

**Publication
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2018**

CHILTERN DISTRICT COUNCIL

**MINUTES of the CABINET (CDC)
held on 6 FEBRUARY 2018**

PRESENT Councillors I Darby - Leader
M Stannard - Deputy Leader
P Martin
M Smith
E Walsh
F Wilson

ALSO IN ATTENDANCE: Councillor P Jones

57 MINUTES

The Minutes of the Cabinet meeting held 12 December 2017 were approved and signed by the Cabinet Leader as a correct record.

58 DECLARATIONS OF INTEREST

Councillor I Darby declared a personal interest in item 16 (Mill Meadow Bridge) being a member of the Chalfont St Peter Parish Council.

59 28-DAY NOTICE

The Cabinet reviewed the draft 28-Day Notice for the Cabinet meeting on 1 May 2018, due to be published on 29 March. The Joint Committee meeting scheduled for 20 February had been cancelled.

RESOLVED –

That the report be noted.

60 CURRENT ISSUES

Councillor P Martin – Chiltern & South Bucks Joint Local Plan Update

Councillor Martin reported back on a meeting held at City Hall in London on the new London Plan. 66,000 homes were needed in the capital each year for the next 20 years. Land supply was for 65,000 homes. The Mayor was looking for willing and enthusiastic partners to help meet the extra need for homes.

A meeting would be held on 9 February regarding the duty to cooperate with Berkshire local authorities.

61 BUDGET AND COUNCIL TAX REPORT

Members received a report providing information regarding the Council's revenue budget for 2018/19 which would form the basis of setting the Council Tax. The Cabinet were therefore asked to recommend to Full Council that the budget be agreed at the Council meeting on 28 February 2018.

It was noted that there were no substantial changes to the budget arising from the Autumn Statement. However, since the December meeting of the Cabinet a few amendments had been made to the budget which included a 2% pay award to staff based on the offer made by the Joint Staffing Committee; 20% increase in planning fees (agreed by the Government in January); the creation of Economic Development team, and other changes. The effect of these changes on the budget was minimal and represented a £34,000 change in net cost of services.

A 3% increase in Council Tax was proposed which would result in the district proportion of Council Tax being increased to £180.88 for a Band D property. Reference was made to the medium term financial strategy which set out the financial challenges to the Council in medium term. Overall the situation was manageable but there was a continued need to reduce costs by delivering key projects that would increase income and reduce costs. The key financial risks were noted along with the proposed level of reserves earmarked to mitigate those risks. The reserves had also been reviewed by the Support Service Policy Advisory Group and the proposals were adjusted accordingly. It was confirmed that the Council would have the suggested prudent level of general reserves of £900,000.

The Cabinet expressed thanks to all officers involved in this year's budget challenge process, and the Head of Finance in particular. The Council had done a lot of work over the last 5 years to put itself in the best position possible to face the continued financial challenges in the future. The Leader then expressed thanks to the Deputy Leader for his work in developing this year's draft budget.

RECOMMENDED:

Revenue Budget 2018/19

- 1. That the Revenue budget for 2018/19 be approved, as summarised in the table in paragraph 4.15.**
- 2. That the following use of earmarked reserves for 2018/19 be agreed:**
 - Local Development Plan £240,000**
 - Planning Digitalisation £95,000**
 - Economic Development Reserve £58,000**
- 3. That the following additions to earmarked reserves for 2018/19 be agreed:**
 - Capital – Funding replacement refuse vehicles £394,000**
 - Capital – Funding of capital programme £631,000**
 - Elections £20,000**
- 4. That a budget requirement of £10,493,000 which will result in a District council tax of £180.88 for a Band D property be agreed.**
- 5. That the level of fees and charges for 2018/19 (Appendix C) be confirmed.**
- 6. That the advice of the Director of Resources (Appendix A) be noted.**

AND RESOLVED:

Setting the Council Tax

7. That this report be made available to all Members of the Council in advance of the Council Tax setting meeting on 28th February, and a final report is produced for the Council meeting incorporating the information from preceptors, and the final decisions of the Cabinet on the budget.

Medium Term Financial Strategy

8. To note the comments in the report on the Council's financial position in respect of the years following 2018/19 and the updated Medium Term Forecast.

62 ANNUAL TREASURY MANAGEMENT STRATEGY 2018/19

The Cabinet were asked to consider a report that recommended that the Annual Treasury Management Strategy be approved and adopted by the Council. The Council was required to produce this document annually to show how it managed its cash reserves for investment purposes.

The Strategy prioritised security over liquidity and return on investment. Members welcomed this approach in light of the current economic forecasts. It was anticipated that the Council would receive around £90,000 of income from investments during 2018/19.

RECOMMENDED:

That the Treasury Management Strategy, including the following appendices to the Treasury Management Strategy (Appendix 1), be adopted by the Council:

- **Appendix 1A - Annual Investment Strategy Policies**
- **Appendix 1B - Prudential Indicators including the borrowing limits**
- **Appendix 1C - the MRP method to be used in 2018/19.**

63 CAPITAL PROGRAMME AND REPAIRS & RENEWALS PROGRAMME 2018/19 TO 2021/22

The Cabinet were asked to consider, and recommend to Council for approval, the Capital Programme, which identified Council projects by Portfolio Area, and the Repairs & Renewals Programme, that outlined planned maintenance for the Council's assets, both for the period 2018/19 to 2022/23. The report also referred to the Capital Strategy which described how the Council would use and manage its capital resources to progress key Council priorities.

Members noted the inclusion of two key projects relating to Amersham Multi-Storey Car Park and the redevelopment of Chiltern Pools Leisure Centre. Both of which would require the Council to undertake a level of sustainable borrowing. A number of other smaller projects had also been included and would be funded from earmarked reserves. It was noted that the capital reserve was sufficient to cover the planned expenditure to 2022/2023.

RECOMMENDED:

That the Capital Strategy, including the Capital Programme for 2018/19 – 2022/23, as set out in Appendix A, be approved.

64 TREASURY MANAGEMENT Q3 2017/18

The Cabinet considered a report setting out the Council's Investments for the period October to December 2017. Members were pleased to note that the Council was currently on track to exceed the income investment target by around £30,000.

RESOLVED:

That the Treasury Management performance for Quarter 3 2017/18 be noted.

65 SERVICE PLAN SUMMARIES 2018-2019

The Cabinet considered the Service Plan Summaries produced by each Head of Service/Principal Officer within the Council. These provided a summary of achievements from the current year and an overview of what each service aimed to deliver for 2018/19.

It was recognised that the service plans were very comprehensive, and that a full review of the documents would be carried out with the aim of reducing the length of the documents in future. This approach was supported by Members, and the Cabinet expressed thanks to officers for the work that had gone into producing this year's service plans.

RESOLVED:

That the Service Plan Summaries be noted.

66 PERFORMANCE REPORT QUARTER 2 2017/2018

The Cabinet considered the performance report for quarter 2 of 2017-18 and noted the updates and actions being taken regarding the missed performance targets.

RESOLVED:

That the report be noted.

67 NATIONAL INFRASTRUCTURE COMMISSION, THE OXFORD - MILTON KEYNES - CAMBRIDGE CORRIDOR

The Cabinet considered a report which set out the proposal to establish a Growth Board for the Central Area which would contribute to the wider economic ambitions for the Oxford, Milton Keynes and Cambridge corridor by increasing growth and infrastructure. The Growth Board would put in place formal governance arrangements to replace the shadow Growth Board, and enable local authorities in those areas to interact with the Government with a single voice.

It was acknowledged that the Growth Board would represent 22 different local authorities in the area, but it was felt that this provided an opportunity to

benefit the area and ensure that links to London and Heathrow were made. South Bucks District Council would also be represented at the Board by their own Leader.

RESOLVED:

- 1) That a Central Area Growth Board in the form of a Joint Committee be established and that it be agreed to work with partners with the aim of accelerating and increasing growth and securing investment in infrastructure across the area;**
- 2) That the draft Terms of Reference for the Central Area Growth Board, in Appendix 1, be agreed and the Director of Services be authorised in consultation with the Leader to agree any final wording;**
- 3) That pursuant to s101 (5) and 102 of the Local Government Act 1972, s9EB of the Local Government Act 2000 and (where applicable) to the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012, the Council agrees to participate in the Central Area Growth Board Joint Committee and to delegate its executive functions in so far as they relate to accelerating and increasing growth and securing investment in infrastructure across the Central Area;**
- 4) That the Leader, or another member of the Cabinet nominated by the Leader, be the representative for the Council at future meetings of the Growth Board; and,**
- 5) That the current position with regards to the whole corridor (Oxford – Milton Keynes – Cambridge) and the Bucks Growth Strategy be noted.**

68 CHILTERN POOLS UPDATE REPORT

The Cabinet received a report providing an update on the progress of the Chiltern Pools redevelopment project, and in particular the outcome of the public consultation on the proposed disposal of land at Woodside Close to Amersham Town Council and the acquisition of part of King George V Playing Fields from Amersham Town Council to support the project.

Agreement was also sought to enable the appointment of a consultant to review the leisure operator contract options and provide advice on the procurement process to progress the project.

RESOLVED:

- 1. That the progress to date on the appointment of the project manager and design team to develop the detailed design and evolving business case be noted.**
- 2. That the outcomes of the land swap public consultation be noted.**
- 3. That authority for the procurement and appointment of a specialist leisure consultant to advise on the new leisure operator contract be delegated to the Director of Services, in consultation with the Portfolio Holder for Support Services.**

69 CHILTERN AND SOUTH BUCKS OPEN SPACE STRATEGY

Members received a report outlining the key findings and recommendations of the Chiltern and South Bucks Open Spaces Strategy. The Cabinet were asked to agree the Strategy for public consultation. The Strategy would help Town and Parish Councils and community groups identify priorities for improvement and attract inward investment. Consultants had been used to develop the Strategy, and once adopted would help inform the Chiltern & South Bucks Joint Local Plan. Once both Councils had agreed the Strategy it would become a joint Strategy.

RESOLVED:

- 1. That the draft Chiltern and South Bucks Open Space Strategy be agreed for public consultation.**
- 2. That authority be delegated to the Director of Services in consultation with the Portfolio Holder for Healthy Communities to agree the final Open Space Strategy in respect of Chiltern District Council.**

70 MILL MEADOW BRIDGE

Members received a report detailing progress on a project to replace Mill Meadow Bridge which needed to be replaced and its load bearing capacity increased to 40 tonnes. The Cabinet had previously agreed a budget of £369,000 to progress the project, and this report was seeking approval for a further £51,000 following an anticipated increase in costs following the tender

of work by Kier to their subcontractors. The anticipated timescale from start of construction to completion was 3 months.

During the discussion Members expressed disappointment at the increase in costs. The need for a temporary bridge with a load bearing capacity of 30 tonnes, above the 3 tonne capacity of the current bridge, was questioned. Members felt that a temporary bridge did not require a weight loading capacity above that of the existing bridge.

Members remained committed to delivering the project, but also wanted to avoid incurring unnecessary additional construction costs. As such, it was requested that the whole project specification be reviewed and amended to a temporary bridge with a weight capacity that was as low as possible and that reflected the current capacity (e.g. 3 tonnes). Appropriate signage would be required to prevent heavy vehicles from using the temporary bridge during construction. If necessary the works should be retendered if the specification changed materially.

RESOLVED:

That the project specification be reviewed and amended, as detailed above, with a further report to be considered by the Cabinet at a future meeting detailing updated construction costs to progress the project.

71 STATEMENT OF COMMUNITY INVOLVEMENT

The Cabinet received a report regarding the Statement of Community Involvement (SCI) which local authorities were required to produce. This set out how the Council would engage and involve the community in planning policy formulation and in the determination process for major planning applications.

The report also explained that the SCI was not part of the existing delegation by Cabinet to the Joint Committee on issues relating to the Local Plan. As such the report recommended that powers related to the SCI and other joint planning policy related matters be added to the delegated powers to Joint Committee as part of Shared Service and decision making arrangements.

RESOLVED:

- 1. That the production of a joint Statement of Community Involvement as part of the Chiltern and South Bucks Planning and Economic Development Shared Service arrangements be agreed.**

- 2. That authority be delegated to the Director of Services (in the absence of a permanent Head of Planning and Economic Development), in agreement with the Cabinet Member for Planning and Economic Development to prepare and publish a joint Statement of Community Involvement for Chiltern and South Bucks District Councils based on the issues set out in the report; and**

- 3. That the Local Development Scheme be amended by the insertion of a timetable specifically covering the update and review of the Statement of Community Involvement and that authority be delegated to the Director of Services, in the absence of a permanent Head of Planning and Economic Development, to determine and amend as necessary the timetable.**

AND RECOMMENDED:

- 4. To Full Council that the powers delegated to the Joint Committee by the Inter Authority Agreement be extended to include updates to the Statement of Community Involvement (after Recommendation 1 above has been implemented), Community Infrastructure Levy and other Planning Policy matters considered relevant to the Joint Committee under the Shared Service arrangements.**

72 COMMUNITY INFRASTRUCTURE LEVY TIMETABLE

The Cabinet received a report which recommended a revised timetable, following announcements in the Housing White Paper and the Autumn Budget, for the introduction of a Community Infrastructure Levy (CIL) which was the mechanism by which Councils could secure from development payments for supporting infrastructure provision. It was noted that both Chiltern & South Bucks District Councils were required to follow a separate charging levies process, but both were likely to be very similar.

RESOLVED:

That a timetable as part of the Local Development Scheme for the preparation of the necessary Community Infrastructure Levy Documents, as set out in Appendix 1 to this report, be published.

73 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.

74 CABINET REPORTS FROM POLICY ADVISORY GROUPS:

RESOLVED:

That the confidential notes of the following meetings of Policy Advisory Groups be noted:

Healthy Communities, 27 November 2017

Support Services, 27 November 2017

Planning & Economic Development, 4 December 2017

75 KING GEORGE V HOUSE LETTING OF OFFICE SPACE

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

The Cabinet received a report requesting agreement to re-let office space in order to maintain rental income to the Council.

RESOLVED:

- 1. That the office space formerly let to the Chiltern Clinical Commissioning Group be re-let for a minimum period of three years.**
- 2. That authority be delegated to the Head of Environment to agree the details of the lease and conclude the necessary legal agreements.**

The meeting ended at 5.45 pm