2 Enforcement Notices

Service of Improvement Notices will only be undertaken by qualified officers with experience in health and safety law enforcement, and after consultation with the Senior Specialist Environmental Health Officer (Business Support) or Principal Environmental Health Officer.

The service of notices by hand will be by any person who is capable of explaining the meaning and legal status of the notice. Notices served by other methods will be in accordance with current legal guidance.

Officers will be authorised to serve Prohibition Notices in accordance with the standards within the Policy. ~~In each instant~~ Where practicable, he/she will be accompanied by another authorised EHO to corroborate the proceedings and ~~will~~ consult with the Senior Specialist Environmental Health Officer (Business Support) or Principal Environmental Health Officer. If this is not possible, then the Environmental Health Manager is to be notified as soon as possible after service.

2.1.3 Seizure and Detention

Officers will be authorised to inspect, detain and seize articles and equipment subject to experience and competence.

All officers will be assessed for the necessary practical skills, experience and competency by the Senior Specialist Environmental Health Officer (Business Support) or Principal Environmental Health Officer.

2.1.4 Competency

The Principal Environmental Health Officer has been given specific responsibility for health and safety matters and managing the health and safety service. This will be in accordance with the documented 'Inspection Monitoring Management System'.

Environmental Health Officers and Technical Officers will carry out inspections and exercise their powers in accordance with the Health and Safety at Work etc. Act, associated Regulations and ~~accompanying~~ Codes of Practice and within the restrictions of their authorisation.

The Senior Specialist Environmental Health Officer (Business Support), (or in his/her absence, the Principal Environmental Health Officer) will be responsible for the supervision and training of officers and for the maintenance of auditable records. A training and development plan will be used to establish current qualifications and competencies and to identify future training needs in order that officers can effectively carry out their duties.

Recommendations will be made by the Principal Environmental Health Officer to the Head of Healthy Communities in respect of the powers to be given to officers and the nature of premises to be inspected.

Classification: OFFICIAL

A list of the officers, their powers and the nature of premises which the officer may inspect, will be maintained and regularly updated together with records of training.

2.1.5 Authorisation of Persons with Expert Knowledge.

Under Section 20(2) (c)(i) of the Health and Safety at Work etc. Act 1974 an authorised officer may take another person with them on the inspection e.g. a person with an expert knowledge of the type of activity being inspected. Authorisation of such persons is necessary to ensure the right of entry to the premises concerned. Where it is necessary to be accompanied by another person, an officer will ensure they are duly authorised in writing and empowered under Section 19 to perform such activities as are necessary under Section 20 of the Act. Such authorisation is given under the authority of the Head of Healthy Communities.

2.2 Guidance

The authorities will have regard to Codes of Practice and guidance issued by the Health and Safety Executive, other advice issued by the Government and advice issued by Health and Safety Executive/Local Authority Enforcement Liaison Committee.

2.3 Uniformity

The Authorities acknowledge the need to act in a consistent and uniform manner and advocates a common-sense approach to the selection of enforcement action and activities.

The following areas are all considered important in achieving uniformity. These are detailed in the 'Inspection Monitoring Management System':

- i) the awareness, adherence to and review of the health and safety policy document and further development of office procedures;
- ii) training, qualifications, supervision of staff. Regular practical training and update sessions will be essential to ensure uniformity;
- iii) cross monitoring visits of staff and monitoring of letters, inspection records and notices by senior officers;
- iv) use of the Primary Authority Partnership Scheme, specified in HELA Guidance and by the Better Regulation Delivery Office;
- v) liaison with local health and safety groups/adjointing authorities. Use of joint training initiatives. Co-operation and joint working on uniformity issues;
- vi) compliance with relevant Codes of Practice and guidance from LAU;
- vii) Consistent application of the Enforcement Management Model (EMM) when making enforcement decisions.

2.4 Advice to Businesses

The authorities are committed to ensuring that businesses are aware of their legal

Classification: OFFICIAL

obligations and to supporting businesses in achieving best practice by providing information and guidance to assist businesses. In particular, it is recognised that small businesses do not have access to specialist health and safety knowledge or information and so initiatives will be developed to target information for these businesses within the districts. The authorities will be committed to helping small businesses.

Where opportunities arise to provide advice and guidance to businesses over and above that required to ensure legal compliance, then a charge may be made.

- i) The Councils' websites will be the primary source of information to assist businesses with interpretation of legislation or good practice. The Councils also provide services for ethnic minority groups through 'Language Line', translation services and courses in languages other than English. Where the Councils do not provide the service itself, information will be given to businesses about other providers.
- ii) A chargeable advice service will be available to new and existing businesses to support them in achieving high standards of safety and compliance.
- iii) Businesses will be supported and encouraged to participate in the Primary Authority partnership scheme where applicable.
- iv) Where there is sufficient demand occasional talks will be given to businesses. Charges to cover costs will be made for out of hour's sessions.

2.5 Advice to Members of the Public

The Councils' websites will be the primary source of advice and information on safety issues and will be reviewed on a quarterly basis. The authorities will participate in national health and safety activities and local events. Talks to voluntary organisations and groups will be given free of charge where resources permit.

2.6 Conduct

Inspecting officers will at all times act and dress in a professional manner. Protective clothing will be worn that is appropriate to the premises being inspected and equipment will be maintained and calibrated where appropriate.

Officers will not act in such a way as to pose a risk to safety or health either to themselves, employers and employees and members of the public.

2.7 Information Sharing

Where the legislation permits, the authority will share information via agreed secure mechanisms with other regulatory agencies and local authorities about businesses to help target resources and activities and to minimise duplication.

The authorities will share information about businesses with the Primary Authority as

Classification: OFFICIAL

appropriate and with other authorities when acting as a Primary Authority.

The authorities will, where feasible, follow the principle of 'collect once, use many times' when requesting information from businesses.

3.0 HEALTH AND SAFETY INTERVENTIONS

3.1 Premises

~~Efforts will be made to keep a~~An up to date record ~~will be kept and~~ maintained on a computer database of all known premises. As necessary, businesses will be assessed for the need to be included within an intervention programme based on information obtained from the proprietor or following inspection.

3.2 Frequency of inspections

The Government Report "*Good Health and Safety, Good for Everyone*", following Professor Lofstedt's review of health and safety legislation, aims is to improve the targeting of relevant and effective interventions and preserving inspection for higher risk premises and issues. The National Local Authority Enforcement Code and HELA guidance note LAC 67/~~12~~-(Rev4.1) 'Advice to Local Authorities on Inspection Programmes and a Rating System' provide advice as to the prioritisation of inspections. Proactive inspection will be used only for the activities identified within the HSE's published list of higher risk activities or where there is local intelligence that risks are not being effectively managed. It is recognised that 'inspection' may not necessarily be the most effective means of dealing with a particular situation and that other types of interventions may be more suitable. The current guidance is that '*there should be no inspection without a reason*'.

Risk ratings alone will not be used to determine the use of a particular intervention or to decide an intervention frequency. However, whilst it is likely that premises rated Category A have been rated such because they have been judged as not managing their risks effectively, sufficient evidence will be required to justify the risk rating; confidence in management considered in isolation is not sufficient to justify an A rating.

In recognition of the HSC/HELA Strategy priorities, inspections will be programmed on a project based basis. Each project will be identified in relation to the impact it will have in addressing the key priorities and will either be a cross-cutting project targeting a single priority e.g. slips and trips across a wide range of businesses or will be sector specific targeted at those activities that have been identified as being high risk e.g. warehousing, or those sectors where inspections will address a number of the key priorities at the same time e.g. residential care homes.

This project based approach will provide for a more efficient use of resources and be more effective in targeting the priorities that have been identified as giving rise to the highest number of accidents. Statistical data, both nationally and locally, will be used to identify those activities which require the most attention.

Classification: OFFICIAL

Category B1, B2 and C premises will not form part of the inspection programme and so will not be subject to any proactive interventions unless they come within one of the priority subject areas.

Revisits to check on outstanding issues will be made where necessary. Where health and safety interventions coincide with food hygiene inspections, a joint inspection will be undertaken. All visits will be recorded on the computer-based system and documents scanned to the corporate Electronic Document Management System.

3.3 Inspection Procedure

3.3.1 Approach

The authorities will work to standards set within HELA Guidance and internal inspections procedure documents.

The main purpose of inspections is to identify potential risks to employee's and the public's safety or health and to ensure that the business understands the risks and has put the necessary measures in place to minimise them. When undertaking an inspection, officers will pay particular emphasis to risk assessment based management systems and the HSE key priorities.

A systematic approach to risk assessment will be adopted. Where businesses have identified their significant risks and have introduced controls, the inspection will focus on the accuracy of the assessment and on the effectiveness of the controls. Written assessments will normally be expected in high risk or complex businesses and where they employ 5 or more employees. Businesses with less than 5 employees will not be expected to have written ~~elaborate~~ assessments.

Where no assessment by the business can be demonstrated the inspection will focus on the officer's own assessment and examination of controls.

The whole of a premise may not necessarily be inspected at each inspection; those areas of greatest risk will be given priority. Officers will have regard to the key priorities and the focus will be on those which are significantly pertinent to the activities of the business being inspected.

Computer records will be updated following every visit.

3.3.2 Communication

Every inspection (including those where no defects are identified) will result in a written report to the employer. This will take the form of either a letter or carbonated inspection report left at the premises at the time of the inspection. Copies of the report will be sent to the Manager or other relevant persons, including employee and safety representatives.

A standard format will be used. The report will cover the important issues noted during the inspection in priority order and will clearly distinguish between legal requirements

Classification: OFFICIAL

and recommendations. It will give details of the person carrying out the inspection, date, time, the areas inspected and the procedure if the proprietor disagrees with the issues raised in the report.

Good communication between inspector and employer is essential wherever possible, including ensuring that the purpose and scope of an inspection is understood and the "works" needed following the inspection with an agreed time limit. The impact of the advice should be considered so that it does not impose unnecessary burdens upon businesses.

The role of Safety Representatives in preventing injuries and ill health at work and promoting good standards of health and safety in the workplace is recognised. Therefore their role will be promoted and officers will effectively consult and communicate with them where appropriate.

Section 28(8) of the Health and Safety at Work etc. Act places a duty on inspectors to provide factual information where it is necessary to do so for the purposes of assisting in keeping employees or their representatives informed about matters that affect their health and safety. This factual information will also be provided to employers. This will include correspondence, enforcement notices, results of sampling and monitoring and intentions to prosecute.

3.3.3 Timing of Inspections

Programmed inspections will be carried out at all reasonable hours. It is recognised that some businesses operate outside normal office hours of work and so the timing of interventions will take this into account. Interventions will normally be by appointment to facilitate better communication with the most appropriate person at the business. However, when circumstances dictate the use of contract staff, appointments may not be possible. Notice will not be given where poor standards are likely to be found, the nature of the project work dictates an alternative approach or where complaints or accidents are being investigated.

Revisit dates may be notified in advance as an aid to ensuring that works are completed and to facilitate further discussions with the employer. Appointments may also be made when there is a need to discuss specific issues.

Where alternative dates for visits are requested by a business the inspector may agree, if suitable justification is given, and the inspector is satisfied that the purpose behind the request is not to conceal a major risk. Where the officer suspects that the intention is to hide a serious offence he/she should agree to have a quick look around and then agree a full visit at a later date.

3.3.4 Revisits

Revisit inspections will be arranged to check on matters raised in an inspection (and any obvious extra defects) where there are **significant** contraventions and/or serious risks to public health and to check on compliance with statutory notices. They will not turn into a

Classification: OFFICIAL

further full inspection except where a major risk is identified. Where significant breaches of regulations have been identified, the re-visit should whenever practicable be undertaken by the same officer who undertook the initial visit particularly where formal notices have been served. After initial inspections, employers must be made aware that a revisit will be made and appropriate dates discussed.

Revisits will not always result in a written report (unless further work is required) to the employer although the employer will always be advised of the outcome verbally, and in writing if requested. However, detailed records of revisits will be made and kept on the property database. Clear records will be maintained of formal and informal notices which have been complied with.

4.0 ENFORCEMENT POLICY

This section sets out the policy relating to [the general principles of enforcement in relation to health and safety and is drafted in accordance with the overarching Corporate Enforcement Policy](#). It details the general principles of enforcement and embraces those set out in the 'Regulators' Code' issued by the Better Regulation Delivery Office and Section 18 Guidance issued by the HSC.

More specific procedures concerned with statutory notices, emergency action, formal cautions and prosecutions are detailed in enforcement procedures. These procedures take account of all Codes of Practice and guidance issued by HSE and 'The Code for Crown Prosecutors'.

Enforcement officers by necessity as professional officers have considerable discretion in decision making and initiating enforcement action. Such action can range from informal advice, information and support through to formal enforcement mechanisms, including the use of statutory notices and prosecution.

This part applies to all dealings, formal and informal, between officers and businesses – all of which contribute to securing compliance with the law. It will provide policy standards, aid professional judgements and decision making and ensure both consistent and effective enforcement.

4.1 Principles of Enforcement

The core expectation for those we deal with, quite reasonably, is for us to be professional, fair, co-operative and consistent in our approaches. Businesses and the public also expect local authority actions to result in the remedying of potentially risky situations and for those guilty of serious offences to be adequately punished.

We will adopt a positive and proactive approach towards ensuring compliance by:

- Helping and encouraging businesses to understand and meet regulatory requirements more easily; without imposing unnecessary additional cost;
- Assess whether other social, environmental and economic outcomes can be achieved by less burdensome measures, and

Classification: OFFICIAL

- Responding proportionately to regulatory breaches.

Enforcement should be informed by the principles of **proportionality** in applying the law and securing compliance; **consistency** of approach; **targeting** of enforcement action, **openness** about how we operate and what businesses may expect and **helpfulness** in providing advice and assisting with compliance.

Appendix 1 sets out the standards of service you should expect to receive.

It will be expected that enforcement officers, when making decisions and communicating with businesses will follow these principles, together with relevant codes of practice and guidance. The Primary Authority partnership scheme will be used where applicable.

When considering formal action, officers will perform an assessment in accordance with the Health and Safety Executive's Enforcement Management Model (EMM). Where the proposed enforcement action deviates from the EMM, a management review will be undertaken by the Principal Environmental Health Officer.

Any departure from this must only occur when the following criteria are complied with:

- i) in exceptional circumstances;
- ii) where actions are capable of justification;
- iii) where there has been full consultation with the Principal Environmental Health Officer or Environmental Health Manager

In ~~exceptional~~ circumstances when officers become aware that they are considering measures which may be inconsistent with those adopted by other local authorities, formal action ~~should~~ may be delayed to allow the matter to be discussed at the local liaison group. Reference will also be made to the Primary Authority where appropriate. However this would not be applicable in cases where there is a serious risk to public health.

~~Any In considering any~~ sanctions or penalties ~~considered, regard should be given to the principles set out in the Macrory Review. These are that any sanctions~~ should:

- aim to change the behaviour of the offender;
- aim to eliminate any financial gain or benefit from non-compliance;
- be responsive and ~~consider what is~~ appropriate for the particular offender and regulatory issue
- be proportionate to the nature of the offence and the harm caused;
- aim to restore the harm caused by regulatory non-compliance, where appropriate; and
- aim to deter future non-compliance

This policy will be reviewed periodically in response to new legislation and guidance issued by central government and HELA.

4.1.1 Proportionality

All enforcement actions and advice must be proportional to the risks posed to the

Classification: OFFICIAL

public/~~employees~~ and the seriousness of any breach of legislation. When considering enforcement action, consideration should be given to the cost of measures required to reduce the risk weighed against the benefit to be gained by reducing the risk.

In addition, there should be a staged approach to enforcement action with increasing degrees of enforcement as management of businesses fails to respond to previous ~~requirements~~~~requests~~. Officers should provide an opportunity for dialogue in relation to the advice, requirements and decisions.

The only exceptions to the above approach would be where a serious and/or imminent risk to safety or health exists.

The staged approach to enforcement is further detailed in the enforcement procedures.

4.1.2 Consistency

Consistency of approach does not mean uniformity. It means taking a similar approach in similar circumstances to achieve similar ends.

Businesses expect consistency from enforcing authorities in advice given, the use of statutory notices, decisions on prosecution and responses to complaints.

It is recognised however, that in practice it is not simple, due to the wide range of variables faced. Therefore it is expected that officers will use their professional judgement and exercise discretion, in conjunction with this policy, when coming to a decision on appropriate action.

The following arrangements will be in place in order to promote consistency of approach:

- i) officers will perform validation exercises relating to joint inspections ~~on an annual basis;~~
- ii) the Senior Specialist Environmental Health Officer (Business Support) will accompany all officers ~~on a minimum of one initial inspection per year~~ to assess the consistency of approach between officers;
- iii) officers openly discuss cases at team meetings and/or with the Principal Environmental Health Officer or Senior Specialist Environmental Health Officer (Business Support) to provide a consensus of opinion;
- iv) all formal action will be 'signed off' by the Principal Environmental Health Officer
- v) correspondence, file records and enforcement notices will be checked and monitored on a regular basis;
- vi) where inconsistencies arise, appropriate training/coaching will be given by the Senior Specialist Environmental Health Officer (Business Support);
- vii) ~~in the event of differences of opinion or~~ where there is a need for clarification, approaches will be made to the Bucks Health and Safety Liaison Group ~~and the Primary Authority where applicable;~~
- viii) officers will participate in inter-authority consistency exercises and change working practices, if necessary, to achieve consistency;

Classification: OFFICIAL

- ix) Chiltern and South Bucks District Councils will take an active role in the Bucks Health and Safety Liaison Group;
- x) reference will be made to appropriate central government guidance;
- xi) reference will be made to appropriate guidance issued by a Primary Authority.

4.1.3 Targeting

Inspections and enforcement action will be targeted primarily at those activities giving rise to the most serious risks or where hazards are least controlled and that action is focussed on those responsible for the risk and who are best placed to control it.

The prioritisation of inspections will be based on guidance issued by the HSE and informed by the HSE Strategy.

4.1.4 Openness

Enforcement officers will help businesses to understand what is expected of them (and what would not be expected) and what they should expect from the enforcing authorities.

Confirmation of all work (initial inspections, revisits and complaints) will be given in writing to business managers and as appropriate to head offices. Information will clearly explain what the non-compliant item or activity is, the advice being given, actions required or decisions taken and the reasons for these.

There will be a clear distinction between legal requirements and good practice recommendations (either verbally or written).

Where notices have been served and are on a Public Register, this will be available for viewing free of charge.

If formal requests for information are received from a third party, advice will be sought from the [Freedom of Information](#) [Data Protection](#) Monitoring Officer ~~within or~~ the Legal Department prior to replying.

Businesses will be made aware of how to access copies of procedures, the Corporate Complaints Procedure when appropriate, the informal appeals procedure to the Principal Environmental Health Officer in the first instance and any statutory appeals procedure against enforcement. This is to be included in correspondence to businesses following inspections.

4.1.5 Helpfulness

The principle is to actively work with businesses to advise on and assist with compliance wherever possible. To this end, officers will identify themselves by name and provide a contact point and telephone number for further dealings. Businesses will be encouraged to seek advice/information; information will be freely available on the Councils' website with links to those produced by central government. When appropriate, training

Classification: OFFICIAL

courses/seminars will be provided for businesses on specific issues.

4.2 Prosecution of Individuals

Subject to the general provisions of this Enforcement Policy, recommendations for prosecutions of individuals will be made if warranted. The role played by individual directors, ~~managers and other employees and the management~~ chain will be taken into account, ~~particularly~~ when investigation reveals that the offence was committed with their consent or connivance or ~~to have been~~was attributable to neglect on their part.

~~4.3 Enforcement against Employees~~

~~Enforcement action may be taken against employees and others, including managers, company officers etc. under the Health and Safety at Work etc. Act 1974, Sections 7, 8, and 37(1). Prosecution will only be considered against the employee if they have been warned before, either by an authorised officer or by the business, or the employer can demonstrate that they have taken all reasonably practicable steps to ensure that safety devices were in place and the offence by the employee was flagrant.~~

4.4.3 Death at Work

Any authorised officer called upon to investigate a fatality should ensure that early contact with the bereaved family is made and/or arrangements made to meet the bereaved as soon as they wish in order to explain the local authority's roles and responsibilities and to provide them with relevant information. The Principal Environmental Health Officer will normally take responsibility for conducting the meeting with the bereaved family and act as the Family Liaison Officer, supported if necessary, by another officer but not necessarily the investigating officer. This should take place as soon as possible, bearing in mind the convenience and wishes of the family. Officers should also keep relatives informed of the progress and outcome of the investigation. The policy on the disclosure of information to bereaved relatives will be in accordance with HELA LAC 45/19 'Contact With, and Disclosure of Information to, the Relatives of People Killed Through Work Activities'.

Where there has been a breach of the law leading to a work related death, consideration will be given whether the circumstances of the case might justify a charge of manslaughter. To this end, the investigating officer will liaise with the Police, Coroner and the Crown Prosecution Service (CPS) in accordance with 'Work-Related Deaths – A Protocol for Liaison'. If they find evidence suggesting manslaughter, this will be passed to the Police or where appropriate, the CPS. If the Police or CPS decides not to pursue a manslaughter case, the local authority should consider prosecution under health and safety legislation.

5.0 POLICY WITH RESPECT TO COMPLAINTS

5.1 Background

Classification: OFFICIAL

Requests for service in respect of health and safety either relate to:

- i) Complaints received from employees or safety representatives concerning workplace issues;
- ii) complaints received from members of the public or visitors to businesses concerning the impact of a business' activity on others;
- iii) Requests for advice and information.

The purpose of investigating complaints is:

- i) to identify possible causes for and to resolve any problems which pose a risk to health and safety;
- ii) to substantiate complaints and to provide a service to the public;
- iii) to provide information to the industry in order to raise and maintain standards;
- iv) to perform a duty of enforcement and;
- v) to prevent further complaints.

Complaints that relate to issues that may pose a serious and/or imminent risk to health and/or safety are considered of utmost importance and therefore require an immediate response upon notification in order to investigate as thoroughly as possible. In cases involving issues that do not pose a serious and/or imminent risk to health and/or safety, these will be investigated within the departmental response time of 3 working days. Officers will conduct their investigations and visits in accordance with previously detailed policies and guidance.

All investigations shall be performed in accordance with HELA guidance and Codes of Practice and the Primary Authority principles shall prevail throughout the investigation.

Where it is determined that the HSE is the responsible enforcing authority, then appropriate liaison and transfer of the complaint will take place.

Enforcement action will be in accordance with the Enforcement Policy.

6.0 POLICY WITH RESPECT TO ACCIDENT INVESTIGATION

Local authorities are under a duty to investigate accidents that are notified to them under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

The purposes of investigating an accident are:

- i) To identify the cause of the accident, to make the situation safe and to prevent further accidents occurring;
- ii) To identify whether there have been any breaches of legislation;
- iii) To provide information to the industry in order to raise and maintain standards;
- iv) To inform local and national statistics and hence the planned inspection priorities.

6.1 Decision to Investigate

Classification: OFFICIAL

All accidents which occur at premises enforced by the local authority and involve one or more of the following shall be investigated by an authorised officer:

- i) The accident results in a fatality, except when the circumstances indicate that an investigation is inappropriate i.e. death from natural causes unrelated to a work activity;
- ii) The accident results in a serious injury or a case of ill health or a dangerous occurrence;
- iii) The accident results in a serious injury or a case of ill health to a member of the public except accidents when it is clearly unrelated to a work activity;
- iv) There is a degree of public concern. This will often be linked to an actual or perceived risk of injury or ill health;
- v) The accident is related to local special surveys or campaigns or to the HSE key priority areas;
- vi) A complaint has been made regarding an accident that has occurred;
- vii) A serious breach of the law is involved;
- viii) An accident is a recurrence or is likely to recur;
- ix) A young person or child is involved (under the age of 18);
- x) The accident indicates a more general management failure.

The initial decision whether to investigate an accident or not and how far to carry that investigation will depend upon a number of factors. The following will be taken into consideration when deciding to investigate:

- i) severity and nature of the accident;
- ii) seriousness of the breach;
- iii) track record of the duty holder;
- iv) the relevance of event to a wider range of premises;
- v) practicality of achieving a satisfactory outcome;
- vi) legal considerations;
- vii) resource constraints.

In addition to informing the decision for the initial investigation, these factors will also determine the approach to be adopted and the extent of the investigation itself. This approach will ensure that resources are effectively targeted at the most serious accidents and which will result in the greatest effect on improving standards of health and safety.

7.0 POLICY WITH DISCLOSURE OF HEALTH AND SAFETY INFORMATION

7.1 Introduction

The purpose of this policy is to describe practices in dealing with the disclosure of information under legislation and good practice note 'Open Government: a Good Practice Note on Access to Local Authority Information'. The policy is intended to ensure consistency with the policy and practices of the Health and Safety Executive (HSE).

Classification: OFFICIAL

The good practice note requires local authorities to draw up and follow their own policy statements. This policy document seeks to fulfil that aim. It does not seek to replace any statutory requirements on disclosure where the law requires the local authority either to withhold or to disclose. Local authorities and the HSE must follow the same legislation on disclosure of health and safety information namely:

- i) Section 28 of the Health and Safety at Work etc Act 1974;
- ii) Environmental Information Regulations 2004;
- iii) Environment and Safety Information Act 1988;
- iv) Freedom of Information Act 2000.

This policy is fully retrospective, i.e. it applies to information acquired by both Chiltern District Council and South Bucks District Council before it came into effect.

7.2 Freedom of Information Act 2000

On 1st January 2005 the Freedom of Information Act 2000 (FOI Act) created two important rights of access for any person making a request for information to a public authority:

- To be informed by the public authority whether it holds the **information** of the description specified in the request; and
- If that is the case, to have the **information** communicated to them.

The Councils have published a Freedom of Information Act Publication Scheme that will be followed should requests for information be made. These will be registered and responses monitored by the Councils' Data Protection Officer.

7.3 Section 28 of the Health and Safety at Work etc Act 1974

Section 28 of the Health and Safety at Work Act has been amended to bring restrictions on giving information into line with FOI Act.

HSWA section 28 deals with how we manage information that we have obtained using statutory powers. Until 1 January 2005, there were only limited circumstances in which this information could be disclosed.

The section 28 restrictions have now been removed and requests for this type of information can now be considered under the FOI Act.

Subject to the exemptions in the FOI Act (or EIR exemptions), the local authority can release information:

- proactively - because it is in the public interest for us to put that information into the public domain, or
- in response to a request under the FOI Act or the Environmental Information Regulations 2004

Classification: OFFICIAL

We are not required to disclose information when the public interest for making the information available is outweighed by a greater public interest in protecting it. However, applying the public interest requires us to exercise our skill and judgement and document our reasoning and decision making.

7.4 Environmental Information Regulations 2004

Chiltern District Council and South Bucks District Council recognise that these Regulations impose responsibilities in respect of the environment, environmental information held and the release of such information, subject to exempted classes of information.

Chiltern District Council and South Bucks District Council further recognise that the Regulations disapply all other statutory provisions on disclosure where those other provisions conflict with the Regulations. Section 28 in accordance with this will not normally apply to requests made for environmental information as defined in the Regulations.

For the purposes of the policy, environmental information is regarded as information relating to:

- i) the state of any water, air, flora, fauna, soil, natural site or other land;
- ii) any activities or measures (including activities that give rise to noise or other nuisance) which adversely affect or are likely to adversely affect anything in i);
- iii) any activities or other measure (including environmental management programmes) which are designed to protect anything in i).

This policy will not require the release of information about human health and safety except where human health and safety have been, or could be, affected through environmental media (e.g. air, water or soil). For example, information that workers were directly harmed in the manufacture of a substance is not releasable under the Regulations as environmental media are not involved. However, if fish were harmed, or could have been harmed, because a substance got into the food chain, such information would have to be released on request as environmental media are involved.

Local Authorities are within scope of the Regulations as we have environmental responsibilities and hold environmental information. We may obtain environmental information in carrying out any of our functions or in any area of our responsibilities and such information is subject to the requirements of the Regulations. For example, information could be obtained on noise, Legionnaires' disease, ionising or non-ionising radiations and may be disclosable to the extent that it relates to the environment.

7.5 Environment and Safety Information Act 1988

In order to comply with the provisions of the Act Chiltern District Council and South Bucks District Council will maintain public registers of information on improvement or prohibition notices having public safety or environmental implications.

The register entries will include brief details of the breach of legislation and action

Classification: OFFICIAL

required and will consist of the first page of the notices.

No charge will be raised for the inspection of the register.

7.6 Enforcement Notices, Inspection Reports and Convictions

7.6.1 Enforcement Notices

Information on only some notices is on the public registers kept under the Environment and Safety Information Act 1988. Under this policy Chiltern and South Bucks District Councils will also provide enquirers with information on any other health and safety notice it has served. The information provided will include the name and address of the premises, the date of the notice, the statutory breach and the date by which the breach must be remedied.

7.6.2 Inspection Reports

Requests for inspection reports will be considered in accordance with the Councils' FOI Publication Scheme and the Environmental Information Regulations 2004.

7.6.3 Convictions

Chiltern District Council and South Bucks District Council may hold on public registers the names and addresses of firms/individuals convicted of breaches of health and safety legislation.

Classification: OFFICIAL

Appendix 1. Service Standards

Our Commitment

- We will give you verbal feedback at the end of each inspection and aim to give you written confirmation either at the time of the inspection or within 5 working days.
- If we receive a request for service we will investigate and respond within 10 working days.
- We will answer letters within 10 working days of receiving them and if we cannot give a full reply within that time, we will let you know when you can expect one and why there is a delay.
- We will answer emails within 10 working days of receiving them.
- We will answer the telephone within 20 seconds (6 rings).
- If we cannot give you a satisfactory reply when you telephone, we will call back at an agreed time.
- We will provide you with a contact name and number.

What to do if you are unhappy with the service?

The Council has a Corporate Complaints Procedure which can be found at:

<http://www.chiltern.gov.uk/complaints>

<http://www.southbucks.gov.uk/complaints>

These pages explain how to make a complaint against any Council Service.

**CHILTERN DISTRICT COUNCIL
and
SOUTH BUCKS DISTRICT COUNCIL**

Environmental Health Section

**Joint Food and Health and Safety Service
Business Plan**

2017-2018



Contents

1.0 INTRODUCTION

2.0 SERVICE AIMS & OBJECTIVES

- 2.1 Links to Corporate Objectives and Plans
- 2.2 Health and Housing Service Plan
- 2.3 Service Aims and Objectives
- 2.4 Key Service Standards & Performance

3.0 BACKGROUND

- 3.1 Profile
- 3.2 Organisational Structure
- 3.3 Customers, Stakeholders & Partners
- 3.4 Scope of the Service
- 3.5 Demands on the Food Service
- 3.6 Demands on the Health and Safety Service
- 3.7 Enforcement Policy

4.0 SERVICE DELIVERY and REVIEW

- 4.1 Delivery and Priorities
- 4.2 Food Safety Interventions
- 4.3 Health and Safety Interventions
- 4.4 Service Requests
- 4.5 Accident Notifications
- 4.6 Primary Authority Scheme
- 4.7 Advice to Businesses
- 4.8 Food Sampling
- 4.9 Control & investigation of Outbreaks
- 4.10 Food Safety Incidents
- 4.11 Liaison with other Organisations
- 4.12 Promotion
- 4.13 Flexible Warrants

5.0 RESOURCES

- 5.1 Staff Allocation
- 5.2 Staff Development Plan
- 5.3 Financial Allocation
- 5.4 Physical Assets
- 5.3 Information Technology

6.0 QUALITY ASSESSMENT

7.0 ACTION PLAN

1.0 INTRODUCTION

The joint Food and Health and Safety Service Business Plan outlines the nature, objectives and influences on the services and the statutory and policy framework within which the services are delivered. It sets out the key service priorities and objectives for 2017/18 and identifies the main issues planned to be addressed during the period. It also fulfils the requirements set down by the Food Standards Agency (FSA) in its 'Framework Agreement on Local Authority Food Law Enforcement' and the Health and Safety Executive (HSE) in its 'Section 18 Guidance to Local Authorities'.

2.0 SERVICE AIMS AND OBJECTIVES

2.1 Links to Corporate Objectives and Plans

The food service contributes towards the Chiltern District and South Bucks Councils' *Joint Business Plan 2015 – 2020* and *Sustainable Community Strategy, 2009-2026*, performance measures and key objectives:

- Delivering cost-effective, customer-focused services;
- Working towards safe and healthier local communities ; and
- Striving to conserve the environment and promote sustainability.

2.2 Healthy Communities Service Plan

The key objectives within the Healthy Communities Service Plan that specifically relate to the food and health and safety service for 2017/18 are:

- Improve service quality to enable communities, residents and businesses to resolve their service requests at the first point of contact or close to the first time of asking
- Provide effective and efficient regulatory services that meets customer needs
- Provide effective partnership working to protect and improve public health and environmental quality

The Division has to find substantial cost savings over the coming years, achieved by:

- Reducing costs through innovative use of technology;
- Reducing back office handling costs;
- Transferring avoidable costs of delivery along the supply chain;
- Raising income through charging for discretionary services;

- Developing the new shared service and employing lean thinking principles to review processes;
- Developing systems that will improve the ability of business to manage regulatory compliance whilst reducing the frequency of inspection by the Council.

An Environmental Health, Sustainability & Resilience service review was undertaken in 2015 with project objectives of cost savings, greater resilience and improved service quality. The outcome of the review was a single shared environmental health service between Chiltern and South Bucks District Councils with the following key features:

- a) A single team delivering a holistic service based in both Chiltern and South Bucks utilising mobile working technology to enable officers to access and retrieve information as required in external locations.
- b) A team that is able to trade with other Councils to deliver services and is structured to deliver services to businesses such as training and advice to support regulatory improvements.
- c) Administration for both Councils' areas based at Amersham supporting the delivery of the wider Healthy Communities Division.
- d) Regulatory interventions for Food and Health and Safety delivered through a dedicated team within Environmental Health that will also be responsible for the development of business and partnership working to improve regulatory compliance. The team whilst based at Denham will require being co-located and utilising mobile working technology to minimise additional mileage costs.
- e) A public protection team responsible for the Councils' response to consultations and enforcement of all matters involving; ASB, nuisance, high hedges, and public health etc. will be required to work closely with Licensing, Planning, Community Safety and the Police and RSL's.
- f) The service will maximise opportunities for channel shift to enable customers to self-serve via the website allowing access to information or to submit data (images, forms, sound files) in relation to the particular service request.
- g) The service will also seek to deliver a 'lead officer approach' to service delivery ensuring effective communication and timely case management.
- h) The team will develop joint policies in relation to enforcement, health and safety, sustainability and business continuity.

2.3 Service Aims and Objectives

The Environmental Health Section has a significant role to play in improving quality of life, predominantly through providing a proactive, accessible and efficient service that protects and promotes the health of those who work, live and visit the area. This role directly supports the Councils' Key Objective 2 (*Working towards safe and healthier local communities*).

It is the Councils' aims to:

- Support and assist businesses to become food safety compliant
- Provide consistent accurate up-to-date information aimed at providing protection to customers
- Support and assist businesses to comply with legal obligations to ensure that food is safe

The Councils will achieve this aim in the following ways:

- Targeted current relevant information to businesses
- Ensure officers are equipped with tools to effectively support businesses
- Ensure that poor performing businesses are proportionately targeted with enforcement action
- Adopt a "light touch" approach to compliant businesses, organisations and customers
- Proactive campaigns to promote food hygiene ratings
- Consider innovative opportunities and approaches to working with other regulatory stakeholders to improve businesses contact with local authorities.

2.4 Key Service Standards and Performance

As part of the Authorities' key objectives, service standards and performance measures have been set.

Services are prioritised and resources targeted at issues of greatest concern in terms of food and health and safety. The service covers inspections of businesses, complaint and accident investigation and developing schemes to assist and motivate businesses to achieve compliance and good practice. The key corporate performance measure used is: '*Percentage of food businesses that are 'broadly compliant'*' and will focus on

the highest risk categories of A – C. As well as the overall percentage of businesses broadly compliant, the success of officer's interventions in moving those businesses which are not broadly compliant to becoming broadly compliant and above will also be measured and reported as a Departmental performance indicator.

Performance monitoring has been established with reports to relevant Committees, in addition to departmental monitoring meetings and to Management Team.

Food safety carries a high priority for the Authorities and the targets set for 2017/18 (96% broadly compliant businesses within the Chiltern District and 93% broadly compliant businesses within the South Bucks District) reflect that priority and ensures that the authority complies with current government guidance in measuring outcomes rather than inputs.

The Food Standards Agency will continue to collect data on broadly compliant businesses and as part of our continual service improvement; the intention is to collect data in respect of customer satisfaction following inspections.

As a consequence of Government's aims for health and safety reform including reducing the inspection burden on business and focussing on better health and safety outcomes, proactive inspections will be targeted at high risk premises where the national priorities identifies them as being an at risk group or local intelligence identifies businesses with poor compliance records.

3.0 BACKGROUND

3.1 Profile

The Chiltern District is located in the centre of the Chiltern Hills, approximately 25 miles North West of London. The District covers an area of 19,635 hectares and has a population of approximately 93,980. It is predominantly a rural area with towns and villages set in countryside which is part of the greenbelt around London. A large part of the District forms part of the Chilterns Area of Outstanding Natural Beauty.

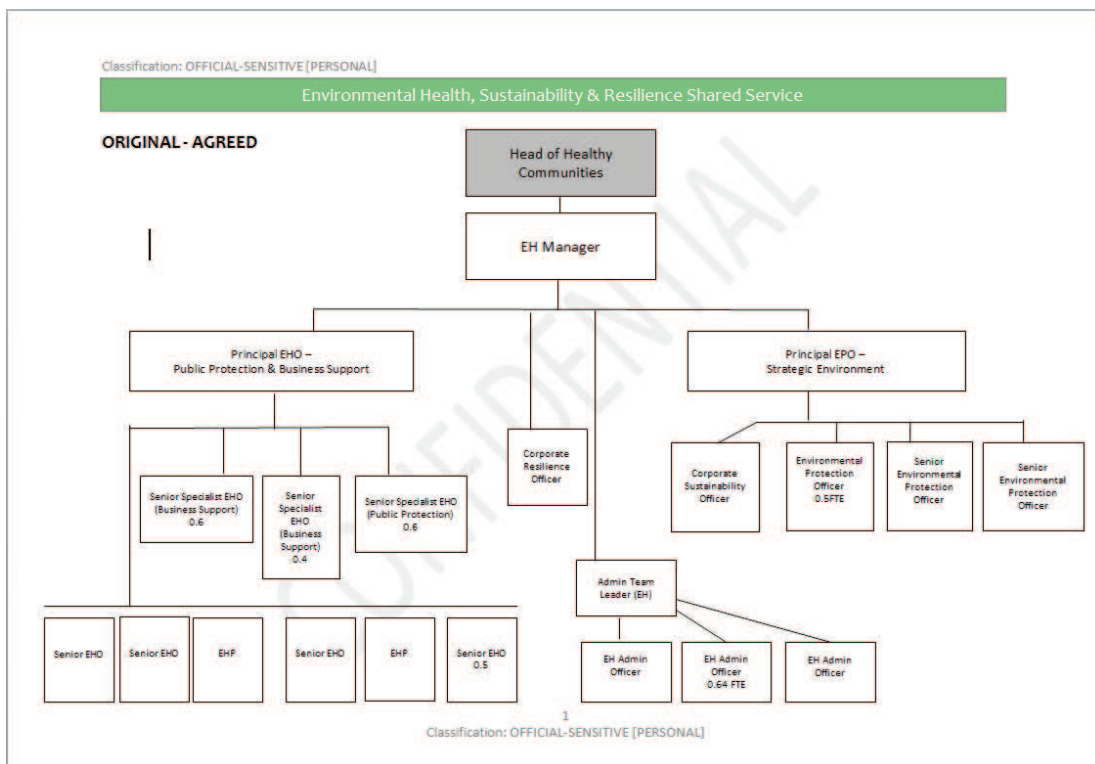
The South Bucks District covers an area of 14,150 hectares immediately to the west of Greater London with a population of approx. 68,560. The district is mainly rural in nature and large areas are within the Greater London Green Belt. The main towns in the district are Beaconsfield, Gerrards Cross Denham, Iver and Burnham.

Both Districts have good transport links with adjoining areas. Both areas are served by good national and motorway networks. Direct rail-links to central London or Northwest to Aylesbury or High Wycombe and the Midlands are provided by Chiltern Railways, Great Western Railways and London Underground Ltd.

3.2 Organisational Structure

Since April 2014, a shared senior management structure has been in place between Chiltern District Council and South Bucks District Council, comprising a Chief Executive, directors and heads of service. The Head of Healthy Communities is the head of service for environmental health across both authorities and reports to the Director of Services. The shared environmental health service came into effect on 1st December 2015 with the service being delivered from both Council offices. The food and health and safety service is delivered by specialist Environmental Health Officers within a single Business Support Team. Health promotion is delivered by the Community Team who provide links to community development, adult learning and Learning and Skills although the Business Support Team will have an increasing role in delivering promotional activities.

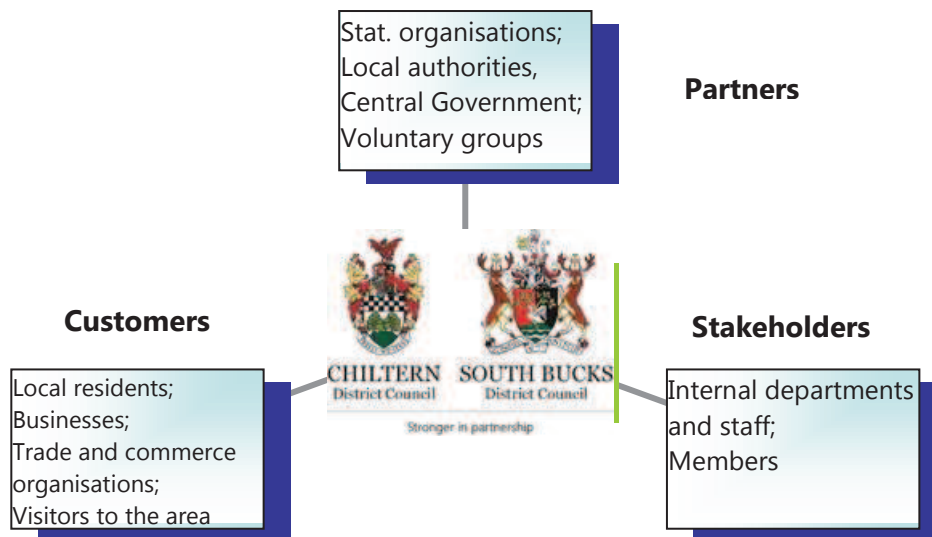
As of the March 2017, the Healthy Communities Division (inclusive of housing and licensing) comprised of 35.1 full time equivalents. The Division also employs specialist officers for Housing, Environmental Protection, Licensing, Emergency Planning and Business Continuity and Corporate Health and Safety, supported by a central administration team. In addition, the pest control service is provided on a contracted basis.



Dr Jill Morris is the appointed Consultant in Communicable Disease Control at Thames Valley Public Health England and is the 'Proper Officer' for the Authority.

The specialist officer for food safety as required by the Code of Practice is shared between the Principal Environmental Health Officer and a job shared Senior Specialist EHO post, and the Public Analyst is Anne Scarett at Hampshire Scientific Services.

3.3 Customers, Stakeholders and Partners



3.4 Scope of the Service

3.4.1 The scope of the service is:

- i) The enforcement of legislation relating to safety, welfare and hygiene;
- ii) Routine auditing of businesses in accordance with current Government requirements;
- iii) Providing support, training and advice for food handlers and businesses, either free of charge or as part of a paid-for advice service;
- iv) Investigation of consumer complaints relating to food safety and hygiene;
- v) Investigation of employee and public complaints and requests for information relating to working environments and standards;
- vi) Investigation of reportable accidents;
- vii) Health education and promotional activities to educate the consumer.

3.4.2 The scope of infectious disease control aspects of the service are:

- i) Investigation of sporadic cases and outbreaks of infectious disease within the District, in consultation with the Consultant in Communicable Disease Control;
- ii) Health education/promotion activities;
- iii) Drawing up and implementing appropriate contingency outbreak control plans;

In addition, officers also enforce the smoke-free provisions and contribute to the Safety Advisory Group.

3.5 Demands on the Food Service

As at 1st April 2017 there were 790 food premises requiring inspection in the Chiltern District and 573 in the South Bucks District. The premises profile is given in Table 1, whilst the number of premises falling into each risk category is given in Table 2 below. Classification of premises is in compliance with Food Standards Agency Code of Practice. Category A businesses, either because of the nature of their operation or poor standards of hygiene, pose a greater risk than category E. Those premises within category E are subject to an alternative enforcement strategy which takes the form of a self-assessment questionnaire. Similarly, a Category D premise will alternate every 24 months between an inspection and self-assessment questionnaire. Category C premises that are broadly compliant will have a monitoring visit every other visit. Non-rated businesses are those whose risk rating has not yet been assessed.

Table 1 Number of establishments by premise type

Premises Type	Primary producers	Manufacturers and packers	Importer Exporter	Distributor	Retailer	Caterers
Number (Chiltern DC)	4	16	1	21	137	611
Number (South Bucks DC)	2	13	1	5	116	436

Table 2 Number of premises falling into risk categories

	A	B	C	D	E	Non - rated	Outside programme	Total
Number of premises (Chiltern DC)	1	30	153	204	385	6	11	790
Number of premises (South Bucks DC)	0	16	132	218	198	3	6	573
Interval between inspections (months)	6	12	18	24	AES			

- AES – Alternative Enforcement Strategy

Within the premises profile, there are five food businesses that are approved.

One of the strengths of the service is that of promoting and educating food businesses. This tends to be targeted at new businesses and those businesses that have got a history of poor hygiene standards and has proved effective in raising and maintaining standards. Those with a food hygiene rating of 0-2 are particularly targeted.

3.6 Demands on the Health and Safety Service

As at 1st April 2017 there were 2223 premises within the Chiltern District and South Bucks District areas which are eligible for health and safety enforcement. Classification of premises is in compliance with Health and Safety Executive/Local Authorities Enforcement Liaison Committee (HELA) Local Authority circular (LAC) 67/2 (rev6).

The assessment of the risk rating is dependent upon the identified health and safety hazards and their associated risks and the ability and confidence in the management to control them.

The service is delivered from both the Council offices in Amersham and Denham during normal office hours of 9.00 – 17.30. It is recognised that businesses operate outside normal office hours of work and so the inspection programme will take this into account. Officers are therefore expected to work outside these hours when circumstances require, for example, for food poisoning investigations and accident investigations, where the nature of the business dictates evening or early morning visits and upon request by businesses.

3.7 Enforcement Policy

The Healthy Communities Division has a generic enforcement policy that covers the majority of the work performed by the Division. However a more specific enforcement policy has been adopted and is detailed within the Food and Health and Safety Enforcement Policies, together with Enforcement Procedures that set out the actions to be taken when formal action is required.

Regard is given to the Regulator's Code published by the Department for Business Enterprise and Regulatory Reform, the Primary Authority Scheme and the Councils' overarching enforcement policy.

4.0 SERVICE DELIVERY and REVIEW

4.1 Delivery and Priorities – 2017/18

The service will be delivered through:

- i) Routine programmed inspection of food businesses, with a frequency determined by a risk assessment, with appropriate follow-up action;

- ii) Proactive targeted inspections of businesses and service sectors where there is likely to be a greater risk of injury from those activities identified by national accident statistics and local intelligence with appropriate follow-up action.
- iii) Assessment of relevant food hygiene premises to determine their food hygiene score in terms of the national Food Hygiene Rating Scheme and which will be published on the Food Standards Agency website;
- iv) Routine self-assessment questionnaires to low risk premises;
- v) Investigation of complaints with appropriate follow-up action;
- vi) Investigation of accidents with appropriate follow-up action
- vii) Participation in national and local sampling programmes;
- viii) Appropriate training, development and monitoring of officers;
- ix) Provision of information, coaching and advice to businesses about legal requirements and good practices;
- x) Provision of relevant food safety courses for food handlers and a chargeable advice service to businesses;
- xi) Promotional activities to inform and encourage high standards in businesses;
- xii) Promotional activities to educate the consumer in food hygiene and safety.

Priority will be given to targeting those activities that pose the greatest risk to the members of the public and employees:

- i) the correct and uniform identification of high-risk areas during programmed inspections and as a result of complaint and accident investigation and to concentrate efforts to reduce these risks;
- ii) focussing enforcement efforts on those businesses who pose the greatest risks e.g. those that are not broadly compliant;
- iii) ensuring efforts are focussed on persistent offenders;
- iv) ensuring compliance with the law and;
- v) engaging in those promotional activities for businesses and consumers, which are most likely to foster improved safety.

Revisits to businesses will be undertaken in accordance with the relevant policy.

4.2 Food Safety Interventions

The policy relating to the inspection of food premises is detailed in the Food Policy.

The number of premises programmed for inspection in 2017/18 has the following profile:

Risk category	A	B	C	D	E Alternative Enforcement Strategy	Non-rated	TOTAL
Number (Chiltern DC)	1	31	85	106	98	0	321

Number (South Bucks DC)	0	15	89	97	71		272
----------------------------------	---	----	----	----	----	--	-----

Currently 89% of food businesses risk rated A-C in the Chiltern District and South Bucks District are broadly compliant with legislation. Those that are not broadly compliant will be subject to full inspections and included within the food sampling programme. For all risk categories (A-E), 96.3% (CDC) and 96.9% (SBDC) of food businesses are broadly compliant.

A self-assessment scheme is undertaken for the lower risk premises whereby a questionnaire is sent to the business and on return an assessment is made as to its continued business use and risk. Dependent upon the outcome, the business will either be inspected or re-assessed when due another inspection. In creating more efficient, customer focused services, these questionnaires are sent out by email and an online form has been produced which enables easy completion and submission.

The revised Code of Practice introduced the opportunity to carry out alternative interventions where it is found that standards of food safety are generally good and do not warrant a full or partial inspection. Category A, B and C premises which are rated as being not broadly compliant businesses will be subject to a full or partial inspection or audit whilst category C and D food businesses that are broadly compliant could be subject to alternative interventions alternating with full or partial inspections every 18 months and 2 years respectively.

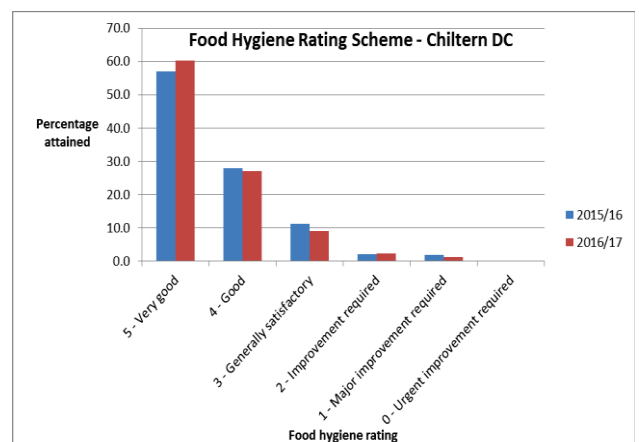
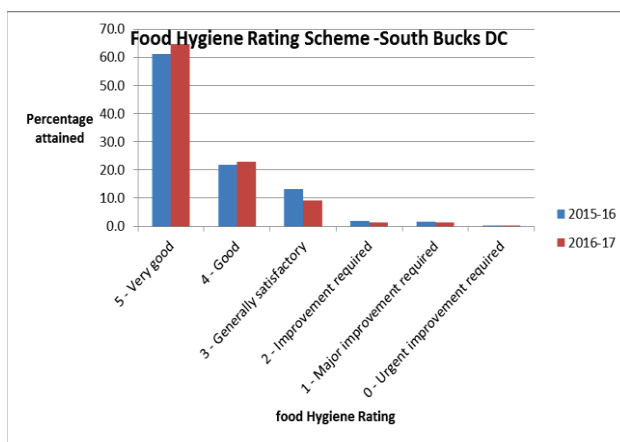
During 2015, an Environmental Health service review took place with the aim of improving service quality and resilience and identifying potential savings through sharing services between Chiltern DC and South Bucks DC. A shared Environmental Health, Sustainability & Resilience service came into effect on 1st December 2015 that introduced a new structure and incorporated a specific Business Support Team whose role it would be to deliver Official Control interventions, respond to food and health and safety related complaints and accidents and to provide training and support for local businesses. Previously these functions were delivered by generic EHOs who also responded to environmental protection service requests. The new structure has enabled officers to develop more specialist knowledge and expertise in food hygiene and health and safety and provided capacity to develop tools to support businesses to improve standards and contribute to local economic growth. Additionally, income generation opportunities will be explored in the delivery of training courses and advice to businesses outside of the Chiltern and South Bucks areas and in providing support for other local authorities.

During 2016/17, the focus has been on the successful implementation of the shared service. To this end, policies and procedures of both authorities were reviewed and developed, taking the best practice from each. As part of an ongoing programme of service transformation, improved and more efficient and effective ways of working and delivering the service will continue to be explored using 'lean thinking' principles

to increase capacity to more effectively deal with non-compliant food businesses. This will be augmented by a corporate mobile working project across both authorities.

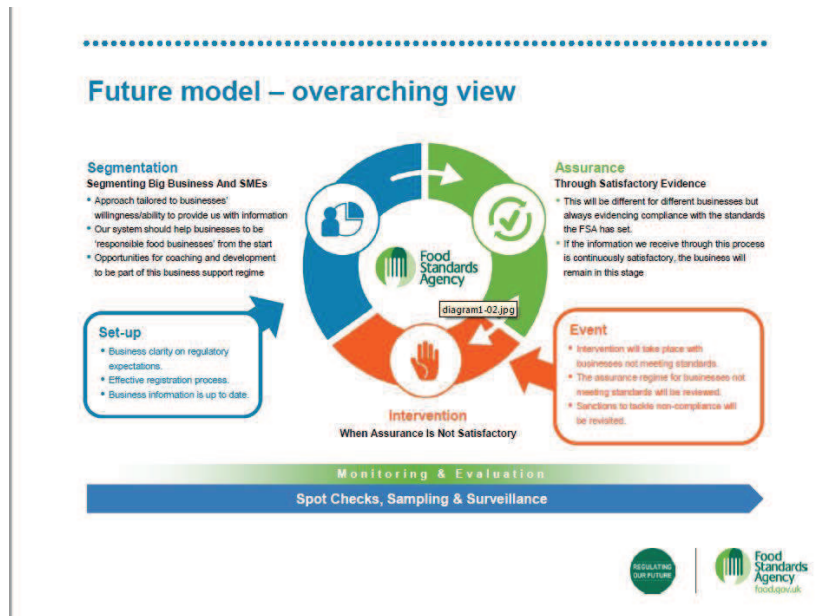
The national Food Hygiene Rating Scheme (FHRS) continues to be well received by both the public and businesses. Businesses wishing to improve their rating following an inspection can apply for a re-inspection. From the 1st April, local authorities have been able to charge for re-inspection requests to cover their costs; this is currently set at £150.

The graphs below show the percentage breakdown of food hygiene rating distribution across all rated food businesses within each authority. The aim is to increase those businesses that achieve a 5 rating to above the national average, currently at 65.8%. Both authorities have a greater percentage of broadly compliant food businesses than the national average of 94.2%. 85.2% of food businesses in Chiltern DC and 85.5% of those in South Bucks DC improved their rating or stayed the same since their last inspection.



The Food Standards Agency has embarked on a four year programme 'Regulating Our Future' to introduce a more effective system for food regulation. The two overriding priorities will be preparing for the UK leaving the European Union and regulatory reform. With increasing pressure on resources and complexity of food supply, the FSA are currently consulting on how food businesses are regulated in the future so that consumers continue to have confidence in the food that is produced. This includes the mandatory display of the food Hygiene Rating Scheme scores in England, 'Permit to Trade' arrangements for new food business registrations, examining the role of third party audits and assurance schemes to inform the regulatory process and a greater use of the primary authority scheme.

The FSA are proposing a new regulatory model which will move away from a 'one-size-fits all' inspection approach to regulation and the development of a regulatory framework that can be adapted according to different types of food businesses. Officers, through the Bucks Food Liaison Group, will continue to engage with the FSA in the new developments.



4.3 Health and Safety Interventions

In the Government Report *“Good Health and Safety, Good for Everyone”*, following Professor Lofstedt’s review of health and safety legislation, protecting people in the workplace and wider society is still a Government key priority whilst reducing the inspection burden on businesses. The Government’s aim is to improve the targeting of relevant and effective interventions and preserving inspection for higher risk premises and issues.

Last year, the HSE launched their new strategy for health and safety *‘Helping Great Britain Work Well’* which set out 6 key themes:

Helping Great Britain work well

A new strategy for health and safety
The six key areas

<p>Acting together Promoting broader ownership of health and safety in Great Britain</p>	<p>Supporting small employers Giving SMEs simple advice so they know what they have to do</p>	<p>Managing risk well Simplifying risk management and helping business to grow</p>	<p>Sharing our success Promoting the benefits of Great Britain’s world-class health and safety system</p>
<p>Tackling ill health Highlighting and tackling the costs of work-related ill health</p>	<p>Keeping pace with change Anticipating and tackling new health and safety challenges</p>		

To support the strategy, guidance has been published for local authorities (LAC 67/2 (rev 6)) to aid the prioritisation of health and safety interventions. This identifies the

national priorities based upon accident statistics and the associated high risk activities and business sectors. These will form the focus of our work during 2017/18. The guidance is clear however, that there should not be an inspection without a reason and that other alternative interventions may be more suitable, for example advisory visits, publicity campaigns and seminars.

List of activities/sectors for proactive inspection by LAs ¹ – only these activities falling within these sectors or types of organisation should be subject to proactive inspection			
No	Hazards	High Risk Sectors	High Risk Activities
1.	Legionella infection	Premises with cooling towers/evaporative condensers	Lack of suitable legionella control measures
2.	Explosion caused by leaking LPG	Premises (including caravan parks) with buried metal LPG pipework	Buried metal LPG pipe work (For caravan parks to communal/amenity blocks only)
3.	E.coli/ Cryptosporidium infection esp. in children	Open Farms/Animal Visitor Attractions	Lack of suitable micro-organism control measures
4.	Fatalities/injuries resulting from being struck by vehicles	High volumes Warehousing/Distribution	Workplace transport
5.	Fatalities/injuries resulting from falls from height/ amputation and crushing injuries	Industrial retail/wholesale premises e.g. steel stockholders, builders/timber merchants	Workplace transport/work at height/cutting machinery /lifting equipment
6.	Industrial diseases (occupational deafness/cancer/ respiratory diseases)	Industrial retail/wholesale premises e.g. steel stockholders, builders/timber merchants/ in-store/craft bakeries, stone wholesalers	Noise (steel stockholders), use of loose flour(in-store/craft bakeries-), exposure to respirable crystalline silica (outlets cutting/shaping their own stone)
7.	Falls from height	High volumes Warehousing/Distribution	Work at height
8.	Manual Handling	High volume Warehousing/Distribution	Lack of effective management of manual handling risks
9.	Unstable loads	High volume Warehousing/Distribution Industrial Retail/Wholesale/builders/timber merchants	Vehicle loading and unloading
10.	Crowd management & injuries/fatalities to the public	Large scale public gatherings e.g. cultural events, sports, festivals & live music	Lack of suitable planning, management and monitoring of the risks arising from crowd movement and behaviour as they arrive, leave and move around a venue
11.	Carbon monoxide poisoning	Commercial catering premises using solid fuel cooking equipment	Lack of suitable ventilation and/or unsafe appliances
12.	Violence at work	Premises with vulnerable working conditions (lone/night working/cash handling e.g. betting shops/off-licences/hospitality-) and where intelligence indicates that risks are not being effectively managed	Lack of suitable security measures/procedures. Operating where police/licensing authorities advise there are local factors increasing the risk of violence at work e.g. located in a high crime area, or similar local establishments have been recently targeted as part of a criminal campaign

In 2015, three fatalities were reported to Chiltern DC and resulted in Coroner's Inquests. Following an extensive investigation, one of the companies involved in the accidents, Decco Ltd, Chesham was prosecuted at Aylesbury Crown Court where a fine of **£2.2 million** was issued with £21,000 costs awarded to the Council. This was an unprecedented sentence and received both local and national media interest. As a consequence, during 2017/18, projects will be developed relating to health and safety measures to protect employees from falls from height and workplace transport accidents.

Category B and C premises will not form part of the inspection programme and so will not be subject to any proactive interventions unless they come within one of the priority subject areas or local intelligence suggests the need for targeted interventions.

4.4 Service Requests

The Food and Health and Safety Enforcement Policies detail the policy relating to the investigation of complaints, whether they are about hygiene standards at premises, complaints about food purchased within the Districts, safety standards at premises or welfare issues. In 2016/17 across both authorities, 58 food related service requests were received, 38 concerning the hygiene of premises and 20 in relation to food itself. Of the 60 health and safety related service requests, 16 were requesting advice whilst 21 concerned standards at premises. Both Chiltern and South Bucks Councils have established Safety Advisory Groups, the purpose of which is to collate information about an event to enable the emergency services to gauge its potential impact upon the local community and to identify beforehand any issues or concerns which may potentially arise. In 2016/17 144 consultations were held for a variety of events.

4.5 Accident Notifications

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, employers and self-employed are required to notify the enforcing authority of any notifiable injury etc. The table below indicates the level of accident notifications for 2016/17. The policy for the investigation of accidents is detailed in the Health and Safety Enforcement Policy and accidents are investigated according to the criteria within it.

Number of accidents 2016/17

Type of Accident	2016/17 Chiltern DC	2016/17 South Bucks DC
Fatal Injuries	0	0
Non-fatal major injuries	4	9
Over 7 day injuries	20	22
Public injuries	20	28
Dangerous Occurrence	0	1
Total	44	60

4.6 Primary Authority Scheme

In July 2009, the Regulatory Enforcement and Sanctions Act introduced the concept of a 'Primary Authority' for the majority of regulatory functions. At the request of a business, a local authority is compelled to act as that company's Primary Authority. The role of the Primary Authority will be to act as a point of contact for other local authorities on policy issues, inspection programmes and when considering taking any enforcement action. The Primary Authority is able to prohibit that local authority from taking their enforcement action subject to an appeal process to the Better Regulation Delivery Office against the decision of the primary authority. The Business Support Team will actively pursue primary authority partnerships with local businesses and trade associations.

4.7 Advice to Businesses



The authority is committed to ensuring that businesses are aware of the requirements of the law and good practice, and will wherever resources permit, provide advice to assist businesses. Information fact sheets have been developed for businesses which have received positive attention from other authorities.

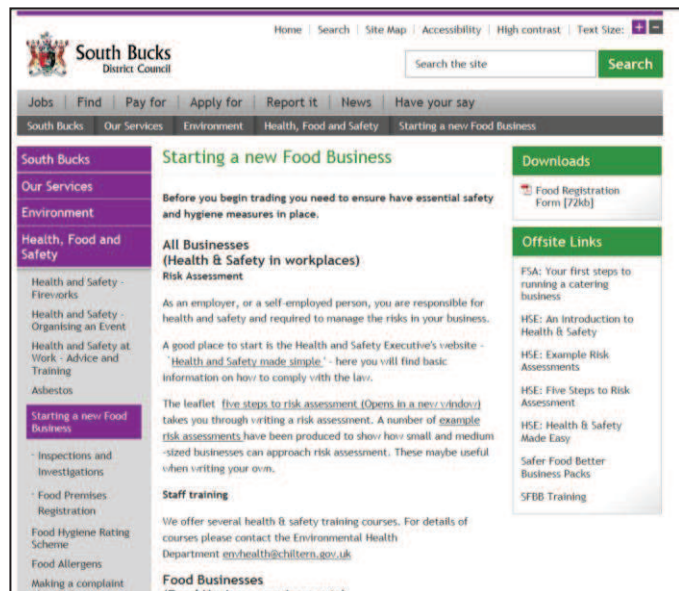
Greater links with local Chambers of Commerce and the Buckinghamshire Thames Valley Local Enterprise Partnership will be forged to support existing and new businesses and to improve awareness of the services Environmental Health can provide. For businesses, and in particular new start-ups, a 'one-stop' approach to regulatory services and compliance will be established in a bid to minimise the number of hand-ons a

business may experience.

The feasibility of providing a chargeable advice service will be explored aimed at new and existing businesses to support them in achieving higher standards of safety and compliance. A charge will be made for those businesses who wish to have a re-inspection under the Food Hygiene Rating Scheme.

Eight Level 2 'Award in Food Safety in Catering' courses are planned each year delivered by an external tutor alternating between the Chiltern DC and South Bucks DC offices. Administration staff administer the course provision and manage the bookings and payment. The authorities retain the net income. In 2016, the accrediting body, the Chartered Institute of Environmental Health, voluntarily gave up its accredited status and so we had to find another provider. Now all courses are accredited by QCA and the Highfield Awarding Body for Compliance Ltd. These courses can also to be run for organisations at their premises upon request. We also provide an online Level 2 refresher course. The Section is also able to provide a range of Institute of Occupational Health and Safety (IOSH) courses and in particular, Leading Safely, Managing Safely and Working Safely.

In addition to advice being given to businesses, information is also provided for the public in the form of information on the website and participation in National campaigns. As part of the inspection service review, the Environmental Health websites of both authorities have undergone significant development.



4.8 Food Sampling

The policy in relation to sampling is detailed in the Food Policy and covers sampling of food, water and faecal and food samples as part of food poisoning investigations.

An annual sampling programme has been drawn up to cover:

- i) Water – private supplies;
- ii) Food products manufactured locally;
- iii) National and regional co-ordinated sampling;
- iv) Imported foods;
- v) Locally co-ordinated sampling.

The sampling programme is based on the following objectives and an assessment of the potential risks associated with the particular activity:

- i) To obtain recognised and usable microbiological standards for foods, via a nationally co-ordinated sampling programme;
- ii) To fulfil legal and government driven obligations;
- iii) To monitor those businesses whose standards of hygiene are less than satisfactory;
- iv) To check that foods comply with statutory microbiological standards, where available;
- v) To check that locally manufactured and handled foods are microbiologically safe;
- vi) To identify specific foodstuffs which are more likely to be microbiologically unsound.
- vii) To form part of the non-inspection official control programme for broadly compliant food businesses.

It is recognised that good co-operation and co-ordination at a national and local level is necessary to achieve such objectives and the authorities are committed to:

- i) Participating in and co-operating with the Public Health England and Food Standards Agency's national sampling schemes;
- ii) Co-ordinating with adjoining local authorities and local PHE to agree locally co-ordinated sampling;
- iii) Ensuring 10% of samples come from third country imported foodstuffs, in line with the Food Standards Agency requirements.

Sampling is also performed on an adhoc basis as necessary, generally in response to a complaint from a member of the public, as part of a food poisoning outbreak or during a routine inspection. Where officers identify poor practices during inspections these will be incorporated into the sampling programme and inform future inspection approaches.

As part of the revised inspection processes the use of ATP analysis of hand and food contact surfaces provides rapid assessments of cleanliness and cross contamination. As well as demonstrating potential failures in hygiene arrangements, the visual nature of these tests also aids the educational aspect of the inspection.

Samples for microbiological analysis continue to be taken to the PHE laboratory at Colindale, London. The UK Food Surveillance System (UKFSS) is used to facilitate the electronic submission of samples data and receipt of results to a national database hosted by the FSA. Routine private water supply samples for chemical analysis are sent to Affinity Water and samples for examination will go to the Public Analyst.

4.9 Control and Investigation of Outbreaks and Food Related Infectious Disease

The policy for dealing with food related diseases is to:

“Prevent the spread of notifiable infectious disease in the community and particularly reduce outbreaks of food poisoning.”

a) To investigate all outbreaks of notifiable disease within the Districts in co-operation with Public Health England.

- i) to identify the cause of infection;
- ii) to prevent the spread of infection;
- iii) to educate and prevent re-occurrence.

b) Promote the training of food handlers.

Procedures have been developed in consultation with the Consultant in Communicable Disease Control and Thames Valley PHE Centre. These, together with the appropriate outbreak control plans are reviewed on a regular basis.

For 2016/17 140 sporadic cases of food related infectious disease were investigated across both authorities, an increase of 25% from the previous year. All notified cases are followed up to identify the source and cause, and to establish whether the case is within a high-risk group. The number of food poisoning outbreaks investigated during the past year remains low. Such outbreaks involve a considerable amount of time and effort to investigate and control and as a consequence, other proactive work tends to be held in abeyance until the outbreak is concluded.

4.10 Food Safety Incidents

Food Alerts are the Food Standards Agency's way of informing local authorities and consumers about problems associated with food and, in some cases, provide details of specific action to be taken. They are often issued in conjunction with a product withdrawal or recall by a manufacturer, retailer or distributor. Officers will carry out action specified in the Food Alert as instructed and in the most appropriate, expeditious and cost effective manner possible to safeguard public health. Action will be taken in accordance with guidance issued by central government. Action taken in relation to food alerts associated with chemical contamination will be in consultation with Buckinghamshire and Surrey Trading Standards.

Rapid Alert System for Food and Feed (RASFF) is primarily a tool to exchange information between competent authorities on consignments of imported food and feed in cases where a risk to human health has been identified and measures have been taken. As with the food alert officers will carry out any action specified in the RASFF.

If a Food Alert or RASFF needs to be issued following complaints or issues arise as part of the routine inspection programme, the guidance in the Code of Practice will be followed.

When necessary, the Consultant in Communicable Disease Control and Public Analyst will be consulted and advice sought as to the public health significance of particular issues. Specialist experts will also be called upon as necessary. Appropriate resources will be allocated to resolving any food safety incident and alternative measures taken to deal with other work.

In 2016/17, 76 Food Alerts were issued by the Food Standards Agency, the majority of which were for information. In instances where action was required of the local authority, contact was made either by contacting food businesses directly or visiting.

4.11 Liaison with other Organisations

The Authorities have a number of formalised liaison arrangements with various public bodies and neighbouring local authorities. These include:

- i) Buckinghamshire Food and Health and Safety Liaison Groups – bi-monthly meetings to discuss current enforcement issues and to develop action plans to progress food and health and safety promotion and enforcement. Also in attendance are representatives from Trading Standards to discuss joint initiatives and the Quality Manager from the PHE, Colindale to discuss sampling results and programmes and the Health and Safety Executive.
- ii) Thames Valley PHE Centre – meetings to discuss current infectious disease issues and to progress initiatives in outbreak control.
- iii) Chiltern District Council and South Bucks District Council Safety Advisory Group – meetings with event organisers to discuss event safety management and to highlight issues of particular concern.
- iv) Thames Water Utilities and Affinity Water – 6 monthly meetings to discuss current developments in water quality and monitoring and to develop closer links between organisations.
- v) The Division also has links with other Council services e.g. Planning and Building Control regarding new applications and Engineers regarding complaints.

4.12 Promotion

The value of safety promotions is recognised as an effective way of conveying safety information to both public and businesses and as a means to raising standards. Therefore officers actively participate in a number of promotions. These include Food Safety Week, Health and Safety Week and other local promotions organised on an adhoc basis through the Buckinghamshire Liaison Groups.

In 2016/17, officers publicised Food Safety Week using a variety of social media tools which focussed on food waste, including understanding of use by and best before dates and safe use of leftovers. Officers worked with the Waste Management Team to promote and publicise this campaign. Officers will also promote food hygiene at other times during the year at events such as the Senior Wellbeing Fair.

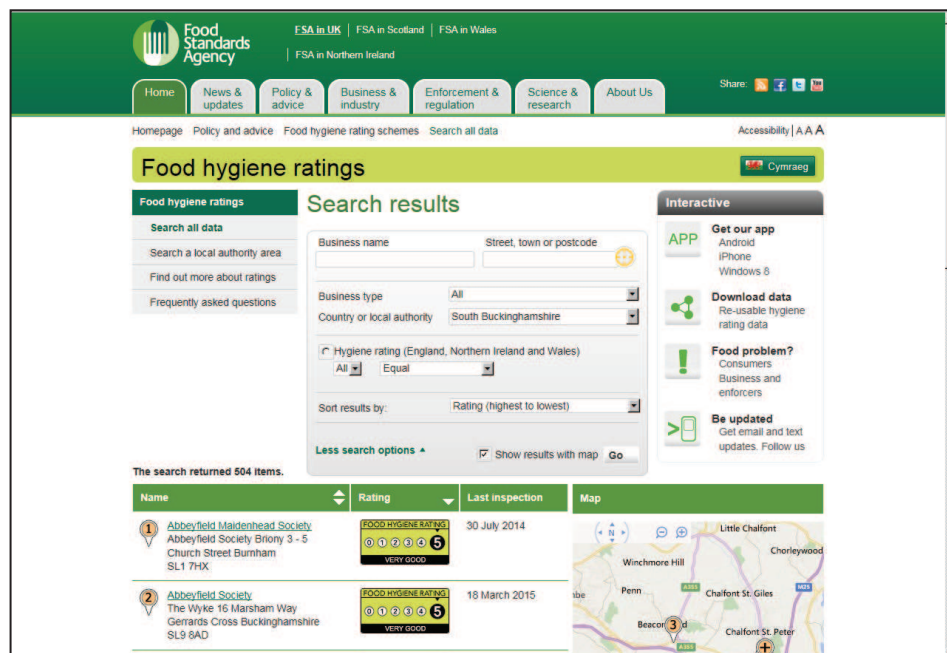
In 2014, Bucks Trading Standards introduced an 'Eat Out, Eat Well' scheme for businesses aimed at promoting healthier food choices for consumers through:

- using healthier catering practices, such as grilling instead of frying
- increasing fruit, vegetables, and starchy carbohydrates
- decreasing levels of fat (especially saturated fat), sugar and salt in food
- providing healthy options for children.

Staff will actively promote this scheme during their hygiene inspections.



The national Food Hygiene Rating Scheme shows how well food businesses are complying with food hygiene law. The scheme applies to all caterers and retailers handling and preparing open food to the public. The food business is given a sticker to display that shows their food hygiene rating out of 5. The ratings are made publicly available on a national website so that customers can make informed choices about the places where they eat out and purchase food, and through this, to encourage businesses to improve hygiene standards. Businesses are encouraged to display their rating.



5.0 RESOURCES

5.1 Staffing allocation

As a consequence of the Environmental Health shared service review, the departmental structure has significantly changed, creating a designated Business

Support Team who are responsible for undertaking food safety and health and safety interventions, investigations of accidents and hygiene complaints, food poisoning outbreaks and sporadic infectious disease cases and provide support and advice to businesses and the primary authority partnership scheme. The Team is comprised of Principal Environmental Health Officer, a job shared Senior Specialist Environmental Health Officer post, who, with the Principal EHO jointly act as the Lead officers for food and health and safety and 2.6 Environmental Health Officers, supported by 0.1 FTE Administrative Officers. Additional Environmental Health Officer resources will be deployed from the Public Protection team as required.

All officers are authorised in accordance with an assessment of their individual competencies and qualifications and in accordance with the FSA Code of Practice and Section 18. A record of authorisation for each individual is kept and any training and competency issues are dealt with throughout the year.

Contractors engaged in food or safety interventions will be appointed and authorised in accordance with the authorisation procedures and must demonstrate their competence to the satisfaction of the relevant codes of practice. During 2016 a consultant was employed to undertake food hygiene inspections across both authorities to cover maternity leave.

5.2 Staff Development Plan

The Authorities are members of the Investors in People (IIP) Scheme and are regularly appraised through audit of its membership.

The Food Standards Agency, as part of their revision of the Code of Practice, has introduced a Competency Framework for officers who are responsible for undertaking official controls. All officers authorised to carry out official control interventions will be required to complete the Competency Framework and any gaps will form part of their personal development plan.

The Staff Development Plan serves to identify the training and development activities required enabling officers to perform their duties in an efficient and effective manner. Not only does the Plan reflect the business needs of the Division, it also provides for the personal development of individual officers. The Food Standards Agency's Competency Framework has been used to identify individual competencies and training and knowledge gaps.

All training undertaken is reviewed as to its usefulness and practical applications and feedback to other officers is done as necessary.

All staff are appraised on an annual basis at which time any training needs are identified and incorporated into the Staff Development Plan. Additionally, throughout the year, core courses are identified and staff allocated to attend as necessary.

Each officer is allocated individual aims and objectives. These comprise of general performance objectives relating to standards of work and targets to be achieved and

more specific 'projects' pertinent to their work and the overall aims of the service. These are reviewed on an on-going basis and as part of the annual appraisal.

5.3 Financial Allocation

The budget for the food service is comprised of a number of elements, the greatest of which is staffing costs. This is followed by support services comprised of costs for administration, corporate services (mainly financial income administration), office running costs and internal health and safety. Legal charges are based on the actual work that is performed and a contingency is available for expert advice.

A separate budget for sampling has been allocated which is available for food complaint analysis and other sampling work, e.g. for chemical analysis of food or water.

Microbiological analysis is undertaken by the PHE who has agreed an allocation of sampling units based on one food sampling unit per 1000 head residential population. Due to the extensive sampling programme, the Division tends to use its allocation of food sampling units.

5.4 Physical Assets

The officers involved in the food service are provided with any equipment that is deemed necessary for them to carry out their duties effectively and efficiently. A record of equipment allocated to staff is listed in an equipment inventory, which also includes a record of the necessary calibration and service checks. The value of these assets costed on a replacement value is estimated to be in the order of £2000.

5.5 Information Technology

The Division operates the Uniform database and management system supplied by IDOX and is used to log complaints, investigations and inspections. The system interfaces with the corporate Geographical Information System (GIS) and is based on the Local Land and Property Gazetteer. We also use Laserforms to provide consistency in enforcement notices.

All documents are scanned and linked to the Uniform record using the IDOX Electronic Document Management System which provides a more efficient management of information and data and improved access to information and business history. Additionally, the use of online application forms and payments improves both access to services by residents and businesses and efficiency. A corporate flexible mobile working project will be implemented during 2017 which will facilitate more efficient working across both authorities.

The ICT platform is Windows 7 using Microsoft Office 2010 software packages. These systems are supported by a dedicated ICT Department.

6.0 QUALITY ASSESSMENT

It is recognised that as well as ensuring that premises due for inspection are actually inspected, the quality of the inspection is of equal importance. By ensuring and maintaining the quality of an inspection, it becomes a more focussed, effective tool in securing food safety.

To this end, the quality of the service is monitored in accordance with the 'Inspection Monitoring Management System' in compliance with FSA Code of Practice. This sets out the measures that will be taken to ensure quality and consistency of approach to inspections, information provided and correspondence.

In order to attain and maintain a quality inspectorate, minimum qualifications and experience are set for enforcement officers. This is monitored regularly. Staff also undergo shadow inspections and peer review inspections/case studies. Regular file audits and action training sessions are also carried out to maintain quality, competency and consistency within the Section.

Additionally, Notices to be served and other enforcement work are verified by the Senior Specialist EHO (Business Support) or Principal Environmental Health Officer to ensure consistency with the Enforcement Policy and compliance with the Code of Practice and correspondence and files are monitored on a routine basis.

ACTION PLAN 2016/17

Task	Responsibility	Action	Success Criteria	Monitoring	Target
Participate in the implementation of the corporate flexible mobile working project	EHM, PEHO, SSEHO (FS), SEHO	<ul style="list-style-type: none"> • Identify processes related to commercial premises inspections, accident investigations and service requests • Identify service needs for mobile working and incorporate into existing and future IT solutions • Implement new processes and procedures in terms of flexible working 	Flexible mobile working introduced across the Business Support Team More efficient, effective and streamlined service delivery.	Monthly review against project plan.	December 2017
Review the inspection process to improve hygiene standards in food businesses	PEHO SSEHO (FS)	<ul style="list-style-type: none"> • Implement a project designed to improve hygiene standards within targeted food businesses using a variety of tools, including <ul style="list-style-type: none"> ○ Business Mentoring ○ Toolkit for businesses ○ Coaching and training ○ Web information ○ Score improver training • Increased face to face contact time with businesses 	Increased number of food businesses that are Broadly Compliant	Quarterly review against project plan. Report on the percentage of businesses that are 'broadly compliant'	March 2018
Develop links with businesses through local trade associations,	PEHO SSEHO (FS)	<ul style="list-style-type: none"> • Identify relevant Chambers of Commerce, Trade Associations and contacts 	Better communication between local business	Quarterly review against project plan.	March 2017

Chambers of Commerce and Bucks Local Enterprise Partnership (LEP) to improve support for businesses and provide an advisory service	EHM	<p>within the LEP.</p> <ul style="list-style-type: none"> Identify ways in which the service can work better with these organisations to better support local businesses. Develop service delivery in light of discussions with these organisations 	<p>representatives and the authorities.</p> <p>Changes in service delivery to better reflect business needs</p>	
Develop Primary Authority arrangements with local businesses for both food and health and safety	PEHO SSEHO (FS) SEHO	<ul style="list-style-type: none"> Actively pursue Primary Authority Partnerships In discussion with the particular business, develop the Primary Authority Principle in line with BRDO guidance. 	<p>Successful development and smooth implementation of the Primary Authority Principle.</p>	<p>Monitoring of food and health and safety complaints/enquiries and liaison with other local authorities</p> <p>March 2018</p>
To develop and enhance the authorities' websites in relation to food and health and safety	SEHO/IT	<ul style="list-style-type: none"> Identify ways in which the websites can be better used to provide information and guidance for businesses and to improve service delivery. Identify ways in which the websites can supplement the mobile/remote working project to provide more efficient and effective work practices. To review the content of the Councils' websites in relation 	<p>Websites enhanced – improved and readily accessible guidance and information available for businesses. Officers able to use website to improve their interaction with businesses and to enhance remote working. The relevant sections</p>	<p>Quarterly review against project plan. Quarterly review of website information to ensure that information is still current</p> <p>March 2018</p>

<p>Identify additional income streams for the department. Develop and deliver a chargeable advice service</p>	<p>PEHO SSEHO (FS) SEHO EHM</p>	<p>to food and health and safety and amend, remove or add new information as necessary in light of changes in legislation, government guidance and Council changes.</p> <ul style="list-style-type: none"> Identify sources of additional income that can be exploited. Develop projects that can be marketed to businesses and other local authorities as an additional service. Produce a marketing plan and identify ways in which new services can be publicised and promoted. 	<p>of the websites are up to date, relevant and readily accessible.</p>	<p>Increase in income generated. Projects identified and new services developed. Uptake of new services by businesses and local authorities. Business support valued by the community, active participation on training courses. Increased uptake of food and health and safety courses.</p>	<p>Quarterly review against project plan.</p>	<p>March 2018</p>
<p>Carry out customer service survey to identify areas for service improvement</p>	<p>All</p>	<ul style="list-style-type: none"> Send out questionnaires after each inspection by email to assess business's degree of satisfaction and identify areas where the service can be improved 	<p>Questionnaire sent out to businesses after each inspection. Returns show a high degree of business satisfaction.</p>	<p>Report on questionnaires posted and percentage of 'satisfied' returns received.</p>	<p>Ongoing</p>	

<p>Ensure a programme of priority campaigns are carried out</p>	<p>All</p>	<ul style="list-style-type: none"> In line with the HSE Strategy and guidance, identify and deliver appropriate intervention projects Work to include articles in Grub's Up, development of website information, business seminars and targeted visits in collaboration with the HSE representative, as appropriate. 	<p>Identified projects delivered according to the project plan. Businesses increasingly aware of the priority topic areas and implementing recommendations.</p>	<p>Review meeting at end of project period. Briefing note provided on successes and lessons learned for future projects.</p>	<p>Ongoing</p>
<p>Report to the Food Standards Agency via the statutory return the percentage of businesses that are broadly compliant</p>	<p>PEHO SSEHO (FS)</p>	<ul style="list-style-type: none"> Using the FSA's LAEMS report, identify the percentage of businesses that are/are not broadly compliant. Target appropriate food safety interventions to increase the percentage of businesses that are 'broadly compliant'. 	<p>Increasing percentage of businesses that are 'broadly compliant'.</p>	<p>Report on the percentage of businesses that are 'broadly compliant'.</p>	<p>On-going</p>

SUBJECT:	<i>Home Energy Conservation Act Progress Report</i>
REPORT OF:	<i>Portfolio for Community, Health and Housing – Cllr Liz Walsh</i>
RESPONSIBLE OFFICER	<i>Martin Holt, Head of Healthy Communities</i>
REPORT AUTHOR	<i>Louise Quinn 01494 732209 lquinn@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

Information Item: To notify Members that the Home Energy Conservation Act Progress Report has been published on the Council's website in accordance with the statutory timescale.

RECOMMENDATION

- 1. That Members note the Progress Report.**

2. Reasons for Recommendations

The Council has a statutory obligation to publish a Home Energy Conservation Act Progress Report by 31 March 2017.

3. Content of Report

In 1995, the Home Energy Conservation Act (HECA) placed a duty on Councils to submit a report on the measures required to improve home energy efficiency by 30% over a 10-15 year period.

In 2012 the government published new, refreshed guidance under HECA requiring local authorities to prepare and submit a further report to government by the end of March 2013, setting out:

' the energy conservation measures that the Council considers practicable, cost effective and likely to result in significant improvement in the energy efficiency of residential accommodation in the area'.

The guidance requires the report to be published on the Council's website and progress reports prepared and published every two years.

A copy of Progress Report dated March 2017 for Chiltern and South Bucks District Councils is contained in Appendix 1, and has been published on the Council's website to meet statutory timescales to publish by 31 March 2017: <http://www.chiltern.gov.uk/HECA>

The report summarises the progress made since 2013 to improve energy efficiency, updates the Council's policy and approach to energy efficiency and sets out actions and priorities for the next two years.

The report pledges that the Councils will continue to work with partners to promote locally and nationally available financial incentives and advice services to improve energy efficiency and tackle fuel poverty. These include the Flexible Home Improvement Loan scheme, the Energy Company Obligation and the Affordable Warmth Helpline.

The key delivery outcomes are:

- Improved insulation to dwellings, including loft, cavity and solid walls, double glazed windows and doors
- More efficient heating systems
- Increased uptake of renewable energy technologies such as solar PV and renewable heat
- Increased awareness of energy efficiency
- Reduced carbon dioxide emissions
- Reduced incidence of fuel poverty

4. Consultation

Not Applicable

5. Options

Not applicable

7. Corporate Implications

Financial	There are no financial implications. The actions under the report can be met within existing budgets and resources.
Legal	There is a statutory obligation to publish a Progress report.
Sustainability	The proposed actions set out in the report will help to reduce carbon emissions by reducing the use of fossil fuels.

8. Links to Council Policy Objectives

This item links to the 'Working towards safe and healthier local communities' and 'Striving to conserve the environment and promote sustainability' aims of the Joint Business Plan 2014-19.

9. Next Step

Officers will progress the actions outlined in the report over the next two years.

Background Papers:	None
---------------------------	------



Home Energy Conservation Act (HECA) Progress Report 2017

Chiltern and South Bucks District Councils

Prepared by the National Energy Foundation

Contents

1.	HECA Requirements and Background.....	3
1.1.	Process and Methodology.....	3
1.2.	General Profile of Chiltern	3
1.3.	General Profile of South Bucks.....	3
1.4.	Index of Multiple Deprivation (IMD).....	4
1.5.	Off gas network.....	5
2.	Progress in improving energy efficiency.....	6
2.1.	Fuel Poverty	6
2.2.	Energy Consumption	7
2.3.	Domestic Emissions.....	8
2.4.	Cavity Wall and Loft Insulation	9
2.5.	Solid Wall Insulation.....	10
2.6.	Condensing boilers.....	11
2.7.	Solar PV Installations.....	12
2.8.	Building Control Notifications	13
2.9.	Locally available financial incentives.....	13
3.	Local Energy Efficiency Ambitions and Priorities.....	15
3.1.	Commitments.....	15
3.2.	Carbon Emissions targets.....	15
3.3.	Fuel Poverty targets	15
3.4.	Renewables	15
3.5.	Priorities for next two years.....	16
4.	Measures to deliver energy efficiency to housing.....	17
4.1.	Affordable Warmth Network	17
4.2.	ECO2T Flexible Eligibility	17
4.3.	Discretionary housing assistance	17
4.4.	Flexible Home Improvement Loans (FHIL)	17
4.5.	Advice and Information Services.....	17
4.6.	Nationally available financial incentives	18
4.7.	Smart Meters	19
4.8.	Minimum Energy Efficiency Standards in Private Rented Sector.....	19
4.9.	Boilers and Heat Pumps – Quality Control.....	19

1. HECA Requirements and Background

This report is required every two years as per the 'Guidance to English Energy Conservation Authorities (ECA's) pursuant to the Home Energy Conservation Act (HECA) 1995' issued by the Department for Business, Energy and Industrial Strategy (BEIS) in January 2017. This report aims to set out the progress made in improving the energy efficiency of residential accommodation in the Chiltern and South Bucks Districts since the last report in 2015 and the measures the Councils will take over the next two to achieve further improvements.

1.1. Process and Methodology

The process for producing this report involved the data analysis and production of Lower Super Output Area (LSOA) / ward level maps for Chiltern and South Bucks to better understand energy use, fuel poverty and demographic factors which may be influencing these. Additionally, undertaking a review of relevant policies, plans and schemes in place to address energy issues, along with outlining potential priorities that should be considered by the districts over the next reporting period.

Data analysed has been collated from Census information, statistics from the Department of Business, Energy and Industrial Strategy (BEIS) and Department of Communities and Local Government (DCLG), Home Energy Efficiency Database (HEED) information and data provided from the local authority themselves.

1.2. General Profile of Chiltern

Since the 2001 census, the total population of Chiltern has increased by 4% from 89,237 to 92,635, with the largest growth (of just under 35%) witnessed in residents aged between 85 and 89. Substantial growth has also been witnessed in the Non-White ethnic population in the district, which has increased by some 93%, though it should be noted that this was from a low base of just 4,078 in 2001. Most notably, census data indicates that just over one in ten residents within the district described themselves as having a long-term health condition. It is likely that these residents will be suffering with conditions that are made worse by living in inefficient homes suggesting the importance of targeting vulnerable residents for support in making their properties warmer.

1.3. General Profile of South Bucks

Since the 2001 census, the total population of South Bucks has increased by 8% from 61,937 to 66,867. South Bucks is the smallest of the four Buckinghamshire districts and its growth is just above the national average of 7%. Similar to Chiltern, the overall demographic is ageing, with the largest increase (of 40%) experienced in residents over the age of 90. However, South Bucks has also witnessed an 11% increase of children aged 0-4, which is above the Buckinghamshire average of just 4%. Both of these demographics are vulnerable to the impacts of living in a cold home, suggesting that demand for support around affordable warmth is likely to increase.

1.4. Index of Multiple Deprivation (IMD)

South Bucks district is ranked 302nd and Chiltern District 324th out of 326 Local Authority Districts in terms of multiple deprivation, suggesting that both districts are highly affluent. However there is still clear deprivation in the area. Levels are highest within the Pond Park area of Chesham (Chiltern), which features in the top 20% of most deprived LSOA's in England. There are no wards in South Bucks that fall within the top 40% of most deprived areas.

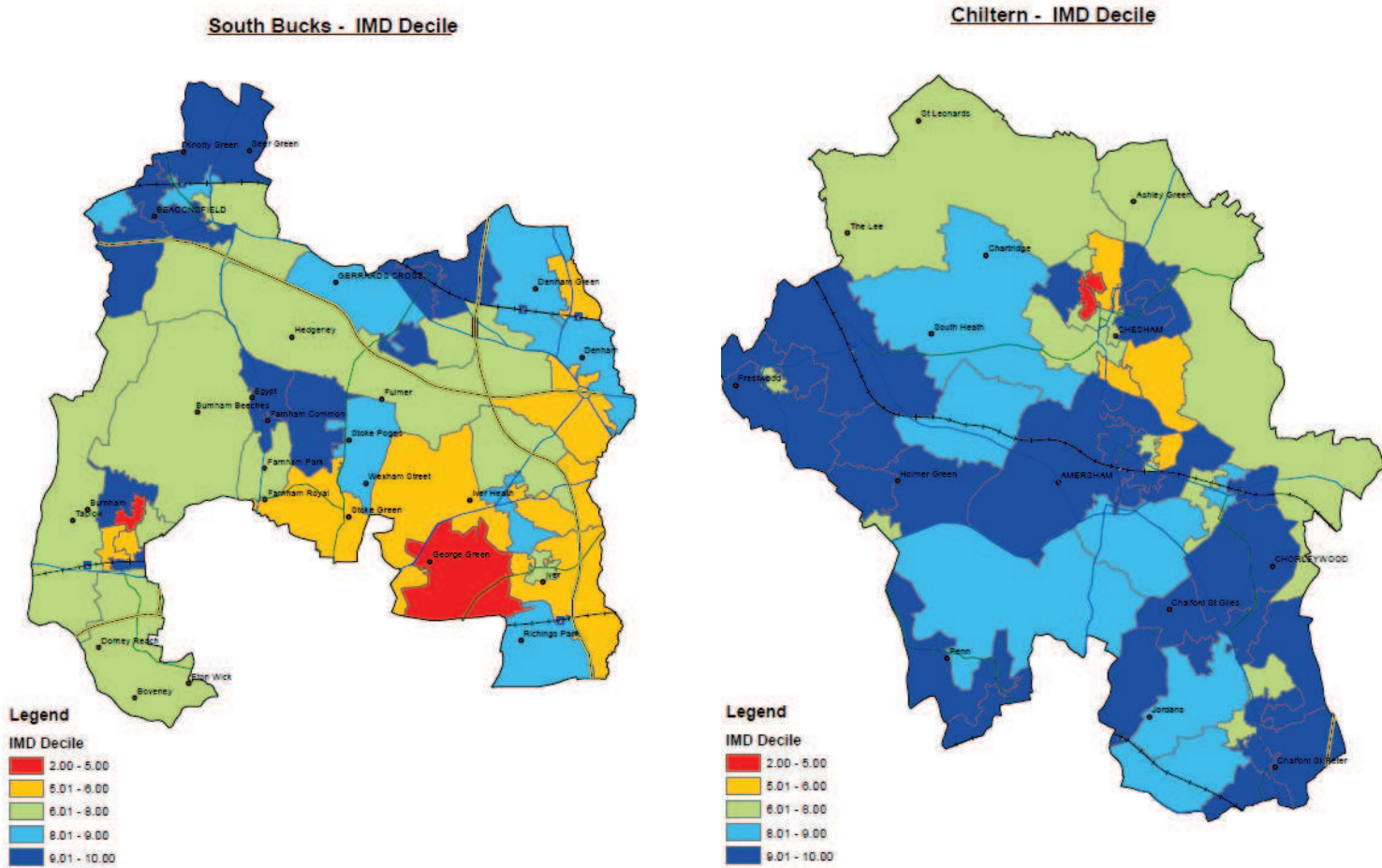


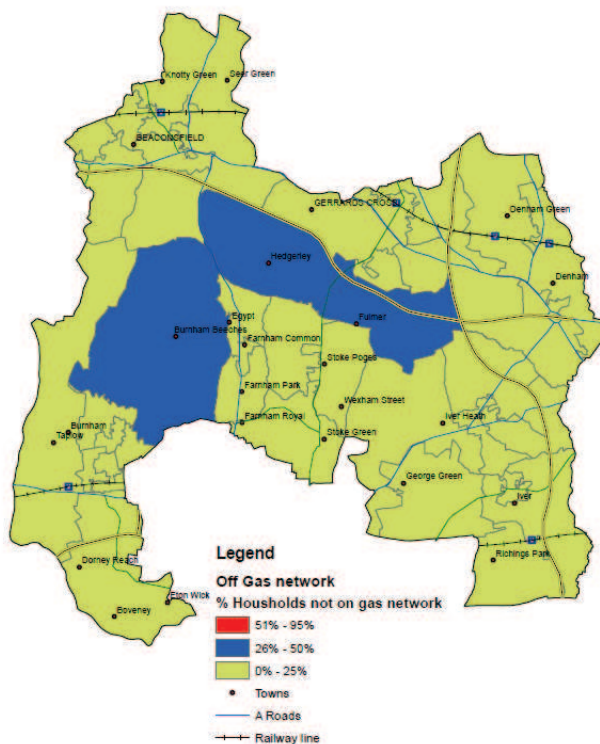
Figure 1: Index of Multiple Deprivation for Chiltern and South Bucks Districts. DCLG, 2015

Stronger in partnership

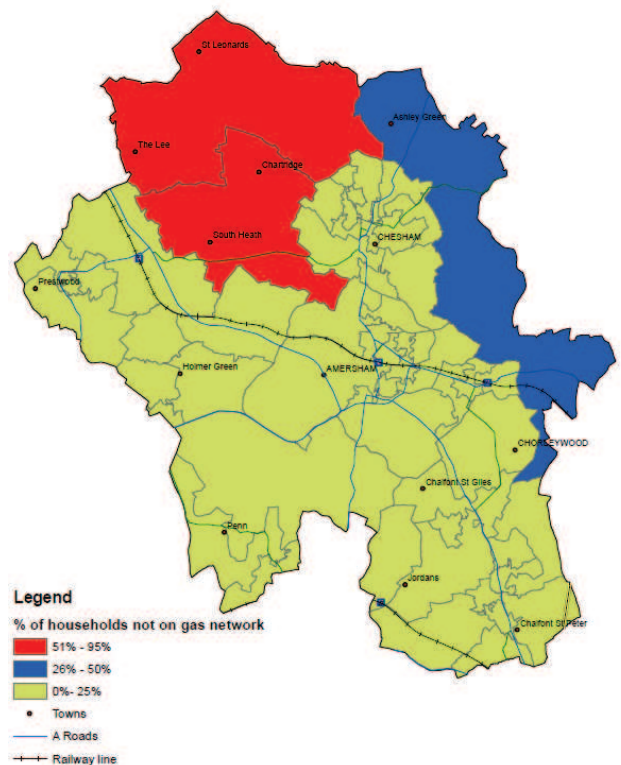
1.5. Off gas network

Mapped data shows that the majority of both districts are connected to the mains gas network. However, Chiltern is particularly rural in character, with around 70% of the district located within the Chilterns Area of Outstanding Natural Beauty (AONB). Areas with high levels of off-gas households are generally in the more rural localities of Chiltern, with villages such as St Leonards, The Lee and Chartridge with over 51% of households not being connected to the gas network. Fewer households in South Bucks are off-gas, with areas such as Burnham, Taplow and Fulmer only featuring up to 30% of properties that are not connected to the gas main. In both districts, high levels of off-gas households mirror areas that are experiencing higher levels of fuel poverty, highlighting the need to promote and raise awareness of mains gas connection and the importance of having efficient heating systems.

South Bucks - (2014)
 Percentage of households not on gas network



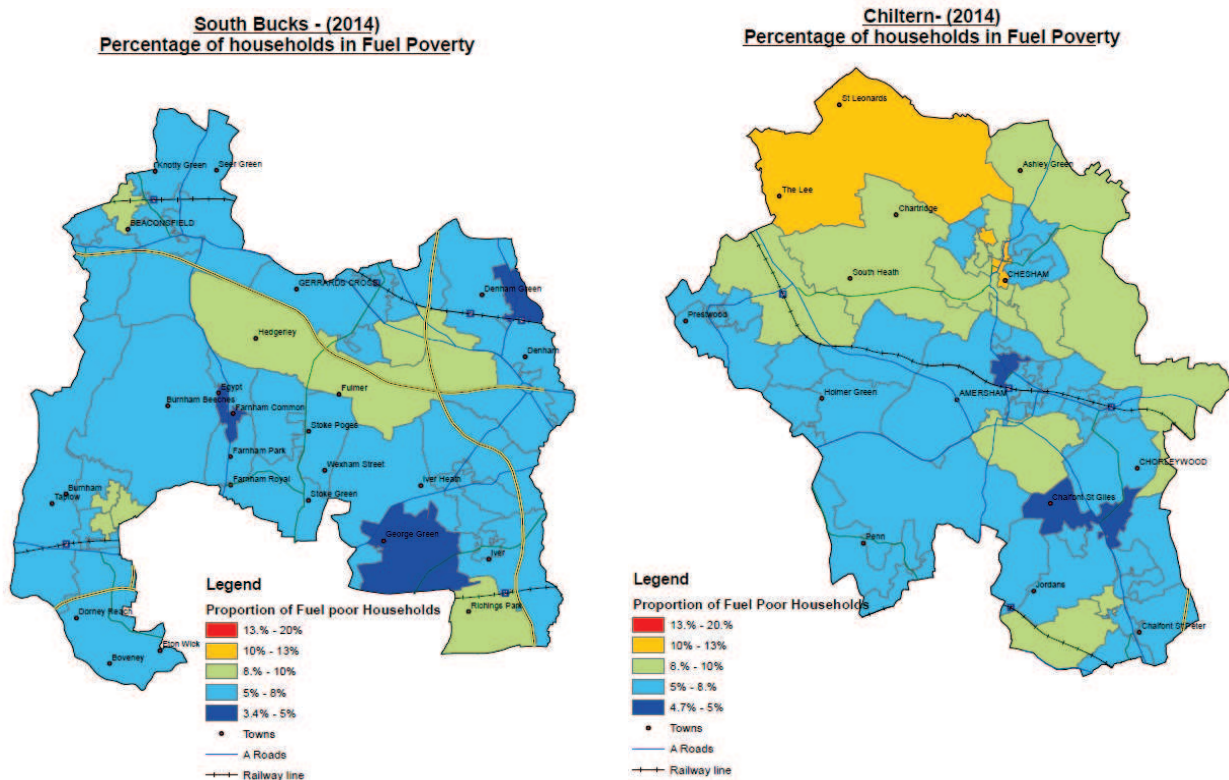
Chiltern - (2014)
 Percentage of households not on gas network



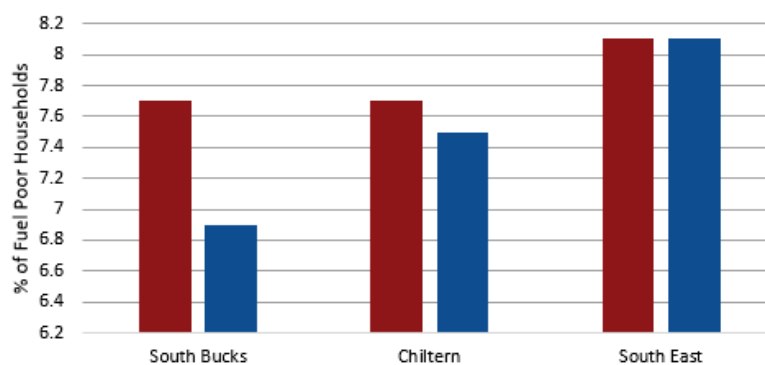
2. Progress in improving energy efficiency

2.1. Fuel Poverty

Under the Low Income High Cost (LIHC) definition, 6.9% of households in South Bucks and 7.5% in Chiltern are considered to be in fuel poverty. Most notably, there has been a substantial decrease between 2012 and 2014 in the percentage of fuel poor residents in South Bucks, from 7.7% to 6.9%. Mapping suggests that although Fuel Poverty has decreased in both districts and that overall percentages are lower than that of the South East and National average, there is still scope for the promotion and implementation of schemes that can improve energy efficiency and warmth of properties in areas where fuel poverty is at its highest.



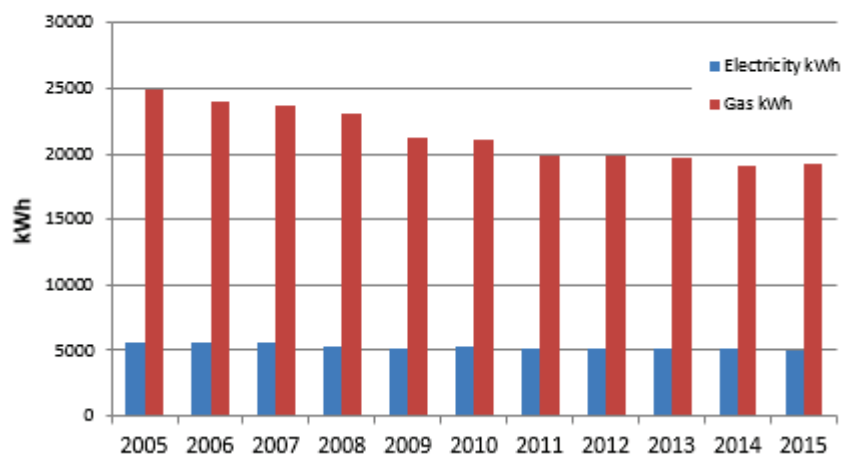
Fuel Poverty in Chiltern and South Bucks Districts (LIHC)



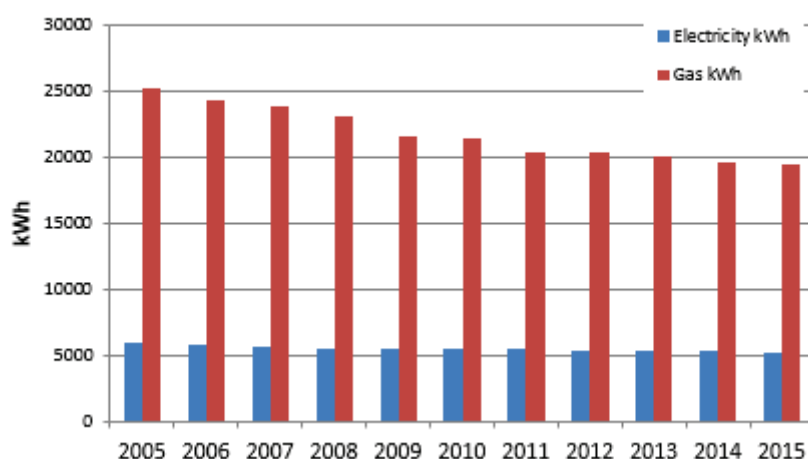
2.2. Energy Consumption

Average domestic electricity consumption in Chiltern fell by 11% between 2005 and 2015, with domestic gas consumption falling by 21% over the same time period. Overall, electricity consumption is 28% above the national average and gas even higher at 44%. Similarly, in South Bucks average domestic electricity consumption fell by 10% and domestic gas consumption by 20% between 2005 and 2015. Electricity use is 34% above the national average and gas 47% above the national average¹.

Chiltern Average Domestic energy consumption kWh



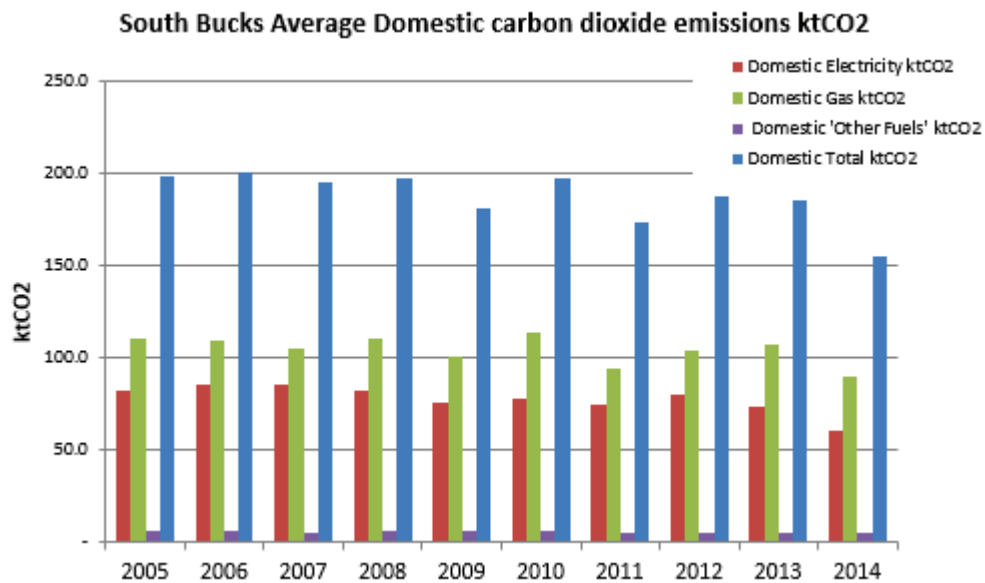
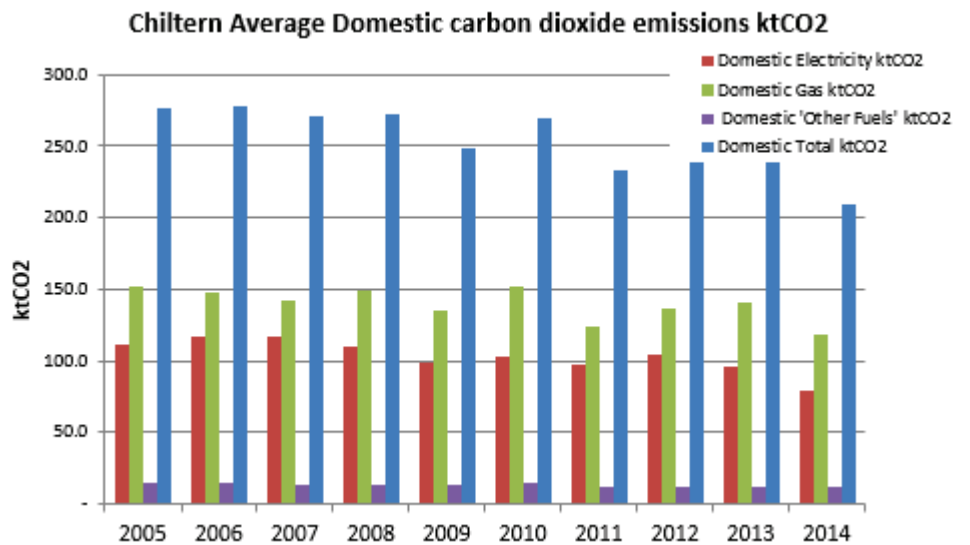
South Bucks Average Domestic energy consumption kWh



¹ Source: <https://www.gov.uk/government/statistical-data-sets/regional-and-local-authority-electricity-consumption-statistics-2005-to-2011>
<https://www.gov.uk/government/statistical-data-sets/gas-sales-and-numbers-of-customers-by-region-and-local-authority>

2.3. Domestic Emissions

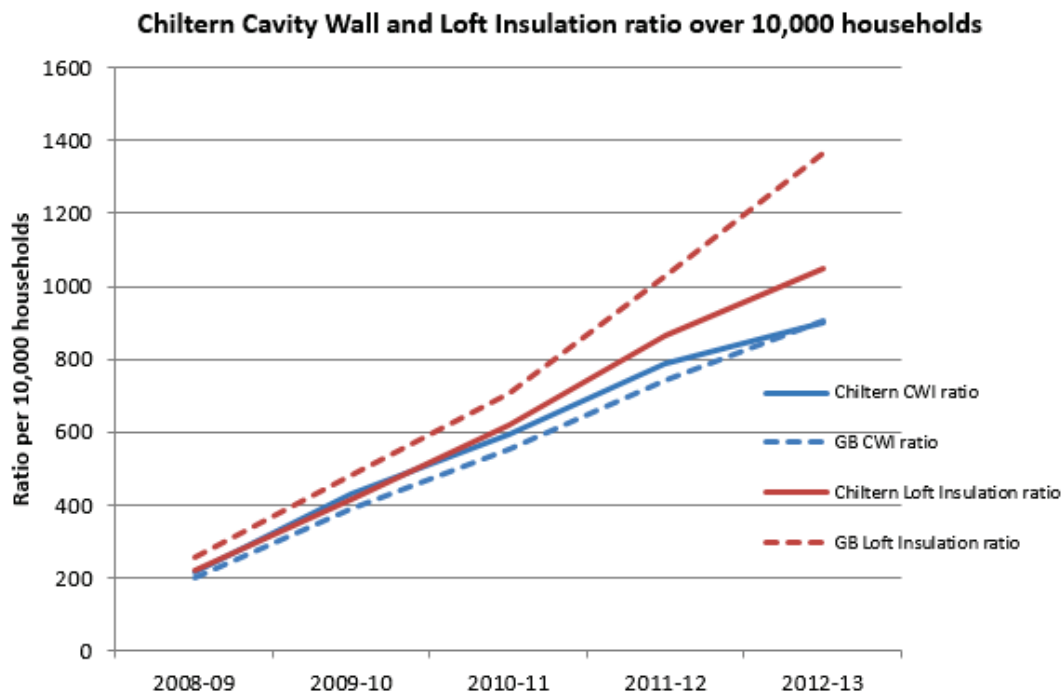
Average CO² emissions in both Chiltern and South Bucks during 2014 were 2.3 tonnes per person. This shows a decline of around 0.3 tonnes per person in Chiltern and 0.5 tonnes per person in South Bucks since 2013².



² Source: <https://www.gov.uk/government/statistics/local-authority-emissions-estimates>

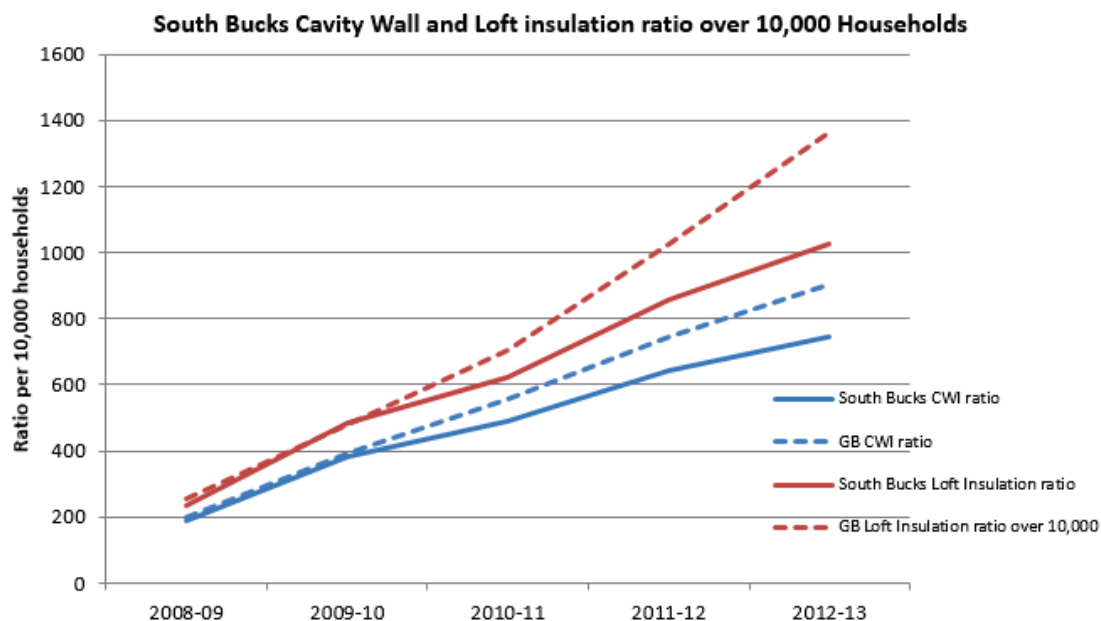
2.4. Cavity Wall and Loft Insulation

The most recent data regarding cavity wall and loft insulation installs is from 2012/13 and has been acquired from interactive data provided by the previous Department of Energy and Climate Change (DECC)³. Since 2008/9, there has been a steady increase in both types of installations experienced in both Chiltern and South Bucks. In 2012/13, cavity wall insulation installs in Chiltern were similar to the national average, with 899 installs occurring per 10,000 households compared to 904 per 10,000 nationally. A rather striking figure is that Chiltern appears to be well below the national average in terms of loft insulation, with only 1,051 installed per 10,000 households compared to 1,365 nationally. Chiltern should continue to promote and raise awareness of the importance of adequate insulation and the potential to take advantage of offers under ECO2T.



³ Source: http://tools.decc.gov.uk/en/content/cms/statistics/local_auth/interactive/interactive.aspx

In South Bucks, both loft and cavity wall insulation installs are below the national average. Similar to Chiltern, South Bucks is substantially below the national average for loft insulation installs, with only 1,026 per 10,000 dwellings occurring compared to 1,365 nationally. However, dissimilar to Chiltern, South Bucks is also below average for cavity wall installations, with 745 per 10,000 households compared to 904 per 10,000 nationally. A reason for this may be that there are a larger proportion of ‘hard to treat’ properties in the district than those with cavity walls. However, the council should continue to promote the importance of insulation and offers that could help residents over the next reporting period.



2.5. Solid Wall Insulation

Information regarding solid wall insulation has been acquired from sample Home Energy Efficiency Database (HEED) data, made available by the Energy Savings Trust (EST)⁴.

HEED data details the energy efficiency of a sample number of households within a district. It must be noted that HEED reports on aggregated data, with no address level records available. An example being that data is mainly collated from installation data gathered from CERT, CESP and EAP, so will be biased towards measured installed under these schemes (such as loft and cavity wall insulation)⁵. Therefore, information extrapolated is not representative of the entirety of both districts and should be used with caution.

⁴ Source: <https://homeanalytics.est.org.uk/heedonline/>

⁵ Source: <http://www.energysavingtrust.org.uk/scotland/businesses-organisations/data-services/heed>



Stronger in partnership

For Chiltern, 20,092 out of 38,319 households are included within the HEED sample (52.4%) and of the 9,826 properties where external wall type is known, 45 (0.2%) have external wall insulation and 28

(0.1%) have as built insulation. 826 (4.1%) of the 9,826 properties with a known wall type have uninsulated solid walls, but this cannot be extrapolated to the rest of the homes within the district.

Within South Bucks, 13,044 out of 27,776 households (47%) are included in the sample and of the 4,640 properties where external wall type is known, 2 (0.0%) have external wall insulation and 24 (0.2%) have as built insulation. 560 (4.3%) have uninsulated solid walls but again, this cannot be extrapolated to the rest of homes within the district.

The outcome of the Green Deal Communities project which operated across all Buckinghamshire local authorities saw six solid walled properties receiving external insulation and five being internally insulated across Chiltern and South Bucks. It is hoped that the insulation of these properties provides a visual example to others around the benefits of having solid wall insulation.

2.6. Condensing boilers

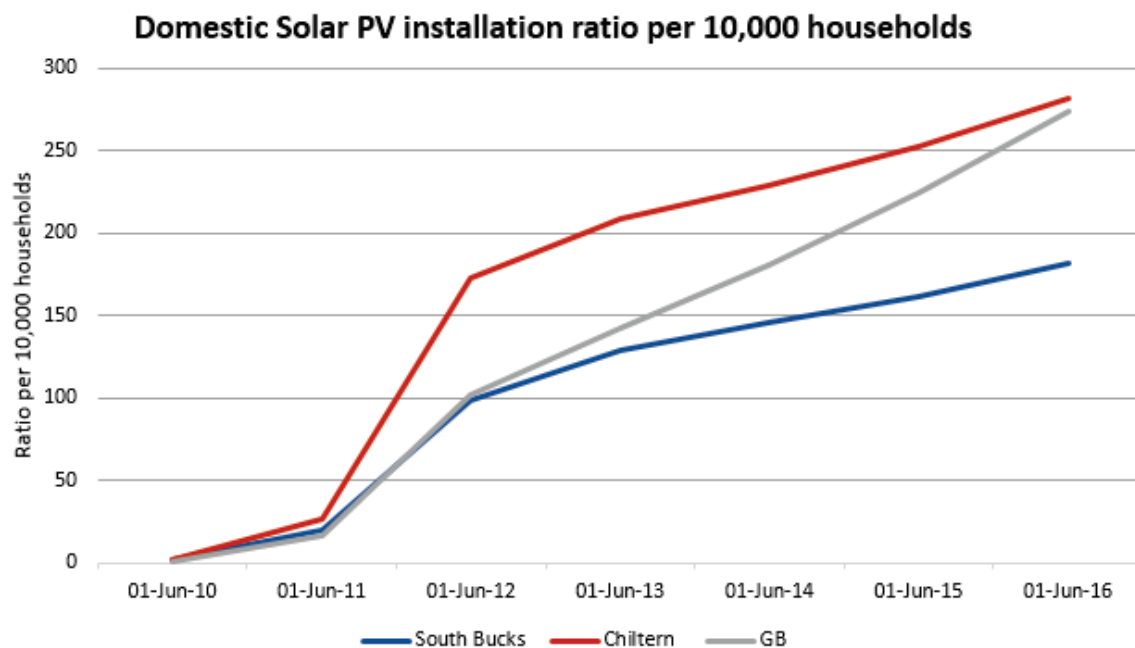
There has been no update on HEED data since the previous reporting period in terms of the number of condensing boilers within Chiltern and South Bucks districts. From sample data we extrapolate that around 12.6% of households in both areas have condensing boilers, with around 14.3% still having a less efficient non-condensing boiler. This shows that there is still scope for the installation of more efficient heating systems within both districts.



2.7. Solar PV Installations

The installation of domestic solar PV has continued to increase in both Chiltern and South Bucks. Between June 2010 and June 2016, the ratio of installations per 10,000 households in Chiltern remained well above the GB ratio. However, with the popularity of domestic Solar PV increasing nationally, June 2015 onwards has seen the gap between the Chiltern and GB ratio begin to decrease, with June 2016 seeing 282 installs per 10,000 households compared with 274 per 10,000 nationally.

South Bucks has remained below the GB ratio for Solar PV installs and as previously stated, increasing popularity nationally has meant this gap has continued to increase since June 2012. In June 2016, 182 Solar PV installs per 10,000 households occurred in South Bucks compared with 274 per 10,000 nationally. This suggests that there is still an opportunity to explore options around local generation and promotion of the benefits of renewable energy households could receive as a result of installing domestic PV.



2.8. Building Control Notifications

Chiltern and South Bucks district councils received the following building control notifications since April 2015:

Building Control Notifications	Chiltern	South Bucks
Gas boiler replacements	2,707	2,147
Window and door replacements	2,357	1,569
Cavity Wall Insulation	201	128
Solar thermal/PV	4	2
Solid Wall insulation	1	0

2.9. Locally available financial incentives

Flexible Home Improvement Loan (FHIL)

Chiltern and South Bucks Councils offer non means tested Flexible Home Improvement Loans of up to £20,000 to homeowners over the age of 60 for works to address safety, comfort and security. These are not exclusively for energy efficiency improvements but many residents choose to use them in this manner. This removes the worry of the initial upfront cost of large scale improvements and the flexible nature allows repayment to occur when the home is no longer the main residence of the applicant. Since April 2015, Chiltern FHIL's have funded four boiler replacements and five window/door replacements. The scheme launched in April 2016 in South Bucks and since then, it has funded two window/door replacements.

Discretionary grants

Both councils offer discretionary grants to low income or older households for measures to address health and safety hazards in homes. This can include assistance with repairing or replacing a broken boiler or installing a heating system where one currently does not exist. The table below lists the measures that this grant has funded across both districts since April 2015.

Chiltern	South Bucks
5 boiler replacements	3 boiler replacements
2 window/door replacements	2 window/door replacements
1 park home insulation	

Better Housing, Better Health (BHBH)

In December 2015, the Affordable Warmth Network launched a pilot scheme Better Housing, Better Health in December 2015, funded by the British Gas Energy Trust which ran in partnership with the other Buckinghamshire local authorities and those in Oxfordshire.



CHILTERN
District Council

SOUTH BUCKS
District Council

Stronger in partnership



**NATIONAL
ENERGY
FOUNDATION**

The scheme provided grants of up to £2,500 for 40 Buckinghamshire residents for energy efficiency improvements. This included grants for 11 Chiltern and five South Bucks residents. The scheme proved so popular that a waiting list was created for residents and additional funding awarded to continue the good work, showing the demand for these types of schemes within the county.

Green Deal Communities (GDC)

Led by South Bucks District Council and the National Energy Foundation alongside 14 local authorities, this project delivered grants of up to £6,000 to help with the installation of solid wall insulation and other energy efficiency improvements to reduce fuel poverty and carbon emissions on a street-by-street basis. Overall, 35 Chiltern and South Bucks residents benefitted from funding measures listed below.

Chiltern	South Bucks
10 boiler replacements	13 replacement boilers
6 window replacements	1 external wall insulation
1 CWI and radiator controls	1 replacement windows
1 park home external wall insulation	1 replacement storage heaters
	1 replacement warm air unit

3. Local Energy Efficiency Ambitions and Priorities

3.1. Commitments

Both districts have made commitments to reducing carbon emissions and tackling climate change through the Chiltern and South Bucks Joint Sustainable Community Strategy⁶, ensuring HECA is reported every two years and playing an active role in the updating of the Buckinghamshire Affordable Warmth Strategy and Bucks Energy Strategy.

Chiltern and South Bucks continue to support the Buckinghamshire Affordable Warmth Network, a support service that aims to tackle fuel poverty, incidence of poor housing, providing impartial advice on increasing energy efficiency, income maximisation and onward referrals for a range of support services.

3.2. Carbon Emissions targets

Reducing energy use and emissions across both districts is acknowledged in the Joint Sustainable Community Strategy. Carbon reduction is expected to be achieved through promoting the use of alternative fuels, encouraging more sustainable forms of transport, improving energy efficiency of buildings and increasing awareness around reducing consumption. The Councils themselves are also actively working on reducing carbon emissions from their own estates and operations.

3.3. Fuel Poverty targets

Both districts work alongside partners within the Affordable Warmth Network to collectively seek solutions to alleviating fuel poverty within the County. Both councils will continue to work with the Affordable Warmth Network to implement actions stated in the updated Affordable Warmth strategy.

3.4. Renewables

Both councils are currently consulting on a joint local plan, which will include new policies on the implementation of renewable energy. Currently, the Sustainable Construction and Renewable Energy Supplementary Planning Documents⁷ in Chiltern recognise that significant progress is needed within the district in order to meet national and regional targets. Renewable energy installations will be encouraged within the district through the Core Strategy policy “Encouraging Renewable Energy Schemes”.

In South Bucks, renewable energy ambitions feature within Core Policy 12 (Renewable Energy Development) of the council’s Core Strategy document⁸. This recognises the high carbon footprints within the area and future steps include promoting decentralised and renewable energy in new

⁶ <http://www.chiltern.gov.uk/CHttpHandler.ashx?id=3250&p=0>

⁷ <http://www.chiltern.gov.uk/CHttpHandler.ashx?id=6382&p=0>

⁸ <http://www.southbucks.gov.uk/CHttpHandler.ashx?id=4196&p=0>

developments. This is through requiring dwellings of 10 or more properties (or greater than 1,000sqm) to have at least 10% of their energy from decentralised or renewable sources, encouraging renewable infrastructure (in suitable locations) and requiring developers to explore the feasibility of renewable energy in their schemes.

Both Councils also work in partnership to deliver strategic actions under the Bucks Energy Strategy as directed by the Natural Environment Partnership Board.

3.5. Priorities for next two years

The priorities outlined in the Home Energy Conservation Act Report prepared in March 2015 remain relevant. However, analysis of demographic, energy consumption and energy efficiency data shows that the Chiltern and South Bucks councils will need to adopt the following approaches in order to reduce CO₂ emissions and tackle fuel poverty.

- Both councils should continue to focus on increasing loft insulation so it reaches the recommended 270mm standard.
- Although Fuel Poverty has decreased in both districts, pockets of fuel poor households are still evident. Councils should continue to target areas with higher proportions of fuel poor households and make residents aware of the Buckinghamshire Affordable Warmth network and ECO2T funding.
- Working alongside the Affordable Warmth Network and its partners, both councils will identify eligible householders under the new ECO2T obligation.
- Areas such as St Leonards, The Lee and Chartridge with over 50% off-gas households should be encouraged to explore more efficient heating systems through potential local or national schemes.
- Efforts should be made to access ECO2T to replace inefficient oil boilers and promote ways in which residents are able to access main gas
- Ensure residents are aware that some locally available funds (such as FHIL) can be used for the installation of energy efficiency measures
- Monitor the amount of renewable energy in each district and where appropriate, identify any potential opportunities for local generation and promote the benefits to householders in investing in renewable energy



4. Measures to deliver energy efficiency to housing

4.1. Affordable Warmth Network

Both councils will continue to support and fund the Buckinghamshire Affordable Warmth Network over the next reporting period. The network will be promoted to residents as a source of energy efficiency advice and ways to access potential funding that could assist in making residential accommodation warmer and more energy efficient. The updated Buckinghamshire Affordable Warmth strategy and action plan will be implemented from April 2017, and will be used to track progress and will be reviewed on an annual basis. The Network partners will also continue to try and seek additional funding where relevant to carry on successful projects such as Better Housing, Better Health or any other schemes that may provide additional support for capital improvements. Key sources of funds will potentially include Public Health (through Buckinghamshire County Council), Buckinghamshire Clinical Commissioning Group (CCG) and energy utilities.

4.2. ECO2T Flexible Eligibility

Chiltern and South Bucks will identify households that are living in fuel poverty or have a low incomes (and therefore, are vulnerable to the impacts of living in a cold home) who would otherwise not be eligible for ECO funding. A joint statement of intent will be published by both Councils that goes into further detail about how households have been chosen under the new 'flexible eligibility'.

4.3. Discretionary housing assistance

Grants will continue to be available for residents from April 2017 to use towards energy efficiency measures such as replacement boilers and windows. A means tested grant specifically for mobile homes will also be introduced from April, helping to improve the energy efficiency of dwellings that are known to be particularly inefficient.

4.4. Flexible Home Improvement Loans (FHIL)

Both councils will continue to offer FHIL's over the next reporting period. Efforts will be made to ensure that residents are aware that these funds can help towards the upfront costs of improving the energy efficiency of their homes and that repayment terms are more flexible in nature than that of a normal loan.

4.5. Advice and Information Services

When contacting the council for energy efficiency support (or visiting the website), residents will be signposted to contact the Buckinghamshire Affordable Warmth helpline to check eligibility for grants and to receive general energy efficiency advice. Both councils will continue to support the CAB in offering income maximisation services (such as benefits checks, fuel debt mediation and switching energy tariff). Information regarding available local and national financial incentives, affordable warmth and Bucks Community Energy Champions on the Chiltern and South Bucks websites will be kept up to date to ensure residents have the most relevant information about the ways in which they can save energy in the home.

4.6. Nationally available financial incentives

Both Councils will continue to provide information on their websites to promote the following nationally available financial incentives:

Energy Company Obligation (ECO)

The transition phase of ECO II is due to begin in April 2017 and will have a renewed, more flexible focus on reducing carbon emissions along with focusing on the fuel poor and those who are on low incomes. ECO2T is comprised of two strands with differing criteria/measures that can be installed under each:

➤ **Home Heating Cost Reduction Obligation (HHCRO)**

More commonly known as the Affordable Warmth element, eligibility for this will be better targeted and extended to social housing with EPC bands E, F or G. Areas with higher levels of fuel poverty in Chiltern and South Bucks mirror off gas households, and wards with larger proportions of multiple deprivations. As this obligation now covers social housing, the Councils will be identifying and promoting the fund to potential newly eligible households.

➤ **Carbon Emissions Reduction Obligation (CERO)**

This aspect is aimed towards more expensive measures such as solid wall insulation and is based around the amount of carbon that can be saved through insulating the property.

Renewable Heat Incentives (RHI)

Launched in 2014, this encourages the uptake of domestic renewable heat technologies through financial incentives as a key contributor in achieving the 2020 target of having 12% of heating sourced through renewable technologies. Technologies listed below are eligible for RHI payments and will still be available from April 2017.

- Biomass boilers
- Solar water heating
- Certain heat pumps

Feed in Tariff (FiT)

Similar to the RHI, FiT was introduced in April 2010 in order to encourage the uptake of low-carbon electricity generation technologies. Again, this will be available from April 2017 for technologies listed below.

- Solar PV
- Wind
- Micro combined heat and power (CHP)
- Hydro
- Anaerobic digestion

4.7. Smart Meters

Actions in relation to raising awareness around smart meters have been included in the recently updated Bucks Affordable Warmth Strategy, so promotion over the next reporting period will take place through the Affordable Warmth Network where appropriate. On a countywide level, Community Impact Bucks (who are commissioned by Buckinghamshire County Council) are working with partners Action with Communities in Rural England (ACRE) and Smart Energy GB to raise awareness of the smart meter roll out to off mains gas households.

4.8. Minimum Energy Efficiency Standards in Private Rented Sector

Enforcement of standards in the private rented sector is undertaken by the Councils joint Housing Standards Team. Activity associated with the monitoring of minimum energy efficiency standards will be integrated into the joint Housing Standards team. Housing Standards Officers will continue to check EPCs on all properties that are visited following a complaint from a tenant to ensure minimum energy efficiency standards are met.

4.9. Boilers and Heat Pumps – Quality Control

As referred to above, the Councils will continue to offer financial assistance to help eligible residents to fund replacement boilers. The Councils ensure that installers receiving grant or loan funds are Gas Safe Registered by requiring written quotations before the work is carried out and checking registration details on the Gas Safe website. Building Control receive notification of all new boilers installed through a competent person's scheme, but generally do not have the resources to inspect installations.

Chairman of Council	N Shepherd	Con
Vice-Chairman of Council	G Harris	Con
Leader	I Darby	Con
Deputy Leader	M Stannard	Con
Conservative Group Chairman	J MacBean	Con
Conservative Group Vice-Chairman	M Flys	Con
Conservative Group Secretary	L Smith	Con
Lib. Dem. Group Leader	P Jones	LD

THE CABINET (2 to 9 members + Leader)		
Portfolio	Councillor	
Leader	I Darby	Con
Support Services (Deputy Leader)	M Stannard	Con
Sustainable Development	P Martin	Con
Healthy Communities	L Walsh	Con
Environment	M Smith	Con
Customer Services	F Wilson	Con

APPOINTMENT OF EXTERNAL MEMBERS PANEL	
G Harris	Con
A Bacon	LD
Council Chairman: N Shepherd	Con
Leader: I Darby	Con
Conservative Group Chairman: J MacBean	Con
Lib Dem Group Leader: P Jones	LD
Restrictions on Membership: 1 Conservative appointment & 1 Liberal Democrat appointment	

APPEALS & COMPLAINTS COMMITTEE (11)	
Chairman: S Patel	Con
E Culverhouse	Con
J MacBean	Con
D Varley	Con
J Gladwin	Con
G Harris	Con
P Martin	Con
J Burton	Con
D Bray	Con
J Cook	Con
A Bacon	LD
Restrictions on Membership: Although all members of the Council are eligible for appointment, any who are also members of the Joint Staffing Committee or Joint Staffing Sub-Committee will be ineligible to hear appeals that result from the decisions of that Committee	
Political Balance (Seats): 10 Conservative; 1 Liberal Democrat	

AUDIT & STANDARDS COMMITTEE (9)	
Chairman: J Gladwin	Con
D Phillips	Con
J Wertheim	Con
N Varley	Con
C Jackson	Con
C Ford	Con
R Jones	Con
V Martin	Con
A Bacon	LD
Restrictions on Membership: CM and VCM of the Council and Members of the Cabinet may not be members.	
Political Balance (Seats): 8 Conservative; 1 Liberal Democrat	

GOVERNANCE & ELECTORAL ARRANGEMENTS COMMITTEE (11)	
Chairman: D Varley	Con
D Bray	Con
M Stannard	Con
I Darby	Con
M Shaw	Con
A Garth	Con
J Burton	Con
N Rose	Con
H Wallace	Con
L Walsh	Con
P Jones	LD
Restrictions on Membership: None	
Political Balance (Seats): 10 Conservative; 1 Liberal Democrat	

LICENSING (15)		
Chairman: J Rush		Con
Vice-Chairman: C Jackson		Con
E Culverhouse		Con
M Flys		Con
M Harrold		Con
M Harker		Con
G Harris		Con
R Jones		Con
C Jones		Con
C Rouse		Con
N Varley		Con
F Wilson		Con
L Walsh		Con
D Lacey		Ind
P Jones		LD
Restrictions on Membership: Cabinet Leader may not be a member; Cabinet Members may not be CM/VCM. Membership of Licensing Sub Committee drawn from this Committee. All Members must undergo training.		
Political Balance (Seats): 13 Conservative; 1 Liberal Democrat; 1 other		
JOINT STAFFING COMMITTEE (6) CDC MEMBERS		
Leader: I Darby		Con
1 Cabinet Member: M Stannard		Con
D Phillips		Con
C Jones		Con
M Smith		Con
P Jones		LD
Restrictions on Membership: Must have Leader + 1 other Cabinet Member All Members Eligible		
Political Balance (Seats): 5 Conservative; 1 Liberal Democrat		

PLANNING COMMITTEE (13)	
Chairman: D Phillips	Con
Vice-Chairman: A Hardie	Con
J Rush	Con
M Titterington	Con
N Rose	Con
J Gladwin	Con
J MacBean	Con
J Wertheim	Con
C Jones	Con
M Harrold	Con
J Burton	Con
J Cook	Con
P Jones	LD
Restrictions on Membership: Chairman of the Council may not be a member; Cabinet Members may not be CM/VCM. All Members must undergo training	
Political Balance (Seats): 12 Conservative; 1 Liberal Democrat	

JOINT COMMITTEE (6 + 6 SBDC Members)	
I Darby	Con
M Smith	Con
M Stannard	Con
P Martin	Con
L Walsh	Con
F Wilson	Con
Restrictions on Membership: 6 Cabinet Members from each authority	

OVERVIEW COMMITTEE: SERVICES (15)	
Chairman: J Burton	Con
Vice-Chairman: N Varley	Con
M Titterington	Con
S Patel	Con
J Rush	Con
M Harker OBE	Con
C Jackson	Con
E Culverhouse	Con
C Rouse	Con
L Smith	Con
D Bray	Con
P Hudson	Con
M Flys	Con
J Cook	Con
P Jones	LD
Restrictions on Membership: Council Chairman/Vice-Chairman & Cabinet Members cannot be on Overview Committees. The Chairman and Vice-Chairman of the Overview Committee will be elected by the members of the Committee.	
Political Balance (Seats): 14 Conservative; 1 Liberal Democrat	

OVERVIEW COMMITTEE: RESOURCES (15)	
Chairman: N Rose	Con
Vice-Chairman: C Jones	Con
M Harrold	Con
C Ford	Con
J Gladwin	Con
J Wertheim	Con
D Phillips	Con
A Garth	Con
R Jones	Con
D Varley	Con
J MacBean	Con
M Shaw	Con
H Wallace	Con
V Martin	Con
A Bacon	LD
<p>Restrictions on Membership: Council Chairman/Vice-Chairman & Cabinet Members cannot be on Overview Committees. The Chairman and Vice-Chairman of the Overview Committee will be elected by the members of the Committee.</p>	
<p>Political Balance (Seats): 14 Conservative; 1 Liberal Democrat</p>	

POLICY ADVISORY GROUP: SUPPORT SERVICES	
Chairman: C Ford	
Portfolio Holder: M Stannard	
J Gladwin	
N Rose	
J Wertheim	
R Jones	
A Bacon	
S Patel	
Restrictions on Membership: Appointments made by relevant Cabinet Member. Maximum term is 12 months (ending at Annual Council), but Members can be re-appointed. Chairman can be any member of the PAG.	
Number of Members: Minimum: 6 Maximum: 8	

POLICY ADVISORY GROUP: SUSTAINABLE DEVELOPMENT	
Chairman: D Bray	
Portfolio Holder: P Martin	
J Burton	
A Garth	
D Phillips	
J Rush	
D Varley	
P Jones	
Restrictions on Membership: Appointments made by relevant Cabinet Member. Maximum term is 12 months (ending at Annual Council), but Members can be re-appointed. Chairman can be any member of the PAG.	
Number of Members: Minimum: 6 Maximum: 8	

POLICY ADVISORY GROUP: ENVIRONMENT	
Chairman: C Jones	
Portfolio Holder: M Smith	
M Flys	
J MacBean	
M Titterington	
J Cook	
V Martin	
N Shepherd	
Restrictions on Membership: Appointments made by relevant Cabinet Member. Maximum term is 12 months (ending at Annual Council), but Members can be re-appointed. Chaiman can be any member of the PAG.	
Number of Members: Minimum: 6 Maximum: 8	

POLICY ADVISORY GROUP: HEALTHY COMMUNITIES	
Chairman: C Rouse	
Portfolio Holder: L Walsh	
P Hudson	
N Shepherd	
C Jackson	
G Harris	
M Harker	
E Culverhouse	
Restrictions on Membership: Appointments made by relevant Cabinet Member. Maximum term is 12 months (ending at Annual Council), but Members can be re-appointed. Chaiman can be any member of the PAG.	
Number of Members: Minimum: 6 Maximum: 8	

POLICY ADVISORY GROUP: CUSTOMER SERVICES	
Chairman: J Cook	
Portfolio Holder: F Wilson	
M Harker	
L Smith	
M Shaw	
M Harrold	
N Varley	
J MacBean	
<p>Restrictions on Membership: Appointments made by relevant Cabinet Member. Maximum term is 12 months (ending at Annual Council), but Members can be re-appointed. Chairman can be any member of the PAG.</p>	
<p>Number of Members: Minimum: 6 Maximum: 8</p>	

Informal Meeting / Group	Membership 2017-18	LA
HS2 Members' Steering Group	Rose (Chairman)	CDC
	V Martin	CDC
	Gladwin	CDC
	Martin, Peter	CDC
	Shepherd	CDC
	Smith, Linda	CDC
	Jones, Peter	CDC
	Varley, Diana	CDC
	<i>Naylor, Nick</i>	<i>SBDC</i>
	<i>Ray Sangster</i>	<i>SBDC</i>
HS2 Information Group	Phillips	CDC
	Gladwin	CDC
	Rose	CDC
Corporate Asset Management Group		
<i>Support Services Cabinet Member</i>	Stannard	CDC
<i>Environment Cabinet Member</i>	Smith, Mike (Chairman)	CDC
<i>EPAG Chairman</i>	Jones, Caroline	CDC
<i>SSPAG Chairman</i>	Ford	CDC
<i>SDPAG Chairman</i>	Bray	CDC
<i>CHHPAG Chairman</i>	Rouse	CDC
<i>CSPAG Chairman</i>	Cook	CDC
		CDC
Affordable Housing Member Working Group	Bray	CDC
	Walsh	CDC
	Gladwin	CDC
	Harris	CDC
	Jones, Peter	CDC
	Martin	CDC
	Phillips	CDC
	Stannard	CDC
Leisure Needs Members Working Group	Harris	CDC
	R Jones	CDC
	Rouse	CDC
	Smith, Mike	CDC
	Stannard	CDC
	Walsh	CDC

Joint Planning Policy Member Reference Group		
	Martin	CDC
	Garth	CDC
	Phillips	CDC
	Burton	CDC
	Jones, Peter	CDC
	Darby, Isobel	CDC
	<i>Naylor</i>	<i>SBDC</i>
	<i>Gibbs</i>	<i>SBDC</i>
	<i>Bagge</i>	<i>SBDC</i>
	<i>Kelly</i>	<i>SBDC</i>
	<i>Lowen-Cooper</i>	<i>SBDC</i>
	<i>Matthews</i>	<i>SBDC</i>

Item 19

Outside Body	Relevant PAG	Restrictions (4)	Councillors Appointed 2017/18	Representatives required (total)
Amersham & District Community Association	Community, Health & Housing		Councillor Nigel Shepherd Councillor Liz Walsh	2
Amersham Action Group and Amersham Community Vision	Community, Health & Housing		Councillor Mimi Harker	1
Amersham Old Town Community Revitalisation Group	Community, Health & Housing		Councillor Mark Flys Councillor Jules Cook	2
Armed Forces Champion	Community, Health & Housing		Councillor Mimi Harker	1
Amersham United Charities	Community, Health & Housing	Must be a 4 year term The person appointed doesn't have to be a Member	Ian Arthurton (external representative)	1
Ashley Green & District Community Association	Community, Health & Housing	None	Councillor Andrew Garth	1
Buckinghamshire and Milton Keynes Natural Environment Partnership	Sustainable Development		Councillor Jane MacBean	1
Buckinghamshire & Milton Keynes Association of Local Councils	Community, Health & Housing		Councillor Isobel Darby	1
Buckinghamshire County Council Health and Adult Social Care Select Committee	Community, Health & Housing		Councillor Jules Cook Reserve - Councillor Caroline Jones	2
Buckinghamshire Health and Well Being Board	Community, Health & Housing		Councillor Isobel Darby	1
Buckinghamshire Historic Buildings Trust Ltd	Sustainable Development		Councillor Carl Jackson	1
Buckinghamshire Mind	Community, Health & Housing	None	Councillor Jane MacBean	1
Buckinghamshire Strategic Flood Management Group	Sustainable Development		Councillor Jonathan Rush Councillor Jane MacBean	2

Item 19

Outside Body	Relevant PAG	Restrictions (4)	Councillors Appointed 2017/18	Representatives required (total)
Buckinghamshire Thames Valley Local Enterprise Partnership	Sustainable Development		Councillor Mrs Isobel Darby Reserve - Councillor Wilson	2
Chalfont St Giles Youth Club	Community, Health & Housing	None	Councillor Caroline Rouse	1
Chalfont St Giles Revitalisation Steering Group			Councillor Carl Jackson Reserve - Councillor Des Bray	2
Chalfont St Peter Village Action Group	Community, Health & Housing		Councillor Linda Smith	1
Chalfont St Peter Community Centre	Community, Health & Housing		Councillor Jonathan Rush	1
Chalfont St Peter Neighbourhood Action Group	Community, Health & Housing		Councillor Isobel Darby Councillor Jonathan Rush	2
Chesham & District Community Association	Community, Health & Housing		Councillor Jane MacBean	1
Chesham Connect (previously Chesham Action Partnership)	Community, Health & Housing	None	Councillor Nick Varley	1
Chesham Museum	Community, Health & Housing		Councillor Jane MacBean	1
Chesham Over Fifties Positive Action Group	Community, Health & Housing	None	Councillor Derek Lacey	1
Chesham Youth Club Management Committee	Community, Health & Housing		Councillor Jane MacBean	1
Chiltern and Wycombe Joint Waste Collection Committee	Environment	1 relevant Cabinet Member 1 Member not on the Cabinet or on Services Overview Committee	Councillor Mike Smith Councillor Caroline Jones	2
Chiltern Citizens' Advice Bureau	Community, Health & Housing	None	Councillor Emily Culverhouse	1
Chiltern & South Bucks Strategic Partnership			Councillor Caroline Jones Councillor Mimi Harker Councillor Jonathan Rush	3
Chilterns Conservation Board	Sustainable Development		Councillor Nick Rose	1

Item 19

Outside Body	Relevant PAG	Restrictions (4)	Councillors Appointed 2017/18	Representatives required (total)
Chiltern LEADER Local Action Group	Sustainable Development		Councillor Nick Rose	1
Chiltern Leisure Advisory Board	Community, Health & Housing		Councillor Liz Walsh Councillor Mimi Harker OBE Reserve - Councillor Graham Harris	2 (plus reserve)
Chiltern Open Air Museum Advisory Council	Community, Health & Housing		Councillor Carl Jackson Councillor Linda Smith Councillor Des Bray Councillor Alan Hardie	4
Chiltern Woodlands Project Limited	Sustainable Development	None.	Councillor John Gladwin	1
Chiltern Youth Club	Community, Health & Housing		Councillor Liz Walsh	1
Chilterns Crematorium Joint Committee	Environment	2 relevant Cabinet Members	Councillor Peter Martin Councillor Mike Smith	2
Colne Valley Park Community Interest Company	Sustainable Development		Councillor Chris Ford	1
Denham Aerodrome Consultative Committee	Sustainable Development	None	Councillor Don Phillips	1
District Councils Network Assembly		Must be the Leader. Leader can appoint substitutes	Councillor Isobel Darby	1
European Structural and Investment Funds (ESIF)	Sustainable Development		Councillor Fred Wilson	1
Great Missenden Parish Revitalisation Group & Community Vision for HP16	Community, Health & Housing	None	Councillor Heather Wallace Councillor John Gladwin	2
Groundwork South Trust Limited	Community, Health & Housing	None	Councillor Chris Ford	1
Healthy Communities Partnership	Community, Health & Housing	Must be a Member	Councillor Liz Walsh	1

Item 19

Outside Body	Relevant PAG	Restrictions (4)	Councillors Appointed 2017/18	Representatives required (total)
Holmer Green Village Centre	Community, Health & Housing		Councillor Mark Titterington	1
Housing Interaction Trust	Community, Health & Housing		Councillor Carl Jackson	1
HS2 Joint Project Board (51M)	Sustainable Development		Councillor Nick Rose	1
Little Chalfont Community Association And The Big Vision for Little Chalfont	Community, Health & Housing	Representative should be a Cabinet Member, but this not compulsory	Councillor Peter Martin	1
Local Area Forum: Amersham	Community, Health & Housing		Councillor Mimi Harker	1
Local Area Forum: Chalfonts	Community, Health & Housing		Councillor Linda Smith	1
Local Area Forum: Chesham	Community, Health & Housing		Councillor Fred Wilson	1
Local Area Forum: Missenden	Community, Health & Housing		Councillor John Gladwin	1
Local Government Association General Assembly			Councillor Isobel Darby	1
Paradigm Board	Community, Health & Housing		Noel Brown (External Representative)	1
Pond Park Community Association	Community, Health & Housing		Councillor Derek Lacey	1
South East England Councils (SEEC)	Sustainable Development	Usually the Leader/Deputy Leader, but this is not compulsory. Substitutes must be from the same political party.	Councillor Isobel Darby	1
Thames Valley Police and Crime Panel	Community, Health & Housing		Councillor Emily Culverhouse	1
The Chilterns Dial-a-Ride	Community, Health & Housing		Councillor Carl Jackson	1

Item 19

Outside Body	Relevant PAG	Restrictions (4)	Councillors Appointed 2017/18	Representatives required (total)
Way In (Chiltern Youth Matters)	Community, Health & Housing		Councillor Peter Hudson Reserve - Councillor Jane MacBean	2
Wycombe Rape Crisis	Community, Health & Housing	Should be a female Member	Councillor Emily Culverhouse	1



MINUTES of the Meeting of the
CHILTERN & WYCOMBE JOINT WASTE COLLECTION COMMITTEE
 held on **10 APRIL 2017**
 at **WYCOMBE DISTRICT COUNCIL**

PRESENT:

Councillor J Teesdale (Wycombe District Council) - Chairman

Councillors: W Mallen (Wycombe District Council), C M Jones and P E C Martin (Chiltern District Council).

Officers: S Gordon (CDC & WDC), C Hughes (WDC), C Marchant (CDC), S Markham (CDC) and R Williams (CDC & WDC).

APOLOGIES FOR ABSENCE were received from Councillor M R Smith (Chiltern District Council), A Cacchioli (CDC), P Shackley (WDC).

60 MINUTES

The Minutes of the meeting held on 8 December 2016 were agreed as a correct record.

61 DECLARATIONS OF INTEREST

There were no declarations of interest.

62 WASTE SERVICE HIGHLIGHT REPORT

The Committee considered the report which provided an overview of the joint waste service for the period November 2016 to January 2017. It was noted that the overall programme status was now at green which was agreed to be a big achievement.

The key targets were reviewed and it was noted that the Deed of Variation had been provided to Serco for signing, although it had been delayed whilst other negotiations with Serco were concluded. Formal completion of the documentation was expected shortly. There had been three major IT projects and a strong focus on health and safety. It was noted that a training pack for new starters had been developed and the team building continued. A DCLG funded project 'Fighting Food Waste' was ongoing. It was acknowledged that the number of missed containers had improved and that complaints helped in focusing where further improvements could be made.

Budget targets were reviewed and noted. The Joint Committee was reminded that it had, on 20 March 2015, deferred a decision whether to implement the negative indexation figure in respect of the period November 2014 to October 2015. The Committee decided that there was no reason not to apply the indexation as provided for in the contract and that it would, in practice, be off-set against increases in other payments under the contract to which Serco were entitled.

It was reported that South Bucks would be attending the next meeting of the committee.

RESOLVED:

- 1) **That the report be noted; and**
- 2) **That the indexation of -0.3% for the period November 2014 to October 2015 now be applied to payments under the contract with Serco.**

63 UPDATE ON HEADLINE PROJECTS

The Joint Committee received an update on Headline Projects presentation and noted that the IT Project/Contender was completed as had the Migration of SBDC calls to Customer Services under the Phased Approach/Project Plan. The Waste Projects Team had worked hard to achieve this result.

Under Stage 1 Work Packages all work had happened to the expected timescale. Under Stage 2 Work Packages it was noted that the Budget Arrangements and Contract Monitoring Procedures needed more time as did the Review of Bin App Options and Mobile/Remote Working. Under Stage 3 Work Packages, Chargeable Garden Waste Module also required more time for delivery.

It was particularly noted that information for flats was due to be refreshed as complaints had been received about non collection from flats.

The subject of fly tipping was raised and agreed that a report would be prepared and brought back to the August meeting.

RESOLVED:

That the presentation be noted.

64 SERCO IMPROVEMENT PLAN

The Joint Waste Committee received the report setting out, in detail, performance improvements being delivered by Serco in line with the agreed plans. Milestones were noted, particularly that of missed container levels

although these had improved. However, Members expressed concern in relation to the missed collect and return numbers.

A key area for improvement was crew numbers and agency staff as the latter appeared to be a root cause of the current problems and ways were being investigated to improve rates of pay for drivers. It was noted that Serco were also committed to making improvements and that general morale and attitude was higher than previously.

The report contained some positive results following the improvements introduced by Serco and will be forwarded to senior Members of both Councils for information.

RESOLVED:

- **That the report be noted; and**
- **That the report be circulated to Chiltern and Wycombe Members for information.**

65 REVIEW OF BIN CHARGING POLICY

The Joint Committee received a report on the review of bin charging policy and noted that bins had previously been replaced free of charge before 2015, but since 2015, a charge has been in place. The Joint Committee was asked to agree that a review of the current waste policy for charging residents for replacement waste containers when they moved into existing properties and how this applied to tenants of social housing should be carried out and, after a short discussion, this action was agreed.

RESOLVED:

That the report be noted and a review of the current waste policy for charging residents for replacement waste containers when they move into existing properties, and how this applies to tenants of social housing be carried out.

66 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.

67 360 DEGREE CAMERA REPORT

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

The Joint Committee received a report in relation to 360 degree cameras and noted that it set out the benefits of introducing 360 degree CCTV cameras to Serco waste and recycling vehicles. The Committee was also requested to support further work by officers to prepare a business case to support the installation of 360 degree CCTV cameras to Serco waste and recycling vehicles.

Following some discussion, it was agreed that there was general support but that more detailed work in terms of financial benefits and cost avoidance be carried out. The Joint Committee agreed recommendations with an additional recommendation that a CCTV camera be installed into one vehicle for a trial period.

RESOLVED:

- 1) That the report be noted;**
- 2) That officers carry out further work to prepare a business case for the installation of 360 degree CCTV cameras in the Serco waste and recycling vehicles; and**
- 3) That a 360 degree CCTV camera be installed into one vehicle for a trial period to help inform the business case.**

68 DATE OF NEXT MEETING

The date of the next meeting was scheduled for Tuesday 15 August 2017 to be held in the Large Committee Room, CDC Offices, King George V House, King George V Road, Amersham.

The meeting ended at 1.00 pm

MINUTES of the Meeting of the
CHILTERN CREMATORIUM JOINT COMMITTEE

held on **15 FEBRUARY 2017**

at **Cabinet Room, King George V House, King George V Road, Amersham**
at **4.00 pm**

PRESENT:

Councillor H Mordue Aylesbury Vale District - Chairman
Council

Councillors: A Macpherson Aylesbury Vale District Council
P E C Martin Chiltern District Council
J Adey Wycombe District Council
D Barnes Wycombe District Council

APOLOGIES FOR ABSENCE were received from Councillors M R Smith (Chiltern District Council).

Charles Howlett	Superintendent
Jim Burness	Chiltern and South Bucks District Councils
Chris Marchant	Chiltern and South Bucks District Councils
Tracey Campbell	Chiltern and South Bucks District Councils
Paul Marston-Weston	Aylesbury Vale District Council

29 DECLARATIONS OF INTEREST

There were no declarations of interest.

30 MINUTES OF PREVIOUS MEETING

Cllr H Mordue was elected Chairman for the duration of the meeting.

The Minutes of the meeting of the Chilterns Crematorium Joint Committee held on 4 February 2016 were agreed and signed by the Chairman as a correct record.

31 FINANCIAL OUTTURN 2015/16

The Director of Resources outlined key points in the report which included but was not limited to, the fact that the crematorium continued to make a substantial operating surplus, with a financial outturn position for the year end of £903k. Appendix 2 of the report detailed an accumulated surplus of £5.4m, and £4.7m was shown as earmarked against the Aylesbury Crematorium project. It was noted that the budget reflected the higher level of capital

expenditure throughout the year. Due to a change in Council audit regulations, an external audit review is no longer required for the Chilterns Crematorium Joint Committee because it is a Joint Committee. The Joint Committee would continue to be managed under policies that are subject to external and internal audit.

RESOLVED:

That the report be noted.

32 SIXTY FIRST ANNUAL REPORT 1 APRIL 2015 - 31 MARCH 2016

The Joint Committee considered the Annual Report that provided an overview of operational aspects of the crematorium throughout the year and gave a brief update on the main points of the report. It was noted that a member of staff had retired after 48 years of service, and that a new computerised crematorium administration system had been successfully implemented at the crematorium. In response to a question on how Chiltern's Crematorium decided which charity to support annually, it was advised that the Chairman of the Joint Committee usually confirmed the nomination. Joint Committee Members were keen to participate in nominating future charities. The nomination for a charity is for the donation from the Institute of Cemetery and Crematorium Management's (ICCM) Scheme for the Recycling of Metals Following Cremation.

RESOLVED:

- **That the report be noted; and**
- **That Members would put forward nominations for future charities for Chiltern's Crematorium to support on an annual basis.**

33 REVENUE BUDGET

The Joint Committee received a report that summarised the Revenue Budget for 2017/18, as well as the main expenditure changes and the crematorium's position of having a projected operating surplus of £1.1m. The majority of the surplus had been put aside for the Aylesbury Crematorium project and a reasonable level of reserves would be retained. An assessment of reserves is completed annually at the time of considering the budget and after considering financial risks.

The report highlighted main expenditure changes, which included but was not limited to:

- salaries – the financial costs set out did not take into account new staff appointments in the next financial year. However, costs associated with staffing changes to the current staff structure arising from the harmonisation of Chiltern & South Bucks services were taken into account;
- business rates – a revaluation has meant an increase in business rates by over 50% from 1 April 2017; and
- cremation fees - estimates were based on a 2.2% increase on fees, which could be amended by the Joint Committee.

RESOLVED:

That the Revenue Budget for 2017/18 and the capital expenditure be approved.

34 MEDIUM TERM FINANCIAL STRATEGY

The Joint Committee considered the Medium Term Financial Strategy. This set out the Joint Committee's financial position of the over next three to four years. It was noted that the income figures for Amersham reflected a reduced volume in cremations per year to March 2020 and that energy costs were expected to increase by 20% from 2018. It was anticipated that there would continue to be a surplus for the Amersham and Aylesbury Crematoriums.

RESOLVED:

That the report be noted.

35 REVIEW OF FEES AND CHARGES

It was noted that the fees and charges were reviewed annually by the Joint Committee and the report gave comparative figures of surrounding crematoria. The recommendation to the Joint Committee set out to increase the cremation fee to £575, a 5.3% increase on the current fee. In response to questions from Members regarding fees, it was noted that organists are booked on an ad hoc basis which meant the fee with an organist was higher. Concerning potential discounted fees for residents it was reported that discount schemes were usually unpopular and complex to run. Members were

keen to review fees and charges more regularly for the Amersham and Aylesbury Crematoriums, and not just at the time of the annual review.

RESOLVED:

- **That the Joint Committee agree to increase the Chiltern's Crematorium cremation fee to £575; and**
- **That the Joint Committee receive a report at a future meeting regarding a pricing strategy for the Amersham and Aylesbury Crematoriums.**

Councillor A Macpherson left the meeting at 5pm.

36 CAPITAL PROGRAMME 2016/17 TO 2020/21

Members received the proposed five year capital programme and an overview of major upcoming projects.

RESOLVED:

That the proposed Capital Programme for 2016/17 to 2020/21 be agreed.

37 ANNUAL LEARNING CONVENTION

It was noted that the Superintendent attended the autumn 2016 Annual Learning Convention and that the Joint Committee were to decide on attendance for the next Annual Learning Convention.

RESOLVED:

That the Chairman of the Joint Committee and the Superintendent be nominated to attend the 2017 Institute of Cemetery and Crematorium Management (ICCM) Annual Learning Convention.

38 LIAISON MEETING WITH PERSONS TAKING SERVICES AND FUNERAL DIRECTORS

The Joint Committee were asked to identify a suitable date for the next Liaison Meeting with persons taking services and funeral directors.

RESOLVED:

That the next Liaison Meeting take place at the crematorium at 6.45pm on 19 June 2017, to be proceeded by refreshments at 6.00pm.

39 COMPLAINTS AND COMPLIMENTS 2016

Member's noted the questionnaire responses received. These comments revolved predominantly around car parking provision and the busy nature of the chapels. It was reported that car parking provision was difficult to increase on the site, but the opening of the Aylesbury Crematorium could alleviate the problem. Further car parking spaces were available but required walking a distance uphill to get to the crematorium. The Joint Committee heard that the chapels had indeed been busier; this was potentially due to the fact that Milton Chapel had been closed for six weeks owing to a floor replacement, and that Slough Crematorium was closed completely for six weeks for a complete refurbishment in November/December 2016. The Slough Crematorium has been operating since with bookings restricted to 5 per day until the end of May 2017. Concerning the operation of the hearing loop systems, some changes were made at the recommendation of the sound engineer which resolved the problem.

RESOLVED:

That the report be noted.

40 SERVICE PLAN 2017 - 2018

The key achievements for the last twelve months were detailed in Appendix 1 and Members were informed that the key task for the coming year was the Aylesbury Crematorium project. It was noted that the new computerised crematorium administrative system was a vast improvement on the previous system, which would improve efficiency and accuracy of records.

41 DATE AND TIME OF NEXT MEETING

RESOLVED –

That the next meeting would be held on 19 June 2017 at 4.30pm.

42 EXCLUSION OF THE PUBLIC

RESOLVED –

That under Section 100(A)(4) of the Local Government Act 1972 the Public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

43 CREMATORIUM STAFF

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

The report advised Members on the recent harmonisation of staff terms and conditions for the team and the key changes to staff appointments, as well as a revaluation of job descriptions.

RESOLVED:

- **That the harmonisation of staff terms and conditions and the decision to recruit temporary staff be noted, and that the posts be made permanent once the consultation process is complete;**
- **That the proposed updated job evaluation process and new posts be approved;**
- **That the proposed timetable to implement these changes be agreed; and**
- **That the future staffing arrangements for the Aylesbury Crematorium be approved with the appointment made to these posts at the appropriate time.**

44 NEW AYLESBURY CREMATORIUM

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

Members received a report providing an update on the progress of the new Aylesbury Crematorium project and a risk register. It was noted that the Joint Committee had previously agreed expenditure to purchase land, build and operate the crematorium in Aylesbury. The project costs had increased since then due to planning and legal matters outside the Joint Committee's control. The Joint Committee received an updated business case for the project. . Following approval from the Chilterns Crematorium Joint Committee for the

revised expenditure, authority would then be sought from the constituent authorities. It was therefore

RESOLVED:

- 1. That the contents of the report be noted;**
- 2. That, subject to recommendation 4, that construction commences as soon as possible and that the decision when to enter into the construction contract is delegated to the Chairman and Vice Chairman in consultation with the Clerk and Treasurer of the Joint Committee be agreed;**
- 3. That the SCAPE framework to procure further consultant support be agreed**

4. AND RECOMMENDED: That the budget increase from £6,000,000 to £7,250,000 for the Aylesbury Crematorium project be agreed by the Cabinets of the constituent authorities.

The meeting ended at 6.07 pm

Document is Restricted

Document is Restricted

Appendix 4

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

Document is Restricted

Document is Restricted

Document is Restricted

