



## Cabinet

**Tuesday, 3 March 2020 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 - 16*)

To approve the minutes of the Cabinet meetings held on 10 December 2019, 7 January and 18 February 2020 (to follow).

4 Declarations of Interest

5 Current Issues

6 Performance Report - Quarter 3 2019/20 (*Pages 17 - 18*)

*Appendix A: Priority PIs - Q3 2019 20 (Pages 19 - 20)*

*Appendix B: Corporate PIs - Q3 2019 20 (Pages 21 - 22)*

7 King George V House - Write off of outstanding amount owed by Bucks Learning Trust (*Pages 23 - 26*)

8 Extension of Current Lease - Chalfont St Peter Community Centre (*Pages 27 - 30*)

*Appendix 1 (Pages 31 - 32)*

- 9 Lease to Ashley Green and District Community Association of the Old School  
(Pages 33 - 36)

*Appendix 1 (Pages 37 - 38)*

- 10 Extension of current lease for Sports Ground at Watchet Lane, Holmer Green  
(Pages 39 - 42)

*Appendix 1: Holmer Green Sports Association development programme  
(Pages 43 - 44)*

*Appendix 2: Map (Pages 45 - 46)*

- 11 Minutes of Joint Executive Committees

Members are asked to note the Minutes of the following meetings of Joint Executive Committees:

*Appendix 1: Chiltern, South Bucks & Wycombe Joint Waste Collection  
Committee - 27 January 2020 (Pages 47 - 50)*

- 12 Exclusion of the Public

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

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

- 13 Cabinet Reports from Policy Advisory Groups:

- 13.1 Planning and Economic Development Notes - 6 January 2020 (Pages 51 - 54)

**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

**Audio/Visual Recording of Meetings**

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Cabinet Members discussed the draft Charging Schedule. A comment was made that previously in the Chiltern District development had been on a small scale which had provided no contribution to infrastructure. Members noted that CIL was charged on a £s per square metre basis which related to development of buildings over 100 square metres new build floor space and the Council was setting a threshold whereby developments of 400 homes or more or on sites of 10 hectares or more will be CIL zero rated. On these developments, financial contributions would be negotiated and legally bound through Section 106 and Section 278 agreements. In all parishes 15% of CIL receipts would be passed to the relevant town or parish council for them to spend on local infrastructure projects or 25% where there was a neighbourhood plan in place.

A Council Member was invited to speak by the Chairman who commented that the Council could not afford infrastructure not being delivered and referred to a Government statements on the S106 system which highlighted the difficulty in ensuring that infrastructure projects were fully funded. The Member commented that the Council needed to be robust in negotiating viability assessments with developers, with Section 106 agreements being used to secure new infrastructure that was used to support individual development schemes and CIL being used to fund new infrastructure that was required to support a number of developments. The Council could consider using its compulsory purchase powers for planning purposes when faced with landowners reluctant to bring forward the development of sites allocated in the Local Plan.

An additional recommendation was therefore proposed as follows:-

“That on site developments of 400 housing units or more where the actual deliverability of the Council’s housing targets is being placed at risk by the failure of the developer to accept liability for the delivery of the approved scheme and contributions towards specified infrastructure elements, which are directly related to the housing development in question, when there is a compelling need for such in the public interest, and when the Council has provided a clear statement of justification and cost-estimate for the said work or contribution, the Council affirms its intention to use its Compulsory Purchase Powers for proper planning purposes.

Furthermore, on housing development sites where viability calculations rely on forward estimates of sale prices for the market housing units, the Council will incorporate in relevant S 106 agreements its entitlement to a positive claw-back of a proportion of any sale values in excess of the aforementioned forward estimates."

The Cabinet meeting was adjourned between 16.48pm and 17.08pm to consider the wording of the additional recommendation. When the meeting was reconvened Cabinet Members agreed the following recommendations.

#### **RECOMMENDED to Council**

- 1. That the Charging Schedule be adopted and the Community Infrastructure Levy implemented on 17 February;**
- 2. That the decision be delegated to the Acting Chief Executive in consultation with the Portfolio Holder for Planning and Economic Development on whether to accept an offer of transfer of land in payment or part payment of a CIL liability;**
- 3. That any decisions required for Parts 7 Application of CIL, Part 8 Administration of CIL, Part 9 Enforcement of CIL and Part 10 Appeals be delegated to the Acting Chief Executive in consultation with the Portfolio Holder for Planning and Economic Development ;**
- 4. That the decision to take proceedings in relation to any CIL offence be delegated to the Acting Chief Executive in consultation with the Portfolio Holder for Planning and Economic Development and the Head of Legal and Democratic Services; and**
- 5. That these delegations novate to the relevant officers and Portfolio Holders of Buckinghamshire Council.**
- 6. That on site developments of 400 housing units or more where the actual deliverability of the Council's housing targets is being placed at risk by the failure of the developer to accept liability for the delivery of the approved scheme and contributions towards specified infrastructure elements, which are directly related to the housing development in question, when there is a compelling need for such in the public interest, and when the Council has provided a clear statement of justification and cost-estimate for the said work or contribution, the Council affirms its intention to use its Compulsory Purchase Powers for proper**

**planning purposes.**

**Furthermore, on housing development sites where viability calculations rely on forward estimates of sale prices for the market housing units, the Council will incorporate in relevant Section 106 agreements its entitlement to a positive claw-back of a proportion of any sale values in excess of the aforementioned forward estimates.**

**The meeting ended at 5.16 pm**



brought together health service providers and the voluntary community sector to increase awareness of the opportunities social prescribing offered. Social Prescribing Link workers were now connecting patients into community groups and statutory services for practical and emotional support and taking responsibility for ensuring patients felt comfortable attending classes. The benefits of social prescribing included improved residents' health as well as reduced GP wait times.

Councillor Walsh advised that there would be a 'Make Every Contact Count' training session held on 30 January 2020 from 1 to 2 pm at the Council Offices. The training offers practical advice on how to have opportunistic conversations and develop skills to encourage people to make positive steps towards a healthy lifestyle change.

#### **47 CDC PERFORMANCE REPORT - Q2 2018-19**

Cabinet received a report which outlined the annual performance of the Council services against pre-agreed performance indicators and service objectives for Quarter 2 of 2019-20. Cabinet was advised that the figure was now available for Corporate PI CdCL2, total participation in physical activities delivered through the GLL community engagement plan (by period) and this was 2,395 which was on target. Further, Cabinet noted that assisted collections of waste and recycling had now been on target for three consecutive months.

Cabinet commended officers for their efforts at a time when staff were dealing with an increased workload during the transition to the new unitary authority.

#### **RESOLVED**

**That the performance reports be noted.**

#### **48 EXTENSION OF GREAT MISSENDEN CEMETERY**

The Cabinet considered a report which outlined a proposal to use additional council owned land at Great Missenden cemetery, currently an open grass field, as additional areas for burials and interment of cremated remains.

The Council has an obligation to provide spaces for burials. The burial space at the existing cemetery is nearing capacity. Without providing additional burial spaces, the current annual income of approximately £20,000 from the existing

cemetery will cease. Due to the location of the adjacent land, it does not have any real alternative use other than as grazing land.

## **RESOLVED**

**That the plans (attached as Appendix 1 to the report) 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 to its conclusion.**

### **49 REVIEW OF REMAINING RECYCLING CENTRES**

The Cabinet considered a report which detailed a comprehensive review undertaken of the remaining recycling centres in Prestwood, Great Missenden and Little Chalfont.

In collaboration with local Councillors, Parish Councils and residents, Officers 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.

The review found that the three sites acted as a convenient outlet for a small number of 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.

Further, 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.

Cabinet thanked officers for their work on the project and noted the closure date being set after the busy Christmas recycling period.

## **RESOLVED**

**To undertake the closure of the remaining recycling centres from 7 January 2020.**

### **50 CHILTERN LIFESTYLE CENTRE - PARKING OPTIONS**

The Cabinet considered a report which detailed recommendations to support the car parking provision during the construction of the Chiltern Lifestyle Centre (CLC). The report aimed to ensure that 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.

Cabinet noted that the car park at King George V House was open to the public so that the disabled bays could be used and signage had now been installed in the car park.

## **RESOLVED**

- 1. To agree the car parking 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 hours £1.40**
    - Up to 3 hours £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 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.**

## **51 CHILTERN LIFESTYLE CENTRE UPDATE - COMMUNITY LIAISON GROUP**

The Cabinet considered a report on the establishment and proposed terms of reference for the Chiltern Lifestyle Centre Community Liaison Group. The establishment of the group would enable communication between stakeholders, community representatives, the contractor and the Council during the development of the Chiltern Lifestyle Centre. Cabinet recognised the importance of working closely with the community, particularly immediate neighbours of the site and potential users of the CLC.

### **RESOLVED**

- 1. To 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.

## 52 APPOINTING BUCKINGHAMSHIRE LOTTERY EXTERNAL LOTTERY MANAGER

Cabinet considered a report on waiving the Council's Contract Procedure Rules to appoint Gatherwell as the External Lottery Manager for the new Buckinghamshire Lottery.

### RESOVLED:

1. That Contract Procedure Rules 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 1 April 2020 to Buckinghamshire Council under Regulation 4 of the Local Government (Structural Changes) (Transitional Arrangements) No.2 Regulations 2008.

## 53 MINUTES OF JOINT EXECUTIVE COMMITTEES

### RESOLVED

That the following notes from Joint Executive Committees be noted:

1. Chiltern, South Bucks and Wycombe Joint Waste Collection Committee – 7 November 2019.

## 54 EXCLUSION OF THE PUBLIC

### RESOLVED –

That under section 100 (A) (4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following item(s) of business on the grounds that they involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

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

**55 CHILTERN LIFESTYLE CENTRE UPDATE AND CONNECTED ISSUES TO BUSINESS CASE**

Cabinet considered a report which detailed progress on the Chiltern Lifestyle Centre, proposals to agree entering to Heads of Terms/Lease arrangements with a private nursery operator to enable future occupation of the nursery space in the Chiltern Lifestyle Centre, changes to the Public Works Loan Board interest rate and proposals to agree funding for outreach youth activity. This would allow a private nursery operator to lease accommodation in the Chiltern Lifestyle Centre and address the risk of increased anti-social behaviour for young people during and following the development of the Chiltern Lifestyle Centre.

Cabinet supported increased outreach activity to encourage youngsters to become more involved in positive activities and take advantage of the new facilities.

**RESOLVED**

- 1. To delegate to the Head of Healthy Communities in consultation with the Head of Legal and Democratic Services to agree heads of terms and lease to enable a private nursery operator to occupy the nursery within the Chiltern Lifestyle Centre**
- 2. To award a ring fenced grant of £60,000 to Amersham Town Council for the provision of outreach youth activity to be delivered by Chiltern Youth Club, the funding to be drawn from underspend in Healthy Communities**

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

**RESOLVED**

**That the notes from the Environment PAG held on 14 November be noted.**

**The meeting ended at 5.01 pm**



<b>REPORT SUBJECT</b>	<i>Chiltern District Council Performance Quarter 3 2019-20</i>
<b>RELEVANT MEMBER</b>	<i>Leader of the Council – Councillor Isobel Darby</i>
<b>RESPONSIBLE OFFICER</b>	<i>Director of Resources – Jim Burness</i>
<b>REPORT AUTHOR</b>	<i>Ani Sultan (01494 586 800)</i>
<b>WARD(S) AFFECTED</b>	<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 3 of 2019-20.

### RECOMMENDATION

Cabinet is asked to note the performance reports.

### 2. Executive Summary

Overview of Quarter 3 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	1	1	4	1	0
Planning & Economic development	19	13	1	0	1	0	4
Environment	5	3	0	0	2	0	0
Support services	6	3	1	0	2	0	0
Customer services	6	4	0	0	1	0	1
Total PIs	51	31	3	1	10	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 3 of 2019-20**
- **Appendix B – Corporate PIs Quarter 3 of 2019-20**

### 4. Key points to note:

4.1 There is one PI within the Healthy Communities Portfolio marked as awaiting data.

4.2 Of the Priority PIs, one was off target – CdPED9 (details in 4.2.1).

- 4.2.1 **Leaders:** All PIs within the Leader's portfolio are on target.
- 4.2.2 **Healthy Communities:** Cd HS2 – number of affordable homes delivered – is under target of 8.25 per quarter. There are no significant affordable housing developments underway in Chiltern and overall delivery will fall short of target in 2019/20. However, a steady supply of new affordable housing units is being secured via the Council's ongoing support for Paradigm to re-develop small scale infill sites (e.g. garages sites). It is anticipated that a total of 10 x new affordable rented homes will have been delivered on these sites in 2019/20 and a further 14 units are in the pipeline on sites which are being brought forward under the Principles of Co-Operation Agreement between CDC and Paradigm (with £1,000,000 allocated by CDC to grant fund rented homes on these sites).
- 4.2.1 **Planning and Economic Development:** CdPED9 (Major planning applications decision performance cumulative – within 13 weeks) is slightly off target of 90% at 88%.
- 4.2.2 **Environment:** All PIs within the Environment Portfolio are on target.
- 4.2.3 **Customer Services:** All PIs are on target.
- 4.2.4 **Support Services:** JtBS2 (Percentage of calls to ICT helpdesk resolved within agreed timescales) is under target of 95% at 85%. This is due to staff absence on the Service Desk, unitary projects and the Windows 10 roll-out.

## 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.

<b>Background Papers:</b>	N/A
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Appendix A - Priority 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
<b>Leader's</b>																		
JtHR1	Working days lost due to sickness absence	10	10.7	9.4	7.4	6.7	6.1	6.0	6.4	6.2	6.4					☑	10	209.50 working days lost for December + 1,243 (working days lost for April - November) = 1,452.50 1,452.50 / 301.01 (average FTE figure) = 4.83 / 9 x 12 = 6.44 average working days lost to sickness absence (cumulative). These figures relate to absence days from 53 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	3.1	3.1	3.3					☑	5	135 working days lost for December + 614 (working days lost for April - November) = 749 749 / 301.01 (average FTE figure) = 2.49 / 9 x 12 = 3.32 average working days lost to short term sickness absence (cumulative). The figures related to absence from 48 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	3.3	3.1	3.1					☑	5	74.50 working days lost in December + 629 (working days lost for April - November) = 703.50 703.50 / 301.01 (average FTE figure) = 2.34 / 9 x 12 = 3.12 average working days lost to long term sickness absence (cumulative). This absence relates to 5 employees
<b>Healthy Communities</b>																		
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	1.0	1.0	0.0					☑	0	None as at 31/12/19
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	35.0	31.0	36.0					☑	38	Total comprises (i)19 x Tom Scott House (ii) 10 x B&B placements or other nightly booked (iii) 6 x Private Sector Leasing and (iv) 1 x Other Registered Provider property
<b>Planning and Economic Development</b>																		
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	89.5	90.5	88.0					☐	90%	22 of 25 determined within target - cumulative figure 3 of 4 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	96.7	97.1	97.4					☑	75%	220 of 226 determined within target - cumulative figure 20 of 20 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	97.1	97.0	97.3					☑	85%	715 of 735 determined within target - cumulative figure 80 of 80 determined within target - this month's figure
<b>Environment</b>																		
CdWR2	Percentage of household waste sent for reuse, recycling and composting (cumulative)	53%			55.1			53.6			54.6					☑	53%	tbc. Awaiting tonnage from BCC.
<b>Customer Services</b>																		
CdRB1	Speed of processing - new HB/CTB claims (cumulative)	18	15.9	19.9	20.8	20.5	19.7	19.6	19.0	18.8	18.8					☑	20	Target achieved.
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	3.3	3.3	3.3					☑	5	Target achieved.
CdRB3	Percentage of Council Tax collected (cumulative)	99.1%	55.4%	15.4%	25.0%	34.8%	44.3%	53.9%	63.6%	73.2%	82.7%					☑	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%	65.0%	73.0%	81.2%					☑	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
<b>Leader's portfolio</b>																		
<b>Healthy Communities</b>																		
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			2,395								NA	5,250	Awaiting third party data. GLL has been chased, and the Leisure & Community manager has escalated it to their director as have not received a response.
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			6					☒	33 (8.25/qtr)	6 affordable rented homes delivered by Paradigm at Raans Road/Birch Close in Amersham. There are no significant affordable housing developments underway in Chiltern and overall delivery will fall short of target in 2019/20. However, a steady supply of new affordable housing units is being secured via the Council's ongoing support for Paradigm to re-develop small scale infill sites (e.g. garages sites). It is anticipated that a total of 10 x new affordable rented homes will have been delivered on these sites in 2019/20 and a further 14 units are in the pipeline on sites which are being brought forward under the Principles of Co-Operation Agreement between CDC and Paradigm (with £1,000,000 allocated by CDC to grant fund rented homes on these sites).
CdHS3 (C)	Average Length of stay in B & B temporary accommodation for all households (snapshot at end of quarter)	12			12			7			13					☐	12 weeks	5 x B&B placements ended during Quarter with average stay of 13 weeks per household. Overall average inflated by one long term placement coming to and end during quarter.
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%			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%			37%					☑	50% annual target	Working towards annual target of 50%
JtLI1 (C)	Percentages of licences received and issued/renewed within statutory or policy deadlines (cumulative).	97%			99.1%			98.8%			100%					☑	97%	Target achieved.
<b>Planning and Economic Development</b>																		
JtBC1 (C)	Applications checked within 10 working days (cumulative)	92%	100%	95.3%	98.2%	97.4%	97.6%	88.3%	96.8%	98.6%	98.4%					☑	92%	Target achieved.
JtBC2 (C)	Customer satisfaction with the building control service. (cumulative)	92%	100%	100%	100%	100%	100%	96%	96.7%	97.7%	98.0%					☑	92%	Target achieved.
JtENF1 (C)	Number of new enforcement cases received (monthly)	DATA ONLY	52	62	65	50	56	58	61	48	46					DATA ONLY	DATA ONLY	DATA ONLY
JtENF2 (C)	Number of closed cases (monthly)	DATA ONLY	53	64	66	37	62	82	68	57	69					DATA ONLY	DATA ONLY	DATA ONLY
JtENF3 (C)	Number of PCNs (or S330s) issued (monthly)	DATA ONLY	0	0	0	0	0	0	0	2	0					DATA ONLY	DATA ONLY	DATA ONLY
JtENF4 (C)	Number of notices served (monthly)	DATA ONLY	0	1	1	0	0	0	1	1	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	82%	Service working on how to carry out the surveys.								
CdPED2 (C)	Planning appeals allowed (cumulative)	35%			26.9%			20.0%			20.7%					☑	35%	12 of 58 allowed or part allowed appeals (cumulative total) 3 of 13 allowed or part allowed appeals (quarter total) Note: How this indicator is calculated has been revised. This includes, all appeal types. Appeals against -Refusal of planning permission, -Imposition of conditions -Non-determination -Enforcement notices All applications that have development types that are reported to the Government on the PS2 return and PS1, questions 6 and 7 and all appeals against enforcement
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%	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%

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
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%	1.3%	1.3%	1.3%					☑	9.99%	38 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%
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%	88.6%	89.2%	87.8%					☑	60%	36 of 41 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%	96.0%	96.0%	96.3%					☑	70%	1382 of 1440 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%	2.2%	2.1%	1.9%					☑	9.99%	1 of 52 Application allowed/part allowed on appeal: Major Decision period: Apr 2018 – Mar 2020 Appeal period: Apr 2018 – Dec 2020
CdPED52	2021 Non-Majors quality of planning decisions – special measures 2 year and 9 month assessment period ending December 2020 (cumulative, monthly)	9.99%	0.7%	1.0%	0.8%	0.7%	0.7%	0.7%	0.7%	0.8%	0.8%					☑	9.99%	18 of 2336 Application allowed/part allowed on appeal: Non-Major Decision period: Apr 2018 to Mar 2020 Appeal period: Apr 2018 to Dec 2020 QUALITY Target: less than 10%
CdPED53	2022 Majors speed of planning decisions – special measures 2 year assessment period ending Sep 21 (cumulative, monthly)	60.00%						86.8%	100.0%	100.0%	90.0%					☑	60.00%	9 of 10 Applications determined: Major Decision period: Oct 2019 - Sep 2021 SPEED Target: 60% or more
CdPED54	2022 Non-Majors speed of planning decisions – special measures 2 year assessment ending September 2021 (cumulative, monthly)	70%						96.0%	98.3%	97.6%	98.4%					☑	70%	307 of 312 Applications determined: Non-Major Decision period: Oct 2019- Sep 2021 SPEED Target: 70% or more
<b>Environment</b>																		
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	902	1,321	1,357					☑	1600	Target achieved.
CdWR3 (C)	Waste customer satisfaction survey	86%			NA			NA			NA					NA	86%	Conversation ongoing between Contract Manager & Contractor, as element of Survey has been overtaken by advancements in telephony; a key element of the Survey.
CdWR4 (C)	No of missed assisted containers (monthly)	170	279	324	316	140	0	81	112	108	73					☑	170	Significantly below Target. Serco Improvement Plan proving effective.
<b>Support services</b>																		
JtBS1 (C)	Availability of ICT systems to staff from 8am to 6pm (by period)	99.5%			98.9%			97.9%			99.4%					☑	99.5%	
JtBS2 (C)	Percentage of calls to ICT helpdesk resolved within agreed timescales (by period)	95%			94.9%			90%			85.0%					☐	95%	Staff absences on the Service Desk coupled with Unitary projects and the Windows 10 roll out to all staff affected this KPI.
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%	84.4%	91.9%	96.0%	95.4%					☑	90%	Target achieved.
JtLD1 (C)	Client satisfaction with the shared service. Percentage satisfied or very satisfied.	98%						100%								NA	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%	100%	100%					☑	100%	Target achieved.
<b>Customer services</b>																		
CdCS1 (C)	New measure for complaints - t.b.a.	TBA			NA			147			79					NA	Data Only	This is a combined figure for Chiltern and South Bucks, and some Wycombe waste complaints.
CdCS2 (C)	New measure for compliments - t.b.a.	TBA	NA					NA	TBA	NA								

<b>SUBJECT</b>	King George V House – Write off of outstanding amount owed by Bucks Learning Trust
<b>RELEVANT MEMBERS</b>	Councillor M Stannard, Portfolio Holder for Support Services Councillor C Jones, Portfolio Holder for Environment
<b>RESPONSIBLE OFFICER</b>	Jim Burness, Head of Paid Service and Director of Resources
<b>REPORT AUTHOR</b>	Michael Broad 01494 586682 <a href="mailto:Michael.Broad@chilternandsouthbucks.gov.uk">Michael.Broad@chilternandsouthbucks.gov.uk</a>
<b>WARD/S AFFECTED</b>	Not ward specific

### 1. Purpose of Report

The Bucks Learning Trust (BLT) was put into Liquidation on 28.3.2019, with considerable debts totalling over £800,000, including the sum of £34,947.53 that is owed to Chiltern District Council for rent and service charge. The purpose of this Report is to write off the debt of £34,947.53.

#### RECOMMENDATIONS:

1. **That the Chiltern District Council writes off the outstanding debt of £34,947.53 owed by the Bucks Learning Trust.**
2. **That the Estates Manager continues to pursue the Liquidators for a small percentage payment of the outstanding debt.**

### 2. Reasons for Recommendations

- 2.1 There is no chance of a recovery of the outstanding amount of £34,947.53, as the B.L.T. was put into liquidation with assets of £81,032.38 and debts of £887,163.42.
- 2.2 In order to recover a possible small payment from the Liquidators.

### 3. The Lease to B.L.T. and the Background Information.

- 3.1. A lease of the Second Floor accommodation of King George V House was granted to B.L.T. for 10 years from 2.6.2014. The lease was granted to enable the B.L.T. provide educational services to Bucks C.C. The B.L.T. lost the contract to provide those services on 1.8.2018, when the provision of those services were taken back in house by Bucks C.C. They vacated the Second Floor accommodation on that date.
- 3.2. In September 2018 a meeting was held with B.L.T. and with Bucks C.C. and it was agreed that B.L.T. would continue to pay the rent and service charge and Bucks C.C. would reimburse them for those payments. The rent and service charge due in September 2018 was then paid by B.L.T.
- 3.3. On 1<sup>st</sup> February 2019, the B.L.T. served a Notice of Termination on the Chiltern D.C. terminating the lease on 1.8.2019.
- 3.4. On 28<sup>th</sup> March 2019, the B.L.T. was put into liquidation, with debts of £887,163.42 including £607,000 owed to Bucks C.C.

3.5. On 8<sup>th</sup> May 2019, -Bucks CC advised that they were not going to make any further payments to Chiltern D.C. of rent and service charge.

3.6. On 12.7.2019, the Council made the Joint Liquidators aware of the debt of £34,947.53 and claimed a part payment from the Joint Liquidators.

3.7. The breakdown of the amounts owed is as follows:-

Rent due on 25.12.2018	£6,250
Service Charge for 3 months from 1.1.2019	£5,061.44
VAT on above	£ 413.86
Electricity Charges 1.10.2018 to 31.12.2018	£ 233.72
VAT on above	£ 46.74
Rent due on 25.3.2019	£6,250
Excess Service Charge year ending 31.3.2018	£4,568.15
VAT on above	£ 68.64
Service Charge for 3 months from 1.4.2019	£6,470.34
VAT on some Service Charge	£ 477.10
Rent due on 24.6.2019 (39 days)	£2,671.23
Service Charge for 32 days from 1.7.2019	£2,269
VAT on some Service Charge	<u>£ 167.31</u>
Total Outstanding	£34,947.53

3.8. The Second Floor accommodation in K.G.V.H. has been used by Chiltern D.C. since August 2019.

#### 4. Consultation

Not Applicable

#### 5. Options

The only other option to a write off of the debt is to again seek payment from Bucks C.C. to whom the B.L.T. supplied a service. The Bucks C.C. have so far refused to make any further payments. In view of the impending creation of the new Buckinghamshire Council, it is not recommended to request a payment from Bucks C.C.

#### 7. Corporate Implications

Other than the financial loss incurred by the Chiltern D.C. there are no other Corporate Implications.

#### 8. Unitary Implications (if applicable)

There are no implications for Unitary.

#### 9. Links to Council Policy Objectives

There are no implications for Council Policy Objectives.

#### 10. Next Steps

The Finance Director is to write off the debt of £34,947.53.

The Estates Manger to pursue a small payment from the Joint Liquidators.

<b>Background Papers:</b>	Notice of Statement of Affairs Buckinghamshire Learning Trust
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<b>SUBJECT</b>	Extension of current lease of Chalfont St Peter Community Centre
<b>RELEVANT MEMBER</b>	Cllr C Jones, Portfolio Holder for Environment
<b>RESPONSIBLE OFFICER</b>	Chris Marchant, Head of Environment
<b>REPORT AUTHOR</b>	Linda Newell <a href="mailto:linda.newell@chilternandsouthbucks.gov.uk">linda.newell@chilternandsouthbucks.gov.uk</a>
<b>WARD/S AFFECTED</b>	Central

## 1. Purpose of Report

### RECOMMENDATIONS:

#### Cabinet to:

1. **Approve extending the Chalfont Community Association's current lease from its expiry on 24 February 2025 for a further 99 years until 24 February 2124 including an option to extend the lease for a further 15 years until 24 February 2139.**
2. **Approve the surrender of part of the Chalfont St Peter Parish Council's demise and to add this land to the Community Association's demise.**
3. **Authorise the Head of Environment to approve the terms of the legal agreements required to effect the lease extension with the Community Association and the surrender with the Parish Council in consultation with the Portfolio holder and the Director of Resources.**
4. **Authorise the Head of Environment to publish any open space notice disposal notices pursuant to Section 123(2A) for two consecutive weeks. Should any objections be received for disposal of open space, to delegate authority to the Head of Environment to consider any objections and decide whether to proceed with the open space disposal in consultation with the Portfolio Holder and the Director of Resources.**

## 2. Executive Summary

- 2.1 The Chalfont Community Association currently have a lease on a site which expires on 24 February 2025. The Association wish to redevelop the community centre on the site (subject to grant of planning permission) and require an extension of their current lease term.

### **3. Reasons for Recommendations**

- 3.1 The extension of the lease will enable access to funding streams for the construction/ redevelopment of the site. The longer period will enable the tenant to discount the capital cost of the build over the period of the lease. The inclusion of the parcel of land currently in the tenancy of Chalfont St Peter Parish Council will provide an improved layout.

### **4. Content of Report**

- 4.1 The current lease to the Chalfont St Peter Community Association expires on 24<sup>th</sup> February 2025. The Community Association's site is shown edged red on the plan at Appendix 1 of this report. To enable access to funding streams the tenant requires a longer lease. There is an option to surrender and re-grant but this is not recommended. A more practical way forward is an extension of the existing lease for a further 99 years with the ability to negotiate a further 15 years. The current rent is the £5,500 pa and the new lease will have rent reviews every 5 years.
- 4.2 The Parish Council have agreed to the surrender of a section of their land, shown hatched green on the plan at Appendix 1 of this report, and this agreement was documented in the lease dated 27 September 2016 between Chiltern District Council and Chalfont St Peter Parish Council. This land is currently held as open space. The landlord (CDC) can serve prior written notice of 3 months at any time during the tenancy, which currently expires on 31 March 2115 to request the Parish Council to surrender for the land hatched green.
- 4.3 The Community association will be required to re-align a public right of way at the site which is on the local highways authority's definitive map which is on the joint boundary of the Parish Council's play area. Any such application to divert/modify the public right of way would need to be made by the tenant to the local highways authority for determination and to make the relevant orders.
- 4.4 The addition of the parish council's land will enable the current centre to be repositioned to provide an improved layout of the centre and its car park.
- 4.5 The redevelopment proposal, which will be subject to the grant of planning permission, includes a small section of the car park currently outside the current lease which is owned by the Council. The addition of this land will enable the continuity of the car park surface treatment.
- 4.6 The repair of the car park will remain in the control of the Council however the operation of this car park will sit with the Community Association

**5. Consultation**

5.1 Not Applicable

**6. Options**

6.1 The extension of the lease to allow the Association to seek external funding for the proposed redevelopment.

**7. Corporate Implications**

7.1 Financial – The Community Association are funding the construction of the community building. CDC as landlord of the Land to be surrendered is required within the lease to pay the re-registration of the revised land both for the Parish Council and the Community Association.

7.2 Legal – The proposal will require several legal agreements to be entered into and agreed. The Council has a duty to obtain best consideration under Section 123 of the Local Government Act 1972 before disposing of its land under a lease. Due diligence will need to be undertaken by the Council to ensure the lease extension can take place along with the surrender of land by the Parish Council and that best consideration is obtained for any disposal of this site. Part of the site subject to the legal agreements proposed by this report is held as open space land. Authority is required from Cabinet to authorise open space disposal notices to be published in the local newspaper for two consecutive weeks before such land can be disposed of in a lease. In the event there are objections to the open space disposal notices, Cabinet is requested to give the Head of Environment delegated authority to consider such objections and decide whether to proceed with the open space disposal in consultation with the Portfolio Holder and Director of Resources.

**8. Unitary Implications (if applicable)**

8.1 The Community Association are funding the construction of the community building. There will be a small sum required for legal costs and land registration.

8.2 The granting of the lease is in line with the proposed devolution of sites to parish councils by the unitary authority and improving the buildings within the public estate.

**9. Links to Council Policy Objectives**

9.1 The approval will enable a partner /tenant to deliver cost-effective improved service.

9.2 Which will help to promote safer and healthier local community.

- 9.3 The building will be constructed to achieve improved Carbon footprint will conserve the environment whilst also promoting healthier local community

Key objectives available here:

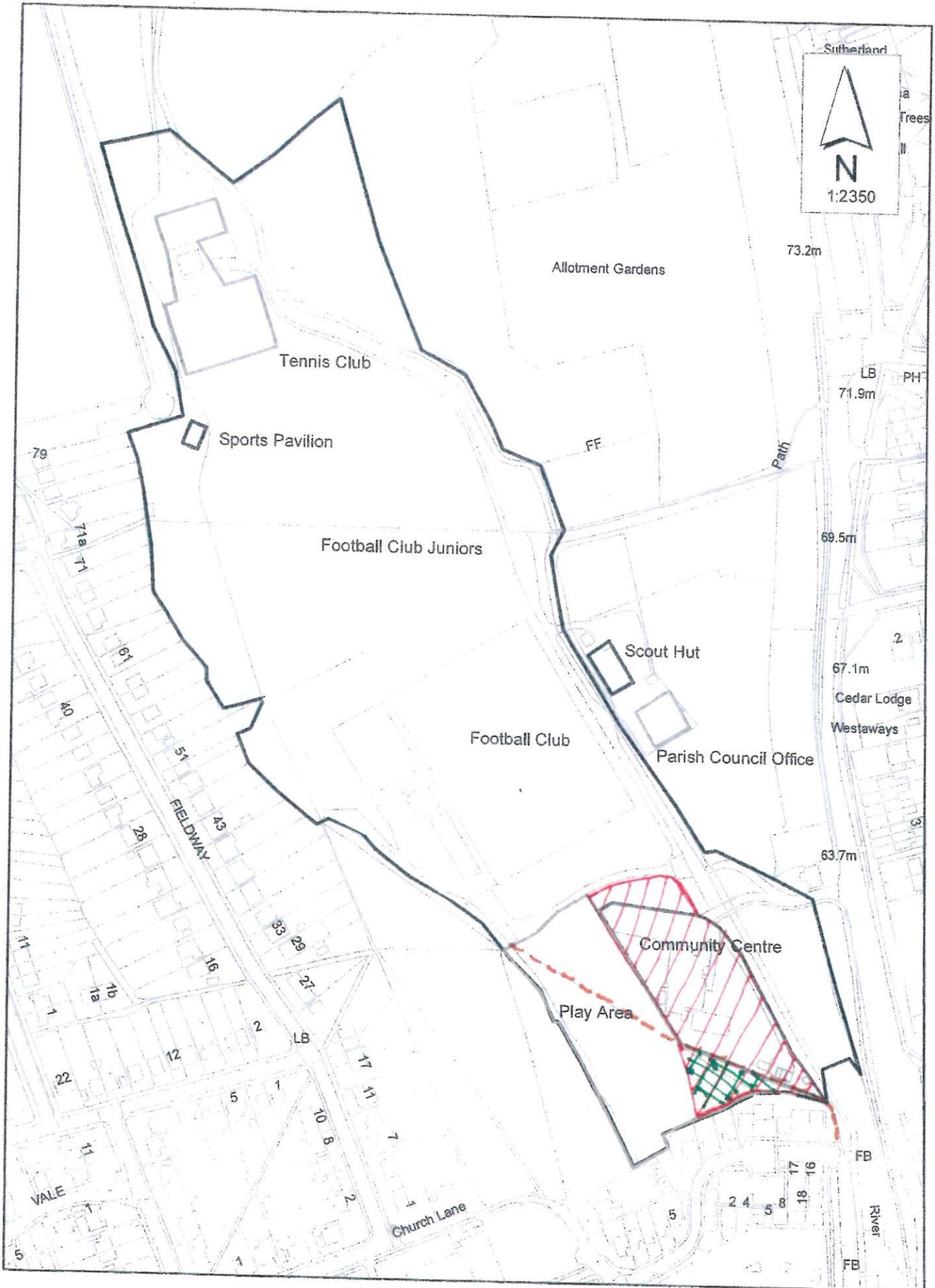
<http://www.chiltern.gov.uk/Aims-and-Objectives>

## 10. Next Steps

- 10.1 Agree heads terms of lease extension with Community Association and surrender of land with Chalfont St Peter Parish Council.
- 10.2 Publish open space disposal notices in the local newspaper for two consecutive weeks.

<b>Background Papers:</b>	None
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APPENDIX 1



### Mill Meadow - Leases

Existing Site  
Requested



<b>SUBJECT</b>	Lease to Ashley Green and District Community Association of the Old School
<b>RELEVANT MEMBER</b>	Cllr C Jones, Portfolio Holder for Environment
<b>RESPONSIBLE OFFICER</b>	Chris Marchant, Head of Environment
<b>REPORT AUTHOR</b>	Linda Newell <a href="mailto:linda.newell@chilternandsouthbucks.gov.uk">linda.newell@chilternandsouthbucks.gov.uk</a>
<b>WARD/S AFFECTED</b>	Ashley Green

## 1. Purpose of Report

### RECOMMENDATIONS:

1. **To grant a lease of the Old School at Ashley Green to the Ashley Green and District Community Association to be co - terminus with the lease of the adjacent Memorial Hall to the Community Association.**
2. **To authorise the Head of Environment to agree the terms of the lease and any associated documents in consultation with the Portfolio holder and the Director of Resources**

## 2. Executive Summary

- 2.1 The Ashley Green and District Community Association occupied the Old School buildings since 1989 under a licence. The Council do not hold title deeds to the land which was formerly a church school held in trust for Lord Chesham by the Oxford Diocese. The Council's predecessor Amersham RDC acquired Lord Chesham's land interest in 1956. Since the school closed in 1983 the Council has assumed responsibility for the building which has been let to the Community Association on licence since 1989. Uncertainty about the Council's ownership of the land has prevented the Council granting a long lease to the Community Association which would need to be registered with HM Land Registry. The Council are now applying to register the title and can now grant a lease to the Community Association. The recommendation is to grant a contracted out lease to terminate in line with the lease on the Memorial Hall which is located on the adjacent land and which expires on 23<sup>rd</sup> June 2064 (Appendix 1).

## 3. Reasons for Recommendations

- 3.1 The granting of the lease will secure the old school as a community centre and allow the association to apply for outside funding for the running and upkeep of the building

**4. Content of Report**

- 4.1 The school was closed in 1983 and since then the Council have been acting as landlords with the community association occupying under a licence to use the building as a community centre.
- 4.2 The Council carried extensive external repair works over the last five years demonstrating commitment to the ownership.
- 4.3 There are two other poor quality buildings on the side which are used by organisations such as a youth group and for exercise classes. The total rental income is low for all three buildings and therefore the rental suggested to be paid by the Association to the Council will be low to reflect the condition and potential for letting.
- 4.4 The Old school and Memorial Hall are a central part of the village and the community association are committed to maintaining the buildings for community use.

**5. Consultation**

- 5.1 Not Applicable

**6. Options**

- 6.1 The occupation by the community association requires formalising and granting a long lease will enable the organisation to request external funding for the upkeep of the centre
- 6.2 Alternatively the Council could offer a short lease (less than seven years) which will not be compulsorily registrable at the Land Registry. This would enable the Council's application to register the land to be completed and any requisitions on title or ownership challenges to be dealt with. This could however make it more difficult for the community association to obtain funding for upkeep of the building.

**7. Corporate Implications**

- 7.1 Financial – The Community Association have a small income and formalising their occupation will allow external funding and reduce the burden to the Council. It is proposed that there will be a minimal rent to reflect the increased burden on the repairing liabilities and the extent of the property to be demised
- 7.2 Legal – The ownership of the Old School has been subject to uncertainty over the years since the school closed in 1983. The Council do not hold title deeds to the land which was formerly a church school held in trust for Lord Chesham by the Oxford Diocese under a deed dating back to the nineteenth century. The Diocese appear to have held the deeds until the school closed but it is not clear whether these were

returned to Lord Chesham. The Council's predecessor Amersham RDC acquired Lord Chesham's land interest in 1956. Since the school closed in 1983 the Council has assumed responsibility for the building which has been let to the Community Association on licence since 1989. The proposal will require several legal agreements to be entered into and agreed. The Council has a duty to obtain best consideration under Section 123 of the Local Government Act 1972 before disposing of its land under a long lease. Due diligence will need to be undertaken to ensure best consideration can be demonstrated. The Community Association would be expected to pay its own legal costs

#### 8. **Unitary Implications** (if applicable)

- 8.1 All the Council's land ownerships, legal agreements and licences will transfer to and vest in Buckinghamshire Council on 1 April. There will be small sum required for legal costs and land registration which would fall to the new Council if the lease is not completed before 31 March.
- 8.2 The granting of the lease is in line with the proposed devolution of sites to parish and councils by the unitary authority and improving the buildings within the public estate.

#### 9. **Links to Council Policy Objectives**

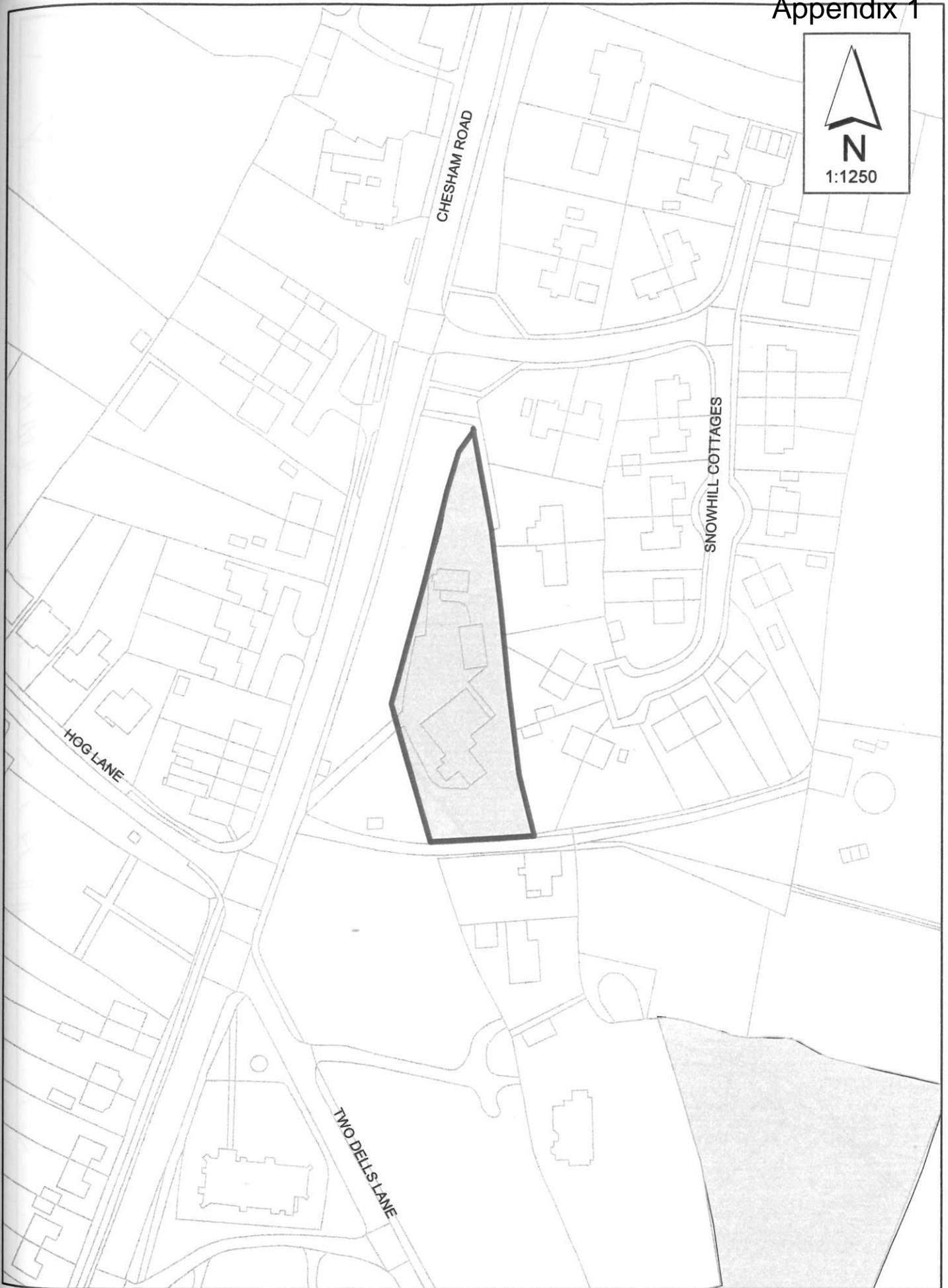
- 9.1 The approval will enable a partner /tenant to deliver cost-effective improved service.
- 9.2 Which will help to promote safer and healthier local community.
- 9.3 The building will be constructed to achieve improved Carbon footprint will conserve the environment whilst also promoting healthier local community

#### 10. **Next Steps**

- 10.1 Agree heads terms of lease and continue with registration of the site in the name of the Council

<b>Background Papers:</b>	None
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**Old School, (Community Assoc) Ashley Green, Chesham**



<b>SUBJECT</b>	Extension of current lease for Sports Ground at Watchet Lane, Holmer Green
<b>RELEVANT MEMBER</b>	Councillor C Jones, Portfolio Holder for Environment
<b>RESPONSIBLE OFFICER</b>	Chris Marchant, Head of Environment
<b>REPORT AUTHOR</b>	Mike Broad <a href="mailto:michael.broad@chilternandsouthbucks.gov.uk">michael.broad@chilternandsouthbucks.gov.uk</a>
<b>WARD/S AFFECTED</b>	Holmer Green

### 1. Purpose of Report

To consider the extension of the current lease to Little Missenden Parish Council and the grant of a sub-lease from the Parish Council to Holmer Green Sports Association (HGSA).

#### RECOMMENDATIONS:

1. **To agree an extension of the current lease to Little Missenden Parish Council from its current expiry in 2041 for a further 25 years and authorise the Head of Environment to advertise the proposed extension as required under section 123 of the Local Government Act 1972.**
2. **To authorise the Head of Environment to consider and respond to any objections received as a result of the advertisement under section 123 and to agree the terms of the lease and any associated documents in consultation with the Portfolio holder.**
3. **To approve the grant of a sub-lease from the Little Missenden Parish Council (LMPC) to the Holmer Green Sports Association (HGSA) through to 2066.**

### 2. Executive Summary

Little Missenden Parish Council have a lease of the Sports Ground for 60 years from 1.1.1982. There is a sub-lease to the Holmer Green Sports Association for the same period. The LMPC and the HGSA have requested an extension of the current lease term.

### 3. Reasons for Recommendations

The buildings at the Sports Ground were constructed in the 1960's and are now in need of considerable refurbishment. The extension of the lease will enable the HGSA to attain Charitable Status and assist with grant funding applications to make extensive improvements to the facilities on site. The Sports Ground is within the Green Belt, so there is little opportunity for re-development. Because the land is amenity open space the Council is required to advertise the grant of any lease longer than 7 years and consider any objections received.

#### 4. Content of Report

- 4.1. The current lease to the LMPC expires on 31.12.2041. To enable the HGSA to attain Charitable Status and to access funding streams the lessee and sub-lessee require a longer lease. Legal documentation will be required to enable an extension of the existing lease for a further 25 years. The current rent is the £2,002 per annum and the existing lease has rent reviews every 10 years, with the next review due on 1.1.2022.
- 4.2. The current lease is of the land only. Only the land is valued at a rent review.
- 4.3. It is proposed that there would be a rent review every 10 years with the next review on 1.1.2022.
- 4.4. The re-grant of the lease until 2066 will be contracted out of the security of tenure provisions in the Landlord and Tenant Act 1954.
- 4.5. The approval is sought for the grant of an extension of the sub-lease to the HGSA until 2066.

#### 5. Consultation

Not Applicable

#### 6. Options

- a. The extension of the lease for allow the HGSA to seek Charitable Status and seek external funding for improvements.
- b. Not agree an extension and continue with the current lease arrangements but that would preclude HGSA's sub-lease also being extended.

#### 7. Corporate Implications

7.1 Legal – Under section 123 of the Local Government Act 1972 the Council is required to advertise a proposal to grant a long lease (over 7 years) of its amenity land in the local press for 2 consecutive weeks and consider any objections received before entering into the lease. It is not expected that a lease extension to the Parish Council would generate objections and therefore the recommendation is that consideration of any objections is delegated to the Head of Environment in consultation with the Portfolio holder. The proposal will require several legal documents to be agreed and entered into and the Council will incur some advertisement costs. These can be met within existing budgets. The Parish Council will be expected to meet their own legal costs.

#### 8. Unitary Implications (if applicable)

- 8.1 All the Council's land ownerships, leases and licences will transfer to and vest in Buckinghamshire Council on 1 April. There will be a small sum required for legal costs which would fall to the new Council if the lease extension is not completed before 31 March 2020.
- 8.2 The granting of the lease is in line with improving the buildings within the public estate and the HGSA are looking to fund improvements in a community building

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**9. Links to Council Policy Objectives**

1. The approval will enable a partner /tenant to deliver cost-effective improved service.
2. Which will help to promote safer and healthier local community.

Key objectives available here:

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

**10. Next Steps**

Agree the terms of lease extension with the LMPC and the HGSA. However, most of the main terms are already subject to agreement.

<b>Background Papers:</b>	Holmer Green Sports Association Development Programme
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## **Holmer Green Sports Association development programme**

### **Overview**

Holmer Green Sports Association (HGSA) has been established for 50 years.

It has two part time employees and is run by committee of volunteers who give their time free of charge.

Serving the surrounding areas but predominately Holmer Green and Hazlemere. The area is in the social economic groups C1, C2, D.

HGSA is not a member's club but a multi sports facility. HGSA being the faciliatory body that manages and maintains the grounds and buildings.

Users of the facilities are across the whole age range- seniors with mat bowling to youth via its team sections.

### **Funding**

HGSA given its catchment area has been run to make the facilities open to all and fees have been levied to ensure its open to all and affordable.

The down side of this policy is that development of the area has been ad-hoc and based on external fund raising.

Salaries are funded via the bar sales which is a key revenue generator.

### **Recent changes**

HGSA has gone through a period of change with a new club manager and committee.

It was acknowledged that the club needed to develop. A number of objectives were investigated and prioritised.

- Establishing a firm financial basis to allow development
- An upgrade programme
- Increasing the range of activities to broaden the appeal of the club.
- A long-term business plan and development programme
- Programme to attract more users
- Ensure the facilities met local expectation in terms of activities and quality of service.

NB

HGSA acknowledge the specific reference made to HGSA on page 159 of the Draft Chiltern and South Bucks Local Plan 2036 which was issued in June 2019. HGSA understood that it needed to play its part in building community.

## Meeting the objectives

### Fund raising

HGSA has sort advice and has been advised changing to a charitable status would be beneficial.

As the development programme will cover the next ten plus years HGSA has been advised that a longer lease period would convey to donors/ sponsors/ funders its plans are practical and that users will have a long time period to enjoy /use the upgraded facilities.

HGSA understood that as a community asset it had to engage with local bodies and groups. To this end HGSA representatives have been working with LMPC over the last twelve months on its vision for the future.

Going to local schools to talk about how the site may be used on a broader basis. For example, HGSA allow parents to use the car park to drop of and collect school children to avoid local roads becoming grid locked and increase accident risk.

Consultation programme whereby HGSA will consulatate locals on its development plans to ensure they are appropriate and meet its user's needs.

Create the role of a programmes / fund co-ordinator. Currently HGSA run a number of fund events, these need to be increased and the club needs to have a fund-raising programme and strategy to meet its development requirements.

### Outline development programme

- Car park and ground fencing
- Bar and lounge area
- Changing rooms and showers
- Ground improvements
- Meeting / exhibition hall.

### Time lines

#### Charitable status.

HGSA has been advised to allow two years to gain charitable status and to implement all the changes this requires.

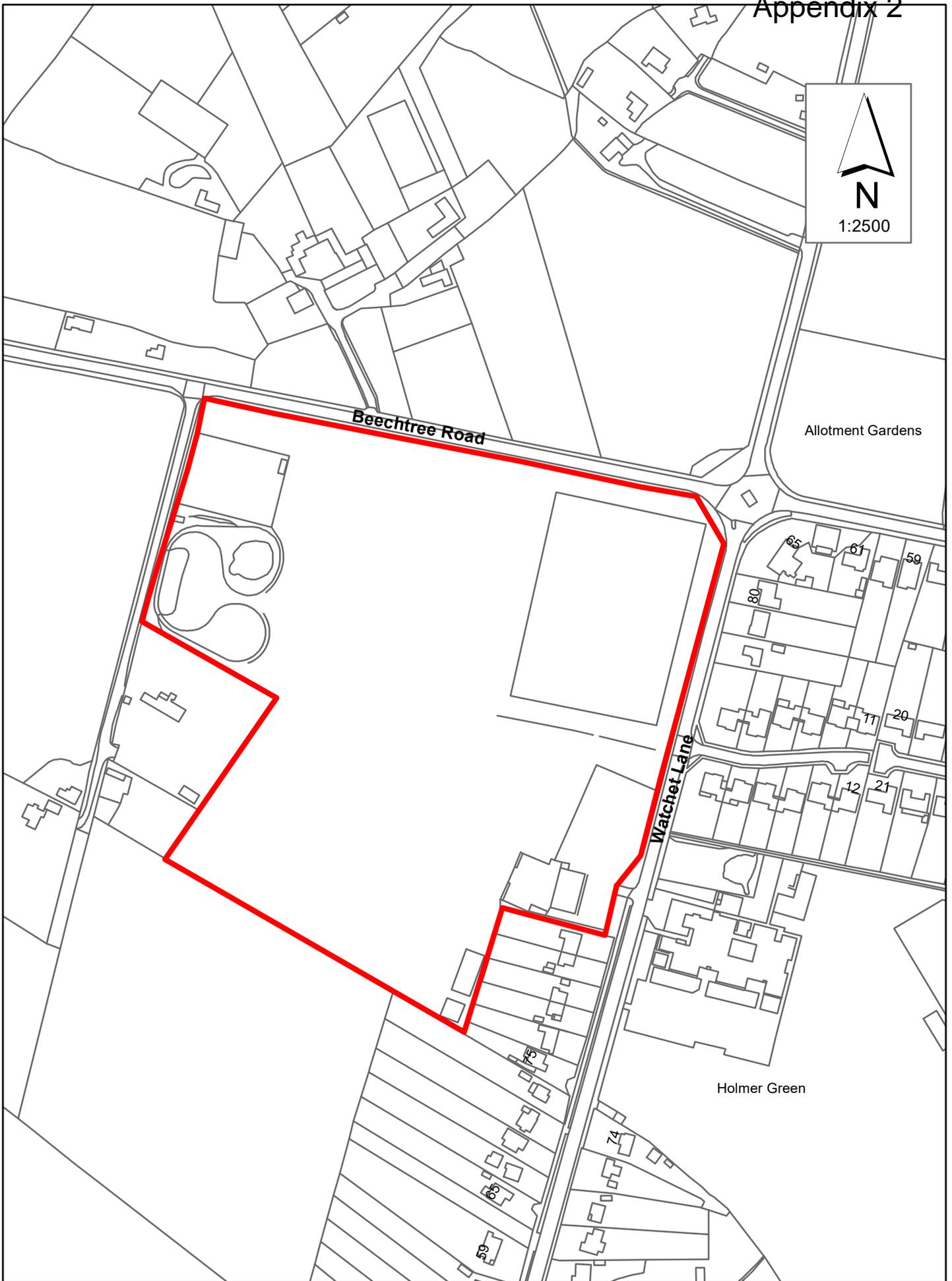
#### Development time lines

Yr 1 Car park and fencing  
Yr 2 / 3 Bar and lounge. Changing rooms and showers.  
Yr 4 Ground improvements  
Y5 /6 Meeting / exhibition hall

### Overall goal

To create a community asset which is used by the community both as a club, meeting centre and offers a service to the community such as school parking during the day when the area is underutilised.

Facilities that are attractive and open to all ages and backgrounds.



### Holmer Green Sports Centre & Field, Watchet Lane





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

held on **27 JANUARY 2020**  
at **SOUTH BUCKS DISTRICT COUNCIL**

**PRESENT:**

Councillor J Adey (Wycombe District Council) - Chairman  
" C Jones (Chiltern District Council) - Vice Chairman

Councillors: M Smith (Chiltern District Council) and L Sullivan (South Bucks District Council)

Officers: S Anthony (Joint Waste Team)  
S Bambrick (CDC/SBDC)  
C Marchant (CDC/SBDC)  
V Hunt (Consultant)

**APOLOGIES FOR ABSENCE** were received from N Dicker (WDC)

**16 MINUTES**

The Minutes of the Joint Waste Collection Committee meeting held on the 7 November 2019 were agreed as a correct record.

**17 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**18 WASTE SERVICE HIGHLIGHT REPORT**

The Committee considered a report which provided an overview of the joint waste service for the period from October 2019 to December 2019. This included the budget, key targets, formal complaints and key risks. Officers highlighted the following key points:

- The total number of properties across the Districts continued to grow, as did the number of Houses in Multiple Occupation (HMOs).

- Letters would be sent out to properties with assisted collections in spring/summer 2020 to ensure that residents still needed the service.
- The Customer Experience Programme had been fully implemented with the exception of add-ons such as bulky waste collection booking.
- Waste calendars had been delivered to all residents and corrected versions had been re-issued where necessary. Members commented that they were pleased with the visual design of the new calendars.
- All recycling centres had been removed by 10 January 2020.
- The team were preparing for mobilisation of the new waste contract. The extension with Serco had been agreed and dog waste bin collection had been varied into the contract.
- There was a projected underspend of around £400K on the client budget for the Serco contract with a projected overspend of around £400K on the contract budget.
- The overall recycling rate across the Districts was 10% above the national average. Biffa performance in South Bucks was generally good. Serco had improved performance with assisted collections and officers were working with them to tackle the number of missed bins. Extra resources, including vehicles for narrower access, had been made available and it was hoped that this would improve the situation going forward.
- Fleet maintenance of Serco vehicles had been raised as a Health and Safety risk following an evaluation.

Members commented that there had still been a number of issues reported from residents relating to the new Customer Experience Programme. Officers advised that there had been some operational issues but these were being tackled, with a focus on whole road misses. The joint waste team would continue to work with customer services to ensure that processes were being followed correctly. The percentage of calls abandoned had reduced significantly and the average wait time had also reduced. Customer services staff had received training to close calls effectively which had improved call handling.

**RESOLVED –**

**That the report be noted.**

## **19 EXCLUSION OF THE PUBLIC**

**RESOLVED –**

**That under section 100 (A) (4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following item(s) of business on the grounds that they involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of**

**the Act.**

*Note: the relevant paragraph number and description is indicated under the Minute heading.*

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

**20 PROCUREMENT HIGHLIGHT REPORT**

The Committee received a restricted report which updated Members on the procurement of the new Joint Waste Contract.

It was noted that the procurement would be going through the formal decision making processes at the three procuring Councils and the Shadow Authority in February 2020.

The Acting Chief Executive wished to recognise the efforts of all who had been involved with the procurement, which had been complex and challenging. The Committee thanked all of the officers who had been involved for their hard work.

The Committee also wished to place on record its thanks to Vincent Hunt for his work on the contract procurement.

**RESOLVED –**

**That the report be noted.**

**21 SERCO IMPROVEMENT PLAN**

The Committee received a report which showed the total number of missed collections across the Chiltern and Wycombe Districts. A full report was tabled at the meeting which outlined the improvement activities taking place on the Serco contract.

Officers informed the Committee that the main focus of improvement was on whole road misses. This would be improved with the introduction of smaller vehicles for narrower access. Action was also being taken to reduce missed collections, with a target of a 50% reduction in the next four to six weeks.

In response to a question from a Member, it was confirmed that whole road misses were published on the Council websites by 4pm each day.

Officers also advised Members that steps were being taken to speed up the removal of fly-tipping. This included working with Bucks County Council (BCC)

to ensure that there were no delays in the process, and discussions would be taking place with BCC regarding a single disposal location for mixed loads.

As this was likely to be the final meeting of the Committee, the Chairman thanked both past and present Members for their involvement and efforts.

**RESOLVED –**

**That the report be noted.**

**The meeting ended at 10.48 am**

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

Document is Restricted

