



## Cabinet

**Tuesday, 5 February 2019 at 4.30 pm**

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

### A G E N D A

Item

1 Evacuation Procedure

2 Apologies for Absence

3 Minutes (*Pages 5 - 10*)

To approve the minutes of the Cabinet held on 11 December 2018 and the Extraordinary Cabinet held on 9 January 2019 (to follow).

4 Declarations of Interest

5 28-Day Notice (*Pages 11 - 12*)

*Appendix: Cabinet 28 Day Notice (working draft) (Pages 13 - 18)*

*Appendix: Joint Committee 28 Day Notice (Pages 19 - 22)*

6 Current Issues

7 Budget and Council Tax Report 2019/20 (*Pages 23 - 32*)

*Appendix A - CFO Report (Pages 33 - 40)*

*Appendix B - Sensitivity Analysis (Pages 41 - 42)*

*Appendix C - Fees and Charges (Pages 43 - 66)*

- 8 Capital Strategy, Capital Programme 2019/20 - 2023/24 and Repairs & Renewals Programme 2019/20 - 2023/24 (Pages 67 - 72)

*Appendix A (Pages 73 - 80)*

*Appendix B (Pages 81 - 82)*

- 9 Treasury Management Strategy 2019/20 (Pages 83 - 86)

*Appendix 1 - Treasury Management Strategy 2019/20 (Pages 87 - 96)*

*Appendix 1A - Annual Investment Strategy 2019/20 (Pages 97 - 106)*

*Appendix 1B - Prudential Code and Indicators Statement (Pages 107 - 112)*

*Appendix 1C - Minimum Revenue Provision (Pages 113 - 114)*

- 10 Treasury Management Quarter 3 2018/19 (Pages 115 - 118)

- 11 SLA Funding for Voluntary Sector (1) (Pages 119 - 122)

*Appendix (Pages 123 - 124)*

- 12 SLA Funding for Voluntary Sector (2) (Pages 125 - 126)

*Appendix (Pages 127 - 178)*

- 13 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 & Wycombe Joint Waste Collection Committee - 3 December 2018 (Pages 179 - 182)*

- 14 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).

15 Cabinet Reports from Policy Advisory Groups:

.1 Planning and Economic Development Notes - 3 December 2018 (Cabinet Recommendation already approved) (*Pages 183 - 186*)

.2 Customer Services Notes - 5 December 2018 (*Pages 187 - 190*)

**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 (Leader)  
M Stannard (Deputy Leader)  
P Martin  
M Smith  
E Walsh  
F Wilson

**Date of next meeting – Tuesday, 19 March 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@chilternandsouthbucks.gov.uk](mailto:democraticservices@chilternandsouthbucks.gov.uk)**



<p><b>Publication Date 7 January 2019</b></p>
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## CHILTERN DISTRICT COUNCIL

### MINUTES of the CABINET held on 11 DECEMBER 2018

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

#### 147 MINUTES

The minutes of the Cabinet held on 16 October 2018 and the minutes of the Special Cabinet held on 27 November 2018 were approved and signed by the Chairman as a correct record.

#### 148 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 149 28-DAY NOTICE

The Cabinet received a report attaching the draft 28-Day Notice which provided a forward look at the Agenda for the next meeting of the Cabinet. The Notice would be published on 7 January 2019 for the meeting of Cabinet 5 February 2019.

The Chiltern Lifestyle Centre items on the 28-Day Notice would be updated to reflect the new Scrutiny Sub-committee arrangements prior to publication.

#### **RESOLVED –**

**That the Draft 28-Day Notice, to be published on 7 January 2019, be noted.**

**150 CURRENT ISSUES****(i) Councillor I Darby -**

Councillor I Darby reported that discussions continued with the Ministry of Housing, Communities and Local Government and the other Councils in Buckinghamshire in respect of arrangements for the New Unitary District Council. Draft Parliamentary Orders were due to be laid on 14 January 2019. Councillor Darby spoke of the fantastic opportunity this was to shape future services to best meet the needs of residents.

**(ii) Councillor P Martin -**

Councillor P Martin thanked Members for their attendance at the Local Plan Policies Workshops which had now concluded and had proven very worthwhile in informing the Local Plan.

**(iii) Councillor M Smith -**

Councillor M Smith advised that the Amersham Multi-storey Car Park extension had now opened and was pleased to announce that the levels of occupancy were already higher than initially expected. There remained work to do on encouraging users of the Sycamore Road Car Park to migrate to the multi-storey and ways of doing this were being explored. The car counting mechanism was not yet in operation for the new car park, however this was being addressed.

**(iv) Councillor L Walsh -**

Councillor L Walsh reported on community safety issues at this time of year and highlighted the Council's rough sleeping protocol which could be found on the website (<http://www.chiltern.gov.uk/rough-sleeping>). Councillor Walsh spoke of the importance of keeping homes lit and utilising neighbourhood watch schemes to deter burglars. Residents should also be alert to potential fraud and internet scams and ensure passwords were secure.

**151 PERFORMANCE REPORT QUARTER 2 2018/19**

The Cabinet received a report outlining the performance of Council services against pre-agreed performance indicators and service objectives for Quarter 2 of 2018-19.

**RESOLVED:**

**That the performance report be noted.**

**152 DRAFT REVENUE BUDGET 2019/20**

Members of the Cabinet considered the draft revenue service budget for 2019/20 report which included the context of the overall financial position facing the Council for the coming year, and the implications of the establishment of a unitary authority 2020/21. The report further provided summary information on the budgets and highlighted issues for consideration. Detailed information could be seen in the appendices.

It was explained that regardless of the decision to create a new district unitary authority in Buckinghamshire from 2020/21 this did not affect the requirement the Council had to set a legal and prudent budget for 2019/20 that addressed the Council's aims and objectives. It would be necessary at a corporate level to make provision for the initial transition costs to the new unitary authority that would be incurred in 2019/20, this would be done when setting the final budget in February 2019 when there was more clarity around the transition process.

The final settlement from Central Government had been delayed due to Brexit negotiations and the final draft budgets would reflect the settlement and would be consolidated for consideration by the Cabinet in February.

Councillor M Stannard thanked officers and Cabinet Members for the work and effort put into the budgeting process. It was recognised that a new unitary authority would benefit from using a similarly excellent process.

**RESOLVED:**

**That the draft revenue service budget for 2019/20 be noted.**

**153 TREASURY MANAGEMENT - QUARTERLY REPORT QUARTER 2 2018/19**

The Cabinet received a report on the Treasury Management operation of the Council for July to September 2018.

**RESOLVED:**

**That the Treasury Management Performance for Quarter 2 2018/19 be noted.**

**154 UPDATE ON THE CHILTERN POOLS REPLACEMENT PROJECT**

Members of the Cabinet considered and discussed a report which provided a progress update regarding the Chiltern Pools redevelopment project. The report informed Members on the potential options for enabling development opportunities afforded by the existing Chiltern Pools site and the impact on the draft Business case. The Cabinet was also asked to consider the results of the public information events on the Chiltern Lifestyle Centre and consider options relating to restrictive covenants.

1,963 comments had been received through the public information events and 86% of these were in support of the project. Full results could be viewed [online](#). Cabinet thanked officers for the commitment and efforts put into the project, particularly for supporting the public information events and achieving such a high rate of response. Cabinet also thanked Councillor Stannard for the extensive work put into the project to date.

**RESOLVED:**

- 1. That the results of the public information events and the comments made on the current design and location of the Chiltern Lifestyle Centre be noted.**
- 2. That Cabinet agree to insure against any risk relating to the restrictive covenant being enforced.**
- 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. That the initial residual land valuations that may arise from any development of the Chiltern Pools site as outlined in the confidential appendix be noted.**



**155 MINUTES OF JOINT EXECUTIVE COMMITTEES**

**RESOLVED:**

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

- 1. Chiltern and South Bucks Joint Committee 10 October 2018**
- 2. Chiltern, South Bucks and Wycombe Joint Waste Collection Committee 3 October 2018**
- 3. Chilterns Crematorium Joint Committee 26 September 2018**

**156 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)*

**157 CABINET REPORTS FROM POLICY ADVISORY GROUPS:**

**RESOLVED:**

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

- 1. Healthy Communities PAG 8 October 2018**
- 2. Customer Services PAG 26 September 2018**
- 3. Environment PAG 24 September 2018**
- 4. Planning and Economic Development PAG 25 September 2018**

**158 REPORT ON HS2 COMMUNITY AND ENVIRONMENT FUND (CEF) AND BUSINESS AND LOCAL ECONOMY FUND (BLEF)**

The Cabinet received a report which provided background information relating to the HS2 Community and Environment Fund (CEF) and Business and Local Economy Fund (BLEF). The report sought endorsement for officers to explore opportunities for making applications for funding on behalf of the Council either individually or in partnership with other qualifying groups or organisations where appropriate.

There was no overview of the number of applications for funding and the Council was only notified of awards. There would be the opportunity to work together with other organisations to work together and discuss applications.

**RESOLVED:**

- 1. That the background information relating to the funds be noted.**
- 2. That Cabinet agree to endorse officers in exploring opportunities for making applications for funding on behalf of the Council from the CEF and/or the BLEF and where appropriate, to make applications to the funds individually or in partnership with other qualifying groups or organisations.**

**The meeting ended at 5.06 pm**

<b>SUBJECT:</b>	<i>28 Day Notice</i>
<b>RELEVANT MEMBER:</b>	<i>Cabinet Portfolio Holder for Support Services (Deputy Leader)</i>
<b>RESPONSIBLE OFFICER:</b>	<i>Joanna Swift, Head of Legal &amp; Democratic Services</i>
<b>REPORT AUTHOR:</b>	<i>Leslie Ashton, 01895 837227, lashton@chiltern.gov.uk</i>
<b>WARD/S AFFECTED:</b>	<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.**

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

Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Date Decision to be taken	Decision to be taken by	Consultation <sup>3</sup>	Private Report <sup>4</sup>	Lead Officer <sup>5</sup>
<b>Leader (Councillor Isobel Darby)</b>						
N	<b>Service Plans 2019/20</b> To consider the service plans for the year 2019/20	19 March 2019	Cabinet	Resources Overview Committee 5 Mar 2019  Services Overview Committee 20 Feb 2019	Open	Aniqah Sultan  Aniqah.Sultan@chilternandsouthbucks.gov.uk
N	<b>Performance Report Quarter 3 2018/19</b> To present the Performance Report Quarter 3 2018/19	19 March 2019	Cabinet	Resources Overview Committee 5 Mar 2019  Services Overview Committee 20 Feb 2019	Open	Aniqah Sultan  Aniqah.Sultan@chilternandsouthbucks.gov.uk

<b>Support Services (Councillor Mike Stannard)</b>						
Y	<b>Revenue Budget and Council Tax 2019/20</b> 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  Jim.burness@chilternandsouthbucks.gov.uk
Y	<b>Capital Strategy, Capital Programme 2019/20 - 2023/24 and Repairs &amp; Renewals Programme 2019/20 - 2023/24</b> To present; - The Capital Strategy - The Proposed Capital Programme 2019/20 - 2023/24 - The Proposed Repairs & Renewals Programme 2019/20 - 2023/24	5 February 2019  26 February 2019	Cabinet  Council	Resources Overview Committee 22 Jan 2019	Open	Jim Burness  Jim.burness@chilternandsouthbucks.gov.uk
Y	<b>Treasury Management Strategy 2019/20</b> To present the Treasury Management Strategy 2019/20	5 February 2019  26 February 2019	Cabinet  Council	Resources Overview Committee 22 Jan 2019	Open	Jim Burness  Jim.burness@chilternandsouthbucks.gov.uk
N	<b>Treasury Management Quarter 3 2018/19</b> To report on Treasury Management Activity for Quarter 3 2018/19	Information item		Cabinet 5 Feb 2019	Open	Helen O'Keeffe  Helen.o'keeffe@chilternandsouthbucks.gov.uk
<b>Customer Services (Councillor Fred Wilson)</b>						
There are no Cabinet decisions scheduled in February 2019						
<b>Planning and Economic Development (Councillor Peter Martin)</b>						
N	<b>Local Industrial Strategy</b> To receive a presentation from the Local Economic Partnership on the development of the first industrial strategy which will focus on strengthening important economic assets	Information item		Services Overview Committee 30 Jan 2019	Open	Donna Wilkinson  Donna.wilkinson@chilternandsouthbucks.gov.uk

## Appendix

Y	<b>HS2 Project Report</b> To consider an update on the HS2 project.	19 March 2019	Cabinet	Planning & Economic Development PAG 19 Feb 2019	Fully Exempt	Ifath Nawaz  Ifath.nawaz@chilternandsouthbucks.gov.uk
<b>Environment (Councillor Mike Smith)</b>						
Y	<b>Review of Remaining Recycling Centres</b> To provide a review of the remaining recycling centres in the district and agree the next steps.	19 March 2019	Cabinet	Services Overview Committee 20 Feb 2019	Open	Chris Marchant  Chris.marchant@chilternandsouthbucks.gov.uk
<b>Healthy Communities (Councillor Liz Walsh)</b>						
Y	<b>SLA funding for voluntary sector</b> To review funding for key voluntary organisations	5 February 2019	Cabinet	Services Overview Committee 30 Jan 2019	Open	Martin Holt  Martin.holt@chilternandsouthbucks.gov.uk
Y	<b>Review of CCTV Provision in the District</b> To review CCTV provision in the Chiltern District	19 March 2019	Cabinet	Healthy Communities Policy Advisory Group 12 Feb 2019	Open	Martin Holt  Martin.holt@chilternandsouthbucks.gov.uk
Y	<b>Bucks Home Choice Allocation Policy</b> To adopt the Bucks Home Choice Allocation Policy following consultation	19 March 2019  17 April 2019	Cabinet  Council	Services Overview Committee 20 Feb 2019	Open	Martin Holt, Michael Veryard  Martin.holt@chilternandsouthbucks.gov.uk, Michael.veryard@chilternandsouthbucks.gov.uk
Y	<b>Chiltern Lifestyle Centre Update</b> To consider the potential impact of the Chiltern Lifestyle Centre development on the Chalfont and Chesham Leisure Centres	19 March 2019	Cabinet	Chiltern Lifestyle Centre Scrutiny Sub-Committee 18 Feb 2019	Fully Exempt	Martin Holt  Martin.holt@chilternandsouthbucks.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.
- 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



## Appendix

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 name.surname@chilternandsouthbucks.gov.uk e.g. Bob Smith = [bob.smith@chilternandsouthbucks.gov.uk](mailto:bob.smith@chilternandsouthbucks.gov.uk)

**Democratic Services, Chiltern District Council, King George V House, King George V Road, Amersham, HP6 5AW; [democraticservices@chilternandsouthbucks.gov.uk](mailto:democraticservices@chilternandsouthbucks.gov.uk); 01494 732143**



**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 meeting and will be available at: [Chiltern District Council](#) & [South Bucks District Council](#)

**CHILTERN & SOUTH BUCKS JOINT COMMITTEE (JC)**

**6pm, 13 February 2019, Council Chamber, South Bucks District Council**

Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation How/When <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Contact Officer and Telephone Number
N	<b>Customer Experience Progress Report</b> To receive an update on the progress of the programme.	Joint Overview and Scrutiny Committee 21 Jan 19	<b>JC</b> 13 Feb 19	N	Nicola Ellis <a href="mailto:nicola.ellis@chilternandsouthbucks.gov.uk">nicola.ellis@chilternandsouthbucks.gov.uk</a>
N	<b>ICT Strategy Progress Report</b> To receive an update on the progress of the ICT strategy programme 2019.	Joint Overview and Scrutiny Committee 21 Jan 19	<b>JC</b> 13 Feb 19	N	Sim Dixon <a href="mailto:sim.dixon@chilternandsouthbucks.gov.uk">sim.dixon@chilternandsouthbucks.gov.uk</a>

Y	<b>Joint Local Plan Submission</b> To consider a report on the joint Local Plan submission to be submitted for inspection and consultation	Joint Overview and Scrutiny Committee March/April 2019 (Date TBC)	<b>JC</b> April 2019 (Date TBC)	N	Mark Jaggard <a href="mailto:Mark.jaggard@chilternandsouthbucks.gov.uk">Mark.jaggard@chilternandsouthbucks.gov.uk</a>
N	<b>Annual Report</b> Report on the activity and achievements of the joint working.	Joint Overview and Scrutiny Committee March/April 2019 (Date TBC)	<b>JC</b> April 2019 (Date TBC)	N	Jim Burness <a href="mailto:Jim.burness@chilternandsouthbucks.gov.uk">Jim.burness@chilternandsouthbucks.gov.uk</a>
N	<b>Customer Experience Progress Report</b> To receive an update on the progress of the programme.	Joint Overview and Scrutiny Committee March/April 2019 (Date TBC)	<b>JC</b> April 2019 (Date TBC)	N	Nicola Ellis <a href="mailto:nicola.ellis@chilternandsouthbucks.gov.uk">nicola.ellis@chilternandsouthbucks.gov.uk</a>
N	<b>ICT Strategy Progress Report</b> To receive an update on the progress of the ICT Strategy.	Joint Overview and Scrutiny Committee March/April 2019 (Date TBC)	<b>JC</b> April 2019 (Date TBC)	N	Sim Dixon <a href="mailto:sim.dixon@chilternandsouthbucks.gov.uk">sim.dixon@chilternandsouthbucks.gov.uk</a>

- 1 The Chiltern & South Bucks Joint Committee membership comprises of the following Cabinet Members from each authority:

**Chiltern District Council:** I Darby; M Smith; M Stannard; L Walsh; P E C Martin and F Wilson

**South Bucks District Council:** N Naylor; J Read; B Gibbs; P Hogan; D Smith and L Sullivan

A Key Decision is defined as:

- a) Decisions likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the Decision relates; or

- b) To be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the Council

Each of the constituent local authorities provides the following definition of a Key Decision, as detailed in the Constitution.

### **Chiltern District Council**

A 'Key' Decision is 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.

### **South Bucks District Council**

A key decision is defined by Regulation 8 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 to comprise any decision which is likely to:

- Result in expenditure or the making of savings which are significant, having regard to the budget for the function or service to which the decision relates; or
- Be significant in its effect on persons living or working in an area comprising two or more wards in the district.

Key decisions will only be taken in accordance with the requirements of the Cabinet Procedure Rules set out in Part B of this Constitution and will also be subject to the requirements of the Access to Information Procedure Rules, the Budget and Policy Framework Procedure Rules and the Overview and Scrutiny Procedure Rules all of which are set out in Part B of this Constitution.

For the purpose of the Regulation, the Council has defined a key decision as a decision which:

1. Has an income or expenditure effect of £50,000 or more.
2. Is likely to have a significant effect on more than one ward.

Excluded from 1 above are contracts for and expenditure on repairs, maintenance and improvements works within budget provision and approved policy where the contract or expenditure has either been properly and specifically approved by or on behalf of the Cabinet or by an Officer acting under delegated powers, except where Contract Standing Orders require the Cabinet itself to authorise acceptance of a tender and such acceptance has not previously been authorised or delegated by the Cabinet.

- 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 – [Chiltern District Council](#) & [South Bucks District Council](#) – usually 5 working-days before the date of the meeting. Paper copies may be requested (charges will apply) using the contact details below.
- 3 This column shows the process of consultation, which takes place prior to Joint Committee. Further information on each of the Councils' Committees can be found at: [Chiltern District Council](#) & [South Bucks District Council](#)
- 4 The public can be excluded for an item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act 1972. The relevant

paragraph numbers and descriptions are as follows:

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

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

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

#### Contact

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

<b>SUBJECT:</b>	<b>BUDGET &amp; COUNCIL TAX REPORT 2019/20</b>
<b>RELEVANT MEMBER:</b>	<b>Portfolio Holder for Support Services</b>
<b>RESPONSIBLE OFFICER</b>	<b>Director of Resources</b>
<b>REPORT AUTHOR</b>	<b>Jim Burness (Jim.Burness@chilternandsouthbucks.gov.uk)</b>
<b>WARD(s) AFFECTED</b>	<b>All</b>

## 1. Purpose of Report

- 1.1 This report provides information affecting the Council's revenue budget for 2019/20 in order for the Cabinet to make recommendations to Council on 26<sup>th</sup> February regarding the Council's budget and council tax for 2019/20.

### RECOMMENDATIONS

#### Revenue Budget 2019/20

1. Approve the Revenue budget for 2019/20 as summarised in the table in paragraph 4.13, and recommend this to Council.
2. Agree the following use of earmarked reserves for 2019/20:
 

- Local Development Plan	£217k
- Planning Digitalisation	£81k
- Economic Development Reserve	£62k
- Waste Efficiency Reserve	£66K
- Leisure Fund	£50K
3. Agree the following additions to earmarked reserves for 2019/20:
 

- Capital – Funding replacement refuse vehicles	£394k
- Capital – Funding of capital programme	£189k
4. Agree the creation of a new earmarked reserve of £1,995k for unitary implementation costs. Part of this reserve will be drawn down in 2019/20 after approval by the Shadow Authority.
5. Approve a budget requirement of £10,910k, which will result in a District council tax of £186.30 for a Band D property.
6. Confirm the level of fees and charges for 2019/20 (Appendix C).
7. Note the advice of the Director of Resources (Appendix A).

#### Setting the Council Tax

8. Agree that this report be made available to all Members of the Council in advance of the Council Tax setting meeting on 26<sup>th</sup> February, and a final report is produced for the Council meeting incorporating the information from preceptors, and the final decisions of the Cabinet on the budget.

**Medium Term Financial Strategy****9. To note the comments in the report on the Council's financial position in respect of the years following 2019/20.****2. Executive Summary**

- 2.1 It is the responsibility of the Cabinet to prepare a revenue budget for approval by the Council which will form the basis of setting the council tax.
- 2.2 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.
- 2.3 It will be necessary at a corporate level to make provision within reserves for the transition costs to the new unitary authority.

**3. Reason for Recommendations**

- 3.1 The Cabinet is required to recommend to Council a budget as the basis of setting the District element of the council tax. The information within the report will be the basis for the whole Council taking the decisions on the council tax, and this is why the report will be made available to all members.
- 3.2 When considering its budget the Council needs to be mindful of the medium term financial position, and this is covered within this report.

**4. Information**

- 4.1 This report is divided into a number of sections that as a whole cover the various elements that need to be considered when setting the Council's budget for the coming year and the council tax for the District. Based on consideration of the information in the report, the Cabinet needs to make recommendations to the Council meeting in February where the total council tax, including the element relating to preceptors, will be decided.

**Contents of Report**

Section A	Financial Context and Base Budget position
Section B	Investment Income, Borrowings and Grants
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Section D	Medium Term Financial Strategy Update
Section E	Advice of Director of Resources
Section F	Reserve Adjustments



**Section A - Financial Context and Base Budget position**

- 4.2 On 11<sup>th</sup> December the Cabinet considered the draft service budgets and information available at that stage on the overall position related to Government funding.
- 4.3 On 13<sup>th</sup> December the Government announced the provisional Local Government financial settlement for 2019/20.
- 4.4 The following table shows the key figures for 2019/20 for Chiltern.

	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
Business Rate Baseline	8,216	8,284	8,352	8,637	9,383
Business Rate Tariff	-6,861	-6,918	-6,958	-7,201	-7,914
Baseline Need	1,355	1,366	1,394	1,436	1,469
Revenue Support Grant	1,125	407	0	0	0
Transitional Grant	0	134	100	0	0
<b>Total</b>	<b>2,480</b>	<b>1,907</b>	<b>1,494</b>	<b>1,436</b>	<b>1,469</b>
Year on Year Change (£k)	-356	-573	-413	-58	+33
Year on Year Change (%)	-13%	-23%	-22%	-4%	+2%

- 4.5 The 19/20 figures are better than expected at the time of setting the 2018/19 budget as the Government had originally proposed an additional tariff payment "negative RSG" of £848k in 2019/20. However the Government subsequently decided to cancel the "negative RSG".
- 4.6 The Business Rate Baseline represents the Government's estimate of the amount of business rates it anticipates the Council will collect and retain. However income from Business Rates can be materially affected by appeals lodged by businesses with the Valuation Office. Successful appeals will reduce the business rates collectable.
- 4.7 Growth in business rates above the Baseline are subject to a 50% levy, with the levy being additional payments to the Government. The amount of the levy can be reduced if groups of authorities pool their business rates and payments to the Government. In 2016/17, 2017/18 and 2018/19 South Bucks, Chiltern, Aylesbury Vale and Bucks CC formed a pool in order to retain more of the growth. For 2019/20 the pool will be expanded to also include Wycombe under the Government's 75% Business Rates retention pilot scheme. This is expected to result in additional retained business in line with what has been achieved in recent years via pooling.

**Section B - Investment Income, Borrowings and Grants**

- 4.8 The Council's Treasury Management Strategy for 2019/20, which is also being considered at this meeting, sets out the approach aiming to deliver investment income for 2019/20 of £40k.
- 4.9 In 2017/18 the Council borrowed £10.8m in order to fund the extension of the Amersham Multi Storey Car Park.
- 4.10 In 2019/20 the Council may also incur borrowing costs, in order to fund the replacement of the aging Chiltern Pools, dependant on Members approving a detailed business case during the course of the year.

- 4.11 An important source of grant funding for the authority is the New Homes Grant that rewards authorities for each new home by providing a grant equivalent to the national average Band D council tax for a number of years following completion of the property. The cumulative funding the Council will receive in 2019/20 from this source is £700k, an increase on the current year of £82k.

### Section C - Budget Requirement and Council Tax Issues

- 4.12 Since the December Cabinet meeting there has been one amendment to the draft budget as detailed in the table below:

Budget Changes	£'000
Reduction in HB Admin grant	30
<b>Change in Net Cost of Services</b>	<b>30</b>

- 4.13 The overall effect of these changes is summarised in the following table. The Budget Requirement of £10,910k will result in a council tax increase of 3% which is the maximum permitted for the Council by the Government.

Revenue Budget 2019/20	Cabinet report 11 Dec 18 £'000	Changes (see above) £'000	Current Figures £'000
Leader	664		664
Community, Health & Housing	1,805		1,805
Customer Services	1,374	30	1,404
Environment	1,391		1,391
Support Services	3,548		3,548
Sustainable Development	814		814
<b>Net Cost of Services</b>	<b>9,596</b>	<b>30</b>	<b>9,626</b>
Investment Income	-40		-40
Estimated Distribution of Chiltern Crematorium Surplus	-	-197	-197
Notional Interest on Refuse Vehicles	7		7
Borrowing costs	831		831
Funding of R&R Programme	100		100
Contribution to / from Reserves			
- To fund replacement refuse vehicles	394		394
- To fund capital programme	-	189	189
- From General Reserve	-108	108	0
<b>Budget Requirement</b>	<b>10,780</b>	<b>130</b>	<b>10,910</b>
Business Rates – Baseline	-1,479	10	-1,469
Business Rates – Growth – Effect of NDR Pilot	-300	-50	-350
RSG	0		0
New Homes Grant	-610	-90	-700
C/Tax Collection Fund Surplus	-60		-60
<b>Precept on Collection Fund</b>	<b>8,331</b>	<b>-</b>	<b>8,331</b>

- 4.14 The draft budget proposes using earmarked reserves as follows:
- Local Development Document (LDD) reserve, £216,717. This is to fund
    - the estimated costs in 2019/20 of progressing the joint Local Plan (£136,300),
    - the estimated cost of investigating setting up a Community Infrastructure Levy (£58,058), and
    - costs associated with the shared service implementation (£22,359).
  - Planning Digitalisation Reserve £80,672.
  - Economic Development Reserve £62,164.
  - Waste Efficiency Reserve for costs of waste procurement £66,080.
  - Leisure Fund for Leisure Operator Procurement £50,000.
- 4.15 In 2019/20 the Council is in the position of having a revenue surplus of £189k, and it is proposed to allocate this to the Capital Programme to ensure that the capital programme is able to be fully funded. The report on the Capital Programme on this agenda illustrates the capital position in more detail.
- 4.16 The latest budget monitoring information shows that the forecast level of general reserves at the end of the current financial year to be £6.2m. Section E of the report contains the Director of Resources advice on the level of reserves.
- 4.17 Consideration also needs to be given to earmarking some of the General Reserve balance to fund the implementation costs of the new unitary authority that will be incurred in 2019/20 and subsequent years. Although the total sum required will become clearer as the implementation process progresses the proposed initial budget based on the Bucks CC original proposal amended in the light of final Government decisions, is £22.2m, of which Chiltern's contribution would be £1.995m. Most of this provision would be required post 2019/20.
- 4.18 The draft budget has been discussed at the Resources Overview Committee and any comments received will be made known to members at the meeting.
- 4.19 Appendix C contains the schedule of the proposed fees & charges for the 2019/20 budget.

#### **Section D - Medium Term Financial Strategy Update**

- 4.20 The Council's medium term financial strategy which underpins the specific decisions taken on the budget, sets out show how the Council's corporate aims can be progressed within the likely level of resources available to the Council.

4.21 The following table sets out the current Medium Term Financial projections.

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Income</b>							
Non Domestic Rates (NDR) - Baseline	(1,469)	(1,513)	(1,558)	(1,605)	(1,653)	(1,703)	(1,754)
Non Domestic Rates (NDR) - Growth	(350)	(250)	(250)	(250)	(250)	(250)	(250)
New Homes Grant	(700)	(387)	(99)	(94)	0	0	0
General Grants - Other	0	0	0	0	0	0	0
Impact of Fair Funding Review	0	0	0	0	0	0	0
Interest & Investment Income Receivable	(40)	(40)	(40)	(40)	(40)	(40)	(40)
Collection fund (surplus)/deficit - Council Tax	(60)	(30)	(15)	0	0	0	0
	<b>(2,619)</b>	<b>(2,220)</b>	<b>(1,962)</b>	<b>(1,989)</b>	<b>(1,943)</b>	<b>(1,993)</b>	<b>(2,044)</b>
<b>Service Expenditure</b>	9,626	9,915	10,212	10,518	10,834	11,159	11,494
Repairs & Renewals Programme Funding	100	100	100	100	100	100	100
<b>New Pressures</b>							
Additional Pension Deficit Contribution	0	111	111	111	211	211	211
Waste retender - Cost Change	0	150	150	150	150	150	150
Infrastructure Mitigation (ie HS2)	0	0	0	0	0	0	0
<b>New Savings</b>							
Planning Shared Service	0	(189)	(189)	(189)	(189)	(189)	(189)
Net additional income AMSCP expansion	0	(52)	(110)	(172)	(172)	(172)	(172)
Increased income from car parks generally	0	(25)	(50)	(50)	(50)	(50)	(50)
Phase 3 Stronger in Partnership Savings	0	(250)	(250)	(250)	(250)	(250)	(250)
Net additional income from new Chilterns Pools	0	(518)	(1,037)	(1,333)	(1,333)	(1,333)	(1,333)
Chiltern Crematorium Surplus - Current	(197)	(200)	(200)	(200)	(200)	(200)	(200)
Chiltern Crematorium Surplus - New Crem	0	(50)	(75)	(75)	(75)	(75)	(75)
	<b>9,529</b>	<b>8,992</b>	<b>8,662</b>	<b>8,610</b>	<b>9,026</b>	<b>9,351</b>	<b>9,686</b>

<b>Other Expenditure</b>							
Notional Interest Payable - Refuse vehicles	7	0	0	0	0	0	0
Borrowing Costs - Interest - Car Park	284	280	276	271	266	262	257
Borrowing Costs - Interest - Leisure Centre	277	878	870	862	854	846	838
Borrowing Costs - MRP Repayment - Car Park	270	270	270	270	270	270	270
Borrowing Costs - MRP Repayment - Leisure Centre	0	0	0	813	813	813	813
	<b>838</b>	<b>1,428</b>	<b>1,416</b>	<b>1,403</b>	<b>1,390</b>	<b>1,378</b>	<b>1,365</b>

<b>Contributions to / (from) Reserves</b>							
Contribution to Capital Prog - Refuse Vehicles	394	394	394	394	394	394	394
Contribution to Capital Prog - Other	189	0	0	0	0	0	0
	<b>583</b>	<b>394</b>	<b>394</b>	<b>394</b>	<b>394</b>	<b>394</b>	<b>394</b>

<b>Precept Required</b>	<b>8,331</b>	<b>8,594</b>	<b>8,510</b>	<b>8,418</b>	<b>8,867</b>	<b>9,130</b>	<b>9,401</b>
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<b>COUNCIL TAX CALCULATION</b>							
Tax base	44,716	44,966	45,216	45,466	45,716	45,966	46,216
Tax Rate (Band D)	186.30	191.89	197.65	203.58	209.69	215.98	222.46
<b>Precept Collectable</b>	<b>8,331</b>	<b>8,629</b>	<b>8,937</b>	<b>9,256</b>	<b>9,586</b>	<b>9,928</b>	<b>10,281</b>

<b>Surplus / (Savings) Required</b>	<b>0</b>	<b>35</b>	<b>427</b>	<b>838</b>	<b>719</b>	<b>798</b>	<b>880</b>
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- 4.22 Although this forecast will be superseded by the Medium Term Financial Forecast for the new unitary authority from 2020/21 onwards, it does serve to show that the District Council is expected to be in a healthy financial position at the point of its abolition. However the effect of the Governments fair funding review in 2020/21 cannot be quantified but is likely to result in a further reduction in funding levels for Buckinghamshire.
- 4.23 Furthermore as council tax becomes increasing the main source of funding for the Council that it can influence, decisions on the level of the tax become important to any medium term financial strategy.

### Section E - Advice of the Director of Resources

- 4.24 The detailed advice of the Director of Resources as the Authority's statutory financial officer is set out in Appendix A. In summary the key points of the advice are as follows.
- The estimates for 2019/20 have been prepared in a thorough and professional manner.
  - The key budget risks and sensitivities have been identified.
  - The main financial risks to the Council for the coming year have been assessed as follows.
    - Shortfall on income targets (See Appendix B Sensitivity Analysis).
    - The cost of major planning inquiries, enforcement actions or responding to national infrastructure proposals that impact on the area.
    - The costs of temporary accommodation, and supporting housing solutions.
- Specific earmarked reserves exist to cover some of these matters.
- 4.25 The suggested prudent level of general reserves for 2019/20 is £900k. The Appendix also sets out the estimated level of earmarked reserves at the end of 2018/19.
- 4.26 There are a number of key financial risks to be aware of in the medium term and these are set out in the following table.

Risk	Response
Managing the gap between cost increases the Council will face year on year, and the continued significant reductions in Government funding, and the limitation on council tax increases.	Key to managing this risk will be identifying further savings. In addition monitoring and forecasting council tax and business rate income will be important.
Shortfall in anticipated additional income from major investment projects.	Major investment projects are supported by business cases based on prudent income assumptions, and sensitivity analysis. Income levels will be monitored to assess actual income against expectations.
The costs of reaching and enforcing the Council's planning decisions, or responding to major national infrastructure proposals.	Proportional action needs to be taken and appropriate reserves maintained.

**Section F – Reserve Adjustments**

- 4.27 The Support Services PAG at its meeting on 23<sup>rd</sup> January will be reviewing the level and distribution of the Council's reserves and providing advice to the Portfolio Holder.
- 4.28 Members will be updated on any recommended changes to earmarked reserves.

**5. Consultation**

- 5.1 The draft budget has been considered by the Resources Overview Committee.

**6. Options**

- 6.1 The report sets out the position based on increasing the district element of the council tax to £186.30 (a 3% increase).
- 6.2 There is the option of not increasing the Council Tax, or increasing at a lower level. This would result in less resource being available and the funding gap increasing in future years.
- 6.3 There is also the option of increasing the Council by more than the referendum threshold of 3%. However it is not considered realistic to consider a local referendum due to the cost of organising a referendum, and the risk of voters not supporting any additional increase in Council Tax.

**7. Corporate Implications**

- 7.1 The strategic and financial risks facing the Authority are set out in the report.

**8. Links to Council Business Plan**

- 8.1 The Council's code of corporate governance highlights the importance of having in place clearly documented processes for policy development, review and implementation, decision making, and monitoring and control. Following from this is the requirement for sound financial management, being able to demonstrate resources are aligned to the corporate priorities of the Council, and that any material risks are assessed. Establishing a sound and sustainable financial base is important for delivering the Council's objectives.

**9. Next Steps**

- 9.1 This report and Cabinet's decisions will form the basis of the Council tax decision of the Council on 26 February.
- 9.2 A report will be produced for the Council meeting bringing together the precepts that have been notified to the Council, from parishes and the major precepting bodies. This will then enable the Council to set the overall council tax for the area.

<b>Background Papers:</b>	<b>Draft Revenue Budget Report 2019/20 – Cabinet</b> 11 December 2018
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**CHIEF FINANCIAL OFFICER REPORT**

- .1 I am making this report in compliance with the personal responsibilities placed upon me by s25 to s28 of the Local Government Act 2003. The legislation requires me to report to the Authority on two matters.
- The robustness of the estimates it makes when calculating its budget requirement.
  - The adequacy of the Authority's reserves, taking into account the experience of the previous financial year.

**Robustness of Estimates**

- .2 The process for preparing the budgets started in the autumn of 2018. From the outset the budget development was influenced by a number of key factors.
- The need to keep expenditure and likely resources in balance given the limitations on increases in council tax and the continuing significant reductions in Government funding.
  - The national economic picture that affects many of the Council's main income streams and levels of housing and benefits expenditure.
  - The need to resource the implications of the corporate Business plan to enable the Council to make progress on its corporate aims.
- .3 During 2018 the Authority has continued its joint working with South Bucks DC, and savings from this are reflected in the budgets. As in recent years the 2019/20 budget is integrated with the Authority's service planning process, and therefore plans reflect the resources available.
- .4 The budget process has carefully examined all material expenditure pressures.
- .5 The medium term financial position of the Council indicated the need to continue to make savings for future years, and work is in progress to identify further savings options for future years, as well as a number of major investment projects that will generate additional income for the Council. The continued focus on delivering savings or increasing income is important, and part of this will be having in place mechanisms to monitor and report on agreed savings.
- .6 The detailed budget preparation was overseen by an experienced qualified accountant, supported by other finance staff familiar with the requirements of the budget preparation process. The basis of the estimates included the following elements which are in my view crucial to setting realistic budgets.
- Staffing budgets are prepared on a zero base approach, and are built up based on the actual staffing establishment and its current costs. The final budgets also include a vacancy factor of 2% consistent with that used in past years which has proved to be realistic.
  - The budgets reflect as far as can be determined costs of major contracts including known or likely cost increases.

- The budgets are informed by the results of the 2018/19 budget monitoring and recognise those issues that are unavoidable and would carry through into 2019/20.
  - The budget identified any recurring costs of Council decisions taken since March 2018.
- .7 The detailed budgets have been scrutinised by:
- Officers
  - Portfolio Holders
  - Resources Overview Committee
- .8 In particular the draft budgets were thoroughly examined by Cabinet members in an exercise led by the Portfolio Holder for Support Services. The budget does not contain any unspecified or unrealistic savings proposals or contingencies.
- .9 Investment income expectations reflect a realistic view on the level of interest rates and borrowing costs arising from the Capital Strategy over the next few years and likely consequential cash balances, and this is reflected within the Treasury Management Strategy.
- .10 Finally the budgets have been assessed as part of the Authority's approach to risk management and the major financial risks identified. These will be referred to in the following section dealing with the adequacy of reserves.
- .11 Taking all these factors into account I am satisfied that the estimates have been prepared on a robust basis.

### **Adequacy of Reserves**

- .12 The Council has a policy on its reserves, and this policy accords with the guidance issued by the Chartered Institute of Finance and Accountancy (CIPFA). In essence the Policy states that the minimum level should be based on 7½% of the net cost of services, plus any material financial risks identified for the coming financial year for which specific provision has not been made.
- .13 With regard to Business rates, the Council will continue to account for the business rates timing adjustments via a 'NDR Timing Difference' adjustment to the General Fund balance.
- .14 The Code of practice on local authority accounting requires the purpose, usage and basis of transactions of earmarked reserves to be identified clearly. The Council has a number of earmarked reserves where it has full control over their deployment. These need to be kept under review taking into account the current financial issues facing the Council.
- .15 The Earmarked Reserves are due to be reviewed by Support Services PAG on 23<sup>rd</sup> January 2019. The following table shows the Council's reserves position estimated for 31<sup>st</sup> March 2019.

Description	31/3/18 Actual £k	31/3/19 Estimate £k	Allocation 2019/20 £k	Possible change in reserves (SSPAG)	Comment
Business Rates Equalisation Reserve	250	250		-250	To offset any in year loss in retained business rates to the District not covered by the business rates safety net arrangements.
Rent Deposit / Private Leasing and Homelessness Prevention reserve	80	45			To provide funding to assist households in accessing affordable housing and reducing temporary accommodation and avoiding homelessness
Neighbourhood Planning Reserve	17	17			To hold Neighbourhood Planning Grant until expenditure incurred
Housing Benefits Reserve	354	354			To be used for service transformation to improve capacity and resilience to cope with forthcoming change.
Election Fund	80	100			To meet the cost of local elections as and when required
Community Support Reserve	16	0			Funding secured in previous years to be used to support community safety projects.
Waste Initiatives Reserve	281	263	-66		Reserve established to provide support for delivery of waste and recycling projects across the District
Local Development Framework & Planning Reserve	928	802	-217		To meet costs of major planning appeals and enforcement actions and the joint Local Development Plan process, including studies and surveys.
HS2 Reserve	395	345			To cover potential costs involved in seeking to mitigate the impact of HS2 on the area through legal and parliamentary processes.
Transformation Reserve	0	0		+250	To enable the Council to progress organisational and service delivery change including joint working
Economic Development Reserve	300	254	-62		To support projects with local business and other partners to benefit the local economy
Car Parking	100	100			To fund parking capacity assessments when required
Affordable Housing	1,000	475			To support the provision of affordable housing
S106 reserve	2,140	2,000			To hold unconditional s106 monies

Description	31/3/18 Actual £k	31/3/19 Estimate £k	Allocation 2019/20 £k	Possible change in reserves (SSPAG)	Comment
Pension Fund	300	300		+1,000	To provide scope for additional pension deficit contributions if considered appropriate.
Leisure Fund	714	50	-50	+500	For development of leisure provision
Refuse Vehicles Fund	1,560	1,954			To provide for the replacement of the vehicles over the 7 year period to 2021
Repairs & Renewals Fund	509	21			For the replacement of vehicles, plant, machinery and equipment as required and as a contingency for major repairs to buildings as part of the capital programme
Capital Projects Reserves	3,423	3,435	-3,435		This reserve is held to provide resources for capital expenditure.
Planning Digitisation Reserve	85	71	-81		To fund digitisation of historical planning documents
Unitary Implementation Reserve	0	0		+1,995	Potential new reserve to be established to set aside funding for contribution to any 19/20 Unitary authority costs
<b>Total Earmarked Reserves</b>	<b>12,532</b>	<b>10,816</b>		<b>-3,495</b>	

.16 In considering the level of general reserves in addition to the cash flow requirements, the following factors are considered:

Budget assumptions	Financial standing and management	Comment on CDC position
The treatment of inflation and interest rates	The overall financial standing of the Authority (level of borrowing, debt outstanding, council tax collection rates)	The budgets are based on known price increases as far as is possible. External advice has been taken on interest rate forecasts and these have been used with prudent assessments of the level of cash available for investment. This is all set out in the Treasury Management Strategy.
Estimates of the level and timing of capital receipts	The Authority's track record in budget and financial management	The forecast of future capital receipts reviewed over the course of the budget process. At present no major receipts are anticipated in the coming years.
Estimates of financing costs	The Authority's track record in budget and financial management	Borrowing is undertaken in support of the Capital Strategy. Where it relates to major investment projects these are supported by business cases. Borrowing costs have

Budget assumptions	Financial standing and management	Comment on CDC position
		to be sustainable in the context of the Medium Term Financial Strategy. When undertaken borrowing is a fixed rates in order to manage interest rate risks.
The treatment of demand led pressures	The Authority's capacity to manage in-year budget pressures	The Authority has in place regular budget monitoring procedures to identify any in year pressures, and to consider what actions can be taken. Reports are produced monthly for Management Team and Cabinet members. The budget process has also picked up any demand led pressures that need to be built into the 2019/20 budget. There are quarterly budget review meetings with members to review the current year's position and future years' issues.
The treatment of savings/efficiency gains	The strength of financial information and reporting arrangements	The budget preparation and monitoring processes are used to identify and monitor savings. The deployment of savings is determined by the Council's budget process and its medium term financial strategy which directs resources towards priorities and ensures overall matching of expenditure to resources.
The financial risks inherent in any significant new funding partnerships or major capital developments	The Authority's virement and end of year procedures in relation to budget under/overspends at authority and departmental level	The Council undertakes a risk assessment of the budget risks it faces. The major risks for 2019/20 are highlighted below.
The availability of other funds to deal with major contingencies	The adequacy of the Authority's insurance arrangements to cover major unforeseen risks.	The Authority has sufficient reserves to cover insurance liabilities. It has also the resources in general or earmarked reserves to make reasonable contingencies against matters such as housing pressures, national infrastructure projects, major enforcement actions etc.

- .17 From the preceding table it can be seen that the Authority takes action to reduce budget risk and therefore influence the level of reserves it needs to hold. There will always be areas of risk or uncertainty and which need to be assessed as part of the budget process.

- .18 The main financial risks to the Council for the coming year have been assessed as follows.
- Shortfall on income targets (See Appendix B Sensitivity Analysis).
  - The cost of major planning inquiries, enforcement actions or responding to national infrastructure proposals that impact on the area primarily HS2. Specific earmarked reserves exist to cover these matters.
  - The costs of temporary accommodation, and supporting housing solutions. Specific earmarked reserves exist to cover some of these matters.
- .19 In the longer term there will be the risks of:
- Managing the gap between cost increases the Council will face year on year, and the continued significant reductions in government funding, and the limitation of council tax increases.
  - Shortfall in anticipated additional income from major investment projects
  - The costs of reaching and enforcing the Council's planning decisions, or responding to major national infrastructure proposals. This would include major issues such as HS2 and airports expansion.
- .20 As a small authority the Council is always faced with the risk to achieving its objectives from capacity and reliance on a number of key staff. Therefore staffing issues will need to be kept carefully under review going forward and establishing joint teams with South Bucks DC will help improve resilience.
- .21 Taking all these factors into account it would be advisable to plan for a level of general reserves of at least around £900k for the forthcoming financial year, exclusive of any specific contingencies for which earmarked reserves have been established (see table above). This figure is made up as follows.

	£k
7½% Net Cost of Services	700
Potential Income shortfalls	100
Potential temporary accommodation costs	100
	900

### **Legal Considerations**

- .22 The setting of the budget and the council tax by Members involves their consideration of choices and alternatives and Members have considered these in various earlier reports. No genuine and reasonable options should be dismissed out of hand and Members must bear in mind their fiduciary duty to the council taxpayers of Chiltern District Council. Should Members wish to make additions or reductions to the budget, on which no information is given in the report before Members, they should present sufficient information on the justification for and consequences of their proposals to enable the Cabinet (or the Council) to arrive at a reasonable decision on them.

- .23 The report sets out relevant considerations for Members to consider during their deliberations, including the statement above from the Chief Financial Officer. Members are reminded of the need to ignore irrelevant considerations. Members have a duty to seek to ensure that the Council acts lawfully. They are under an obligation to produce a balanced budget and must not knowingly budget for a deficit. Members must not come to a decision that no reasonable authority could come to, balancing the nature; quality and level of services that they consider should be provided, against the costs of providing such services.
- .23 Members are reminded of s106 of the Local Government and Finance Act 1992, which prohibits any Member who has not paid for at least two months his/her Council Tax when it becomes due, from voting on setting the budget and making of the Council Tax and related calculations.

**Jim Burness**  
**Director of Resources**  
**February 2019**





## Budget Sensitivity Analysis 2019/20 (CDC)

This paper looks at a number of the key budget risk areas and analyses the sensitivity of these to changes in circumstances.

Change in Demand	Worsen Budget Position			Improve Budget Position	
	10%	5%	2019/20	5%	10%
	Decrease	Decrease	Budget	Increase	Increase
	£	£	£	£	£
Car Park Income - Amersham Multi Story	-81,600	-40,800	-816,000	40,800	81,600
Car Park Income - Surface Car Parks	-114,547	-57,274	-1,145,470	57,274	114,547
Car Park Income - Penalty Charges	-10,000	-5,000	-100,000	5,000	10,000
Development Mgt Income (CDC Share)	-97,266	-48,633	-972,660	48,633	97,266
Land Charges Fees (CDC Share)	-14,500	-7,250	-145,000	7,250	14,500
Recycling Credits	-40,710	-20,355	-407,100	20,355	40,710
Green Waste	-64,000	-32,000	-640,000	32,000	64,000
Licensing Income - Taxis (CDC Share)	-10,812	-5,406	-108,118	5,406	10,812
Licensing Income - Other (CDC Share)	-11,680	-5,840	-116,798	5,840	11,680
Building Control Income (CDC share)	-59,537	-29,769	-595,370	29,769	59,537
<i>Difference</i>	<i>-504,652</i>	<i>-252,326</i>		<i>252,326</i>	<i>504,652</i>
<b>Change in Interest Earnings</b>	20%	10%	2019/20	5%	10%
	Decrease	Decrease	Budget	Increase	Increase
Interest earnings	-8,000	-4,000	-40,000	2,000	4,000
<i>Difference</i>	<i>-8,000</i>	<i>-4,000</i>		<i>2,000</i>	<i>4,000</i>
<b>Other Significant Financial Risks</b>	Worst	Slightly	2019/20	Slightly	Best
	Case	Worse	Budget	Better	Case
	£	£	£	£	£
Planning appeals - legal costs (CDC share)	40,000	20,000	14,500	10,000	0
Planning enforcement - legal costs (CDC share)	75,000	50,000	46,400	20,000	0
	115,000	70,000	60,900	30,000	0
<i>Difference</i>	<i>-54,100</i>	<i>-9,100</i>		<i>30,900</i>	<i>60,900</i>
<b>Grand Total</b>	<b>-566,752</b>	<b>-265,426</b>		<b>285,226</b>	<b>569,552</b>



**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

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	7.00
Recycling box and Lid - Pick Up	W100/C925 (D04)	G520/S925 (3)	4.80	5.00
Recycling Lid	W100/C925 (D04)	G520/S925 (3)	1.50	2.00
Reusable Bag and Delivery	W100/C925 (D04)		5.50	6.00
Reusable Bag - Pick Up Only (CDC offices)	W100/C925 (D04)		4.50	5.00
Outdoor Food Caddy and Delivery	W100/C925 (D04)	G520/S925 (3)	5.50	6.00
Outdoor Food Caddy - Pick Up Only	W100/C925 (D04)	G520/S925 (3)	4.50	5.00
Indoor Small 5L Food Caddy (if stock available) -	W100/C925 (D04)	G520/S925 (3)	3.50	4.00
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
<b>SBDC Bulk Bins</b>				
Wheeled 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
<b>CDC/WDC Bulk Bins</b>				
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	70.00
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	4.00
Schools and Other Schedule 2 - Lift 360L	W100/C926 (D04)		4.20	5.00
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	5.00
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 C**

Appendix C

VAT Codes:

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

<b>MOORING FEES</b>	<b>General ledger code</b>		<b>2018/19</b>	<b>2019/20</b>
	<b>Chiltern</b>	<b>South Bucks</b>	<b>£</b>	<b>£</b>

Per day N/A 3530/S930 (1a)

<b>STREET NAMING</b>	<b>General ledger code</b>		<b>2018/19</b>	<b>2019/20</b>
	<b>Chiltern</b>	<b>South Bucks</b>	<b>£</b>	<b>£</b>

**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**

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		
<b><u>Fees for the Use of the Cemetery for Interments:</u></b>				
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 who 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 who 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	63.00
<b><u>Exclusive Rights of Burial in Perpetuity in an Earthen Grave</u></b>				
i) One Plot *	G380/C868 (D04)		400.00	408.00
ii) Two Plots *	G380/C868 (D04)		700.00	700.00
iii) Three Plots *	G380/C868 (D04)		960.00	960.00
<b><u>Monuments, Gravestones, Tablets and Monumental Inscriptions</u></b>				
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 £
<b><u>Amersham Multi Storey</u></b>	C755/C876			<b><u>Civic Centre Car Park</u></b>	C300/C876		
Up to 1 hour		0.70	0.70	Up to 1/2 hour		Free	Free
Up to 2 hours		1.40	1.40	Up to 1 hour		0.70	0.70
Up to 3 hours		2.00	2.00	Up to 2 hours		1.40	1.40
Up to 4 hours		2.50	2.50	Up to 3 hours		2.00	2.00
24 hours		6.00	6.00	MAXIMUM STAY 3 HOURS			
Sunday/Public Holiday		Free	Free	Sunday/Public Holiday		Free	Free
<b><u>Amersham - Sycamore Road</u></b>	C330/C876			<b><u>Council Offices Car Park</u></b>			
Up to 1 hour		0.70	0.70	Mon-Fri 5.30-Midnight		Free	Free
Up to 2 hours		1.40	1.40	Sunday/Public Holiday		Free	Free
Up to 3 hours		2.00	2.00	CLOSED TO THE PUBLIC AT ALL OTHER TIMES			
Up to 4 hours		2.50	2.50				
Up to 9 hours		3.60	3.60				
Over 9 hours		6.00	6.00				
Sunday/Public Holiday		Free	Free				
<b><u>Amersham Old Town</u></b>	C270/C876			<b><u>Chalfont St Giles - Blizzards Yard</u></b>	C550/C876		
Up to 1 hour		0.70	0.70	Up to 1 hour		Free	Free
Up to 2 hours		1.40	1.40	Up to 2 hours		1.40	1.40
Up to 3 hours		2.00	2.00	Up to 3 hours		2.00	2.00
Up to 4 hours		2.50	2.50	Up to 4 hours		2.50	2.50
Over 4 hours		3.60	3.60	Over 4 hours		3.60	3.60
Sunday/Public Holiday		Free	Free	Sunday/Public Holiday		Free	Free
<b><u>Amersham - Chiltern Avenue</u></b>	C720/C876			<b><u>Little Chalfont - Snells Wood</u></b>	C700/C876		
Up to 1 hour		0.70	0.70	Up to 1 hour		Free	Free
Up to 2 hours		1.40	1.40	Up to 2 hours		1.40	1.40
Up to 3 hours		2.00	2.00	Up to 3 hours		2.00	2.00
Up to 4 hours		2.50	2.50	Up to 4 hours		2.50	2.50
Up to 5 hours		3.60	3.60	Up to 5 hours		3.60	3.60
MAXIMUM STAY 5 HOURS				MAXIMUM STAY 5 HOURS			
Sunday/Public Holiday		Free	Free	Sunday/Public Holiday		Free	Free
<b><u>Amersham - Chiltern Pools</u></b>	C710/C876			<b><u>Chalfont St Peter - Church Lane</u></b>	C580/C876		
Up to 1 hour		0.70	0.70	Up to 1 hour		Free	Free
Up to 3 hours		2.00	2.00	Up to 3 hours		2.00	2.00
MAXIMUM STAY 3 HOURS				Up to 4 hours		2.50	2.50
Sunday/Public Holiday		Free	Free	Over 4 hours		3.60	3.60
				Sunday/Public Holiday		Free	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
<b>Chesham - Star Yard</b>	C480/C876			<b>Chesham - Albany</b>	C360/C876		
Up to 1 hour		0.70	0.70	Up to 10 mins		0.10	0.10
Up to 2 hours		1.40	1.40	Up to 20 mins		0.20	0.20
Up to 3 hours		2.00	2.00	Up to 30 mins		0.30	0.30
MAXIMUM STAY 3 HOURS				Up to 40 mins		0.40	0.40
Sunday/Public Holiday		Free	Free	Up to 50 mins		0.50	0.50
				Up to 1 hour		0.70	0.70
				Up to 2 hours		1.40	1.40
<b>Chesham - Catlings Car Park</b>	C490/C876			Up to 3 hours		2.00	2.00
Up to 10 mins		0.10	0.10	Up to 4 hours		2.50	2.50
Up to 20 mins		0.20	0.20	Over 4 hours		3.60	3.60
Up to 30 mins		0.30	0.30	Sunday/Public Holiday		Free	Free
Up to 40 mins		0.40	0.40	<b>Great Missenden - Buryfield</b>	C660/C876		
Up to 50 mins		0.50	0.50	Up to 1 hour		Free	Free
Up to 1 hour		0.70	0.70	Up to 2 hours		1.40	1.40
Up to 2 hours		1.40	1.40	Up to 3 hours		2.00	2.00
Up to 3 hours		2.00	2.00	Up to 4 hours		2.50	2.50
Up to 4 hours		2.50	2.50	Up to 9 hours		3.60	3.60
MAXIMUM STAY 4 HOURS				Over 9 hours		7.00	7.00
Sunday/Public Holiday		Free	Free	Sunday/Public Holiday		Free	Free
				<b>Great Missenden - Link Road</b>	C640/C876		
<b>Chesham - East Street</b>	C420/C876			Up to 1 hour		0.70	0.70
Up to 1 hour		0.70	0.70	Up to 2 hours		1.40	1.40
Up to 2 hours		1.40	1.40	Up to 3 hours		2.00	2.00
Up to 3 hours		2.00	2.00	Up to 4 hours		2.50	2.50
Up to 4 hours		2.50	2.50	Up to 9 hours		3.60	3.60
Over 4 hours		3.60	3.60	Over 9 hours		7.00	7.00
Sunday/Public Holiday		Free	Free	Sunday/Public Holiday		Free	Free
				<b>Prestwood - High Street</b>	C670/C876		
<b>Chesham - Water Meadow</b>	C510/C876			Up to 1 hour		Free	Free
Up to 1 hour		0.70	0.70	Up to 2 hours		1.40	1.40
Up to 2 hours		1.40	1.40	Up to 3 hours		2.00	2.00
Up to 3 hours		2.00	2.00	Up to 4 hours		2.50	2.50
Up to 4 hours		2.50	2.50	Up to 10½ hours		3.60	3.60
Over 4 hours		3.60	3.60	Sunday/Public Holiday		Free	Free
Mkt Traders (1 day)		4.10	4.10				
Sunday/Public Holiday		Free	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

<b>CAR PARKS - SEASON TICKETS</b>							
	<b>General ledger code</b>	<b>2018/19 £</b>	<b>2019/20 £</b>		<b>General ledger code</b>	<b>2018/19 £</b>	<b>2019/20 £</b>
<b><u>Amersham Multi Storey</u></b>	C750/C877			<b><u>Chesham - Water Meadow</u></b>	C750/C877		
1 monthly		99.00	99.00	1 monthly		71.00	71.00
3 monthly		293.00	293.00	3 monthly		211.00	211.00
6 monthly		580.00	580.00	6 monthly		374.00	374.00
12 monthly		972.00	972.00	12 monthly		702.00	702.00
<b><u>Amersham - Sycamore Road</u></b>	C750/C877			<b><u>Chalfont St Giles - Blizzards Yard</u></b>	C750/C877		
1 monthly (standard)		99.00	99.00	1 monthly		64.00	64.00
1 monthly (local business*)		71.00	71.00	3 monthly		191.00	191.00
3 monthly (standard)		293.00	293.00	6 monthly		355.00	355.00
3 monthly (local business*)		211.00	211.00	12 monthly		655.00	655.00
6 monthly (standard)		580.00	580.00				
6 monthly (local business*)		374.00	374.00				
12 monthly (standard)		972.00	972.00				
12 monthly (local business*)		702.00	702.00				
<b><u>Amersham Old Town</u></b>	C750/C877			<b><u>Chalfont St Peter - Church Lane</u></b>	C750/C877		
1 monthly		64.00	64.00	1 monthly		45.00	45.00
3 monthly		191.00	191.00	3 monthly		136.00	136.00
6 monthly		355.00	355.00	6 monthly		273.00	273.00
12 monthly		655.00	655.00	12 monthly		437.00	437.00
<b><u>Chesham - Star Yard</u></b>	C750/C877			<b><u>Great Missenden - Buryfield</u></b>	C750/C877		
1 monthly		71.00	71.00	1 monthly (standard)		110.00	110.00
3 monthly		211.00	211.00	1 monthly (local business*)		71.00	71.00
6 monthly		374.00	374.00	3 monthly (standard)		327.00	327.00
12 monthly		702.00	702.00	3 monthly (local business*)		211.00	211.00
				6 monthly (standard)		582.00	582.00
				6 monthly (local business*)		374.00	374.00
				12 monthly (standard)		1,092.00	1,092.00
				12 monthly (local business*)		702.00	702.00
<b><u>Chesham - Albany</u></b>	C750/C877			<b><u>Great Missenden - Link Road</u></b>	C750/C877		
1 monthly		71.00	71.00	1 monthly (standard)		110.00	110.00
3 monthly		211.00	211.00	1 monthly (local business*)		71.00	71.00
6 monthly		374.00	374.00	3 monthly (standard)		327.00	327.00
12 monthly		702.00	702.00	3 monthly (local business*)		211.00	211.00
				6 monthly (standard)		582.00	582.00
				6 monthly (local business*)		374.00	374.00
				12 monthly (standard)		1,092.00	1,092.00
				12 monthly (local business*)		702.00	702.00
<b><u>Chesham - East Street</u></b>	C750/C877			<b><u>Prestwood - High Street</u></b>	C750/C877		
1 monthly		71.00	71.00	1 monthly		64.00	64.00
3 monthly		211.00	211.00	3 monthly		191.00	191.00
6 monthly		374.00	374.00	6 monthly		355.00	355.00
12 monthly		702.00	702.00	12 monthly		655.00	655.00
Issue of replacement Season Ticket		10.00	10.00				

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



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Chiltern  
South Bucks

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LICENCES	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
<b><u>Hackney Carriages/Private Hire Vehicle Licences</u></b>				
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
<b><u>Drivers' Licences</u></b>				
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 Renewal	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 Renewal	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
<b><u>Operators Licence</u></b>				
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
<b><u>Small Animal Boarding Establishment (includes vet fee)</u></b>				
New Licence	LI01/C887 (D04)	LI01/C902 (3)	369.00	294.11
New Licence	LI01/C887 (D04)	LI01/C902 (3)	370.00	294.11
Renewal	LI01/C887 (D04)	LI01/C902 (3)	195.00	294.11
<b><u>Dog Breeding</u></b>				
New Licence (Includes Vet fee)	LI01/C887 (D04)	LI01/C902 (3)	530.00	160.78 + Vets Fees
New Licence (Plus Vet fees)	LI01/C887 (D04)	LI01/C902 (3)	530.00	160.78 + Vets Fees
Renewal dog breeding includes 1 vet fee)	LI01/C887 (D04)	LI01/C902 (3)	329.00	160.78 + Vets Fees
Renewal (Plus Vet fees)	LI01/C887 (D04)	LI01/C902 (3)	330.00	160.78 + Vets Fees
<b><u>Combination of breeding and boarding</u></b>				
	LI01/C887 (D04)	LI01/C902 (3)	329.00	160.78 + Vets Fees
<b><u>Dangerous Wild Animals</u></b>				
New Licence (Plus Vet fees)	LI01/C887 (D04)	LI01/C902 (3)	400.00	400.00
New Licence (Plus Vet fees)	LI01/C887 (D04)	LI01/C902 (3)	400.00	400.00
Renewal (Plus Vet fees)	LI01/C887 (D04)	LI01/C902 (3)	150.00	150.00
<b><u>Pet Shops</u></b>				
New Licence	LI01/C887 (D04)	LI01/C902 (3)	477.00	362.21
New Licence	LI01/C887 (D04)	LI01/C902 (3)	480.00	362.21
Renewal	LI01/C887 (D04)	LI01/C902 (3)	278.00	362.21
Renewal	LI01/C887 (D04)	LI01/C902 (3)	280.00	362.21
<b><u>Riding Establishments</u></b>				
New Licence	LI01/C887 (D04)	LI01/C902 (3)	200.00	160.78 + Vets Fees
New Licence	LI01/C887 (D04)	LI01/C902 (3)	200.00	160.78 + Vets Fees
Renewal of Riding establishments	LI01/C887 (D04)	LI01/C902 (3)	150.00	160.78 + Vets Fees

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LICENCES	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
<b>Mobile Homes</b>				
New Licence	LI01/C890 (D04)	LI01/C905 (3)	534.00	534.00
New Licence	LI01/C890 (D04)	LI01/C905 (3)	534.00	534.00
Annual Renewal fee	LI01/C890 (D04)	LI01/C905 (3)	297.00	297.00
Deposit/Change of Site Rules	LI01/C890 (D04)	LI01/C905 (3)	40.00	40.00
Transfer of Site Licence	LI01/C890 (D04)	LI01/C905 (3)	138.00	138.00
<b>Licensing Act 2003 Fees – Statutory Fees</b>				
<b>New Premises/Club Premises/Variation</b>				
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
<b>New Premises /Club Premises Applications / Variation applications – Additional Fees</b>				
Where 5000 or more people will be on the premises				
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
<b>Annual Maintenance Fees - Premises /Club</b>				
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
<b>Additional Annual Maintenance Fees</b>				
Where 5000 or more people will be on the premises				
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

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LICENCES	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
<b><u>Personal Licence - Statutory Fees</u></b>				
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
<b><u>Other Fees Payable</u></b>				
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	LI01/C885 (D04)	LI01/C900 (3)	23.00	23.00
Transfer of a premises licence/club premises	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
<b><u>Gambling Act 2005 - Statutory Fees</u></b>				
<b><u>Licensed Premises Gaming Machine Permit</u></b>				
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
<b><u>Licensed Premises Automatic Notification Process</u></b>				
On notification	LI01/C886 (D04)	LI01/C901 (3)	50.00	50.00
<b><u>Club Gaming Permits</u></b>				
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
<b><u>Club Machine Permits</u></b>				
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

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LICENCES	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
<b><u>Family Entertainment Centre Gaming Machine</u></b>				
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
<b><u>Prize Gaming Permits</u></b>				
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
<b><u>Small Lotteries &amp; Amusement for Raffles (3)</u></b>				
Registration	LI01/C886 (D04)	LI01/C901 (3)	40.00	40.00
Annual Fee	LI01/C886 (D04)	LI01/C901 (3)	20.00	20.00
<b><u>Gambling Act Premises Licence Fees</u></b>				
<b><u>Application Fee</u></b>				
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
<b><u>Application Fee for Premises with a Provisional Statement</u></b>				
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

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LICENCES	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
<b>Annual Fee</b>				
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
<b>Transfer Application Fee</b>				
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
<b>Variation Application Fee</b>				
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
<b>Provisional Statement Application Fee</b>				
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

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LICENCES	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
<b>Application for Reinstatement Fee</b>				
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
<b>Sex Establishments/Sexual Entertainment</b>				
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
<b>Scrap Metal Dealers</b>				
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
Badge/vehicle	LI01/C892 (D04)	LI01/C907 (3)	25.00	25.00
<b>Miscellaneous</b>				
Registration of:- Acupuncturists Tattooists, 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)	185.00	185.00
Acupuncturist (3)				
Tattooists (3)	LI01/C891 (D04)	LI01/C906 (3)	185.00	185.00
Electrolysis (3)	LI01/C891 (D04)	LI01/C906 (3)	185.00	185.00
Ear Piercing (3)	LI01/C891 (D04)	LI01/C906 (3)	185.00	185.00
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
<b>ENVIRONMENTAL HEALTH SERVICES</b>				
	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
<b>Stray Dog Fees</b>				
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  
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ENVIRONMENTAL HEALTH SERVICES	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
<b>Food Hygiene Courses:</b>				
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/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
<b>Miscellaneous:</b>				
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)

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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
<b>Water Sampling at Private Supplies:</b>				
Revised charges from Private Water Supply				
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 Reg 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.	



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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	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		
<b>Contaminated Land:</b>				
Professional Opinion - Contaminated land enquiries per hour -			100.00	100.00
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)		1034.00	**
Subsistence Mobile Crusher HIGH	EH01/C894 (D04)		1551.00	**
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)		1650.00	**
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 Activities	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 Activity - Partial Transfer	EH01/C894 (D04)		47.00	**
QUARTERLY PAYMENT OPTION ALL IPPC - Additional Charge	EH01/C894 (D04)			**

\*\* Fees not available until March 2019

HOUSING	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
<b>Houses with multiple occupation licensing fees:</b>				
New application - Stage 1	HO01/C800 (D04)		460.00	460.00
New Application - Stage 2	HO01/C800 (D04)		415.00	415.00
Renewal Application - Stage 1	HO01/C800 (D04)		380.00	380.00
Renewal Application - Stage 2	HO01/C800 (D04)		415.00	415.00
Late Application penalty (new and renewal applications)	HO01/C800 (D04)		165.00	165.00
<b>Housing Enforcement Charges:</b>				
Improvement/prohibition notice/orders (for 1st notice).	HO01/C800 (D04)		100.00	100.00
			50.00	50.00
Additional notices (maximum of £300/property) notice fee waived if complied with within timescales.	HO01/C800 (D04)			
Health and Housing Recharge costs: cost of contractor following service of a Statutory Notice plus officer time.	HO01/C800 (D04)		41.25	41.25

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

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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 1<sup>st</sup> 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	PP01/C940 (D45)		NIL	NIL

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

**PLANNING PORTFOLIO**  
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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	317.00
- Area Team Manager	DM02/S850 (1b)		204.00	245.00
- All other planning officers/equivalent	DM02/S850 (1b)		180.00	216.00
- Assistant Planning Officer/Customer	DM02/S850 (1b)		N/A	
Site Visits – Flat Rate per officer	DM02/S850 (1b)		120.00	144.00

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

**Enlargement, improvement or other, alteration of existing dwelling and**

Meeting and follow up letter	DM01/C850 (D45)		198.00	238.00
Letter only	DM01/C850 (D45)		132.00	158.00

**New residential dwellings:**

1 dwelling				
Meeting and follow up letter	DM01/C850 (D45)		456.00	547.00
Letter only	DM01/C850 (D45)		306.00	367.00
2 dwellings				
Meeting and follow up letter	DM01/C850 (D45)		576.00	691.00
Letter only	DM01/C850 (D45)		384.00	461.00
3 dwellings				
Meeting and follow up letter	DM01/C850 (D45)		810.00	972.00
Letter only	DM01/C850 (D45)		540.00	648.00
4 dwellings				
Letter only	DM01/C850 (D45)		690.00	828.00
6 - 10 dwellings				
Meeting and follow up letter	DM01/C850 (D45)		1,152.00	1,382.00
Letter only	DM01/C850 (D45)		768.00	922.00
11 - 50 dwellings				
Meeting and follow up letter	DM01/C850 (D45)		2,298.00	2,758.00
Letter only	DM01/C850 (D45)		1,530.00	1,836.00
51-75 dwellings				
Meeting and follow up letter	DM01/C850 (D45)		3,444.00	4,133.00
Letter only	DM01/C850 (D45)		2,298.00	2,758.00
76-100 dwellings				
Meeting and follow up letter	DM01/C850 (D45)		4,584.00	5,501.00
Letter only	DM01/C850 (D45)		3,060.00	3,672.00
101-150 dwellings				
Meeting and follow up letter	DM01/C850 (D45)		6,888.00	8,266.00
Letter only	DM01/C850 (D45)		4,584.00	5,501.00
151+ dwellings				
Meeting and follow up letter	DM01/C850 (D45)		9,174.00	11,009.00
Letter only	DM01/C850 (D45)		6,114.00	7,337.00

\*\* Charges for 19/20 are subject to approval in March 2019\*\*

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

VAT Codes:  
Chiltern  
South Bucks

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

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 <sup>2</sup> (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		462.00	554.00
Letter only	DM01/C850 (D45)		306.00	367.00
101-500m <sup>2</sup> (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		864.00	1,037.00
Letter only	DM01/C850 (D45)		576.00	691.00
501-1,000m <sup>2</sup> (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		1,296.00	1,555.00
Letter only	DM01/C850 (D45)		864.00	1,037.00
1,001-5,000m <sup>2</sup> (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		2,298.00	2,758.00
Letter only	DM01/C850 (D45)		1,530.00	1,836.00
5,001-10,000m <sup>2</sup> (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		4,584.00	5,501.00
Letter only	DM01/C850 (D45)		3,060.00	3,672.00
10,001m <sup>2</sup> + (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		9,174.00	11,009.00
Letter only	DM01/C850 (D45)		6,114.00	7,337.00

**Developments falling within Use Classes C1, C2, D1 and D2**

1-100m <sup>2</sup> (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		462.00	554.00
Letter only	DM01/C850 (D45)		306.00	367.00
101-500m <sup>2</sup> (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		864.00	1,037.00
Letter only	DM01/C850 (D45)		576.00	691.00
501-1,000m <sup>2</sup> (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		1,296.00	1,555.00
Letter only	DM01/C850 (D45)		864.00	1,037.00
1,001-5,000m <sup>2</sup> (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		2,298.00	2,758.00
Letter only	DM01/C850 (D45)		1,530.00	1,836.00
5,001m <sup>2</sup> + (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		4,584.00	5,501.00
Letter only	DM01/C850 (D45)		3,060.00	3,672.00
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	554.00
Letter only	DM01/C850 (D45)		306.00	367.00

\* (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 <sup>2</sup>				
Meeting and follow up letter	DM01/C850 (D45)		222.00	266.00
Letter only	DM01/C850 (D45)		144.00	173.00
All other agricultural buildings and development.				
Meeting and follow up letter	DM01/C850 (D45)		462.00	554.00
Letter only	DM01/C850 (D45)		306.00	367.00

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

VAT Codes:  
Chiltern  
South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero  
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PLANNING ADVICE AND INFORMATION	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
<b>Erection, alterations or replacement of plant or machinery.</b>				
Meeting and follow up letter	DM01/C850 (D45)		114.00	137.00
Letter only	DM01/C850 (D45)		78.00	94.00
<b>Buildings and structures for equestrian purposes including stables, livery stables and riding schools.</b>				
1-40m <sup>2</sup> (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		234.00	281.00
Letter only	DM01/C850 (D45)		156.00	187.00
41-75m <sup>2</sup> (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		348.00	418.00
Letter only	DM01/C850 (D45)		234.00	281.00
76-1,000m <sup>2</sup> (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		576.00	691.00
Letter only	DM01/C850 (D45)		384.00	461.00
1,001-3,750m <sup>2</sup> (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		1,152.00	1,382.00
Letter only	DM01/C850 (D45)		768.00	922.00
3751m <sup>2</sup> + (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		2,298.00	2,758.00
Letter only	DM01/C850 (D45)		1,530.00	1,836.00
<b>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.</b>				
Meeting and follow up letter	DM01/C850 (D45)		198.00	238.00
Letter only	DM01/C850 (D45)		132.00	158.00
<b>Advertisements.</b>				
Meeting and follow up letter	DM01/C850 (D45)		234.00	281.00
Letter only	DM01/C850 (D45)		156.00	187.00
<b>Telecommunications development.</b>				
Meeting and follow up letter	DM01/C850 (D45)		576.00	691.00
Letter only	DM01/C850 (D45)		384.00	461.00
<b>Outline Proposals:</b>				
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.				
<b>Non-Material Amendments and Minor Material Amendments</b>				
Householder				
Meeting and follow up letter	DM01/C850 (D45)		168.00	202.00
Letter only	DM01/C850 (D45)		108.00	130.00
Other				
Meeting and follow up letter	DM01/C850 (D45)		348.00	418.00
Letter only	DM01/C850 (D45)		234.00	281.00
<b>Requests to withdraw extant Enforcement Notices</b>				
Meeting and follow up letter	DM01/C850 (D45)		402.00	482.00
Letter only	DM01/C850 (D45)		270.00	324.00
<b>Requests to confirm that an extant Enforcement Notice has been complied with.</b>				
Meeting and follow up letter	DM01/C850 (D45)		462.00	554.00
Letter only	DM01/C850 (D45)		306.00	367.00

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

VAT Codes:

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(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rate

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)		PP01/S860 (2)	4.20	4.20
Statement of Community Involvement		PP01/S860 (2)	8.60	8.60
Local Development Scheme (March)		PP01/S860 (2)	4.80	4.80
Residential Design Guide SPD (October 2008)		PP01/S860 (2)	9.40	9.40
Residential Extensions and Householder Development SPD - Colour	PP01/C860 (D08)		2.00	2.00
Annual Monitoring Report (published in January each year)		PP01/S860 (2)	price based on normal	price based on normal photocopyin
Annual Monitoring Report (2010/11) <b>Main report</b> <sup>^</sup> - Colour	PP01/C860 (D08)		6.30	6.30
Annual Monitoring Report (2010/11) <b>Appendices</b> - 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**

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PLANS, POLICIES AND PUBLISHED INFORMATION	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
<b>Supporting Documents</b>				
Final Sustainability Appraisal Report for the Publication Draft of the Core Strategy for Chiltern District (September 2010) - <b>Colour</b>	PP01/C860 (D08)		30.80	30.80
Core Strategy Pre-submission Consultation Statement v2.0 (October 2010) - <b>Colour</b>	PP01/C860 (D08)		20.20	20.20
Equality Impacts Assessment of the Core Strategy for Chiltern District Draft Consultation Document v1.0 (September 2010) - <b>Colour</b>	PP01/C860 (D08)		3.30	3.30
Habitats Regulations Assessment – Main Report v1.0 (September 2010) - <b>Colour</b>	PP01/C860 (D08)		7.40	7.40
Habitats Regulations Assessment Screening Opinion (October 2009) - <b>Colour</b>	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 - <b>Colour</b>	PP01/C860 (D08)		45.80	45.80
Chiltern District Council Retail and Town Centre Study Update Report (September 2009) by Nathaniel Litchfield & Partners Ltd - <b>Colour</b>	PP01/C860 (D08)		7.40	7.40
Chiltern District Large Employment Sites Study (2004) by Aitchison Raffety - <b>Colour</b>	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 - <b>Colour</b>	PP01/C860 (D08)		4.30	4.30
Buckinghamshire Employment Land Review – Final Report August 2006 - <b>Colour</b>	PP01/C860 (D08)		29.80	29.80
Chiltern District Council 2009 Employment Site Vacancy Survey October 2010 v1.0 - <b>B/W</b>	PP01/C860 (D08)		1.00	1.00
Buckinghamshire Strategic Housing Market Assessment – Final Report (July 2008) by Fordham Research - <b>Colour</b>	PP01/C860 (D08)		45.80	45.80
Buckinghamshire Strategic Housing Market Assessment – Executive Summary (July 2008) by Fordham Research - <b>Colour</b>	PP01/C860 (D08)		4.30	4.30
Chiltern District Strategic Housing Land Availability Assessment Final Report (January 2008) by Roger Tym and Partners - <b>Colour</b>	PP01/C860 (D08)		12.80	12.80

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

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PLANS, POLICIES AND PUBLISHED INFORMATION (not including P&P)	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
<b>Supporting Documents (Continued)</b>				
Chiltern District Strategic Housing Land Availability Assessment – Site Plans and Proformas (January 2008) by Roger Tym and Partners (Sites 1 – 200) - <b>B/W</b>	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>B/W</b>	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>B/W</b>	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 - <b>Colour</b>	PP01/C860 (D08)		4.30	4.30
Chiltern District Strategic Housing Land Availability Assessment – Supplementary Report (September 2010) - <b>Colour</b>	PP01/C860 (D08)		9.60	9.60
Chiltern District Council Affordable Housing Development Economics Study (July 2007) by Adams Integra - <b>Colour</b>	PP01/C860 (D08)		22.20	22.20
Chiltern District Council Affordable Housing Development Economics Study Update Report 2009/2010 (March 2010) by Adams Integra - <b>Colour</b>	PP01/C860 (D08)		13.90	13.90
2010 Housing Land Supply Trajectory 2006 to 2026 v1.0 (September 2010) - <b>Colour</b>	PP01/C860 (D08)		3.30	3.30
Gypsy and Traveller accommodation needs assessment for the Thames Valley region September 2006 by Tribal Consulting - <b>Colour</b>	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 - <b>Colour</b>	PP01/C860 (D08)		2.10	2.10
Needs Assessment for Travelling Show people (Buckinghamshire Authorities) July 2007 - <b>Colour</b>	PP01/C860 (D08)		10.60	10.60
Strategic Housing Sites & Major Developed Sites in the Green Belt Deliverability Information v1.0 October 2010 - <b>B/W</b>	PP01/C860 (D08)		1.00	1.00
Chiltern District Council - Chiltern Townscape Character Assessment - Interim Findings Paper (Sept. 2010) by Chris Blandford Associates - <b>B/W</b>	PP01/C860 (D08)		1.00	1.00
Chiltern District Council Major Developed Sites in the Green Belt Topic Paper v1.0 - <b>Colour</b>	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>B/W</b>	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 - <b>Colour</b>	PP01/C860 (D08)		6.30	6.30
Chiltern District Council - Core Strategy Evaluation of Transport Impacts (July 2009) Main Report by Atkins Transport Planning - <b>Colour</b>	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>B/W</b>	PP01/C860 (D08)		2.20	2.20
Chiltern District Council – Draft Infrastructure Delivery Plan v1.0 (September 2010) - <b>Colour</b>	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) - <b>Colour &amp; B/W</b>	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 - <b>Colour</b>	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 - <b>Colour</b>	PP01/C860 (D08)		25.50	25.50
Buckinghamshire Infrastructure Project - Phase 2 - January 2008 (Chiltern, South Bucks & Wycombe Districts) - <b>B/W</b>	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

(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated

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) - <b>Colour</b>	PP01/C860 (D08)		5.30	5.30
Chiltern District Sustainability Appraisal Scoping Report - Revised January 2008 - <b>Colour</b>	PP01/C860 (D08)		11.60	11.60
Chiltern Draft Core Strategy Preliminary Sustainability Appraisal (June 2009) - <b>Colour</b>	PP01/C860 (D08)		7.40	7.40
Chiltern District Council Local Development Scheme 2010 -2013 (November 2010) - <b>Colour</b>	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>B/W</b>	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>B/W</b>	PP01/C860 (D08)		1.00	1.00
Core Strategy Pre-submission Consultation Statement Supplementary Information: Addition to Appendix 19 v1.0	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>B/W</b>	PP01/C860 (D08)		2.20	2.20
HOUSING TARGET FOR CHILTERN DISTRICT 2006 -2026 (January 2011) - <b>Colour</b>	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) - Demonstrating the Links between the Core Strategy for Chiltern District & the Supporting Evidence Base - January 2011 - <b>B/W</b>	PP01/C860 (D08)		1.00	1.00
Chiltern District Council - Summary of Reports to the Council's Housing and Planning Overview Committee, Cabinet and Chiltern District Housing Land Supply Trajectory (2006 – 2026) at March 2011 - <b>Colour</b>	PP01/C860 (D08)		5.30	5.30
Assessment of Housing Demand in Chiltern District (2006 - 2026) - February 2011 - <b>Colour</b>	PP01/C860 (D08)		3.30	3.30
Chiltern Strategic Housing Land Availability Assessment: Update Report March 2011 - Final - <b>Colour</b>	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 - November 2010 (v1.0 March 2011) - <b>B/W</b>	PP01/C860 (D08)		14.90	14.90
Chiltern District Council Employment Site Vacancy Survey November 2010 (v1.0 March 2011) - <b>B/W</b>	PP01/C860 (D08)		1.00	1.00
Chiltern District Core Strategy Preferred Options Paper - May 2006 - <b>Colour</b>	PP01/C860 (D08)		10.60	10.60
Chiltern District Core Strategy Preferred Options Paper - Sustainability Appraisal Report - May 2006 by Carter Jonas - <b>B/W</b>	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:  
Chiltern (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=out  
South Bucks (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope

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
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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
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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 manag	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

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

Form LLC1	LC01/C945 (D04)	LC01/S945 (3)	20.00	20.00
Con29R – Required Enquiries	LC01/C944 (D45)	LC01/S944 (1a)	65.50	65.50
Total LLC1 & CON29R	LC01/C944 (D45)	LC01/S944 (1a)	85.50	85.50

CON 290 Enquiries – <i>Each</i> Optional Enquiry	LC01/C944 (D45)	LC01/S944 (1a)	15.00	15.00
Additional Enquiries (Solicitors own questions)	LC01/C944 (D45)	LC01/S944 (1a)	15.00	15.00

<b>Additional Parcels of Land:</b>				
Form LLC1	LC01/C945 (D04)	LC01/S945 (3)	5.00	5.00
Form CON29R	LC01/C944 (D45)	LC01/S944 (1a)	10.00	10.00

<b>SUBJECT:</b>	<b>Capital Strategy and Capital and Repairs &amp; Renewals Programme 2019/20 to 2023/24</b>
<b>RELEVANT MEMBER:</b>	<b>Support Services Portfolio Holder – Cllr Mike Stannard</b>
<b>RESPONSIBLE OFFICER</b>	<b>Director of Resources – Jim Burness</b>
<b>REPORT AUTHOR</b>	<b>Capital Accountant – Jane Clarke – 01494 732 223</b>
<b>WARD/S AFFECTED</b>	<b>All</b>

## 1. Purpose of Report

- 1.1 To present:
- The Capital Strategy.
  - The proposed Capital Programme for 2019/20 – 2023/24
  - The proposed Repairs & Renewals Programme for 2019/20 – 2023/24.

### **RECOMMENDATIONS**

**Cabinet is asked to recommend to Council:**

- 1. The Capital Strategy including the Capital Programme for 2019/20-2023/24 (Appendix A).**
- 2. The Repairs & Renewals Programme for 2019/20 – 2023/24 (Appendix B).**

## 2. Background

- 2.1 As part of the Council's budget process the Capital Programme is reviewed in order to assess, as part of the overall financial strategy of the Authority, what the scale and composition of the programme should be and the consequential funding implications for the financial strategy.
- 2.2 In recent years decisions have been undertaken to embark on a number of significant capital projects, such as the Amersham Multi Storey Car Park which is now complete, and the re-development of Chiltern Pools. These projects have changed the scale and composition of the future capital programme, creating the need to finance these projects from borrowing.

## 3 Review of Capital Programme

- 3.1 The Capital Programme is set out in the Capital Strategy (Appendix A).
- 3.2 Projects are grouped by Portfolio area, and the main items in the capital programme are as follows:

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Environment

- 3.3 When Serco vacate the Paper Sort facility, there is a legal requirement for CDC to restore this building back to its original state, at an estimated cost of £121k.
- 3.4 Provision for the replacement of the main refuse vehicle fleet in 2020/21 has been allocated at a cost of £3,150k, as the current waste contract expires in June 2020, but this will be influenced by the overall re-tendering of the contract. The reserve built up for the replacement of these assets is applied towards the costs.
- 3.5 A budget of £43k over 3 years for upgrading public conveniences in the district has been included. This is to upgrade windows, roofing, sanitary wear and to replace distribution boards.
- 3.6 Expenditure of £217.5k, has been added to the 2019/20 budget for the purpose of making enhancements to car parks in the district, with a further £290k added in 2022/23 for resurfacing and relining. A report will be prepared for CAMG setting out the detail of the works and timetable. Additionally, a budget of £313k has been retained from prior years to complete the relaying of the surface to the original Amersham Multi Storey Car Park and associated works.

Healthy Communities

- 3.7 A budget for CCTV of £290k over the next 4 years is required as TVP are seeking to relocate all monitoring from Wycombe to Milton Keynes. This includes 42 CDC cameras, these cameras also require updating to digital as well as potentially relocating. Mobile units are also to be purchased.
- 3.8 Currently, under the contract with Greenwich Leisure, the Council has responsibility for the structure and exterior of the leisure centres. A sum of £100k was budgeted annually to meet these obligations however, this contract is due to expire on 31<sup>st</sup> March 2020.
- 3.9 There is a capital budget of £33m for the redevelopment of the Chiltern Pools site which is at the end of its useful life. The redevelopment has been shaped by the Council's Leisure Strategy. A decision from the Planning Department is expected in February 2019, which will inform the final feasibility and design work and lead to the preparation of a detailed business case to be presented to members for approval to commit to the construction of a new facility during 2019/20.
- 3.10 In 2018/19 CDC purchased the St Johns Ambulance building in Amersham, a budget of £1.2m has been allocated for the redevelopment of this site.
- 3.11 The remainder of the expenditure in this area relates to housing/renovation grants, with the largest element being the Disabled Facility Grant which the Council has a statutory duty to provide. The cost of these grants, are met from an allocation from the Better Care Fund administered by the Countywide Health & Wellbeing Board (this was £651k in 2018/19).

Customer Services

- 3.12 A Customer Experience Strategy Programme has been initiated to facilitate the centralisation and transformation of customer services, increasing efficiency and delivering savings across CDC and SBDC. CDC's share of this project in 19/20 is estimated to be £160k.

Support Services

- 3.13 An annual budget of £30k has been allocated to IT replacement and alterations.
- 3.14 A property condition survey in 2018, indicated works to KGVH need to be carried out to the value of £416k, over the next four years. These include an emergency lighting overhaul, fixed wiring replacement of circuits, and replacement of electrical distribution boards.

#### 4 Commuted Sums Programme

- 4.1 In the context of capital investment it is important to recognise funding available from planning commuted sum agreements for affordable housing developments. Currently the commuted sum balance is:

	Balances as at 15.12.18 £
s106 Monies - Conditional	0
s106 Monies - Unconditional	1,949,903
<b>Total</b>	<b>1,949,903</b>

- 4.2 These sums are applied in line with the Council's Housing Strategy which sets out the range of options available to use these funds for the provision of affordable housing.

#### 5 Review of Repairs & Renewals Programme

- 5.1 The Repairs & Renewals programme is shown in Appendix B, and comprises the following elements:

Public Conveniences £48k

- 5.2 Refurbishment works to various public conveniences throughout the district.

Depot £30k pa

- 5.3 There is an annual repairs and renewals allowance for works at the Depot. This provides flexibility for works to be carried out as and when required. In 2020/21 £50k has been allocated due to rephrasing.

Car Parks £22k

- 5.4 Redecoration programme to Amersham Multi Storey car park, and wall repairs at Catlins car park Chesham, plus general patch repairs across all CDC car parks.

Mill Meadow £15k pa from 2020/21

- 5.5 An ongoing programme of repairs and maintenance, to various areas of the Mill Meadow site.

KGVH £20k

- 5.6 Installation of trace heating in the underground car park at KGVH.

Ashley Green Old School £10k

- 5.7 To facilitate general building repairs.

Great Missenden Cemetery £15k

- 5.8 To carry out feasibility study into the extension of Great Missenden Cemetery.

Leisure Centres: £10k pa + £70k in 2023/24.

- 5.9 To undertake small repairs and maintenance to the centres up until 2020/21. A further £70k in 2023/24 is required for the leisure centres 5 year condition survey.

## 6 Consultation

- 6.1 Consultation is with the Resources Overview Committee.

## 7 Corporate Implications

- 7.1 The programme in the Capital Strategy covers the period until 2024. Over this period new calls for capital expenditure will arise linked to the Council's Business Plan and Financial Strategy.

- 7.2 The table below shows the proposed funding of the Capital Programme.

Sources of Funding	2019/20 £	2020/21 £	2021/22 £	2022/23 £	2023/24 £
Housing subsidy re DFG's via Better Care Fund (BCC)	651,000	651,000	651,000	651,000	651,000
Borrowing for Leisure Centre Redevelopment	19,500,000	12,000,000	500,000		
Capital Receipts / Capital Contributions	2,717,266	3,291,500	139,500	472,500	80,000
	<b>22,868,266</b>	<b>15,942,500</b>	<b>1,290,500</b>	<b>1,123,500</b>	<b>731,000</b>

## 8 Links to Council Policy Objectives

- 8.1 The Council's Code of Corporate Governance highlights the importance of having in place clearly documented processes for policy development, review and implementation, decision making, and monitoring and control. Following from this is the requirement for sound financial management, being able to demonstrate resources are aligned to the corporate priorities of the Council, and that any material risks are assessed. Having a medium term financial strategy is a key element in demonstrating this principle. Establishing a sound and sustainable financial base is important for delivering the Council's objectives.

**9 Next Step**

9.1 Following views by the Resources Overview Committee the report will be considered by the Cabinet, and then by Council in February 2019.

<b>Background Papers:</b>	None
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## CHILTERN DISTRICT COUNCIL CAPITAL STRATEGY

### Purpose

The Capital strategy for the Authority is intended to describe how the Authority will use and manage its capital resources to progress the Council's key priorities.

### Key Priorities of the Strategy

The key Council priorities are as follows.

Priority	Comment
Financial Stability & Resilience	Eliminating the funding gap Growing income base Funding only from Business Rates, Council Tax and Fees & charges and rents Reserves to buffer effects of funding reductions Reserves for specific major projects Funding investment (Prudential Borrowing) Continuing efficient and effective use of resources Strong cost control
Local Housing needs	Temporary accommodation supply Affordable housing supply Use of s106 funds
Parking Strategy	Focus initial on Amersham issues (AMSCP), but then look at other areas.
Maximising use of Property Assets	Amersham site (Pool & KGVH)
Leisure Strategy	Implementing outcomes of leisure needs survey, especially in respect of redevelopment of Chiltern Lifestyle Centre
Supporting local businesses	Broadband extension and development Skills agenda Progression on the economic development strategy Encourage tax base growth
The local environment	HS2 mitigation Joint Local Plan work
Joint Working including Transformation	Stronger in Partnership Programme, especially the Customer Experience Strategy.

### Key Documents Influencing the Capital Strategy

The Strategies influencing the Capital Strategy are:

- Medium Term Financial Strategy
- Treasury Management Strategy

- Asset Management Plan
- Housing Strategy
- ICT Strategy.

The Treasury Management Strategy's relationship to the Capital Strategy is important as it needs to demonstrate that any external liabilities or long term liabilities are prudent and financially sustainable.

The Asset Management Plan sets out how the Council will use its assets to optimise revenue and create income streams for the Council.

## **Principles**

The key principles underpinning the Capital Strategy are:

- Using capital resources and prudential borrowing to support the Council's key priorities.
- Managing the revenue implications of the capital programme.
- Having in place project management to enable effective delivery of objectives and manage risk.
- Optimise the use of Council capital and asset resources.

## **Financing**

The Strategy will be financed using the following funding sources:

- Prudential Borrowing
- Capital Receipts
- Earmarked revenue funds
- Leasing
- Grant / lottery funding
- Joint ventures or other forms of partnerships

Prudential borrowing will generally be used for large projects, where detailed business cases have been prepared.

Capital receipts are not expected to be a material part of the capital programmes funding as the Council does not have plans to dispose of assets to generate capital resources, and its does not have significant unapplied capital receipts.

The Council has earmarked from its revenue reserves sums to finance specific projects such as those associated with the Leisure Strategy, and the delivery of affordable housing. There is also funding available from contributions received under planning agreements (s106 agreements). In addition to these it has a Repair & Renewals earmarked reserve that

primarily is applied to fund minor building project related to the Council offices or the Depot.

Leasing will be considered for vehicles and plant that will need to be periodically replaced and the cost of leasing is comparable with the Council financing the asset itself.

Grant or lottery funding will be explored where there is a realistic chance of success.

For certain projects it may be appropriate for the Council to consider a joint venture arrangement where risk and reward is shared, or where an external partner would enable a project to proceed, which otherwise would not be possible.

## **Governance**

### Roles and Responsibilities

#### Members

Members have the responsibility for agreeing the key aims and priorities of the Authority and that these are reflected in the Capital Strategy. They also need to ensure that adequate resources are in place to support the delivery of the priorities, and that the Authority has a sound system for financial management and control.

#### Managers

Managers responsible for services or groups of services have the requirement to set out through their Service Plans and budgets how they will progress the Council's aims in the areas under their control. They will be required to identify clearly the resource implications and any risks or dependencies associated with their Service Plan. Value for money, customer views and efficiency will feature in their service planning. If required by the Council's overall financial position managers will be required to identify savings options, but these should aim to minimise as far as possible the impact on the Council's key priorities. They will follow the Authority's procedures for financial management and control. This includes monitoring their budgets in accordance to the requirements of the Authority's budget monitoring processes. For major investment projects they will ensure appropriate project governance is in place and business cases produced.

#### s151 Officer

The designated s151 officer has the responsibility to ensure members and officers are provided with the appropriate financial advice and information to support their service and financial planning, and this includes identifying the key financial risks facing the Authority. The role also has responsibility for ensuring managers have the appropriate support to manage their budgets. The post is responsible for ensuring adequate financial systems and controls are in place to manage the Authority's financial affairs.

## Project Management

The capital schemes comprising the strategy will be managed in accordance with the Council's project management methodology. This means that:

- All projects will have an identified sponsor and project manager.
- Project initiation documents will be in place identifying clearly the intended outcomes, timescales and risks.
- Major investment projects will be supported by option appraisals and business cases.

Any procurements undertaken will comply with the Council's procurement rules and Contract Standing Orders.

Where the Council decides to undertake external financing of investment projects it will ensure this is based on the requirements of the Prudential Code<sup>1</sup>. The Treasury Management Strategy will be reviewed annually, and will set out the Prudential Indicators for the Authority in order to demonstrate the affordability of any borrowing undertaken in support of the Medium Term Financial Strategy and Capital Strategy.

The inter-relationship of the three strategies need to be understood, as at the heart of the relationship is how the authority manages the financial risks of those elements of its plans that involve external borrowing to achieve outcomes that are key to the Council's medium term objectives.

## Review of the Strategy

The principles and key elements of the Strategy should not change significantly from year to year, other than to adjust for any new supporting policies or strategies that may have been developed. The detail of the strategy will be reviewed annually in the light of the progress of the programme and available resources.

## Capital Strategy 2019 - 2024

The Council's Capital Programme contributes to its overall financial strategy by including projects that will increase the Council's income and the use of a number of key assets. Where substantial investment is required this will be financed by prudential borrowing following the approval of business cases. For planning purposes an initial estimate has been made of the level of investment this programme might require.

The programme includes one significant project, the redevelopment of the Chiltern Pools site to replace the current facility which is at the end of its useful life with a development shaped by a review of the leisure needs of the area and public consultations. The majority of the costs of these projects are anticipated to be finance by prudential borrowing, but some of the preparatory work related to the Chiltern Pools project will be met from an earmarked revenue reserve.

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<sup>1</sup> Prudential Code for Capital Finance in Local Authorities issues by CIPFA.

Housing grants are anticipated to form a significant part of the programme for a number of years with funding coming via the Better Care fund administered by the Adult Health & Wellbeing Board for Buckinghamshire. Increasingly the expenditure will be linked to integrated strategies with Health and Social Care to keep people in their homes longer and minimise hospital stays.

In 2020/21 the Council will need to consider the replacement of the refuse fleet. This will be tied in with retendering the current contract, and at that stage an evaluation will be undertaken whether to lease or acquire any new vehicles required under the contract. For the purposes of the Strategy at this stage provision is provided for acquisition, and use of the reserve built up for this purpose.

Finally there is the maintenance of existing assets which comprises projects of varying scales. The projects fall under the following main groupings.

- King George V House offices
- The Council Depot at London Road
- Leisure Centres (excluding Chiltern Pools)
- ICT infrastructure
- Car parks.

Some maintenance expenditure is met in part from the Repairs and Renewal Programme, which is funded from a revenue reserve established for this purpose. It is anticipated that very large projects, or projects to expand or add new facilities would be funded separately.

The overall size of the programme over time will be affected primarily by the ability of the revenue budget to support the cost of financing new investment by prudential borrowing as the Council's asset strategy does not envisage any significant asset disposals.

As the Council is undertaking Prudential Borrowing it is important to be aware of the impact in terms of the revenue budget over time. This is illustrated by the Treasury Management Prudential Indicators that form part of the Treasury Management Strategy. The key ones in terms of the Capital Strategy are:

#### Ratio of financing costs to net revenue income stream

The indicator shows how much of a Council's revenue budget has to be allocated towards interest payments, net of investment income.

	2017/18 Actual £000	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000	2021/22 Estimate £000
Financing Costs <i>ie net investment income plus interest payments</i>	(50)	(217)	(496)	(1,118)	(1,106)
Net Revenue Income Stream <i>ie Budget Requirement</i>	13,026	10,493	10,910	10,774	10,432
Ratio	0.38%	2.07%	4.55%	10.38%	10.60%

### Capital Financing Requirement

The Capital Financing Requirement (CFR) provides details of an authority's underlying need to borrow.

	2017/18 Actual £000	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000	2021/22 Estimate £000
CDC Capital Financing Requirement at year end	10,800	11,800	31,030	42,760	42,990
Movement in CFR	10,800	1,000	19,230	11,730	230

Breakdown of Movement in CFR					
Net financing need for the year	10,800	1,000	19,500	12,000	500
Minimum Revenue Provision (MRP)	0	0	(270)	(270)	(270)
Movement in CFR	10,800	1,000	19,230	11,730	230

These indicators clearly show the increase in the Council's borrowing implied by the Capital Strategy, and this relates to the Chiltern Lifestyle Centre project. The affordability of the Strategy needs to be considered in the context of the Medium Term Financial Strategy, however it is important for the Council's overall Medium Term Financial Strategy that the significant projects designed to generate income and improve car parking capacity, and leisure services achieve their objectives.

**Director of Resources  
December 2018**

**CHILTERN DISTRICT COUNCIL CAPITAL PROGRAMME 2019 – 2024**

<b>CDC Capital Programme 2019/20 - 2023/24</b>	<b>Original Budget 19/20</b>	<b>Original Budget 20/21</b>	<b>Original Budget 21/22</b>	<b>Original Budget 22/23</b>	<b>Original Budget 23/24</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Environment</b>					
Depot: Papersort facility reinvestment fund	121,000				
Refuse Vehicles		3,150,000			
Public convenience refurbishment	27,000	9,000	7,000		
AMSCP (relaying the surface on the top floor of the existing car park)	313,000				
Car Park Enhancements	217,500			290,000	
<b>Healthy Communities</b>					
CCTV - Hub	60,000				
CCTV - Mobile Units	20,000				
CCTV - Camera Replacement (£5k x 42 cameras)	52,500	52,500	52,500	52,500	
Leisure Centres	100,000				
Chiltern Lifestyle Centre	19,500,000	12,000,000	500,000		
Disabled Facility Grants	651,000	651,000	651,000	651,000	651,000
St Johns Ambulance Building - Refurbishment	1,200,000				
Renovation Grants	50,000	50,000	50,000	50,000	50,000
<b>Customer Services</b>					
Customer Experience Strategy Programme	160,230				
<b>Support Services</b>					
IT - Replacement equipment / alterations	30,000	30,000	30,000	30,000	30,000
KGVH - Emergency lighting overhaul	16,000				
KGVH - Fixed wiring repairs / replacement of circuits				50,000	
KGVH - replacement of electric distribution boards	70,000				
KGVH - Remaining balance from amalgamated budgets up to and incl 2022/23	280,036				
	<b>22,868,266</b>	<b>15,942,500</b>	<b>1,290,500</b>	<b>1,123,500</b>	<b>731,000</b>
<b>Sources of Funding</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Housing subsidy re DFG's via Better Care Fund (BCC)	651,000	651,000	651,000	651,000	651,000
Borrowing for Leisure Centre Redevelopment	19,500,000	12,000,000	500,000		
Capital Receipts / Capital Contributions	2,717,266	3,291,500	139,500	472,500	80,000
	<b>22,868,266</b>	<b>15,942,500</b>	<b>1,290,500</b>	<b>1,123,500</b>	<b>731,000</b>
<b>Capital Resources</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Opening Capital Resources</b>	5,299,020	2,975,704	78,154	332,604	254,054
New General Capital Contributions Vehicles	393,950	393,950	393,950	393,950	393,950
Use of Vehicle Reserve	0	-2,741,470	0	0	0
Use of Capital Receipts / Capital Contributions	-2,717,266	-550,030	-139,500	-472,500	-80,000
<b>Closing Capital Resources</b>	<b>2,975,704</b>	<b>78,154</b>	<b>332,604</b>	<b>254,054</b>	<b>568,004</b>

## DEFINITION OF CAPITAL EXPENDITURE

All expenditure that can be directly attributed to the acquisition, creation or enhancement of items of property, plant and equipment or the acquisition of rights over certain longer-term intangible benefits is accounted for on an accruals basis and capitalised as a non-current asset. It must be probable that the future economic benefits or service potential associated with the item will flow to the Council - the Council does not have to own the item but it must be more than likely that it has gained the right to use the item in the provision of services or to generate cash from it. In addition it must be possible to measure the cost of the item reliably.

Expenditure that should be capitalised will include expenditure on the:

- Acquisition, reclamation or laying out of land
- Acquisition, construction, preparation, enhancement or replacement of roads, buildings and other structures
- Acquisition, installation or replacement of movable or immovable plant, machinery, apparatus, vehicles and vessels

In this context, the definition of enhancement contained in the previous Code of Practice (SORP) is still applicable and means the carrying out of works which are intended to:

- Lengthen substantially the useful life of the asset, or
- Increase substantially the market value of the asset, or
- Increase substantially the extent to which the asset can or will be used for the purpose or in conjunction with the functions of the local authority concerned.

Under this definition, improvement works and structural repairs should be capitalised, whereas expenditure to ensure that the fixed asset maintains its previously assessed standard of performance should be recognised in the revenue account as it is incurred.

Expenditure on existing fixed assets should be capitalised in three circumstances:

- Enhancement - see above
- Where a component of the fixed asset that has been treated separately for depreciation purposes and depreciated over its individual useful life is replaced or restored
- Where the subsequent expenditure relates to a major inspection or overhaul of a fixed asset that restores the benefits of the asset that have been consumed by the authority and have already been reflected in depreciation

Assets acquired on terms meeting the definition of a finance lease should be capitalised and included together with a liability to pay future rentals.

Where an asset is acquired for other than cash consideration or where payment is deferred the asset should be recognised and included in the balance sheet at fair value.



## APPENDIX B

<b>CDC R&amp;R Programme 2019/20 - 2023/24</b>	<b>Budget 19/20 £</b>	<b>Budget 20/21 £</b>	<b>Budget 21/22 £</b>	<b>Budget 22/23 £</b>	<b>Budget 23/24 £</b>
<b>Environment</b>					
Public Conveniences : Repair buildings & equipment	11,500	28,100	8,250		
Depot: Annual Allocation	30,000	50,000	30,000	30,000	30,000
Car park surface repairs:	10,000				
AMSCP: Redecoration	12,000				
Mill Meadow Site		15,000	15,000	15,000	15,000
KGVH - Trace heating in underground car park	20,000				
Ashley Green Old School Community Centre - Building Repairs	10,000				
Great Missenden Cemetery Extension	15,000				
<b>Healthy Communities</b>					
Leisure Centres Fund	10,000	10,000			
Leisure Centre - Needs Assessment					70,000
	<b>118,500</b>	<b>103,100</b>	<b>53,250</b>	<b>45,000</b>	<b>115,000</b>

<b>Estimated Balance on R&amp;R Reserve (T405)</b>					
Opening R&R Reserve Balance	20,987	2,487	-613	46,137	101,137
Addition to reserve	100,000	100,000	100,000	100,000	100,000
Use of R&R Reserve	-118,500	-103,100	-53,250	-45,000	-115,000
<b>Closing R&amp;R Reserve Balance</b>	<b>2,487</b>	<b>-613</b>	<b>46,137</b>	<b>101,137</b>	<b>86,137</b>



<b>SUBJECT:</b>	<b>TREASURY MANAGEMENT STRATEGY 2019/20</b>
<b>RELEVANT MEMBER:</b>	<b>Support Services Portfolio Holder – Cllr M Stannard</b>
<b>RESPONSIBLE OFFICER</b>	<b>Director of Resources</b>
<b>REPORT AUTHOR</b>	<b>Helen O'Keeffe, Capital &amp; Treasury Manager, <a href="mailto:helen.okeeffe@chilternandsouthbucks.gov.uk">helen.okeeffe@chilternandsouthbucks.gov.uk</a>, 01494 732781</b>
<b>WARD/S AFFECTED</b>	<b>All</b>

## 1. Purpose of Report

- 1.1 To consider the Treasury Management Strategy and related policies that should be adopted by the Council for 2019/2020.

### RECOMMENDATIONS

**That Cabinet recommend to Council:**

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

- **Appendix 1A – Annual Investment Strategy Policies**
- **Appendix 1B – Prudential Indicators including the borrowing limits**
- **Appendix 1C – the MRP method to be used in 2019/20.**

## 2. Executive Summary

- 2.1 The Council is required to formally review its treasury management policies each year as part of determining what level of returns will be achieved from investments. The format of the treasury management policies is defined by the Code of Practice adopted by the Council, and is required to be approved by the Council on recommendation from the Cabinet.
- 2.2 The Treasury Management policies underpin the strategy for the year in question, which seek to achieve a level of investment return and efficiently manage any borrowing arising from the Council's Capital Strategy. The medium term financial strategy recognises that the Council's Capital Strategy anticipates significant levels of borrowing and reduced cash for interest earning investments. The Council will continue to earn interest on short term investments arising from its cashflow profile over the year, but this will be a reduced amount compared to past years. The Treasury Management Strategy and the Capital Strategy are two key related documents that underpin the Council's compliance with the Prudential Code for Capital Finance.

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**3. Background**

- 3.1 The Council adopted the CIPFA Code of Practice on Treasury Management in June 2002, which includes the creation of a Treasury Management Strategy, which sets out the policies, and objectives of the Council's treasury management activities for the year ahead.
- 3.2 The Code was updated in December 2017, the key requirements of which are detailed in the Treasury Management Strategy (Appendix 1).

**4. Treasury Management Strategy 2019/20**

- 4.1 The Treasury Management Strategy 2019/20 is attached as Appendix 1. In essence the proposed strategy is as follows, and makes appropriate recognition of the Government's advice to prioritise security and liquidity over returns.
- Borrowing will be required in order to deliver the Council's Capital Strategy and its related capital programme. Borrowing will be entered into once significant capital projects have been approved.
  - Cash is unlikely to be available for investment over time periods greater than one year.
  - Interest rates are expected to increase slightly on previous years, although it will remain challenging to achieve high investment returns.
  - The expected return for 2019/20 from the proposed strategy is £65,000.

**5. Consultation**

- 5.1 Consultation is with the Resources Overview Committee within the framework set by the Code of Practice.

**6. Options**

- 6.1 The framework set by the Code of Practice means that options effectively relate to the judgements and risk assessments made when finalising the Strategy around likely returns, counterparty risks, and liquidity issues related to the level of available cash balances.

**7. Corporate Implications**

- 7.1 Budgeted investment income in 2019/20 is based on interest rates remaining at approximately 1%. Although borrowing will not be undertaken in advance of need, there will be some short term timing differences where funds will be borrowed and not yet required for the payment of suppliers. Any surplus funds will be invested on a short term basis until they are required.
- 7.2 Based upon the recommendations outlined in the Treasury Management Strategy the estimated investment return for 2019/20 is £65,000. This target for investment income reflects the latest forecasts for interest rates, and is regarded as realistic and achievable.

- 7.3 As with any budget based on forecasts of future interest rates there is a risk of variation due to factors outside of the Council's control. This risk will need to be taken into account in determining the level of reserves held by the Authority.
- 7.4 The Local Government Act 2003 requires the Council to have regard to the Prudential Code and to set Prudential Indicators for the next 3 years to ensure that the Council's capital investments plans are affordable, prudent and sustainable. This is particularly relevant now that the Authority has undertaken external borrowing.
- 7.5 The Act requires the Council to set out its Treasury Strategy and to prepare an Annual Investment Strategy which sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.
- 7.6 It is a statutory requirement under section 33 of the Local Government Finance Act 1992, for the Council to produce a balanced budget. In particular, section 32 requires a local authority to calculate its budget requirements for each financial year to include the revenue costs that flow from capital financing decisions. This, therefore, means that increases in capital expenditure must be limited to a level whereby increases in charges to revenue from:
- loss of investment interest caused by the use of capital receipts to finance additional capital expenditure.
  - any increases in running costs from new capital projects.
  - any interest payable on loans
- are limited to a level which is affordable within the projected income of the Council for the foreseeable future as part of the Council's overall Medium Term Financial Strategy.

## 8. Links to Council Policy Objectives

- 8.1 The Council's Treasury Management Strategy is a key element to the overall Medium Term Financial Strategy. The Treasury Management Strategy and the Capital Strategy are two key related documents that underpin the Council's compliance with the Prudential Code for Capital Finance.

## 9. Next Step

- 9.1 Following consideration by Cabinet, the Strategy will then be recommend to the Council.
- 9.2 The implementation and monitoring of the strategy and policy will be undertaken by reports to Cabinet.

<b>Background Papers:</b>	None
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**Chiltern District Council**  
**Treasury Management Strategy**  
**2019/2020**

## 1. Background

- 1.1. The Council adopted the CIPFA Code of Practice on Treasury Management in June 2002, which includes the creation of a Treasury Management Strategy, which sets out the policies, and objectives of the Council's treasury management activities for the year ahead. The Code was reviewed and updated in December 2017, and the key requirements of the Code are detailed below.
- a) All councils must formally adopt the Code and four clauses, these are shown in Appendix 1A which also sets out the scheme of delegation and the treasury management role of the section 151 officer.
  - b) The strategy report will affirm that the effective management and control of risk are prime objectives of the Council's treasury management activities. This is consistent with the approach always adopted by this Council.
  - c) The Council's appetite for risk must be clearly identified within the strategy report, including any use of financial instruments for the prudent management of those risks, and will affirm that priority is given to security of capital and portfolio liquidity when investing treasury management funds.
  - d) Responsibility for risk management and control lies within the organisation and cannot be delegated to any outside organisation. This is something the Council has always been very clear about, in that whilst it uses advisers and external sources of information, that it is the officers and Members of the authority who are accountable for policy and decisions.
  - e) Credit ratings should be used as a starting point when considering risk. Use should also be made of market data and information, the quality financial press, information on Government support for banks and credit ratings of that Government support.
  - f) Councils need a sound diversification policy with high quality counterparties and should consider setting country, sector and group limits.
  - g) Borrowing in advance of need is only to be permissible when there is a clear business case for doing so and only for the current capital programme. Although borrowing will not be undertaken in advance of need, there will be some short term timing differences where funds will be borrowed and not yet required for the payment of suppliers. Any surplus funds will be invested on a short term basis until they are required.
  - h) The main annual treasury management reports must be approved by full Council.
  - i) There needs to be, at a minimum, a mid-year review of treasury management strategy and performance. This is intended to highlight any areas of concern that have arisen since the original strategy was approved. For Chiltern this requirement is met by the regular reports to the Cabinet.



- j) Each council must delegate the role of scrutiny of treasury management strategy and policies to a specific named body. For Chiltern this is carried out by the Resources Overview Committee.
  - k) Treasury Management performance and policy setting should be subjected to prior scrutiny. This is achieved via the regular discussions on Treasury Management at the Resources Overview.
  - l) Members should be provided with access to relevant training. The Council's treasury management advisers provided training most recently in September 2015 which outlined relevant legislation, the Code of Practice, Members' responsibilities and operational issues.
  - m) Those charged with governance are also personally responsible for ensuring they have the necessary skills and training.
  - n) Responsibility for these activities must be clearly defined within the organisation.
  - o) Officers involved in treasury management must be explicitly required to follow treasury management policies and procedures when making investment and borrowing decisions on behalf of the Council.
- 1.2. This strategy statement has been prepared in accordance with the Code. As in previous years the Council's Treasury Management Strategy will be approved annually by the full Council. In addition there will also be regular monitoring reports to Resources Overview, one of which will be the annual report. In addition the Support Services Portfolio Holder will be emailed each month with information showing where the Council's investment portfolio has been invested. The aim of these reporting arrangements is to ensure that those with ultimate responsibility for the treasury management function appreciate fully the implications of treasury management policies and activities, and those implementing policies and executing transactions have properly fulfilled their responsibilities with regard to delegation and reporting.
- 1.3. The Council will adopt/reaffirm the following reporting arrangements in accordance with the requirements of the revised Code:-

Area of Responsibility	Reporting Arrangements	Frequency
Treasury Management Policy	Cabinet/Council	Reviewed annually.
Treasury Management Strategy Annual Investment Strategy MRP policy	Cabinet/Council	Annually before the start of the financial year
Treasury Management Strategy Annual Investment Strategy MRP policy – in year report	Cabinet	Appropriate report to Cabinet
Treasury Management Strategy Annual Investment Strategy MRP policy – updates or revisions at other times	Cabinet/Council	As appropriate

Annual Treasury Outturn Report	Cabinet/Council	Annually by 30 <sup>th</sup> September after the end of the year
Monitoring Reports	Cabinet	Regularly
Investment Portfolio Detail	Support Services Portfolio Holder	Monthly
Scrutiny of treasury management strategies & annual performance	Resources Overview Committee	Ongoing but with particular focus when considering annual Strategy

- 1.4. The Local Government Act 2003 and supporting regulations requires the Council to have regard to the CIPFA Prudential Code and the CIPFA Treasury Management Code of Practice to set Prudential and Treasury Indicators for the next three years to ensure that the Council's capital investments plans are affordable, prudent and sustainable. These indicators are especially relevant now that the Council has undertaken and proposes to undertake borrowing to finance a number of significant projects.
- 1.5. The Act requires the Council to set out its Treasury Strategy and to prepare an Annual Investment Strategy which sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.
- 1.6. It is a statutory requirement under section 33 of the Local Government Finance Act 1992 for the Council to produce a balanced budget. In particular, section 32 requires a local authority to calculate its budget requirements for each financial year to include the revenue costs that flow from capital financing decisions. This, therefore, means that increases in capital expenditure must be limited to a level whereby increases in charges to revenue from:
- Loss of investment interest caused by the use of capital receipts to finance additional capital expenditure
  - Any increases in running costs from new capital projects
  - Any interest payable on loans
- are limited to a level which is affordable within the projected income of the Council for the foreseeable future.
- 1.7. The Council employs Link Asset Services to provide treasury management advice. The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon external service providers. The external treasury management service does not recommend specific strategies for authorities as they are not investment managers, but aims to ensure authorities take relevant matters into consideration and identify investment options to possibly consider. It is recognised that there is value in employing an external organisation in order to access specialist skills and resources. This was exemplified by the joint member briefing undertaken in September 2015. The Council contract with Link Asset Services is a joint one with South Bucks District Council, which expires on 31 December 2019.

## 2. Prospects for Interest Rates and Economic Background

2.1. Part of the service provided by the Council's treasury management advisers is to assist the Council to formulate a view on interest rates. The following table gives the Link Asset Services central view on the bank rate and short term money rates.

	2018	2019				2020	
	Dec	Mar	Jun	Sept	Dec	Mar	Jun
Bank Rate	0.75%	0.75%	1.00%	1.00%	1.00%	1.25%	1.25%
3M LIBID	0.80%	0.90%	1.00%	1.10%	1.20%	1.30%	1.40%
6M LIBID	0.90%	1.00%	1.20%	1.30%	1.40%	1.50%	1.60%
12M LIBID	1.10%	1.20%	1.30%	1.40%	1.50%	1.60%	1.70%

2.2. From an economic perspective the key points that can influence the Investment Strategy are as follows:

- The economic and therefore the interest rate environment in the short term will be influenced by the outcome of the Brexit issue, which may be clearer by the end of January, and this may be:
  - Following a decision in Parliament, the UK leaving the EU on 29<sup>th</sup> March 2019 under an agreement that allows for a transition to a new economic arrangement with the EU over a period, or
  - Following a decision in Parliament, the UK leaves with no agreement on 29<sup>th</sup> March 2019 and immediately has to operate under WTO rules.
  - The 29<sup>th</sup> March 2019 date is extended in order to allow the UK to reach a final decision, which may be after a second referendum, or a General Election

From a markets point of view the overriding desire is to achieve some a degree of certainty. For leaving with some agreement the short term impact on GDP and inflation would not expect to be significant. Under this scenario there would not expect to be significant impact on interest rates unless there was a very significant fall in sterling. Therefore the gradual tightening of monetary policy indicated by the Bank of England would expect to follow.

Leaving with no agreement would produce a lot of uncertainty, and the impact on the economy would be material, the issue would be to what extent and over what period the economy would recover from the change. The risk of a rapid and significant deterioration in sterling could result in interest rate rises in the short to medium term with the inevitable impact on GDP. Alternatively the Bank of England may consider it preferable to allow a depreciation of the currency compared to raising interest rates due to the impact on GDP. This would be consistent with the approach following the original Brexit vote. In the longer term it would depend on how the UK economy responds to the change, and the resultant effect on interest rates.

- In the medium term the political issue is how long a minority Conservative Government could continue, unless the current situation precipitates a General Election. This will provide a continuing backdrop of uncertainty to markets, and the prospect of a Labour

administration with the impact for government borrowing of a number of its policies could tend for markets to increase interest rates.

- The political issues to some extent disguise the more fundamental issue for the UK economy which is productivity.

### 3. Achieving the Investment Target in 2019/20

- 3.1. The Government's decision to create a new single unitary authority for Buckinghamshire from 2020/21 does not remove the need for the authority to carry out its treasury management function in 2019/20 in accordance with proper policies and practice, and to support the objectives of the Council.
- 3.2. From 2020/21 the authority's cash balances and borrowing will transfer to the new authority where they will be amalgamated with those of all the other authorities and managed as a single portfolio. The same codes of practice and procedures will need to apply as currently in Chiltern.
- 3.3. As part of its medium term financial strategy the Council is seeking to maximise its investment income with acceptable levels of risk. The strategy recognises that the Council's Capital Strategy anticipates significant levels of borrowing and reduced cash for interest earning investments. The Council will continue to earn interest on short term investments arising from its cashflow profile over the year, but this will be a reduced amount compared to past years.
- 3.4. It is clear that continuing with short term cash investments will provide returns of at best 1.0% over the next year or so. To achieve higher levels of returns would involve:
- Investing for longer periods, i.e. up to 3 years.
  - Investing in non cash based instruments, i.e. property or corporate bond funds.
- 3.5. To invest material sums for longer than one year would require a level of surplus cash not earmarked for specific items or projects to be available. This is unlikely to be the case in 2019/20.
- 3.6. The following table illustrates the estimated investment interest for 2019/20. The calculation assumes that any investments maturing during 2019/20 are not reinvested, and that the returned funds will be held on short term deposit until required for cash flow purposes.

	Credit Rating	Amount Loaned	Interest Rate	Matures	Interest 19/20	New Inv 19/20 (1.0%)
Bank of Scotland/Lloyds	A+	1,000,000	1.05%	Aug-19	3,653	
Bank of Scotland/Lloyds	A+	1,000,000	1.05%	Jul-19	3,452	
Bank of Scotland/Lloyds	A+	1,000,000	1.00%	Jul-19	3,205	
Bank of Scotland/Lloyds	A+	2,000,000	1.05%	Jul-19	6,732	

Santander	A	2,000,000	0.85%	Mar-19	
Santander	A	1,000,000	0.90%	May-19	1,110
Santander	A	1,000,000	1.05%	Jul-19	3,366
Santander	A	1,000,000	1.03%	Jul-19	3,302
Close Brothers	A	1,000,000	1.20%	Oct-19	6,510
Close Brothers	A	1,000,000	0.90%	Feb-19	
Close Brothers	A	1,000,000	1.20%	Nov-19	7,693
		13,000,000			39,022
Short term		4,000,000	0.70%		28,000
Total		17,000,000			67,022
Total interest forecast 2019/20					<b>67,022</b>

3.7. The following table illustrates the timescale for maturity of current investments.

#### Schedule of Maturing Investments

Year	Month	Amount	Cumulative
Instant MMF		4,000,000	4,000,000
2018/19	Feb	1,000,000	5,000,000
	Mar	2,000,000	7,000,000
2019/20	May	1,000,000	8,000,000
	Jul	6,000,000	14,000,000
	Aug	1,000,000	15,000,000
	Oct	1,000,000	16,000,000
	Nov	1,000,000	17,000,000
		17,000,000	

3.8. The strategy needs to consider risk and this includes avoiding placing too much of the total investments with a single fund or institution.

3.9. The table below shows the proposed counterparty investments matrix for investments in 2019/20. Money Market Funds (MMF) are currently priced on a Constant Net Asset Value (CNAV) basis, however all MMFs will be converting to Low Volatility Net Asset Value (LVNAV) MMFs in January 2019.

	Duration	Maximum Amount	Fitch Rating	Comment
Money Market Funds	-	£5m	AAA	
UK Institutions	Up to 3 years	£5m	BBB+ or better	
Non UK Institution	Up to 3 years	£2m	A- or better	Sovereignty rating AA or better
Gilts / Corporate Bonds /	Up to 3	£5m	A- or better	

Bond Funds	years			
Other Approved Investments (eg Property Funds)	-	£5m	-	

#### 4. Borrowing Strategy

- 4.1 The Treasury Management policies underpin the strategy for the year in question, which seek to achieve a level of investment return and efficiently manage any borrowing arising from the Council's Capital Strategy. It is probable that borrowing will be undertaken in future years to facilitate other planned capital projects in accordance with the Capital Strategy. The Treasury Management Strategy and the Capital Strategy are two key related documents that underpin the Council's compliance with the Prudential Code.
- 4.2 In 2017/18, £10.8m was borrowed from the PWLB to enable the construction of the new Multi Storey Car Park in Amersham. It is probable that more borrowing will be undertaken in order to facilitate other planned significant capital projects arising from the Capital Strategy, notably the Chiltern Lifestyle Centre. However, any new borrowing which is undertaken will be after Summer 2019.
- 4.3 The Council is planning to build the Lifestyle Centre, and by Autumn 2019 the I will be making decisions as to how to finance the project following achievement of planning permission and sign off of a business case. It is possible that borrowing may be undertaken in stages and possibly over different time periods. There may be some enabling development which will bring income into the Council and therefore some borrowing may not be for the full life of the asset.
- 4.4 In order to undertake borrowing the Council must demonstrate its compliance with the Prudential Code. The framework established by the Prudential Code should support local strategic planning, local asset management planning and proper option appraisal. The objectives of the Prudential Code are to ensure, within a clear framework:
- That the capital expenditure plans are affordable, prudent and sustainable (Medium Term Financial Strategy and Capital Strategy)
  - That treasury management decisions are in accordance with good professional practice and in full understanding of the risks involved and how these risks will be managed to levels that are acceptable to the organisation (Treasury Management Strategy).
- 4.5 The capital expenditure plans set out in Appendix 1B provide details of the planned expenditure of the Council. The treasury management function ensures that the Council's cash is organised in accordance with the relevant professional codes, so that sufficient cash is available to meet this expenditure. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities.
- 4.6 The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the additional sums borrowed. However, it is likely that there will be some short term timing differences where funds are borrowed in order to pay suppliers'

invoices for capital projects. This may result in the Council holding cash surpluses for a period or until the project is complete, which will be invested until required for the payment of suppliers.

- 4.7 Borrowing will only be entered into once the larger capital projects have received approval from Members to commit following appropriate feasibility and preparation work. The Director of Resources will determine the optimum time to borrow taking into account current and forecast interest rates.
- 4.8 The Local Government Act 2003 sets out the new capital regulations and specifies that local authorities must comply with the Prudential Code produced by CIPFA. The Council has a duty to determine an affordable borrowing limit. It is recommend that Members approve an authorised borrowing limit of £40 million and an operational boundary of £35 million, these together with other prudential indicators that the Council are required to set under the Code are shown at Appendix 1B, and Appendix 1C covers the technical requirement in respect of calculating the minimum revenue provision.

## **5. Financial Summary & Risks**

- 5.1. The budget for investment interest was set as £90,000 for 2018/19. Current estimates show that the budget is likely to be exceeded.
- 5.2. The estimated investment return for 2019/20 is £65,000, which reflects the latest forecasts for interest rates, and anticipated cashflows.
- 5.3. The cost of borrowing is estimated at 2.7%. There is clearly some sensitivity around this if the interest rate should change. A 1% increase in borrowing rates would increase interest rate costs by £10,000 per £1m of borrowing.
- 5.4. As with any budgets based on forecasts of future interest rates there is a risk of variation due to factors outside of the Council's control. This risk will need to be taken into account in determining the level of revenue reserves held by the authority.
- 5.5. The Treasury Management Strategy will ensure that a new unitary authority would inherit a stable Treasury Management position from the Council.

### **Appendices**

**1A – Annual Investment Strategy**

**1B – Prudential Indicators**

**1C – Minimum Revenue Provision**





**CHILTERN DISTRICT COUNCIL****Annual Investment Strategy 2019/20**

1. This Council has regard to the MHCLG's Guidance on Local Government Investments and the 2017 revised CIPFA Treasury Management in the Public Services Code of Practice and Cross Sector Guidance Notes. The Council's investment priorities will be security first, liquidity second and then return.
2. This Annual Investment Strategy states which investments the Council may use for the prudent management of its treasury balances during the financial year under the heads of Specified Investments and Non-Specified Investments. These are listed in Schedules A and B.
3. The policies underpinning the investment strategy for managing investments and for giving priority to the security and liquidity of those investments are set out in this document.

**Treasury Management Policy Statement****4. Definition**

The Council defines its treasury management activities as

"The management of the Authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

**5. Risk Management**

The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured.

Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation, and any financial instruments entered into to manage these risks.

**6. Value for Money**

The Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable comprehensive performance techniques, within the context of effective risk management.

**7. Borrowing Policy**

The Council values revenue budget stability and will therefore borrow the majority of its long-term funding needs at fixed rates of interest.

The Council will set an affordable borrowing limit each year in compliance with the Local Government Act 2003, and will have regard to the CIPFA Prudential Code for Capital Finance in Local Authorities

when setting that limit. It will also set limits on its exposure to changes in interest rates and limits on the maturity structure of its borrowing in the annual Treasury Management Strategy report.

#### 8. **Investment Policy**

The general policy objective for this Council is the prudent investment of its treasury balances. The Council's investment priorities are the security of capital and liquidity of its investments. The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity, and in an ethical manner that does not put the Council's reputation at risk. Investment of the Council's funds will be in accordance with the Treasury Management Strategy and Policy. All investments will be in sterling.

#### **CIPFA Treasury Management Code of Practice**

9. The CIPFA Code of Practice on Treasury Management in Local Authorities was revised in 2017.
10. CIPFA recommends that all public service organisations adopt, as part of their standing orders, financial regulations, or other formal policy documents appropriate to their circumstances, the following four clauses.
  1. This organisation will create and maintain, as the cornerstones for effective treasury management:
    - a treasury management policy statement, stating the policies, objectives and approach to risk management of its treasury management activities.
    - suitable treasury management practices (TMPs), setting out the manner in which the organisation will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

The content of the policy statement and TMPs will follow the recommendations contained in Sections 6 and 7 of the Code, subject only to amendment where necessary to reflect the particular circumstances of this organisation. Such amendments will not result in the organisation materially deviating from the Code's key principles.

2. This Council will receive reports on its treasury management policies, practices and activities, including, as a minimum, an annual strategy and plan in advance of the year, a mid-year review and an annual report after its close, in the form prescribed in its TMPs.
3. This organisation delegates responsibility for the implementation and regular monitoring of its treasury management policies and practices to the Support Services Portfolio Holder, and for the implementation and administration of treasury management policy and decisions to the Director of Resources, who will act in accordance with the organisation's policy statement and TMPs and, as a CIPFA member, CIPFA's Standard of Professional Practice on Treasury Management.
4. This organisation nominates the Resources Overview Committee to be responsible for ensuring effective scrutiny of the treasury management strategy and policies.

**The Treasury Management Role of the Section 151 Officer – Director of Resources**

11. The responsibilities are summarised as follows.
- Recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance.
  - Submitting regular treasury management reports.
  - Submitting budgets and budget variations in respect of treasury management activities.
  - Receiving and reviewing treasury management information reports.
  - Reviewing the performance of the treasury management function.
  - Ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function.
  - Ensuring the adequacy of internal audit, and liaising with external audit.
  - Recommending the appointment of external service providers or advisors.

**Specified and Non-Specified Investments**

12. Specified investments identify investments offering high security and high liquidity which can be used with minimal procedural formalities. All these investments should be in sterling and with a maturity of no more than a year.
13. Any investment not meeting the definition of a specified investment is classed as non-specified. The Council does not intend to make any investments denominated in foreign currencies, or any with low credit quality bodies. Non-specified investments will therefore be limited to long-term investments.
14. The use of non-specified investments is limited to those set out in Schedule B. The Capital & Treasury Manager will keep the use of such investments under continuous review in the light of risk (including reputational risk), liquidity and return. No additions will be made without the approval of the Council.

**Security of Capital: The use of Credit Ratings**

15. This Council relies on credit ratings published by Fitch (Standard and Poor's for Money Market Funds where applicable) to establish the credit quality of counterparties and investment schemes.

The Council determines the appropriate credit ratings it deems to be sufficiently high for each category of investment. The 2019/20 counterparty credit matrix for investments is as follows:

	Duration	Maximum Amount	Fitch Rating	Comment
Money Market Funds	-	£5m	AAA	
UK Institutions	Up to 3 years	£5m	BBB+ or better	
Non UK Institution	Up to 3 years	£2m	A or better	Sovereignty rating AA or better
Corporate Bonds/Bond Funds	Up to 3 years	£5m	A- or better	
Other Approved Investments (eg Property Funds)	-	£5m	-	-

#### **Monitoring of credit ratings:**

- The Council has access to Fitch credit ratings and is alerted to changes through its use of its treasury management advisor's website and email alerts. These ratings cover both the specific financial institution but also the credit rating for the country in which the institution is incorporated.
- If a counterparty's or investment scheme's rating is downgraded with the result that it no longer meets the Council's minimum criteria, the further use of that counterparty/investment scheme as a new investment will be withdrawn immediately. The Council will also immediately inform any external fund manager that it may decide to use of the withdrawal of the same.
- The Council will establish with any fund manager that it may decide to use their credit criteria and the frequency of their monitoring of credit ratings so as to be satisfied as to their stringency and regularity.

#### **Monitoring of Reputational Risk Issues**

16. This will be undertaken by monitoring the financial press and media to identify any issues in respect of the non-public sector investments held by the Council, and where appropriate seeking advice from external sources.

#### **Investment Balances / Liquidity of Investments**

17. A prime consideration in the investment of fund balances is liquidity and the Council's forecast cash flow. Any in-house investment of more than three months needs the approval of the

Director of Resources or the Head of Finance. If the Council were to choose to use the services of a cash fund manager duration limits will be specified in the contract.

**Provisions for Credit Related Losses**

18. If any of the Council's investments appears at risk of loss due to default the Council will make revenue provision of an appropriate amount, or follow any guidance issued by Government in such circumstances.
19. Any cash fund manager appointed by the Council will manage the funds on a discretionary basis. The fund management agreement between the Council and the manager would formally document the instruments that could be used within pre-agreed limits. The fund manager would use the Council's credit rating criteria.

**End of Year Investment Report**

20. At the end of the financial year, the Council will prepare a report on its investment activity as part of its treasury management activity report.

**LOCAL GOVERNMENT INVESTMENTS (ENGLAND)**  
**SPECIFIED INVESTMENTS**

**All investments listed below must be sterling–denominated**

<b>Investment</b>	<b>Repayable/ Redeemable Within 12 Months?</b>	<b>Security/ Minimum Credit Rating</b>	<b>Circumstance of use</b>	<b>Maximum period</b>
<b>Term deposits</b> with the UK government or with English local authorities (i.e. local authorities as defined under section 23 of the 2003 Act) with maturities up to 1 year	Yes	High security although LAs not credit rated	In-house	1 year
<b>Term deposits</b> with credit – rated deposit takers (banks & building societies) with maturities up to 1 year	Yes	Yes, use of Fitch ratings subject to counterparty matrix	In-house	1 year
<b>Certificates of Deposit</b> issued by credit – rated deposit takers (banks and building societies): up to 1 year  Custodial arrangement required prior to purchase	Yes	Yes, use of Fitch ratings subject to counterparty matrix	In-house	1 Year
<b>Gilts:</b> up to 1 year  Custodial arrangement required prior to purchase	Yes	Government backed	In-house	1 Year
<b>Money Market Funds</b> Money Market Funds (MMF) are currently priced on a Constant Net Asset Value (CNAV) basis, however all MMFs will be converting to Low Volatility Net Asset Value (LVNAV) MMFs in January 2019.	Yes	Yes, AAA rated	In-house	The period of investment may not be determined at the outset but would be subject to cash flow & liquidity requirements

<p><b>Treasury bills</b> (Government debt security with a maturity less than 1 year and issued through a competitive bidding process at a discount to par value)</p> <p>Custodial arrangement required prior to purchase</p>	<p>Yes</p>	<p>Government backed</p>	<p>In-house</p>	<p>1 Year</p>
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**Schedule B**

**LOCAL GOVERNMENT INVESTMENT (England)**  
**NON – SPECIFIED INVESTMENTS**

<b>Investment</b>	<b>(A) Why use it ? (B) Associated risks ?</b>	<b>Repayable /Redeemable Within 12 months ?</b>	<b>Security /Minimum credit rating</b>	<b>Used By</b>	<b>Maximum value</b>	<b>Length of investment</b>
<p><b>UK government gilts</b> with maturities in excess of 1 year</p> <p>Custodial arrangement required prior to purchase</p>	<p>(A)(i) Excellent credit quality. (ii) Very liquid. (iii) If held to maturity, known yield (rate of return) per annum, aids forward planning. iv) Index linked gilts can offer means of insulating against effect of inflation on returns. (v)If traded, potential for capital gain through appreciation in value (i.e.sold before maturity) (vi) No currency risk</p> <p>(B)(i) Market or interest rate risk: Yield subject to movement during life of sovereign bond which could negatively impact on price of the bond i.e potential</p>	<p>Yes</p>	<p>Government backed</p>	<p>In-house</p>	<p>No restriction on gilts</p>	<p>Average maturity of the fund not to exceed 5 years</p>

Investment	(A) Why use it ? (B) Associated risks ?	Repayable /Redeemable Within 12 months ?	Security /Minimum credit rating	Used By	Maximum value	Length of investment
	for capital loss.					
<b>Supranational Bonds</b>  Custodial arrangement required prior to purchase	(A)(i)Excellent credit quality. (ii) Relatively liquid (although not as liquid as gilts) (iii) If held to maturity, known yield (rate of return) per annum, which would be higher than that on comparable gilt – aids forward planning, enhanced return compared to gilts. (iv) If traded, potential for capital gain through appreciation in value (i.e. sold before maturity)  (B)(i) Market or interest rate risk: Yield subject to movement during life of bond which could negatively impact on price of the bond i.e. potential for capital loss. (ii)Spread versus gilts could widen	Yes	AAA or Government guaranteed	In-house	Not more than 25% of the external fund with no more than 10% in any one institution  In house maximum of £3m	Average duration of the fund not to exceed 3 years.  Maximum of 3 years
<b>Property Funds which constitute capital expenditure</b>	Alternative to cash funds. Returns subject to property market and rental streams	Not always dependant on terms of each fund	Investment in property	Any Fund Manager	£3m	Dependant on terms of each fund
<b>Property Funds approved by HM Treasury which do not constitute</b>	Alternative to cash funds. Returns subject to property market and rental streams	Not always dependant on terms of each fund	Investment in property	Any Fund Manager	£3m	Dependant on terms of each fund



<b>Investment</b>	<b>(A) Why use it ? (B) Associated risks ?</b>	<b>Repayable /Redeemable Within 12 months ?</b>	<b>Security /Minimum credit rating</b>	<b>Used By</b>	<b>Maximum value</b>	<b>Length of investment</b>
<b>capital expenditure eg CCLA</b>						
<b>Term deposits</b> with the UK government or with English local authorities (i.e. local authorities as defined under section 23 of the 2003 Act) with maturities up to 5 years	Gives a known rate of return	No	High security although LAs not credit rated	In-house	None	3 years – in house
<b>Term deposits</b> with credit – rated deposit takers (banks & building societies), including callable deposits with maturities up to 5 years	Gives a known rate of return	No	Yes, use of Fitch ratings Subject to counterparty matrix	In-house	None	3 years – in house Internal forward deals subject to 3 months in advance only approved by DoR
<b>Corporate Bonds</b>  Custodial arrangement required prior to purchase	(A)(i) If held to maturity, known yield (rate of return) per annum (ii) If traded, potential for capital gain through appreciation in value (i.e. sold before maturity)  (B)(i) Market or interest rate risk: Yield subject to movement during life of bond which could negatively impact on price of the bond i.e.	Yes	Yes, use of Fitch ratings Subject to counterparty matrix	In-house	Maximum of £3m	Maximum of 3 years

Investment	(A) Why use it ? (B) Associated risks ?	Repayable /Redeemable Within 12 months ?	Security /Minimum credit rating	Used By	Maximum value	Length of investment
	potential for capital loss.					
<b>Corporate Bond Funds</b>  Pooled Investment Vehicle Custodial arrangement not required	(A) Attractive returns, provides Diversification, no need for custodial facilities, professional fund management, has liquidity. (B) Market or interest rate risk, impact of credit rating changes, will attract fund management fees, would have to account for unrealised gains and losses annually.	Yes-redeemable at net asset value	Yes, use of Fitch ratings Subject to counterparty matrix	Fund Manager	Maximum of £3m	Maximum of 3 years

## **PRUDENTIAL CODE & INDICATORS STATEMENT**

### **1. Background**

1.1. The Prudential Code for Capital Finance in Local Authorities plays a key role in capital finance in local authorities. Local authorities determine their own programmes for capital investment that are central to the delivery of quality public services. The Prudential Code was developed by CIPFA as a professional code of practice to support local authorities in taking their decisions.

### **2. Objectives**

2.1. The objectives of the Prudential Code are to ensure, within a clear framework, that the capital expenditure plans of local authorities are affordable, prudent and sustainable, and that treasury management decisions are taken in accordance with good professional practice and in full understanding of the risks involved and how these risks will be managed to levels that are acceptable to the organisation.

2.2. The Prudential Code requires authorities to look at capital expenditure and investment plans in the light of overall organisational strategy and resources and ensure that decisions are being made with sufficient regard to the long run financing implications and potential risks to the authority. Effective financial planning, option appraisal, risk management and governance processes are essential in achieving a prudential approach to capital expenditure, investment and debt.

2.3. To demonstrate that local authorities have fulfilled these objectives, the Prudential Code sets out the indicators that must be used, and the factors that must be taken into account. The Prudential Code does not include suggested indicative limit or ratios.

2.4. The prudential indicators required by the Prudential Code are designed to support and record local decision-making in a manner that is publicly accountable. They are not designed to be comparative performance indicators.

### **3. Matters required to be taken into account**

3.1. In setting or revising its prudential indicators, the local authority is required to have regard to the following matters:

- Service objectives, eg strategic planning for the authority
- Stewardship of assets, eg asset management planning
- Value for money, eg option appraisal
- Prudence and sustainability, eg risk, implications for external debt and whole life costing
- Affordability, eg implications for council tax/business rates
- Practicality, eg achievability of the forward plan.

### **4. Decision-making on capital investment**

4.1. The Prudential Code recognises that in making its capital investment decisions the authority must have explicit regard to option appraisal and risk, asset management planning, strategic planning for the authority and achievability of the forward plan.

## 5. Determining a capital strategy

- 5.1. In order to demonstrate that the authority takes capital expenditure and investment decisions in line with service objectives and properly takes account of stewardship, value for money, prudence, sustainability and affordability, authorities should have in place a capital strategy that sets out the long-term context in which capital expenditure and investment decisions are made and gives due consideration to both risk and reward and impact on the achievement of priority outcomes.

## 6. Prudence and prudential indicators for prudence

- 6.1. The local authority shall ensure that all of its capital expenditure, investments and borrowing decisions are prudent and sustainable. In doing so it will take into account its arrangements for the repayment of debt and consideration of risk and the impact, and potential impact, on the authority's overall fiscal sustainability. While indicators for sustainability are required to be set over a minimum three year rolling period, indicators should be set in line with a capital strategy and asset management plan that is sustainable over the longer term.

## 7. Prudential indicator – capital expenditure

- 7.1. Actual capital expenditure and estimates of capital expenditure.

	2017/18 Actual £000	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000	2021/22 Estimate £000
Capital Expenditure	5,319	9,913	22,868	15,943	1,291

- 7.2. For CDC until 2017/18 the capital programme was fully funded from capital receipts and Government grant. However, the increased level of capital expenditure has meant that this is no longer possible, and the Council borrowed funds in 2017/18 and will probably need to borrow funds to facilitate the budgeted capital expenditure on major projects in future years.

- 7.3. Actual capital financing requirement and estimates of capital financing requirement.

- 7.4. The Capital Financing Requirement (CFR) provides details of an authority's underlying need to borrow.

- 7.5. The Council is required to repay an element of the accumulated General Fund capital spend each year through a revenue charge known as the Minimum Revenue Provision (MRP).

	2017/18 Actual £000	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000	2021/22 Estimate £000
CDC Capital Financing Requirement at year end	10,800	11,800	31,030	42,760	42,990
Movement in CFR	10,800	1,000	19,230	11,730	230

Breakdown of Movement in CFR
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Net financing need for the year	10,800	1,000	19,500	12,000	500
Minimum Revenue Provision (MRP)	0	0	(270)	(270)	(270)
Movement in CFR	10,800	1,000	19,230	11,730	230

## 8. Prudential indicator – External Debt

- 8.1. The authority is required to set an authorised limit and operational boundary for its total gross external debt. The operational boundary is the limit beyond which external debt is not normally expected to exceed, and is based on the authority's estimate of most likely, ie prudent, maximum level of external debt. The authorised limit represents an authorised limit for the authority's total gross external debt and will need to provide headroom over and above the operational boundary sufficient for example for unusual cash movements. In Chiltern's case, until decisions are made about the financing of the Chiltern Lifestyle Centre it is difficult to be certain about the level and timing of borrowing which will be required. The Operational Boundary and Authorised Limit must be set at a sufficient level to allow for a higher level of borrowing, however the CFR reflects the more realistic level of borrowing which will be undertaken.
- 8.2. After the year end, the actual external debt will be reported.

	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000
Authorised Limit	13,000	35,000	40,000	50,000	50,000
Operational Boundary	10,000	30,000	35,000	45,000	45,000
Estimated external debt		11,800	31,030	42,760	42,990
Actual external debt	10,600				

## 9. Prudential indicator – Gross debt and the capital financing requirement

- 9.1. The authority must ensure that over the medium term debt will only be for a capital purpose. The authority should ensure that debt does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years.

	2017/18 £000	2018/19 £000	2019/20 £000
Gross Debt	10,600	11,800	31,030
Annual change in CFR	10,800	1,000	19,230
Total CFR in preceding year, current and next two years	31,030	42,760	32,190

## 10. Prudential indicator – Upper limit for interest rate exposure

10.1. The interest rates exposure indicators are designed to limit exposure to the effects of changes in interest rates. This measure is more pertinent in the environment of significantly fluctuating interest rates, which is of less relevance at the present time.

	2017/18	2018/19	2019/20	2020/21	2021/22
Fixed Rate	100%	100%	100%	100%	100%
Variable Rate	70%	80%	90%	90%	90%

As the Council's cash balances decrease, balances held will relate to day to day cash flow requirements. These balances will need to be held in instant access funds, which will be at variable interest rates.

### **11. Prudential indicator - Maturity structure of borrowings**

11.1. This indicator is designed to reduce the risk of large sums of borrowings having to be repaid at the same time. The recommended lower limit for maturity is less than 1 year and the recommended upper limit is 45 years. The maturity structure within this range will vary according to the income streams generated by investment decisions.

### **12. Prudential indicator – Upper limit for total principal sums invested for over 365 days**

12.1. Where a local authority invests, or plans to invest, for periods longer than 365 days, the local authority must set an upper limit for each forward financial year period for the maturing of such investments. This indicator is designed to ensure that authorities always have sufficient funds to cover their cash flow needs and thus do not need to realise investments before they reach maturity.

	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m	2021/22 £m
Upper Limit	10	10	10	10	10

The above upper limit figure has been calculated taking into account the maximum that could be available for investing in excess of 1 year allowing for the needs of short term cash flow and the use of capital receipts to fund capital expenditure.

### **13. Affordability and prudential indicators for affordability**

13.1. The fundamental objective in the consideration of the affordability of the authority's capital plans is to ensure that the level of investment in capital assets proposed means that the total capital investment of the authority remains within sustainable limits.

### **14. Prudential Indicator – financing costs to net revenue stream**

14.1. The authority shall ensure that the revenue implications of capital finance, including financing costs, are properly taken into account within option appraisal processes, the capital programme and the medium-term forecast. In assessing affordability the authority shall

consider the council tax implications of its capital programme, borrowing and investment decisions.

	2017/18 Actual £000	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000	2021/22 Estimate £000
Financing Costs <i>ie net investment income plus interest payments</i>	(50)	(217)	(496)	(1,118)	(1,106)
Net Revenue Income Stream <i>ie Budget Requirement</i>	13,026	10,493	10,910	10,774	10,432
Ratio	0.38%	2.07%	4.55%	10.38%	10.60%





**MINIMUM REVENUE PROVISION (MRP)**

The Local Government and Public Involvement Act 2007 provided a new power to the Secretary of State to issue guidance on accountancy practice rather than through the formal issue of Regulations through statute.

The first guidance issued under this new power relates to Minimum Revenue Provision (MRP). This is the amount which local authorities provide for the repayment of their borrowings

Under the guidance authorities are required to prepare an annual statement in respect of their policy on making MRP. This must be submitted to Full Council and will form part of the annual prudential indicator report.

The guidance provides a number of options for making a 'prudent provision', this is to say that the provision for the repayment of borrowing used to finance the acquisition of an asset should be made over a period bearing some relation to that over which the asset provides a service to the authority.

The options for prudent provision are as follows:

**Option 1 – Regulatory Method**

Where debt is supported by Revenue Support Grant (RSG), authorities will be able to continue using the formulae used in the current regime, since the supported borrowing element of the RSG is also calculated this way.

**Option 2 – CFR Method**

This method is based upon 4% of an authority's non housing CFR (capital financing requirement) at the end of the preceding financial year.

**Option 3a – Asset Life Method – equal instalments**

Here equal annual instalments of MRP will be made over the estimated life of asset financed by borrowing. This method provides the ability for an authority to defer MRP on a newly constructed building or infrastructure asset until the asset comes into service.

**Option 3b – Asset Life Method – annuity method**

Here equal instalments of MRP, calculated in accordance with an annuity payment profile, will be made over the estimated life of assets financed by borrowing. This method provides the ability for an authority to defer MRP on a newly constructed building or infrastructure asset until the asset comes into service.

**Option 4 – Depreciation Method**

Using this approach will require an authority to charge MRP in accordance with the standard rules for depreciation accounting. As with option 3 the MRP holiday will be available for assets yet to be brought into service.

Options 1 & 2 should only be used where capital expenditure is incurred prior to 1<sup>st</sup> April 2008 and where capital expenditure is incurred on or after that date which the authority is satisfied forms

part of its supported capital expenditure. Options 3 and 4 should be used in relation to all capital expenditure incurred after the 1<sup>st</sup> April which is financed by borrowing or credit arrangements.

In this Council's case from 1 April 2017 there has been some borrowing and further borrowing is probable in 2019/20 and beyond.

**It is recommended that option 3a, the Asset Life Method – equal instalments, is adopted as the Council's annual policy on making MRP for 2019/20 and MRP will be deferred whilst an asset is under construction.**

<b>SUBJECT:</b>	<i>Treasury Management – Quarterly Report Quarter 3 2018/19</i>
<b>REPORT OF:</b>	<i>Jim Burness, Director of Resources</i>
<b>RESPONSIBLE OFFICER</b>	<i>Helen O'Keeffe, Capital &amp; Treasury Manager</i>
<b>REPORT AUTHOR</b>	<i>Helen O'Keeffe, <a href="mailto:helen.okeeffe@chilternandsouthbucks.gov.uk">helen.okeeffe@chilternandsouthbucks.gov.uk</a> 01494 732781</i>
<b>WARD/S AFFECTED</b>	<i>All</i>

## 1. Purpose of Report

- 1.1 To report on the Treasury Management operation of the Council for October – December 2018.

### RECOMMENDATION

The Cabinet is requested to note the Treasury Management performance for Quarter 3 2018/19.

## 2. Background

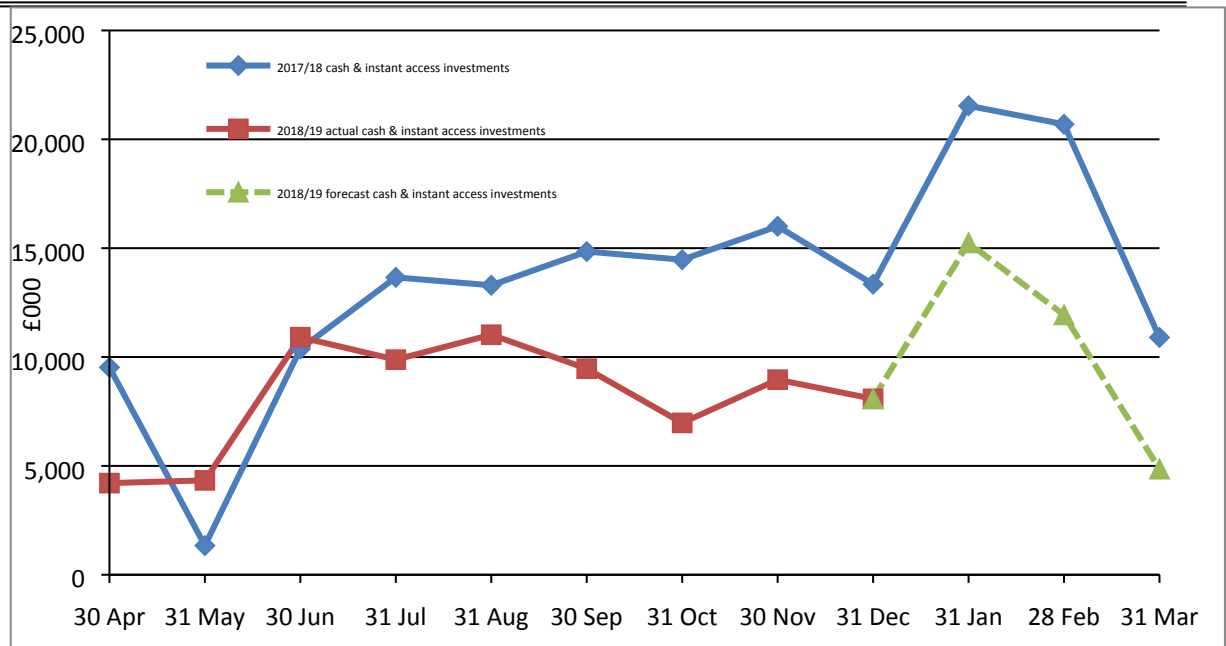
- 2.1 The Council is required to comply with the CIPFA Code of Practice on Treasury Management. The Code was revised in December 2017. The primary requirements of the revised code are:
- (i) Creation and maintenance of a Treasury Management Policy Statement, which sets out the policies, objectives and 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 December 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 £17,000,000 detailed in the table below.

UK Institutions	Fitch Credit Rating	Principal £	Interest Rate	Invested	Matures	Length in days
Aberdeen Standard MMF		4,000,000	0.75% variable	immediate	access	
Lloyds Banking Group	A+					
Fixed Deposit		1,000,000	1.05%	06/11/18	05/08/19	272
Fixed Deposit		1,000,000	1.05%	29/10/18	29/07/19	273
Fixed Deposit		1,000,000	1.00%	26/07/18	26/07/19	365
Fixed Deposit		2,000,000	1.05%	26/10/18	26/07/19	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	1.03%	26/10/18	26/07/19	273
Close Brothers	A					
Fixed Deposit		1,000,000	1.20%	15/10/18	15/10/19	365
Fixed Deposit		1,000,000	0.90%	28/02/18	28/02/19	365
Fixed Deposit		1,000,000	1.20%	20/11/18	20/11/19	365
<b>Total Deposits</b>		<b>17,000,000</b>				

- 3.4 The weighted average interest rate earned on fixed rate investments in the quarter was 0.97%. By way of comparison the weighted average interest rate earned in the quarter for South Bucks District Council was 0.83%. As at the end of December, £4.08m was held in instant access funds for everyday cashflow purposes compared to £4.47m at the end of September.
- 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%
31/12/18	77%	23%

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 December 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%
31/12/18	£17m	£6m	35%

The £6m invested for greater than 364 days comprises of 6 loans with a duration of 365 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 decreased from £18m to £17m between September and December.

**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 December is £130k. 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%. The budgeted annual income will therefore be exceeded.

<b>Background Papers:</b>	None
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<b>SUBJECT:</b>	<i>SLA funding for Voluntary sector (Chiltern Dial a Ride)</i>
<b>RELEVANT MEMBER:</b>	<i>Portfolio Holder for Healthy Communities</i>
<b>RESPONSIBLE OFFICER</b>	<i>Head of Healthy Communities</i>
<b>REPORT AUTHOR</b>	<i>Martin Holt, , 01494732055 martin.holt@chilternandsouthbucks.gov.uk</i>
<b>WARD/S AFFECTED</b>	<i>'Not Ward Specific';</i>

### 1. Purpose of Report

To agree a community grant award of £20,200 per annum for a three year period, subject to a signed service level agreement with Chilterns Dial a Ride to provide transportation for vulnerable persons.

### RECOMMENDATION TO CABINET

- To agree community grant funding of £20,200 per annum for the period 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2022, subject to a signed service level agreement with Chilterns Dial a Ride to provide access to transport by vulnerable persons**

### 2. Reasons for Recommendations

To support the provision of transport services for use by vulnerable persons in Chiltern District.

### 3. Content of Report

3.1 Chilterns Dial a Ride (CDAR) currently receives annual grant funding of £20,200 to support the service deliver accessible transport for vulnerable persons in Chiltern District.

3.2 Following the appointment of its board in 2015, rebranding and the development of its business plan, the organisation has flourished and is now delivering services through volunteer drivers, including weekend trips, shopping trips and school contracts, as well as hospital transport schemes.

3.3 The organisation is now in a surplus position and since 1st April 2015 has extended its delivery to include the Wycombe District Council area, for which a separate funding agreement is in place.

3.4 CDAR is a registered charity (no. 1161606) that plays a very valuable role in helping enable social contact in the community by providing a door to door transport service for people who due to age, illness or disability are not able to use their own or public transport. Not only does this facilitate social contact, but it helps these vulnerable people maintain a level of independence.

3.5 CDAR supports 243 members access transport in the Chiltern District using a fleet of 9 bespoke minibuses, all of which have wheelchair access, with a team of dedicated drivers. All drivers are fully trained. Currently 8 drivers are part time paid and 19 are volunteers. They undertake around 12,000 passenger journeys per annum of which on the last count 5,805 were for Chiltern District residents. Besides individuals using CDAR, there has been a steady increase in group trips for care homes and local community groups with currently 2 or more a month from Chiltern District. CDAR has launched a new initiative called "Enabling Social Contact", which has started gathering momentum and which will continuing to be developed over the coming year.

3.6 Over the last 12 months, volunteers worked for 5,802 hours of their time for CDAR - 4,186 by volunteer drivers and 1,656 by the volunteer Chairman and Treasurer. CDAR are looking at ways to express this in terms of Social Value and/or Value for Money. But apart from the intrinsic value of the service that CDAR provides, as detailed in the case study in Appendix 1 this is an important factor in assessing the return on grant investment by local authorities and equates to a contribution of £3.40 per volunteer hour. In support of the continued grant funding CDAR have submitted the following information:

*3.7" CDAR is run using a sound business model, with a tightly knit team, competent operations personnel and astute financial management. It is still dependent on grant support from local government, including the vital contribution from Chiltern District Council. But CDAR is not resting on its laurels, and continues to have a good record of raising very necessary additional funds from elsewhere. An outstanding example this financial year (2018/19) is that we have raised funds for two larger minibuses (replacing two aging veterans), with the second being delivered just before Christmas (total capital value £65,000).*

*3.8 However, whilst fund raising for capital projects like new minibuses has been especially successful, fund raising for running costs is always the greater challenge, principally because the donations thus received are mostly small sums. This underlines the great value to CDAR of the local government grants including the grant from CDC (currently £20,200 per annum).*

3.9 The CDAR budget for this financial year 2018/19 is:

Total income	£232,526
Total costs	£217,631
Operating outcome	£ 14,895



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*Overall outcome* - £ 13,030 (due to asset depreciation)

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3.10 *The income of £232,526 is made up of the following main elements:*

<i>BCC</i>	<i>£53,356</i>
<i>BCC Social Care</i>	<i>£6524</i>
<i>BSOG</i>	<i>£6,000</i>
<i>CDC</i>	<i>£20200</i>
<i>WDC</i>	<i>£23,500</i>
<i>Total Local Gov</i>	<i>£109,500 (47% of total income)</i>

*Fares/trips income* £90,000 (39%)

*Fund raising* £19,900 (8.5%)

3.11 *In summary, CDAR is a charity that is well run and continues to provide a very valuable and much appreciated service to the local community where it operates. We continue to rely on local government funding. We appreciate that because Local Government continues to have to run a tight ship, it is not in a position to increase its annual grant, but we ask that Chiltern District at least maintains it. We know that if the local government grants are indeed at least maintained (if not increased), we will be faced with inevitable cost increases because of inflation etc., and this is why we are devoting so much effort to additional fund raising to cover our costs”.*

3.12 The Bucks Compact identifies that 12 weeks’ notice of funding reductions should be given and that any decision to end funding should be notified 12 months in advance. Dial a Ride has not been notified of any reductions of its funding and members have previously been supportive of the services this organisation provides to the most vulnerable in our community.

3.13 The implementation of a new unitary District Council in 2020 will involve setting up new arrangements for the award of community grants. This could create some uncertainty over funding for key voluntary organisation such as CDAR in the medium term and making a three year funding award reduces the risk to their cash flow. It also allows for the budgetary provision to be transferred to the new Council and any decisions made by the new Council in respect of grant funding can then be managed in a timely fashion.

#### **4. Consultation**

Not Applicable

#### **5. Options (if any)**

- 5.1.1. To award three year funding at £20,200 per annum
- 5.1.2. To award funding for a shorter period e.g. 2019/20
- 5.1.3. To discontinue funding a grant award to CDAR.

**6. Corporate Implications**

7.1 Financial – the current proposal of £20,200 is taken in to account as part of the 2019/20 budget setting process.

7.2 Legal – if funding were to change the council would be required to assess the impact on vulnerable individuals as part of an equalities impact assessment. The funding award will transfer to the new unitary District Council from 1 April 2020 under the Local Government (Structural Changes) (Transitional Arrangements) Regulations 2008.

**8. Links to Council Policy Objectives**

8.1 This proposal supports the Councils objectives in relation to working to support healthier and safer local communities

**9. Next Steps**

A service level agreement would be entered into with CDAR.

<b>Background</b>  <b>Papers:</b>	<b>None other than those referred to in this report.</b>
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**Case Study – X (Testimonial Received January 2019)**

X is 83 years old and was diagnosed with Parkinson's, a long-term degenerative condition, many years ago. The condition has now reached an advanced stage and the individual has been using a wheelchair for some time due to severely limited mobility and has also lost their sight.

X started using the Chilterns Dial-a-Ride (CDAR) as a transport provider some years ago when they stopped driving, as it was no longer safe for them to do so. Due to the condition, X needs to be helped into a wheelchair and other taxi companies had refused to transport X *"and they quote Health & Safety as a reason"*. Since stopping driving X has used CDAR for trips to day centres, classes and hospital appointments on a regular basis.

As other transport services will not transport X, without CDAR X would find it near impossible to get out of the house and would become socially excluded, saying *"I would spend a great deal of time stuck in the house which is very depressing"*.

CDAR drivers are committed to engaging with their passengers and getting to know their needs and preferences, thus providing the best service possible to clients who are often lonely and vulnerable. X appreciates the drivers for their *"unfailing kindness and helpfulness"* and in X's opinion, *"CDAR provide and excellent service...especially as they have vehicles adapted for the disabled"*.



<b>SUBJECT:</b>	<i>Funding for voluntary sector support</i>
<b>RELEVANT MEMBER:</b>	<i>Portfolio Holder for Healthy Communities</i>
<b>RESPONSIBLE OFFICER</b>	<i>Head of Healthy Communities</i>
<b>REPORT AUTHOR</b>	<i>Martin Holt, , 01494732055 martin.holt@chilternandsouthbucks.gov.uk</i>
<b>WARD/S AFFECTED</b>	<i>'Not Ward Specific';</i>

### 1. Purpose of Report

To agree continued funding of £15,270 to Buckinghamshire County Council to provide the voluntary sector infrastructure support contract within Chiltern District and the wider Buckinghamshire area. The contract is currently delivered by with Community Impact Bucks.

### RECOMMENDATION TO CABINET

- 1. To agree continued funding of £15,270 to Buckinghamshire County Council to provide the voluntary sector infrastructure support contract within Chiltern District and the wider Buckinghamshire area**

### 2. Reasons for Recommendations

To agree the continued development of the voluntary sector infrastructure support within the Chiltern District and the wider Buckinghamshire area.

### 3. Content of Report

- 3.1 Buckinghamshire County Council currently administers the voluntary sector infrastructure support for organisations within Buckinghamshire as part of a contracted service with Community Impact Bucks (CIB). Chiltern District Council contributes, subject to review, £15,270/annum to the single contract with each of the other district councils in Buckinghamshire providing financial support on a pro-rata basis.
- 3.2 The Community Impact Bucks End of Year Impact Report October 2017 – September 2018, detailed in Appendix 1, demonstrates the delivery undertaken as part of the contract.
- 3.3 The report highlights that
  - 96% of people who signed up to attend training and events agreed that what they received was directly relevant to their needs
  - A follow up survey identified that 91% considered the service they received had made a positive difference to them

- When asked, 94% of respondents stated that Community Impact Bucks services make a significant contribution to the development and support of voluntary and community groups in Buckinghamshire of whom 53% strongly agreed

3.4 CIB provides access to funding advice, volunteering tools and database, and a range of needs based training for volunteers, trustees and organisations. CIB also reviews the needs of the sector through its annual review of the state of the local voluntary sector.

3.5 The contract is due to end March 2020 requiring CIB to deliver; training, volunteering support, information and assistance to the various voluntary and community organisations operating in Buckinghamshire. Officers at BCC are considering the options of extending the current contract or commissioning a new tender process.

3.6 The current allocation of funding by Chiltern District Council requires an annual review, it is recommended to agree to continue funding of the BCC infrastructure contract until March 2020.

#### 4. Consultation

Not Applicable

#### 5. Options (if any)

- 5.1.1. To award funding at £15,270 for 2019/20
- 5.1.2. To discontinue funding.

#### 6. Corporate Implications

7.1 Financial – the current proposal of £15,270 is taken in to account as part of the 2019/20 budget setting process.

7.2 Legal – if funding were to change the council would be required to assess the impact on vulnerable individuals as part of an equalities impact assessment

#### 8. Links to Council Policy Objectives

8.1 This proposal supports the Councils objectives in relation to working to support healthier and safer local communities

#### 9. Next Steps

Confirmation of the council decision to continue to fund the voluntary sector infrastructure would be provided to BCC.

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

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

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**CHILTERN DISTRICT COUNCIL****MINUTES** of the Meeting of the  
**CHILTERN, SOUTH BUCKS & WYCOMBE JOINT WASTE COLLECTION  
COMMITTEE**held on **3 DECEMBER 2018****PRESENT:-**

Councillor M Smith (Chiltern DC) - Chairman  
" L Sullivan (South Bucks DC) – Vice Chairman

Councillors: J Adey (Wycombe DC)

**APOLOGIES FOR ABSENCE** were received from Councillors C Jones and G Hall

**OFFICERS ALSO IN ATTENDANCE:** S Bambrick (CDC/SBDC)  
S Gordon (CDC/SBDC)  
J Ing (CDC/SBDC)  
S Markham (CDC/SBDC)  
N Dicker (WDC)  
S Middleton (WDC)

**106 MINUTES**

**RESOLVED:** That the Minutes of the meeting held on 3 October 2018 were agreed as a correct record.

**107 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**108 WASTE SERVICE HIGHLIGHT REPORT**

The Committee considered a report providing an overview of the joint waste service for the period from July to September 2018. This included the budget, key targets, formal complaints and key risks. During the discussion the following key points were made:-

- The number of assisted collections had reduced by 481 due to a review carried out by officers. For SBDC this number was reduced by 107.
- Clinical collections would be reviewed next year.
- Number of chargeable garden waste subscriptions was 40.5% for CDC and 30% for SBDC which was very promising.
- All vacant posts in the Waste Admin Team had now been filled.

- The Waste Team have targeted Christmas roadshows to promote recycling and waste reduction. They had attended a successful roadshow at Chesham and were attending a Santa Fun Run at Marlow on 6 December (they would use textile bags to recycle Santa suits) and had received a compliment from the President of the Rotary Club. At another event organised with Grndon they had recycled 4,500 paper cups and 1,500 hot chocolate cups. On 12 December 2018 they were attending an event at Beaconsfield.
- Calendars for all three districts have been delivered with inserts which had been well received by residents.
- SBDC's paper box scheme was being rejuvenated.
- Litter bins had been rationalised in Wycombe Town Centre and replaced with smarter lidded bins with larger capacity to improve the street scene. A Bin it for Good campaign was being launched.
- In terms of raising money for charity by weighing waste the following charities have been chosen:-
  - High Wycombe – South Bucks Hospice and Wycombe Homeless
  - Chesham – Bucks Vision, PACT, Pepper Foundation
  - Beaconsfield – Greenfingers, Bucks Dementia Care Fund
- In terms of the budget for CDC/WDC there had been an underspend on salaries due to vacancies and the green waste subscriptions and sale of waste bins and boxes were currently above budget. For SBDC there had also been an underspend on salaries and higher demand than budgeted for replacement and refurbished bins.
- With the headline performance figures the dry summer reduced the garden waste tonnages. With missed collections some of the figures were to be confirmed because Serco were adjusting the method of presenting performance figures to be consistent with the reporting for other Authorities and information would be provided in the next report. There was a higher figure for missed containers in SBDC but this was in the summer months when a number of staff were on holiday and replaced by less experienced agency staff. In terms of missed assisted collections the officer reported that the targets needed to be adjusted to be more realistic for SBDC. With the new contract they would need to look at how performance should be measured to provide a good comparison.
- Customer Contact Statistics – wait time messages had been introduced on phone lines giving the caller an option to decide whether to wait or call again and calls were recorded. There was a spike over the summer. The Director of Services, CDC/SBDC asked whether the new wait time messages had increased the number of abandoned calls and the Waste Services Manager reported that these figures would be reported in the next quarter with an explanation given for any increases.
- There were more compliments than complaints.
- In terms of health and safety a RIDDOR accident was reported relating to a Serco loader twisting their ankle slipping down set stairs and there

were also 4 near misses, which related to tree branches, which had been reported to Transport for Bucks. A Member queried whether any overhanging branches related to residential properties and whether residents were notified of any hazards and this was confirmed.

- Appendix 1 presented the Assisted Collection Month Summary Report, which showed the effectiveness of the project in reducing missed assisted collections. Performance had improved with supervisor checks and this review had also had a positive effect on other areas such as general missed collections, bulk missed collections and whole street misses.
- Two new risks had been added with regard to unitary status (impact on procurement and contracting arrangements which could limit the market interest) and Brexit (potential impact on markets for recyclables resulting in higher gate fees and affecting reprocessing capacity). Communications could be sent out to residents to ensure that the quality of materials collected was high. Reference was made to a BBC news article regarding a family collecting plastics to see how much they could collect but this could be misleading in terms of the types of materials collected e.g. plastic film.

**RESOLVED:**

That the report be noted.

**109 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)*

**110 WASTE PROCUREMENT PROGRESS REPORT**

The Principal Solicitor CDC/SBDC updated Members on the timetable within the agenda pack and that the OJEU notice had been published on 14 November 2018. An information event would be held for bidders on 4 December 2018 which would inform bidders of the contract structure and also outline the benefits of bidding for the contract. This was not part of the dialogue phase. The Selection Questionnaires had to be returned by 18 December 2018.

**RESOLVED:** That the verbal report be noted.

**111 SERCO CONTRACT UPDATE**

The Principal Solicitor CDC/SBDC reported that the terms for the Serco contract extension had been agreed (subject to Serco Board approval) so that the contract could be extended until 31 May 2018. This date had been chosen to ensure there was no disruption over the bank holidays in May. There were two outstanding issues that needed to be addressed and a meeting had been arranged to discuss these issues.

**RESOLVED:** That the verbal report be noted.

**The meeting ended at 11.35 am**

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

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