



Cabinet

Tuesday, 11 December 2018 at 4.30 pm

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

A G E N D A

Item

- 1 Evacuation Procedures
- 2 Apologies for Absence
- 3 Minutes (*Pages 5 - 22*)

To approve the minutes of the Cabinet held on 16 October 2018 and the minutes of the Special Cabinet held on 27 November 2018 (to follow).

- 4 Declarations of Interest
- 5 28-Day Notice (*Pages 23 - 24*)

Appendix: Cabinet 28 Day Notice (working draft) (Pages 25 - 30)

- 6 Current Issues
- 7 Performance Report Quarter 2 2018/19 (*Pages 31 - 34*)

Appendix A: Priority PIs Quarter 2 2018/19 (Pages 35 - 36)

Appendix B: Corporate PIs Quarter 2 2018/19 (Pages 37 - 38)

Appendix C: Data only PIs Quarter 2 2018/19 (Pages 39 - 40)

- 8 Draft Revenue Budget 2019/20 (*Pages 41 - 46*)
- Appendix 1 (Pages 47 - 48)*
- Appendix 2 (Pages 49 - 50)*
- Appendix 3 (Pages 51 - 56)*
- Appendix 4 (Pages 57 - 62)*
- Appendix 5 (Pages 63 - 80)*
- Appendix 6 (Pages 81 - 96)*
- Appendix 7 (Pages 97 - 110)*
- Appendix 8 (Pages 111 - 120)*
- Appendix 9 (Pages 121 - 146)*
- 9 Treasury Management - Quarterly Report Quarter 2 2018/19 (*Pages 147 - 150*)
- 10 Update on the Chiltern Pools replacement project (*Pages 151 - 156*)
- Appendix 1 (Pages 157 - 158)*
- Confidential Appendix 2 (see Item 15)*
- 11 Minutes of Joint Executive Committees
- Members are asked to note the Minutes of the following meetings of Joint Executive Committees:
- Appendix 1 - Chiltern & South Bucks Joint Committee - 10 October 2018 (Pages 159 - 162)*
- Appendix 2 - Chiltern & Wycombe Joint Waste Collection Committee - 3 October 2018 (Pages 163 - 168)*
- Appendix 3 - Chilterns Crematorium Joint Committee - 26 September 2018 (Pages 169 - 174)*

12 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.

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

13 Cabinet Reports from Policy Advisory Groups:

.1 Healthy Communities Notes - 8 October 2018 (*Pages 175 - 180*)

.2 Customer Services Notes - 26 September 2018 (*Pages 181 - 182*)

.3 Environment Notes - 24 September 2018 (*Pages 183 - 188*)

.4 Planning and Economic Development Notes - 25 September 2018 (*Pages 189 - 194*)

14 Report on HS2 Community and Environment Fund and Business and Local Economy Fund (*Pages 195 - 198*)

Reasons for restriction: Paragraph(s) 3

15 Item 11 - Update on the Chiltern Pools replacement project - Confidential Appendix 2 (*Pages 199 - 200*)

Reasons for restriction: Paragraph(s) 3

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

Membership: Cabinet

Councillors: I Darby (Chairman)
M Stannard
P Martin
M Smith
E Walsh
F Wilson

Date of next meeting – Tuesday, 5 February 2019

Audio/Visual Recording of Meetings

This meeting might be filmed, photographed, audio-recorded or reported by a party other than the Council for subsequent broadcast or publication. If you intend to film, photograph or audio record the proceedings, or if you have any questions please contact Democratic Services. Members of the press please contact the Communications Team.

If you would like this document in large print or an alternative format, please contact 01895 837236; email democraticservices@chiltern.gov.uk

<p>Publication Date 13 Nov 18</p>

CHILTERN DISTRICT COUNCIL

MINUTES of the CABINET held on 16 OCTOBER 2018

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

APOLOGIES FOR ABSENCE None

ALSO IN ATTENDANCE: Councillors J Gladwin and J MacBean

118 MINUTES

The minutes of the Cabinet held on 26 June 2018 were approved and signed by the Chairman as a correct record.

119 DECLARATIONS OF INTEREST

Councillor I Darby declared a personal and prejudicial interest in Item 18 – Community Grant Awards 2018. Nature of interest – Councillor Darby had a professional relationship with the Chalfont St Peter Youth Centre and Milton's Cottage and would not take part in the consideration of this item.

Councillor P Martin declared a personal interest in Item 18 – Community Grant Awards 2018. Nature of interest – Councillor Martin was part of the Great Missenden and Prestwood Revitalisation Group.

120 28-DAY NOTICE

The Cabinet received a report attaching the draft 28-Day Notice which provided a forward look on executive decisions to be taken. The notice would be published on 9 November 2018 for the meeting of Cabinet 11 December 2018.

Members were advised of an administrative error on the draft notice, and it was noted that the Joint Housing Strategy was scheduled to be considered at the Cabinet meeting 16 October 2018 and Full Council on 13 November 2018.

RESOLVED:

that the draft 28-Day Notice to be published on 9 November be noted.

121 CURRENT ISSUES**(i) Councillor P Martin**

Councillor P Martin informed Members that a number of workshops to review local plan policies were due to be held, the first of which was scheduled for 6pm, Tuesday 23 October 2018 at Chiltern District Council.

Members were advised that HS2 works had been halted on a site in Great Missenden which had caused some concern amongst residents in the area.

(ii) Councillor M Smith

Councillor M Smith reported that the Amersham Multi-Storey Car Park was on track for completion in November 2018, and had had a successful topping out ceremony on 12 September 2018. It was noted that there was a minor issue with cosmetic cracking in some parts of the concrete but this issue was due to be addressed.

A topping out ceremony had also taken place at the Bierton Crematorium on 24 September 2018. Members noted that the Crematorium was scheduled to open spring 2019.

(iii) Councillor F Wilson

Councillor F Wilson advised Members that the Council was currently in the design stage of the customer experience programme, and that the Customer Experience Member Working Group would be providing advice on the programme to the project team throughout the different stages.

All Members were encouraged to attend these Member Working Group meetings.

Councillor Wilson informed Members that last year, the Revenues Team were runner up Revenues Team of the Year. This year, the team had won the

prestigious award. The Cabinet congratulated the Revenues Team for being awarded Revenues Team of the Year.

122 PERFORMANCE REPORT QUARTER 1 2018-19

Members received a report outlining the annual performance of Council services against pre-agreed performance indicators and service objectives for Quarter 1 of 2018-19.

RESOLVED:

That the performance report be noted.

123 TREASURY MANAGEMENT QUARTER 1 2018/19

Members received a report on the Treasury Management operation of the Council for April – June 2018.

RESOLVED:

that the Treasury Management performance for Quarter 1 2018/19 be noted.

124 JOINT HOUSING STRATEGY

(The Cabinet brought forward consideration of agenda item 13 Joint Housing Strategy and the following item on Bucks Home Choice Allocation Policy.)

The report sought authority to publish and implement the finalised version of the Chiltern and South Bucks District Councils Joint Housing Strategy (Affordable Housing and Homelessness) 2018 – 2021. It was noted that the finalised version of the Strategy had been considered by the Services Overview Committee on 9 October 2018.

The Cabinet **RESOLVED** to

RECOMMEND:

that Full Council approve the final Joint Housing Strategy (Affordable Housing and Homelessness) 2018-2021 document; and

that the Head of Healthy Communities be authorised to make any final amendments to the document agreed by Members and to publish it in consultation with the Healthy Communities Portfolio Holder.

125 BUCKS HOME CHOICE ALLOCATION POLICY

Members of the Cabinet were asked to consider and comment on the proposed revisions to the Bucks Home Choice Allocations Policy ahead of the full consultation. The Services Overview Committee considered the report at their meeting on 9 October 2018.

RESOLVED:

that the final version of the draft revised Bucks Home Choice Allocations Policy be agreed for consultation by the Head of Healthy Communities in consultation with the Healthy Communities Portfolio Holder and subject to the agreement of Aylesbury Vale District Council, South Bucks District Council and Wycombe District Council.

126 DELEGATION ARRANGEMENTS IN PLANNING ENFORCEMENT

Members considered a report proposing changes to the delegation arrangements on Planning Enforcement matters. The revised delegations would provide a mechanism for effective delivery of the Local Enforcement Plan in allowing officers to act in a timely manner on all enforcement matters and not just in cases of urgency.

The Planning and Economic Development PAG and Planning Committee considered the Cabinet report at their meetings on 25 September and 4 October 2018 respectively.

Members of the Cabinet endorsed the recommendation and **RESOLVED** to

RECOMMEND:

that Full Council approve the revised delegations as set out in the Appendix to the report.

127 THE ENVIRONMENTAL ASSESSMENT OF PLANS AND PROGRAMMES REGULATIONS 2004 – DELEGATED POWERS

Members of the Cabinet considered a report seeking delegated authority to determine the need for environmental assessment of neighbourhood plans.

RESOLVED:

that the statutory requirements of the Environmental Assessment of Plans and Programmes Regulations 2004 in relation to neighbourhood planning be delegated to the Head of Planning and Economic Development.

128 COMMUNITY INFRASTRUCTURE LEVY

The Cabinet considered a report seeking agreement to consult on the preliminary draft charging schedule for Community Infrastructure Levy (CIL). Implementing CIL would enable the Council to receive funding from development to fund and/ or improve infrastructure and support growth within the District.

It was advised that the consultation on the preliminary draft charging schedule was expected to take place in November – December 2018, with a further consultation in spring 2019. It was expected that CIL would be examined alongside the Joint Local Plan.

The Portfolio Holder for Planning and Economic Development advised Members of the Cabinet that CIL was in place at Wycombe District Council and worked well.

It was advised that the rate set would be based on viability, and then tested by the Planning Inspector during the Local Plan examination process. It was noted that rates could be reviewed if viability changed. Members noted that this was a proposed charge on all new residential units of 100 square metres or more, and that affordable homes were exempt from the charge.

A concern was raised as to charges on retail units in local towns, and Members were assured that ensuring the vitality of the District's town centres was a

priority, and that most retail development would likely take place in existing floor space in existing town centres.

Members noted that the District Council would receive 85%, and the Parish Council 15% of revenue collected from contributions. If a Town or Parish Council had a neighbourhood plan, their contributions received would rise to 25%.

Members agreed that CIL would support the Council in delivery of requisite infrastructure to reflect the changing needs of local residents.

RESOLVED:

to consult on the Preliminary Draft Charging Schedule for Community Infrastructure Levy.

129 CDC PARKING

Members considered a report with options to maximise the use of parking facilities across the district to continue to meet the needs of the local towns and villages.

Following consideration of the report by the Environment Policy Advisory Group on 24 September 2018, the recommendations had been amended to include a proposal to increase the 'over 4 hour' tariff at Albany Place car park in Chesham from £3.60 to £4.00 in a bid to deter commuters.

The Portfolio Holder for Planning and Economic Development advised Members that the Roald Dahl Museum was scheduled to re-open on Saturday 20 October 2018.

It was noted that tariffs could be reviewed in the future if necessary.

RESOLVED:

2.1 a) That the 'over 4 hour' tariff at Albany Place car park in Chesham be increased from £3.60 to £4.00.

b) That the Off Street Parking Places Order be amended to allow coach parking in car parks where there is the capacity and need to do so and

that the Head of Environment be authorised in consultation with the Portfolio Holder to make the changes where appropriate.

c) That the Off Street Parking Places Order be amended to enable electric vehicle charging points to be installed where evidence supports the requirement and that the Head of Environment be authorised in consultation with the Portfolio Holder to make the changes where appropriate.

d) That the list of designated disabled bays in the Order be removed to allow flexibility to amend the number of bays in the car parks.

e) That the cost of the 'Over 9 hour' tariff at Buryfield and Link Road car parks in Great Missenden be reduced from £7.00 to £6.00, if the car park usage does not increase once the Roald Dahl Museum re-opens.

f) That the cost of a season ticket at Buryfield, and Link Road car parks be reduced to maintain the current discount to daily charge ratio.

2.2 That subject to Cabinet agreeing the recommendations at 2.1 a), b), c), and d), the Head of Environment be authorised to publish the statutory Notice of proposed Amendment to the Off Street Parking Places Order.

2.3 That if no valid objections are received in response to publication of the Notice at 2.2, the Director of Services be authorised to make and publicise the Amendment Order.

2.4 That if valid objections are received in response to publication of the Notice at 2.2, the Director of Services be authorised to deal with any such objections after consultation with the Portfolio Holder and to make and publicise the necessary Amendment Order with or without modifications as considered appropriate.

2.5 That subject to Cabinet agreeing the recommendations at 2.1 e) and f), the Head of Environment in consultation with the Portfolio Holder be authorised to introduce the new charges (if and when required) and publish the variation notice to implement.

130 GAMBLING ACT 2005 STATEMENT OF PRINCIPLES - 2018 REVISION

The Cabinet were asked to consider the final revised draft Gambling Act 2005 Statement of Principles, and to recommend the Statement of Principles to Full Council for adoption. The draft Statement of Principles was attached to the report at Appendix 1.

Members noted that the Licensing Committee considered the Statement of Principles at their meeting on 10 July 2018, the minutes of which were attached to the report at Appendix 2.

RECOMMENDED to Council:

to adopt the draft Statement of Principles at the Council meeting on Tuesday 13 November 2018 for publication at least 4 weeks prior to coming into effect for the period 14 January 2019 to 13 January 2022.

131 CHILTERN AND SOUTH BUCKS OPEN SPACE STRATEGY

The Cabinet were asked to adopt the Chiltern and South Bucks Open Spaces Strategy. The Strategy would help to inform the Joint Local Plan and help improve access and the quality of open space provision within the District.

It was noted that draft Strategy had undergone two consultations, the results of which had been incorporated into the finalised version of the Strategy.

A concern was raised in relation to the capacity at Chesham Cemetery and how this had not been referenced within the Strategy document. Members were advised that the Strategy looked at how the cemetery was kept rather than the cemetery's capacity. It was noted that concern about capacity would need to be addressed through the planning process.

RESOLVED:

that the proposed Chiltern and South Bucks Open Space Strategy be approved, and its findings utilised to support the implementation of the Chiltern and South Bucks Joint Local Plan.

132 CHILTERN AND SOUTH BUCKS PLAYING PITCH STRATEGY

The Cabinet were asked to consider approving the proposed 2018-2036 Chiltern and South Bucks Playing Pitch Strategy. The Strategy would help to inform the Joint Local Plan, and to improve the quality and access to local playing pitches.

Members of the Cabinet noted that draft Strategy had undergone two consultations, the results of which had been incorporated into the finalised version of the Strategy.

A query was raised on behalf of Penn Parish Council in relation to the cricket club at Penn and the desire to open the old pavilion for use. Members were advised that this would need to be addressed through the planning process.

RESOLVED:

that the proposed 2018-2036 Chiltern and South Bucks Playing Pitch Strategy be approved and submitted to Sport England for external accreditation.

133 COMMUNITY GRANT AWARDS 2018

Councillor I Darby left the room at 17:20 while this item was considered.

The Cabinet were asked to consider agreeing the funding of grant awards for the Council's 2018/2019 Community Grant Aid Scheme. It was noted that Members of the Healthy Communities Policy Advisory Group had considered the Cabinet report at their meeting on 8 October 2018.

The Council had received 45 applications. Grants to be awarded as per the criteria were at Appendix 1 to the report. Those that had met key Council objectives were indicated in green at Table 1, and those that were not supported and had achieved red status were at Table 3. Applicants that achieved amber status (Table 2) had met three of the Council's objectives and

had support from their local ward Councillor, and would receive up to 50% of their grant request.

RESOLVED:

that the allocation of funding awards from the 2018/19 Community Grant Aid Scheme as detailed in Appendix 1 to the report be agreed.

134 SERVICE LEVEL AGREEMENT WITH CHILTERN CITIZENS ADVICE BUREAU

Councillor I Darby re-joined the meeting at 17:24.

The Cabinet were asked to consider awarding funding to the Chiltern Citizens Advice Service (CAB) for the period 1 April 2019 to 31 March 2022.

Members were advised that the work of the CAB contributed directly to the delivery of the Council's housing and homelessness duties strategies and they were a key partner in reducing the risk of homelessness. The CAB also assists the Council's delivery of council tax collection through the support and debt advice it provides to residents on council tax and housing benefit. Members noted that in 2017/2018, the service supported 4,645 clients.

A concern was raised in relation to para 3.6 of the report, the value of debts written off and who this might be owed to. The Head of Healthy Communities would ask the CAB for further information about the debts written off and report back to the Cabinet Member for Support Services.

Members of the Cabinet praised the work of the CAB and recognised its importance within the District.

RESOLVED:

- 1. That aid be granted to the Chiltern Citizens Advice Service with funding of £135,000/annum for the period 1 April 2019 to 31 March 2022.**
- 2. That authority be delegated to the Head of Healthy Communities to agree the terms of the Service Level Agreement with the Chilterns Citizens Advice Service, in consultation with the Portfolio Holder.**

135 REVIEW OF CCTV PROVISION IN THE CHILTERN DISTRICT

Members were asked to consider the implications of the review of CCTV provision within the Chiltern District, and to consider future CCTV monitoring arrangements and potential costs.

The report had previously been considered by Members of the Healthy Communities Policy Advisory Group (PAG) and the Services Overview Committee on 8 October and 9 October 2018 respectively.

The Portfolio Holder for Healthy Communities advised Members that a special PAG meeting had been arranged for January 2019 to give further consideration to the locations recommended for the decommissioning of cameras. The Cabinet agreed that further consideration of the matter was needed.

RESOLVED:

- 1. that the recommendations of the CCTV review be noted, and that public area CCTV coverage continue to be provided in the recommended locations detailed in Appendix 2 of this report;**
- 2. that the recommended locations for the decommissioning of cameras at Appendix 3 be given further consideration by the Members of the Healthy Communities PAG at a special meeting of the PAG;**
- 3. to continue to participate in the CCTV Thames Valley Police (TVP) hub model and seek to achieve the economies of scale to enable re-investment in the existing CCTV network;**
- 4. that the final decision on the CCTV TVP hub model business plan be delegated to the Head of Healthy Communities and Head of Environment in consultation with the Portfolio Holders for Healthy Communities and Environment; and**
- 5. that up to £80,000 in the Capital budget 2019/20 be allocated for the provision of mobile CCTV and for the capital costs arising from the relation of the CCTV hub.**

136 UPDATE ON THE CHILTERN POOLS REPLACEMENT PROJECT

The Cabinet considered a report on the Chiltern Pools redevelopment project. Members noted that the report was considered by the Resources and Services Overview Committees on 11 September and 9 October 2018 respectively.

Members were informed that the appointment of a contractor was underway. The Cabinet were advised that the Leisure Needs Member Working Group had recommended naming the new centre the Chiltern Lifestyle Centre, and the Services Overview Committee had recommended that a competition be held to name the new centre.

A public information campaign had been held from 29 August until 15 October 2018 asking residents as to whether they were in support of the proposals to redevelop the centre. 1952 responses had been received, and 86% of those responses were in support of the project. Members agreed that the number of responses in support of the project indicated the enthusiasm for the project within the community.

Members expressed thanks to the Healthy Communities and Communications teams for their work surrounding the public information events held across the District. Thanks were also expressed to the Portfolio Holders for Support Services and Healthy Communities for their hard work on the project to date.

Councillor J MacBean left the meeting at 17:52.

RESOLVED:

- 1. That the decision of the Director of Services to appoint a main contractor for the construction of the new centre under the Southern Construction Framework be noted.**
- 2. For the purposes of a project working title, to name the community and leisure development the 'Chiltern Lifestyle Centre'.**
- 3. To agree that Chiltern District Council would be responsible for the installation of all play facilities as part of the main construction contract.**

4. To note that the replacement costs of the play equipment will be met by Chiltern District Council as part of the development costs of the Chiltern Lifestyle Centre.
5. To agree that Chiltern District Council would be responsible for the management and maintenance of all play facilities on its land.
6. To note that Amersham Town Council will be responsible for the management and maintenance of all play facilities on its land.
7. That authority be delegated to the Head of Healthy Communities, in consultation with the Portfolio Holder for Support Services, to agree with Amersham Town Council the design and construction of any play areas or development facilities to be located on the Town Council's land, including the provision of play equipment, soakaways and surface water drainage systems and works access arrangements through the land swap contract.
8. Should any management and maintenance responsibilities fall upon Chiltern District Council as a result of any agreement with Amersham Town Council because it is necessary to facilitate the location of play equipment and facilities development, it is agreed those responsibilities shall be passed on to the leisure centre operator.
9. To agree to make budgetary provision for the Pre-Construction Services Agreement (PCSA) fee from the leisure reserve.
10. That the Head of Healthy Communities, in consultation with the Portfolio Holder for Support Services, be authorised to draw down up to £250,000 of capital funding to enable the project to progress to the next key decision stage which is the Stage 4a refinement of the design prior to Cabinet approval to proceed.

137 LEISURE OPERATOR CONTRACT

The report sought approval on the next steps to be taken in respect of the current contract with the existing leisure operator for the Council's three current leisure centres, which comes to an end on 31 March 2020.

Members noted that a new leisure operator contract would be required irrespective of a decision as to the redevelopment the current Chiltern Pools Leisure Centre.

The Cabinet were advised that the Services and Resources Overview Committees had endorsed the recommendations at their recent meetings.

RESOLVED:

- 1. To agree to commence the procurement of a Leisure Operator contract to commence in April 2020.**
- 2. That authority be delegated to the Head of Healthy Communities, in consultation with the Head of Legal and Democratic Services, Head of Finance and the relevant Portfolio Holder, to take the steps necessary to progress the Leisure Operator tender.**
- 3. That authority be delegated to the Head of Healthy Communities in consultation with the Portfolio Holder to finalise the specification of the services to be delivered.**
- 4. That authority be delegated to the Head of Healthy Communities in consultation with the Head of Legal and Democratic Services and the relevant Portfolio Holder to determine the procurement method under the Public Contract Regulations 2015.**
- 5. To approve the release of earmarked funds set aside in the Leisure Reserve to fund the activity set out in (6) below. The amount to be delegated to the Head of Healthy Communities and Head of Finance in consultation with the relevant Portfolio Holder.**
- 6. That authority be delegated to the Head of Healthy Communities to procure sufficient professional and technical resources to enter into initial discussions and to prepare for and support the procurement project.**

138 REVISIONS TO THE CONSTITUTION OF THE CHILTERNS CREMATORIUM JOINT COMMITTEE

Members considered proposed revisions to the constitution of the Chilterns Crematorium Joint Committee at Appendix 1 to the report. Now that the Bierton Crematorium project was well underway, the Joint Committee recommended that the constitution be revised to ensure that it remains fit for purpose.

RESOLVED:

- 1. that the revised constitution is agreed and adopted, subject to the agreement of the other constituent authorities;**
- 2. that authority is delegated to the Head of Legal and Democratic Services to make any necessary minor amendments prior to final adoption; and**

To RECOMMEND to Council:

- 3. that any consequential changes be made to the Council's Constitution.**

139 MINUTES OF JOINT EXECUTIVE COMMITTEES

RESOLVED

That the minutes of the following Joint Executive Committees be noted:

- 1. Chiltern and South Bucks Joint Committee 28 June 2018**
- 2. Chiltern, South Bucks and Wycombe Joint Waste Collection Committee 23 April 2018**

140 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.

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

141 CABINET REPORTS FROM POLICY ADVISORY GROUPS:

RESOLVED

That the confidential notes from the following PAG meetings be noted:

- 1. Healthy Communities PAG 18 June 2018**
- 2. Customer Services PAG 11 June 2018**
- 3. Planning and Economic Development PAG 21 June 2018**

142 SERCO CONTRACT - EXERCISE OF CHIEF EXECUTIVE'S POWERS OF URGENCY

The Cabinet received a report on the exercise of urgency powers by the Chief Executive.

RESOLVED:

To note that, following consultation with the Leader, the Chief Executive has exercised his Powers of Urgency under section E1 of the Scheme of Delegation, provided that Wycombe District Council also gives the necessary approvals, to authorise the Head of Environment in consultation with the relevant Portfolio Holder and the Heads of Finance and Legal and Democratic Services to negotiate and agree terms to extend the existing contract with Serco from 4 March 2020 for a period that may be shorter than that approved by the Cabinet on 27 June 2018.

143 HS2 UPDATE REPORT

The Cabinet received an update on the HS2 project. The report sought delegation for decisions and requests for non-material changes to schedule 17 approvals, due to the tight timescales in which to turnaround applications.

It was noted that HS2 had declared that stage 2 would now commence in June 2019.

Members noted the success of the community liaison forum meeting on 26 March 2018. A further meeting was scheduled to be held on 29 October 2018 in the Council's Chamber. Thanks were expressed to the HS2 Project Team for their hard work organising these events.

RESOLVED:

- i. That the report and progress made on the project be noted.**
- ii. the functions for the determination of any submissions pursuant to Schedule 17 of the HS2 Act be delegated to the Head of Planning and Economic Development. In the absence of the Head of Planning and Economic Development, that these functions be delegated to the Development Management Manager and/or an Area Team leader under Regulation 3 of the Local Authorities Arrangements for the Discharge of Functions Regulations 2012 and the delegations and Constitution are updated accordingly;**
- iii. the functions for the determination of any submission pursuant to conditions attached to any Schedule 17 approval that have been imposed by the Local Planning Authority be delegated to the Head of Planning and Economic Development. In the absence of the Head of Planning and Economic Development, that these functions be delegated to the Development Management Manager and/or an Area Team Leader and/or a Principal Planning Officer under Regulation 3 of the Local Authorities Arrangements for the Discharge of Functions Regulations 2012 and the delegations and Constitution are updated accordingly; and**
- iv. the functions for the determination of any request for non-material changes to approvals under paragraph 21 of Part 3 of Schedule 17 of the HS2 Act be delegated to the Head of Planning and Economic Development. In the absence of the Head of Planning and Economic Development, that these functions be delegated to the Development Management Manager and/or an Area Team Leader and/or a Principal Planning Officer under Regulation 3 of the Local Authorities Arrangements for the**

Discharge of Functions Regulations 2012 and the delegations and Constitution are updated accordingly.

The meeting ended at 6.08 pm

SUBJECT:	<i>28 Day Notice</i>
REPORT OF:	<i>Cabinet Portfolio Holder for Support Services (Deputy Leader)</i>
RESPONSIBLE OFFICER:	<i>Joanna Swift, Head of Legal & Democratic Services</i>
REPORT AUTHOR:	<i>Leslie Ashton, 01895 837227, lashton@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 Notices](#) for Cabinet and the Cabinet's joint executive committees are published on the Council's website.

RECOMMENDATION:

Cabinet is asked to note the 28 Day Notice of executive decisions to be taken.

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



CHILTERN

District Council

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

Key Decision (Y/N) ¹	Report Title & Summary ²	Date Decision to be taken	Decision to be taken by	Consultation ³	Private Report ⁴	Lead Officer ⁵
Leader (Councillor Isobel Darby)						
N	Performance Report Quarter 2 2018/19 Performance Report Quarter 2 2018/19	11 December 2018	Cabinet	Resources Overview Committee 4 Dec 2018 Services Overview Committee 27 Nov 2018	Open	Aniqah Sultan Aniqah.Sultan@South Bucks.gov.uk
N	Service Plans 2019/20 To consider the service plans for the year 2019/20	5 February 2019	Cabinet	Resources Overview Committee 22 Jan 2019 Services Overview Committee 30 Jan 2019	Open	Aniqah Sultan Aniqah.Sultan@South Bucks.gov.uk

Support Services (Councillor Mike Stannard)

Support Services (Councillor Mike Stannard)						
N	Draft Revenue Budget 2019/20 To consider the draft revenue budget for 2019/20	11 December 2018	Cabinet	Resources Overview Committee 4 Dec 2018	Open	Jim Burness jburness@chiltern.gov.uk
N	Treasury Management Report 2018/19 (Quarter 2) To consider a report on the treasury management operation of the Council for quarter 2 (July - September 2018)	11 December 2018	Cabinet		Open	Helen O'Keeffe HOKeeffe@chiltern.gov.uk
Y	Revenue Budget and Council Tax 2019/20 To receive and recommend to Council a report on the Council's revenue budget and council tax for 2019/20	5 February 2019 26 February 2019	Cabinet Council	Resources Overview Committee 22 Jan 2019	Open	Jim Burness jburness@chiltern.gov.uk
N	Chiltern Lifestyle Centre Scrutiny Sub Committee To agree on the formation and Terms of Reference for a Sub Committee of the Resources and Services Overview Committees, with a focus on the proposed Chiltern Pools redevelopment			Services Overview Committee 27 Nov 2018 Resources Overview Committee 4 Dec 2018	Open	Martin Holt mholt@chiltern.gov.uk
Customer Services (Councillor Fred Wilson)						
N	Customer Experience Programme To receive an update on the Customer Experience Programme, and provide a steer on new developments as the project progresses			Customer Services PAG 5 Dec 2018	Fully exempt	Nicola Ellis nellis@chiltern.gov.uk

Planning and Economic Development (Councillor Peter Martin)

Y	Delegation arrangements in Planning Enforcement To review the delegation arrangements in Planning Enforcement	16 October 2018 13 November 2018	Cabinet Council	Planning & Economic Development Policy Advisory Group 25 Sep 2018 Planning Committee 4 Oct 2018	Open	Mark Jaggard mjaggard@chiltern.gov.uk
Y	HS2 Update Report To consider a report on the HS2 project	11 December 2018	Cabinet	Planning & Economic Development Policy Advisory Group 3 Dec 2018	Fully exempt	Imran Nawaz inawaz2@chiltern.gov.uk

Environment (Councillor Mike Smith)

Y	Review of Remaining Recycling Centres To consider approaches for the removal of the remaining recycling centres			Environment Policy Advisory Group 28 Nov 2018 Services Overview Committee 27 Nov 2018	Open	Sally Gordon sgordon@chiltern.gov.uk
N	Recycling destinations To provide information on what happens to the material the council collect for recycling			Services Overview Committee 27 Nov 2018	Open	Chris Marchant cmarchant@chiltern.gov.uk

Healthy Communities (Councillor Liz Walsh)

Y	Chiltern Lifestyle Centre Update To consider the impact on the business case following the options appraisal for the redevelopment of the Chiltern Pools site, and to consider the results of the public consultation	11 December 2018	Cabinet	Services Overview Committee 27 Nov 2018 Resources Overview Committee 4 Dec 2018	Open	Martin Holt mholt@chiltern.gov.uk
---	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------	---------	----------------------------------------------------------------------------------------------	------	------------------------------------------

Appendix

Y	Unauthorised Encampments to advise on the number of illegal encampments during the last 12 months and consider options			Services Overview Committee 27 Nov 2018	Fully exempt	Martin Holt mholt@chiltern.gov.uk
N	Community Lottery Review To review the progress and report key outcomes of the Chiltern and South Bucks Lottery scheme			Healthy Communities Policy Advisory Group 10 Jan 2019	Open	Martin Holt mholt@chiltern.gov.uk
Y	Performance of the leisure provider To report on the performance of the leisure provider			Services Overview Committee 30 Jan 2019	Open	Martin Holt mholt@chiltern.gov.uk
Y	SLA funding for voluntary sector To review funding for key voluntary organisations	5 February 2019	Cabinet	Healthy Communities Policy Advisory Group 10 Jan 2019 Services Overview Committee 30 Jan 2019	Open	Martin Holt mholt@chiltern.gov.uk
Y	CCTV and Crime Prevention in the District To review CCTV provision in the Chiltern District	5 February 2019	Cabinet	Healthy Communities Policy Advisory Group 10 Jan 2019	Open	Martin Holt mholt@chiltern.gov.uk
N	Chiltern Lifestyle Centre Update To consider the potential impact of the Chiltern Lifestyle Centre development on the Chalfont and Chesham Leisure Centres	5 February 2019	Cabinet	Services Overview Committee 30 Jan 2019 Resources Overview Committee 22 Jan 2019	Open	Martin Holt mholt@chiltern.gov.uk

Y	Community and Wellbeing Plans Annual Review To review the outcomes of the Community and Wellbeing Plans 2017/18	5 February 2019 17 April 2019	Cabinet Council	Healthy Communities Policy Advisory Group 27 Feb 2019	Open	Martin Holt mholt@chiltern.gov.uk
Y	Bucks Home Choice Allocation Policy To adopt the Bucks Home Choice Allocation Policy following consultation	19 March 2019 17 April 2019	Cabinet Council	Healthy Communities Policy Advisory Group 27 Feb 2019 Services Overview Committee 20 Feb 2019	Open	Martin Holt mholt@chiltern.gov.uk
Y	Chiltern Lifestyle Centre Update To assess the impact of the structural survey and the Chiltern Pools reconfiguration report on the Chiltern Lifestyle Centre proposals, and to consider enabling works as necessary to vacate the King George V playing fields site	19 March 2019	Cabinet	Services Overview Committee 20 Feb 2019 Resources Overview Committee 5 Mar 2019	Open	Martin Holt mholt@chiltern.gov.uk
Y	Dog and Pest Control Contract To review proposals	19 March 2019	Cabinet	Healthy Communities Policy Advisory Group 27 Feb 2019	Open	Martin Holt mholt@chiltern.gov.uk

1 The Council's Constitution defines a 'Key' Decision as any decision taken in relation to a function that is the responsibility of the Cabinet and which is likely to:-

- result in expenditure (or the making of savings) over £50,000 and / or
- have a significant impact on the community in two (or more) district wards.

and

- relates to the development and approval of the Budget; or
- relates to the development, approval and review of the Policy Framework, or
- is otherwise outside the Budget and Policy Framework.

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

2 Each item considered will have a report; appendices will be included (as appropriate). Regulation 9(1g) allows that other documents relevant to the item may be submitted to the decision-maker. Subject to prohibition or restriction on their disclosure, this information will be published on the Council website usually 5 working-days before the date of the meeting. Paper copies may be requested (charges will apply) using the contact details below.

Appendix

- 3 In order to support the work of the Cabinet and to enhance decision-making, reports are often presented to other meetings for comment before going to the Cabinet. As such, this Notice also includes information on which meeting (if any) will also consider the report, and on what date.
- 4 The public can be excluded for an item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act 1972. The relevant paragraph numbers and descriptions are as follows:

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

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

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

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

Democratic Services, Chiltern District Council, King George V House, King George V Road, Amersham, HP6 5AW; democraticservices@chiltern.gov.uk; 01494 732143

REPORT SUBJECT:	<i>Chiltern District Council Performance Report Q2 2018-19</i>
REPORT OF:	<i>Leader of the Council – Councillor Isobel Darby</i>
RESPONSIBLE OFFICER	<i>Chief Executive – Bob Smith</i>
REPORT AUTHOR	<i>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 Quarter 2 of 2018-19.

RECOMMENDATION

Cabinet is asked to note the performance reports.

2. Executive Summary

Overview of **Quarter 2 2018-19** performance indicators (PIs) against targets across the Council:

Portfolio	No of PIs	PI on target □	PI slightly below target □	PI off target □	Not reported this quarter/ not used	Awaiting data
Leader	3	3	0	0	0	0
Healthy Communities	12	6	0	1	5	0
Planning & Economic development	15	12	1	1	1	0
Environment	5	2	0	1	1	1
Support services	6	2	2	0	2	0
Customer services	6	3	1	0	2	0
Total PIs	47	28	4	3	11	1

3. Reasons for Recommendations

3.1 This report details factual performance against pre-agreed targets.

3.2 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.

3.3 Three detailed performance tables accompany this report:

- **Appendix A – Priority PIs Quarter 2 2018-19**
- **Appendix B – Corporate PIs Quarter 2 2018-19**
- **Appendix C – Data Only PIs Quarter 2 2018-19**

4. Key points to note:

4.1 The Environment PI marked as awaiting data is reliant on third parties.

4.2 Of the Priority PIs, one was off target – CdPED9, Major planning applications decision performance – within 8 weeks or other agreed period (details in 4.2.3).

- 4.2.1 **Leaders:** All PIs within the Leader's portfolio are on target.
- 4.2.2 **Healthy Communities:** CdEH1 - Percentage of food hygiene inspections of category A – D food businesses achieved against the inspections due by quarter – was under target of 91%, at 79.4%. The team had a member of staff leave at the end of February, meaning another staff member had to be re-deployed away from food inspections to undertake nuisance work. This continued until the post was recruited to in July. An agency contractor also left, meaning that officer time was diverted away from food inspection work.
- 4.2.3 **Planning and Economic Development:** The priority PIs are on target for this portfolio, with performance above the target set, excepting CdPED9. For this PI, the current month was on target (1 of 1 determined within target), but due to previous months' targets being missed, the cumulative total is under target. JtBC1 – Applications checked within 10 working days is slightly under the 92% target at 86%, due to the team being one person down and this coinciding with annual leave.
- 4.2.3.1 **Environment:** CdWR4 – number of missed assisted containers – is over target of 90 at 262. The PI for the number of missed assisted bin collections is being reviewed in order to produce a more realistic target. It is currently not possible to align the methodology with that used for South Bucks (seen as a successful collection contract), as the CDC target is aligned to the production of KOTs, with any changes requiring a variation to the existing waste contract. The SBDC data reported is based on the number of missed properties, this is not the way in which KOTs are calculated within the Serco contract, which are based on the number of missed containers. Going forward, the new joint waste contract will harmonise the reporting of missed containers, and will contain penalties if collections at the same property were missed more than once in a three month period.
- 4.2.4 **Customer Services:** CdRB1 – Speed of processing new HB/CTB claims – is slightly over target of 18, at 19.7 due to the team being short staffed. However, two staff members will be starting in November, which should help with capacity issues.
- 4.2.5 **Support Services:** JtBS1 is under target of 99.5% at 97.3% as there were problems with the vWorkspace desktop environment during September, causing some downtime. There was also a major outage of the uniform system following an upgrade performed by the supplier. These issues have had an impact on the result of this PI. JtBS2, percentage of calls to ICT helpdesk resolved within agreed timescales (by period), is slightly under the target of 95% at 88.2%, due to staff changes and members of the infrastructure team dealing with transformational projects, therefore fewer of the team have been available to deal with calls logged.

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 2018-19 - CDC

Code	Title	Target 2017/18 (YTD)	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Traffic Light	Target 2018/19	Comments
Leader's																	
JtHR1	Working days lost due to sickness absence	10	5.8	6.3	6.3	6.2	6.5	6.7							☑	10	193.50 working days lost for September + 793 days lost (April - August) = 986.50 days lost. 986.50 / 295.77 (average FTE figure) = 3.34 / 6 x 12 = 6.68 average working days lost to sickness absence (cumulative). These figures relate to absence days from 30 employees
JtHR12	Working days lost due to short term sickness absence (upto 20 working days)	5	2.8	2.7	2.4	2.1	2.2	2.2							☑	5	54.50 working days lost for September + 264 days lost (April - August) = 318.50 days lost. 318.50 / 295.77 (average FTE figure) = 1.08 / 6 x 12 = 2.16 average working days lost to short term sickness absence (cumulative). The figures related to absence from 23 employees
JtHR13	Working days lost due to long term sickness absence (more than 20 working days)	5	3.0	3.6	3.9	4.1	4.3	4.5							☑	5	139 working days lost for September + 529 days lost (April - August) = 668 days lost. 668 / 295.77 (average FTE figure) = 2.26 / 6 x 12 = 4.52 average working days lost to long term sickness absence (cumulative). This absence relates to 7 employees
Healthy Communities																	
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	0	0	0	0	0							☑	0	On target.
CdHS7	Number of households living in temporary accommodation (snapshot at the end of the month)	38	23	20	20	19	20	23							☑	38	Total includes 16 households in Tom Scott House, 3 in B&B, 2 in Private Sector Leasing and 2 in other Registered Provider accommodation.
Planning and Economic Development																	
CdPED9	Major planning applications decision performance - within 13 weeks or other agreed period (cumulative monthly)	90%	100.0%	80.0%	66.7%	77.8%	70.0%	72.7%							☒	90%	8 of 11 determined within target - cumulative figure 1 of 1 determined within target - this month's figure This month's figures are on target, but due to previous months, the cumulative figure is not on target.
CdPED10	Minor planning applications decision performance - within 8 weeks or other agreed period (cumulative monthly)	75%	96.2%	98.2%	95.9%	96.7%	95.9%	95.1%							☑	75%	136 of 143 determined within target - cumulative figure 19 of 21 determined within target - this month's figure
CdPED11	Other planning applications decision performance - within 8 weeks or other agreed period (cumulative monthly)	85%	100.0%	98.6%	96.6%	97.0%	97.1%	97.2%							☑	85%	545 of 561 determined within target - cumulative figure 74 of 76 determined within target - this month's figure
Environment																	

Page 25

Appendix A

Code	Title	Target 2017/18 (YTD)	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Traffic Light	Target 2018/19	Comments
CdWR2	Percentage of household waste sent for reuse, recycling and composting (cumulative)	53%			56.8%			56.1%							☑	53%	Provisional Figs used. Average taken for Sept. Finalized and approved figs updated shortly
Customer Services																	
CdRB1	Speed of processing - new HB/CTB claims (cumulative)	18	21.0	17.3	19.4	20.0	19.5	19.7							☐	18	Staffing issues have continued to affect this PI. Two new staff to start in November, and Northgate to transition in house. This should help with capacity issues and bring the PI back up to target.
CdRB2	Speed of processing - changes of circumstances for HB/CTB claims (cumulative)	5	4.9	3.3	4.0	4.2	4.4	4.4							☑	5	On target.
CdRB3	% of Council Tax collected (cumulative)	99%	5.5	15.4	25.0	34.7	44.3	53.9							☑	99.1%	On target.
CdRB4	Percentage of Non-domestic Rates Collected (cumulative)	98%	11.6	21.4	29.7	39.3	46.8	55.1							☑	98.5%	On target.

Appendix B - Corporate PIs 2018-19 - CDC

Code	Title	Target 2017/18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Traffic Light	Target 2018/19	Comments	
Leader's portfolio																		
Healthy Communities																		
CdCL1a (C)	Customer satisfaction rating at Chalfont Leisure Centre	NEW PI													NA	75%	Yearly PI.	
CdCL1b (C)	Customer satisfaction rating at Chesham Leisure Centre	NEW PI													NA	68%	Yearly PI.	
CdCL1c (C)	Customer satisfaction rating at the Chiltern Pools Leisure Centre	NEW PI													NA	50%	Yearly PI.	
CdCL2 (C)	Total participation in physical activities delivered through the GLL community engagement plan (by period)	15,000			1,387			1,360							✓	5000 per annum	Target achieved.	
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)	33			25			25							✓	33 (8.25/qtr)	Total comprises (i) 7 x rented homes at Springett Place Amersham (Paradigm) and 6 x rented/12 x shared ownership properties at Appelfields , Little Chalfont (ii) 0 and (iii) 0	
CdHS3 (C)	Average Length of stay in B & B temporary accommodation for all households (snapshot at end of quarter)	12			14			1							✓	12	3 x B&B placements ended during quarter with average stay of 1 week	
CdHS4 (C)	Number of private sector dwellings vacant for more than 6 months and returned to occupation following local authority intervention	28													NA	28	Yearly PI.	
CdEH1 (C)	Percentage of food hygiene inspections of category A – D food businesses achieved against the inspections due by quarter	93%			81.7%			79.4%							✗	91%	This quarter has seen a number of enforcement issues and a staff shortage which is now being addressed	
JtLI1 (C)	Percentage of customers satisfied with the licensing service received (annual)	89%													NA	80%	Yearly PI.	
JtLI2 (C)	Percentages of licences received and issued/renewed within statutory or policy deadlines (cumulative).	97%			98.6%			97.7%							✓	97.0%	Target achieved.	
Planning and Economic Development																		
JtBC1 (C)	Applications checked within 10 working days (cumulative)	92%	100%	98.4%	98.2%	97.3%	97.9%	86.0%							⚠	92%	Currently one person down in the team, coinciding with annual leave during this period led to a drop in performance.	
JtBC2 (C)	Customer satisfaction with the building control service. (cumulative)	92%	100%	100%	100%	100%	100%	100%							✓	92%	Target achieved.	
CdPED1 (C)	Percentage of planning applicants who are satisfied or very satisfied with the planning service (cumulative, quarterly)	80%			NA			NA							NA	82%	The service is currently reviewing how to undertake these surveys.	
CdPED2 (C)	Planning appeals allowed (cumulative)	35%			33.3%			26.3%							✓	35%	8 of 22 allowed or part allowed appeals (cumulative total) Note: How this indicator is calculated has been revised. This 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	
CdPED41	2019 Majors speed of planning decisions – special measures 2 year assessment period ending September 18 (cumulative, monthly)	60%	94.4%	92.3%	90.0%	90.7%	88.6%	88.9%							✓	60%	40 of 45 Applications determined: Major Decision period: Oct 2016 - Sep 2018 SPEED Target: 60% or more	
CdPED42	2019 Non-Majors speed of planning decisions – special measures 2 year assessment ending September 2018 (cumulative, monthly)	70%	94.8%	94.9%	94.8%	94.9%	95.0%	95.0%							✓	70%	2810 of 2957 Applications determined: Non-Major Decision period: Oct 2016 - Sep 2018 SPEED Target: 70% or more	

Code	Title	Target 2017/18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Traffic Light	Target 2018/19	Comments
CdPED43	2019 Majors quality of planning decisions - special measures 2 year & 9 month assessment period ending Dec 2018 (cumulative monthly)	9.99%	2.4%	2.4%	2.4%	2.4%	4.8%	4.8%							☑	9.99%	2 of 42 Application allowed/part allowed on appeal: Major Decision period: Apr 2016 – Mar 2018 Appeal period: Apr 2016 – Dec 2018
CdPED44	2019 Non-Majors quality of planning decisions - special measures 2 year & 9 month assessment period ending Dec 2018 (cumulative monthly)	9.99%	1.3%	1.4%	1.4%	1.5%	1.5%	1.6%							☑	9.99%	49 of 3132 Application allowed/part allowed on appeal: No-Major Decision period: Apr 2016 – Mar 2018 Appeal period: Apr 2016 – Dec 2018 QUALITY Target: less than 10%
CdPED45	2020 Majors speed of planning decisions – special measures 2 year assessment period ending Sep 19 (cumulative, monthly)	60%	100%	93.8%	88.2%	90.0%	85.7%	86.4%							☑	60%	19 of 22 Applications determined: Major Decision period: Oct 2017 - Sep 2019 SPEED Target: 60% or more
CdPED46	2020 Non-Majors speed of planning decisions – special measures 2 year assessment ending September 2019 (cumulative, monthly)	70%	96.2%	96.4%	95.9%	96.2%	96.2%	96.2%							☑	70%	1333 of 1386 Applications determined: Non-Major Decision period: Oct 2017 - Sep 2019 SPEED Target: 70% or more
CdPED47	2020 Majors quality of planning decisions – special measures 2 year and 9 month assessment period ending December 2019 (cumulative, monthly)	9.99%	3.7%	3.3%	3.2%	2.9%	5.7%	8.3%							☑	9.99%	3 of 36 Application allowed/part allowed on appeal: Major Decision period: Apr 2017 – Mar 2019 Appeal period: Apr 2017 – Dec 2019 QUALITY Target: less than 10%
CdPED48	2020 Non-Majors quality of planning decisions – special measures 2 year and 9 month assessment period ending December 2019 (cumulative, monthly)	9.99%	0.8%	0.8%	0.8%	0.9%	0.9%	1.0%							☑	9.99%	21 of 2210 Application allowed/part allowed on appeal: Non-Major Decision period: Apr 2017 – Mar 2019 Appeal period: Apr 2017 – Dec 2019 QUALITY Target: less than 10%
Environment																	
CdSE1 (C)	Cumulative CO2 reduction from local authority operations from base year of 2008/09 (annual)	12%												NA	12%	Yearly PI.	
CdWR1 (C)	Household collections, number of collections missed per month (calculated on weekly basis)	1733	1751	1492	1762	1863	2060	1586							☑	1650	Target achieved.
CdWR3 (C)	Waste customer satisfaction survey	86%	NA				NA								NA	86%	No further update - contactors have not completed Customer satisfaction survey this year.
CdWR4 (C)	No of missed assisted containers (monthly)	NEW PI	324	251	370	265	349	262						☒	90	Please see further detail within the main report.	
Support services																	
JtBS1 (C)	Availability of ICT systems to staff from 8am to 6pm (by period)	99.5%				99.8%			97.3%						☐	99.5%	There have been problems with the vWorkspace desktop environment during September causing some downtime. There was also a major outage of the Uniform system following an upgrade performed by the supplier. These issues have had an impact with the result of this PI.
JtBS2 (C)	Percentage of calls to ICT helpdesk resolved within agreed timescales (by period)	95%				93.5%			88.2%						☐	95%	Staff changes during this quarter has affected this PI. Also members of the Infrastructure Team have been dealing with transformational projects, meaning fewer members of the team are dealing with calls logged.
CdBS3 (C)	Percentage of responses to FOI requests sent within 20 working days (by month)	90%	100%	98.8%	100.0%	98.9%	100.0%	94%							☑	90%	On target.
JtLD1 (C)	Client satisfaction with the shared service. Percentage satisfied or very satisfied.	98%						100%							NA	98%	PI on target.
CdLD1 (C)	The percentage response to the annual canvass	94%												NA	94%	Yearly PI.	
CdLD2 (C)	Percentage of standard searches carried out within three working days (by period quarterly)	100%	100%	100%	100%	100%	100%	100%							☑	100%	On target.
Customer services																	
CdCS1 (C)	New measure for complaints - t.b.a.	TBA	NA	NA	NA	NA	NA	NA							NA	TBA	Placeholder for PI for when Customer Experience Strategy is implemented
CdCS2 (C)	New measure for complaints - t.b.a.	TBA	NA	NA	NA	NA	NA	NA							NA	TBA	Placeholder for PI for when Customer Experience Strategy is implemented

Appendix C - Data Only PIs - CDC

Code	Title	Target 2017/18 (YTD)	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Trend	Comments
Leader's portfolio																
CdCP1 (C)	Number of unique visitors to the main website (by period)	Data Only	101390	102580	101376	102097	101780	100008								
JtHR2 (C)	Voluntary leavers as a % of workforce (extrapolated for the year)	16%			21.9%			17.6%								11 leavers in quarter two plus 18 for quarter 1 = 29 leavers for Qs 1&2. 29 x 2 = 58 projected for the year 58 / 328.83 average headcount * 100 = 17.64%. This information is taken from reports run on iTrent.
Healthy Communities																
CdCL3a (C)	Total attendance at Chalfont Leisure Centre	NEW PI			93,311			82,092								
CdCL3b (C)	Total attendance at Chesham Leisure Centre	NEW PI			67,637			69,136								
CdCL3c (C)	Total attendance at Chiltern Pools Leisure Centre	NEW PI			92,568			89,516								
CdCmSf1 (C)	Percentage reduction in burglaries from dwellings year on year for Chiltern (quarterly)	Data Only			-46.8%			-22.9								Burglary dwelling offences have increased by 22.9% when compared to the previous year. 109 to 134 offences.
CdCmSf2 (C)	Percentage reduction in violent offences against a person, rolling year on year	data only			-62.1%			-43.1%								Violence against a person has increased by 43.1%. Up by 200 offences when compared to the previous year. (464 to 664)
Planning and Economic Development																
JtENF1 (C)	Number of new enforcement cases received (monthly)	NEW PI	23	30	25	25	40	32								
JtENF2 (C)	Number of closed cases (monthly)	NEW PI	5	215	45	22	60	20								
JtENF3 (C)	Number of PCNs (or S330s) issued (monthly)	NEW PI	0	0	0	0	0	0								
JtENF4 (C)	Number of notices served (monthly)	NEW PI	0	0	0	0	0	0								

SUBJECT:	Draft Revenue Budget 2019/20
REPORT OF:	Support Services Portfolio Holder – Cllr Mike Stannard
RESPONSIBLE OFFICER	Jim Burness – Director of Resources
REPORT AUTHOR	Jacqueline Ing – Accountancy Manager
WARD/S AFFECTED	All

1. Purpose of Report

- 1.1 To present the draft revenue budget for 2019/20.

RECOMMENDATIONS

1. To note the draft revenue service budget for 2019/20.

2. Context of the 2019/20 Budget

- 2.1 The background to the Council's revenue budget position for the coming years can be summarised as follows:

- The announcement of the decision to create a unitary authority in Buckinghamshire from 2020/21 does not affect the requirement on the Council to set a legal and prudent budget for 2019/20 that addresses the Council's aims and objectives. It will be necessary at a corporate level to make provision for the initial transition costs to the new unitary authority that will be incurred in 2019/20. This will be done when setting the final budget in February 2019 when there is more clarity around the transition process.
- On 19th December 2017, the then Communities Secretary Sajid Javid announced that Council's will retain 75% of its business rates by 2020/21. This is a reduction from the 100% retention previously announced. The Council has applied to be a pilot for this new level of funding for 2019/20, however whether our application will be successful and the impact this may have on other funding streams is currently unknown, and therefore no assumptions about what changes may arise are made in the budgets at this stage. This will be revisited as further announcements are made.

- The current understanding is that as a Shire District, Chiltern's Council tax rises will be limited to the higher of 3% or £5 otherwise a referendum is triggered.
- The Council will be undertaking a number of large investment projects funded by borrowing and the costs of which are factored into budgets.

2.2 In 2016 the Council took up the Government's four year funding offer which means that its financial position in respect of RSG and Tariff payments will not worsen from that published by the Government in 2015.

2.3 With the ongoing scale of funding reduction it would be prudent at this stage not to include any funding for new recurring expenditure to improve or expand services.

2.4 All services are provided by joint teams with South Bucks DC. Where Chiltern DC is the accounting authority for the joint team this results in the whole costs being shown in the Chiltern budgets, with the share of the service to South Bucks DC shown as a recharge.

2.5 The Chiltern & South Bucks Joint Committee on 24th July 2017 agreed that from 2018/19 the standard cost split should be CDC 58% / SBDC 42%. This cost share split is used for all joint services apart from Waste as this service is also shared with Wycombe District Council.

3. Draft Revenue Budget 2019/20

3.1 A summary of the draft Revenue Budget for 2018/19 is presented for consideration and approval at Appendix 1.

3.2 The budgets presented at this stage represent the direct costs of the services – i.e. they exclude all internal support recharges (e.g. accommodation, facilities, finance etc).

3.3 As part of the budget preparation process, the Support Services Portfolio Holder and the Head of Finance meet with each Portfolio Holder and Head of Service to review all the budgets on a detailed line by line basis. This, alongside proposals put forward by budget holders, resulted in budget reductions or additional income of over £315k.

3.4 A summary of the movements between the 2018/19 and the 2019/20 net cost of services is shown in Appendix 2.

Subjective Analysis

- 3.5 Where Chiltern is the accounting authority for a joint service the expenditure shown in the various subjective categories reflects the total cost of the joint team. Income from South Bucks District Council towards shared service costs is shown on a separate income line ("Recharge to SBDC").

Further Breakdowns

- 3.6 Further breakdowns by Portfolio area are included as follows:

Appendix 3 Leader Portfolio

Appendix 4 Customer Services Portfolio

Appendix 5 Healthy Communities Portfolio

Appendix 6 Environment Portfolio

Appendix 7 Support Services Portfolio

Appendix 8 Planning and Economic Development Portfolio

- 3.7 When reviewing the draft budgets it should be noted that:

- a) All the budgets are presented in a standard format and some budget heads will appear with no income or expenditure.
- b) The 2017/18 actual expenditure and the 2018/19 original budget figures are included as an aid to comparison.

4. Inflation Estimates

- 4.1 The budgets have been prepared in accordance with the following inflation assumptions:

- Salaries inflation of 2%
- Contracts inflation 2.8% (unless different rate specified within contract)
- Business rates 2.8%
- Gas 0%
- Electricity 6.5%
- Insurance 0%
- Other expenditure heads 0%
- Income 0%.

5. Investment Income and Borrowing

- 5.1 Investment income will continue to be constrained as CDC is proposing significant capital expenditure reducing available cash reserves and interest rates continue to be low.

5.2 Borrowing taken on to fund large capital projects (i.e. AMSCP) has required a budget of £561,000 for interest repayments.

5.3 The likely achievable level of investment income for 2019/20 has currently been estimated at £40,000 however this will be reviewed as part of the Treasury Management Strategy for 2019/20 which will be reported to Members in February.

6. Council Tax Base

6.1 The Council Tax Base figures (ie the estimated number of Band D equivalent properties in the district) has increased from 44,369 to 44,716 (0.8%).

7. Contributions to Reserves

7.1 At this stage in the process provisional estimates have been included for contributions to / from reserves.

7.2 The issues around level and composition of reserves will be reviewed in February 2019 when final budget setting decisions are taken.

8. Retained Business Rate Income and Government Grant Payments

8.1 At this stage in the process provisional estimates have been included for retained Business Rate income, Government Grant, and New Homes Grant.

8.2 These figures will be reviewed in the budget setting process once central Government have provided information for 2019/20 which is anticipated to be early December.

9. Council Tax

9.1 It is not expected that Government will make any changes to the limit to the increase in Council Tax from 2018/19 (i.e. the greater of 3% or £5 for a Band D property). Therefore the Council has a budgeted increase of 3% for a Band D equivalent property.

9.2 For information the current Council Tax rates for the other Bucks District are:

- AVDC £149.06
- SBDC £158.00
- WDC £136.99

10. Collection Fund Surplus

10.1 Council Tax regulations require billing authorities to formally declare an estimated position on the Collection Fund for the current financial year. The calculation has to be made on 15 January and notified to major precepting authorities within 7 working days. Any surpluses or deficits are required to be paid over, or paid by, all major precepting authorities in proportion to their precepts in the area for the year of account. Any declared surplus must be used to reduce the overall level of Council Tax in the forthcoming year.

10.2 At this point in the budget process it has been assumed that the Collection Fund Surplus attributable to Chiltern for Council Tax will be £60,000, and net growth on business rates will be approximately £300,000. These figures will be reviewed later in the budget setting process.

11. Fees and Charges 2019/20

11.1 A review of discretionary fees and charges has been carried out and the proposed fees and charges for 2019/20 are attached as **Appendix 9**.

12. Corporate Implications

12.1 This report proposes an initial draft Revenue Budget for 2019/20. It is a legal requirement that this budget is balanced, and has been scrutinised by members.

13. Links to Council Policy Objectives

13.1 The budget is essential to achieving all of the Council's objectives and priorities.

14. Next Step

14.1 Subject to the comments of the Resources Overview Committee, the Cabinet will make its final decisions and set the Council's budget and 2019/20 Council Tax requirement at its meeting on 5th February 2019 prior to recommending these to the full Council on 26th February 2019.

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

CDC REVENUE ACCOUNT SUMMARY

2017/18 ACTUALS		2018/19 BUDGET	2019/20 BUDGET
£		£	£
524,163	Leader Portfolio	705,581	663,890
1,668,144	Community, Health & Housing	1,778,948	1,804,732
1,003,658	Customer Services Portfolio	1,184,275	1,373,746
1,286,696	Environment	1,230,555	1,390,871
3,020,845	Support Services	3,382,584	3,548,608
931,252	Planning & Economic Development	782,015	813,950
8,434,758	Net Cost of Services	9,063,958	9,595,797
0	Phase 2 Chiltern Lifestyle Project	0	480,000
(146,822)	Interest & Investment Income Receivable	(90,000)	(40,000)
37,632	Notional Interest Payable - Refuse vehicles	21,940	6,906
197,506	Borrowing Costs - Interest - Car Park	288,516	284,312
0	Borrowing Costs - Interest - Leisure Centre	67,500	276,750
0	Borrowing Costs - MRP - Car Park	0	270,000
0	Payment to Parishes re change in Taxbase	0	0
0	Funding of R&R Programme	96,500	100,000
	<i>Contributions to / (from) Reserves</i>		
110,755	Contribution to Planning Digitalisation Res	0	0
393,950	Contribution to Capital Prog - Refuse Vehicles	393,950	393,950
623,193	Contribution to Capital Prog - Other	630,736	0
0	Contribution to HS2 Reserve	0	0
20,000	Contribution to Elections Reserve	20,000	0
0	Contribution to / (from) General Reserves	0	(480,000)
2,710,668	Contribution to / (from) General Reserves	0	(107,502)
644,115	Contribution to / (from) general reserves - NDR	0	0
13,025,755	Budget Requirement	10,493,100	10,780,213
(8,764,160)	Non Domestic Rates (NDR) - Income	(8,663,066)	(8,922,958)
6,987,511	Non Domestic Rates (NDR) - Tariff	7,226,718	7,443,520
(1,807,833)	Non Domestic Rates (NDR) - Grants	0	0
0	Non Domestic Rates (NDR) - Growth	(600,000)	(600,000)
392,130	Non Domestic Rates (NDR) - Levy	300,000	300,000
(109,019)	Non Domestic Rates (NDR) - Levy Pooling	0	0
0	Revenue Support Grant	0	0
(1,129,530)	New Homes Grant	(617,600)	(609,737)
(100,150)	General Grants - Transition Grant	0	0
(23,965)	General Grants - Other	0	0
(113,742)	Collection fund (surplus)/deficit - Council Tax	(113,742)	(60,000)
(644,115)	Collection fund (surplus)/deficit - Business Rates	0	0
7,712,882	Precept on Collection Fund	8,025,410	8,331,038
0		0	
	COUNCIL TAX CALCULATION		
7,712,882	CDC Precept (excluding parishes)	8,025,410	8,331,038
43,918.01	Divided by Tax base	44,368.70	44,716.00
175.62	Tax Rate (Band D)	180.88	186.31
3.09%	Increase	3.00%	3.00%
	NDR CALCULATION		
20,881,707	Total Estimated Yield	21,657,665	22,307,395
(10,440,854)	Less Central Share (50%)	(10,828,833)	(11,153,698)
(1,879,354)	Less Bucks CC Share (9%)	(1,949,190)	(2,007,666)
(208,817)	Less Bucks Fire Share (1%)	(216,577)	(223,074)
(8,352,683)	CDC Share (40%)	(8,663,066)	(8,922,958)
6,987,511	Less Tariff	7,226,718	7,443,520
(1,365,172)	CDC Baseline Funding Level	(1,436,348)	(1,479,438)
(1,262,784)	Floor	(1,328,622)	(1,368,480)

CDC OVERALL SUBJECTIVE ANALYSIS

2017/18 ACTUALS		2018/19 BUDGET	2019/20 BUDGET	% Change
£		£	£	
11,210,021	Direct Employee Expenses	12,303,326	12,937,750	5.2%
957,583	Indirect Employee Expenses	347,900	369,795	6.3%
1,131,282	Premises Related Expenses	1,021,255	1,337,360	31.0%
100,380	Transport Related Costs	112,890	132,020	16.9%
5,819,306	Supplies & Services	4,249,810	4,416,535	3.9%
638,341	Recharge from SBDC	789,525	807,395	2.3%
3,515,807	Third Party Payments	3,839,215	3,949,401	2.9%
18,317,143	Transfer Payments	17,651,290	17,651,290	0.0%
41,689,863	RUNNING EXPENSES	40,315,211	41,601,546	3.2%
(8,986,396)	Fees & Charges and Other Income	(8,365,990)	(8,520,535)	1.8%
(19,259,506)	Grant Income	(18,035,853)	(18,030,889)	0.0%
(3,612,451)	Recharge to SBDC	(4,289,419)	(5,290,379)	23.3%
591,410	Recharge to WDC	493,174	449,810	-8.8%
(51,500)	Recharge to Crem	(55,000)	(67,360)	22.5%
(31,834)	Recharge to Trust	(34,340)	(23,000)	-33.0%
(1,904,830)	Funded from Earmarked Reserves	(963,825)	(523,395)	-45.7%
0	Recharge to Capital	0	0	0.0%
8,434,756	Net Running Expenses	9,063,958	9,595,798	5.9%
3,608,775	Depreciation	1,268,441	3,650,440	187.8%
6,003,384	Support Recharges In	6,241,738	0	-100.0%
528,967	Office Recharge	610,322	(27,376)	-104.5%
(6,881,013)	Support Recharges Out	(7,149,994)	(346,846)	-95.1%
8,086,094	Net Cost of Services Excluding	8,766,024	9,221,576	5.2%
11,694,869	Net Cost of Services Including Depreciation	10,034,465	12,872,016	28.3%
(1)		0	1	

	Analysis of recharge from SBDC		
129,593	Chief Executives	145,950	151,280
127,997	Community Safety	144,100	131,522
285,897	Legal	326,743	324,655
235,223	Democratic & Electoral Services	307,765	318,310
0	Corporate Management	7,845	8,578
(140,369)	Building Control	(142,878)	(126,950)
638,341		789,525	807,395
0		0	0

	Analysis of recharge to SBDC		
(88,175)	Chief Executives	(79,377)	(83,600)
(196,193)	Human Resources	(143,615)	(138,638)
(115,029)	Comms, Policy & Performance	(155,047)	(117,222)
(163,742)	Revenues	(152,028)	(872,827)
(221,398)	Customer Services	(310,783)	(458,642)
(54,146)	Healthy Communities Corporate	(60,514)	(59,023)
(338,274)	Environmental Health	(374,096)	(356,839)
(6,125)	Health & Safety	(8,547)	(6,720)
(1,956)	Emergency Planning	(4,284)	(3,654)
(335,329)	Housing / Homelessness	(349,024)	(380,041)
120,075	Licensing	69,495	76,463
(101,088)	Community & Leisure	(102,262)	(103,765)
(222,947)	Facilities & Property	(283,578)	(305,627)
(248,499)	Waste Client	(269,500)	(272,726)
0	Waste Contract	0	(60,600)
(121,756)	Car Parking	(153,506)	(167,593)
(387,407)	Finance	(380,419)	(390,936)
(38,693)	Internal Audit	(39,501)	(41,580)
0	Land Charges	35,910	36,053
(571,097)	Business Support	(602,309)	(655,637)
0	Development Management	150,763	113,282
0	Planning Support	(308,503)	(298,229)
(43,256)	Planning Shared Service	(101,909)	(74,609)
0	Enforcement	(167,943)	(170,150)
(477,416)	Planning Policy	(456,842)	(452,504)
0	Economic Development Team	(42,000)	(45,016)
(3,612,451)		(4,289,419)	(5,290,380)
0		0	1

Appendix 2

CDC Budget Build Up 2019/20	Leader £'000	CHH £'000	Cus Ser £'000	Env £'000	Support £'000	Plan £'000	Total £'000	Appendix 2
2018/19 Budget	706	1,779	1,184	1,231	3,383	782	9,065	
Change in Salary Costs								
Payrise estimate (2%)	20	42	37	35	35	60	229	
Other salary changes (eg increments etc)	5	24	44	54	16	-85	58	3.2%
Inflation - Expenditure	0	5	0	32	39	0	76	
Inflation - Expenditure - Waste contract				88			88	
Inflation - Expenditure - Pension Contribution					41		41	
Inflation - Income	0	0	0	-65	0	0	-65	1.5%
Unavoidable Increases								
Reduced Env Health Income		11					11	
No longer receiving grant from PHG for DFG.		5					5	
CDC contribution to BCC Waste enforcement				15			15	
Increased cost of CCTV				30			30	
Waste contract - increase in households				33			33	
Car parks increase in NNDR				133			133	
Council offices - cost increases				24			24	
E-Tendering software					6		6	
Business Support - Software licences and WAN costs					12		12	
Dev't Mgt - Reduction in pre application budget						58	58	
Other	0	0	0	1	0	0	1	3.6%
Transfers								
Customer Services - 6%		-56	109	-53			0	
Customer Services - Web Serv Officer	-47		47				0	
Customer Services - Website Support	-37		37				0	
Cost share adjustment re website support	34		-34				0	
SBDC R&B Inhouse			-16		16		0	
Insurance	-6	-13	-17	-13	61	-13	-1	
Grounds Maintenance		-2		2			0	
First Aid		-4		4			0	
Bucks Business	-3					3	0	
Other	0	0	0	1	0	0	1	
Savings / Budget Reductions / Increased Income								
Customer Experience Savings - 1.875%		-19		-18			-37	
Waste expenditure savings				-11			-11	
Waste increased income				-47			-47	
Expected additional income from AMSCP extension				-72			-72	
Council Offices - Increased rental income				-44			-44	
Reduction in budgeted depot costs				-9			-9	
Additional land rental income				-12			-12	
Finance					-18		-18	
D&ES Additional Elec Registration grant					-10		-10	
Development Management savings						-13	-13	
Other	-8	-1	0	-30	-3	0	-42	-3.5%
Other Changes								
Community Safety reduction in funding from reserves		22					22	
Adjustment re capitalisation of waste vehicles				14			14	
Change to waste cost share percentages				58			58	
Increase in Finance charge to SBDC					-11		-11	
Increase in Building control cost share						16	16	
Other	0	10	-17	10	-18	6	-9	1.0%
2019/20 Base Budget (Cabinet Dec 18)	664	1,803	1,374	1,391	3,549	814	9,595	5.8%

CDC LEADER PORTFOLIO

2017/18 ACTUALS	Cost Code(s)	2018/19 BUDGET	2019/20 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
	Shared Services				
113,054	Human Resources HR01	185,565	191,452	6	3.2%
212,181	Comms, Policy & Performance CO01	214,113	161,878	(52)	-24.4%
	CDC Only Costs				
278,544	Chief Executives P050	305,243	310,560	5	1.7%
(79,617)	High Speed 2 Rail Link R475	660		(1)	
524,163	Net Running Expenses	705,581	663,890	(42)	-5.9%

Key Issues

No key issues to raise

2017/18 ACTUALS	CIPFA CLASSIFICATION	2018/19 BUDGET	2019/20 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
871,200	Direct Employee Expenses	929,850	830,430	(99)	-10.7%
65,319	Indirect Employee Expenses	73,300	46,150	(27)	-37.0%
	Premises Related Expenses				
2,609	Transport Related Costs	1,500	2,200	1	46.7%
174,093	Supplies & Services	173,120	156,610	(17)	-9.5%
129,593	Recharge from SBDC	145,950	151,280	5	3.7%
	Third Party Payments				
	Transfer Payments				-9.5%
1,242,813	Running Expenses	1,323,720	1,186,670	(137)	-10.4%
(295,631)	Fees & Charges and Other Income	(157,555)	(157,200)	0	-0.2%
	Grant Income				
(399,397)	Recharge to SBDC	(378,039)	(339,460)	39	-10.2%
	Recharge to WDC				
(16,500)	Recharge to Crem	(15,000)	(21,000)	(6)	40.0%
(5,167)	Recharge to Trust	(5,170)	(5,000)	0	-3.3%
(1,956)	Funded from Earmarked Reserves	(62,375)	(120)	62	-
	Recharge to Capital				
524,163	Net Running Expenses	705,581	663,890	(42)	-5.9%
	Depreciation				
211,881	Support Recharges In	240,026			
34,717	Office Recharge	29,855			
(807,718)	Support Recharges Out	(898,261)			
(36,957)	Net Expenditure	77,201	663,890		

2017/18 ACTUALS	Joint Human Resources	2018/19 BUDGET	2019/20 BUDGET
£		£	£
270,145	Direct Employee Expenses	267,860	278,840
62,621	Indirect Employee Expenses	66,320	39,520
	Premises Related Expenses		
1,466	Transport Related Costs	500	1,200
16,412	Supplies & Services	46,430	22,530
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
350,645	Running Expenses	381,110	342,090
(30,275)	Fees & Charges and Other Income	(30,000)	
	Grant Income		
	Recharge to WDC		
(5,000)	Recharge to Crem	(5,000)	(7,000)
(4,167)	Recharge to Trust	(4,170)	(5,000)
(1,956)	Funded from Earmarked Reserves	(12,760)	
	Recharge to Capital		
309,247	Net Running Expenses	329,180	330,090
196,193	Cost Share - SBDC	143,615	138,638
113,054	Cost Share - CDC	185,565	191,452

Direct Emp Cost of joint HR team.
Expenses: 19/20 Budgeted FTE 6.4 (18/19 Budgeted FTE 5.6)

Indirect Emp	Childcare vouchers (now charged directly to serv	30,000	0
Expenses:	Corporate training budgets	34,320	37,520
	Medical fees and professional subs	2,000	2,000
		<u>66,320</u>	<u>39,520</u>

Transport: Mileage claims.

Supplies & Consultants fees, insurance, printing, publications etc.
Services:

Fees & Charges 2018/19 figure was recharge to service for childcare vouchers. Now charged directly to services

Cost Share: Respective cost share split between CDC and SBDC is 58%/42%

2017/18 ACTUALS	Joint Comms, Policy & Performance	2018/19 BUDGET	2019/20 BUDGET
£		£	£
275,242	Direct Employee Expenses	307,610	258,870
2,343	Indirect Employee Expenses	5,480	4,730
	Premises Related Expenses		
679	Transport Related Costs	500	600
56,446	Supplies & Services	61,570	21,900
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
334,710	Running Expenses	375,160	286,100
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to WDC		
(6,500)	Recharge to Crem	(5,000)	(7,000)
(1,000)	Recharge to Trust	(1,000)	
	Funded from Earmarked Reserves		
	Recharge to Capital		
327,210	Net Running Expenses	369,160	279,100
115,029	Cost Share - SBDC	155,047	117,222
212,181	Cost Share - CDC	214,113	161,878

Direct Emp Cost of joint Comms team.
Expenses: 19/20 Budgeted FTE 5.2 (18/19 Budgeted FTE 6.5)

Indirect Emp Training and professional subscriptions.
Expenses:

Transport: Mileage claims.

Supplies & Web services, provision for online residents magazine etc.
Services:

Cost Share: Respective cost share split between CDC and SBDC is 58%/42%

2017/18 ACTUALS	Chief Execs	2018/19 BUDGET	2019/20 BUDGET
£		£	£
230,520	Direct Employee Expenses	233,550	246,170
354	Indirect Employee Expenses	1,500	1,900
	Premises Related Expenses		
231	Transport Related Costs	500	400
12,338	Supplies & Services	8,120	2,410
129,593	Recharge from SBDC	145,950	151,280
	Third Party Payments		
	Transfer Payments		
373,037	Running Expenses	389,620	402,160
(1,318)	Fees & Charges and Other Income		(1,000)
	Grant Income		
	Recharge to WDC		
(5,000)	Recharge to Crem	(5,000)	(7,000)
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
366,719	Net Running Expenses	384,620	394,160
88,175	Cost Share - SBDC	79,377	83,600
278,544	Cost Share - CDC	305,243	310,560

Direct Emp Net salary cost after recharge to SBDC.
Expenses: 19/20 Budgeted FTE 4 (18/19 Budgeted FTE 4)

Indirect Emp Training.
Expenses:

Transport: Mileage claims.

Supplies & Insurance, printing, publications etc.
Services:

Cost Share: Respective cost share split between CDC and SBDC is 58%/42%

2017/18 ACTUALS	High Speed 2 Rail Link	2018/19 BUDGET	2019/20 BUDGET
£		£	£
95,293	Direct Employee Expenses	120,830	46,550
	Indirect Employee Expenses		
	Premises Related Expenses		
233	Transport Related Costs		
88,896	Supplies & Services	57,000	109,770
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
184,422	Running Expenses	177,830	156,320
(264,039)	Fees & Charges and Other Income	(127,555)	(156,200)
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves	(49,615)	(120)
	Recharge to Capital		
(79,617)	Net Running Expenses	660	
	Cost Share - SBDC		
(79,617)	Cost Share - CDC	660	

Any direct HS2 costs are funded via a contribution from HS2 Ltd with any excess being funded from the HS2 reserve

Direct Emp Cost of joint Comms team.
Expenses: 19/20 Budgeted FTE 1 (18/19 Budgeted FTE 2)

CDC CUSTOMER SERVICES PORTFOLIO

2017/18 ACTUALS	Cost Code(s)	2018/19 BUDGET	2019/20 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
	<u>Shared Services</u>				
511,492	Customer Services CU01	403,077	633,363	230	57.1%
1,170,697	Revenues Service RE01	1,246,152	1,205,333	(41)	-3.3%
	<u>CDC Only Costs</u>				
(349,876)	Council Tax & NDR Collection R130,R100	(282,920)	(282,920)		0.0%
(328,655)	Housing Benefits N950	(182,034)	(182,030)	0	0.0%
1,003,658	Net Running Expenses	1,184,275	1,373,746	189	16.0%

Key Issues

From 19/20 customer services includes staff transferred from Waste, Environmental Health, Licensing and the Post Room. It also includes the revenue costs to enable the Customer Experience Strategy including new software costs.

From 1st November 2018 the Revenues Service for SBDC has been brought back in house and is delivered by the Joint Revenues Service with all costs shared between using a 58%/42% split.

The Housing Benefit cost shown above is a net cost to CDC, as central Government reimburses the cost of most housing benefit awards.

2017/18 ACTUALS	CIPFA CLASSIFICATION	2018/19 BUDGET	2019/20 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
1,806,935	Direct Employee Expenses	1,877,710	2,498,590	621	33.1%
33,201	Indirect Employee Expenses	19,350	52,910	34	173.4%
	Premises Related Expenses				
9,654	Transport Related Costs	7,350	22,650	15	208.2%
455,719	Supplies & Services	253,730	616,015	362	142.8%
	Recharge from SBDC				
	Third Party Payments				
18,087,571	Transfer Payments	17,531,290	17,531,290		0.0%
20,393,080	Running Expenses	19,689,430	20,721,455	1,032	5.2%
(206,720)	Fees & Charges and Other Income	(177,000)	(177,000)		0.0%
(18,670,890)	Grant Income	(17,839,244)	(17,839,240)	0	0.0%
(385,141)	Recharge to SBDC	(462,811)	(1,331,469)	(869)	187.7%
	Recharge to WDC				
	Recharge to Crem				
	Recharge to Trust				
(126,671)	Funded from Earmarked Reserves	(26,100)		26	-100.0%
	Recharge to Capital				
1,003,658	Net Running Expenses	1,184,275	1,373,746	189	16.0%
	Depreciation				
2,061,514	Support Recharges In	1,982,730			
81,332	Office Recharge	75,675			
(2,146,993)	Support Recharges Out	(2,101,932)			
999,511	Net Expenditure	1,140,748	1,373,746		

2017/18 ACTUALS	Joint Customer Services	2018/19 BUDGET	2019/20 BUDGET
£		£	£
636,490	Direct Employee Expenses	685,770	923,890
14,822	Indirect Employee Expenses	7,000	29,000
	Premises Related Expenses		
1,978	Transport Related Costs	1,500	1,500
136,001	Supplies & Services	45,690	137,615
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
789,292	Running Expenses	739,960	1,092,005
(16)	Fees & Charges and Other Income		
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
(56,386)	Funded from Earmarked Reserves	(26,100)	
	Recharge to Capital		
732,890	Net Running Expenses	713,860	1,092,005
221,398	Cost Share - SBDC	310,783	458,642
511,492	Cost Share - CDC	403,077	633,363

This cost centre contains the cost of running the Customer Services section.

Cost Share: Respective cost share split between CDC and SBDC is 58%/42%

Direct Emp Expenses: This is the cost of joint Customer Services team.
19/20 budgeted FTE 28.4 (18/19 budgeted FTE 21.0)

Indirect Emp Expenses: Training and casual workers budget.

Transport: Mileage claims.

Supplies & Services: Software costs for new customer experience software, staff uniforms, insurance, printing, publications etc.

Note: The Customer Services team also deals with waste call for Wycombe DC under the joint CDC / WDC waste arrangements. WDC contributes to this via a general contribution to CDC support costs which is shown within the Joint Waste Cost Centre.

2017/18 ACTUALS	Joint Revenues Service	2018/19 BUDGET	2019/20 BUDGET
£		£	£
1,170,445	Direct Employee Expenses	1,191,940	1,574,700
18,379	Indirect Employee Expenses	12,350	23,910
	Premises Related Expenses		
7,676	Transport Related Costs	5,850	21,150
257,823	Supplies & Services	188,040	458,400
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
1,454,322	Running Expenses	1,398,180	2,078,160
(17,427)	Fees & Charges and Other Income		
(32,170)	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
(70,285)	Funded from Earmarked Reserves		
	Recharge to Capital		
1,334,440	Net Running Expenses	1,398,180	2,078,160
163,742	Cost Share - SBDC	152,028	872,827
1,170,697	Cost Share - CDC	1,246,152	1,205,333

2017/18 ACTUALS	Breakdown by Cost Centre	2018/19 BUDGET	2019/20 BUDGET
£		£	£
823,972	REVENUE OPERATIONS	756,730	1,145,700
386,069	SERVICE DEVELOPMENT TEAM	488,990	761,080
124,399	AUDIT, FRAUD & ERROR TEAM	152,460	171,380
1,334,440	Cost Share - CDC	1,398,180	2,078,160

This cost centre contains the cost of running the Revenues section. 19/20 reflects the first year of delivering SBDC services in-house which was previously contracted out to Northgate

Direct Emp Expenses: Cost of Joint Revenues Team.
19/20 budgeted FTE 38.8 (18/19 budgeted FTE 27.5)

Indirect Emp Expenses: Training and professional subscriptions.

Transport: Mileage claims.

Supplies & Services: Consultants fees, insurance, printing, postage, publications etc.
Includes costs previously included in Northgate contract now to be funded by joint team

2017/18 ACTUALS	C Tax and NDR Cost of Collection	2018/19 BUDGET	2019/20 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
25,658	Supplies & Services	20,000	20,000
	Recharge from SBDC		
	Third Party Payments		
(765)	Transfer Payments	60,000	60,000
24,893	Running Expenses	80,000	80,000
(182,854)	Fees & Charges and Other Income	(177,000)	(177,000)
(191,915)	Grant Income	(185,920)	(185,920)
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
(349,876)	Net Running Expenses	(282,920)	(282,920)
(349,876)	Cost Share - SBDC	(282,920)	(282,920)
	Cost Share - CDC		

2017/18 ACTUALS	Breakdown by Cost Centre	2018/19 BUDGET	2019/20 BUDGET
£		£	£
(223,188)	COUNCIL TAX	(147,920)	(147,920)
(9,910)	COUNCIL TAX BENEFITS		
(116,778)	NDR	(135,000)	(135,000)
(349,876)	Cost Share - CDC	(282,920)	(282,920)

Supplies & Services: Court fees and bad debt provision for court costs.

Transfer Payments: Hardship budget for Council Tax Support.

Fees & Charges:	Council Tax Summonses etc	(160,000)	(160,000)
	NDR Summonses etc	(17,000)	(17,000)
		<u>(177,000)</u>	<u>(177,000)</u>

Grant Income:	LCTS Admin Grant	(67,920)	(67,920)
	Government grant for NDR Collection.	(118,000)	(118,000)
		<u>(185,920)</u>	<u>(185,920)</u>

2017/18 ACTUALS	Housing Benefits	2018/19 BUDGET	2019/20 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
36,237	Supplies & Services		
	Recharge from SBDC		
	Third Party Payments		
18,088,336	Transfer Payments	17,471,290	17,471,290
18,124,573	Running Expenses	17,471,290	17,471,290
(6,423)	Fees & Charges and Other Income		
(18,446,805)	Grant Income	(17,653,324)	(17,653,320)
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
(328,655)	Net Running Expenses	(182,034)	(182,030)
(328,655)	Cost Share - SBDC	(182,034)	(182,030)
	Cost Share - CDC		

Transfer Housing Benefit Expenditure.
Payments:

Grant	Housing Benefit Subsidy Income	(17,471,290)	(17,471,290)
Income:	HB Admin Grant	(182,034)	(182,030)
		<u>(17,653,324)</u>	<u>(17,653,320)</u>

CDC COMMUNITY, HEALTH & HOUSING

2017/18 ACTUALS	Cost Code(s)	2018/19 BUDGET	2019/20 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
	<u>Shared Services</u>				
66,150	HC Corporate HC01	83,566	81,507	(2)	-2.5%
580,244	Environmental Health EH01	516,609	492,778	(24)	-4.6%
7,455	Health & Safety HS01	11,803	9,280	(3)	-21.4%
4,050	Emergency Planning EP01	6,046	5,046	(1)	-16.5%
420,798	Housing HO**	491,986	524,819	33	6.7%
(47,862)	Licensing LI01	(95,970)	(105,592)	(10)	10.0%
93,997	Community Safety CS01	110,100	131,522	21	19.5%
257,744	Community & Leisure CL01	280,458	288,802	8	3.0%
	<u>CDC Only Costs</u>				
448	Air Quality EH02	3,600	3,600		0.0%
215,696	Grants GR01	216,000	216,000		0.0%
48,933	Dog & Pest Control E700/E850	52,430	54,380	2	3.7%
(603)	Contaminated Land G450				
11,112	Homelessness HO**	104,510	101,010	(4)	-3.3%
(335)	Home Improvement Grants N350	(3,750)	1,250	5	-133.3%
10,317	Indoor Sports & Recreation Facilities Various	1,560	330	(1)	-78.8%
1,668,144	Net Running Expenses	1,778,948	1,804,732	26	1.4%

Key Issues

A key project included within this portfolio is development of the Chiltern Lifestyle project

2017/18 ACTUALS	CIPFA CLASSIFICATION	2018/19 BUDGET	2019/20 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
1,874,109	Direct Employee Expenses	2,147,005	2,149,017	2	0.1%
225,861	Indirect Employee Expenses	50,890	46,290	(5)	-9.0%
20,129	Premises Related Expenses	21,010	20,260	(1)	-3.6%
17,827	Transport Related Costs	15,530	15,080	(0)	-2.9%
1,288,620	Supplies & Services	1,151,530	701,430	(450)	-39.1%
127,997	Recharge from SBDC	144,100	131,522	(13)	-8.7%
196,384	Third Party Payments	196,530	199,927	3	1.7%
229,572	Transfer Payments	120,000	120,000		0.0%
3,980,498	Running Expenses	3,846,595	3,383,526	(463)	-12.0%
(964,859)	Fees & Charges and Other Income	(567,035)	(543,835)	23	-4.1%
(124,812)	Grant Income	(134,560)	(142,380)	(8)	5.8%
(716,843)	Recharge to SBDC	(829,231)	(833,579)	(4)	0.5%
(10,800)	Recharge to WDC	(9,000)	(9,000)		
	Recharge to Crem				
	Recharge to Trust				
(495,041)	Funded from Earmarked Reserves	(527,820)	(50,000)	478	-90.5%
	Recharge to Capital				
1,668,144	Net Running Expenses	1,778,948	1,804,732	26	1.4%
2,759,391	Depreciation	526,940	2,923,110		
485,855	Support Recharges In	527,821			
73,865	Office Recharge	84,164			
(105,951)	Support Recharges Out	(98,091)			
4,881,304	Net Expenditure	2,819,782	4,727,842		

2017/18 ACTUALS	Joint HC Corporate	2018/19 BUDGET	2019/20 BUDGET
£		£	£
100,967	Direct Employee Expenses	100,770	102,770
12,060	Indirect Employee Expenses	12,090	12,790
	Premises Related Expenses		
844	Transport Related Costs		
6,424	Supplies & Services	31,220	24,970
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
120,296	Running Expenses	144,080	140,530
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
120,296	Net Running Expenses	144,080	140,530
54,146	Cost Share - SBDC	60,514	59,023
66,150	Cost Share - CDC	83,566	81,507

Direct Emp Expenses: Cost of Head of Healthy Communities.
19/20 Budgeted FTE 1 (18/19 Budgeted FTE 1)

Indirect Emp Expenses: Agency staff, training and professional subs.

Supplies & Services: Books & publications, mobiles etc.

Cost Share: Respective cost share split between CDC and SBDC is 58%/42%

2017/18 ACTUALS	Joint Environmental Health	2018/19 BUDGET	2019/20 BUDGET
£		£	£
772,030	Direct Employee Expenses	916,435	861,137
116,259	Indirect Employee Expenses	7,500	7,500
15	Premises Related Expenses	490	
6,033	Transport Related Costs	4,200	4,700
45,024	Supplies & Services	16,600	17,600
	Recharge from SBDC		
	Third Party Payments	1,600	1,600
	Transfer Payments		
939,361	Running Expenses	946,825	892,537
(10,042)	Fees & Charges and Other Income	(47,120)	(33,920)
	Grant Income		
(10,800)	Recharge to WDC	(9,000)	(9,000)
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
918,519	Net Running Expenses	890,705	849,617
338,274	Cost Share - SBDC	374,096	356,839
580,244	Cost Share - CDC	516,609	492,778

Direct Emp Expenses: Share of cost of joint Env Health Team.
19/20 Budgeted FTE 19.0 (18/19 Budgeted FTE 19.0)

Supplies & Services: Includes noise equipment calibration, mediation.

Third Party Payments: High hedges expenditure, recharged to clients.

Fees & Charges	IPPC income from Licences and Permits	(13,320)	(10,320)
	High hedges income	(1,600)	(1,600)
	Business training courses	(12,000)	(1,000)
	Watford/Three Rivers IPPC income	(12,000)	(10,000)
	Burial Contributions	(2,700)	(2,700)
	Other	(5,500)	(8,300)
		<u>(47,120)</u>	<u>(33,920)</u>

Cost Share: Respective cost share split between CDC and SBDC is 58%/42%

2017/18 ACTUALS	Joint Health & Safety	2018/19 BUDGET	2019/20 BUDGET
£		£	£
1,310	Direct Employee Expenses	6,000	3,000
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
11,610	Supplies & Services	14,350	13,000
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
12,920	Running Expenses	20,350	16,000
660	Fees & Charges and Other Income		
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
13,580	Net Running Expenses	20,350	16,000
6,125	Cost Share - SBDC	8,547	6,720
7,455	Cost Share - CDC	11,803	9,280

This cost centre contains joint Health & Safety costs.

Indirect Emp Expenses: IOSH and first aider training.

Supplies & Services: Staff flu vaccinations and loan worker devices

Cost Share: Respective cost share split between CDC and SBDC is 58%/42%

2017/18 ACTUALS	Joint Emergency Planning	2018/19 BUDGET	2019/20 BUDGET
£		£	£
1,124	Direct Employee Expenses		
	Indirect Employee Expenses	6,700	4,700
	Premises Related Expenses		
	Transport Related Costs		
4,882	Supplies & Services	3,630	4,000
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
6,005	Running Expenses	10,330	8,700
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
6,005	Net Running Expenses	10,330	8,700
1,956	Cost Share - SBDC	4,284	3,654
4,050	Cost Share - CDC	6,046	5,046

This cost centre contains joint Emergency Planning costs.

Cost Share: Respective cost share split between CDC and SBDC is 58%/42%

2017/18 ACTUALS	Joint Housing	2018/19 BUDGET	2019/20 BUDGET
£		£	£
612,661	Direct Employee Expenses	717,460	783,430
74,562	Indirect Employee Expenses	13,800	13,800
	Premises Related Expenses		
5,818	Transport Related Costs	5,500	5,500
557,095	Supplies & Services	104,250	102,130
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
1,250,136	Running Expenses	841,010	904,860
(354,008)	Fees & Charges and Other Income		
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
(140,000)	Funded from Earmarked Reserves		
	Recharge to Capital		
756,127	Net Running Expenses	841,010	904,860
335,329	Cost Share - SBDC	349,024	380,041
420,798	Cost Share - CDC	491,986	524,819

Direct Emp Cost of joint Housing / Homelessness team.
19/20 Budgeted FTE 18.1 (18/19 Budgeted FTE 17.8)

Indirect Emp Training and professional subscriptions.

Transport Mileage claims.

Supplies & Services:	Affordable warmth co-ordinator	20,000	20,000
	Cost of locator system	50,150	50,150
	Rough sleeper outreach project	20,000	5,980
	Other	14,100	26,000
		<u>104,250</u>	<u>102,130</u>

Cost Share: Respective cost share split between CDC and SBDC is 58%/42%

2017/18 ACTUALS	Joint Licensing	2018/19 BUDGET	2019/20 BUDGET
£		£	£
173,617	Direct Employee Expenses	184,410	168,070
19,610	Indirect Employee Expenses	3,000	3,000
	Premises Related Expenses		
2,258	Transport Related Costs	1,930	1,980
38,480	Supplies & Services	32,980	32,680
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
233,965	Running Expenses	222,320	205,730
(401,903)	Fees & Charges and Other Income	(387,785)	(387,785)
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
(167,937)	Net Running Expenses	(165,465)	(182,055)
(120,075)	Cost Share - SBDC	(69,495)	(76,463)
(47,862)	Cost Share - CDC	(95,970)	(105,592)

Direct Emp Expenses: This is the cost of the joint Licensing team.
19/20 Budgeted FTE 5 (19/20 Budgeted FTE 5)

Direct Emp Expenses: Training.

Transport: This budget is for mileage claims.

Supplies & Services: This budget is for various miscellaneous costs relating to licensing including purchase of equipment, printing & stationery, counsel fees and advertising costs.

Income: The income is from licensing fees.
Some fees are statutory and cannot be inflation indexed

Cost Share: Respective cost share split between CDC and SBDC is 58%/42%

	Joint Community Safety	2018/19 BUDGET	2019/20 BUDGET
		£	£
127,997	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments	144,100	131,522
127,997	Running Expenses Fees & Charges and Other Income Grant Income Recharge to WDC Recharge to Crem Recharge to Trust (34,000) Funded from Earmarked Reserves Recharge to Capital	144,100 (34,000)	131,522
93,997	Net Running Expenses	110,100	131,522
93,997	Cost Share - SBDC Cost Share - CDC	110,100	131,522

This cost centre contains the operating costs of running the joint Community Safety section. SBDC is the host authority and thus only the net recharge to CDC is shown here.

Cost Share: Respective cost share split between CDC and SBDC is 58%/42%

2017/18 ACTUALS	Joint Community & Leisure	2018/19 BUDGET	2019/20 BUDGET
£		£	£
214,834	Direct Employee Expenses	227,930	233,610
936	Indirect Employee Expenses	1,800	1,500
694	Premises Related Expenses	530	550
2,875	Transport Related Costs	3,900	2,900
322,953	Supplies & Services	505,640	100,820
	Recharge from SBDC		
110,654	Third Party Payments	108,740	110,187
	Transfer Payments		
652,946	Running Expenses	848,540	449,567
(8,073)	Fees & Charges and Other Income	(7,000)	(7,000)
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
(286,041)	Funded from Earmarked Reserves	(458,820)	(50,000)
	Recharge to Capital		
358,833	Net Running Expenses	382,720	392,567
101,088	Cost Share - SBDC	102,262	103,765
257,744	Cost Share - CDC	280,458	288,802

Salary costs: 19/20 Budgeted FTE 4.8 (18/19 Budgeted FTE 4.8)

Supplies & Services:	Community Wellbeing projects	30,000	22,000
	Safeguarding contribution	10,320	10,320
	New Leisure Development	450,000	50,000
	Community Grants	13,000	17,000
	Other	2,320	1,500
		<u>505,640</u>	<u>100,820</u>

Third Party Payments: Contract fee with GLL

Fees & Charges: Rent from Sprinters

Funding from Reserves: 2018/19 figures included funding of the Chiltern Lifestyle project from the Leisure Fund. Budgeted expenditure in 19/20 will be funded from General Reserves

Cost Share: Respective cost share split between CDC and SBDC is 58%/42%

2017/18 ACTUALS	Air Quality	2018/19 BUDGET	2019/20 BUDGET
£		£	£
6,202	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments	8,600	8,600
6,202	Running Expenses	8,600	8,600
(102) (5,652)	Fees & Charges and Other Income Grant Income Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves Recharge to Capital	(5,000)	(5,000)
448	Net Running Expenses	3,600	3,600
448	Cost Share - SBDC Cost Share - CDC	3,600	3,600

Supplies & Services: Costs associated with the air quality projects including the purchase of equipment

Fees & Charges: DEFRA grant for air quality projects

2017/18 ACTUALS	Grants	2018/19 BUDGET	2019/20 BUDGET
£		£	£
215,696	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments	216,000	216,000
215,696	Running Expenses Fees & Charges and Other Income Grant Income Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves Recharge to Capital	216,000	216,000
215,696	Net Running Expenses	216,000	216,000
215,696	Cost Share - SBDC Cost Share - CDC	216,000	216,000

Supplies & Services:	SLAS		
	CAB - General	125,000	125,000
	CAB - Specific Projects	10,400	10,400
	Dial a Ride	20,200	20,200
	Voluntary Infrastructure (VI)	15,270	15,270
		<u>170,870</u>	<u>170,870</u>
	Small Grants	31,130	31,130
	7 revitalisation grants @ £2k each	14,000	14,000
		<u>216,000</u>	<u>216,000</u>

2017/18 ACTUALS	Dog and Pest Control	2018/19 BUDGET	2019/20 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
7	Supplies & Services	1,990	1,990
	Recharge from SBDC		
85,729	Third Party Payments	86,190	88,140
	Transfer Payments		
85,736	Running Expenses	88,180	90,130
(36,803)	Fees & Charges and Other Income	(35,750)	(35,750)
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
48,933	Net Running Expenses	52,430	54,380
48,933	Cost Share - SBDC	52,430	54,380
	Cost Share - CDC		

2017/18 ACTUALS	Breakdown by Cost Centre	2018/19 BUDGET	2019/20 BUDGET
£		£	£
48,322	DOG WARDEN SERVICE	50,030	52,380
611	PEST CONTROL	2,400	2,000
48,933	Cost Share - CDC	52,430	54,380

Third Party	Stray Dog and Dog Nuisance service	34,910	35,890
Payments:	Dog Waste	48,880	50,250
	Pest control	2,400	2,000
		<hr/>	<hr/>
		86,190	88,140
Fees &	Dog bin emptying charge to Parishes	(32,350)	(32,350)
Charges:	Stray dog fines	(3,400)	(3,400)
		<hr/>	<hr/>
		(35,750)	(35,750)

2017/18 ACTUALS	Contaminated Land	2018/19 BUDGET	2019/20 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments	£	£
(603)	Running Expenses Fees & Charges and Other Income Grant Income Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves Recharge to Capital		
(603)	Net Running Expenses		
(603)	Cost Share - SBDC		
(603)	Cost Share - CDC		

Third Party Landfill site depot monitoring annual cost.
 Payments: Costs now charged to Depot.

2017/18 ACTUALS	Homelessness	2018/19 BUDGET	2019/20 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
79,517	Supplies & Services	214,070	178,390
	Recharge from SBDC		
	Third Party Payments		
229,572	Transfer Payments	120,000	120,000
309,089	Running Expenses	334,070	298,390
(143,817)	Fees & Charges and Other Income	(70,000)	(60,000)
(119,160)	Grant Income	(124,560)	(137,380)
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
(35,000)	Funded from Earmarked Reserves	(35,000)	
	Recharge to Capital		
11,112	Net Running Expenses	104,510	101,010
11,112	Cost Share - SBDC	104,510	101,010
	Cost Share - CDC		

Supplies & Services:	Rent deposits	20,000	10,000
	Homeless prevention	128,070	102,390
	Bad debt provision	11,000	11,000
	CAB Debt Advice and HIT service	55,000	55,000
		<u>214,070</u>	<u>178,390</u>

Transfer Payments Temporary accomodation (CDC)
Partially offset by HB income in Fees & Charges line

Fees & Charges:	Flexible Homelessness Support Grant	(109,570)	(121,900)
	New Burdens Grant	(14,990)	(15,480)
		<u>(124,560)</u>	<u>(137,380)</u>

2017/18 ACTUALS	Home Improvement Grants	2018/19 BUDGET	2019/20 BUDGET
£		£	£
	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs		
41	Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments	1,250	1,250
41	Running Expenses	1,250	1,250
(376)	Fees & Charges and Other Income Grant Income Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves Recharge to Capital	(5,000)	
(335)	Net Running Expenses	(3,750)	1,250
(335)	Cost Share - SBDC Cost Share - CDC	(3,750)	1,250

Grant Grant from Paradigm Housing Group.
Income:

2017/18 ACTUALS	Indoor Sports & Recreation Facilities	2018/19 BUDGET	2019/20 BUDGET
£		£	£
19,420	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs	19,990	19,710
689	Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments	950	
20,109	Running Expenses	20,940	19,710
(9,792)	Fees & Charges and Other Income Grant Income Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves Recharge to Capital	(19,380)	(19,380)
10,317	Net Running Expenses	1,560	330
10,317	Cost Share - SBDC Cost Share - CDC	1,560	330

2017/18 ACTUALS	Breakdown by Cost Centre	2018/19 BUDGET	2019/20 BUDGET
£		£	£
4,692	CHALFONT LEISURE CENTRE	5,540	6,000
(4,664)	CHESHAM LEISURE CENTRE	(13,140)	(12,910)
10,289	CHILTERN POOLS	9,160	7,240
10,317	Cost Share - CDC	1,560	330

0

Premises: Insurance and gully cleaning costs.

Fees & Charges: PV income.

CDC ENVIRONMENT PORTFOLIO

2017/18 ACTUALS	Cost Code(s)	2018/19 BUDGET	2019/20 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
	<u>Shared Services</u>				
(785,422)	Waste Client W100	(832,977)	(909,266)	(76)	9.2%
498,073	Facilities & Property FP**	414,458	488,676	74	17.9%
252,619	Car Park Management FP**	211,984	231,437	19	9.2%
	<u>CDC Only Costs</u>				
2,555,489	Waste Contract G520	2,713,005	2,848,405	135	5.0%
(1,538,764)	Car Parking Various	(1,517,580)	(1,469,060)	49	-3.2%
1,097	Gt Miss Cemetery G380	(1,430)	(11,640)	(10)	714.0%
45,984	Public Conveniences F480	74,940	64,559	(10)	-13.9%
(1,935)	Traffic Mgt / Street Numbering C100/C850	(1,360)	(6,730)	(5)	394.9%
473,074	Council Offices P900	317,130	315,970	(1)	-0.4%
77,955	Community Parks & Open Spaces Various	94,740	106,850	12	12.8%
(12,350)	Community Centres Various	(6,750)	(6,760)	(0)	0.1%
	<u>Investment / Trading Properties</u>				
(214,712)	Depot G950	(203,590)	(219,190)	(16)	7.7%
(64,414)	Other Trading Undertakings Various	(32,015)	(42,380)	(10)	32.4%
1,286,696	Net Running Expenses	1,230,555	1,390,871	160	13.0%

Key Issues

There is a joint CDC / WDC waste contract but only the CDC cost is shown above.

The cost of the waste contract increases due to inflation and increases in household numbers.

In 18/19 work commenced to procure a new three-way waste contract between CDC, SBDC and WDC; costs of procurement are budgeted to continue into 19/20

In November 2018 the extension to AMSCP opened and additional income from the extended facilities is expected

2017/18 ACTUALS	CIPFA CLASSIFICATION	2018/19 BUDGET	2019/20 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
1,715,957	Direct Employee Expenses	1,766,846	1,799,633	33	1.9%
117,335	Indirect Employee Expenses	27,120	28,500	1	5.1%
1,111,154	Premises Related Expenses	1,000,245	1,315,110	315	31.5%
45,894	Transport Related Costs	52,590	52,540	(0)	-0.1%
1,936,820	Supplies & Services	591,980	773,980	182	30.7%
	Recharge from SBDC				
3,147,124	Third Party Payments	3,465,635	3,567,474	102	2.9%
	Transfer Payments				
8,074,285	Running Expenses	6,904,416	7,537,237	633	9.2%
(6,660,362)	Fees & Charges and Other Income	(5,433,960)	(5,711,060)	(277)	5.1%
(490)	Grant Income	(490)	(490)		0.0%
(593,202)	Recharge to SBDC	(706,584)	(806,545)	(100)	14.1%
602,209	Recharge to WDC	502,174	458,810	(43)	-8.6%
(15,000)	Recharge to Crem	(20,000)	(20,000)		0.0%
(12,500)	Recharge to Trust	(15,000)	(1,000)	14	
(108,245)	Funded from Earmarked Reserves		(66,080)	(66)	
	Recharge to Capital				
1,286,696	Net Running Expenses	1,230,555	1,390,871	160	13.0%
625,305	Depreciation	612,420	598,420		
1,204,856	Support Recharges In	1,203,778			
36,477	Office Recharge	28,473	(27,376)		
(1,393,556)	Support Recharges Out	(1,331,409)	(346,846)		
1,759,778	Net Expenditure	1,743,818	1,615,069		

2017/18 ACTUALS	Joint Waste Client	2018/19 BUDGET	2019/20 BUDGET
£		£	£
730,231	Direct Employee Expenses	801,420	786,040
62,532	Indirect Employee Expenses	11,970	10,850
4,241	Premises Related Expenses	4,550	4,390
21,768	Transport Related Costs	29,230	27,660
122,187	Supplies & Services	132,880	154,090
	Recharge from SBDC		
394,244	Third Party Payments	500,000	500,000
	Transfer Payments		
1,335,204	Running Expenses	1,480,050	1,483,030
(2,474,336)	Fees & Charges and Other Income	(2,545,700)	(2,651,700)
	Grant Income		
602,209	Recharge to WDC	502,174	532,130
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
(536,923)	Net Running Expenses	(563,476)	(636,540)
248,499	Cost Share - SBDC	269,500	272,726
(785,422)	Cost Share - CDC	(832,977)	(909,266)

Salary Costs: Cost of joint waste client team (CDC/SBDC/WDC).
19/20 Budgeted FTE 23.1 (18/19 Budgeted FTE 22.3)

Supplies & Services	Software development and licenses	35,100	20,100
	Advertising budget	69,200	69,200
	Tools & Equipment	8,210	5,210
	Postage	8,150	8,150
	Other	12,220	51,430
		<u>132,880</u>	<u>154,090</u>

Third party Income from sale of paper

Fees & Charges:	Replacement bins and liners	(269,500)	(272,726)
	Income from sale of paper	(423,544)	(444,429)
	Recycling Credits	(1,100,000)	(1,150,000)
	Bulky Household collections		
	School Waste Collections	(105,000)	(110,000)
	Green Waste Collections (CDC Only)	(612,000)	(640,000)
	Miscellaneous recharges	(35,655)	(34,546)
		<u>(2,545,700)</u>	<u>(2,651,700)</u>

Recharge to WDC:	Expenditure share to WDC	(423,544)	(444,429)
	Income share to WDC	925,718	976,558
		<u>502,174</u>	<u>532,130</u>

2017/18 ACTUALS	Joint Facilities & Property	2018/19 BUDGET	2019/20 BUDGET
£		£	£
677,161	Direct Employee Expenses	655,626	700,043
40,009	Indirect Employee Expenses	13,150	15,650
26,571	Premises Related Expenses	22,630	52,620
3,915	Transport Related Costs	4,750	4,750
105,782	Supplies & Services	36,660	42,740
	Recharge from SBDC		
168	Third Party Payments	220	
	Transfer Payments		
853,607	Running Expenses	733,036	815,803
(5,797)	Fees & Charges and Other Income		(500)
	Grant Income		
	Recharge to WDC		
(15,000)	Recharge to Crem	(20,000)	(20,000)
(12,500)	Recharge to Trust	(15,000)	(1,000)
(99,290)	Funded from Earmarked Reserves		
	Recharge to Capital		
721,020	Net Running Expenses	698,036	794,303
222,947	Cost Share - SBDC	283,578	305,627
498,073	Cost Share - CDC	414,458	488,676

2017/18 ACTUALS	Breakdown by Cost Centre	2018/19 BUDGET	2019/20 BUDGET
£		£	£
446,237	JOINT PROPERTY SERVICES	446,193	509,770
278,005	JOINT FACILITIES	228,993	217,913
(3,222)	CCTV - PUBLIC REALM	22,850	66,620
721,020	Cost Share - CDC	698,036	794,303

Direct Emp Expenses: Cost of joint facilities and property team.
19/20 Budgeted FTE 15.3 (18/19 Budgeted FTE 14.3)

Indirect Emp Expenses: Training and professional subscriptions.

Transport: Mileage claims.

Supplies & Services: Equipment maintenance, protective clothing, printing, publications etc

Cost Share: Respective cost share split between CDC and SBDC is 58%/42%

2017/18 ACTUALS	Car Park Management	2018/19 BUDGET	2019/20 BUDGET
£		£	£
301,969	Direct Employee Expenses	309,800	313,550
13,589	Indirect Employee Expenses	2,000	2,000
	Premises Related Expenses		820
17,755	Transport Related Costs	18,340	18,940
41,062	Supplies & Services	35,350	35,620
	Recharge from SBDC		
	Third Party Payments		28,100
	Transfer Payments		
374,375	Running Expenses	365,490	399,030
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
374,375	Net Running Expenses	365,490	399,030
121,756	Cost Share - SBDC	153,506	167,593
252,619	Cost Share - CDC	211,984	231,437

The Parking team is a joint team.

Direct Emp Expenses: Cost of joint parking team.
19/20 Budgeted FTE is 9.5 (18/19 Budgeted FTE 9.5)

Third Party Payments: Cost of collection of cash from Parking Machines is now budgeted for here instead of corporately

Cost Share: Respective cost share split between CDC and SBDC is 58%/42%

2017/18 ACTUALS	Waste Contract	2018/19 BUDGET	2019/20 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from SBDC	£	£
2,564,444	Third Party Payments Transfer Payments	2,713,005	2,848,405
2,564,444	Running Expenses	2,713,005	3,048,405
	Fees & Charges and Other Income Grant Income		
	Recharge to WDC		(73,320)
	Recharge to Crem		
	Recharge to Trust		
(8,955)	Funded from Earmarked Reserves Recharge to Capital		(66,080)
2,555,489	Net Running Expenses	2,713,005	2,909,005
	Cost Share - SBDC		60,600
2,555,489	Cost Share - CDC	2,713,005	2,848,405

Third Party

Payments: Cost of contract with Serco, shown net of recharge of contract costs to WDC.

Supplies & Services: Cost of procurement of new joint waste contract. Recharged to SBDC and WDC

Funded from Reserves: Budgeted costs of waste procurement to be funded from Waste Efficiency Reserve

2017/18 ACTUALS	Car Parking	2018/19 BUDGET	2019/20 BUDGET
£		£	£
300,667	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses	286,510	476,780
174,390	Transport Related Costs Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments	160,130	131,640
475,057	Running Expenses	446,640	608,420
(2,013,821)	Fees & Charges and Other Income Grant Income Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves Recharge to Capital	(1,964,220)	(2,077,480)
(1,538,764)	Net Running Expenses	(1,517,580)	(1,469,060)
(1,538,764)	Cost Share - SBDC Cost Share - CDC	(1,517,580)	(1,469,060)

2017/18 ACTUALS	Breakdown by Cost Centre	2018/19 BUDGET	2019/20 BUDGET
£		£	£
(1,079,121)	GENERAL - ALL CAR PARKS	(1,034,320)	(972,460)
(459,643)	AMERSHAM MULTI STOREY CAR PARK	(483,260)	(496,600)
(1,538,764)	Cost Share - CDC	(1,517,580)	(1,469,060)

The Parking team is a joint team.

However income and expenditure relating to the actual car parks is not shared.

Premises: Repairs & maintenance, electricity. Increase in business rates due to Rates Revaluation and reduction in transitional relief

Supplies & Services: Telephone charges, parking software, security services, ticket machine repairs & maintenance etc.

Fees & Charges: Ticket and penalty charge income.

2017/18 ACTUALS	Gt Miss Cemetery & Chilterns Crem	2018/19 BUDGET	2019/20 BUDGET
£		£	£
205	Direct Employee Expenses		
7,055	Indirect Employee Expenses		
464	Premises Related Expenses	3,550	3,590
1,302,261	Transport Related Costs		
	Supplies & Services	960	990
	Recharge from SBDC		
18,957	Third Party Payments	16,630	6,800
	Transfer Payments		
1,328,942	Running Expenses	21,140	11,380
(1,327,844)	Fees & Charges and Other Income	(22,570)	(23,020)
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
1,097	Net Running Expenses	(1,430)	(11,640)
1,097	Cost Share - SBDC	(1,430)	(11,640)
	Cost Share - CDC		

Income and expenditure relating to the running of the Gt Missenden Cemetery.
Costs relating to the Chilterns Crem are charged to the Crematorium Joint Committee.

2017/18 ACTUALS	Public Conveniences	2018/19 BUDGET	2019/20 BUDGET
£		£	£
3,564	Direct Employee Expenses		
	Indirect Employee Expenses		
49,005	Premises Related Expenses	45,290	45,240
738	Transport Related Costs	270	
293	Supplies & Services	1,040	
	Recharge from SBDC		
7	Third Party Payments	34,970	25,949
	Transfer Payments		
53,608	Running Expenses	81,570	71,189
(7,623)	Fees & Charges and Other Income	(6,630)	(6,630)
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
45,984	Net Running Expenses	74,940	64,559
45,984	Cost Share - SBDC	74,940	64,559
	Cost Share - CDC		

Income and expenditure relating to the cleaning and maintenance of the public conveniences.

Fees & Charges: Payment by Chesham Town Council.

2017/18 ACTUALS	Traffic Mgt / Street Naming	2018/19 BUDGET	2019/20 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
948	Premises Related Expenses	2,500	2,500
	Transport Related Costs		
18,032	Supplies & Services	17,500	12,500
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
18,980	Running Expenses	20,000	15,000
(20,915)	Fees & Charges and Other Income	(21,360)	(21,730)
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
(1,935)	Net Running Expenses	(1,360)	(6,730)
(1,935)	Cost Share - SBDC	(1,360)	(6,730)
	Cost Share - CDC		

Supplies & Services Provision for costs associated with street naming and numbering.

2017/18 ACTUALS	Council Offices	2018/19 BUDGET	2019/20 BUDGET
£		£	£
3,032	Direct Employee Expenses		
1,000	Indirect Employee Expenses		
581,631	Premises Related Expenses	441,920	481,620
	Transport Related Costs		
148,444	Supplies & Services	167,010	158,150
	Recharge from SBDC		
104,523	Third Party Payments	106,790	112,120
	Transfer Payments		
838,631	Running Expenses	715,720	751,890
(365,557)	Fees & Charges and Other Income	(398,590)	(435,920)
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
473,074	Net Running Expenses	317,130	315,970
473,074	Cost Share - SBDC	317,130	315,970
	Cost Share - CDC		

Direct Emp Expenses: Cost of CDC cleaning team / FM contract.

Premises:	Repairs to buildings	96,500	111,500
	Electricity	5,100	5,240
	Gas	157,730	167,280
	Business Rates	9,000	12,000
	Cleaning materials	10,550	17,710
	Insurances and Other Costs	163,040	167,890
		<u>441,920</u>	<u>481,620</u>
Supplies & Services:	Office furniture	16,000	16,000
	Postage	102,000	95,000
	Telephone charges	20,000	20,000
	Other	29,010	27,150
		<u>167,010</u>	<u>158,150</u>
Fees & Charges:	Income from PV Cells	(21,320)	(21,320)
	BCC Contribution	(160,000)	(161,000)
	Service charges	(50,270)	(41,400)
	Postage costs recharged	(65,000)	(95,000)
	Other Rents	(102,000)	(117,200)
		<u>(398,590)</u>	<u>(435,920)</u>

2017/18 ACTUALS	Community Parks & Opens Spaces	2018/19 BUDGET	2019/20 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
51,944	Premises Related Expenses	63,455	96,050
	Transport Related Costs		
11,432	Supplies & Services	23,610	21,600
	Recharge from SBDC		
37,263	Third Party Payments	34,685	16,230
	Transfer Payments		
100,639	Running Expenses	121,750	133,880
(22,194)	Fees & Charges and Other Income	(26,520)	(26,540)
(490)	Grant Income	(490)	(490)
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
77,955	Net Running Expenses	94,740	106,850
77,955	Cost Share - SBDC	94,740	106,850
	Cost Share - CDC		

2017/18 ACTUALS	Breakdown by Cost Centre	2018/19 BUDGET	2019/20 BUDGET
£		£	£
7,290	WOODLANDS	15,490	13,520
31,958	COMMONS & MANORIAL WASTE	32,090	30,760
	TRAVELLERS		5,000
29,023	AMENITY AREAS EXCL CHHA	26,490	32,910
2,910	PARISH & TC GROUNDS MAINTENANCE	18,420	15,790
140	FOOTPATHS	500	500
6,634	MILL MEADOW	1,750	8,370
77,955	Cost Share - CDC	94,740	106,850

Premises: Maintenance costs for parks and open spaces. Increase in business rates due to Rates Revaluation and reduction in transitional relief

Fees & Charges: Primarily rental income.

2017/18 ACTUALS	Community Centres	2018/19 BUDGET	2019/20 BUDGET
£		£	£
277	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs	6,340	6,330
16	Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments		
293	Running Expenses	6,340	6,330
(12,643)	Fees & Charges and Other Income Grant Income Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves Recharge to Capital	(13,090)	(13,090)
(12,350)	Net Running Expenses	(6,750)	(6,760)
(12,350)	Cost Share - SBDC Cost Share - CDC	(6,750)	(6,760)

2017/18 ACTUALS	Breakdown by Cost Centre	2018/19 BUDGET	2019/20 BUDGET
£		£	£
(3,510)	LITTLE CHALFONT HALL	(3,510)	(3,510)
277	OLD SCHOOL - ASHLEY GREEN	3,340	3,310
(9,117)	AMERSHAM COMMUNITY CENTRE	(6,580)	(6,560)
(12,350)	Cost Share - CDC	(6,750)	(6,760)

Fees & Rental income.
Charges:

2017/18 ACTUALS	Depot	2018/19 BUDGET	2019/20 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
86,855	Premises Related Expenses	114,300	130,230
1,254	Transport Related Costs		1,190
10,246	Supplies & Services	5,650	5,500
	Recharge from SBDC		
5,650	Third Party Payments	35,320	9,540
	Transfer Payments		
104,005	Running Expenses	155,270	146,460
(318,716)	Fees & Charges and Other Income	(358,860)	(365,650)
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
(214,712)	Net Running Expenses	(203,590)	(219,190)
(214,712)	Cost Share - SBDC	(203,590)	(219,190)
	Cost Share - CDC		

Premises:

15,178	Repairs and maintenance	49,200	49,200
291	Maintenance plant / equipment	3,200	3,200
780	Grounds maintenance general		500
40,747	Electricity	44,240	52,880
7,432	Gas	9,000	9,000
1,485	Business rates	4,060	4,170
20,943	Other	4,600	11,280
<u>86,855</u>		<u>114,300</u>	<u>130,230</u>

Fees & Charges: Rent and recharges to other site users.

2017/18 ACTUALS	Other Trading Undertakings	2018/19 BUDGET	2019/20 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
1,960	Premises Related Expenses	9,200	14,940
	Transport Related Costs		
2,674	Supplies & Services	11,190	11,150
	Recharge from SBDC		
21,867	Third Party Payments	24,015	20,330
	Transfer Payments		
26,501	Running Expenses	44,405	46,420
(90,914)	Fees & Charges and Other Income	(76,420)	(88,800)
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
(64,414)	Net Running Expenses	(32,015)	(42,380)
(64,414)	Cost Share - SBDC	(32,015)	(42,380)
	Cost Share - CDC		

2017/18 ACTUALS	Breakdown by Cost Centre	2018/19 BUDGET	2019/20 BUDGET
£		£	£
(4,330)	OPEN MARKETS	(3,010)	(2,830)
(14,420)	MISC. PROPERTIES MANAGEMENT	6,660	5,160
(2,600)	RUCKLES FIELD (HSG LAND)	(600)	(600)
(5,904)	CIVIC CENTRE SITE	(7,340)	(5,630)
(37,160)	AGRICULTURAL LAND HOLDINGS	(27,725)	(38,480)
(64,414)	Cost Share - CDC	(32,015)	(42,380)

CDC SUPPORT SERVICES

2017/18 ACTUALS	Cost Code(s)	2018/19 BUDGET	2019/20 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
	<u>Shared Services</u>				
534,991	Finance FI01	525,341	539,864	15	2.8%
53,433	Internal Audit IA01	54,549	57,420	3	5.3%
777,521	Business Support BU**	874,511	905,403	31	3.5%
285,897	Legal LE01	326,743	324,655	(2)	-0.6%
235,223	Dem & Electoral Services DS01/ER01	301,765	301,890	0	0.0%
(74,265)	Local Land Charges LC01	(49,590)	(49,787)	(0)	0.4%
	<u>CDC Only Costs</u>				
47,264	Corporate Management CM01	163,265	163,328	0	0.0%
0	Insurance IN01		66,280	66	
858,940	Non Distributed Costs ND01	898,490	937,525	39	4.3%
288,773	Members R49*	287,510	302,030	15	5.1%
13,069	Elections Q2**				
3,020,845	Net Running Expenses	3,382,584	3,548,608	166	4.9%

Key Issues

No key issues to report

2017/18 ACTUALS	CIPFA CLASSIFICATION	2018/19 BUDGET	2019/20 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
3,429,767	Direct Employee Expenses	2,593,560	2,695,910	102	3.9%
101,540	Indirect Employee Expenses	95,080	107,685	13	13.3%
	Premises Related Expenses		1,990	2	
13,141	Transport Related Costs	11,850	13,200	1	11.4%
1,441,139	Supplies & Services	1,141,680	1,331,660	190	16.6%
521,120	Recharge from SBDC	642,353	651,543	9	
164,678	Third Party Payments	177,050	182,000	5	2.8%
	Transfer Payments				
5,671,386	Running Expenses	4,661,573	4,983,988	322	6.9%
(176,142)	Fees & Charges and Other Income	(252,500)	(253,500)	(1)	0.4%
(433,313)	Grant Income	(6,000)	(16,420)		
(997,196)	Recharge to SBDC	(986,320)	(1,052,100)	(66)	6.7%
	Recharge to WDC				
(20,000)	Recharge to Crem	(20,000)	(26,360)	(6)	31.8%
(14,167)	Recharge to Trust	(14,170)	(17,000)	(3)	20.0%
(1,009,721)	Funded from Earmarked Reserves		(70,000)	(70)	
	Recharge to Capital				
3,020,845	Net Running Expenses	3,382,584	3,548,608	166	4.9%
224,078	Depreciation	129,080	128,910		
968,857	Support Recharges In	1,050,541			
141,340	Office Recharge	207,767			
(1,884,791)	Support Recharges Out	(2,077,395)			
2,470,329	Net Expenditure	2,692,577	3,677,518		

2017/18 ACTUALS	Joint Finance	2018/19 BUDGET	2019/20 BUDGET
£		£	£
734,795	Direct Employee Expenses	752,330	769,930
24,652	Indirect Employee Expenses	7,050	21,500
	Premises Related Expenses		
1,099	Transport Related Costs	1,700	1,300
159,863	Supplies & Services	141,180	141,570
	Recharge from SBDC		
24,670	Third Party Payments	26,000	26,000
	Transfer Payments		
945,079	Running Expenses	928,260	960,300
(2,681)	Fees & Charges and Other Income	(2,500)	(2,500)
	Grant Income		
	Recharge to WDC		
(10,000)	Recharge to Crem	(10,000)	(12,000)
(10,000)	Recharge to Trust	(10,000)	(15,000)
	Funded from Earmarked Reserves		
	Recharge to Capital		
922,397	Net Running Expenses	905,760	930,800
387,407	Cost Share - SBDC	380,419	390,936
534,991	Cost Share - CDC	525,341	539,864

Direct Emp Cost of the Joint Finance team.
Expenses: 19/20 Budgeted FTE 17.1 (18/19 Budgeted FTE 16.4)
Slight FTE increase as now processing Council Tax and NDR receipts for SBDC - previously carried out by Northgate.

Indirect Emp Training and professional subscriptions.
Expenses: 19/20 budget includes £14k for agency cover to backfill staff supporting the waste and leisure procurements.

Transport: Mileage and travel expense claims.

Supplies & Services: Finance system license costs plus other miscellaneous expenses.

Third Party Payroll contract.

2017/18 ACTUALS	Joint Internal Audit	2018/19 BUDGET	2019/20 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from SBDC	£	£
95,700	Third Party Payments Transfer Payments	94,050	99,000
95,700	Running Expenses	94,050	99,000
(3,575)	Fees & Charges and Other Income Grant Income Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves Recharge to Capital		
92,125	Net Running Expenses	94,050	99,000
38,693	Cost Share - SBDC	39,501	41,580
53,433	Cost Share - CDC	54,549	57,420

Third Party Payments: This is the cost of the Internal Audit contract.

Cost Share: Respective cost share split between CDC and SBDC is 58%/42%

2017/18 ACTUALS	Joint Business Support	2018/19 BUDGET	2019/20 BUDGET
£		£	£
855,120	Direct Employee Expenses	917,680	961,350
27,676	Indirect Employee Expenses	30,200	30,200
	Premises Related Expenses		1,990
4,336	Transport Related Costs	2,500	4,250
486,324	Supplies & Services	540,610	576,250
	Recharge from SBDC		
(950)	Third Party Payments		
	Transfer Payments		
1,372,506	Running Expenses	1,490,990	1,574,040
	Fees & Charges and Other Income		(1,000)
	Grant Income		
	Recharge to WDC		
(10,000)	Recharge to Crem	(10,000)	(10,000)
(4,167)	Recharge to Trust	(4,170)	(2,000)
(9,721)	Funded from Earmarked Reserves		
	Recharge to Capital		
1,348,618	Net Running Expenses	1,476,820	1,561,040
571,097	Cost Share - SBDC	602,309	655,637
777,521	Cost Share - CDC	874,511	905,403

Direct Emp Cost of the Joint Business Support team.
Expenses: 19/20 Budgeted FTE 19 (18/19 Budgeted FTE 19)

Indirect Emp Training, Health insurance cover and professional subscriptions.
Expenses:

Transport: Mileage claims

Supplies & Services:	Consultants fees	20,000	20,000
	Computer Consumables	11,000	8,000
	Ordnance survey maps & Licenses	5,000	5,000
	Software Packages Purchase	5,000	5,000
	Software Costs	288,310	307,370
	Skype for Business	73,160	73,160
	Networking Support	12,000	12,000
	WAN Support	65,000	86,000
	Subscriptions	4,200	2,200
	Photocopying Equipment	38,910	49,830
	Other	18,030	7,690
		<u>540,610</u>	<u>576,250</u>

Cost Share: Respective cost share split between CDC and SBDC is 58%/42%

2017/18 ACTUALS	Joint Legal	2018/19 BUDGET	2019/20 BUDGET
£		£	£
285,897	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments	326,743	324,655
285,897	Running Expenses Fees & Charges and Other Income Grant Income Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves Recharge to Capital	326,743	324,655
285,897	Net Running Expenses	326,743	324,655
285,897	Cost Share - SBDC Cost Share - CDC	326,743	324,655

This cost centre contains the operating costs of running the joint legal section.
SBDC is the host authority and thus only the net recharge to CDC is shown here.

Cost Share: Respective cost share split between CDC and SBDC is 58%/42%

2017/18 ACTUALS	Joint Democratic & Electoral Services	2018/19 BUDGET	2019/20 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
	Supplies & Services		
235,223	Recharge from SBDC	307,765	318,310
	Third Party Payments		
	Transfer Payments		
235,223	Running Expenses	307,765	318,310
	Fees & Charges and Other Income		
	Grant Income	(6,000)	(16,420)
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
235,223	Net Running Expenses	301,765	301,890
235,223	Cost Share - SBDC	301,765	301,890
	Cost Share - CDC		

2017/18 ACTUALS	Breakdown by Cost Centre	2018/19 BUDGET	2019/20 BUDGET
£		£	£
163,731	JOINT DEMOCRATIC & ELECTORAL SERVICE	216,143	228,677
71,492	JOINT ELECTORAL REGISTRATION	85,623	73,213
235,223	Cost Share - CDC	301,765	301,890

This cost centre contains the operating costs of running the joint D&ES section. SBDC is the host authority and thus only the net recharge to CDC is shown here.

Cost Share: Respective cost share split between CDC and SBDC is 58%/42%

2017/18 ACTUALS	Joint Local Land Charges	2018/19 BUDGET	2019/20 BUDGET
£		£	£
22,571	Direct Employee Expenses	74,770	74,810
115	Indirect Employee Expenses	600	720
	Premises Related Expenses		
149	Transport Related Costs	100	100
49,682	Supplies & Services	89,030	88,530
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
72,518	Running Expenses	164,500	164,160
(146,784)	Fees & Charges and Other Income	(250,000)	(250,000)
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
(74,265)	Net Running Expenses	(85,500)	(85,840)
	Cost Share - SBDC	(35,910)	(36,053)
(74,265)	Cost Share - CDC	(49,590)	(49,787)

Direct Emp Cost of the Joint Land Charges team.
Expenses: 19/20 Budgeted FTE 2.2 (18/19 Budgeted FTE 2.2)

Supplies & Services	Land charge fees from BCC	85,000	85,000
	Other	4,030	3,530
		<u>89,030</u>	<u>88,530</u>

Fees & Charges: Land charge fees.

Cost Share: Respective cost share split between CDC

NB: 17/18 Actuals are CDC only as 18/19 was the first year of the Joint Land Charges budget

2017/18 ACTUALS	Corporate Management	2018/19 BUDGET	2019/20 BUDGET
£		£	£
	Direct Employee Expenses		
599	Indirect Employee Expenses	500	500
	Premises Related Expenses		
1,695	Transport Related Costs	2,000	2,000
86,623	Supplies & Services	95,920	95,250
	Recharge from SBDC	7,845	8,578
45,258	Third Party Payments	57,000	57,000
	Transfer Payments		
134,175	Running Expenses	163,265	163,328
(11,911)	Fees & Charges and Other Income		
(75,000)	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
47,264	Net Running Expenses	163,265	163,328
47,264	Cost Share - SBDC	163,265	163,328
	Cost Share - CDC		

Indirect Emp Long service awards.
Expenses:

Transport: Oyster card expenditure

Supplies & Services:	Link Treasury Solutions Ltd	8,640	8,640
	Subscriptions ie LGA	16,520	17,850
	Sundry expenses	260	260
	Debt Collector Fees	500	500
	Credit card charges	41,000	40,000
	Bank charges	26,000	28,000
	Bad debt provision	3,000	
		<hr/>	
		95,920	95,250

Recharge Charge for out of hours service.
from SBDC

Third Party External Audit Fees 57,000 57,000
Payments:

Grant 17/18 grant income was release of old Flood grant.
Income

2017/18 ACTUALS	Insurances	2018/19 BUDGET	2019/20 BUDGET
£		£	£
7,434	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments		70,640
7,434	Running Expenses		70,640
(7,434)	Fees & Charges and Other Income Grant Income Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves Recharge to Capital		(4,360)
0	Net Running Expenses		66,280
0	Cost Share - SBDC		
0	Cost Share - CDC		66,280

This cost centre contains the cost of insurance.
Insurance costs have now been centralised.

2017/18 ACTUALS	Non Distributed Costs	2018/19 BUDGET	2019/20 BUDGET
£		£	£
1,813,455	Direct Employee Expenses	846,760	887,760
45,485	Indirect Employee Expenses	51,730	49,765
	Premises Related Expenses		
	Transport Related Costs		
	Supplies & Services		
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
1,858,940	Running Expenses	898,490	937,525
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
(1,000,000)	Funded from Earmarked Reserves		
	Recharge to Capital		
858,940	Net Running Expenses	898,490	937,525
858,940	Cost Share - SBDC	898,490	937,525
	Cost Share - CDC		

Direct Emp	NI Apprenticeship Levy	12,760	12,760
Expenses:	Contribution to pension deficit.	834,000	875,000
		<u>846,760</u>	<u>887,760</u>

Indirect Emp	Gratuitents	1,730	1,765
Expenses:	Historical added years charge	50,000	48,000
		<u>51,730</u>	<u>49,765</u>

2017/18 ACTUALS	Members	2018/19 BUDGET	2019/20 BUDGET
£		£	£
3,662	Direct Employee Expenses	2,020	2,060
3,012	Indirect Employee Expenses	5,000	5,000
	Premises Related Expenses		
5,862	Transport Related Costs	5,550	5,550
279,993	Supplies & Services	274,940	289,420
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
292,530	Running Expenses	287,510	302,030
(3,757)	Fees & Charges and Other Income		
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
288,773	Net Running Expenses	287,510	302,030
288,773	Cost Share - SBDC	287,510	302,030
	Cost Share - CDC		

Direct Emp Expenses: National insurance on members allowances.

Indirect Emp Expenses: Member training.

Transport: Member mileage and travel expense claims.

Supplies & Services	Chairmans expenses	4,720	4,720
	Vice Chairmans Expenses	1,890	1,890
	Special Responsibility Allowances	72,620	80,300
	Basic Member Allowances	185,840	192,000
	Other	9,870	10,510
		<u>274,940</u>	<u>289,420</u>

2017/18 ACTUALS	Elections	2018/19 BUDGET	2019/20 BUDGET
£		£	£
163	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
371,219	Supplies & Services		70,000
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
371,382	Running Expenses		70,000
	Fees & Charges and Other Income		
(358,313)	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		(70,000)
	Recharge to Capital		
13,069	Net Running Expenses		
13,069	Cost Share - SBDC		
	Cost Share - CDC		

This cost centre contains the operating costs of running elections.
It is not clear yet whether district council elections will take place in May 19.

CDC PLANNING & ECONOMIC DEVELOPMENT

2017/18 ACTUALS	Cost Code(s)	2018/19 BUDGET	2019/20 BUDGET	CHANGE
£		£	£	£'000
	<u>Shared Services</u>			
(140,369)	Building Control	(142,877)	(126,950)	16
143,447	Development Management	(189,577)	(156,438)	33
340,374	Planning Support	426,027	411,841	(14)
17,812	Planning Shared Serv (Reserve Funded)			
225,442	Enforcement	231,922	234,970	3
339,663	Planning Policy / LDF	436,520	430,528	(6)
	Economic Dev (Reserve Funded)			
	<u>CDC Only Costs</u>			
4,882	Planning Policy Non Shared	20,000	20,000	
931,252	Net Running Expenses	782,015	813,950	32

2017/18 ACTUALS	CIPFA CLASSIFICATION	2018/19 BUDGET	2019/20 BUDGET	CHANGE
£		£	£	£'000
1,512,052	Direct Employee Expenses	2,988,355	2,964,170	(24)
414,327	Indirect Employee Expenses	82,160	88,260	6
	Premises Related Expenses			
11,254	Transport Related Costs	24,070	26,350	2
522,915	Supplies & Services	937,770	836,840	(101)
(140,369)	Recharge from SBDC	(142,877)	(126,950)	16
7,622	Third Party Payments			
	Transfer Payments			
2,327,801	Running Expenses	3,889,478	3,788,670	(101)
(682,681)	Fees & Charges and Other Income	(1,777,940)	(1,677,940)	100
(30,000)	Grant Income	(55,559)	(32,359)	23
(520,672)	Recharge to SBDC	(926,434)	(927,226)	(1)
	Recharge to WDC			
	Recharge to Crem			
	Recharge to Trust			
(163,197)	Funded from Earmarked Reserves	(347,530)	(337,195)	10
	Recharge to Capital			
931,252	Net Running Expenses	782,015	813,950	32
	Depreciation			
1,070,421	Support Recharges In	1,236,842		
161,236	Office Recharge	184,388		
(542,004)	Support Recharges Out	(642,906)		
1,620,905	Net Expenditure	1,560,339	813,950	

2017/18 ACTUALS	Joint Building Control	2018/19 BUDGET	2019/20 BUDGET
£		£	£
(140,369)	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments	(142,877)	(126,950)
(140,369)	Running Expenses Fees & Charges and Other Income Grant Income Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves Recharge to Capital	(142,877)	(126,950)
(140,369)	Net Running Expenses	(142,877)	(126,950)
(140,369)	Cost Share - SBDC Cost Share - CDC	(142,877)	(126,950)

This cost centre contains the operating costs of running the joint Building Control section.

SBDC is the host authority and thus only the net recharge to CDC is shown here.

Cost Share: Respective cost share split between CDC and SBDC is 58%/42%

2017/18 ACTUALS	Joint Development Management	2018/19 BUDGET	2019/20 BUDGET
£		£	£
418,077	Direct Employee Expenses	1,197,020	1,184,310
222,580	Indirect Employee Expenses	21,710	32,460
	Premises Related Expenses		
5,439	Transport Related Costs	11,600	12,600
181,026	Supplies & Services	206,330	177,910
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
827,121	Running Expenses	1,436,660	1,407,280
(683,674)	Fees & Charges and Other Income	(1,777,000)	(1,677,000)
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
143,447	Net Running Expenses	(340,340)	(269,720)
	Cost Share - SBDC	(150,763)	(113,282)
143,447	Cost Share - CDC	(189,577)	(156,438)

This cost centre contains the operating costs of running the joint development management team.

Direct Emp Expenses:	Cost of the Joint Dev Mgt team. 19/20 Budgeted FTE 25.3 (18/19 Budgeted FTE 25.5)		
Supplies & Services:	Consultants Fees	92,750	79,200
	Legal Fees	48500	38,500
	General Advertising	30000	30,000
	AONB/LEP Contributions	22620	28,320
	Other	12,460	1,890
		<u>206,330</u>	<u>177,910</u>
Fees & Charges:	Sale of Documents	(1,000)	(1,000)
	Planning Application Fee	(1,476,000)	(1,476,000)
	Pre Application Advice	(300,000)	(200,000)
		<u>(1,777,000)</u>	<u>(1,677,000)</u>
Cost Share:	Respective cost share split between CDC and SBDC is 58%/42%		

2017/18 ACTUALS	Joint Planning Support	2018/19 BUDGET	2019/20 BUDGET
£		£	£
307,095	Direct Employee Expenses	659,900	651,990
18,658	Indirect Employee Expenses	18,790	18,240
	Premises Related Expenses		
613	Transport Related Costs	350	1,250
14,008	Supplies & Services	55,490	38,590
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
340,374	Running Expenses	734,530	710,070
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
340,374	Net Running Expenses	734,530	710,070
	Cost Share - SBDC	308,503	298,229
340,374	Cost Share - CDC	426,027	411,841

This cost centre contains the operating costs of running the joint planning support team.

Direct Emp Cost of the Joint Planning Support team.
Expenses: 19/20 Budgeted FTE 23.6 (18/19 Budgeted FTE 22.0)

Supplies &	Postage	17,200	14,500
Services:	Telephones/ Mobile Communications	5,070	4,700
	Tools and Equipment	8,190	8,190
	Books and Publications	5,200	4,200
	Insurance	7,180	0
	Other	12,650	7,000
		<u>55,490</u>	<u>38,590</u>

Cost Share: Respective cost share split between CDC and SBDC is 58%/42%

2017/18 ACTUALS	Planning Shared Service	2018/19 BUDGET	2019/20 BUDGET
£		£	£
301	Direct Employee Expenses		
	Indirect Employee Expenses	25,000	20,000
	Premises Related Expenses		
	Transport Related Costs		
86,211	Supplies & Services	217,640	157,640
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
86,512	Running Expenses	242,640	177,640
	Fees & Charges and Other Income		
	Grant Income	(45,559)	(22,359)
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
(25,444)	Funded from Earmarked Reserves	(95,172)	(80,672)
	Recharge to Capital		
61,068	Net Running Expenses	101,909	74,609
43,256	Cost Share - SBDC	101,909	74,609
17,812	Cost Share - CDC		

This cost centre contains the costs of planning improvements.

Indirect Emp This relates to training costs
Expenses:

Supplies &	Single Uniform Project	18,550	18,550
Services:	Process harmonisation work	35,000	
	Digitisation Project	164,090	139,090
		<u>217,640</u>	<u>157,640</u>

Cost Share: Respective cost share split between CDC and SBDC is 58%/42%

2017/18 ACTUALS	Joint Enforcement	2018/19 BUDGET	2019/20 BUDGET
£		£	£
185,592	Direct Employee Expenses	297,675	305,370
20,402	Indirect Employee Expenses	6,450	6,450
	Premises Related Expenses		
1,380	Transport Related Costs	5,020	5,000
21,062	Supplies & Services	91,220	88,800
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
228,436	Running Expenses	400,365	405,620
(2,994)	Fees & Charges and Other Income	(500)	(500)
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
225,442	Net Running Expenses	399,865	405,120
	Cost Share - SBDC	167,943	170,150
225,442	Cost Share - CDC	231,922	234,970

This cost centre contains the operating costs of running the joint enforcement team

Direct Emp Cost of the Joint Enforcement team.
Expenses: 19/20 Budgeted FTE 7.0 (18/19 Budgeted FTE 7.0)

Transport Mileage Claims
Related Costs:

Supplies &	Legal and Consultants Fees	85,000	85,000
Services:	Land Registry Search Fees	2,600	2,600
	Other	3,620	1,200
		<u>91,220</u>	<u>88,800</u>

Fees & Enforcement Appeals Fee
Charges:

Cost Share: Respective cost share split between CDC and SBDC is 58%/42%

2017/18 ACTUALS	Joint Planning Policy / LDF	2018/19 BUDGET	2019/20 BUDGET
£		£	£
601,288	Direct Employee Expenses	733,760	727,520
152,387	Indirect Employee Expenses	10,210	10,210
	Premises Related Expenses		
3,822	Transport Related Costs	7,100	5,000
223,348	Supplies & Services	337,090	335,100
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
980,845	Running Expenses	1,088,160	1,077,830
3,987	Fees & Charges and Other Income	(440)	(440)
(30,000)	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
(137,753)	Funded from Earmarked Reserves	(194,358)	(194,358)
	Recharge to Capital		
817,078	Net Running Expenses	893,362	883,032
477,416	Cost Share - SBDC	456,842	452,504
339,663	Cost Share - CDC	436,520	430,528

This budget is used for a variety of expenditure functions mainly linked to plan making currently the Delivery DPD production, processes and evidence base. It also covers costs for other local plan work such as defending the Core Strategy legal challenge, preparing SPD's, costs associated with Neighbourhood Plans and making representations on adjacent plans.

Direct Emp Expenses: 19/20 Budgeted FTE 13.5 (18/19 Budgeted FTE 12.5)

Transport Related Costs: Mileage Claims

Supplies & Services:	Legal and Consultants Fees	165,100	165,100
	Local Plan Expenditure	20,000	20,000
	Examination Costs	150,000	150,000
	Other	1,990	0
		<u>337,090</u>	<u>335,100</u>

Fees & Charges: Sale of Local Plans

Cost Share: Respective cost share split between CDC and SBDC is 58%/42%

2017/18 ACTUALS	Economic Development Team	2018/19 BUDGET	2019/20 BUDGET
£		£	£
	Direct Employee Expenses	100,000	94,980
	Indirect Employee Expenses		900
	Premises Related Expenses		
	Transport Related Costs		2,500
	Supplies & Services		8,800
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
	Running Expenses	100,000	107,180
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves	(58,000)	(62,164)
	Recharge to Capital		
	Net Running Expenses	42,000	45,016
	Cost Share - SBDC	42,000	45,016
	Cost Share - CDC		

This cost centre contains the cost of the Economic Development Team.

Direct Emp 19/20 Budgeted FTE 2 (18/19 Budgeted FTE 2)
Expenses:

Cost Share: Respective cost share split between CDC and SBDC is 58%/42%

2017/18 ACTUALS	Planning Policy Non Shared	2018/19 BUDGET	2019/20 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
(2,740)	Supplies & Services	30,000	30,000
	Recharge from SBDC		
7,622	Third Party Payments		
	Transfer Payments		
4,882	Running Expenses	30,000	30,000
	Fees & Charges and Other Income		
	Grant Income	(10,000)	(10,000)
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
4,882	Net Running Expenses	20,000	20,000
4,882	Cost Share - SBDC	20,000	20,000
	Cost Share - CDC		

This cost centre contains a number of non shared planning costs.

Supplies & Services:	Parish costs re Neighbourhood Plans	20,000	20,000
	Conservation Area Appraisals	10,000	10,000
		<u>30,000</u>	<u>30,000</u>
Grant Income:	Neighbourhood planning grants	(10,000)	(10,000)

ENVIRONMENT PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019

Appendix 9

Appendix 9

VAT Codes:

Chiltern (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt

South Bucks (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

REFUSE COLLECTION	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
Wheeled Bin and Delivery - 140 Litre	W100/C925 (D04)	G520/S925 (3)	40.00	42.00
Wheeled Bin and Delivery - 180 Litre	W100/C925 (D04)	G520/S925 (3)	40.00	42.00
Wheeled Bin and Delivery - 240 Litre	W100/C925 (D04)	G520/S925 (3)	40.00	42.00
Wheeled Bin and Delivery - 360 Litre	W100/C925 (D04)	G520/S925 (3)	40.00	50.00
Wheeled Bin and Delivery - 660 Litre	W100/C925 (D04)		230.00	236.00
Wheeled Bin and Delivery - 1100 Litre	W100/C925 (D04)		255.00	262.00
Wheeled Bin - Cost to exchange sizes	W100/C925 (D04)	G520/S925 (3)	7.00	12.00
Recycling Box and Lid - Delivered	W100/C925 (D04)	G520/S925 (3)	6.50	6.75
Recycling box and Lid - Pick Up Only	W100/C925 (D04)	G520/S925 (3)	4.80	4.90
Recycling Lid Only	W100/C925 (D04)	G520/S925 (3)	1.50	1.60
Reusable Bag and Delivery	W100/C925 (D04)		5.50	5.75
Reusable Bag - Pick Up Only (CDC offices)	W100/C925 (D04)		4.50	4.75
Outdoor Food Caddy and Delivery	W100/C925 (D04)	G520/S925 (3)	5.50	5.75
Outdoor Food Caddy - Pick Up Only	W100/C925 (D04)	G520/S925 (3)	4.50	4.75
Indoor Small 5L Food Caddy (if stock available) -	W100/C925 (D04)	G520/S925 (3)	3.50	3.75
Sale of Litter Pickers	W100/C875 (D45)	G520/S875 (1a)	11.00	15.00
Bulky Waste Collection (3 items)	W100/C920 (D04)	G520/S920 (3)	37.00	39.00
Bulky Waste Collection (for those on means tested benefits)	W100/C920 (D04)	G520/S920 (3)	16.00	17.00
Special Empty of Contaminated Bins - 2 Wheeled (per 240 l bin)	W100/C956 (D04)	G520/S956 (3)	31.50	33.00
Special Empty of Contaminated Bins - 2 Wheeled (per 360 l bin)	W100/C956 (D04)	G520/S956 (3)	42.00	45.00
Special Empty of Contaminated Bins - 4 Wheeled (per bin)	W100/C956 (D04)	G520/S956 (3)	75.00	80.00
Green Waste Annual Charge - 1st Subscription	W100/C921 (D04)	G520/S921 (3)	39.00	40.00
Green Waste Annual Charge - 2nd Subscription	W100/C921 (D04)		70.00	70.00
SBDC Bulk Bins				
Wheelie Bin Hire per year - 240 Litre		G520/S922 (3)	32.00	34.00
Bulk Bins Bin Hire per year - 340 Litre		G520/S922 (3)	45.00	48.00
Bulk Bins Bin Hire per year - 660 Litre		G520/S922 (3)	85.00	90.00
Bulk Bins Bin Hire per year - 1100 Litre		G520/S922 (3)	138.00	145.00
Refuse Collection charge – Schedule 2 waste – 240 ltr per year		G520/S956 (3)	65.00	69.00
Refuse Collection charge – Schedule 2 waste – 340/360 ltr per year		G520/S956 (3)	82.00	86.00
Refuse Collection charge – Schedule 2 waste – 660 ltr per year		G520/S956 (3)	130.00	136.00
Refuse Collection charge – Schedule 2 waste – 1100 ltr - yearly charge		G520/S956 (3)	180.00	190.00
CDC/WDC Bulk Bins				
Schools and Other Schedule 2 - Bin Rental 140L-240L	W100/C926 (D04)		53.00	55.00
Schools and Other Schedule 2 - Bin Rental 360L	W100/C926 (D04)		67.50	69.50
Schools and Other Schedule 2 - Bin Rental 660L	W100/C926 (D04)		75.00	78.00
Schools and Other Schedule 2 - Bin Rental 1100L	W100/C926 (D04)		122.00	125.00
Schools and Other Schedule 2 - Lift 140L-240L	W100/C926 (D04)		3.70	3.80
Schools and Other Schedule 2 - Lift 360L	W100/C926 (D04)		4.20	4.30
Schools and Other Schedule 2 - Lift 660L	W100/C926 (D04)		4.80	5.00
Schools and Other Schedule 2 - Lift 1100L	W100/C926 (D04)		5.00	5.10
Abandoned Vehicle removal from private property	W100/C957 (D04)	G520/S957 (3)	80.00	85.00
Graffiti removal from private property per hour		G520/S956 (1a)	166.00	170.00

ENVIRONMENT PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019

Appendix 9

Appendix 9

VAT Codes:

Chiltern (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt

MOORING FEES	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
Per day	N/A	3530/S930 (1a)		
STREET NAMING	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
Existing Properties				
House name change	C850/C956 (D40)	3552/S956 (1b)	92.00	94.00
Numbering / Naming of New Properties				
1 property	C850/C956 (D04)	3552/S956 (3)	184.00	188.00
2 to 5 properties	C850/C956 (D04)	3552/S956 (3)	263.00	268.00
6 to 25 properties	C850/C956 (D04)	3552/S956 (3)	342.00	349.00
26 to 75 properties	C850/C956 (D04)	3552/S956 (3)	400.00	408.00
76 to 100 properties	C850/C956 (D04)	3552/S956 (3)	490.00	500.00
100+ properties	C850/C956 (D04)	3552/S956 (3)	TBC with developer	TBC with developer
Additional charge where this includes naming of a street	C850/C956 (D04)	3552/S956 (3)	415.00	425.00
Rename of Street - where requested by residents (Apportioned across number of addresses)				
Note rarely carried out.				
1 to 5 properties	C850/C956 (D40)	3552/S956 (1b)	1,020.00	1,040.00
6 to 25 properties	C850/C956 (D40)	3552/S956 (1b)	1,305.00	1,331.00
26 to 75 properties	C850/C956 (D40)	3552/S956 (1b)	1,630.00	1,662.00
76 + Properties	C850/C956 (D40)	3552/S956 (1b)	2,245.00	2,290.00
Renumbering of Street - where requested by residents				
Note rarely carried out.				
1 to 5 properties	C850/C956 (D40)	3552/S956 (1b)	1,020.00	1,040.00
6 to 25 properties	C850/C956 (D40)	3552/S956 (1b)	1,305.00	1,331.00
26 to 75 properties	C850/C956 (D40)	3552/S956 (1b)	1,630.00	1,662.00
76 plus Properties	C850/C956 (D40)	3552/S956 (1b)	2,245.00	2,290.00

ENVIRONMENT PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019

Appendix 9

Appendix 9

VAT Codes:

Chiltern (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt

CEMETERIES (Parkside, Holtspur and Shepards Lane)	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
Earthen Grave				
All Plots (2 full burials)	#	3541-3543/S868 (3)	800.00	850.00
Childrens Plot		3541-3543/S868 (3)	280.00	150.00
Interment fee	#	3541-3543/S866 (3)	130.00	135.00
Cremated Remains				
Plot for 2 interments	#	Parkside & Holtspur only 3541-3543/S868 (3)	330.00	340.00
Plot for 4 interments	#	Parkside & Holtspur only 3541-3543/S868 (3)	570.00	600.00
Interment fee	#	3541-3543/S866 (3)	130.00	135.00
Grave Diqqing Fees (Cremated Remains)		3541-3543/S869 (3)	150.00	155.00
Interment of Ashes in grave		3541-3543/S866 (3)	260.00	300.00
Memorials				
Full size Kerb stones		Shepherds Lane & Holtspur only 3541-3543/S865 (1a)	110.00	110.00
Flat tablets and Wedges		Flat tablet Parkside only 3541-3543/S865 (1a)	100.00	100.00
Small tablets and Wedges 1ft sq or less		Flat tablet Parkside only 3541-3543/S865 (1a)	50.00	50.00
Headstones		3541-3543/S865 (1a)	160.00	160.00
Small Headstone & Kerb (Children's Sections only)		3541-3543/S865 (1a)	162.00	162.00
Full Memorial		3541-3543/S865 (1a)	265.00	270.00
Further inscriptions		3541-3543/S865 (1a)	72.00	75.00
Tree (Incl planting & aftercare)		3541-3543/S865 (1a)	Currently unavailable	700.00
Woodland Burials				
Plot (1 burial)	#	3541-3543/S868 (3)	850.00	850.00
Interment fee	#	3541-3543/S866 (3)	130.00	135.00
All cremated remains plot (2 Interments)	#	3541-3543/S868 (3)	330.00	340.00
All cremated remains plot (4 Interments)	#	3541-3543/S868 (3)	570.00	600.00
Grave Diqqing Fees (Cremated Remains)		3541-3543/S869 (3)	150.00	155.00
Scattering of Ashes under turf in woodland		3541-3543/S868 (3)	330.00	340.00
Other Charges				
Book of Remembrance (per line)		3541-3543/S865 (3)	20.00	25.00
1 further interment on existing plot	#	3541-3543/S866 (3)	260.00	300.00
Transfer fee		3541-3543/S868 (3)	70.00	75.00
Copy of Deed		3541-3543/S868 (3)	35.00	35.00
New licence		3541-3543/S868 (3)	35.00	75.00

Surcharge of £250 for non residents of the district

ENVIRONMENT PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019

Appendix 9

Appendix 9

VAT Codes:

Chiltern (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt

MEMORIAL GARDENS	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
Type of Garden (3)				
(No. of Interments)	Term of			
	Licence			
Centre of lawn (1)	25 years	3493/S868 (3)	330.00	340.00
Edge of shrubbery AC (2)	50 years	3493/S868 (3)	990.00	990.00
Edge of shrubbery SH2/6 (2)	50 years	3493/S868 (3)	895.00	30.00
Main Avenue Trees (4)	50 years	3493/S868 (3)	1,950.00	2,000.00
B 6 G-H (4)	50 years	3493/S868 (3)	2,050.00	2,100.00
C Section - Standard Rose (4)	50 years	3493/S868 (3)	1,850.00	1,950.00
E 5 A (4)	50 years	3493/S868 (3)	1,900.00	1,900.00
E 5 F (2)	50 years	3493/S868 (3)	990.00	990.00
G 121-145 Edge of Shrubbery	50 years	3493/S868 (3)	895.00	920.00
Garden H Section 34 A C (4)	50 years	3493/S868 (3)	1,900.00	1,900.00
Garden H Section 60 C (4)	50 years	3493/S868 (3)	1,900.00	1,900.00
Garden H Section 92 A (4)	50 years	3493/S868 (3)	1,900.00	1,900.00
Garden H Section 92 B (4)	50 years	3493/S868 (3)	1,900.00	1,900.00
KG Colonnade along Yew Hedge (2)	50 years	3493/S868 (3)	2,300.00	2,400.00
KG Colonnade Family Garden (4)	50 years	3493/S868 (3)	7,000.00	7,500.00
L 19 A-C (2)	50 years	3493/S868 (3)	2,000.00	2,000.00
L 116	50 years	3493/S868 (3)	2,500.00	2,600.00
L230-233, 236, 237-241 (2)	50 years	3493/S868 (3)	1,600.00	1,700.00
L234-235 partial view lake/golf course (4)	50 years	3493/S868 (3)	2,960.00	2,950.00
M Pump House Family Gardens M 250 E (6)	50 years	3493/S868 (3)	4,600.00	4,700.00
M Gardens M265-298,M420-440 (2)	50 years	3493/S868 (3)	1,600.00	1,700.00
M Shrubs M 315 B-E, M 310 A-B, M 309 A-B (4)	50 years	3493/S868 (3)	4,600.00	4,700.00
M 311-312 Family Garden (6)	50 years	3493/S868 (3)	7,000.00	7,500.00
M 441-450 (2)	50 years	3493/S868 (3)	895.00	920.00
Oak Dell Scattering (1)	-	3493/S868 (3)	220.00	230.00
O1-10 Edge of Shrubbery (2)	50 years	3493/S868 (3)	895.00	920.00
P204-255 Edge of Shrubbery (2)	50 years	3493/S868 (3)	895.00	920.00
R54 Gated Garden (6)	50 years	3493/S868 (3)	4,800.00	4,900.00
R55 Gated Garden (8)	50 years	3493/S868 (3)	5,800.00	5,900.00
R56 Gated Garden (10)	50 years	3493/S868 (3)	6,800.00	6,900.00
R60-65 Magnolia (4)	50 years	3493/S868 (3)	2,100.00	2,300.00
R70-R110 Edge of Shrubbery (2)	50 years	3493/S868 (3)	895.00	920.00
Sum-Ho 31, 32, 34, 35 (2)	50 years	3493/S868 (3)	1,600.00	1,700.00

Number in () is number of interments

MEMORIAL GARDENS	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
<u>Other Fees</u>				
Interment Fee		3493/S866 (3)	130.00	135.00
Grave Preparation		3493/S868 (3)	150.00	155.00
Plaques Staked (Wording over 60 letter £1 each)		3493/S865 (1a)	160.00	165.00
Plaques Mounted (Wording over 60 letter £1 each)		3493/S865 (1a)	200.00	165.00
Plaque refurbishment		3493/S865 (1a)	50.00	50.00
Book of Remembrance		3493/S865 (1a)	20.00	25.00
Transfer ashes to Biodegradeable Container		3493/S866 (1a)	20.00	25.00
Licence Transfer Fee (Owner Deceased)		3493/S868 (1a)	70.00	75.00
Licence Reprint (Add Name)		3493/S868 (1a)	35.00	35.00
Memorial Wall Plaque & Licence 6X2	15 years	3493/S865 (1a)	130.00	130.00
Memorial Wall Plaque & Licence 6X4 Z area	15 years	3493/S865 (1a)	260.00	260.00
Relicence fee (2)		3493/S868 (1a)	590.00	600.00
Relicence fee for Scattering Lawn (1)		3493/S868 (1a)	110.00	115.00
Grave buy back 10% or £150 whichever is greater		3493/S868 (1a)	150.00	150.00
Memorial Seat - renewable lease	10 years	3493/S865 (4)	280.00	280.00
Maintenance of Individual Garden		3493/S865 (1a)	POA	POA
Trees for Sale (from)		3493/S302 (1a)	POA	POA
Benches		3493/S865 (1a)	POA	POA
Bench Maintenance (coat with teak oil)		3493/S865 (1a)	50.00	50.00
Carved lettering		3493/S865 (1a)	POA	POA
Stone Benches – straights		3493/S865 (1a)	POA	POA
Stone Benches – curved		3493/S865 (1a)	POA	POA
Venue for wedding photographs		3493/S932 (1a)	45.00	45.00
Venue for filming per day from		3493/S932 (1a)	520.00	520.00
<u>Perpetuity Licences</u>				
1 st & 2 nd interment		3493/S866 (3)	5.25	5.25
3 rd & 4 th interment		3493/S866 (3)	10.50	10.50
5 th & subsequent interments		3493/S866 (3)	15.75	15.75
<u>Memorial Trees</u>				
Pink-flowering Hawthorne incl. plaque, in R section		3493/S865 (1a)	700.00	700.00
Avenue tree, no interments		3493/S865 (1a)	800.00	900.00

ENVIRONMENT PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019

VAT Codes:

Chiltern (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt

GREAT MISSENDEN CEMETERY

	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
<u>Fees for the Use of the Cemetery for Interments:</u>				
In the graves for which no exclusive right of burial has been granted				
i) A stillborn child, or a person whose age at the time of death did not exceed one month *	G380/C866 (D04)		25.00	25.00
ii) A person whose age at the time of death exceeded one month but did not exceed twelve years *	G380/C866 (D04)		108.00	110.00
iii) A person whose age at the time of death exceeded twelve years *	G380/C866 (D04)		235.00	240.00
iv) for any interment at a depth exceeding six feet for members of the same family in a site and for each foot an additional *	G380/C866 (D04)		108.00	110.00
In a grave or vault for which an exclusive right of burial has been granted				
i) A stillborn child, or a person whose age at the time of death did not exceed one month *	G380/C866 (D04)		25.00	25.00
ii) A person whose age at the time of death exceeded one month but did not exceed twelve years *	G380/C866 (D04)		108.00	110.00
iii) A person whose age at the time of death exceeded twelve years *	G380/C866 (D04)		235.00	240.00
iv) for any interment at a depth exceeding six feet for members of the same family in a site and for each foot an additional *	G380/C866 (D04)		108.00	110.00
Transfer of ownership of Exclusive Right of Burial	G380/C868 (D04)		63.00	
<u>Exclusive Rights of Burial in Perpetuity in an Earthen Grave</u>				
i) One Plot *	G380/C868 (D04)		400.00	408.00
ii) Two Plots *	G380/C868 (D04)		700.00	
iii) Three Plots *	G380/C868 (D04)		960.00	
<u>Monuments, Gravestones, Tablets and Monumental Inscriptions</u>				
For the right to erect:				
i) A headstone under no circumstances to exceed three feet in height or a foot stone not exceeding one foot in height *	G380/C865 (D04)		166.00	170.00
ii) A tablet on any grave or vault, or in the Lawn Cemetery, a plaque on a grave *	G380/C865 (D04)		166.00	170.00
iii) Any inscription after the first on a gravestone, tablet or memorial *	G380/C865 (D04)		88.00	90.00
Purchase of plot measuring 2ft x 2ft in Old Section of cemetery for burial of cremated remains *	G380/C868 (D04)		133.00	136.00
Burial of Cremated remains *	G380/C866 (D04)		108.00	110.00

* The foregoing charges will be doubled where the person in respect of whom the charge is made, is or was not resident within the Chiltern District or in the case of a still born child or person whose ages at the time of death did not exceed one year where neither of the parents is or was at the time of interment, resident within the said area

**ENVIRONMENTAL SERVICES
REVISED CHARGES FROM 1 APRIL 2019**

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

CAR PARKS - DAILY CHARGES 7.30 a.m. to 6.00 p.m.

	General ledger code	2018/19 £	2019/20 £		General ledger code	2018/19 £	2019/20 £
Amersham Multi Storey	C755/C876			Civic Centre Car Park	C300/C876		
Up to 1 hour		0.70		Up to 1/2 hour		Free	
Up to 2 hours		1.40		Up to 1 hour		0.70	
Up to 3 hours		2.00		Up to 2 hours		1.40	
Up to 4 hours		2.50		Up to 3 hours		2.00	
24 hours		6.00		MAXIMUM STAY 3 HOURS			
Sunday/Public Holiday		Free		Sunday/Public Holiday		Free	
Amersham - Sycamore Road	C330/C876			Council Offices Car Park			
Up to 1 hour		0.70		Mon-Fri 5.30-Midnight		Free	
Up to 2 hours		1.40		Sunday/Public Holiday		Free	
Up to 3 hours		2.00		CLOSED TO THE PUBLIC AT ALL OTHER TIMES			
Up to 4 hours		2.50					
Up to 9 hours		3.60					
Over 9 hours		6.00					
Sunday/Public Holiday		Free		Chalfont St Giles - Blizzards Yard	C550/C876		
Amersham Old Town	C270/C876			Up to 1 hour		Free	
Up to 1 hour		0.70		Up to 2 hours		1.40	
Up to 2 hours		1.40		Up to 3 hours		2.00	
Up to 3 hours		2.00		Up to 4 hours		2.50	
Up to 4 hours		2.50		Over 4 hours		3.60	
Over 4 hours		3.60		Sunday/Public Holiday		Free	
Sunday/Public Holiday		Free					
Amersham - Chiltern Avenue	C720/C876			Little Chalfont - Snells Wood	C700/C876		
Up to 1 hour		0.70		Up to 1 hour		Free	
Up to 2 hours		1.40		Up to 2 hours		1.40	
Up to 3 hours		2.00		Up to 3 hours		2.00	
Up to 4 hours		2.50		Up to 4 hours		2.50	
Up to 5 hours		3.60		Up to 5 hours		3.60	
MAXIMUM STAY 5 HOURS				MAXIMUM STAY 5 HOURS			
Sunday/Public Holiday		Free		Sunday/Public Holiday		Free	
Amersham - Chiltern Pools	C710/C876			Chalfont St Peter - Church Lane	C580/C876		
Up to 1 hour		0.70		Up to 1 hour		Free	
Up to 3 hours		2.00		Up to 3 hours		2.00	
MAXIMUM STAY 3 HOURS				Up to 4 hours		2.50	
Sunday/Public Holiday		Free		Over 4 hours		3.60	
				Sunday/Public Holiday		Free	

**ENVIRONMENTAL SERVICES
REVISED CHARGES FROM 1 APRIL 2019**

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

CAR PARKS - DAILY CHARGES 7.30 a.m. to 6.00 p.m.						
	General	2018/19	2019/20	General	2018/19	2019/20
Up to 1 hour		0.70		Up to 10 mins		0.10
Up to 2 hours		1.40		Up to 20 mins		0.20
Up to 3 hours		2.00		Up to 30 mins		0.30
MAXIMUM STAY 3 HOURS				Up to 40 mins		0.40
Sunday/Public Holiday		Free		Up to 50 mins		0.50
				Up to 1 hour		0.70
				Up to 2 hours		1.40
Chesham - Catlins Car Park	C490/C876			Up to 3 hours		2.00
Up to 10 mins		0.10		Up to 4 hours		2.50
Up to 20 mins		0.20		Over 4 hours		3.60
Up to 30 mins		0.30		Sunday/Public Holiday		Free
Up to 40 mins		0.40		Great Missenden - Buryfield	C660/C876	
Up to 50 mins		0.50		Up to 1 hour		Free
Up to 1 hour		0.70		Up to 2 hours		1.40
Up to 2 hours		1.40		Up to 3 hours		2.00
Up to 3 hours		2.00		Up to 4 hours		2.50
Up to 4 hours		2.50		Up to 9 hours		3.60
MAXIMUM STAY 4 HOURS				Over 9 hours		7.00
Sunday/Public Holiday		Free		Sunday/Public Holiday		Free
				Great Missenden - Link Road	C640/C876	
Chesham - East Street	C420/C876			Up to 1 hour		0.70
Up to 1 hour		0.70		Up to 2 hours		1.40
Up to 2 hours		1.40		Up to 3 hours		2.00
Up to 3 hours		2.00		Up to 4 hours		2.50
Up to 4 hours		2.50		Up to 9 hours		3.60
Over 4 hours		3.60		Over 9 hours		7.00
Sunday/Public Holiday		Free		Sunday/Public Holiday		Free
				Prestwood - High Street	C670/C876	
Chesham - Water Meadow	C510/C876			Up to 1 hour		Free
Up to 1 hour		0.70		Up to 2 hours		1.40
Up to 2 hours		1.40		Up to 3 hours		2.00
Up to 3 hours		2.00		Up to 4 hours		2.50
Up to 4 hours		2.50		Up to 10½ hours		3.60
Over 4 hours		3.60		Sunday/Public Holiday		Free
Mkt Traders (1 day)		4.10				
Sunday/Public Holiday		Free				

**ENVIRONMENTAL SERVICES
REVISED CHARGES FROM 1 APRIL 2019**

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

CAR PARKS - SEASON TICKETS				
	General ledger code	2018/19 £	2019/20 £	
Amersham Multi Storey	C750/C877			Chesham - Water Meadow
1 monthly		99.00		1 monthly
3 monthly		293.00		3 monthly
6 monthly		580.00		6 monthly
12 monthly		972.00		12 monthly
Amersham - Sycamore Road	C750/C877			Chalfont St Giles - Blizzards Yard
1 monthly (standard)		99.00		1 monthly
1 monthly (local business*)		71.00		3 monthly
3 monthly (standard)		293.00		6 monthly
3 monthly (local business*)		211.00		12 monthly
6 monthly (standard)		580.00		
6 monthly (local business*)		374.00		
12 monthly (standard)		972.00		
12 monthly (local business*)		702.00		
Amersham Old Town	C750/C877			Chalfont St Peter - Church Lane
1 monthly		64.00		1 monthly
3 monthly		191.00		3 monthly
6 monthly		355.00		6 monthly
12 monthly		655.00		12 monthly
Chesham - Star Yard	C750/C877			Great Missenden - Buryfield
1 monthly		71.00		1 monthly (standard)
3 monthly		211.00		1 monthly (local business*)
6 monthly		374.00		3 monthly (standard)
12 monthly		702.00		3 monthly (local business*)
				6 monthly (standard)
				6 monthly (local business*)
				12 monthly (standard)
				12 monthly (local business*)
Chesham - Albany	C750/C877			Great Missenden - Link Road
1 monthly		71.00		1 monthly (standard)
3 monthly		211.00		1 monthly (local business*)
6 monthly		374.00		3 monthly (standard)
12 monthly		702.00		3 monthly (local business*)
				6 monthly (standard)
				6 monthly (local business*)
				12 monthly (standard)
				12 monthly (local business*)
Chesham - East Street	C750/C877			Prestwood - High Street
1 monthly		71.00		1 monthly
3 monthly		211.00		3 monthly
6 monthly		374.00		6 monthly
12 monthly		702.00		12 monthly

* To obtain a Business Season Ticket, evidence of local employment is required

**HEALTHY COMMUNITIES PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019**

VAT Codes:
Chiltern
South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt
(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

LICENCES	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
<u>Hackney Carriages/Private Hire Vehicle Licences</u>				
One year Hackney Carriage Vehicle Licence Grant	LI01/C888 (D04)	LI01/C903 (3)	399.00	399.00
One year Hackney Carriage Vehicle Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)	300.00	300.00
Hackney Carriage Vehicle issue(CNG or LPG).	LI01/C888 (D04)	LI01/C903 (3)	199.50	199.50
Hackney Carriage Vehicle Renewal(CNG or LPG).	LI01/C888 (D04)	LI01/C903 (3)	150.00	150.00
One year Private Hire Vehicle Licence Grant	LI01/C888 (D04)	LI01/C903 (3)	329.00	329.00
One year Private Hire Vehicle Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)	230.00	230.00
One year Private Hire Vehicle Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)	250.00	250.00
PrivateHire Vehicle Issue (CNG or LPG - standardPlate).	LI01/C888 (D04)	LI01/C903 (3)	164.50	164.50
PrivateHire Vehicle Renewal (CNG or LPG - standardPlate).	LI01/C888 (D04)	LI01/C903 (3)	115.00	115.00
Returnable plate deposit	LI01/C888 (D04)	LI01/C903 (3)	55.00	55.00
Returnable plate deposit	LI01/C888 (D04)	LI01/C903 (3)	20.00	20.00
One year Dispensation Certificate (per vehicle)	LI01/C888 (D04)	LI01/C903 (3)	65.00	65.00
Replacement internal licence	LI01/C888 (D04)	LI01/C903 (3)	15.00	15.00
Replacement plate	LI01/C888 (D04)	LI01/C903 (3)	25.00	25.00
Transfer of Vehicle (from one owner to another)	LI01/C888 (D04)	LI01/C903 (3)	90.00	90.00
<u>Drivers' Licences</u>				
One Year Hackney Carriage Drivers Licence Grant	LI01/C888 (D04)	LI01/C903 (3)	161.00	161.00
One Year Hackney Carriage Drivers Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)	95.00	95.00
Three Year Hackney Carriage Drivers Licence Grant	LI01/C888 (D04)	LI01/C903 (3)	332.00	332.00
Three Year Hackney Carriage Drivers Licence Grant	LI01/C888 (D04)	LI01/C903 (3)	332.00	332.00
Three Year Hackney Carriage Drivers Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)		
One Year Private Hire Vehicle Drivers Licence Grant	LI01/C888 (D04)	LI01/C903 (3)	161.00	161.00
One Year Private Hire Vehicle Drivers Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)	95.00	95.00
Three Year Private Hire Vehicle Drivers Licence Grant	LI01/C888 (D04)	LI01/C903 (3)	435.00	435.00
Three Year Private Hire Vehicle Drivers Licence Grant	LI01/C888 (D04)	LI01/C903 (3)	332.00	332.00
Three Year Private Hire Vehicle Drivers Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)	256.00	256.00
One year new dual	LI01/C888 (D04)	LI01/C903 (3)	196.00	196.00
One year renewal dual	LI01/C888 (D04)	LI01/C903 (3)	145.00	145.00
Three year dual	LI01/C888 (D04)	LI01/C903 (3)	394.00	394.00
Three year renewal dual	LI01/C888 (D04)	LI01/C903 (3)	297.00	297.00
Bracket and bridge charge.	LI01/C889 (D04)	LI01/C904 (3)		cost of replacement
Bracket without bridge charge.	LI01/C889 (D04)	LI01/C904 (3)		cost of replacement
Internal plate pouches.	LI01/C889 (D04)	LI01/C904 (3)		cost of replacement
<u>Operators Licence</u>				
One year Private Hire Vehicle Operator's Licence				
(One vehicle only) One year	LI01/C888 (D04)	LI01/C903 (3)	155.00	155.00
(Two to four vehicles) Five Years	LI01/C888 (D04)	LI01/C903 (3)	913.00	913.00
(Two to four vehicles) One Year	LI01/C888 (D04)	LI01/C903 (3)	205.00	205.00
(Five to ten vehicles) Five Years	LI01/C888 (D04)	LI01/C903 (3)	1,163.00	1,163.00
(Five to ten vehicles)One Year	LI01/C888 (D04)	LI01/C903 (3)	255.00	255.00
(Over ten vehicles) Five Years	LI01/C888 (D04)	LI01/C903 (3)	1,413.00	1,413.00
(Over ten vehicles)One Year	LI01/C888 (D04)	LI01/C903 (3)	305.00	305.00
Knowledge Test Fee (1st test free)	LI01/C888 (D04)	LI01/C903 (3)	25.00	25.00
Disclosure and Barring Scheme cost of DBS plus £8.50 handling	LI01/C911 (D03)	LI01/C911 (4)	52.50	52.50
DBS volunteers	LI01/C911 (D03)	LI01/C911 (4)	7.00	7.00
Renewal Animal Boarding	LI01/C887 (D04)	LI01/C902 (3)	245.00	245.00
<u>Small Animal Boarding Establishment (includes vet fee)</u>				
New Licence	LI01/C887 (D04)	LI01/C902 (3)	369.00	
New Licence	LI01/C887 (D04)	LI01/C902 (3)	370.00	
Renewal	LI01/C887 (D04)	LI01/C902 (3)	195.00	
<u>Dog Breeding</u>				
New Licence (Includes Vet fee)	LI01/C887 (D04)	LI01/C902 (3)	530.00	
New Licence (Plus Vet fees)	LI01/C887 (D04)	LI01/C902 (3)	530.00	
Renewal dog breeding includes 1 vet fee)	LI01/C887 (D04)	LI01/C902 (3)	329.00	
Renewal (Plus Vet fees)	LI01/C887 (D04)	LI01/C902 (3)	330.00	
<u>Combination of breeding and boarding</u>				
	LI01/C887 (D04)	LI01/C902 (3)	329.00	
<u>Dangerous Wild Animals</u>				
New Licence (Plus Vet fees)	LI01/C887 (D04)	LI01/C902 (3)	400.00	
New Licence (Plus Vet fees)	LI01/C887 (D04)	LI01/C902 (3)	400.00	
Renewal (Plus Vet fees)	LI01/C887 (D04)	LI01/C902 (3)	150.00	
<u>Pet Shops</u>				
New Licence	LI01/C887 (D04)	LI01/C902 (3)	477.00	
New Licence	LI01/C887 (D04)	LI01/C902 (3)	480.00	
Renewal	LI01/C887 (D04)	LI01/C902 (3)	278.00	
Renewal	LI01/C887 (D04)	LI01/C902 (3)	280.00	
<u>Riding Establishments</u>				
New Licence	LI01/C887 (D04)	LI01/C902 (3)	200.00	
New Licence	LI01/C887 (D04)	LI01/C902 (3)	200.00	
Renewal of Riding establishments	LI01/C887 (D04)	LI01/C902 (3)	150.00	

**HEALTHY COMMUNITIES PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019**

VAT Codes:
Chiltern
South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt
(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

LICENCES	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
Mobile Homes				
New Licence	LI01/C890 (D04)	LI01/C905 (3)	534.00	
New Licence	LI01/C890 (D04)	LI01/C905 (3)	534.00	
Annual Renewal fee	LI01/C890 (D04)	LI01/C905 (3)	297.00	
Deposit/Change of Site Rules	LI01/C890 (D04)	LI01/C905 (3)	40.00	
Transfer of Site Licence	LI01/C890 (D04)	LI01/C905 (3)	138.00	
Licensing Act 2003 Fees – Statutory Fees				
New Premises/Club Premises/Variation applications				
Band A 0 - £4, 300	LI01/C885 (D04)	LI01/C900 (3)	100.00	100.00
Band B £4,300 - £33,000	LI01/C885 (D04)	LI01/C900 (3)	190.00	190.00
Band C £33,000 - £87,000	LI01/C885 (D04)	LI01/C900 (3)	315.00	315.00
Band D £87,000 - £125,000	LI01/C885 (D04)	LI01/C900 (3)	450.00	450.00
Band D* £87,000 - £125,000	LI01/C885 (D04)	LI01/C900 (3)	900.00	900.00
Band E £125,001 – and above	LI01/C885 (D04)	LI01/C900 (3)	635.00	635.00
Band E* £125,001 – and above	LI01/C885 (D04)	LI01/C900 (3)	1,905.00	1,905.00
Applications for Minor variations to Premises Licences or Club Premises Certificate	LI01/C885 (D04)	LI01/C900 (3)	89.00	89.00
Application to remove apply the alternative licence condition and removal of mandatory condition for premises licences	LI01/C885 (D04)	LI01/C900 (3)	23.00	23.00
Premises Licences sought for Community Centres and some Schools that permit Regulated Entertainment but which do not permit the sale of Alcohol and/or the provision of late night entertainment will not incur a fee.			No charge	No charge
New Premises /Club Premises Applications / Variation applications – Additional Fees				
Where 5000 or more people will be on the premises the				
5,000 – 9,999	LI01/C885 (D04)	LI01/C900 (3)	1,000.00	1,000.00
10,000 – 14,999	LI01/C885 (D04)	LI01/C900 (3)	2,000.00	2,000.00
15,000 – 19,999	LI01/C885 (D04)	LI01/C900 (3)	4,000.00	4,000.00
20,000 – 29,999	LI01/C885 (D04)	LI01/C900 (3)	8,000.00	8,000.00
30,000 – 39,999	LI01/C885 (D04)	LI01/C900 (3)	16,000.00	16,000.00
40,000 – 49,999	LI01/C885 (D04)	LI01/C900 (3)	24,000.00	24,000.00
50,000 – 59,999	LI01/C885 (D04)	LI01/C900 (3)	32,000.00	32,000.00
60,000 – 69,999	LI01/C885 (D04)	LI01/C900 (3)	40,000.00	40,000.00
70,000 – 79,999	LI01/C885 (D04)	LI01/C900 (3)	48,000.00	48,000.00
80,000 – 89,999	LI01/C885 (D04)	LI01/C900 (3)	56,000.00	56,000.00
90,000 and over	LI01/C885 (D04)	LI01/C900 (3)	64,000.00	64,000.00
Annual Maintenance Fees - Premises /Club Premises				
Band A 0 - £4, 300	LI01/C885 (D04)	LI01/C900 (3)	70.00	70.00
Band B £4,300 - £33,000	LI01/C885 (D04)	LI01/C900 (3)	180.00	180.00
Band C £33,000 - £87,000	LI01/C885 (D04)	LI01/C900 (3)	295.00	295.00
Band D £87,000 - £125,000	LI01/C885 (D04)	LI01/C900 (3)	320.00	320.00
Band D* £87,000 - £125,000	LI01/C885 (D04)	LI01/C900 (3)	640.00	640.00
Band E £125,001 – and above	LI01/C885 (D04)	LI01/C900 (3)	350.00	350.00
Band E* £125,001 – and above	LI01/C885 (D04)	LI01/C900 (3)	1,050.00	1,050.00
Additional Annual Maintenance Fees				
Where 5000 or more people will be on the premises the				
5,000 – 9,999	LI01/C885 (D04)	LI01/C900 (3)	500.00	500.00
10,000 – 14,999	LI01/C885 (D04)	LI01/C900 (3)	1,000.00	1,000.00
15,000 – 19,999	LI01/C885 (D04)	LI01/C900 (3)	2,000.00	2,000.00
20,000 – 29,999	LI01/C885 (D04)	LI01/C900 (3)	4,000.00	4,000.00
30,000 – 39,999	LI01/C885 (D04)	LI01/C900 (3)	8,000.00	8,000.00
40,000 – 49,999	LI01/C885 (D04)	LI01/C900 (3)	12,000.00	12,000.00
50,000 – 59,999	LI01/C885 (D04)	LI01/C900 (3)	16,000.00	16,000.00
60,000 – 69,999	LI01/C885 (D04)	LI01/C900 (3)	20,000.00	20,000.00
70,000 – 79,999	LI01/C885 (D04)	LI01/C900 (3)	24,000.00	24,000.00
80,000 – 89,999	LI01/C885 (D04)	LI01/C900 (3)	28,000.00	28,000.00
90,000 and over	LI01/C885 (D04)	LI01/C900 (3)	32,000.00	32,000.00

**HEALTHY COMMUNITIES PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019**

VAT Codes:
Chiltern
South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt
(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

LICENCES	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
Personal Licence - Statutory Fees				
Grant of Licence	LI01/C885 (D04)	LI01/C900 (3)	37.00	37.00
Renewal of Licence	LI01/C885 (D04)	LI01/C900 (3)	37.00	37.00
Other Fees Payable				
Supply of Copies of Information Contained in Register	LI01/C885 (D04)	LI01/C900 (3)		
			50.00	50.00
Application for Copy of Licence	LI01/C885 (D04)	LI01/C900 (3)	10.50	10.50
Provisional Statement Applications	LI01/C885 (D04)	LI01/C900 (3)	315.00	315.00
Replacement Licence after loss/theft	LI01/C885 (D04)	LI01/C900 (3)	10.50	10.50
Notification of change of name or address	LI01/C885 (D04)	LI01/C900 (3)	10.50	10.50
Application to vary a Designated Premises Supervisor	LI01/C885 (D04)	LI01/C900 (3)	23.00	23.00
Transfer of a premises licence/club premises certificate	LI01/C885 (D04)	LI01/C900 (3)	23.00	23.00
Interim Authority Notice	LI01/C885 (D04)	LI01/C900 (3)	23.00	23.00
Notification of Interest by Freeholder	LI01/C885 (D04)	LI01/C900 (3)	21.00	21.00
Temporary Event Notices	LI01/C885 (D04)	LI01/C900 (3)	21.00	21.00
Application for Notice on theft, loss etc of Temporary Event Notice	LI01/C885 (D04)	LI01/C900 (3)	22.00	22.00
Gambling Act 2005 - Statutory Fees				
Licensed Premises Gaming Machine Permit				
New Applications	LI01/C886 (D04)	LI01/C901 (3)	150.00	150.00
Transitional Application Fee	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Existing operator Grant	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Variation	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Transfer	LI01/C886 (D04)	LI01/C901 (3)	25.00	25.00
Annual Fee	LI01/C886 (D04)	LI01/C901 (3)	50.00	50.00
Change of name	LI01/C886 (D04)	LI01/C901 (3)	25.00	25.00
Copy of Permit	LI01/C886 (D04)	LI01/C901 (3)	15.00	15.00
Licensed Premises Automatic Notification Process				
On notification	LI01/C886 (D04)	LI01/C901 (3)	50.00	50.00
Club Gaming Permits				
New Application	LI01/C886 (D04)	LI01/C901 (3)	200.00	200.00
Grant (Club Premises Certificate holder)	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Existing operator Grant	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Variation	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Renewal	LI01/C886 (D04)	LI01/C901 (3)	200.00	200.00
Renewal (Club Premises Certificate holder)	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Annual Fee	LI01/C886 (D04)	LI01/C901 (3)	50.00	50.00
Copy of Permit	LI01/C886 (D04)	LI01/C901 (3)	15.00	15.00
Renewal - Fast Track Clubs	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Renewal - Transitional Application Fee	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Club Machine Permits				
New Application	LI01/C886 (D04)	LI01/C901 (3)	200.00	200.00
Grant (Club Premises Certificate holder)	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Existing operator Grant	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Variation	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Renewal	LI01/C886 (D04)	LI01/C901 (3)	200.00	200.00
Renewal (Club Premises Certificate holder)	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Annual Fee	LI01/C886 (D04)	LI01/C901 (3)	50.00	50.00
Copy of Permit	LI01/C886 (D04)	LI01/C901 (3)	15.00	15.00
Renewal - Fast Track Clubs	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Renewal - Transitional Application Fee	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00

**HEALTHY COMMUNITIES PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019**

VAT Codes:
Chiltern
South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt
(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

LICENCES	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
<u>Family Entertainment Centre Gaming Machine</u>				
Grant	LI01/C886 (D04)	LI01/C901 (3)	300.00	300.00
Renewal	LI01/C886 (D04)	LI01/C901 (3)	300.00	300.00
Existing operator Grant	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Change of name	LI01/C886 (D04)	LI01/C901 (3)	25.00	25.00
Copy of Permit	LI01/C886 (D04)	LI01/C901 (3)	15.00	15.00
Renewal - Transitional Application Fee	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
<u>Prize Gaming Permits</u>				
Grant	LI01/C886 (D04)	LI01/C901 (3)	300.00	300.00
Renewal	LI01/C886 (D04)	LI01/C901 (3)	300.00	300.00
Existing operator Grant	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Change of name	LI01/C886 (D04)	LI01/C901 (3)	25.00	25.00
Copy of Permit	LI01/C886 (D04)	LI01/C901 (3)	15.00	15.00
Renewal - Transitional Application Fee	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
<u>Small Lotteries & Amusement for Raffles (3)</u>				
Registration	LI01/C886 (D04)	LI01/C901 (3)	40.00	40.00
Annual Fee	LI01/C886 (D04)	LI01/C901 (3)	20.00	20.00
<u>Gambling Act Premises Licence Fees</u>				
<u>Application Fee</u>				
Regional Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	15,000.00	15,000.00
Large Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	10,000.00	10,000.00
Small Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	8,000.00	8,000.00
Bingo Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	3,500.00	3,500.00
Adult Gaming Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	2,000.00	2,000.00
Betting Premises (Track) Licence	LI01/C886 (D04)	LI01/C901 (3)	2,500.00	2,500.00
Family Entertainment Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	2,000.00	2,000.00
Betting Premises (Other) Licence	LI01/C886 (D04)	LI01/C901 (3)	3,000.00	3,000.00
<u>Application Fee for Premises with a Provisional Statement</u>				
Regional Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	8,000.00	8,000.00
Large Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	5,000.00	5,000.00
Small Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	3,000.00	3,000.00
Bingo Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Adult Gaming Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Betting Premises (Track) Licence	LI01/C886 (D04)	LI01/C901 (3)	950.00	950.00
Family Entertainment Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	950.00	950.00
Betting Premises (Other) Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00

**HEALTHY COMMUNITIES PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019**

VAT Codes:
Chiltern
South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt
(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

LICENCES	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
Annual Fee				
Regional Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	15,000.00	15,000.00
Large Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	10,000.00	10,000.00
Small Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	5,000.00	5,000.00
Converted Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	3,000.00	3,000.00
Bingo Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,000.00	1,000.00
Adult Gaming Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,000.00	1,000.00
Betting Premises (Track) Licence	LI01/C886 (D04)	LI01/C901 (3)	1,000.00	1,000.00
Family Entertainment Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	750.00	750.00
Betting Premises (Other) Licence	LI01/C886 (D04)	LI01/C901 (3)	600.00	600.00
Transfer Application Fee				
Regional Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	6,500.00	6,500.00
Large Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	2,150.00	2,150.00
Small Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,800.00	1,800.00
Converted Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,350.00	1,350.00
Bingo Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Adult Gaming Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Betting Premises (Track) Licence	LI01/C886 (D04)	LI01/C901 (3)	950.00	950.00
Family Entertainment Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	950.00	950.00
Betting Premises (Other) Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Variation Application Fee				
Regional Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	7,500.00	7,500.00
Large Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	5,000.00	5,000.00
Small Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	4,000.00	4,000.00
Converted Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	2,000.00	2,000.00
Bingo Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,750.00	1,750.00
Adult Gaming Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,000.00	1,000.00
Betting Premises (Track) Licence	LI01/C886 (D04)	LI01/C901 (3)	1,250.00	1,250.00
Family Entertainment Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,000.00	1,000.00
Betting Premises (Other) Licence	LI01/C886 (D04)	LI01/C901 (3)	1,500.00	1,500.00
Provisional Statement Application Fee				
Regional Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	15,000.00	15,000.00
Large Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	10,000.00	10,000.00
Small Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	8,000.00	8,000.00
Bingo Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	3,500.00	3,500.00
Adult Gaming Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	2,000.00	2,000.00
Betting Premises (Track) Licence	LI01/C886 (D04)	LI01/C901 (3)	2,500.00	2,500.00
Family Entertainment Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	2,000.00	2,000.00
Betting Premises (Other) Licence	LI01/C886 (D04)	LI01/C901 (3)	3,000.00	3,000.00

**HEALTHY COMMUNITIES PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019**

VAT Codes:
Chiltern
South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt
(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

LICENCES	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
Application for Reinstatement Fee				
Regional Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	6,500.00	6,500.00
Large Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	2,150.00	2,150.00
Small Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,800.00	1,800.00
Converted Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,350.00	1,350.00
Bingo Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Adult Gaming Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Betting Premises (Track) Licence	LI01/C886 (D04)	LI01/C901 (3)	950.00	950.00
Family Entertainment Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	950.00	950.00
Betting Premises (Other) Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Change of Circumstances Fee	LI01/C886 (D04)	LI01/C901 (3)	50.00	50.00
Duplicate Licence Fee	LI01/C886 (D04)	LI01/C901 (3)	25.00	25.00
Copy Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	25.00	25.00
Sex Establishments/Sexual Entertainment Venues				
Fee in respect of an application for grant, transfer or renewal of a licence for a sex establishment.	LI01/C893 (D04)	LI01/C908 (3)	3,500.00	3,500.00
Grant of Licence	LI01/C893 (D04)	LI01/C908 (3)	3,500.00	3,500.00
Annual Renewal of Licence	LI01/C893 (D04)	LI01/C908 (3)	3,500.00	3,500.00
Transfers	LI01/C893 (D04)	LI01/C908 (3)	3,500.00	3,500.00
Variations	LI01/C893 (D04)	LI01/C908 (3)	3,500.00	3,500.00
Scrap Metal Dealers				
Site licence	LI01/C892 (D04)	LI01/C907 (3)	500.00	500.00
Mobile licence	LI01/C892 (D04)	LI01/C907 (3)	250.00	250.00
Variation	LI01/C892 (D04)	LI01/C907 (3)	50.00	50.00
Badqe/vehicle	LI01/C892 (D04)	LI01/C907 (3)	25.00	25.00
Miscellaneous				
Registration of:- Acupuncturists Tattooisits, Ear Piercing and Electrolysis Premises (3)	LI01/C891 (D04)	LI01/C906 (3)	185.00	185.00
Acupuncture/Tattooing/Ear Piercing/ Electrolysis: per establishment	LI01/C891 (D04)	LI01/C906 (3)	185.00	185.00
New personal licences for;	LI01/C891 (D04)	LI01/C906 (3)		
Acupuncturist (3)				
Tattooisits (3)	LI01/C891 (D04)	LI01/C906 (3)		
Electrolysis (3)	LI01/C891 (D04)	LI01/C906 (3)		
Ear Piercing (3)	LI01/C891 (D04)	LI01/C906 (3)		
Acupuncture/Tattooing/Ear Piercing/ Electrolysis: per person.	LI01/C891 (D04)	LI01/C906 (3)	169.00	169.00
Street Trading Consent: per day or part Monday-Thursday.	LI01/C895 (D04)	LI01/C910 (3)	33.00	33.00
Street Trading Consent: per day or part Friday - Sunday.	LI01/C895 (D04)	LI01/C910 (3)	52.00	52.00
Street Trading Consent: Application Fee	LI01/C895 (D04)	LI01/C910 (3)	66.00	66.00
Graffiti removal kits.	EH01/C957 (D45)		13.00	13.00
Graffiti recharge of contractor removal cost.	EH01/C957 (D45)		Cost Recovery	Cost Recovery
ENVIRONMENTAL HEALTH SERVICES				
	Chiltern	South Bucks	2018/19 £	2019/20 £
Food Certificates Export / Condemnation	EH01/C956 (D04)	EH01/S956 (3)	140.00 + officer time (£47p/h) & collection/ disposal	143.00 + officer time (£47p/h) & collection/ disposal
Pre application work - associated with S61 Control of Pollution Act (Prior consent for work on construction sites)	EH01/C956 (D40)	EH01/S956 (1b)	£50 per hour	£50 per hour
Expedited processing of applications made for prior consent for work on construction sites (noise)	EH01/S956 (D40)	EH01/S956 (1b)	£50 per hour	£50 per hour
Stray Dog Fees				
Statutory Fee	E700/C956 (D04)	3630/S956 (3)	25.00	25.00
Administration Fee	E700/C956 (D40)	3630/S956 (1b)	20.00	20.00
Kennelling fees per day		3630/S956 (1b)	15.50	15.50
Kennelling fees per day	E700/C956 (D40)		12.50	12.50
Collection of fees charge by SBDC		3630/S956 (1b)	40.00	40.00
Collection of fees charge (payable direct to kennels).	E700/C956 (D40)		15.00	15.00
Stray Dog Collection Charge	E700/C956 (D40)	3630/S956 (1b)	100.00	100.00
Discretionary Stray dog returned to owner from Kennels	E700/C956 (D40)	3630/S956 (1b)	75.00	75.00
Discretionary charge if dog returned to owner not gone to kennel or in transit to kennel		3630/S956 (1b)	70.00	70.00
Stray Dogs Out of Hours		3630/S956 (1b)	98.00	98.00

**HEALTHY COMMUNITIES PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019**

VAT Codes:
Chiltern
South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt
(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

ENVIRONMENTAL HEALTH SERVICES	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
Food Hygiene Courses:				
In-house group Hygiene Awareness Courses	EH01/C956 (D03)	EH01/S956 (4)	308.00	308.00
Improving your food hygiene rating (1/2 day) Minimum 7 delegates	EH01/C956 (D03)	EH01/S956 (4)	51.00	51.00
Health and Safety (for manual handling techniques) (1/2 day) in-house group courses (max 16 delegates)	EH01/C956 (D03)	EH01/S956 (4)	31.00	31.00
Introduction to HACCP (Hazard Analysis Critical Control Point) for Food Safety (1/2 Day). Minimum 4 delegates	EH01/C956 (D03)	EH01/S956 (4)	112.00	112.00
Level 2 Courses: Online e-learning course Food Hygiene and health and safety courses per candidate	EH01/C956 (D03)	EH01/S956 (4)	25.00	25.00
Level 3 Courses: Online e-learning course	EH01/C956 (D03)	EH01/S956 (4)		110.00
Level 2 Courses: 1 day Food Hygiene courses per candidate (includes lunch)	EH01/C956 (D03)	EH01/S956 (4)	86.00	86.00
BII Level 2 Personal License Holder course	EH01/C956 (D03)	EH01/S956 (4)	620.00	620.00
Level 2 Courses: 1 day Food and Health and Safety private in-house group courses (max 16 delegates)	EH01/C956 (D03)	EH01/S956 (4)	311.00	311.00
Level 2 Manual Handling per candidate	EH01/C956 (D03)	EH01/S956 (4)	86.00	86.00
Level 2 COSHH Course (1/2 day course) per candidate	EH01/C956 (D03)	EH01/S956 (4)	51.00	51.00
Level 3 Risk Assessment Course per candidate	EH01/C956 (D03)	EH01/S956 (4)	178.00	178.00
Miscellaneous:				
Food Hygiene Rating Scheme re-inspection	EH01/C956 (D03)	EH01/S956 (4)	150.00	150.00
Pre-inspection advisory visit up to 6 hours consultancy	EH01/C956 (D03)	EH01/S956 (4)	306.00 Additional hours at £47/hour	306.00 Additional hours at £49/hour
SFBB packs for existing businesses	EH01/C956 (D03)	EH01/S956 (4)	15.00	15.00
Investigating High Hedges complaints	EH01/C861 (D04)	EH01/S861 (4)	450.00	450.00
Other Advisory visits and services	EH01/C956 (D03)	EH01/S956 (4)	At cost (officers recharge rate £47 p/h)	At cost (officers recharge rate £49 p/h)

**HEALTHY COMMUNITIES PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019**

VAT Codes:
Chiltern
South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt
(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

MISCELLANEOUS SERVICES	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
Public health funerals	EH01/C785 (D04)	EH01/S785 (3)	cost of recovery of funeral and crematorium charges plus £47/hour officer charge	cost of recovery of funeral and crematorium charges plus £49/hour officer charge
Formulation of professional opinion on subject requested		EH01/S956 (3)	64.00 (minimum charge 64.00)	64.00 (minimum charge 64.00)
Charge for provision of witness statements under various Acts of Parliament		EH01/S956 (3)	64.00 (minimum charge 64.00)	64.00 (minimum charge 64.00)
Photographs in connection with the above		EH01/S956 (1a)	5.70	5.70
Application for loudspeaker in street consent		EH01/S956 (3)	43.00	43.00
Application for consent to unload vehicles before 9.00 9 a.m. on Sunday		EH01/S956 (3)	155.00	155.00
Water Sampling at Private Supplies:				
Revised charges from Private Water Supply Regulations				
PWS Risk assessment	EH01/C956 (D40)	EH01/S956 (1b)	500.00	500.00
PWS risk based sampling	EH01/C956 (D40)	EH01/S956 (1b)	100.00	100.00
PWS Investigation	EH01/C956 (D40)	EH01/S956 (1b)	100.00	100.00
PWS Granting authorisation	EH01/C956 (D40)	EH01/S956 (1b)	100.00	100.00
Analysing Samples Req 10		EH01/S956 (1b)	25.00	25.00
Analysing Samples Check monitoring	EH01/C956 (D40)	EH01/S956 (1b)	100.00	100.00
Analysing Samples Audit monitoring	EH01/C956 (D40)	EH01/S956 (1b)	500.00	500.00
(No fee is payable where samples are taken and				
Photocopy Charge		EH01/S956 (1a)		
Return of Non Statutory and Governmental Questionnaires		EH01/S956 (1a)	Cost to be advised based on officers recharge rate and discretion to waive or adjust	
Provision of Non Statutory professional services in reply to commercial organisations		EH01/S956 (1a)	Cost to be advised based on officers recharge rate and discretion to waive or adjust	
Provision of CIEH accredited training courses		EH01/S956 (1a)	Cost of training provision and examination + administration and accommodation.	

**HEALTHY COMMUNITIES PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019**

VAT Codes:
Chiltern
South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt
(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

PEST CONTROL	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
Charges payable direct to contractor				
Rats		n/a	39.50	39.50
Mice		n/a	39.50	39.50
Wasps		n/a	39.00	39.00
Glis		n/a	84.00 plus returnable deposit for cage	84.00 plus returnable deposit for cage
Other public health insects		n/a	68.00	68.00

Free pest control services available in relation to Public Health pests to those in receipt of an income related benefits at the discretion of the Head of Healthy Communities or Environmental Health Manager.

Note: These prices are set by the contractor and may change during the life of the contract.

POLLUTION REDUCTION	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
Contaminated Land:				
Professional Opinion - Contaminated land enquiries per hour -	G450/C957 (D40)		£100	£100
Copies of plans and information regarding a contaminated land site.	G450/C957 (D40)		£50+£47/hr	£50+£47/hr

IPPC

Permits Subsistence Charge - A2 Licence, LOW Risk Rated	EH01/C894 (D04)		79.00	
Permits Subsistence Charge -A2 Licence, MEDIUM Risk Rated	EH01/C894 (D04)		158.00	
Permits Subsistence Charge - A2 Licence HIGH Risk Rated	EH01/C894 (D04)		237.00	
Permits Subsistence Charge - Part B Licence, LOW Risk Rated	EH01/C894 (D04)		113.00	
Permits Subsistence Charge - Part B Licence, MEDIUM Risk Rated	EH01/C894 (D04)		226.00	
Permits Subsistence Charge - Part B Licence, HIGH Risk Rated	EH01/C894 (D04)		341.00	
Subsistence Mobile Crusher LOW	EH01/C894 (D04)		626.00	
Subsistence Mobile Crusher MEDIUM	EH01/C894 (D04)		1,034.00	
Subsistence Mobile Crusher HIGH	EH01/C894 (D04)		1,551.00	
Subsistence Vehicle Refinisher LOW Risk	EH01/C894 (D04)		228.00	
Subsistence Vehicle Refinisher MEDIUM Risk	EH01/C894 (D04)		365.00	
Subsistence Vehicle Refinisher HIGH Risk	EH01/C894 (D04)		548.00	
Subsistence Reduced Fee Activity LOW Risk	EH01/C894 (D04)		228.00	
Subsistence Reduced Fee Activity MEDIUM Risk	EH01/C894 (D04)		365.00	
Subsistence Reduced Fee Activity HIGH Risk	EH01/C894 (D04)		548.00	
Application Fee - Standard Process	EH01/C894 (D04)			
Application Reduced Fee Activity (except Vehicle Refinisher)	EH01/C894 (D04)		155.00	
Application PVR 1 & 2	EH01/C894 (D04)		257.00	
Application Vehicle Refinisher	EH01/C894 (D04)		362.00	
Application - Mobile Crusher	EH01/C894 (D04)		1,650.00	
Part B Standard Process Transfer	EH01/C894 (D04)		497.00	
Part B Standard Process Partial Transfer	EH01/C894 (D04)		169.00	
Part B New Operator at low risk Reduced Fee Activity	EH01/C894 (D04)			
Surrender all Part B Activites	EH01/C894 (D04)			
Part B Substantial Change - Standard Process	EH01/C894 (D04)			
Part B Substantial Change- Standard where substantial change results in new PPC activity	EH01/C894 (D04)			
Part B Substantial Change- Reduced Fee Activity	EH01/C894 (D04)			
Reduced Fee Activiy - Partial Transfer	EH01/C894 (D04)		47.00	
QUARTERLY PAYMENT OPTION ALL IPPC - Additional Charge	EH01/C894 (D04)			

HOUSING	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
Houses with multiple occupation licensing fees:				
Basic fee.	HO01/C800 (D04)		376.00	
Disclosure Scotland fee (paid directly by applicant)	HO01/C800 (D04)		25.00	
Extra assistance or advice on incomplete applications, or where property is larger and more complex (per hour).	HO01/C800 (D04)		47.00	
Houses with multiple occupation- additions:				
Additions:	HO01/C800 (D04)		47.00	
Houses with multiple occupation- Deductions:				
Professionally qualified or accredited landlord.	HO01/C800 (D04)		47.00	
No assistance required (and complete application submitted first time).	HO01/C800 (D04)		47.00	
Complete application submitted within 3 months of issue of forms.	HO01/C800 (D04)		47.00	
Housing Enforcement Charges:				
Improvement/prohibition notice/orders (for 1st notice).	HO01/C800 (D04)		100.00	
Additional notices (maximum of £300/property) notice fee waived if complied with within timescales.	HO01/C800 (D04)		50.00	
Health and Housing Recharge costs: cost of contractor following service of a Statutory Notice plus officer time.	HO01/C800 (D04)		47.00	

PLANNING PORTFOLIO REVISED CHARGES FROM 1 APRIL 2019

VAT Codes:
Chiltern
South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rate
(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=

BUILDING CONTROL	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£

The Building (Local Authority Charges) Regulations 2010 authorise Local Authorities in England & Wales to fix and recover charges for the performance of their main building control functions relating to building regulations in a charging scheme governed by the principles laid down in the Regulations. This scheme was adopted by the Council effective from 1st October 2010. The setting of charges is dealt with by the Building Control Manager in consultation with the Sustainability Portfolio Holder and the Head of Finance. Revised charges are subsequently reported to Members for information.

PHOTOCOPYING (1a)	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
A4 Sheet B/W	PP01/C940 (D45)	DM02/S940 (1a)	10p	10p
A4 Sheet Colour	PP01/C940 (D45)	DM02/S940 (1a)	20p	20p
A3 Sheet B/W	PP01/C940 (D45)	DM02/S940 (1a)	20p	20p
A3 Sheet Colour	PP01/C940 (D45)	DM02/S940 (1a)	40p	40p
Large maps re-produced by the Plotter		DM02/S940 (1a)	10.00	10.00
A2 - Per Sheet	PP01/C940 (D45)		No charge	No charge
A1 - Per Sheet	PP01/C940 (D45)		for emailed	for emailed
A0 - Per Sheet *1	PP01/C940 (D45)		copies	copies
Sale of Council Documents: Decision Notices & Tree Preservation Orders	PP01/C940 (D45)		NIL	NIL

- Decision Notice (Planning)/Appeal
- Tree Preservation Orders
- Legal Agreements, etc.

**PLANNING PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019**

VAT Codes:
Chiltern
South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rate
(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=

PLANNING ADVICE AND INFORMATION	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£

Pre-Application Advice (1b)

Administration Charges (per hour)				
- Head of Service		DM02/S850 (1b)	264.00	
- Area Team Manager		DM02/S850 (1b)	204.00	
- All other planning officers/equivalent		DM02/S850 (1b)	180.00	
- Assistant Planning Officer/Customer		DM02/S850 (1b)	N/A	
Site Visits – Flat Rate per officer		DM02/S850 (1b)	120.00	

Planning: Pre-Application / Post Decision Advice and Extant Enforcement Notices.

Enlargement, improvement or other,

alteration of existina dwellina and other

Meeting and follow up letter	DM01/C850 (D45)	198.00
Letter only	DM01/C850 (D45)	132.00

New residential dwellings:

1 dwelling		
Meeting and follow up letter	DM01/C850 (D45)	456.00
Letter only	DM01/C850 (D45)	306.00
2 dwellinqs		
Meeting and follow up letter	DM01/C850 (D45)	576.00
Letter only	DM01/C850 (D45)	384.00
3 dwellinqs		
Meeting and follow up letter	DM01/C850 (D45)	810.00
Letter only	DM01/C850 (D45)	540.00
4 dwellinqs		
Letter only	DM01/C850 (D45)	690.00
6 - 10 dwellinqs		
Meeting and follow up letter	DM01/C850 (D45)	1,152.00
Letter only	DM01/C850 (D45)	768.00
11 - 50 dwellinqs		
Meeting and follow up letter	DM01/C850 (D45)	2,298.00
Letter only	DM01/C850 (D45)	1,530.00
51-75 dwellinqs		
Meeting and follow up letter	DM01/C850 (D45)	3,444.00
Letter only	DM01/C850 (D45)	2,298.00
76-100 dwellinqs		
Meeting and follow up letter	DM01/C850 (D45)	4,584.00
Letter only	DM01/C850 (D45)	3,060.00
101-150 dwellinqs		
Meeting and follow up letter	DM01/C850 (D45)	6,888.00
Letter only	DM01/C850 (D45)	4,584.00
151+ dwellinqs		
Meeting and follow up letter	DM01/C850 (D45)	9,174.00
Letter only	DM01/C850 (D45)	6,114.00

PLANNING PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019

VAT Codes:
Chiltern
South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rate
(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=

PLANNING ADVICE AND INFORMATION	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
Commercial Development (Use Classes B1, B2, B8 and A1-A5)				
1-100m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		462.00	
Letter only	DM01/C850 (D45)		306.00	
101-500m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		864.00	
Letter only	DM01/C850 (D45)		576.00	
501-1,000m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		1,296.00	
Letter only	DM01/C850 (D45)		864.00	
1,001-5,000m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		2,298.00	
Letter only	DM01/C850 (D45)		1,530.00	
5,001-10,000m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		4,584.00	
Letter only	DM01/C850 (D45)		3,060.00	
10,001m ² + (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		9,174.00	
Letter only	DM01/C850 (D45)		6,114.00	
Developments falling within Use Classes C1, C2, D1 and D2				
1-100m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		462.00	
Letter only	DM01/C850 (D45)		306.00	
101-500m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		864.00	
Letter only	DM01/C850 (D45)		576.00	
501-1,000m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		1,296.00	
Letter only	DM01/C850 (D45)		864.00	
1,001-5,000m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		2,298.00	
Letter only	DM01/C850 (D45)		1,530.00	
5,001m ² + (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		4,584.00	
Letter only	DM01/C850 (D45)		3,060.00	
Change of use (C.O.U) of existing buildings or land with no increase in floor space *				
Meeting and follow up letter	DM01/C850 (D45)		462.00	
Letter only	DM01/C850 (D45)		306.00	
* (a-excluding change of use to residential - for this, please see Category 2) (b- other than for (a) above, where an increase of floor-space is proposed as well as a C.O.U, the fee will be charged in the category of development of the proposed new use).				
Agriculture and Forestry.				
Erection of new buildings, glasshouses or poly-tunnels with a gross floor area up to 465m ²				
Meeting and follow up letter	DM01/C850 (D45)		222.00	
Letter only	DM01/C850 (D45)		144.00	
All other agricultural buildings and development.				
Meeting and follow up letter	DM01/C850 (D45)		462.00	
Letter only	DM01/C850 (D45)		306.00	

PLANNING PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019

VAT Codes:
Chiltern
South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rate
(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=

PLANNING ADVICE AND INFORMATION	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
Erection, alterations or replacement of plant or machinery.				
Meeting and follow up letter	DM01/C850 (D45)		114.00	
Letter only	DM01/C850 (D45)		78.00	
Buildings and structures for equestrian purposes including stables, livery stables and riding schools.				
1-40m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		234.00	
Letter only	DM01/C850 (D45)		156.00	
41-75m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		348.00	
Letter only	DM01/C850 (D45)		234.00	
76-1,000m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		576.00	
Letter only	DM01/C850 (D45)		384.00	
1,001-3,750m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		1,152.00	
Letter only	DM01/C850 (D45)		768.00	
3751m ² + (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		2,298.00	
Letter only	DM01/C850 (D45)		1,530.00	
Erection or construction of gates, walls, fences or other means of enclosure other than within the curtilage of a dwelling; and the construction of car parks, service roads and other means of access to land.				
Meeting and follow up letter	DM01/C850 (D45)		198.00	
Letter only	DM01/C850 (D45)		132.00	
Advertisements.				
Meeting and follow up letter	DM01/C850 (D45)		234.00	
Letter only	DM01/C850 (D45)		156.00	
Telecommunications development.				
Meeting and follow up letter	DM01/C850 (D45)		576.00	
Letter only	DM01/C850 (D45)		384.00	
Outline Proposals:				
All Outline Proposals will be charged at the same rate as if the proposal were for a full application.				
The request for advice will have to be accompanied by indicative drawings of the proposal.				
Non-Material Amendments and Minor Material Amendments				
Householder				
Meeting and follow up letter	DM01/C850 (D45)		168.00	
Letter only	DM01/C850 (D45)		108.00	
Other				
Meeting and follow up letter	DM01/C850 (D45)		348.00	
Letter only	DM01/C850 (D45)		234.00	
Requests to withdraw extant Enforcement Notices				
Meeting and follow up letter	DM01/C850 (D45)		402.00	
Letter only	DM01/C850 (D45)		270.00	
Requests to confirm that an extant Enforcement Notice has been complied with.				
Meeting and follow up letter	DM01/C850 (D45)		462.00	
Letter only	DM01/C850 (D45)		306.00	

PLANNING PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019

VAT Codes:
Chiltern
South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rate
(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=

PLANS, POLICIES AND PUBLISHED INFORMATION	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
South Bucks Core Strategy (Adopted February 2011)		PP01/S860 (2)	17.50	17.50
Adopted Core Strategy for Chiltern District (Nov 2011)* - B/W (Colour cover)	PP01/C860 (D08)		5.10	5.10
South Bucks District Local Plan 1999		PP01/S860 (2)	20.00	20.00
Adopted Chiltern District Local Plan (consolidated Sept 2007 and Nov 2011) - B/W (Colour cover)	PP01/C860 (D08)		10.20	10.20
South Bucks Development Plan Proposals Map		PP01/S860 (2)	20.00	20.00
Policies Map for Chiltern District (adopted Nov 2011) full colour document	PP01/C860 (D08)		12.20	12.20
Proposed changes to the Policies Map arising from the submission of the Delivery DPD (February 2014) - B/W	PP01/C860 (D08)		5.60	5.60
Core Strategy Inspectors Report (January Statement of Community Involvement)		PP01/S860 (2)	4.20	4.20
Local Development Scheme (March 2010)		PP01/S860 (2)	8.60	8.60
Residential Design Guide SPD (October 2008)		PP01/S860 (2)	4.80	4.80
Residential Extensions and Householder Development SPD - Colour		PP01/S860 (2)	9.40	9.40
	PP01/C860 (D08)		2.00	2.00
Annual Monitoring Report (published in January each year)		PP01/S860 (2)	price based on normal photoconvi	price based on normal photoconvin
Annual Monitoring Report (2010/11) Main report [^] - Colour	PP01/C860 (D08)		6.30	6.30
Annual Monitoring Report (2010/11) Appendices - Colour	PP01/C860 (D08)		15.90	15.90
Infrastructure Delivery Schedule (February 2014) - B/W	PP01/C860 (D08)		0.80	0.80
Delivery Development Plan Document for Chiltern District - Colour	PP01/C860 (D08)		15.30	15.30
Sustainability Appraisal: Delivery Development Plan Document Submission (February 2014) - Colour	PP01/C860 (D08)		27.80	27.80
Duty to co-operate report for the Delivery Development Plan Document and Infrastructure Delivery Schedule (August 2014) - B/W	PP01/C860 (D08)		5.10	5.10
Statement of Consultation (Regulation 22 (1) (c) for the Delivery Development Plan Document (August 2014) - B/W	PP01/C860 (D08)		2.60	2.60
Council Inspector Recommended Modifications to the Submission Delivery Development Plan Document, Infrastructure Delivery Schedule and Policies Map (August 2014) - B/W	PP01/C860 (D08)		7.10	7.10
Affordable Housing Supplementary Planning Document Consultation Document (Nov 2011) - Colour	PP01/C860 (D08)		3.30	3.30

PLANNING PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019

VAT Codes:
Chiltern
South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rate
(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=

PLANS, POLICIES AND PUBLISHED INFORMATION	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
Supporting Documents				
Final Sustainability Appraisal Report for the Publication Draft of the Core Strategy for Chiltern District (September 2010) - Colour	PP01/C860 (D08)		30.80	30.80
Core Strategy Pre-submission Consultation Statement v2.0 (October 2010) - Colour	PP01/C860 (D08)		20.20	20.20
Equality Impacts Assessment of the Core Strategy for Chiltern District Draft Consultation Document v1.0 (September 2010) - Colour	PP01/C860 (D08)		3.30	3.30
Habitats Regulations Assessment – Main Report v1.0 (September 2010) - Colour	PP01/C860 (D08)		7.40	7.40
Habitats Regulations Assessment Screening Opinion (October 2009) - Colour	PP01/C860 (D08)		0.20	0.20
South Bucks District Council and Chiltern District Council – Joint Retail / Town Centre Study Final Report and Appendices (December 2007) by Nathaniel Lichfield & Partners Ltd - Colour	PP01/C860 (D08)		45.80	45.80
Chiltern District Council Retail and Town Centre Study Update Report (September 2009) by Nathaniel Litchfield & Partners Ltd - Colour	PP01/C860 (D08)		7.40	7.40
Chiltern District Large Employment Sites Study (2004) by Aitchison Raffety - Colour	PP01/C860 (D08)		15.90	15.90
Report to Chiltern District Council - Investigation of sites not designated as Higher Performing in the Employment Land Study (2004) by Aitchison Raffety - Colour	PP01/C860 (D08)		4.30	4.30
Buckinghamshire Employment Land Review – Final Report August 2006 - Colour	PP01/C860 (D08)		29.80	29.80
Chiltern District Council 2009 Employment Site Vacancy Survey October 2010 v1.0 - B/W	PP01/C860 (D08)		1.00	1.00
Buckinghamshire Strategic Housing Market Assessment – Final Report (July 2008) by Fordham Research - Colour	PP01/C860 (D08)		45.80	45.80
Buckinghamshire Strategic Housing Market Assessment – Executive Summary (July 2008) by Fordham Research - Colour	PP01/C860 (D08)		4.30	4.30
Chiltern District Strategic Housing Land Availability Assessment Final Report (January 2008) by Roger Tym and Partners - Colour	PP01/C860 (D08)		12.80	12.80

PLANNING PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019

VAT Codes:
Chiltern
South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rate
(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=

PLANS, POLICIES AND PUBLISHED INFORMATION (not including P&P)	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
Supporting Documents (Continued)				
Chiltern District Strategic Housing Land Availability Assessment – Site Plans and Proformas (January 2008) by Roger Tym and Partners (Sites 1 – 200) - B/W	PP01/C860 (D08)		3.30	3.30
Chiltern District Strategic Housing Land Availability Assessment – Site Plans and Proformas (January 2008) by Roger Tym and Partners (Sites 201 – 350) - B/W	PP01/C860 (D08)		3.30	3.30
Chiltern District Strategic Housing Land Availability Assessment – Site Plans and Proformas (January 2008) by Roger Tym and Partners (Sites 351 – 537) - B/W	PP01/C860 (D08)		3.30	3.30
Chiltern District Strategic Housing Land Availability Assessment – Supporting Site Capacity and Character Testing Report (January 2008) by Tibbalds Planning - Colour	PP01/C860 (D08)		4.30	4.30
Chiltern District Strategic Housing Land Availability Assessment – Supplementary Report (September 2010) - Colour	PP01/C860 (D08)		9.60	9.60
Chiltern District Council Affordable Housing Development Economics Study (July 2007) by Adams Integra - Colour	PP01/C860 (D08)		22.20	22.20
Chiltern District Council Affordable Housing Development Economics Study Update Report 2009/2010 (March 2010) by Adams Integra - Colour	PP01/C860 (D08)		13.90	13.90
2010 Housing Land Supply Trajectory 2006 to 2026 v1.0 (September 2010) - Colour	PP01/C860 (D08)		3.30	3.30
Gypsy and Traveller accommodation needs assessment for the Thames Valley region September 2006 by Tribal Consulting - Colour	PP01/C860 (D08)		25.50	25.50
Gypsy and Traveller accommodation needs assessment for the Thames Valley region Executive Summary (Sept 2006) by Tribal Consulting - Colour	PP01/C860 (D08)		2.10	2.10
Needs Assessment for Travelling Show people (Buckinghamshire Authorities) July 2007 - Colour	PP01/C860 (D08)		10.60	10.60
Strategic Housing Sites & Major Developed Sites in the Green Belt Deliverability Information v1.0 October 2010 - B/W	PP01/C860 (D08)		1.00	1.00
Chiltern District Council - Chiltern Townscape Character Assessment - Interim Findings Paper (Sept. 2010) by Chris Blandford Associates - B/W	PP01/C860 (D08)		1.00	1.00
Chiltern District Council Major Developed Sites in the Green Belt Topic Paper v1.0 - Colour	PP01/C860 (D08)		2.20	2.20
Chiltern District Council – Accessibility, Parking Standards and Community Infrastructure Study Main Report (June 2005) by Carter Jonas - B/W	PP01/C860 (D08)		1.00	1.00
Chiltern District Council – Accessibility, Parking Standards and Community Infrastructure Study Appendices (June 2005) by Carter Jonas	PP01/C860 (D08)		8.60	8.60
Chiltern District Travel to Work Study (February 2007) by Land Use Consultants - Colour	PP01/C860 (D08)		6.30	6.30
Chiltern District Council - Core Strategy Evaluation of Transport Impacts (July 2009) Main Report by Atkins Transport Planning - Colour	PP01/C860 (D08)		11.60	11.60
Chiltern District Council - Core Strategy Evaluation of Transport Impacts (July 2009) Evaluation of Evidence by Atkins Transport Planning - B/W	PP01/C860 (D08)		2.20	2.20
Chiltern District Council – Draft Infrastructure Delivery Plan v1.0 (September 2010) - Colour	PP01/C860 (D08)		6.30	6.30
Chiltern District Council Strategic Flood Risk Assessment (SFRA) Level 1 Final Report (February 2008) by Jacobs (including maps) - Colour & B/W	PP01/C860 (D08)		5.30	5.30
Chiltern District Council Strategic Flood Risk Assessment (SFRA) Level 2 Report (June 2008) & Maps (29 documents) by Jacobs - Colour	PP01/C860 (D08)		11.60	11.60
Chiltern District Council Open Space, Sport and Recreation Facilities Audit and Needs Assessment Final Report (June 2005) by Torkildsen Barclay - Colour	PP01/C860 (D08)		25.50	25.50
Buckinghamshire Infrastructure Project - Phase 2 - January 2008 (Chiltern, South Bucks & Wycombe Districts) - B/W	PP01/C860 (D08)		2.20	2.20

PLANNING PORTFOLIO REVISED CHARGES FROM 1 APRIL 2019

VAT Codes:
Chiltern
South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rate
(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=

PLANS, POLICIES AND PUBLISHED INFORMATION (not including P&P)	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
Chiltern Development Framework Statement of Community Involvement (Adopted December 2006) - Colour	PP01/C860 (D08)		5.30	5.30
Chiltern District Sustainability Appraisal Scoping Report - Revised January 2008 - Colour	PP01/C860 (D08)		11.60	11.60
Chiltern Draft Core Strategy Preliminary Sustainability Appraisal (June 2009) - Colour	PP01/C860 (D08)		7.40	7.40
Chiltern District Council Local Development Scheme 2010 -2013 (November 2010) - Colour	PP01/C860 (D08)		4.30	4.30
Schedule of Proposed minor changes to the Core Strategy for Chiltern District Submission Document v1.0 (January 2011) - B/W	PP01/C860 (D08)		1.00	1.00
Statement of Representations – Document in support of the Core Strategy for Chiltern District, Submission Document v1.0 (January 2011) - B/W	PP01/C860 (D08)		1.00	1.00
Core Strategy Pre-submission Consultation Statement				
Supplementary Information: Addition to Appendix 19 v1.0 (January 2011) - B/W	PP01/C860 (D08)		6.30	6.30
Chiltern District - Summary of Comments to the Pre-Publication Stages of the Core Strategy (2008 - 2010) - January 2011 - B/W	PP01/C860 (D08)		2.20	2.20
HOUSING TARGET FOR CHILTERN DISTRICT 2006 -2026 (January 2011) - Colour	PP01/C860 (D08)		4.30	4.30
Assessment of Conformity of the Core Strategy for Chiltern District with the policies of the South East Plan (January 2011) - B/W	PP01/C860 (D08)		1.00	1.00
Demonstrating the Links between the Core Strategy for Chiltern District & the Supporting Evidence Base - January 2011 - B/W	PP01/C860 (D08)		1.00	1.00
Chiltern District Council - Summary of Reports to the Council's Housing and Planning Overview Committee, Cabinet and Meeting of March 2011 - Colour	PP01/C860 (D08)		1.00	1.00
Chiltern District Housing Land Supply Trajectory (2006 – 2026) at March 2011 - Colour	PP01/C860 (D08)		5.30	5.30
Assessment of Housing Demand in Chiltern District (2006 - 2026) - February 2011 - Colour	PP01/C860 (D08)		3.30	3.30
Chiltern Strategic Housing Land Availability Assessment: Update Report March 2011 - Final - Colour	PP01/C860 (D08)		5.30	5.30
Chiltern Strategic Housing Land Availability Assessment: Update Report March 2011 – Supporting Appendix (Site Proformas by Schedule of Proposed Minor Changes to the Core Strategy for Chiltern District Submission Document - Part 2 (March 2011 - v2.0) - B/W	PP01/C860 (D08)		14.90	14.90
Chiltern District Council Employment Site Vacancy Survey November 2010 (v1.0 March 2011) - B/W	PP01/C860 (D08)		1.00	1.00
Chiltern District Core Strategy Preferred Options Paper - May 2006 - Colour	PP01/C860 (D08)		10.60	10.60
Chiltern District Core Strategy Preferred Options Paper - Sustainability Appraisal Report - May 2006 by Carter Jonas - B/W	PP01/C860 (D08)		2.20	2.20

Other LDF documents, including those relating to earlier stages in the Core Strategy process and evidence base studies are available to download from the Council's website or can be made available in hard form on request (these are charged at normal photocopying [and postage, if relevant] charges)

Conservation Area Leaflets / Appraisals

Huntercombe (1977), Fulmer(1979), Hedgerley Village (1981), Hedgerley Green (1987), Iver (1982), Stoke Green (1987) and Stoke Park (1987)	PP01/S860		1.00	1.00
Boveney (1996), Burnham (2002)	PP01/S860		price based on normal photocopying charges	price based on normal photocopying charges
Dorney (1996) was sponsored			Free	Free
Taplow (2006), Taplow Riverside (2006), Uxbridge Lock (2006), Hampden Hill (2005), Beaconsfield Old Town (2006), Denham(2008), Gerrards Cross Common (2009), Gerrards Cross Centenary (2009), Stoke Poges - West End (2011), Framewood Road (2011) and subsequent documents	PP01/S860		price based on normal photocopying charges	price based on normal photocopying charges

RESOURCES PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope
Chiltern (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=
South Bucks

MISCELLANEOUS	2018/19	2019/20
	£	£

Permission for works at Council property or related matters	Variable hourly rate appropriate for officer	Variable hourly rate appropriate for officer
-------------------------------------------------------------	----------------------------------------------	----------------------------------------------

SECTION 106 AGREEMENTS	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£

Deed of Variations	LE01/C956 (1b)	LE01/S956 (1b)	Fee subject to review	Fee subject to review
New Agreements				
- individual properties/householder applications	LE01/C956 (1b)	LE01/S956 (1b)	Fee subject to review	Fee subject to review
- others i.e. affordable housing/landscape managemen	LE01/C956 (1b)	LE01/S956 (1b)	variable hourly rate based on actual time (min £800 plus VAT)	variable hourly rate based on actual time (min £800 plus VAT)

For Information Environment Pag in January 2007 agreed these charges should be delegated to the Head of Legal &

LAND CHARGES	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£

Form LLC1	LC01/C945 (D04)	LC01/S945 (3)	20.00	
Con29R – Required Enquiries	LC01/C944 (D45)	LC01/S944 (1a)	65.50	
Total LLC1 & CON29R	LC01/C944 (D45)	LC01/S944 (1a)	85.50	
CON 290 Enquiries – <i>Each</i> Optional Enquiry	LC01/C944 (D45)	LC01/S944 (1a)	15.00	
Additional Enquiries (Solicitors own questions)	LC01/C944 (D45)	LC01/S944 (1a)	15.00	
Additional Parcels of Land:				
Form LLC1	LC01/C945 (D04)	LC01/S945 (3)	5.00	
Form CON29R	LC01/C944 (D45)	LC01/S944 (1a)	10.00	

SUBJECT:	<i>Treasury Management – Quarterly Report Quarter 2 2018/19</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 operation of the Council for July – September 2018.

RECOMMENDATION

The Cabinet is requested to note the Treasury Management performance for Quarter 2 2018/19.

2. Background

- 2.1 The Council is required to comply with the CIPFA Code of Practice on Treasury Management. The Code was revised in December 2017. The primary requirements of the revised code are:
- (i) Creation and maintenance of a Treasury Management Policy Statement, which sets out the policies, objectives and approach to risk management of the Council's treasury management activities.
 - (ii) Creation and maintenance of Treasury Management Practices, setting out the manner in which the Council will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.
 - (iii) Receipt by the Cabinet and Council of an annual strategy report for the year ahead, a mid-year review and an annual review report of the previous year.
 - (iv) The delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.

3. Quarterly Report on Treasury Management Quarter to September 2018

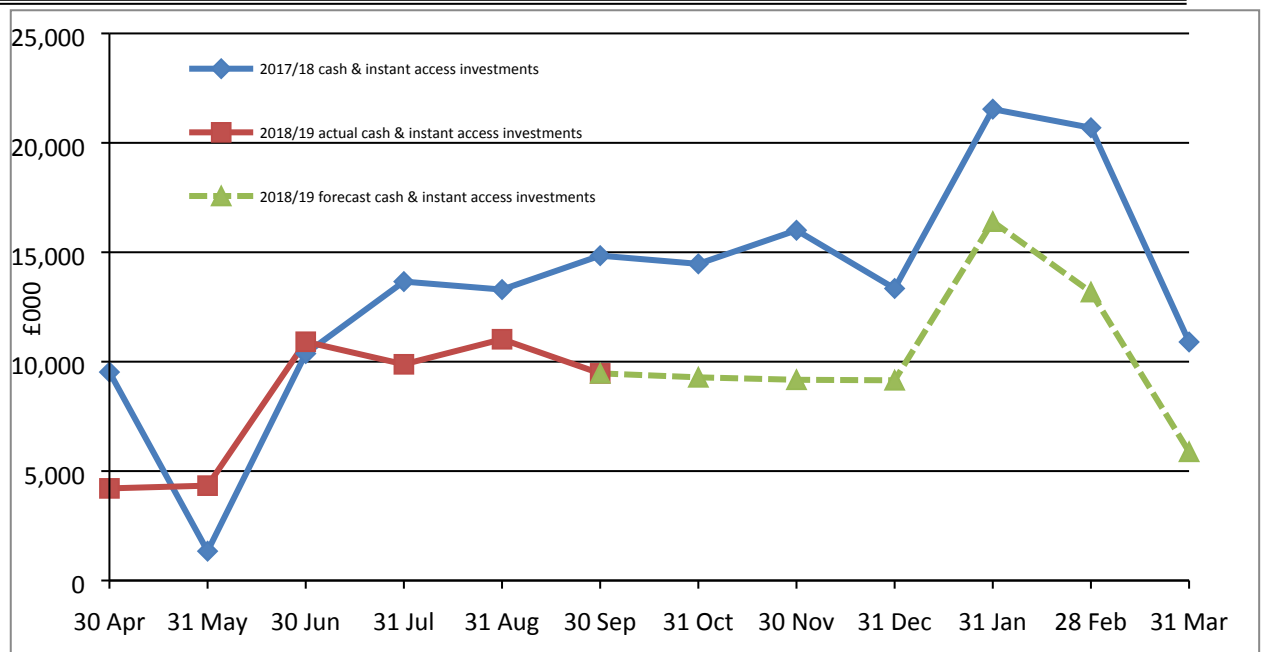
- 3.1 In July 2017 the Council took out a loan from the PWLB to finance the construction of the new Amersham Multi Storey car park following the approval of the business

case and planning. The value of the loan was £10.8m, borrowed at an interest rate of 2.7% repayable over 40 years. There has been no further borrowing in this quarter.

- 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. The base rate was increased to 0.5% in November 2017 with a further increase to 0.75% in August 2018.
- 3.3 The total of loans outstanding at the end of the quarter was £18,000,000 detailed in the table below.

UK Institutions	Fitch Credit Rating	Principal £	Interest Rate	Invested	Matures	Length in days
Standard Life MMF		5,000,000	0.67% variable	immediate	access	
Lloyds Banking Group	A+					
Fixed Deposit		1,000,000	0.90%	06/11/17	06/11/18	365
Fixed Deposit		1,000,000	0.70%	29/01/18	29/10/18	273
Fixed Deposit		1,000,000	1.00%	26/07/18	26/07/19	365
Fixed Deposit		2,000,000	0.70%	26/01/18	26/10/18	273
Santander	A					
Fixed Deposit		2,000,000	0.85%	09/03/18	08/03/19	364
Fixed Deposit		1,000,000	0.90%	15/05/18	15/05/19	365
Fixed Deposit		1,000,000	1.05%	26/07/18	26/07/19	365
Fixed Deposit		1,000,000	0.73%	26/01/18	26/10/18	273
Close Brothers	A					
Fixed Deposit		1,000,000	0.90%	13/10/17	15/10/18	367
Fixed Deposit		1,000,000	0.90%	28/02/18	28/02/19	365
Fixed Deposit		1,000,000	1.10%	20/11/17	20/11/18	365
Total Deposits		18,000,000				

- 3.4 The weighted average interest rate earned on fixed rate investments in the quarter was 0.85%. By way of comparison the weighted average interest rate earned in the quarter for South Bucks District Council was 0.77%. As at the end of September, £4.47m was held in instant access funds for everyday cashflow purposes compared to £8.91m at the end of June. A higher level of cash was held in instant access funds at the end of June in order to pay precept payments totalling £6.8m in the first few days of July. There were no large payments due in the first weeks of October.
- 3.5 The following graph shows how the level of cash and instant access investments fluctuated in 2017/18, and the forecast levels of cash and instant access investments in 2018/19. The purpose of the graph is to illustrate that we always have a sufficient level of cash reserves to meet our immediate short term cash requirements.



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

4. The Prudential Capital Code – Prudential Indicators

4.1 In accordance with the Prudential Capital Code the Council reviews its Prudential Indicators on a quarterly basis. Prudential Indicators are set annually as part of the Treasury Management Strategy review. Movements in the Prudential Indicators for the year 2018/19 to date are as follows:

4.2 Interest rate exposures

The interest rate exposure on investments has moved as follows:

Date	Investments as a % of total	
	Fixed	Variable
31/03/18	57%	43%
30/06/18	87%	13%
30/09/18	72%	28%

This Prudential Indicator sets an upper limit on fixed interest rate exposures of 100% and variable interest rate exposures of 80% of net outstanding principal sums.

4.3 Principal sums invested for periods longer than 364 days.

The upper limit for sums invested for periods longer than 364 days is £10m. As at the end of September the figures are as follows:

Date	Total investments	Sums invested for greater than 364 days	% of total investments
31/03/18	£23m	£9m	39%
30/06/18	£15m	£7m	47%
30/09/18	£18m	£7m	39%

The £7m invested for greater than 364 days comprises 7 loans with durations of 365 or 367 days. The time periods over which sums have been invested reflect the current level of rates that do not incentivise long term cash investments.

- 4.4 Fixed term and money market fund investments have increased from £15m to £18m between June and September. The increase is entirely owing to an increase in funds held in money market funds rather than instant access funds held with our bankers as at the end of quarter one.

5 Corporate Implications

- 5.1 The budgeted income from investments for 2018/19 has been set at £90,000. Investment income earned in the year to September is £81k. The budget assumed that the Council would require a higher level of instant access cash and therefore the level of medium term investments and length of time over which investments are held would decrease during 2018/19. Whilst there has been some reduction in the length of investments, these have not so far decreased to the budgeted level. Additionally, interest rates for short term investments such as money market funds and overnight deposits have increased since the budget was set; the current money market fund rates are approximately 0.65%, compared to the budgeted rate of 0.35%. It is therefore highly probable that the budgeted income will be exceeded.

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

SUBJECT:	<i>Update on the Chiltern Pools replacement project</i>
REPORT OF:	<i>Cabinet Portfolio: Healthy Communities</i>
RESPONSIBLE OFFICER	<i>Head of Healthy Communities</i>
REPORT AUTHOR	<i>Martin Holt mholt@chiltern.gov.uk 01494 732055</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

To report to provide an update of progress regarding the Chiltern Pools redevelopment project. This report was considered by the Services Overview Committee on 27 November 2018 and the Resources Overview Committee on 4 December 2018.

RECOMMENDATIONS TO CABINET

- 1. To note the results of the public information events and the comments made on the current design and location of the Chiltern Lifestyle Centre.**
- 2. To insure against any risk relating to the restrictive covenants being enforced by any successor in title of a MRCEL plot, it is recommended that the Cabinet agree to the Council taking out insurance to protect itself against any claim.**
- 3. To agree to the Multi-Use Games Area (MUGA) and Children's Play area on Chiltern District Council land to be protected under a Fields in Trust designation.**
- 4. To note the initial residual land valuations that may arise from any development of the Chiltern Pools site as outlined in the confidential appendix (appendix 2).**

2. Reasons for Recommendations

2.1 To inform Members on the potential options for enabling development opportunities afforded by the existing Chiltern Pools site and the impact on the draft Business case.

2.2 To consider the results of the public information events on the Chiltern Lifestyle Centre.

3. Content of Report

Chiltern Pools Site

- 3.1 On 26th June 2018, the Cabinet received a report on a proposal to undertake a feasibility study for development of the potential vacated Chiltern Pools site.
- 3.2 Initial research identified that the land is protected by a covenant restricting its use to a civic centre, other public purpose and/or recreation or open space. The covenant was made for the benefit of Metropolitan Railway Country Estates Ltd (MRCEL), who transferred the land with the covenant to Amersham Rural District Council. Chiltern District Council is the statutory successor of Amersham Rural District Council and therefore bears the burden of the covenant. As the District Council is a single legal entity, it cannot bear both the burden and benefit of a restrictive covenant. This means the covenant is extinguished in relation to the retained land and is therefore unenforceable.
- 3.3 To mitigate against any risk relating to the restrictive covenant being enforced by any successor in title of a MRCEL plot, it is recommended that the Council seek to take out insurance to protect itself against any claim.
- 3.4 Following a review of covenants on the proposed redevelopment area a restrictive covenant was listed against title numbers BM25982, and BM2286 which covers the library green. Counsel advice was sought on all the parcels of land involved in the development known as the Chiltern Lifestyle Centre. That advice considered the covenant to be obsolete and unenforceable. It is again recommended that the Council seek to take out insurance to protect itself against any claim.
- 3.5 It is noted that the Fields in Trust designation protects the current area of open space used to accommodate the children's play area, skate park, MUGA and street snooker/outside gym. These facilities will be relocated on the King George site, as agreed at the Cabinet meeting on 16th October 2018 the MUGA and young children's play area will be located on Chiltern District Council land. It is proposed to carry over the FIT protection on these facilities enabling their future provision.

Options Appraisal

- 3.6 In September 2018, the Council appointed Carter Jonas LLP to undertake an appraisal of the options available to the Authority to secure best value from development of the sites currently occupied by Chiltern Pools (plot A) and the former St John Training Centre (plot B) detailed in Appendix 1 .
- 3.7 It is intended that any capital receipt secured from the sites will contribute towards the costs of funding the new Chiltern Lifestyle Centre.

3.8 Carter Jonas were asked to consider both sites as a single development opportunity when consulting with our planners to understand how this could enhance the value of both sites against consideration individually.

3.9 The constraints and opportunities relate to both sites and are summarised in the table below:

Opportunities	Constraints
Plot A	
<ul style="list-style-type: none"> • Scope for residential use • Scope for alternative commercial uses • No CIL • The land to Plot A is free of impediment by covenant or other interest including RofW. • Site is suitable for a sustainable development scheme • Subject to planning approval, the proposal for the new Chiltern Centre would mean there is no loss of community use. 	<ul style="list-style-type: none"> • Height restrictions (3 storey max) • The southern boundary of the site may be subject to disturbance from the new Chiltern Centre service road • Traffic & access concerns
Plot B	
<ul style="list-style-type: none"> • Residential use above a community use is likely to be acceptable • Plot B could achieve 4 storeys (community on ground, 3 storey residential above) 	<ul style="list-style-type: none"> • Plot B has a gas main running at the eastern edge between the building and boundary. CJ have not had sight of the plan or easement • Plot B must remain as a community use • Traffic and parking concerns given the size of the site

Local Planning Considerations:

3.10 Initial planning consultation determined that future planning permissions for the two sites will be limited to residential, food and drink, business or non-residential institutional use AND/OR A MIX THEREOF.

3.11 Any residential option would require the sites to provide 40% affordable housing with a consequent impact on value.

3.12 Community use must be maintained on plot B – but 4 storeys may be considered with Ground floor community use with residential units above.

- 3.13 The initial calculations of the potential residual land value detailed in Private Appendix 2 would appear to be in accordance with the current business case for the Chiltern Lifestyle Centre.

4 Public Information Events

- 4.1 In 2016 and 2017 we asked residents and users of the Chiltern Pools and the surrounding community facilities for their views about redevelopment of the site. We took on board their comments about what they would like to see on the site. We then asked again (29 August to 15 October 2018) whether people were in support of the proposals for the new Chiltern Lifestyle Centre that we are submitting to our planning committee later this year. The response was as follows:

Response Percent Response Total

Yes 86.63% 1691

No 8.45% 165

Don't know 4.92% 96

- 4.2 The comments provided by responders to the public information events are detailed in [SURVEY RESULTS](#).
- 4.3 Whilst most replies welcome the opportunity to replace the aging facilities some replies detail concerns over the loss of green space on King George V Fields, the loss of the flumes. The Leisure Members Working Group considered the public information event replies before deciding to recommend the planning application be submitted in accordance with current designs. As part of that discussion members of the Leisure Members Working Group have asked that water features should be considered as part of the program offer for the Chalfont and Chesham pools and the new Chiltern Lifestyle Centre.
- 4.4 The response confirms the strong support from the community in developing the proposals to deliver the Chiltern Lifestyle Centre. Statutory consultation will occur following the submission of the Planning application in November.

5 Corporate Implications

- 5.1 *Financial – the potential residual land value detailed in Private Appendix 1 would appear to be in accordance with the current business case for the Chiltern Lifestyle Centre enabling investment in the development of the community aspects of the building.*

5.2 Legal – there is a very low risk relating to the restrictive covenant being enforced by any successor in title of a MRCEL plot, which may be mitigated through insurance to protect itself against any claim

6 Links to Council Policy Objectives

This links to the ‘We will work towards safe and healthier local communities’ aim of the CDC Aims and Objectives 2017-20.

Next Step

Further reports will be presented to members updating on progress and the impact on the business case prior to final decision to proceed.

<p>Background Papers:</p>	<p>none</p>
--------------------------------------------------	-------------

Appendix 1

Plot A and B Location Plan



**CHILTERN DISTRICT COUNCIL
SOUTH BUCKS DISTRICT COUNCIL**

MINUTES of the Meeting of the
CHILTERN & SOUTH BUCKS JOINT COMMITTEE
held on **10 OCTOBER 2018**

PRESENT: Councillor N Naylor - Chairman
I Darby - Vice Chairman

Councillors: N Naylor
I Darby
P Martin
M Smith
M Stannard
F Wilson
E Walsh
D Smith
B Gibbs
J Read
P Hogan

APOLOGIES FOR ABSENCE were received from Councillors L Sullivan

16 MINUTES

The minutes of the Joint Committee held on 28 June 2018 were approved and signed by the Chairman as a correct record.

17 DECLARATIONS OF INTEREST

There were no declarations of interest.

18 CUSTOMER EXPERIENCE PROGRAMME UPDATE REPORT

Members received an update on the progress of the customer experience programme. Members of the Joint Overview and Scrutiny Committee considered the update report at their meeting on 1 October 2018.

The Director of Resources informed the Joint Committee that the programme was on track. An implementation team had been recruited, and all posts had been appointed to internally. Further, that procurement for the Councils' technology partner was complete.

All services would be addressed in 3 phases to be completed in October 2019; the first phase would include the Environmental Health, Waste and Licensing

services. The Revenues and Benefits service had been included in phase 3 so that there was enough time to bring the services previously provided by Northgate in house. It was expected that the programme would be complete by October 2019.

Members were advised that communication with staff continued to be a priority, and that all staff briefings had taken place. Targeted communication with individual services would be had with services in advance and during each phase.

It was noted that the Customer Experience Programme Member Working Group (MWG) would provide Members with an opportunity to help to develop the Member's portal. The Joint Committee enquired as to when sessions for Members with GOSS interactive, the Councils' technology partner, were due to take place. It was advised that the dates were yet to be determined but these sessions were expected to take place in November.

The Portfolio Holder for Customer Services at Chiltern District Council asked as to the progress of phase 1, and was advised that the programme was approximately 2 month behind schedule and that detailed designs would take place later this month. It was noted that this delay would not impact the programme's expected overall completion date. A Member raised a concern that this delay had not be addressed within the update report, and requested that an update on the progress of phase 1 be provided at the next meeting of the Joint Committee.

RESOLVED:

That the progress made to date on the Customer Experience Programme be noted.

19 UPDATE ON IMPLEMENTATION PROJECT FOR SHARED ICT STRATEGY

The Committee received an update on the progress of the implementation project for a shared ICT strategy.

Since the strategy's approval in June 2018, the Business Support team had undertaken work in preparation for the move to a cloud based technology, and that consultants PowerOn had been procured to help the team develop a business case for the move. 4 technical workshops had been scheduled for early October 2018 to agree an implementation plan for the way forward and ascertain firm costs. Members also noted that the Councils were implementing Windows 10 as part of the strategy, the pilot of which would take place in spring 2019.

Members were advised that all the technical work had been completed for officers to move to using the shared email address, and a communications plan was being drawn up to prepare the Councils' customers for the move. This would include changes to the websites, letter templates and business cards amongst other things. It was noted that an officer's previous email address would remain on the system as an alias, but that the shared email address would become the officer's primary email address. The Chiltern District Council Leader reiterated that Members' email addresses would not be changing. A question was raised as to whether the websites would be merged, and it was advised that this would not be the case in order to retain the distinction between the sovereign authorities.

RESOLVED:

That the report and progress made to date be noted.

The meeting ended at 6.36 pm



MINUTES of the Meeting of the
**CHILTERN, SOUTH BUCKS & WYCOMBE JOINT WASTE COLLECTION
 COMMITTEE**

held on **3 OCTOBER 2018**
 at **WYCOMBE DISTRICT COUNCIL**

PRESENT:

- | | | |
|----------------|--------------------------------------------------------------------------------------------------------------|-----------------|
| Councillor | M Smith (Chiltern District Council) | - Chairman |
| | L Sullivan (South Bucks District Council) | - Vice Chairman |
| Councillors: | C Jones (Chiltern District Council), J Adey (Wycombe District Council) and G Hall (Wycombe District Council) | |
| In attendance: | J Gladwin (CDC) | |
| Officers: | C Marchant (CDC/SBDC) | |
| | S Gordon (CDC/SBDC) | |
| | R Fincham (CDC/SBDC) | |
| | S Middleton (WDC) | |
| | D Sexton (CDC/SBDC) | |
| | V Hunt (Project Manager) | |
| | Luke Emery (Eunomia) | |

18 ELECTION OF CHAIRMAN

RESOLVED: That M Smith continue to serve as Chairman for the 2018/19 municipal year.

19 APPOINTMENT OF VICE-CHAIRMAN

RESOLVED: That L Sullivan continue to serve as Vice – Chairman for the 2018/19 municipal year.

20 MINUTES

RESOLVED: That the minutes of the last meeting held on 23 April 2018 be agreed as a correct record, subject to the insertion of WDC beside the names of E Jewell, C Hughes and S Bolter under the list of those present.

21 DECLARATIONS OF INTEREST

There were no declarations of interest.

22 WASTE SERVICE HIGHLIGHT REPORT

A list of headline service statistics were presented for the Joint Waste Collection Committee covering the period between April and June 2018.

Attention was drawn to a number of areas, including the continued growth in total number of properties, and in the number of assisted collections, for which a review of customer lists were currently ongoing.

Members were informed that the previous figures for bulk bin properties may have been inaccurate and that a validation process was expected to be introduced.

In terms of the current tasks, milestones and outcomes, it was reported that the Contract Monitoring Officer post had become vacant and that an internal candidate had been promoted into this position. The team now sought to fill the vacancy left by this member of staff. The presenting officer also gave mention to the positive results achieved from the DCLG funded project which had seen a 50% increase in food waste collected between January 2017-January 2018. It was confirmed that the project continued to seek new work streams which could be identified for progression.

The presenting officer informed the meeting that in terms of the customer experience strategy, a new contract had been awarded to enhance customer contact handling and to encourage self-service and thereby achieve greater efficiencies. It was confirmed that phase 1 including waste contacts would be launched in May 2019 and that Members would be kept fully informed of progress.

In discussing complaints and compliments between the period April to June 2018, a Member pointed out that SERCO had performed exceptionally well in the area of Amersham, and had built up very good relations with the Town Council, which had been recognised by the Mayor. Another Member concurred, praising the cleanliness level within the old town. It was also reported that in relation to the budget there was an under spend on salaries due to existing vacancies and the length of time being taken to fill them. Green waste subscriptions were currently above target.

The rates of recycling were also discussed by the Committee, which acknowledged that garden waste collection had increased considerably during the summer period but that these rates were subject to seasonal fluctuations.

RESOLVED: That the report be noted.

23 BUCKINGHAMSHIRE COUNTY COUNCIL CONSULTATION ON HOUSEHOLD RECYCLING CENTRES

The meeting was informed that there was a consultation currently underway on recycling which was due to end on 22 October 2018. BCC aimed to reduce spending by £1.2 million from April 2019, out of service costs of £3 million. The online survey was geared towards the individual householder.

A Member suggested that charging residents outside of Bucks for disposing of all waste types (rubble, soil and car tyres) should be considered. It was also suggested that an ID card displaying the residents address could also be a way forward. Another Member expressed the view that in closing recycling centres, consideration needed to be given to ensure that the areas within the district were not too far away from the nearest centre.

RESOLVED: that

- (i) An individual response to the consultation be prepared by this Committee via letter outlining the concerns about possible increases in the carbon footprint and fly tipping. Also to suggest that residents have a formal process of registration in order to have access to the service.
- (ii) The draft response be circulated to Members of the Committee, co-ordinated by S Gordon.

24 REVIEW OF REMAINING RECYCLING CENTRES

A report was submitted which requested that consideration be given to the future provision of recycling centres provided by the authorities. Recommendations had been previously made for the closure of many of the facilities for reasons of misuse, health and safety concerns and being under used. It was felt that it would be timely to consider the matter due to the new Joint Waste Collection contract for the three southern districts being implemented.

In highlighting the current position the meeting was informed that residents continued to make use of the easy and convenient domestic collection services available. The team was confident that the vast majority of residents now had access to domestic waste collections that included recycling. In addition, consultation on planning applications to ensure waste facilities were in place for new build developments continued to take place.

The report stated that, following a recent review undertaken by Serco, current resource levels to collect waste from flats were close to saturation and this would be exacerbated by the planned property growth in Princes Risborough and elsewhere. As a consequence the proposal to replace the FEL vehicle that served the recycling centres with an additional RCV to collect waste from flats should be considered.

Members highlighted concerns about trade waste issues and how the system was sometimes abused. It was suggested that a programme of education should take place to inform people how to better dispose of waste to ensure that it was collected by the contractor.

It was also suggested that the decision in favour of closure should be based upon an analysis of site-specific evidence and that each site should be considered on an individual basis.

Members expressed concern that there are some areas where it is difficult for residents to put out significant quantities or items for recycling. Terraced houses whose doors open directly onto the pavement were given as an example. It was agreed that solutions for these areas would need to be implemented on a case by case basis.

RESOLVED: That

- (i) Subject to a review of residents living in particular types of properties, the Committee support in principle the closure of recycling centres provided by the relevant authorities
- (ii) The team take a more proactive approach in better educating communities as to how to dispose of waste responsibly.

25 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.

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

26 SOFT MARKET TESTING UPDATE

Soft market testing had been undertaken to establish the market's appetite in relation to the procurement opportunity and its design. The results of the testing were shared with the Committee via a presentation. Essentially the results of the testing provided useful information to enable an attractive opportunity to be advertised to the market, with a focus on best use of resources.

Representatives from the authorities had met with six potential providers; questions asked centred around services in scope, award criteria, contract term, provision of capital finance for vehicles and performance management.

RESOLVED: That the presentation received be noted

27 WASTE CONTRACT PROCUREMENT PROJECT UPDATE

A presentation was conducted on the waste contract procurement. Officers took Members through the proposed procurement route, which would be a negotiated route, with 3 firms being invited to tender and negotiate following the selection questionnaire stage. There would be no mid negotiation de-selection and the price/ quality ratio would be 40/ 60. Such a procurement would be attractive to the market and be in compliance with the feedback received at the soft market testing process.

At the previous officers' meeting the benefits of extending the Serco contract by 2-3 months had been explained. It was noted that the Chief Executive had used his urgency powers to authorise further negotiations for an extension to the contract. Discussions were now ongoing with a planned meeting with Serco at the end of the month to take forward the heads of terms.

RESOLVED: That the presentation received be noted.

The meeting ended at 12.40 pm

**AYLESBURY VALE DISTRICT COUNCIL
CHILTERN DISTRICT COUNCIL
WYCOMBE DISTRICT COUNCIL**

MINUTES of the Meeting of the
CHILTERN CREMATORIUM JOINT COMMITTEE
held on **26 SEPTEMBER 2018**

PRESENT: Councillor M Smith - Chairman
H Mordue - Vice Chairman

Councillors: D Barnes
P Martin
G Peart

APOLOGIES FOR ABSENCE were received from Councillor J Ward

65 MINUTES

The minutes of the Joint Committee held on 29 January 2018 were approved and signed by the Chairman as a correct record.

66 DECLARATIONS OF INTEREST

There were no declarations of interest.

67 ANNUAL REPORT

Members received the sixty third annual report of the Joint Committee and noted the following key points:

- the crematorium had been the busiest in the UK in 2017. It was noted that this was partly due to the closure of the Slough Crematorium whilst refurbishments took place;
- the number of committals from each of the constituent local authority areas had increased;
- the number of ashes scattered in the Remembrance Garden had continued to decrease; and
- there had been significant staffing changes after many years of stability.

Members enquired as to the capacity at the Amersham Crematorium and it was noted that, at present, the crematorium was operating at full capacity for funeral services, but not cremations themselves. Members were advised that the winter period had the potential to exacerbate any demand for funeral service slots and parking problems that may occur; it was expected that the

operation Bierton Crematorium would help to relieve some of these issues, and also the full reopening of the Slough Crematorium.

RESOLVED:

That the Annual Report for the year ended 31 March 2018 be noted.

68 2017/18 FINANCIAL OUTTURN

Members received a report detailing the financial outturn information for the Chilterns Crematorium for 2017/18. The following key points were made:

- there had been an increase in expenditure relating to staffing;
- substantial expenditure was noted for the Bierton Crematorium project;
- the net operating surplus for the Amersham Crematorium for the year 2017/18 was £1,380,744, and had increased from the previous year;
- the number of cremations at Amersham Crematorium had increased by 3.5%;
- the total value of the general and earmarked reserves as of 31 March 2018 was £6,051,083;
- Members would consider the operating budget for the Bierton Crematorium at their next meeting of the Joint Committee;
- Members noted the current estimated cost position for the Bierton Crematorium and where extra spend had been taken, and that this was within the level of reserves; and
- once the crematorium at Bierton was complete, Members would be in the position from 2019/20 to consider the distribution of surpluses across the constituent authorities, and this would be considered as part of agreeing the 2019/20 budget.

Councillor G Peart entered the meeting 16.10.

RESOLVED:

- **that the financial outturn position for the year ended 31 March 2018 be noted; and**
- **that the accumulated revenue surplus of the Joint Committee be noted.**

69 REVISIONS TO THE CONSTITUTION

Members received a Cabinet report proposing revisions to the constitution of the Chilterns Crematorium Joint Committee. The purpose of the revisions was to ensure that the constitution was fit for purpose now that the Bierton

Crematorium project has progressed. Members noted that the proposed changes would provide more flexibility to the Joint Committee.

The proposed revisions were in tracked changes at Appendix 1. A minor amendment to the address of Aylesbury Vale District Council was noted.

The Joint Committee **RESOLVED** to

RECOMMEND to Cabinet:

- 1. that the revised constitution is agreed and adopted, subject to the agreement of the other constituent authorities;**
- 2. that Cabinet recommends to Council that any consequential changes be made to the Council's Constitution; and**
- 3. that authority is delegated to the Head of Legal and Democratic Services to make any necessary minor amendments prior to final adoption.**

70 CREMATORIUM TELECOMMUNICATIONS LINK UPDATE

Members received an update on the IT service provided to the Chilterns Crematorium at Amersham.

It was noted that work had been done over recent months to address some of the IT issues that the Chilterns Crematorium had been experiencing whilst new technology was being deployed at the site. The Council would work with new infrastructure provider MLL over the coming months to address some of the issues the crematorium is continuing to face.

The Joint Committee were advised that the site was prone to power cuts owing to its rural nature; this caused IT issues as the computer systems were sensitive to the variability in the power supply. It was noted that the old telecommunication link has been replaced with a fibre telecommunication link, and an Uninterrupted Power Supply (UPS) device would be installed.

RESOLVED:

- 1. that the actions taken and that remain underway to resolve the recent connectivity issues at the Chilterns Crematorium be noted; and**

- 2. that the installation of a fibre telecommunication link and the reported estimated costs thereof at the new Bierton Crematorium be agreed.**

71 COMMUNICATIONS UPDATE

Members received a verbal update on the topping out ceremony for Bierton Crematorium that took place on Monday 24 September 2018.

Representatives from the District Councils and Jarvis construction company attended, and the Councillor Smith placed a yew tree branch at the highest point of the construction.

A photographer from the Bucks Herald and a reporter from Mix 96 attended the event. Mix 96 interviewed Councillor Smith and the piece was expected to be broadcast this week. The Council's Communications team also attended and following the event published a video, press release, and updated the Council's social media channels. The video of the ceremony is available via the link below:

<https://www.youtube.com/watch?v=Sd5i4TE0iPo>

Following the topping out ceremony, local residents and funeral directors, ministers and funeral celebrants visited the site to see the progress.

72 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.

(Paragraph 3)

73 BIERTON CREMATORIUM PROJECT UPDATE

Members received an update on the progress of the Bierton Crematorium Project.

Thanks were expressed to the Crematorium Superintendent and the team for their hard work.

RESOLVED:

That the report be noted.

The meeting ended at 4.57 pm

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

Document is Restricted

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

Document is Restricted

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

Document is Restricted

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

Document is Restricted

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

Document is Restricted

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

Document is Restricted

