



Cabinet

Tuesday, 10 December 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 - 12*)

To approve the minutes of the Cabinet held on 15 October 2019.

4 Declarations of Interest

5 28-Day Notice (*Pages 13 - 14*)

Appendix (Pages 15 - 18)

6 Current Issues

7 CDC Performance Report - Q2 2018-19 (*Pages 19 - 20*)

Appendix A: Priority PIs (Pages 21 - 22)

Appendix B: Corporate PIs (Pages 23 - 24)

- 8 Extension of Great Missenden cemetery (*Pages 25 - 28*)
Appendix 1 (Pages 29 - 30)
- 9 Review of remaining recycling centres (*Pages 31 - 38*)
Appendices (Pages 39 - 52)
- 10 Chiltern Lifestyle Centre - Parking options (*Pages 53 - 56*)
Appendix A (Pages 57 - 62)
Appendix B (Pages 63 - 64)
- 11 Chiltern Lifestyle Centre Update - Community Liaison Group (*Pages 65 - 68*)
Appendix: Terms of Reference (Pages 69 - 72)
- 12 Appointing Buckinghamshire Lottery External Lottery Manager (*Pages 73 - 76*)
- 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 - 7 November 2019 (To Follow)*

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 Chiltern Lifestyle Centre update and connected issues to business case (Pages 77 - 82)

Reasons for restriction: Paragraph(s) 3

Appendix (Pages 83 - 84)

16 Cabinet Reports from Policy Advisory Groups:

16.1 Environment PAG Notes - 14 November 2019 (Pages 85 - 88)

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)
C Jones
P Martin
J Rush
E Walsh
F Wilson

Date of next meeting – Tuesday, 7 January 2020

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<p>Publication Date 31 October 2019</p>
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CHILTERN DISTRICT COUNCIL

MINUTES of the CABINET held on 15 OCTOBER 2019

PRESENT Councillors I Darby - Leader
C Jones
P Martin
J Rush
E Walsh
F Wilson

APOLOGIES FOR ABSENCE were received from Councillor M Stannard

29 MINUTES

The minutes of the Cabinet held on 20 and 27 August 2019 were approved and signed by the Chairman as a correct record.

30 DECLARATIONS OF INTEREST

The following declarations of personal interest were made:-

Community Grants

Cllr Darby declared an interest as a Member of Chalfont St Peter (CSP) Neighbourhood Action Group and as Independent Examiner of the Youth Centre.

Cllr P Martin declared an interest as a Member of Prestwood Colts and Girls Football Club, Great Missenden and Prestwood Revitalisation Group and Missenden Walled Garden.

Cllr Rush declared an interest as a Member of Chalfont St Peter Neighbourhood Action Group.

Large Project Fund

Cllrs Darby and Rush declared an interest as a Member of Chalfont St Peter Parish Council and Cllr Martin declared an interest as his wife is a Member of Great Missenden Parish Council

Cllr Wilson declared an interest as a Member of Chesham Town Council and also declared that his wife was a governor at Chesham Grammar School.

31 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 by 8 November 2019. An additional meeting was being arranged for 7 January 2019 to consider a report on approving the Community Infrastructure Levy Charging Schedule.

RESOLVED –

That the Draft 28-Day Notice / Forward Plan, to be published by 8 November 2019, be noted.

32 CURRENT ISSUES**(i) Councillor P Martin -**

Councillor Martin reported with regard to the Community Infrastructure Charging Schedule that the consultation had concluded on 23 August 2019 and now they would need to submit the Charging Schedule for examination. The Intelligent Plans and Examinations (IPe) had been appointed to sit on 5 November 2019 at 10am at South Bucks District Council and was expected to last one day. The Examiner's report was expected in December to then be considered at Cabinet and Council on 7 January 2020.

33 PERFORMANCE REPORT - Q1 2019/20

Cabinet received a report which outlined the annual performance of Council services against pre-agreed performance indicators and service objectives for Quarter 1 of 2019-20.

RESOLVED that the performance reports be noted.

34 TREASURY MANAGEMENT QUARTERLY REPORT QUARTER 2 2019/20

Cabinet received a report which detailed the Treasury Management performance of the Council for 2019/20 as required by the Code of Practice on Treasury Management. With reference to the graph on the loans outstanding Members noted that there was a sufficient level of cash reserves to meet immediate short term cash requirements.

The current cash flow assumed that the Council would not borrow funds during 2019/20 to fund the Chiltern Lifestyle Centre Development which was reflected in the decrease in forecast cash by year end in the graph at 3.5 of the report. The Head of Paid Service reported that it was up to the new Buckinghamshire Council to determine the level of sufficient cash reserves and that the Section 151 Officer was minded to not allow external borrowing but this would be a decision of the Shadow Authority when they considered their Treasury Management Strategy. The new Authority would have approximately £90 million and Members would need to consider how this funding should be used to finance expenditure, including Chiltern Lifestyle Centre as part of the budget setting process.

RESOLVED that the report be noted.

35 REVIEW OF ALCOHOL RESTRICTIONS PUBLIC SPACES PROTECTION ORDERS

The Cabinet reviewed the current Public Spaces Protection Orders (PSPO) relating to alcohol restriction within Chiltern District Council and the responses to the consultation.

The Principal Environmental Health Officer reported that this was a three year review. There were currently five PSPOs with alcohol restrictions and it was proposed that these Orders be discharged and where there was sufficient evidence to support alcohol restrictions that these be included in a new, single PSPO, attached as an Appendix.

Members noted that there was not any evidence to support the inclusion of Seer Green within the new PSPO and Parsonage Wood, Amersham. The problems previously experienced in Seer Green were no longer an issue due to a change in the management of the local pub. However, analysis of anti-social behaviour reports would support the inclusion of the other areas. It was also recommended that Amersham Station Forecourt be included as Hill Avenue and Chiltern Avenue do experience anti-social behaviour.

A Member asked if any issues did arise in a particular area how quickly a PSPO could be put in place and noted that it was not a quick process as evidence would need to be gathered over a period of time and then there would need to be a consultation process.

RESOLVED

1. **that the outcome of the consultation on the existing Public Space Protection Orders which provide the Police with powers to require any person to stop drinking and surrender alcohol if they are causing or likely to cause anti-social behaviour (ASB) was noted in the following areas:**
 - a- **Chesham Cemetery**
 - b- **Chesham Town Centre High Street and The Meades Water Garden**
 - c- **Amersham-on-the-Hill and Old Amersham**
 - d- **Seer Green**
 - e- **Land at Roundwood Road and Station Forecourt, Amersham**

2. **that where there is supporting evidence for restrictions to be in place in a specific area, that the addition of this within a single PSPO be approved.**

3. **that where there is no supporting evidence for restrictions to be in place in a specific area, to approve the discharge of that PSPO and instruct the Head of Healthy Communities to remove any associated signage.**

36 FOOD AND HEALTH AND SAFETY BUSINESS PLANS

The Cabinet received a report which sought approval for the adoption of the Joint Food and Health and Safety Service Plan 2019/20, the Food Policy 2019/20 and the Health and Safety Enforcement Policy 2019/20. The Action Plans contained within the appendices highlight key areas which would be focussed on in the coming year to increase performance standards.

The Food Standards Agency's (FSA) Code of Practice and the Health and Safety Executive (HSE) require local authorities to produce and publish an annual service plan that demonstrates how the authorities were working to deliver its food safety and health and safety services. The Office for Product Safety and Standards also required local authorities to produce and publish their enforcement policies and to ensure that they comply with The Regulator's Code.

The percentage of all eligible rated food premises (rating of 3 or better) continued to increase and was currently 96% for Chiltern. In 2018/19

significant enforcement activity took place and four food businesses were successfully prosecuted with fines being issued in the Crown Court of up to £33,000 and substantial costs being awarded. Members commented that this must have been a serious breach and were informed that officers work with organisations as much as they could to help improve standards.

The Principal Environmental Health Officer made reference to an additional action on reporting to the Food Standards Agency via the statutory return the percentage of businesses that were broadly compliant. This could be undertaken by a self-assessment questionnaire being sent to relevant organisations such as pharmacies and shops.

RESOLVED that the Joint Food and Health and Safety Service Plan 2019/20, the Food Policy 2019/20 and the Health and Safety Enforcement Policy 2019/20 be approved.

37 CHILTERN DIAL A RIDE REPORT

The Cabinet received a report which asked the Cabinet to award a grant of £39,378 to Chiltern Dial a Ride for the purchase of a new vehicle with a recommendation to use general reserves to support this funding application. Dial a Ride delivered valued community transport services across the District assisting vulnerable disabled and infirm clients and this service was oversubscribed. The aim was to use this extra vehicle for the Great Get Together (accessing day trips for older people).

The Head of Healthy Communities reported that it cost £30 a year membership and that they had purchased a mix of vehicles. Some of the vehicles had less seats in them as they needed room for wheelchairs. In addition carers may also be using the vehicle as well. He informed Members that there was also a mix of paid and volunteer drivers; paid drivers were required to provide cover for essential services. Dial A Ride provided a valuable service to vulnerable and isolated people. He commented that a number of taxis were not wheel chair friendly.

Following a question Members were informed that Dial A Ride would provide a contribution of £17,666 to the purchase of the new vehicle. A further question was asked on whether the vehicle would be environmentally friendly and they were informed that they were considering a diesel hybrid.

Cabinet Members asked for further information on the business case to be considered by the Portfolio Holder which they would be happy to support if

proved viable and affordable to residents. Consideration would also be given to additional costs for an environmentally friendly vehicle.

RECOMMENDED to Council

That Cabinet are minded to recommend that a grant of £39,378 be awarded to Chiltern Dial A Ride for the purchase of a new vehicle including consideration of potential additional funding for an environmentally friendly vehicle, subject to confirmation as to the amount of the recommended grant to Council by the Portfolio Holder after consideration of further financial information to support the business case.

38 CHILTERN COMMUNITY GRANT AWARDS 2019-20

The Cabinet received a report which asked for agreement to fund grant awards for the Council's 2019/2020 Community Grant Aid Scheme as detailed in Appendix 1 of the report. Members noted that this year's scheme had been further strengthened by increasing the level of grant funding from £32k to £80K and also raising the maximum amount of grant award from £2,000 to £5,000. 51 applications had been received that collectively requested funding of £171,195. All applications were assessed which resulted in a recommendation to award £82,438 to 40 different community organisations. In response to a question Members noted that where bids were unsuccessful the organisation could look at alternative options of grant awards to community groups such as the lottery.

RESOLVED that the allocation of funding awards from the 2019/20 Community Grant Aid Scheme as detailed in Appendix 1 be agreed.

39 CHILTERN LARGE PROJECTS FUND 2019-2020

The Cabinet received a report for approval to fund grant awards from the 2019/20 Large Project Fund Grant Scheme. This Scheme was established this year to support voluntary groups and Town and Parish Councils to provide a lasting legacy for the residents of Chiltern. The Large Project Scheme attracted funding requests totalling £858,435 from a total available grant pot allocation of £160,000. This funding was within budget and additionally the proposed range of applications lever in a significant amount of external funds into the local voluntary sector with a total of £5.4 million funding being available. Members were referred to paragraph 5.7 of the report which showed how funding was allocated so that smaller parishes received a higher percentage of their grant request. Members welcomed this initiative.

RESOLVED that the Council's Large Project Fund be allocated as detailed in Appendix 2 of the report.

40 PROPOSAL FOR THE FORMER ST JOHNS AMBULANCE SITE, AMERSHAM

The Cabinet received a report which sought Members approval on the possible future uses of the former St John Ambulance building. This building was purchased as a development site to provide social housing but it was understood at the time that planning guidelines would require ongoing provision of a 'community use' on some of the site. At the time of purchase a community group approached the Council who had been seeking a suitable permanent site for a place of worship. The report outlines the other options that have been considered such as the use of the building by the youth club. A business case would be submitted to the new Buckinghamshire Council as part of the wider development in April 2020. Members welcomed the report and the provision of a valuable multi-use community facility as well as social housing.

RESOLVED that

- 1. a formal planning application be progressed for the demolition of the existing building and its replacement with a ground floor place of worship/community facility with Social Housing over.**
- 2. the work with stakeholders be formalised via a Project Board with agreed terms of reference, objectives and funding structure to create a place of worship/ground floor community facility with social housing over.**
- 3. an agreement be made with key stakeholders that as part of the formal project board objectives, the Council ensure that the Chiltern Youth Centre operator and the Gateway Club are provided with future bases of operation at the new place of worship/community facility.**
- 4. the occupancy arrangements of the place of worship/community facility and other parties be progressed to Heads of Terms.**
- 5. a further report be brought forward following the conclusion of the planning application**
- 6. £50,000 be drawn down from the General Reserves for the necessary pre planning application surveys**
- 7. funding be drawn down from the current Capital programme to support the planning application.**

41 MINUTES OF JOINT EXECUTIVE COMMITTEES

RESOLVED

That the following notes from Joint Executive Committees be noted:

Chiltern, South Bucks and Wycombe Joint Waste Collection – 22 July 2019

Aylesbury Vale, Chiltern and Wycombe Districts Crematoria Joint Committee – 5 September 2019

42 CABINET REPORTS FROM POLICY ADVISORY GROUPS:

RESOLVED that the following reports from Policy Advisory Groups be noted:-

Healthy Communities PAG – 16 September 2019

Planning and Economic Development PAG – 11 September 2019

The meeting ended at 5.43 pm

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

1. Report

The Access to Information Regulations 2012 place a requirement on Councils to publish a notice 28 days before every executive or joint executive meeting detailing all Key Decisions and Private Reports to be considered. The [28 Day Notices](#) for Cabinet and the Cabinet's joint executive committees are published on the Council's website.

RECOMMENDATION:

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

Background Papers:	None
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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

Key Decision (Y/N) ¹	Report Title & Summary ²	Date Decision to be taken	Decision to be taken by	Consultation ³	Private Report ⁴	Lead Officer ⁵
Leader (Councillor Isobel Darby)						
N	CDC Performance Report - Q2 2019-20 To receive and note the Performance Report for Chiltern District Council for Quarter 2 of 2019-20.	10 December 2019	Cabinet	Services Overview Committee 26 Nov 2019	Open	Aniqah Sultan Aniqah.Sultan@Chilternandsouthbucks.gov.uk
N	CDC Performance Report - Q3 2019-20 To receive and note the Performance Report for Chiltern District Council for Quarter 3 of 2019-20	3 March 2020	Cabinet	Resources Overview Committee 21 Jan 2020 Services Overview Committee 16 Jan 2020	Open	Aniqah Sultan Aniqah.Sultan@Chilternandsouthbucks.gov.uk
Support Services (Councillor Mike Stannard)						
No items for consideration						

Customer Services (Councillor Jonathan Rush)						
No items for consideration						
Planning and Economic Development (Councillor Peter Martin)						
Y	Community Infrastructure Levy Charging Schedule To adopt the Charging Schedule	7 January 2020 7 January 2020	Cabinet Council	Planning & Economic Development Policy Advisory Group 6 Jan 2020	Open	Steve Bambrick Steve.Bambrick@Chilternandsouthbucks.gov.uk
Environment (Councillor Caroline Jones)						
Y	Review of remaining recycling centres To consider a report on the future of the remaining recycling centres in the district, following on from the Cabinet decision taken in July 2019.	10 December 2019	Cabinet	Services Overview Committee 26 Nov 2019 Environment Policy Advisory Group 14 Nov 2019	Open	Chris Marchant chris.marchant@chilternandsouthbucks.gov.uk
Y	Extension to Council owned cemetery To consider a report on extension options to the cemetery at Great Missenden cemetery.	10 December 2019	Cabinet	Environment Policy Advisory Group 14 Nov 2019	Open	Simon Gray Simon.Gray@Chilternandsouthbucks.gov.uk
Y	Chiltern Lifestyle Centre - Parking options To provide Members with recommendations to support the car parking provision during the construction of the Chiltern Lifestyle Centre	10 December 2019	Cabinet	Services Overview Committee 26 Nov 2019 Environment Policy Advisory Group 14 Nov 2019	Open	Julie Rushton julie.rushton@chilternandsouthbucks.gov.uk
Healthy Communities (Councillor Liz Walsh)						
Y	Youth Outreach Activity report to support the delivery of youth outreach activity <i>item removed 14 November (now forming part of the Chiltern Lifestyle Centre update)</i>	10 December 2019 7 January 2020	Cabinet Council	Services Overview Committee 26 Nov 2019	Open	Martin Holt martin.holt@chilternandsouthbucks.gov.uk

Y	Chiltern Lifestyle Centre Update 1. To update Members on the current progress of the Chiltern Lifestyle Centre and to seek approval of the issue of a lease to a nursery provider to occupy the centre on its completion.	10 December 2019	Cabinet	Services Overview Committee 26 Nov 2019	1.Exempt (para 3)	Martin Holt martin.holt@chilternandsouthbucks.gov.uk
N	2. Further, to agree the terms of reference for the Chiltern Lifestyle Centre Community Liaison Group.				2.Open	
Y	Buckinghamshire Lottery To waive standing orders to agree appointment of the External Lottery Manager for the Buckinghamshire Lottery.	10 December 2019	Cabinet	Services Overview Committee 26 Nov 2019	Open	Martin Holt martin.holt@chilternandsouthbucks.gov.uk
N	Chiltern Dial a Ride report To consider a report on granting for the Chiltern Dial a Ride service following consideration by Cabinet in October 2019.	7 January 2020	Council	Services Overview Committee 26 Nov 2019	Open	Martin Holt martin.holt@chilternandsouthbucks.gov.uk
Y	Capital Grants To propose Capital Grant awards following applications	3 March 2020	Cabinet	Services Overview Committee 16 Jan 2020	Open	Martin Holt martin.holt@chilternandsouthbucks.gov.uk
Unitary Transition (Councillor Fred Wilson)						
No items for consideration						

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

- 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. Steve Bambrick = steve.bambrick@chilternandsouthbucks.gov.uk

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

Item 7

Cabinet 10 December 2019

Services Overview Committee 26 November 2019

REPORT SUBJECT:	<i>Chiltern District Council Performance Quarter 2 2019-20</i>
REPORT OF:	<i>Leader of the Council – Councillor Isobel Darby</i>
RESPONSIBLE OFFICER	<i>Director of Resources – Jim Burness</i>
REPORT AUTHOR	<i>Ani Sultan (01494 586 800)</i>
WARD(S) AFFECTED	<i>Report applies to whole district</i>

1. Purpose of Report

This report outlines the annual performance of Council services against pre-agreed performance indicators and service objectives for Quarter 2 of 2019-20.

RECOMMENDATION

Cabinet is asked to note the performance reports.

2. Executive Summary

Overview of Quarter 2 of 2019-20 performance indicators (PIs) against targets across the Council:

Portfolio	No of PIs	PI on target □	PI slightly below target □	PI off target □	Not reported this quarter/ not used	Awaiting data	Data Only
Leader	3	3	0	0	0	0	0
Healthy Communities	12	5	0	2	4	1	0
Planning & Economic development	18	11	2	0	1	0	4
Environment	5	3	0	0	2	0	0
Support services	6	3	2	0	1	0	0
Customer services	6	4	0	0	1	0	1
Total PIs	50	29	4	2	9	1	5

3. Reasons for Recommendations

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

3.2 Management Team, Cabinet, Resources Overview & Services Overview Committees receive regular updates detailing progress towards service plan objectives, performance targets and strategic risks, in line with our Performance and Improvement Framework.

3.3 Two detailed performance tables accompany this report:

- **Appendix A – Priority PIs Quarter 2 of 2019-20**
- **Appendix B – Corporate PIs Quarter 2 of 2019-20**

4. Key points to note:

4.1 There are no PIs marked as awaiting data.

4.2 Of the Priority PIs, one was off target – CdRB1 (details in 4.2.5).

4.2.1 **Leaders**: All PIs within the Leader's portfolio are on target.

Item 7

Cabinet 10 December 2019

Services Overview Committee 26 November 2019

- 4.2.2 **Healthy Communities:** CdHS2 – number of affordable homes delivered – is under target of 8.25 per quarter, as no new affordable homes have been delivered in quarter 2. Two Paradigm schemes providing 6 affordable rented properties on infill site (Raans Road and Birch Road, Amersham) due for completion during Quarter 3.
- 4.2.1 **Planning and Economic Development:** JtBC1 (Applications checked within 10 working days) is just under the target of 95% at 93.5%. This is due to changes in the team, which means that staff training needs to be undertaken.
- 4.2.2 **Environment:** CdWR4 – number of missed assisted containers – is under target of 170 at 81, making this the third month the PI has achieved its target (July 140, August 69). This positively reflects the changes and efficiencies implemented through the Serco Improvement Plan.
- 4.2.3 **Customer Services:** All PIs are back on target.
- 4.2.4 **Support Services:** Both JtBS1 and JtBS2 are slightly under target – this is due to issues with the network storage causing systems to be unavailable for all users, the secondment of infrastructure staff to both unitary and Windows 10 projects, as well as staff turnover having an effect on the PIs.

5. Consultation

Not applicable.

6. Options

Not applicable.

7. Corporate Implications

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

7.2 Legal – None specific to this report.

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

8. Links to Council Policy Objectives

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

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

Objective 1 - Efficient and effective customer focused services

Objective 2 - Safe, healthy and cohesive communities

Objective 3 - Conserve the environment and promote sustainability

9. Next Step

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

Background Papers:	N/A
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Appendix A - Priority Pls 2019-20 - CDC

Code	Title	Target 2018/19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	2019/20	Traffic Light	Target 2019/20	Comments
Leader's																		
JtHR1	Working days lost due to sickness absence	10	10.7	9.4	7.4	6.7	6.1	6.0								☑	10	134 working days lost for September + 763.50 (working days lost for April - August) = 897.50 897.50 / 299.88 (average FTE figure) = 2.99 / 6 x 12 = 5.98 average working days lost to sickness absence (cumulative). These figures relate to absence days from 33 employees
JtHR12	Working days lost due to short term sickness absence (upto 20 working days)	5	5.5	4.3	3.3	2.9	2.6	2.7								☑	5	79 working days lost for September + 323.50 (working days lost for April - August) = 402.50 402.50 / 299.88 (average FTE figure) = 1.34 / 6 x 12 = 2.68 average working days lost to short term sickness absence (cumulative). The figures related to absence from 30 employees
JtHR13	Working days lost due to long term sickness absence (more than 20 working days)	5	4.9	5.2	4.1	3.7	3.5	3.3								☑	5	55 working days lost in September + 440 (working days lost for April - August) = 495 495 / 299.88 (average FTE figure) = 1.65 / 6 x 12 = 3.30 average working days lost to long term sickness absence (cumulative). This absence relates to 3 employees
Healthy Communities																		
CdHS1	Number of applicants with/expecting children who have been in B & B accommodation for longer than 6 weeks (snapshot figure at end of month)	0	0.0	0.0	0.0	0.0	1.0	1.0								☒	0	1 x applicant exceeding 6 weeks - Move on delayed due to need to resolve eligibility issues
CdHS7	Number of households living in temporary accommodation (snapshot at the end of the month)	38	32.0	33.0	33.0	30.0	33.0	32.0								☑	38	Total comprises (i) Tom Scott House= 17 (ii) B&B = 9 (iii) Other Nightly booked TA = 2 (iv) Private Sector Leasing = 2 (v) Other RP accommodation = 2
Planning and Economic Development																		
CdPED9	Major planning applications decision performance - within 13 weeks or other agreed period (cumulative monthly)	90%	100.0	100.0	87.5	90.9	84.6	86.7								☐	90%	13 of 15 determined within target - cumulative figure 2 of 2 determined within target - this month's figure
CdPED10	Minor planning applications decision performance - within 8 weeks or other agreed period (cumulative monthly)	75%	88.9	93.5	94.4	96.2	96.9	96.6								☑	75%	141 of 146 determined within target - cumulative figure 15 of 15 determined within target - this month's figure
CdPED11	Other planning applications decision performance - within 8 weeks or other agreed period (cumulative monthly)	85%	98.0	98.5	97.1	96.9	96.6	96.8								☑	85%	487 of 503 determined within target - cumulative figure 64 of 65 determined within target - this month's figure
Environment																		
CdWR2	Percentage of household waste sent for reuse, recycling and composting (cumulative)	53%			55.1			53.6								☑	53%	This figure will probably increase, but still awaiting monthly Tonnage figs. from County.
Customer Services																		
CdRB1	Speed of processing - new HB/CTB claims (cumulative)	18	15.9	19.9	20.8	20.5	19.7	19.6								☑	20	Performance is back on target.
CdRB2	Speed of processing - changes of circumstances for HB/CTB claims (cumulative)	5	3.6	3.3	3.4	3.4	3.3	3.2								☑	5	Target achieved.
CdRB3	Percentage of Council Tax collected (cumulative)	99.1%	55.4%	15.4%	25.0%	34.8%	44.3%	53.9%								☑	99.1%	Target achieved.
CdRB4	Percentage of Non-domestic Rates Collected (cumulative)	98.5%	11.9%	19.2%	28.0%	36.4%	46.4%	56.6%								☑	98.5%	Target achieved.

Appendix B - Corporate PIs 2019-20 - CDC

Code	Title	Target 2018/19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	2019/20	Traffic Light	Target 2019/20	Comments
Leader's portfolio																		
Healthy Communities																		
CdCL1a (C)	Customer satisfaction rating at Chalfont Leisure Centre	75%														NA	77%	Annual PI
CdCL1b (C)	Customer satisfaction rating at Chesham Leisure Centre	68%														NA	70%	Annual PI
CdCL1c (C)	Customer satisfaction rating at the Chiltern Pools Leisure Centre	50%														NA	57%	Annual PI
CdCL2 (C)	Total participation in physical activities delivered through the GLL community engagement plan (by period)	5000 per annum			1,825											NA	5,250	Awaiting third party data.
CdHS2 (C)	Number of affordable homes delivered by (i) new build (ii) vacancies generated by local authority scheme (iii) acquisition of existing properties for social housing (cumulative)	33 (8.25/qtr)			0			0								⊗	33 (8.25/qtr)	No new affordable homes delivered in quarter 2. Two Paradigm schemes providing 6 affordable rented properties on infill site (Raans Road and Birch Road, Amersham) due for completion during Quarter 3.
CdHS3 (C)	Average Length of stay in B & B temporary accommodation for all households (snapshot at end of quarter)	12			12			7								✓	12 weeks	7 x B&B placements ended during the quarter with an average stay of 7 weeks each
CdHS4 (C)	Number of private sector dwellings vacant for more than 6 months and returned to occupation following local authority intervention	28														NA	28	Annual PI
CdEH1 (C)	Percentage of food hygiene inspections of category A – D food businesses achieved against the inspections due by quarter (cumulative)	91%			96%			100%								✓	96% annually	Target achieved.
NEW PI CdEH2	Percentage of food premises improving their Food Hygiene Rating from 0-2 rating to achieve rating of 3 and above (quarterly)	NEW PI			10%			30%								✓	annual target / 12.5% per quarter	Target achieved.
JLL1 (C)	Percentages of licences received and issued/renewed within statutory or policy deadlines (cumulative).	97%			99.1%			98.8%								✓	97%	Target achieved.
Planning and Economic Development																		
JtBC1 (C)	Applications checked within 10 working days (cumulative)	92%	100%	95.3%	98.2%	97.4%	97.6%	88.3%								✓	92%	Target achieved.
JtBC2 (C)	Customer satisfaction with the building control service. (cumulative)	92%	100%	100%	100%	100%	100%	96%								✓	92%	Target achieved.
JtENF1 (C)	Number of new enforcement cases received (monthly)	DATA ONLY	52	62	65	50	56	58								DATA ONLY	DATA ONLY	DATA ONLY
JtENF2 (C)	Number of closed cases (monthly)	DATA ONLY	53	64	66	37	62	82								DATA ONLY	DATA ONLY	DATA ONLY
JtENF3 (C)	Number of PCNs (or S330s) issued (monthly)	DATA ONLY	0	0	0	0	0	0								DATA ONLY	DATA ONLY	DATA ONLY
JtENF4 (C)	Number of notices served (monthly)	DATA ONLY	0	1	1	0	0	0								DATA ONLY	DATA ONLY	DATA ONLY
CdPED1 (C)	Percentage of planning applicants who are satisfied or very satisfied with the planning service (cumulative, quarterly)	82%	NA	NA	NA	NA	NA	NA								NA	82%	Service working on how to carry out the surveys.
CdPED2 (C)	Planning appeals allowed (cumulative)	35%			26.9%			20.0%								✓	35%	9 of 45 allowed or part allowed appeals (cumulative total) 2 of 19 allowed or part allowed appeals (quarter total)
CdPED45	2020 Majors speed of planning decisions – special measures 2 year assessment period ending Sep 19 (cumulative, monthly)	60%	88.4%	88.4%	87.0%	87.8%	86.3%	86.8%								✓	60%	46 of 53 Applications determined: Major Decision period: Oct 2017 - Sep 2019 SPEED Target: 60% or more
CdPED46	2020 Non-Majors speed of planning decisions – special measures 2 year assessment ending September 2019 (cumulative, monthly)	70%	95.7%	95.9%	95.9%	95.9%	95.9%	96.0%								✓	70%	2597 of 2706 Applications determined: Non-Major Decision period: Oct 2017 - Sep 2019 SPEED Target: 70% or more
CdPED47	2020 Majors quality of planning decisions – special measures 2 year and 9 month assessment period ending December 2019 (cumulative, monthly)	9.99%	7.7%	7.7%	7.7%	7.7%	7.7%	7.7%								✓	9.99%	4 of 52 Application allowed/part allowed on appeal: Major Decision period: Apr 2017 – Mar 2019 Appeal period: Apr 2017 – Dec 2019 QUALITY Target: less than 10%
CdPED48	2020 Non-Majors quality of planning decisions – special measures 2 year and 9 month assessment period ending December 2019 (cumulative, monthly)	9.99%	1.1%	1.3%	1.2%	1.2%	1.3%	1.3%								✓	9.99%	37 of 2881 Application allowed/part allowed on appeal: Non-Major Decision period: Apr 2017 – Mar 2019 Appeal period: Apr 2017 – Dec 2019 QUALITY Target: less than 10%

Code	Title	Target 2018/19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	2019/20	Traffic Light	Target 2019/20	Comments	
CdPED49	2021 Majors speed of planning decisions - special measures 2 year assessment period ending Sep 2020 (cumulative monthly)	60%	90.5%	90.5%	87.5%	88.9%	86.2%	87.1%								☑	60%	27 of 31 speed Applications determined: Major Decision period: Oct 2018 - Sep 2020 SPEED Target: 60% or more	
CdPED50	2021 Non-Majors speed of planning decisions - special measures 2 year assessment period ending Sep 2020 (cumulative monthly)	70%	95.0%	95.5%	95.4%	95.6%	95.6%	95.8%								☑	70%	1264 of 1320 speed Applications determined: Non-Major Decision period: Oct 2018 - Sep 2020 SPEED Target: 70% or more	
CdPED51	2021 Majors quality of planning decisions - special measures 2 year & 9 month assessment period ending Dec 2020 (cumulative monthly)	9.99%	3.1%	3.1%	2.9%	2.6%	2.5%	2.4%								☑	9.99%	1 of 42 Application allowed/part allowed on appeal: Major Decision period: Apr 2018 - Mar 2020 Appeal period: Apr 2018 - Dec 2020	
Environment																			
CdSE1 (C)	Cumulative CO2 reduction from local authority operations from base year of 2008/09 (annual)	12%														NA	12%	Annual PI	
CdWR1 (C)	Number of Household collections missed per month	1650	1,314	1,742	1,511	2,928	792	860								☑	1600	Target achieved. Significantly below Target. Serco Improvement Plan proving effective.	
CdWR3 (C)	Waste customer satisfaction survey	86%			NA			NA								NA	86%	Not reported this quarter	
CdWR4 (C)	No of missed assisted containers (monthly)	170	279	324	316	140	0	81								☑	170	Significantly below Target. Serco Improvement Plan proving effective.	
Support services																			
JtBS1 (C)	Availability of ICT systems to staff from 8am to 6pm (by period)	99.5%			98.9%			97.9%								☐	99.5%	Issues with the SAN caused a repeat of the problems we had last year meaning the network was unavailable for all users	
JtBS2 (C)	Percentage of calls to ICT helpdesk resolved within agreed timescales (by period)	95%			94.9%			90%								☐	95%	Infrastructure staff seconded to unitary and Windows 10 projects. Staff turnover also had an impact on this PI	
CdBS3 (C)	Percentage of responses to FOI requests sent within 20 working days (by month)	90%	100.0%	92.7%	89.7%	90.4%	74.2%									☑	90%	BAU is currently under strain across all departments/service areas which is having a knock on effect.	
JtLD1 (C)	Client satisfaction with the shared service. Percentage satisfied or very satisfied.	98%			NA			100%								☑	98%	Not reported this quarter	
CdLD1 (C)	The percentage response to the annual canvass	94%														NA	94%	Annual PI	
CdLD2 (C)	Percentage of standard searches carried out within five working days (by period quarterly)	100%	100%	100%	100%	100%	100%	100%								☑	100%	Target achieved.	
Customer services																			
CdCS1 (C)	New measure for complaints - t.b.a.	TBA			NA			147								NA	Data Only	Data Only	
CdCS2 (C)	New measure for compliments - t.b.a.	TBA	NA	NA	NA	NA	NA	NA								NA	TBA	NA	

SUBJECT	Extension of Great Missenden cemetery.
RELEVANT MEMBER	Environment Portfolio Holder Caroline Jones
RESPONSIBLE OFFICER	Head of Environment
REPORT AUTHOR	Simon Gray / David Stowe
WARD/S AFFECTED	Great Missenden

1. Purpose of Report

The Council has identified a need to provide more space for burials at Great Missenden cemetery.

The Council owns some additional land at Great Missenden cemetery. It is proposed to use this land, currently an open grass field, as additional areas for burials and interment of cremated remains. This report is to request Members approval for the proposals and to request Capital funds to achieve the project.

The report was considered by the Environment PAG on 14 November 2019.

RECOMMENDATION TO CABINET:

- That the plans (attached as appendix 1) for the extension to the Great Missenden cemetery, and the requested capital funding be approved, and the Head of Environment be authorised to progress the project.**

2. Reasons for Recommendations

The Council has an obligation to provide spaces for burials. The burial space at the existing cemetery at Great Missenden is nearing capacity so there is a need to provide more space for burials.

Without providing additional burial spaces, the current annual income of approximately £20,000 from the existing cemetery will cease.

Land is available adjacent to the existing cemetery, having been purchased a number of years ago for the future extension of the cemetery. Due to its location, the land doesn't have any real alternative use other than as grazing land.

Approval is sought for the project and for the funds to achieve this.

Members are requested to approve the proposed plan (attached as Appendix 1) and the funding of £80,000.

3. Content of Report

3.1. A planning application will be required for Change of Use for the site from agriculture land to cemetery land. This will depend on the consultations below.

3.2. Plans and specifications will be prepared so the project can be progressed in stages.

3.3. The general layout of the project will be undertaken first, with the following:

- Plough, level and reseed the field

- Repair of existing fence lines
- Grassland to be planted with hedgerows and structural trees to outline areas for burials.
- Track to allow vehicular access for cemetery and maintenance vehicles.
- Paths to allow access to burial areas.
- Extension of existing water supply and provision of a standing tap

4. Consultation

As part of the planning application process, consultation will need to be undertaken with the Environment Agency, Ecologists and the Local Flood Authority at Bucks County Council.

It is likely that the following will be required:

- An Ecology report to show the ecological value of the area, the ecological impact of the proposals; and appropriate enhancement measures and mitigation required.
- A Flood Risk Assessment and a Hydrogeological Risk Assessment
- Reports to the Environment Agency to show the proposals for minimising the risk of contamination from the proposed burials.

Once these consultations have concluded, planning permission will be obtained and commencement of the project in 2020.

It is anticipated that the new area would be ready for use by Summer 2021.

In the meantime the Portfolio Holder Cllr Jones, the Local Member Cllr V Martin and Great Missenden Parish Council have been advised of the proposal to extend the cemetery.

5. Options

The whole field will be prepared at the same time as this will be more cost efficient. Whilst the main area (hatched on Appendix 1) is intended to be marked out for burials, accommodating in the region of 500 plots, the smaller section (cross-hatched) to the north-east of the access road will be left unmarked. It is intended that this area will be for the interment of cremated remains (with the potential of around 945 cremated remains plots), to provide a continuation of the existing cremated remains above the current lawn cemetery. However, depending on demand and customers wishes in the future it could be that this area is instead used for full burials (potential additional 215 plots).

6. Corporate Implications

6.1 Financial The cost of the construction project will be in the region of £80,000 which is requested from Capital budgets.

6.2 Legal No implications.

7. Links to Council Policy Objectives

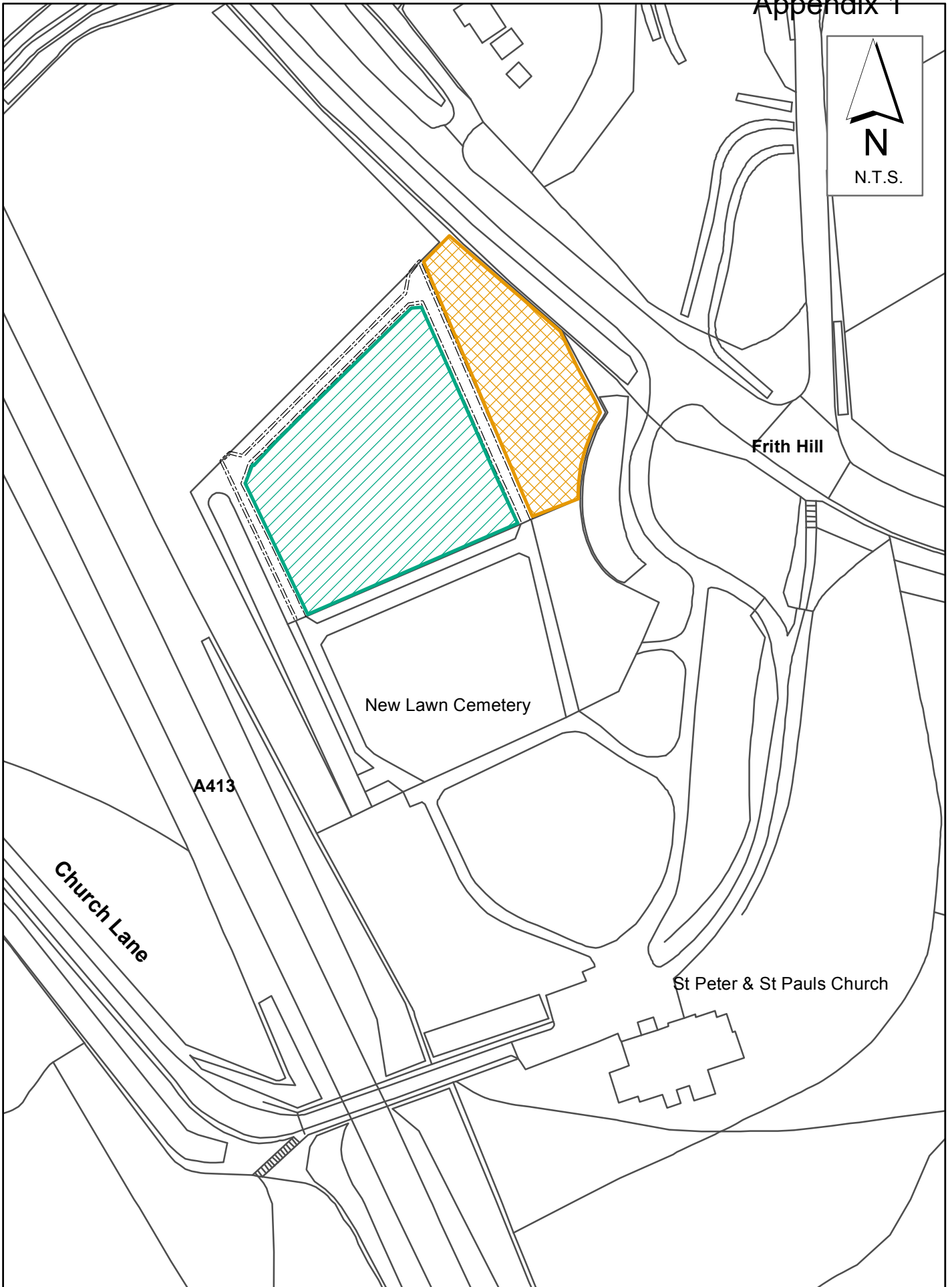
This project aims to promote the well-being of residents, and to meet the Key Council objectives of:

- Delivering cost- effective, customer- focused services
- Striving to conserve the environment and promote sustainability.

8. Next Steps

Officers will discuss the proposals with the Environment Agency, to reach agreement. Following this a planning application will be submitted obtained and the landscaping and construction of the site will commence in 2020.

Background Papers:	None, other than those referred to in this report.
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Great Missenden Cemetery Location Plan

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SUBJECT:	<i>Review of Remaining Recycling Centre: Prestwood, Great Missenden and Little Chalfont</i>
RELEVANT MEMBER:	<i>Cllr. C Jones, Cabinet Member for Environment</i>
RESPONSIBLE OFFICER:	<i>Chris Marchant, Head of Environment</i>
REPORT AUTHOR:	<i>Callum Lynam, Waste Policy & Project Team Leader</i>
WARD/S AFFECTED:	<i>Prestwood, Great Missenden, Little Chalfont</i>

1. Purpose of Report

To review the remaining recycling centres in Prestwood, Great Missenden and Little Chalfont. This matter was reported to the Environment PAG on 14 November and to the Services Overview Committee on 26 November. At each respective meeting the Cabinet recommendation was endorsed.

RECOMMENDATION TO CABINET

To proceed with the recommendation from Environment PAG and Services Overview Committee to undertake the closure of the remaining three recycling centres from 7 January 2020.

2. Reasons for Recommendations

- 2.1. The review of the three remaining recycling centres in Prestwood, Great Missenden and Little Chalfont supports Cabinets previous aim to close all recycling centres, for reasons outlined in background papers.
- 2.2. In collaboration with local Councillors, Parish Councils and residents, Officers have completed actions requested by Cabinet to record evidence of usage at the three sites and to educate local residents on the benefits of the kerbside collection service, including the policy to collect extra recycling and/or collection of larger flattened cardboard boxes at the kerbside.
- 2.3. The review found that the three sites acted as a convenient outlet for local residents but they were not necessary for residents to recycle their paper and cardboard. Residents have access to the kerbside household service and were aware they could present additional recycling on collection day.
- 2.4. The review found that the centres were continually plagued with misuse, including bins being broken, non-recyclable waste being deposited, fly-tipping and businesses using the sites to dispose of their trade waste. This continuous misuse presents an ongoing cost for the Council, which is disproportionate to the benefit of convenience offered to a small number of local residents.

- 2.5. The Council are committed to delivering the convenient kerbside collection service and will continue to assist local residents who require additional support in using this service.
- 2.6. On 9 July 2019, Cabinet agreed to support the recommendation to close five of eight sites, leaving sites in Great Missenden, Prestwood and Little Chalfont subject to further review. With the eventual aim to close (all) subject to further progress report to Cabinet. This recommendation was agreed under the conditions the activities outlined in section 3 were undertaken.

3. Activities undertaken in Prestwood, Great Missenden and Little Chalfont

Officers undertook the following activities at Link Road, Great Missenden; High Street car park, Prestwood; and Snells Wood car park, Little Chalfont sites.

- 3.1. Provide cardboard recycling facilities at these three sites.

Response: 6 x 1100 litre bulk bins for paper and cardboard only installed at each site between 5/08/19 and 14/08/2019

- 3.2. Swap-out the current large containers for 1100 litre bulk bins – eradicate need for specialised collection vehicle.

Response: As above

- 3.3. A commitment to undertake communication programme to educate and inform local residents to support behavioural changes

Response: A communication plan was approved and delivered with the following activities now completed:

- Signs erected at all recycling sites to inform residents about upcoming changes and 'what to do with additional recycling' from w/c 22/07 (Appendix 2)
- Members bulletin issued on 19/07 with details on what sites will be closed, what sites will remain open and reasons for changes (Appendix 3)
- Press release released on 26/07 (copy available at <https://chiltern.gov.uk/recyclingsitechanges>)
- Relevant Parish clerks and internal stakeholders emailed about changes with a list of FAQs to help respond to enquiries (26/07) (Appendix 4)
- New extra recycling guidance produced and publish on social media from w/c 9/09/19 (Appendix 5)
- Relevant Parish clerks and internal stakeholders emailed about progress to date and future works (14/10) (Appendix 6)

- Staff on site to educate users and monitor usage between 7/10 and 18/10. In total, officers from the Joint Waste Team and Serco were present for a combined 60 hours across all three sites. Feedback is outlined in 4.1
- Letters sent to all households in Great Missenden, Prestwood and Little Chalfont to educate residents on the Council's policy to collect extra recycling, how to request new kerbside recycling containers, how to request textile sacks and how to book a bulky waste collection. Letters were despatched on 16/10 (Appendix 7)
- Household bins tagged in Great Missenden, Prestwood and Little Chalfont with guidance on how to present extra recycling and how to request new kerbside recycling containers. Bins were tagged between 21/10 and 25/10 (Appendix 8)
- Annual collection calendar and guides delivered to all households in Chiltern with a page dedicated to guidance on how to present extra recycling. Calendars were despatched on 18/10 (Appendix 9)

Additional and ongoing activities, including a second letter 'drop', social media messages and further engagement with parishes are scheduled, and will support decisions made about the future of these sites.

3.4. Monitor use of facilities, gathering evidence to determine future position.

Response: Staff on site to educate users and monitor usage between 7/10 and 18/10. In total, officers from the Joint Waste Team and Serco were present for a combined 60 hours across all three sites. Feedback from this monitoring is outlined in section 4.

3.5. Report back to Cabinet the results of the review by autumn 2019.

Response: This commitment was made under the assumption that actions 3.1 and 3.2 would commence immediately, giving 3 months to complete the review. These actions were delayed until mid-August, so it was agreed with the Portfolio Holder to report back to Cabinet on 10 December 2019 instead.

4. Results of review

Since the 1100 cardboard litre bins were introduced, officers from the Council and Serco have been proactively monitoring the sites and responding to issues as they arise. This has produced a good understanding of the operational challenges faced, outlined in 4.2, 4.3, 4.4 and 4.5

To further understand how often and why residents use these facilities, officers from the Council and Serco surveyed residents as they used the bins between 7/10 and 18/10. In

total, Officers talked to 151 residents over 60 hours across all three sites. The key findings from this monitoring are outlined in 4.1.

4.1. The sites only experienced small numbers of visitors per hour, which varied between sites. The most popular site was Prestwood, with an average of 3.1 visitors per hour; followed by Little Chalfont, with an average of 2.1 visitors per hour; and lastly Great Missenden, with an average of 1 visitor per hour. This does not include visitors outside of working hours, however, judging from the waste which appeared following a day of monitoring, these visitors were likely often tradespersons, as described in 5.4.

Visitors typically used the sites between once a week and once a month (Figure 1) to support their kerbside collection. A few residents chose to use the sites multiple times a week instead of the kerbside collection.

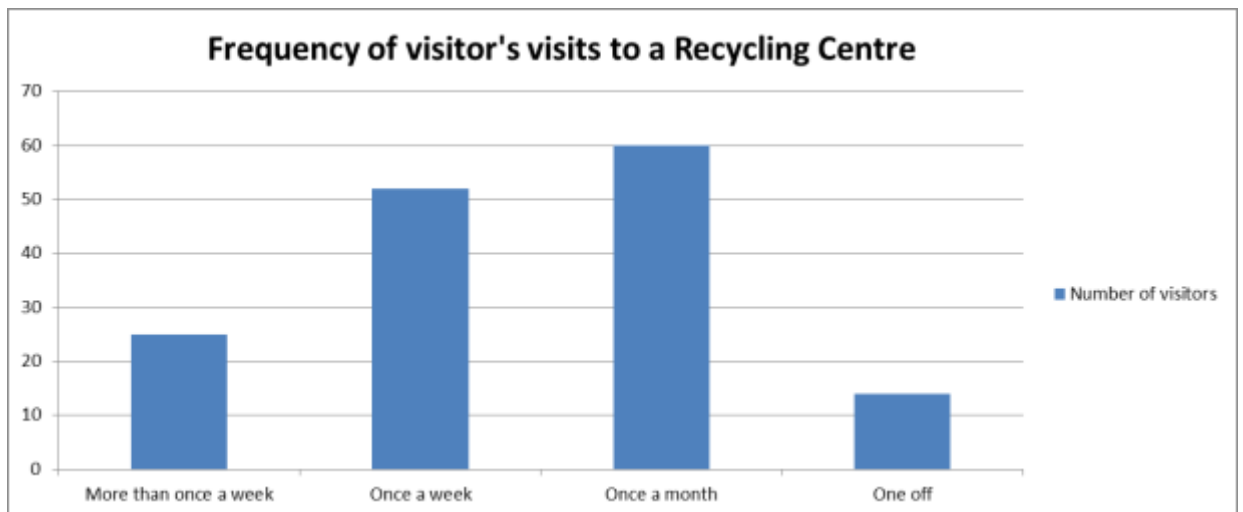


Figure 1: Visitors self-reported frequency using the recycling centres from a total of 151 responses

The reasons visitors gave for using the site were coded into four categories: have access to the recycling service but have lost their bin; have access to the recycling service but use the centre because it is convenient; have access to the recycling service but use the centre to recycle excess; and, do not have access to a recycling service. The results are displayed in Figure 2.

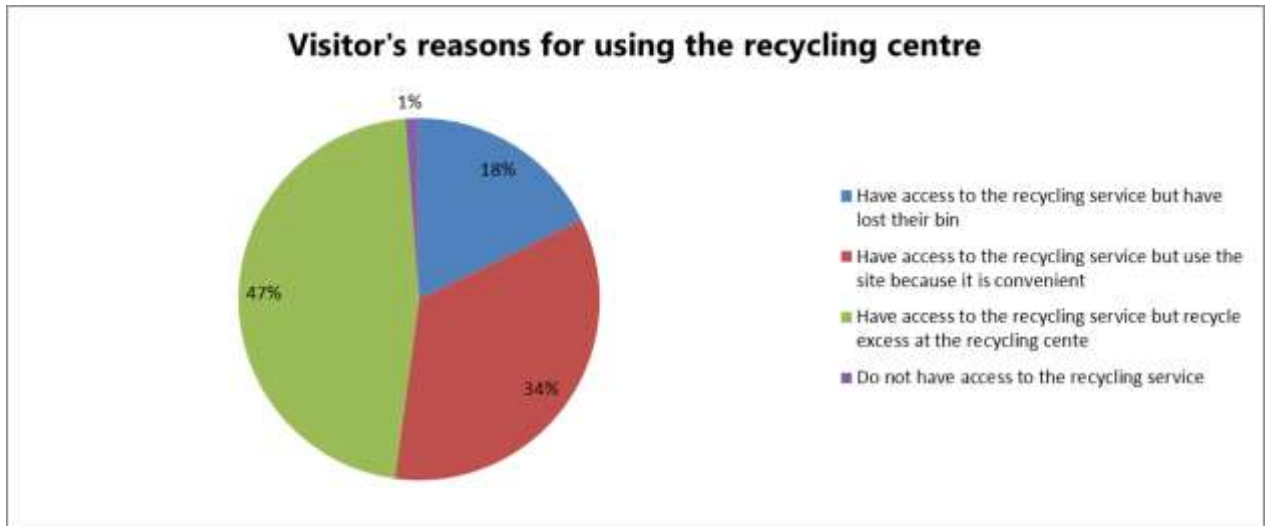


Figure 2: Visitor's reasons for using the recycling centres from a total of 151 responses

The majority of visitors had access to the kerbside service but used the recycling centre out of choice, rather than necessity. Typically, using the recycling centre was part of a routine, or to prevent a build of recycling at home. This was despite 85% of visitors being aware the Council would collect extra recycling at the kerbside.

For the residents who no longer had bins, Council staff ordered replacement bins free of charge for the residents. This was also presented in the letter delivered to all householders in Great Missenden, Prestwood and Little Chalfont (see 3.3).

For the small number of residents who did not have access to the service, Council staff took the resident's details to arrange a site visit to establish a recycling solution.

These findings demonstrate that these sites act as a convenient outlet for local residents but are not necessary for residents to recycle their cardboard. The kerbside collection scheme offers the same benefits without the problems experienced with managing these sites, outlined in 4.2, 4.3, 4.4 and 4.5.

- 4.2. The 1100 litre bins installed at these sites were fitted with a locked lid with a fixed aperture (See photos at Appendix 10). This configuration was designed to enable residents to use the bins as an overflow for their domestic paper and cardboard recycling, whilst preventing large, non-household items from being placed in the bins. Unfortunately, at all three sites, bins had their locks broken, apertures removed, and in some instances, lids removed entirely from their hinges (Appendix 10). Broken bin lids are more vulnerable to anti-social behaviour, including dumping of waste and arson attacks, both of which have

occurred at local recycling centres in recent history. The ongoing costs to repair bin lids represents a significant maintenance cost, especially when experience demonstrates individuals will disregard and overcome all attempts to secure the bins.

- 4.3. The materials collected were regularly contaminated with non-recyclable waste, so had to be sent for energy recovery, ruining the efforts of residents who had correctly used the recycling facilities. Many of the examples of contaminated waste (Appendix 11) demonstrate a blatant disregard for disposing of waste items responsibly, and in most cases, have either broken the bins, or taken advantage of a broken bin in doing so. The bins continue to be a convenient outlet for socially irresponsible individuals to dump waste at the expense of our residents.
- 4.4. Our monitoring highlighted continued miss-use by businesses disposing of trade waste (Appendix 12). Officers noted a few occasions whereby vans drove into the car park, witnessed officers near the bins, and drove away again. The majority of trade waste was likely deposited outside of monitoring hours (09:00 – 17:00), however, it would be unsustainable, and only a short term solution, to resource monitoring outside of these hours.

Businesses have a Duty of Care to contain, control and dispose of waste responsibly, and are legally required to keep copies of waste transfer notes for each load of waste that leaves their premises (or documents containing the same information) for a minimum of two years. The suspected trade waste originated from a mixture of local businesses and mobile traders, such as market traders and tradespersons (electricians, plumbers, carpenters etc.). We have acted on advice received from Bucks County Council's enforcement team to write to businesses that we suspect used the bins to dispose of their business waste, to remind them of their duty of care. It would be expensive and potentially frivolous to enact enforcement powers, as it is difficult to undeniably prove that businesses deliberately ignored their duty of care and that suspect waste was produced from business activities. A large volume of suspected trade waste was also unaddressed, typically consisting of cardboard boxes from market stalls and building materials.

- 4.5. Our monitoring also highlighted an assortment of fly-tipping cases, from bagged general waste to a porcelain toilet (Appendix 13). Fly-tipped waste is unsightly, creates a local nuisance, and drains operational resource to clear. Our experience to date suggests the bins will continue to act as a magnet for fly tipping for as long as they are in situ. Conversely, at ex-recycling sites, where we have removed bins, we have experienced little to no fly-tipping.

5. Summary

- 5.1. Services Overview Committee to advise Cabinet on whether to proceed with the recommendation from Environment PAG on 14/11/19 to undertake the closure of the remaining three recycling centres from January 7th 2020
- 5.2. In view of the outcome of the monitoring and communications carried out, the Waste Team will carry out the following further engagement with residents including:
- New signage erected at sites to communicate any changes and the policy to collect extra recycling
 - Posts on Social Media to communicate any changes and the policy to collect extra recycling
 - Letters to local residents to communicate any changes and the policy to collect extra recycling
 - Further engagement with Parish Councils

6. Corporate Implications

- 6.1. Choosing to continue operating these facilities represents a significant ongoing drain on resources, not limited to resourcing the collections and cleansing of sites, disposing of contaminated waste, clearing fly-tipping and repairing containers.
- 6.2. There are no legal implications as it is within the scope of the current contract to close the recycling centres
- 6.3. Requests for additional kerbside containers can be met from existing budgets.
- 6.4. Under the Environmental Protection Act 1990 (EPA 1990), the Council does not have a legal duty to collect waste using recycling centres. It does however have duty to collect household waste from domestic properties although the frequency of collection is not specified. There is also a legal duty under S45A of the EPA 1990 to collect a minimum of two streams of recyclable household waste, separate from any residual household waste, from the kerbside. The proposal in this report does not therefore impact upon any waste or recycling collection duty that the council currently has.
- 6.5. Contractual change notices and other arrangements will be managed by the Joint Waste Team with advice from Chiltern District Council Legal Services if this is necessary.

7. Links to Council Policy Objectives

7.1 This proposal helps the authority to achieve our three shared headline objectives:

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

7.2 Keeping residents at the centre of our objective to provide easy, convenient and accessible domestic collection services, to ensure customer satisfaction remains high. Latest available figures from November 2018 show customer satisfaction in Chiltern at 93.4% (*recycling collection service*)

7.3 Providing services that represent good value and divert much needed resource to front line services

7.4 Reducing anti-social activity, whilst improving the local community street scene through sustainable services and solutions.

8. Next Steps

Following consideration by Cabinet to proceed with the closure of the remaining three recycling centres from 7 January 2020.

<p>Background Papers:</p>	<p>Previous reports:</p> <ul style="list-style-type: none"> • Local Recycling Centres (bring sites) – recommendation to Services Overview Committee 27 November 2018 • Recycling Centre Recommendation – report to JWCC October 2018 • Recycling Centre report and study to Services Overview Committee 13 June 2019 • Review of Remaining Recycling Centres - report to Cabinet on 9 July 2019 • Review of Remaining Recycling Centre: Prestwood, Great Missenden and Little Chalfont - report to Environment PAG on 14 November 2019 • Review of Remaining Recycling Centre: Prestwood, Great Missenden and Little Chalfont – report to Services Overview Committee on 26 November 2019
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Appendix 1 - Background and timeline

- In 2017, recycling centres in Chiltern and Wycombe were reduced to eight and seven sites respectively. These eight sites were kept as a temporary measure to consider whether there was a genuine need to retain some strategic sites and to gauge the effect of closing the other sites.
- In October 2018, officers presented a recommendation to Joint Waste Collection Committee (JWCC) to close all of the recycling centres. JWCC approved the recommendation
- In November 2018, officers sought support from the Services Overview Committee on the recommendation to close the remaining eight Chiltern sites.
- Services Overview Committee agreed with the rationale presented, but rejected the recommendation highlighting specific concerns (*available in report to Cabinet 9/7/19*)
- On 13 June 2019, officers presented a report to Services Overview Committee addressing concerns that were raised in November 2018 (*available in report to Cabinet 9/7/19*)
- Services Overview Committee raised further concerns (*available in report to Cabinet 9/7/19*)
- On 9 July 2019, Cabinet considered a report which detailed the outcome of a review of the remaining eight centres in the district and addressed concerns that had been raised through the Services Overview Committee on 13 June 2019
- On 9 July 2019, Cabinet agreed to support the recommendation to close five of eight sites, leaving sites in Great Missenden, Prestwood and Little Chalfont subject to further review. With the eventual aim to close (all) subject to further progress report to Cabinet. This recommendation was agreed under the conditions the activities outlined in section 4 were undertaken.

Appendix 2 – Signage at recycling centres



Appendix 3 - Members bulletin

We are writing to advise that work will soon begin to decommission five recycling centres in the Chiltern district and change the provisions at the remaining three.

We are committed to continuing to deliver the convenient and popular domestic recycling collection services already available to our residents.

Through the enhanced domestic service we collect paper, card, plastics, bottles, cans, foil, batteries and textiles every other week. We also collect extra recycling that residents leave by recycling containers, which commonly includes large cardboard and extra paper.

In addition to this, there is a separate collection of garden waste (fortnightly) and food waste (weekly).

The decision was made at Cabinet in July to make these changes to the eight recycling centres in Chiltern, which will be effective from week commencing 5th August 2019.

Unfortunately over the years the recycling centres have been a magnet for anti-social activity such as fly-tipping, littering and the disposal of commercial waste. Non-separation of recycling into the containers has been known to compromise the quality of the material we collect.

The Joint Waste Team will now contact local stakeholders and community groups, sharing details of the service changes. Public notices will be placed at sites shortly.

Closures will start week commencing 5th August 2019 at the following sites:

- Blizzards Yard car park, Chalfont St Giles
- Cameron Road, Chesham
- Church Lane car park, Chalfont St Peter
- Rickmansworth Road, Amersham
- Watermeadow car park, Chesham

Containers and related signage will be removed, followed by a thorough clean of the area.

We will continue to monitor these sites following decommissioning, to address any fly-tipping and/or anti-social behaviour as appropriate.

Changes to recycling provisions will be made from week commencing 5th August 2019 at three sites:

- High Street car park, Prestwood
- Link Road, Great Missenden
- Snells Wood car park, Little Chalfont

The recycling banks will be removed and replaced with new large wheeled bins for domestic paper and cardboard only. This solution will be reviewed in three months to ensure all residents in the immediate vicinity of these sites have access to a comprehensive kerbside collection service.

The Joint Waste Team is ready to support residents through this period of change. We can provide help and advice on waste management, which is supported by the comprehensive domestic collection services.

Thank you for your attention in this matter.

Appendix 4 – Email to Parish Councils

Dear Parish Clerk

Notice of upcoming changes to recycling centres

Following a review of recycling centres in the Chiltern district, we are writing to advise of the decision recently taken to decommission five centres and amend provisions at the remaining three recycling centres.

From the week commencing 5th August 2019, the following sites will be decommissioned:

- Blizzards Yard car park, Chalfont St Giles
- Cameron Road, Chesham
- Church Lane car park, Chalfont St Peter
- Rickmansworth Road, Amersham
- Watermeadow car park, Chesham

From the week commencing 5th August 2019 the following sites will be amended. The banks will be removed and replaced with new large wheeled bins for domestic paper and cardboard only:

- High Street car park, Prestwood
- Link Road, Great Missenden
- Snells Wood car park, Little Chalfont

Residents are able to recycle the same materials they would have taken to these centres through the domestic collection services. Extra recycling is also collected at the kerbside. Publicity to promote the enhanced domestic waste collection services will continue.

Unfortunately the on-going management of in the recycling centres their current condition does not represent good value for money.

We are contacting local stakeholders to notify of the service changes and public notices will be placed at sites shortly.

From Monday 5th August, containers and related signage will be removed from the sites and the areas will be thoroughly cleaned.

We will continue to monitor these sites following decommissioning, to address any fly-tipping and/or anti-social behaviour as appropriate.

The Joint Waste Team is ready to support residents through this period of change. We can provide help and advice on waste management, which is supported by the comprehensive domestic collection services.

Thank you for your attention in this matter.

Kind regards,

Joint Waste Team

Appendix 5 – New guidance on extra recycling



What to do with extra recycling?

We will collect a reasonable amount of extra recycling from your kerbside collection. Present extra recycling neatly in a reusable container on your recycling collection day. Cardboard boxes should be flattened to a manageable size. Visit: www.chiltern.gov.uk/wastepolicy.



Household recycling can also be taken to your nearest Household Recycling Centre free of charge. To find your nearest centre, and check opening times before you travel, visit: www.buckscc.gov.uk/waste


If your household has six or more permanent residents, or has two or more children in nappies, you can apply for a larger mixed recycling and general waste bins, visit: www.chiltern.gov.uk/request-smaller-or-larger-bin

Missed collection?

Report a missed collection within 48 hours of your collection day.
www.chiltern.gov.uk/missedbin | www.wycombe.gov.uk/missedbin

Appendix 6 – Email to Parish Clerks and internal stakeholders

From: Callum Lynam Sent: Mon 14/10/2019 17:38
To: 'info@greatmissendenpc.co.uk'; 'parishclerk@onetel.net'
Cc:
Subject: Recycling Centre Update [OFFICIAL]

Message  Recycling Services CDC (read only).doc (295 KB)

Dear Parish Clerk,

I hope this email finds you well

I am writing to update you on the status of our recycling centres and ongoing communication & education activities.

As you are aware, we recently replaced the large recycling banks in Link Road Car Park & Prestwood High Street Car Park with 6 x wheeled bins for paper and cardboard only. The wheeled bins were installed following concerns that not all residents had access to the kerbside service or were aware they could present extra recycling at the kerbside.

We are committed to continuing to deliver the convenient and popular domestic recycling collection services available to our residents. To support this we are delivering letters to all local householders in Little Chalfont this week. These letters promote the additional services the Council offer, including collecting extra recycling, requesting recycling containers, textile and battery collections and large item collections. A copy has been attached to this email. These letters will be further supported by bin hangers delivering the same messages the following week.

Our officers are also continuing to monitor how the site is used and are recording any evidence of misuse.

If you have any questions or concerns, please do not hesitate to contact me.


Kind regards,

Callum Lynam
Waste Projects & Policy Team Leader
Waste Management



Appendix 7 – Letter sent to all households in Little Chalfont, Great Missenden and Prestwood

Joint Waste Team
King George V House
King George V Road
Amersham
HP6 5AW



Joint Waste Team

Recycling services

Dear Resident,

Your recycling has made Chiltern one of the most successful recycling areas in the country. Over 52% of Chiltern resident's waste is recycled helping to preserve resources, protect the environment and save on disposal costs.

We want to help you recycle even more, so are taking this opportunity to remind residents of some of the important services we offer:

Extra recycling

We will collect a reasonable amount of extra recycling, if your bin/box or bag is already full. This includes any large cardboard boxes, which may not fit into your recycling box or bag. Cardboard boxes should be flattened and folded to a manageable size and any plastic wrap or polystyrene inserts removed. Please present extra recycling neatly in a reusable container or cardboard box on your recycling collection day.

Household recycling can also be taken to your nearest Household Recycling Centre free of charge. To find your nearest centre, and check opening times before you travel, visit: www.bucks.gov.uk/waste

Request recycling containers

If you do not have access to our comprehensive collection service for whatever reason, or need more containers, we want to hear from you. Please contact the Joint Waste Team to see how we might help. Please contact us at www.chiltern.gov.uk/recyclingsites.

Textile and battery collections

We provide red sacks to collect unwanted textiles, including clothing, paired shoes, curtains, towels and accessories (hats, bags, gloves and belts). You can request textile sacks at www.chiltern.gov.uk/textilesacks. You can also recycle household batteries by placing them in a small see-through sandwich bag.

Present textile sacks and/or batteries (bagged) on top of your blue bin/bag for collection on recycling week.

This matter is being dealt with by:	Joint Waste Team
Our Ref:	Extra recycling info
Date:	28 October 2019

Large item collections

We offer a paid for collection for larger household items, such as white goods, furniture and electrical items. We can collect up to nine items per booking. The following prices apply:

- Collection of 1 to 3 items: £39
- Collection of 4 - 6 items: £78
- Collection of 7 - 9 items: £117

If you are in receipt of income related benefits, a reduced fee is available.

For more information about this service visit www.chiltern.gov.uk/paylargeritems

Yours sincerely,

The Joint Waste Team

on behalf of Chiltern, Wycombe and South Bucks District Councils

Tel: (01494) 586550 Web Sites: www.chiltern.gov.uk www.wycombe.gov.uk www.southbucks.gov.uk
Reception opening hours 9am to 5pm Monday to Thursday and 9am to 4.30pm Friday

Appendix 8 – Artwork of bin tag delivered to all households in Little Chalfont, Great Missenden and Prestwood

What to do with extra recycling?

We will collect a reasonable amount of extra recycling from your kerbside collection. Present extra recycling neatly in a reusable container on your recycling collection day. Cardboard boxes should be flattened to a manageable size. Visit: www.chiltern.gov.uk/wastepolicy

Missed collection?
Report a missed collection within 48 hours of your collection day. Visit: www.chiltern.gov.uk/missedbin

Don't have recycling facilities at home?

If you don't have recycling facilities at your property, please contact the Council at:
www.chiltern.gov.uk/recyclingsites
and we will look to provide a service for you.

Where can I recycle if I don't want to recycle at home?

Household recycling can also be taken to your nearest Household Recycling Centre free of charge.

To find your nearest centre and check opening time before your travel, visit:
www.bucks.gov.uk/waste

CHILTERN District Council SOUTH BUCKS District Council WYCOMBE DISTRICT COUNCIL
Joint Waste Team

Appendix 9 – Guidance contained within annual collection calendars

What to do with extra recycling?

We will collect a reasonable amount of extra recycling from your kerbside collection. Present extra recycling neatly in a reusable container on your recycling collection day. Cardboard boxes should be flattened to a manageable size. Visit: www.chiltern.gov.uk/wastepolicy.



Household recycling can also be taken to your nearest Household Recycling Centre free of charge. To find your nearest centre, and check opening times before you travel, visit: www.buckscc.gov.uk/waste

If your household has six or more permanent residents, or has two or more children in nappies, you can apply for a larger mixed recycling and general waste bin, visit: www.chiltern.gov.uk/request-smaller-or-larger-bin

Missed collection?

Report a missed collection within 48 hours of your collection day.
www.chiltern.gov.uk/missedbin | www.wycombe.gov.uk/missedbin

Appendix 10 – Examples of damage to 1100l bins



Appendix 11 – Examples of contaminated waste



Appendix 12 – Examples of business waste deposited in the bins



Appendix 13 – Examples of fly tipping around the bins



SUBJECT	Chiltern Lifestyle Centre - Parking Options
RELEVANT MEMBER	Councillor Caroline Jones
RESPONSIBLE OFFICER	Chris Marchant
REPORT AUTHOR	Julie Rushton x 6877 julie.rushton@chilternandsouthbucks.gov.uk
WARD/S AFFECTED	Amersham

1. Purpose of Report

To provide Members with recommendations to support the car parking provision during the construction of the Chiltern Lifestyle Centre (CLC).

RECOMMENDATIONS

1. Agree the strategy provided in this report to support the CLC during the construction phases.
2. Amend the Off Street Parking Places Order (OSPPO) to enable King George V House (KGVH) car park to be available to the public. Operations recommended as follows:
 - a. Implement disabled bays allowing blue badge holders to park for up to three hours.
 - b. Charging period Mon to Friday 07.30-18:00.
 - c. Tariffs, as per the current Civic Centre car park (aka Library car park), which are:
 - 30 minutes free
 - Up to 1 hour £0.70
 - Up to 2 hour £1.40
 - Up to 3 hour £2.00
 - d. Maximum stay three hours, same as the Civic Centre car park.
 - e. Flexibility to segregate a section of the car park for permit holders only where there is a need to do so and that the Head of Environment be authorised in consultation with the relevant Portfolio Holder to make the changes where appropriate. Permit holders being customers with a permit specifically for KGVH car park; Tenants etc.
3. That subject to Cabinet agreeing the recommendations the Head of Environment be authorised to publish the statutory Notice of proposed Amendment to the Off Street Parking Places Order.
4. That, if no valid objections are received in response to publication of the Notice of proposed Amendment the Director of Services in consultation with the relevant Portfolio Holder be authorised to make and publicise the Amendment Order. In addition, the Director of Services be authorised in agreement with the relevant Portfolio Holder to agree the implementation date for introducing charges on the car park.

5. That if valid objections are received in response to publication of the Notice of proposed Amendment, the Director of Services be authorised to deal with any such objections after consultation with the Portfolio Holder and to make and publicise the necessary Amendment Order with or without modifications as considered appropriate. In addition, the Director of Services be authorised in agreement with the relevant Portfolio Holder to agree the implementation date for introducing charges on the car park.

2. Reasons for Recommendations

To ensure parking supply continues to meet demand during the construction stages of the new CLC and that any loss of space does not have a detrimental impact on the Town or the opening of the new Centre.

3. Content of Report

3.1. There are three phases to the construction of the CLC; these are:

- i. Phase 1 (October 2019 to October 2021)
Demolition of the library and loss of Civic Centre car park.
- ii. Phase 2 (October 2021 to February 2022)
Demolition of the community hall, youth club, and asbestos removal from Chiltern Pools.
- iii. Phase 3 (February 2022 to June 2022)
Demolition of Chiltern Pools

Additional detail including loss of parking during each phase is provided at Appendix A.

3.2. The first phase of construction is due to start mid to end of November 2019; an exact date is yet to be confirmed.

3.3. To understand the usage levels of the car parks, an assessment is carried out on a month by month basis for each area. In Amersham, particularly on the South-East side where the CLC is to be located, the parking provision currently has a surplus of 352 spaces. Table 1 provides a breakdown for each car park.

Table 1

Car Park	Max stay	Car Park Capacity (No. of Spaces)	Av. Occupancy	
			(Mon-Fri)	Sat
Amersham MS	24 hours	1046	71% = 743 spcs No. vacant - 303	22% (No. vacant 816)
Chiltern Avenue (in front of leisure centre - access adj. zebra crossing)	5 hours	119	69% = 82 spcs No. vacant - 37	48% (No. vacant 62)
Chiltern Pools (access via Bensheim Way)	3 hours	62	80% = 50 spcs No. vacant - 12	80% (No. vacant 12)
Total No. vacant 352				
Civic Centre (Library)	3 hours	45	67%	30%

- 3.4. The results show that the current car parking provision can support the loss of spaces during the construction stages. A more detailed count carried out on a daily basis over a one week period matches the average monthly figures.
- 3.5. KGVH car park is a private car park during office hours Monday to Friday. Outside of these hours the car park is open to the public to park free of charge; this includes free parking on Saturdays.
- 3.6. The Civic Centre car park, which is conveniently located for the Council offices and the library, is in close proximity to KGVH car park.
- 3.7. The above recommendations provide the Council with flexibility to be proactive in addressing the parking needs of the town during the construction of the CLC and to make changes when the parking trend requires it. This enables the parking provision to continue to support short stay visitors during the construction of the CLC with minimal inconvenience.
- 3.8. In the first instance the aim is to make KGVH car park available for blue badge holders and permit holders once construction commences on CLC. The car park can then be opened to the wider public once the OSPPO has been amended and parking pressures require it.
- 3.9. A plan of action that may be implemented at each phase of construction depending on parking needs and change in parking trend is provided at Appendix B.
- 3.10. To enable the pay and display element of the car park to be implemented quickly should the need arise. It is recommended that the payment option to purchase parking is provided via mobile phone payments; currently this is provided by RingGo in all CDC car parks. The aim would then be to install the pay and display machine from the Civic Centre car park.
- 3.11. The recommendation to restrict the disabled bays to a maximum stay of three hours is to ensure sufficient turnover on the bays to enable availability of space for short stay customers. Blue badge holders may also park in the standard public parking bays without restriction on time.
- 3.12. Similar, with the recommendation to segregate a section of the car park for permit holders; this will protect the availability of space for tenants of KGVH whose lease includes parking provision.
- 3.13. It is envisioned permit holders will also be able to park in the main public parking area, as this allows flexibility within the car park, and enables the car park capacity to be maximised.
- 3.14. Following closure of the Civic Centre car park the remaining car parks will continue to be monitored to assess usage and determine whether KGVH car park needs to be made available as a pay and display car park.
- 3.15. Should parking pressures require KGVH car park to become a pay and display car park, usage will be closely monitored, including the number of permit holders to ensure adequate ratio of permit to customer parking.

4. Consultation

- 4.1. The recommendations if agreed by Cabinet will be publically consulted on with notices in the local press/car parks and a Notice being sent to Bucks County Council, as the highway authority, and Thames Valley Police, to make comments and/or objections.

5. Options (if any)

- 5.1. Refrain from proposing an amendment to the OSPPO to introduce public parking in KGVH car park other than that which is already in place.

6. Corporate Implications

6.1. Legal

To be able to enforce recommendations proposed for KGVH there is a requirement to amend the OSPPO; this is subject to a statutory consultation process.

6.2. Finance

Costs associated with the above recommendations are set out in Table 2.

Table 2

Expenditure (one off payments only)	Cost
Statutory Notices (advertising of)	£5,000
Tariff Board	£ 500
Lines & Signs	£2,095
Exp. Total	£7,595

7. Links to Council Policy Objectives

- 7.1. The car parking provision contributes to the vitality of the area and supports economic growth.

Key objectives available here:

<http://www.chiltern.gov.uk/Aims-and-Objectives>

<http://www.southbucks.gov.uk/aims-and-objectives>

8. Next Steps

- 8.1 If Cabinet agrees the recommendations, officers will commence statutory consultation on the proposals.

Appendix A

Phase 1: October 2019 to October 2021 (2 year period)
 Phase 2: October 2021 to February 2022 (5 month period)
 Phase 3: February 2022 to June 2022 (5 month period)

Each stage presents different parking variables that need to be addressed. A summary of the loss of space at each stage is provided in Table 1.

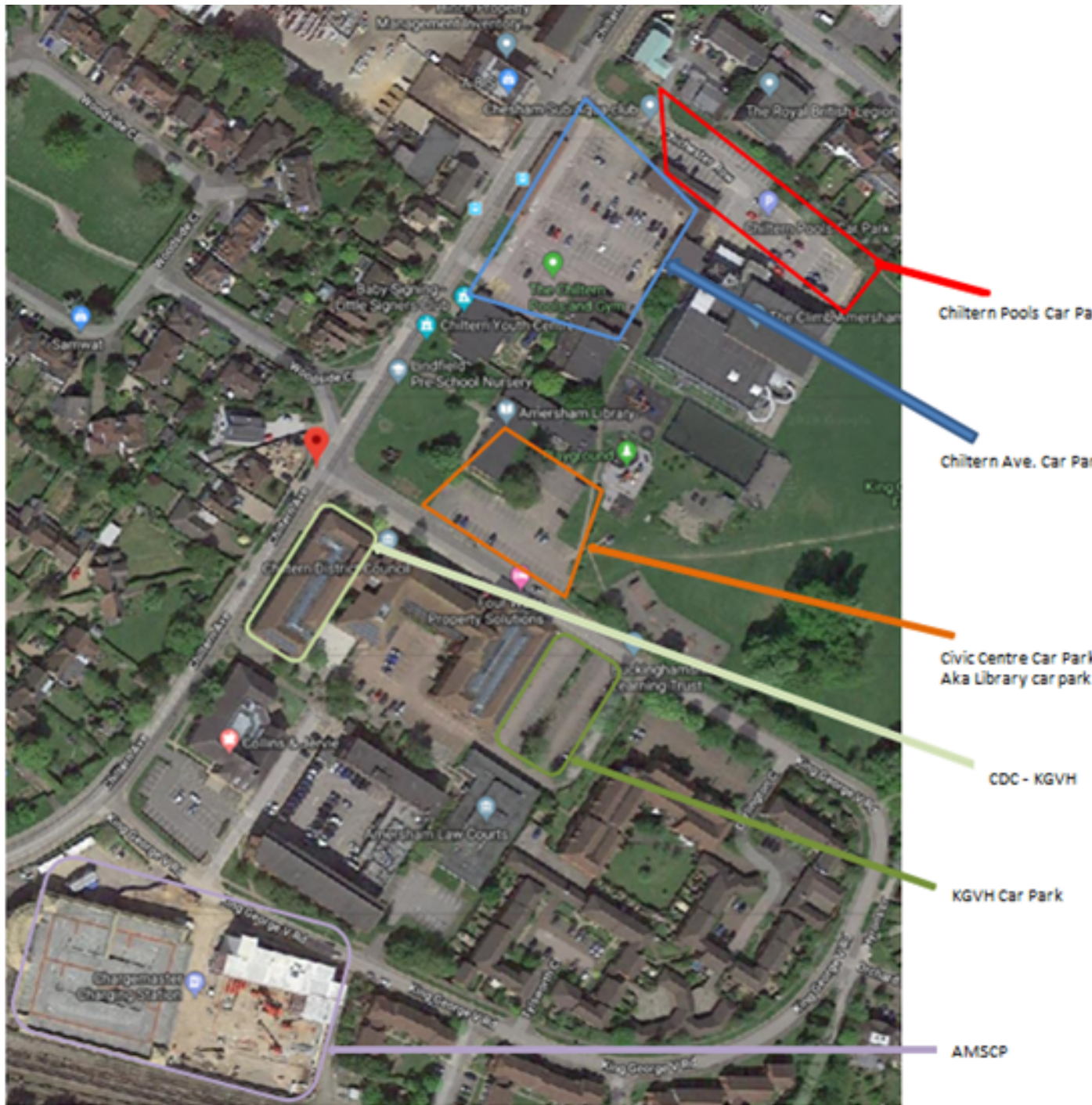
Table 1

Phase	B/fwd	Lost parking spaces	Parking spaces returned	Deficit
Phase 1	0	63	0	65
Phase 2	65	51	15 (on street bays)	101
Phase 3	101	116	46	171

Following completion of the scheme there will be 270 spaces, including 14 disabled spaces. This is a 20% increase on the current parking capacity across the existing Chiltern Pools, Chiltern Avenue, and Civic Centre Car Parks.

An overview of each phase of construction including an aerial view showing location of the existing car parks affected is provided below.

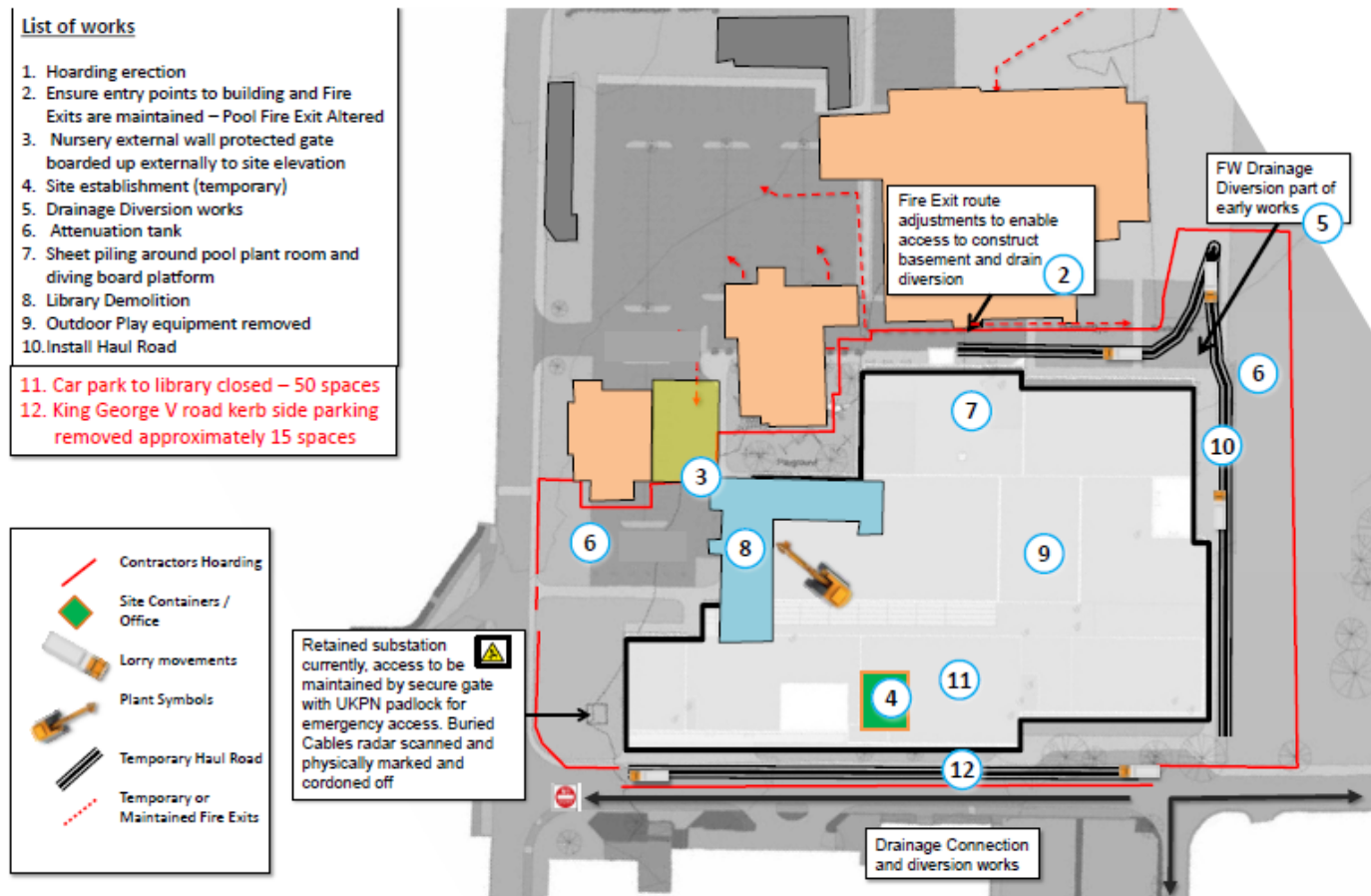
Aerial Car Parks View



Phase 1: October 2019 to October 2021

Demolition of the library and loss of Civic Centre car park. For the customer the changes will be; play area taken out of use, library relocated to CDC reception, and KGV road becoming one way. The parking element will see a loss of 65 spaces, which is an accumulation of; loss of Civic Centre car park, loss of on street pay and display bays, and loss of on street disabled bays outside entrance to KGVH.

The play area returns in phased approach from January 2020, Necessitating parents seeking to park, collect children from the nursery and to access play facilities, library and other civic and community facilities.



Phase 2: October 2021 to February 2022

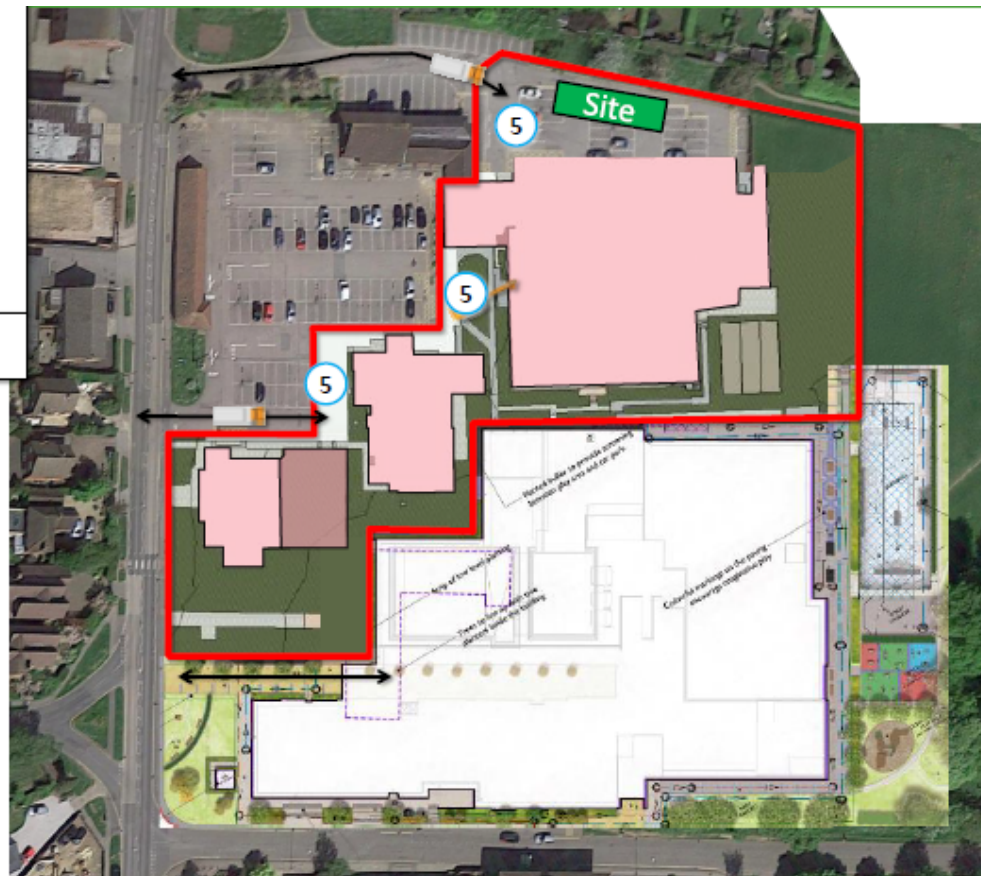
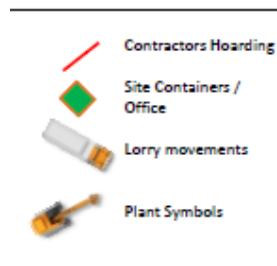
Demolition of the community hall, youth club, and asbestos removal from Chiltern Pools. Parking will be affected by temporary removal of 51 spaces on Chiltern Pools car park. This is partly offset by the return of the 15 on street bays removed in phase one bringing the total loss to 101 spaces.

Phase 2 will see the launch of the CLC with an anticipated c50% increase in throughput at launch. The peak times for the Centre use being evening and weekends.

List of works:

1. Hoarding erection
2. Youth Club / Nursery and Community Centre Demolition commences
3. Existing Leisure Centre Asbestos removal commencement within separate enclosed site
4. Some Existing Parking provision retained with shared access. Small temporary welfare setup commenced.

5. Temporary removal of 51 car parking spaces



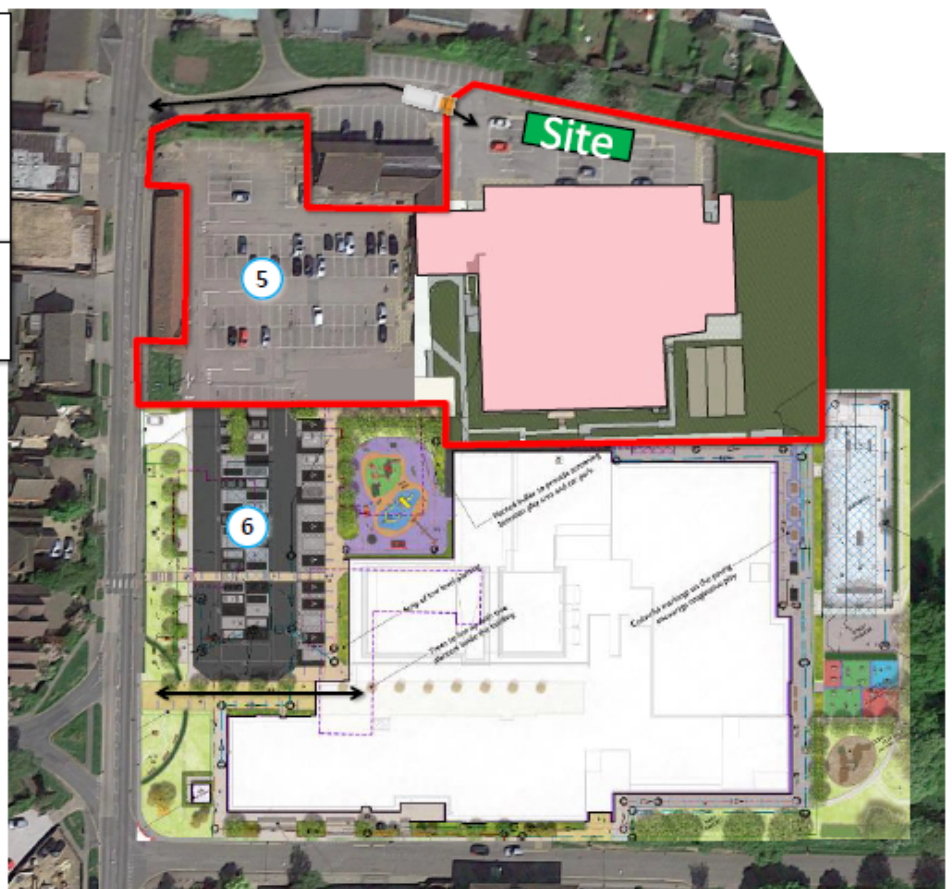
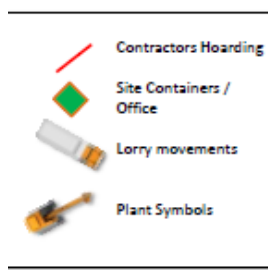
Phase 3: February 2022 to June 2022

Demolition of Chiltern Pools resulting in loss of 116 spaces; offset by 46 new spaces created as part of the parking provision for the new Centre. Total loss of space will be 171.

Phase 3 will see the first year through put of the CLC with an anticipated c50-70% increase in throughput launch. The peak times for the Centre being evening and weekends.

To ensure the successful operation of the CLC during its first year of launch when most interest is created to using the new Centre, it is key that suitable parking arrangements are in place. Restrictions in parking may negatively impact on customer expectations and the PR of the Unitary Council.

- List of works;**
1. Final Car Park Formation within Demolition zone
 2. Existing Leisure Centre Demolition completed
 3. New Parking Provision handed back..
 4. Complete final works to outdoor Activity spaces
 5. Temporary removal of 116 car parking spaces
 6. 46 new car parking spaces (including 12 disabled spaces) now available



Appendix B

Initial Parking Plan

The parking plan sets out actions for each phase of the construction of the CLC. These can be varied depending on parking pressures and trends through the construction of the new Centre.

Initial actions continuing through the phases:

- Promote transport links.
- Promote use of Chiltern Avenue car park
- Promote use of Chiltern Pools car park.
- Promote use of AMSCP (and the extension with additional 366 spaces) as an overflow to Chiltern Avenue/Chiltern Pools car parks.
- Closely monitor car park usage across all car parks

Phase 1: October 2019 to October 2021

- Open KGVH car park to allow parking for blue badge holders and permit holders.
- Implement disabled bays on KGVH car park allowing blue badge holders to park for up to three hours. Blue badge holders may also park in a standard bay without time restriction
- Amend the OSPPO to enable KGVH car park to be available to the public as detailed in this report.

Phase 2: October 2021 to February 2022

- Reconfigure KGVH car park to enable more public parking; this could include:
 - New entrance/exit (subject to Highways (BCC) approval.
 - Additional bays (17 of).

Phase 3: February 2022 to June 2022

- Introduce car sharing bays in CLC car park to promote sustainability and help to reduce under occupancy.
- Introduce electric vehicle recharging points in CLC car park to promote sustainable transport and ensure parking provision available for all motoring groups.
- Monitor the permit/daily parking allocations and make adjustments where required.

SUBJECT:	<i>Chiltern Lifestyle Centre Community Liaison Group</i>
RELEVANT MEMBER:	<i>Councillor Liz Walsh, Portfolio Holder for Healthy Communities</i>
RESPONSIBLE OFFICER	<i>Martin Holt, Head of Healthy Communities</i>
REPORT AUTHOR	<i>Martin Holt; martin.holt@chilternandsouthbucks.gov.uk</i>
WARD/S AFFECTED	<i>(All Wards);</i>

1. Purpose of Report

To agree the terms of reference for the Chiltern Lifestyle Centre community liaison group

2. RECOMMENDATIONS

That Cabinet

- 1. Agree to establish the Chiltern Lifestyle Centre community liaison group and appoint representatives.**
- 2. Agree the meeting frequency and terms of reference of the group**

3. Reasons for Recommendations

3.1 To facilitate communication between stakeholders, community representatives, the contractor and the Council during the development of the Chiltern Lifestyle Centre.

4. Content of Report

4.1. The Chiltern Lifestyle Centre development is underway, with work starting on site at the end of 2019. The works involve enabling works, Chiltern Lifestyle Centre construction demolition of the youth club, Chiltern Pools and Drake Hall and provision of car parking facilities.

4.2. The key aim of the Chiltern Lifestyle Centre community liaison group is to inform representatives from the key stakeholders (see 2.5) of the construction phasing of the Chiltern Lifestyle Centre and the impact these works will have on King George V site and the surrounding area.

4.3. The contractor appointed for the development, BAM Construction, will liaise with and advise local residents and businesses as to the works that are being undertaken through the use of a variety of methods including social media, newsletters, public notices, and emails as necessary in accordance with their communications plan.

4.4. The group will assist communication by;

- Sharing information of the construction phases and keeping communities informed of issues which affect them.
- 1.2 Assisting BAM Construction to engage with the community and with local views to help balance priorities.
- 1.3. Co-ordinating communications and putting in place a continuing process of planned engagement and involvement.

4.5. The group will include representatives from the developer, site leaseholders and licensees, landowners, and residents:

- BAM Construction, the developer and its contractors
- Chiltern Pools operator
- Amersham Community Association
- Amersham Residents Association
- A local Amersham resident
- Lindfield Nursery
- Amersham Youth Club
- The Gateway Club
- Amersham Library
- Amersham Town Council
- Chiltern District Council
- Amersham Swimming Club
- Chiltern CAB
- Talkback

4.6. It is proposed that the Chiltern Lifestyle Centre community liaison group will meet quarterly and in accordance with the terms of reference detailed in Appendix 1.

5. Consultation

5.1 Letters from some residents have sought the establishment of a liaison group, the group would assist stakeholders using the centre or in close proximity to the centre to be aware of developments which might impact on their service delivery.

6. Options

- 6.1 To establish the Chiltern Lifestyle Centre community liaison group
6.2 To decide not to establish a group.

7. Corporate Implications

7.1 Financial – there is no financial impact to the Council.

7.2 Legal – none.

8. Unitary Implications (if applicable)

8.1 There are no implications Under the Shadow Buckinghamshire Authority Spending Protocol.

9. Links to Council Objectives

Work towards safer, healthier and cohesive local communities

10. Next Steps

The Chiltern Lifestyle Centre community liaison group will be established in January 2020

Background	None other than those referred to in the report
Papers:	

Draft Terms of Reference Chiltern Lifestyle Centre Community Liaison Group

The Chiltern Lifestyle Centre development is underway, with work starting on site at the end of 2019. The key aim of the Chiltern Lifestyle Centre community liaison group is to inform representatives from the key stakeholders (see 2.1) of the construction phasing of the Chiltern Lifestyle Centre and the impact these works will have on King George V site and the surrounding area.

The contractor appointed for the development, BAM Construction, will liaise with and advise local residents and businesses as to the works that are being undertaken through the use of a variety of methods including social media, newsletters, public notices, and emails as necessary in accordance with their communications plan.

1. This will be achieved by:

- 1.1 Sharing information of the construction phases and keeping communities informed of issues which affect them.
- 1.2 Assisting BAM Construction to engage with the community and with local views to help balance priorities.
- 1.3. Co-ordinating communications and putting in place a continuing process of planned engagement and involvement.

2.Membership

2.1. The group will include representatives from the developer, site leaseholders and licensees, landowners, and residents:

- BAM Construction, the developer and its contractors
- Chiltern Pools operator
- Amersham Community Association
- Amersham Residents Association
- A local Amersham resident
- Lindfield Nursery
- Amersham Youth Club
- The Gateway Club
- Amersham Library
- Amersham Town Council
- Chiltern District Council
- Amersham Swimming Club
- Chiltern CAB
- Talkback

3. Reporting and Minutes

- 3.1. Agendas will be agreed prior to the meetings.
- 3.2. Minutes will be issued following each meeting and it is the responsibility of each organisation's representatives at the meeting to ensure they share these with the people/groups they represent.
- 3.3. Agreed minutes will be published on the Chiltern District Council and Chiltern Lifestyle Centre websites and after 1 April 2020 will be published on the new Buckinghamshire Council website.

4. Frequency, Date and Timings of Meetings

4.1. Timing and dates of meetings will be agreed by the liaison group at the first meeting but will ideally take place quarterly. The first meeting is expected to take place prior to commencement of the major construction works.

5. Chairing

5.1. The Chairman will be appointed from Chiltern District Council

5.2. The Chairman will:

- Encourage respect and motivation
- Ensure all members of the group are heard
- Ensure the group adheres to its terms of reference

6. Public Attendance and Questions

6.1. The local residents will be represented by an elected member of Chiltern District Council and an elected member of Amersham Residents Association and a resident from a property in close proximity to the site. All households in close proximity to the site will be offered the opportunity to apply to take part in the forum, via a leaflet drop, and following receipt of all applications, the representative will be picked from a hat. The resident selected will be required to update neighbours with information from the meeting, in whichever manner he or she decides is appropriate and is acceptable to their neighbours.

6.2. Questions must be about matters which affect the area or its residents and must not be defamatory, frivolous or offensive.

6.3. Questions must be submitted in advanced to Chiltern District Council three days prior to each meeting. Similarly any question which requires the disclosure of confidential or exempt information will not be accepted.

7. Behaviour and Code of Conduct

7.1. Members of the community liaison group should conduct themselves with mutual respect for each other and for guests at meetings.

7.2. All members will have equal opportunity to voice and advance their views.

7.3. The spirit of the group is that of mutual support and constructive collaboration.

7.4. Where applicable, members of the community liaison group are expected to abide by the code of conduct of their organisation.

8. Review and Monitoring

8.1. The effective operation of this body will be reviewed as necessary every six months.

Chiltern Lifestyle Centre Community Liaison Group: Membership

Organisation	Representative
Amersham Residents Association	
Amersham Community Association	
BAM Construction, the developer and its contractors	Bill O'Meara
Chiltern Pools operator	
Lindfield Nursery	
Local resident	
Amersham Youth Club	
The Gateway Club	
Amersham Library	
Amersham Town Council	
Chiltern District Council	Portfolio Holder Healthy Communities Officers from Healthy Communities, Planning and Communications.
Amersham Swimming Club	
Chiltern CAB	
Talkback	

SUBJECT	Appointing Buckinghamshire Lottery External Lottery Manager
RELEVANT MEMBER	Cllr L Walsh, Portfolio Holder for Healthy Communities
RESPONSIBLE OFFICER	Martin Holt - Head of Healthy Communities
REPORT AUTHOR	Claire Speirs – 01895 837306 Claire.Speirs@ChilternandSouthBucks.gov.uk
WARD/S AFFECTED	All

1. Purpose of Report

To seek Cabinet permission to waiver standing order procedures to appoint Gatherwell as the External Lottery Manager for the new Buckinghamshire Lottery.

RECOMMENDATIONS to Cabinet:

- 1. Contract Procedure Rules to be waived to appoint Gatherwell Ltd as external lottery manager for Buckinghamshire Lottery.**
- 2. That Chiltern District Council enters into a contract with Gatherwell Ltd which will transfer on 1st April 2020 to Buckinghamshire Council under Regulation 4 of the Local Government (Structural Changes) (Transitional Arrangements) No.2 Regulations 2008**

2. Reasons for Recommendations

To enable the appointment of Gatherwell Ltd to the ELM for the new Buckinghamshire Lottery which will be operating from 1st April 2020.

3. Content of Report

- 3.1. Aylesbury Vale, Wycombe and Chiltern and South Bucks Councils are all currently running a Community Lottery scheme each holding an Operator's licence issued by the Gambling Commission. Each authority, following an assessment of the benefits provided appointed the same External Licensed Manager (ELM), Gatherwell Ltd to operate the online lottery.
- 3.2. Following the implementation of the Buckinghamshire Council on 1st April the existing lotteries will cease to exist. The Chiltern and South Bucks Lottery launched in 2017 and has raised £13,884 for 292 good causes in the districts (Year to date October 2019)
- 3.3. Following consultation with the Informal Shadow Executive of Buckinghamshire Council on 5th November 2019, members preferred to operate a single local authority lottery across the geographical area of Buckinghamshire

- 3.4. To enable a Buckinghamshire lottery to go live on 1st April 2020 it is necessary to establish the ELM, platform and the communications, to notify existing players and good causes of the transfer to the new Lottery.
- 3.5. To support the establishment of a new lottery it is proposed to seek a waiver of contract standing orders by Chiltern District Council in order to commission Gatherwell as the External Licensed Manager to operate Buckinghamshire Lottery.
- 3.6. The waiver of contract standing orders would enable the move to a single platform contract from the existing 3 district lotteries. Chiltern District will need to enter into the contract ahead of Vesting Day so that it can transfer under the relevant statutory provisions without interruption to the operation of the lottery
- 3.7. The reasons for the waiver of contract standing orders are as follows:-
- 1 Urgency: there is insufficient time to comply with the requirement to obtain 2 quotes as no other organisation delivers an online lottery with the range of benefits provided by Gatherwell and the platform is required to be in place and live on 1st April 2020.
 - 2 No genuine competition for the reasons detailed below:
 - a. Whilst other lottery providers exist, Gatherwell are the only provider of a dedicated local authority 'on line' lottery
 - a) All administration of the scheme including payments and prizes would be undertaken by Gatherwell requiring minimal administration by the Council.
 - b) 80% of the lottery ticket goes to prizes and 'Good Causes and the Community Fund' as opposed to 50% from other lottery providers
 - c) Gatherwell has the specialist knowledge and experience to establish the lottery by 1st April 2020.
 - d) The initial contract cost payable from the Council to Gatherwell is £5,000 thereafter the lottery itself funds the ELM costs.
- 3.8. The relationship between the Council and Gatherwell is summarised as the Council setting the strategic approach, and exercising control of the licence, and Gatherwell fulfilling the day to day delivery.
- 3.9. A new contract will be completed between Gatherwell and Chiltern District Council. This will then transfer to Buckinghamshire Council upon vesting day in accordance with the statutory Regulations which provide for continuity of contracts entered into by the predecessor councils.

4. Financial Implications

Current Costs of three lotteries	
Annual Licence Fees	£1,736
Annual Membership Lotteries Council	£1,400
Marketing and promotion per annum	£6,000
Total	£9,136
New Licence Costs – year 1	
Gambling Commission Fee	£696
Small Application Fee	£160
Annual Membership Lotteries Council	£385
Gatherwell set up costs	£5,000
Marketing	£8,794
Total	£15,000
Costs year 2 onwards	
Annual Licence Fees	£696
Annual Membership Lotteries Council	£385
Marketing and promotion per annum	£6,000
Total	£7,046

4.1. The above costs are funded from the Shadow Buckinghamshire Council transformation fund.

5. Consultation

Not Applicable

6. Options (if any)

None.

7. Corporate Implications

Reports must include specific comments addressing the following implications:

7.1 Financial – all costs detailed above

7.2 Legal – Paragraph A6 of the Contract Procedure Rules 2018 allows for exemption from the contract procedure rules in cases of urgency and no genuine competition.

7.3 To enable the lottery to be live on the 1st April a licence holder has been appointed from the Buckinghamshire Council.

8. Unitary Implications (if applicable)

- The funding is below the financial commitments agreed by the Shadow Executive.
- The level of expenditure is below key decision threshold of Buckinghamshire Council.
- Informal Shadow Executive has agreed to proceed with Buckinghamshire Lottery and the appointment of Gatherwell subject to a district Council waiving standing orders to appoint and establish platform by 1st April 2020.

9. Links to Council Policy Objectives

Provide excellent services

- Managing the transition and implementation of the new Unitary District Council with the best intentions for residents
- Support the voluntary sector
- Engage with Parish and Town Councils and local neighbourhoods

10. Next Steps

Appointment of Gatherwell to establish the new Buckinghamshire Lottery.

Background Papers:	None other than those referred to in this report.
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of the Local Government Act 1972.

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