

**CHILTERN DISTRICT COUNCIL**

**MINUTES** of the Meeting of the  
**COUNCIL**  
held on **22 JULY 2014**

**PRESENT:** Councillor N L Brown - Chairman  
" Mrs M Harker - Vice Chairman

Councillors: Miss P A Appleby  
A K Bacon  
S P Berry  
R Burns-Green  
Mrs J A Burton  
M J Cunnane  
Mrs I A Darby  
A D Garnett  
A J Garth  
A S Hardie  
G K Harris  
P J Hudson  
P M Jones  
D J Lacey  
P E C Martin  
D G Meacock  
D W Phillips  
M Prince  
D Spate  
N M Rose  
J J Rush  
P N Shepherd  
C H Spruytenburg  
Mrs L M Smith  
M R Smith  
M Stannard  
N Stewert  
J F Warder  
C J Wertheim

**APOLOGIES FOR ABSENCE** were received from Councillors M Z Bhatti, J L Gladwin, S A Patel, Mrs A Pirouet, J S Ryman, H A Trevette, M Vivis, A P Williams and F S Wilson

**13 MINUTES**

The Minutes of the meetings of Ordinary and Annual Council held on 13 May 2014 were approved as a correct record.

**14 DECLARATIONS OF INTEREST**

Councillor D Meacock declared a personal interest in (Planning Minutes – 15 May 2014) and in particular Minute 77 (Application CH/2014/0332/FA) as he lived opposite the property.

## 15 ANNOUNCEMENTS

### (a) Chairman's Engagements

A list of Engagements carried out by the Chairman and Vice-Chairman of the Council between 14 May and 22 July 2014 had been circulated, with the addition of an event at Chalfont St Peter.

The Chairman encouraged members involvement in the forthcoming Chief Constable Annual Meeting on 30 July 2014 at 6.30pm.

It was noted that the Housing & Planning Overview Committee on 5 August had been cancelled and the next meeting was to be held on Wednesday 24 September rather than Tuesday 23 September.

### (b) Chairman's Announcements

The Chairman had no announcements to make.

### (c) Announcements from the Leader of the Cabinet

The Leader of the Cabinet had no announcements to make.

### (d) Announcements from the Head of Paid Service

The Chief Executive had no announcements to make.

### (e) Petitions

No petitions were submitted.

## 16 LONG SERVICE AWARD

A Long Service Award for 40 years service at Chiltern District Council was presented to Brian Horton, Planning Duty Officer in recognition of his commitment to the Council. The Chairman paid tribute to Brian's hard work over 40 years and provided a brief history of Brian's roles and commitment to Chiltern District Council.

## 17 PLANNING - 24 APRIL 2014

It was moved by Councillor D W Phillips, seconded by Councillor J A Burton and

**RESOLVED –**

**That the Minutes and Resolutions of the Planning Committee held on 24 April 2014 be received.**

**18 JOINT APPOINTMENTS & IMPLEMENTATION - 1 MAY 2014**

It was moved by Councillor M Smith, seconded by Councillor I Darby and

**RESOLVED –**

**That the Minutes and the Resolutions of the Joint Appointments and Implementation Committee held on 1 May 2014 be received.**

**19 LICENSING & REGULATION - 1 MAY 2014**

It was moved by Councillor J Burton, seconded by Councillor M Prince and

**RESOLVED:**

**That the Minutes and Resolutions of the Licensing and Regulation Committee held on 1 May 2014**

**20 PLANNING - 15 MAY 2014**

It was moved by Councillor D W Phillips, seconded by Councillor J A Burton and

**RESOLVED –**

**That the Minutes and Resolutions of the Planning Committee held on 15 May 2014 be received.**

**21 JOINT APPOINTMENTS AND IMPLEMENTATION - 29 MAY 2014**

It was moved by Councillor M Smith, seconded by Councillor I Darby and

**RESOLVED –**

**That the Minutes and Resolutions of the Joint Appointments and Implementation Committee held on 29 May 2014 be received.**

**22 PERSONNEL - 3 JUNE 2014**

It was moved by Councillor M Smith, seconded by Councillor M Stannard and

**RESOLVED –**

**That the Minutes and Resolutions of the Personnel Committee held on 3 June 2014 be received.**

**23 PLANNING - 5 JUNE 2014**

It was moved by Councillor P Martin, seconded by Councillor D Spate and

**RESOLVED –**

**That the Minutes and Resolutions of the Planning Committee held on 5 June 2014 be received.**

**24 COMMUNITY & ENVIRONMENT OVERVIEW - 10 JUNE 2014**

It was moved by Councillor A Bacon, seconded by Councillor J Warder and

**RESOLVED –**

**That the Minutes and Resolutions of the Community and Environment Committee held on 10 June 2014 be received.**

**25 STANDARDS - 12 JUNE 2014**

It was moved by Councillor J Warder, seconded by Councillor Miss P Appleby and

**RESOLVED –**

**That the Minutes and Resolutions of the Standards Committee held on 12 June 2014 be received.**

**26 PERFORMANCE & RESOURCES OVERVIEW - 25 JUNE 2014**

This item was withdrawn.

**27 CONSTITUTION REVIEW - 25 JUNE 2014 (RECONVENED ON 2 JULY 2014)**

It was moved by Councillor N Rose, seconded by Councillor D W Phillips and

**RESOLVED –**

**That the Minutes and Resolutions of the Constitution Review Committee held on 25 June and reconvened on 2 July 2014 be received.**

During consideration of this item Councillor Jones pointed out the intention of good governance in respect of scrutiny was that an element of challenge remains on Cabinet decisions and that this had until now been assisted by the practice of having an opposition Chair or Vice Chair of Overview and Scrutiny Committees.

The Council considered the recommendations of the Constitution Review Committee as detailed in Minute 14 of the minutes of the reconvened meeting on 2 July 2014; and

**RESOLVED –**

**1. Overview and Scrutiny**

- i) That the number of Overview Committees be reduced from three to two;**
- ii) That the number of members on each Overview Committee be fifteen;**
- iii) That each Overview Committee meet six times per year; and**
- iv) That the Chairman and Vice- Chairman of the Overview Committee be elected by the members of the Committee**
- v) That the terms of reference for the Services Overview Committee attached at Appendix 1 be approved**
- vi) That the terms of reference for the new Resources Committee attached at Appendix 2 be approved**

**2. Policy Advisory Groups (PAGs)**

- vii) That five Policy Advisory Groups be established to align with the Cabinet Portfolios;**
- viii) That the number of members serving on each PAG be not less than 6 or more than 8;**
- ix) That membership of the PAGs be selected by the Cabinet Portfolio Holder;**
- x) That all meetings of the PAGs are held informally and are not public meetings, but any member of the Council can attend to observer if they wish to do so; and**
- xi) That the Chairman be nominated by the PAG**
- xii) That the consequential amendments to the Cabinet Procedure Rules attached at Appendix 3 be approved**

**3. Council Meetings**

- xiii) That the Constitution Review Committee at a future meeting consider suggestions as to how the Council meetings can be improved.**

#### 4. Regulatory Committees

- xiv) That the Constitution Review and Boundaries and Electoral Arrangements Committees be merged into one Governance and Electoral Arrangements Committee with the terms of reference as attached at Appendix 4;
- xv) That the merger of Homelessness and Appeals Committees to form one Appeals and Complaints Committee be approved with the terms of reference as attached as Appendix 5;
- xvi) That the merger of Audit and Standards Committees to form one Audit and Standards Committee be approved with the terms of reference as attached at Appendix 6 ; and
- xvii) That membership of the merged committees be drawn from the members elected to the Individual committees for the municipal year 2014/15 by election of the various groups

#### 5. Personnel Committee

- xviii) That Chiltern District Council retain a Personnel Committee to consider personnel issues specific to Chiltern and in respect of those employees that are not part of joint arrangements or under harmonised conditions with the amended terms of reference as attached at Appendix 7;
- xix) That the membership of the Personnel Committee be reduced from nine to seven;
- xx) That Council's human resources functions in respect of those employees subject to Joint Arrangements with South Bucks District Council be delegated to the Joint Arrangements and Implementation Committee (JAIC
- xxi) That the membership of the CDC Personnel Committee form the membership of the Chiltern membership of the (JAIC);
- xxii) That the membership of the JAIC be increased from five to seven members from each authority; and
- xxiii) That the quorum of the JAIC be increased from two to three elected members from each authority
- xxiv) That subject, to the agreement of South Bucks District Council the amended terms of reference for the JAIC attached at Appendix 8 be approved.

**6. Number of Meetings**

- xxv) That Full Council continues to meet six time per year;
- xxvi) That Overview Committees continues to meet six times per year;
- xxvii) That Cabinet continues to meet six times per year;
- xxviii) That the Planning Committee continues to meet on a three weekly cycle; and
- xxix) That other scheduled committees meet on a quarterly basis, half yearly or as and when required.

**7. That the Chief Executive be granted delegated authority to make any consequential amendments of the above recommendations to the Constitution as required.**

**28 PLANNING - 26 JUNE 2014**

It was moved by Councillor D W Phillips, seconded by Councillor J A Burton and

**RESOLVED –**

**That the Minutes and Resolutions of the Planning Committee held on 26 June 2014 be received.**

**29 AUDIT - 1 JULY 2014**

It was moved by Councillor D Phillips, seconded by Councillor A Bacon and

**RESOLVED –**

**That the Minutes and Resolutions of the Audit Committee held on 1 July 2014 be received.**

**30 PLANNING - 17 JULY 2014**

This item is deferred until the next meeting of full Council.

**31 CABINET MINUTES**

It was moved by Councillor I Darby, seconded by Councillor M Stannard and

**RESOLVED –**

**That the Minutes and Resolutions of the Cabinet held on 1 July 2014 be received and the recommendations contained in Minute 137 be adopted.**

Councillor Meacock referred to the minutes of the meeting of Cabinet held on 1 July 2014 Minute No. 141 in relation to the Green House Gas (GHG) Report and questioned whether the project had incurred a cost to the Council. The Cabinet Leader agreed to respond to Councillor Meacock once information had been obtained from the relevant officer.

It was moved by Councillor I Darby, seconded by Councillor P Martin and

When presenting the minutes of the Cabinet meeting held on 15 July 2014, the Cabinet Leader referred to Minute No. 4 in relation to the Submission of Delivery Development Plan Document and reminded Members that they had approved the submission of this Document for examination in public at their last meeting. Subsequently the Planning Inspectorate wrote to all Councils who were about to submit plans for examination and advised them to take legal advice following certain high court judgments and Inspector's decisions relating to the soundness of submitted plans. Accordingly officers had sought Counsel's advice which had been thoroughly considered by the cross party Local Plan PAG and by Cabinet. The Cabinet Leader confirmed that Cabinet remained satisfied that the DDPD should be submitted for examination and that Council can reconfirm its previous decision that the DDPD was sound, subject to the actions set out in recommendation 5. These actions will ensure the Council was in the best position going forward to demonstrate the soundness of the DDPD. Recommendations 6 and 7 deal with how this work will be carried forward which included the preparation of a new local plan, incorporating a review of the green belt and this was expected to take some time.

In response to a question from Councillor Jones, the Cabinet Leader clarified that where possible, the preservation of the Green Belt would remain a high priority in the Green Belt review.

**That the Minutes and Resolutions of the Cabinet held on 15 July 2014 be received and the recommendations contained in Minute 4 be adopted.**

## 32 CABINET REPORTS

### a) Councillor Martin – Environment

Councillor Martin reported that waste calendars were to be uploaded to the website soon. He also reported that the Green Waste subscription had commenced and the Crematorium application at Bierton had been approved.

### b) Councillor Stannard – Budget

Councillor Stannard reported that the same budget process as previous years was planned for 2014 / 15 and a series of meetings had been scheduled with officers and members to consider the budget for 2015/16 and a thorough review of the capital programme including a robust justification for the inclusions in the Capital Programme



**c) Councillor Rose – HS2**

Councillor Rose reported that, the focus of work on the HS2 proposals had now moved on to mitigation and a recent meeting had been held with HS2 to continue discussions on a way forward. The procedure for compensation schemes had commenced. Members were advised that Hillingdon Borough Council and HS2 Action Alliance's action had been successful and would now be heard by the Aarhus Convention Committee. The House of Lords had established a Select Committee to look at the economic case for HS2 and this was likely to meet during September 2014 and to report findings in February 2015.

In response to concerns from members, Councillor Rose clarified that the emphasis was changing from outright opposition to mitigation to achieve the best possible position for the community in respect of the potential impact of HS2, but the overall position of the Council was still opposition to the proposal for HS2 through Chiltern district.

**33 QUESTIONS**

In accordance with Rule 9.2 of the Procedure Rules the following Question was submitted by Councillor D Lacey to the Leader of the Cabinet:

"If, following the 2015 election, the Conservatives no longer hold control of this Council, will Chiltern and South Bucks District Councils' continue with their programme to develop shared services?"

The Cabinet Leader responded that if the Conservatives were no longer the majority group following the 2015 election then the decision would not be hers to make but it was anticipated that the administration of the Council would still progress with the shared services programme based on the evidence of the success of work on the project to date.

**34 JOINT ARRANGEMENTS AND OUTSIDE ORGANISATIONS**

There were no reports.

**35 MOTIONS (IF ANY)**

No Motions had been received.

**36 SHARED SERVICES BUSINESS CASE FOR COMMUNITY SERVICES**

At a meeting on 16 July 2014, the Chiltern and South Bucks Joint Committee considered the Business Case for a joint community service. The Business Case was attached as Private Appendix 1. The Joint Committee endorsed all of the recommendations in the report subject to the high level plan referred to in recommendation 5 being amended to remove reference to the Open Space Strategies.

As such, full Council were invited to formally adopt the recommendations. It was moved by Councillor N M Rose, seconded by Councillor M Smith and

**RESOLVED –**

- 1. That the case for a joint community service is proven and that both Councils should proceed to establish a joint community service.**
- 2. That subject to consultation with staff and a formal agreement between the Councils, the services of staff in Chiltern District Council's Community Services be put at the disposal of South Bucks District Council under Section 113 of the Local Government Act 1972 so they can work across the two local authority areas.**
- 3. That the Chief Executive in consultation with the Cabinet Leader and the Head of Legal and Democratic Services be authorised to finalise the terms of any legal documentation required to give effect to recommendation 2 above.**

**37 PLANNING POLICY SHARED SERVICE REVIEW**

At a meeting on 16 July 2014, the Chiltern and South Bucks Joint Committee considered the Business case (attached as Private Appendix 1) for a joint planning policy service and whilst requesting the Working Group to review the cost sharing arrangements together with the potential savings in the light of the additional information given at the meeting agreed that the Business Case had been proven. The Joint Committee further agreed that the joint Planning Service to be implemented should be as described in Section 4 of the report that was one manager with two teams, one located at Capswood and the other located at King George V House. With regard to preparing a joint new Local Plan for the two authorities, the Joint Committee felt that this was a matter for both authorities to discuss at a future date.

As such, full Council were invited to formally adopt the recommendations. It was moved by Councillor N M Rose, seconded by Councillor M Smith and

**RESOLVED –**

- 1. That the case for a joint planning policy service is proven and that both Councils should proceed to establish a joint planning policy service.**
- 2. That subject to consultation with staff and a formal agreement between the Councils, the services of staff in South Bucks District Council's Planning Policy Services be put at the disposal of Chiltern District Council under Section 113 of the Local Government Act 1972 so they can work across the two local authority areas.**

3. That the Chief Executive in consultation with the Cabinet Leader and the Head of Leal and Democratic Services be authorised to finalise the terms of any legal documentation required to give effect to recommendation 2 above.
4. That the decision of the Joint Committee to request the Working Group to review the cost sharing arrangements together with the potential savings be noted and authority be delegated to the Chief Executive, in consultation with the Leader and relevant Cabinet Portfolio Holder at each Council, to make any adjustments to the business case in the light of the report back from the Working Group.

**The meeting ended at 7.21pm**



**CHAIRMAN'S DIARY 23 JULY – 9 SEPTEMBER 2014**

25 July	Presentation of Queen's Award for Enterprise to Global Infusion
1 August	Opening of Amersham Town Council offices
4 August	WW1 Commemoration Candlelight Procession and Service of Remembrance
9 September	Council





**CHILTERN DISTRICT COUNCIL**

**MINUTES** of the Meeting of the  
**JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE**  
held on **4 AUGUST 2014**

**PRESENT:**

Councillor	M Stannard	Chiltern District Council	- Chairman
Councillors	R Burns-Green	Chiltern District Council	
	Mrs I A Darby	Chiltern District Council	
	P M Jones	Chiltern District Council	
	Mrs P Plant	South Bucks District Council	
	R Reed	South Bucks District Council	
	D Smith	South Bucks District Council	
	M R Smith	Chiltern District Council	

**APOLOGIES FOR ABSENCE** were received from Councillors B Harding (South Bucks District Council) and P Kelly (South Bucks District Council)

**12 MINUTES**

The minutes of the meeting of the Joint Committee held on 29 May 2014 were agreed by the Committee and signed by the Chairman as a correct record.

**13 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**14 EXCLUSION OF THE PUBLIC**

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

**15 SHARED LEGAL SERVICE CONSULTATION DOCUMENT**

The Committee considered the draft Shared Legal Service consultation document and noted the proposed timetable for the staff consultation. The report set out in the format of appendices the complete consultation document that was intended to be shared with the Legal Team on 19 August 2014. The draft timetable was set out in detail in Appendix D, as follows:

- Start consultation on 19 August 2014
- End consultation on 22 September 2014
- Conduct the selection process during the weeks of the 17 and 24 November 2014
- Implement joint services 1 January 2015

The content of the report as presented to members was:

- Appendix 1 – Joint Legal Team Consultation Document
- Appendix A – Proposed Legal Team Structure

- Appendix B – Proposed Job Descriptions
- Appendix C – Current structure Legal Teams
- Appendix D – Draft Timetable
- Appendix E – Example of Expression of Interest form

Members were advised that following the end of staff consultation on 22 September 2014, the structure was to be implemented taking into account any staff comments and provided it remained within the business case.

The Resources Director clarified that the staffing costs of the proposed structure based on the harmonised grades had been reviewed subsequent to the report being produced and were confirmed as being in line with the business case. There had been a discrepancy in the treatment of the pension oncost in the published version of the report. It was confirmed that the pensions oncost is determined by the employing authority and therefore is not affected by staff being in shared teams.

Members discussed the draft documents and during which the following key points were made:

In response to a member's question, the Head of Legal and Democratic Services clarified that specific large projects eg. HS2 challenge and Heathrow expansion were not proposed to be allocated to a specific team but the work to be absorbed through a flexible legal resource which was mainly self-funded through budget provision and fees agreed for these projects. Some unforeseen projects may need to be met from Reserves as opposed to the base budget, and therefore this was a consideration for members during the annual budget setting process at each authority.

The proposed structure was based on two legal teams with two single points of contact for the teams but the teams would vary in respect of skills and expertise. Additional savings were likely to be generated through effective use of in house skills and exchanging resources within the teams where necessary to increase capacity and knowledge. The proposed approach was intended to enable growth and development of expertise within the legal service for the Council and where appropriate to generate income through providing legal services to other public authorities. The day to day management of the teams required further consideration during and following staff consultation.

The previous structure for legal services was based on 7.7 full time equivalents and the proposed structure increases the FTE's to 8.2 acknowledging the need to provide sufficient staff resource at principal solicitor level.

### **RESOLVED:**

- i) That the Legal Team Shared Services consultation document and appendices were approved prior to issuing to staff;**
- ii) That the Chief Executive, be given delegated authority, in consultation with the Joint Chairmen and the Cabinet Portfolio Holders from both Councils, to agree changes in response to**



**consultation provided the changes are within the terms of the business case; and**

- iii) **That the structure be implemented in accordance with the proposed timetable, subject to taking into account any staff comments and being within the business case**

## **16 COMMUNITY TEAM SHARED SERVICES CONSULTATION DOCUMENT**

The Committee considered the draft Community Team Shared Service consultation document and noted the proposed timetable for the staff consultation. The report set out in the format of appendices the complete consultation document that was intended to be shared with the Community Team on 11 August 2014. The draft timetable was set out in detail in Appendix D, as follows:

- Start consultation on 11 August 2014
- End consultation on 12 September 2014
- Conduct the selection process during the weeks of the 27 October 2014
- Implement joint services 1 December 2014

The content of the report as presented to members was:

- Appendix 1 – Joint Community Team Consultation Document
- Appendix A – Proposed Community Team Structure
- Appendix B – Proposed Job Descriptions
- Appendix C – Current structure Community Teams
- Appendix D – Draft Timetable
- Appendix E – Example of Expression of Interest form

Members were advised that following the end of staff consultation on 22 September 2014, the structure was to be implemented taking into account any staff comments and provided it remained within the business case.

### **RESOLVED:**

- i) **That the Community Team Shared Services consultation document and appendices were approved prior to issuing to staff;**
- ii) **That the Chief Executive, be given delegated authority, in consultation with the Joint Chairmen and the Cabinet Portfolio Holders from both Councils, to agree changes in response to consultation provided the changes are within the terms of the business case; and**
- iii) **That the structure be implemented in accordance with the proposed timetable, subject to taking into account any staff comments and being within the business case**

**The meeting ended at 6.40pm**



**CHILTERN DISTRICT COUNCIL****MINUTES of the Meeting of the  
PERSONNEL COMMITTEE  
held on 6 AUGUST 2014****PRESENT:** Councillor M R Smith - ChairmanCouncillors: Miss P A Appleby  
S P Berry  
Mrs I A Darby  
D W Phillips  
N M Rose**APOLOGIES FOR ABSENCE** were received from Councillors  
Mrs J A Burton, P J Hudson and M Stannard**51 MINUTES**

The Minutes of the meeting held on 3 June 2014, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

**52 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**53 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 from Part 1 of Schedule 12A is indicated at the end of the Minute heading.*

**54 SHARED LEGAL SERVICE CONSULTATION DOCUMENT**

The Committee considered the draft Shared Legal Service consultation document and noted the proposed timetable for the staff consultation. The report set out in the format of appendices the complete consultation document that was intended to be shared with the Legal Team on 19 August 2014. The draft timetable was set out in detail in Appendix D, as follows:

- Start consultation on 19 August 2014
- End consultation on 22 September 2014

- Conduct the selection process during the weeks of the 17 and 24 November 2014
- Implement joint services 1 January 2015

The content of the report as presented to members was:

- Appendix 1 – Joint Legal Team Consultation Document
- Appendix A – Proposed Legal Team Structure
- Appendix B – Proposed Job Descriptions
- Appendix C – Current structure Legal Teams
- Appendix D – Draft Timetable
- Appendix E – Example of Expression of Interest form

Members were advised that following the end of staff consultation on 22 September 2014, the structure was to be implemented taking into account any staff comments and provided it remained within the business case.

The proposed structure was based on two legal teams with two single points of contact for the teams but the teams would vary in respect of skills and expertise. Additional savings were likely to be generated through effective use of in house skills and exchanging resources within the teams where necessary to increase capacity and knowledge. The proposed approach was intended to enable growth and development of expertise within the legal service for the Council and where appropriate to generate income through providing legal services to other public authorities.

The previous structure for legal services was based on 7.7 full time equivalents and the proposed structure increases the FTE's to 8.2 acknowledging the need to provide sufficient staff resource at principal solicitor level.

Members were advised that the Legal Team Shared Service would be based at South Bucks District Council offices. Specific mention was made to the need for adequate resources for S106 Agreements work, and members were advised that this was a known issue in the current structure which was to be developed through the implementation of a case management system.

### **RESOLVED:**

- i) That the Legal Team Shared Services consultation document and appendices were approved prior to issuing to staff; and**
- ii) That the structure be implemented in accordance with the proposed timetable, subject to taking into account any staff comments and being within the business case.**

## 55 COMMUNITY TEAM SHARED SERVICES CONSULTATION DOCUMENT

The Committee considered the draft Community Team Shared Service consultation document and noted the proposed timetable for the staff consultation. The report set out in the format of appendices the complete consultation document that was intended to be shared with the Community Team on 11 August 2014. The draft timetable was set out in detail in Appendix D, as follows:

- Start consultation on 11 August 2014
- End consultation on 12 September 2014
- Conduct the selection process during the weeks of the 27 October 2014
- Implement joint services 1 December 2014

The content of the report as presented to members was:

- Appendix 1 – Joint Community Team Consultation Document
- Appendix A – Proposed Community Team Structure
- Appendix B – Proposed Job Descriptions
- Appendix C – Current structure Community Teams
- Appendix D – Draft Timetable
- Appendix E – Example of Expression of Interest form

Members were advised that following the end of staff consultation on 22 September 2014, the structure was to be implemented taking into account any staff comments and provided it remained within the business case.

### **RESOLVED:**

- i) That the Community Team Shared Services consultation document and appendices were approved prior to issuing to staff; and**
- ii) That the structure be implemented in accordance with the proposed timetable, subject to taking into account any staff comments and being within the business case**

## 56 CUSTOMER SERVICES STAFFING - JOINT WASTE CONTRACT

The Committee considered the report which updated members on the current position and future staffing requirements in respect of the Customer Service function for the Joint Waste client being managed by Chiltern District Council Customer Services in respect of telephone call handling.

It was reported that given that waste call volumes remained significantly higher than originally estimated and Customer Services had experienced recent increased staff turnover it was recommended that posts TCSA3 and TCSA4 were made into permanent positions with immediate effect, which

would enable a permanent staffing level to be in place that would be able to handle 49,000 calls and strengthen the resilience of the team.

It was noted that in addition to engaging additional resources, officers were analysing the potential reasons for the high level of calls and taking action to reduce the volume in liaison with the contractor; and was to be investigated fully during a forthcoming service review. Performance issues of the contract were for consideration at the meeting of Performance and Resources Overview Committee on Tuesday 12 August 2014. Consideration to job titles would be given as part of the forthcoming shared service review

**RESOLVED:**

**That the amendment of posts TCSA3 and TCSA4, Temporary Waste Call Handlers to permanent Waste Call Handler positions with immediate effect be approved.**

**The meeting ended at 6.55pm**

**CHILTERN DISTRICT COUNCIL**

**MINUTES of the Meeting of the  
PERFORMANCE & RESOURCES OVERVIEW COMMITTEE  
held on 12 AUGUST 2014**

**PRESENT:** Councillor A D Garnett - Chairman  
" C H Spruytenburg - Vice Chairman

Councillors: J L Gladwin  
D W Phillips  
J S Ryman  
N Stewert  
M Vivis  
C J Wertheim

**APOLOGIES FOR ABSENCE** were received from Councillors S P Berry, D Spate and A P Williams.

**ALSO IN ATTENDANCE:** Councillor Mrs I A Darby, P Martin, M Stannard and F Wilson.

**15 MINUTES OF PREVIOUS MEETING**

The Minutes of the Performance & Resources Overview Committee held on 25 June 2014, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record; subject to an amendment to Minute No. 13 – Sycamore Road Car Park extension and resurfacing, that the purchase of land was not confined to back gardens, where appropriate.

In relation to Minute No. 6 it was noted that the Committee had received a briefing update on the Council Tax Support Scheme in respect of the discretionary council tax support scheme and recovery action against customers in receipt of Council Tax Support and actions taken to support those in difficulty.

**16 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**17 28 DAY NOTICE FORWARD PLAN & WORK PROGRAMME**

No items remained outstanding on the Work Programme of the Committee.

Members reviewed the draft Forward Plan, due to be published on 22 August 2014, to identify potential topics for review. The Committee agreed that there were no further items that they wished to include on the Work Programme at this time.

**RESOLVED**

- 1. That the Work Programme of the Committee be noted.**

- 2. That no further items from the Forward Plan be added to the Work Programme of the Performance and Resources Overview Committee at this time.**

## **18 PERFORMANCE INDICATOR TARGETS 2014-2017**

The Committee considered a report which provided information on the targets set for performance indicators for 2014/15, 2015/16 and 2016/17. Members were advised that performance indicators targets were set and actual performance monitored. It was noted that a more extensive review had been undertaken, this year, particularly where shared services were to be in place at the start of the performance year ie. Building Control, Community Safety, Housing and Licensing. As a result of the review a number of new performance indicators had been introduced for the new joint service areas. As part of the shared service review for the Policy, Performance and Communications team, an evaluation exercise was being undertaken to establish whether all performance indicators were still required, if there were opportunities to reduce the number of indicators or introduce more applicable ones.

The Committee welcomed the review of the Performance Indicators and requested that the revised indicators be reported to a future meeting of the Performance and Resources Overview Committee. Members considered the content of the report in detail and highlighted the following points:-

- Consider potential impact of ICT helpdesk performance on other Council Services
- Avoid use of TBCs in the Performance Indicators report
- Removal of fly tipping performance figures identified a delay between removal and recording of removal and the process was currently being reviewed

### **RESOLVED:**

**That the Performance Indicators and future targets were confirmed as approved.**

## **19 QUARTERLY PERFORMANCE INDICATOR REPORT (Q1 2014-2015)**

The Committee considered the report which outlined the performance of Council services against performance indicators and service objectives during April to June 2014.

### **RECOMMENDATION:**

- i) That Cabinet note the performance report; and**
- ii) That Cabinet approve a change to the targets which related to the joint indicator reporting on the overall satisfaction with the service across Chiltern and South Bucks, following the request**



that the targets be amended to 2014/15, 93% and 2015/16, 94% from 94% and 95% respectively; which was to enable the new shared service to settle down with the 2016/17 target reverting to 95%.

## 20 TREASURY MANAGEMENT REPORT - APRIL TO JUNE 2014

In accordance with the Treasury Management Policy, the Committee received a report which set out the activities of the Treasury Management operation for the quarter ending 30 June 2014.

Members were advised that all the Council's investments were managed in-house. The investment criteria and parameters within which the treasury section works are set out in the Treasury Management Practices (TMP) document.

The Head of Finance reported that the implementation of the new Banking Contract will commence on 15 September 2014.

### RECOMMENDATION:

That Cabinet note the treasury management activity in the quarter April to June 2014.

## 21 STANDING ITEM: PROGRESS REPORT TO THE JOINT COMMITTEE

Members received the Programme Management Progress Report from the Chiltern & South Bucks Joint Committee on 16 July 2014. The Chairman noted that a significant amount of change had taken place but the services were still delivering well and all staff involved were complimented.

## 22 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 from Part 1 of Schedule 12A is indicated at the end of the Minute heading.*

## 23 JOINT WASTE COLLECTION CONTRACT - CONSIDERATION OF CONTRACTOR'S NOTICE OF CHANGE

The Committee received a report which updated members on the current Joint Waste Collection Contract and specific consideration was requested in relation to the Contractor's Notice of Change.

The report outlined the details of a chronological record of what had happened and sought full consideration of the issues. Members were advised that the request for notice of change had been considered by the Joint Waste Committee, and the notice of change request was to be considered by a Special Meeting of Cabinet on 23 September 2014 to either accept, either in full or in part, or refuse.

Following full and detailed consideration of the item the Committee requested that a further special meeting of the Performance and Resources Overview Committee be held during mid September to consider further legal and contract information as requested, which included:

- Attendance of the Principal Lawyer and Bevan Britton to attend the special meeting
- Copy of itemised information as requested by the Committee in respect of further clarification of contractual and legal documentation

**RESOLVED:-**

**To defer further consideration and recommendation of this item pending more detailed discussion at a special meeting of Performance & Resources Overview Committee in September 2014.**

**24 LONDON ROAD DEPOT OUT TURN REPORT**

The Committee considered the report which outlined the successful completion of the depot project, and its financial out-turn, which involved significant investment in infrastructure improvement works.

**RECOMMENDATIONS:**

- i) That Cabinet note the successful conclusion for the above project; and**
- ii) That Cabinet note the project underspend of £14,000 had been allocated towards roofing work required on the main site office in order to assist the conclusion of the lease review between CDC and BCC.**

**The meeting ended at 8.25pm**

**CHILTERN DISTRICT COUNCIL**

**MINUTES of the Meeting of the  
COMMUNITY & ENVIRONMENT OVERVIEW COMMITTEE**  
held on **19 AUGUST 2014**

**PRESENT:** Councillor A K Bacon - Chairman  
" J S Ryman - Vice Chairman

Councillors: M J Cunnane  
A J Garth  
S A Patel  
J J Rush  
P N Shepherd  
J F Warder

**APOLOGIES FOR ABSENCE** were received from Councillors P M Jones and N Stewart

**ALSO IN ATTENDANCE:** Councillors M Z Bhatti and Mrs I A Darby

**61 MINUTES OF PREVIOUS MEETING**

The Minutes of the Community & Environment Overview Committee held on 10 June 2014 were agreed by the Committee and signed by the Chairman as a correct record.

**62 DECLARATIONS OF INTEREST**

Councillor A Bacon, being a Member of Chesham Town Council, declared a personal interest in Item 6: Community Grant Awards 2014 for the grant application submitted by Chesham Town Council and advised that he would leave the room if there was a discussion on that application.

Councillor J Ryman declared a personal interest in Item 6: Community Grant Awards 2014 for the grant application submitted by Little Chalfont Good Companions Club as his wife was a volunteer for the organisation.

Councillor N Shepherd declared a personal interest in Item 6: Community Grant Awards 2014 for the grant application submitted by Amersham Action Group.

Councillor J Warder declared a personal interest in Item 6: Community Grant Awards 2014 for the grant application submitted by Chalfont St Peter Youth Centre.

**63 28 DAY NOTICE FORWARD PLAN & WORK PROGRAMME**

Members noted that a number of changes to the Council's Committee structure were being implemented. As part of the changes the current three

Overview Committees would be replaced with two; one for each of the Council's directorates: Services and Resources. The functions of the Community and Environment Overview Committee would now fall within the remit of the new Services Overview Committee, and items previously considered by the Community and Environment Overview Committee would where appropriate, now be considered by the Services Overview Committee. As such, the next Community and Environment Overview Committee on 7 October had been cancelled, and the first meeting of the Services Overview Committee would be held on 24 September.

### **RESOLVED -**

**That the Forward Plan and update on the Committee structure be noted.**

## **64 COMMUNITY GRANT AWARDS 2014**

The Council operated a Community Grant Aid Scheme which supported the Council's Objectives and linked to the delivery of the Five Ways to Wellbeing programme by supporting local voluntary and community organisations to deliver services to local residents. This year's scheme had attracted forty five applications collectively requesting funding totalling £68,057. All applications were assessed using a fair and consistent approach. Members were asked to comment on the draft Cabinet report which set out the proposed level of award for each of the organisations that had applied for funding.

One Member referred to two grant applications requesting funding to support concerts to commemorate World War One and suggested that ticket sales could provide an alternative form of funding.

Another Member spoke in support for the application from Amersham Action Group and urged the Cabinet to consider accepting the application and there was local support for the family focused Christmas event and a lot of work had been carried out by the group for the event already. It was advised that the application had not been successful because the group already received core funding from the Council, however because the event supported local businesses separate funding to support economic development may be available to support the event.

Officers were asked to check the number of beneficiaries for activities delivered by the Pond Park Community Association and the groups that would benefit from the grant funding.

It was noted that the grants process had been reviewed in 2012, and Members welcomed the new process, in particular the increased involvement from Members. Following the suggestion that the application assessment process should start earlier it was advised that Members were asked for comments on applications within their ward as applications were received. It was also suggested that applicants be asked to contact their local ward Councillors ahead of submitting an application.

**RESOLVED –**

**That the draft Cabinet report be noted and that the comments of the Community and Overview Committee be forwarded to the Cabinet.**

*Note: Councillors J Rush and N Shepherd entered the meeting at 6.33 pm.*

*Note: Councillor A Garth entered the meeting at 6.37 pm.*

**65 JOINT WASTE STRATEGY FOR BUCKINGHAMSHIRE REVIEW**

The Joint Waste Committee for Buckinghamshire had undertaken a review of the county wide Joint Waste Strategy which set out the aims and objectives for both Districts and the County Council in terms of waste prevention, collection and disposal. The minimum target for recycling, reuse or composting by 2020 had been set at 60%. Each of the Districts and the County Council would be asked to agree and adopt the revised Strategy.

**RESOLVED –**

**That the recommendations contained in the draft Cabinet report be endorsed by the Community and Environment Overview Committee.**

**66 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.**

**67 LEISURE CAPITAL PROGRAMME**

Members were asked to comment on a draft Cabinet report setting out the leisure capital works carried out in 2013/14, and the leisure capital and repairs and renewal programme for 2014/15. It was noted that as part of the agreement with the Council's leisure provider, GLL Better, the external buildings were maintained by the Council, and internal building contents were the responsibility of the leisure provider. The programme of works was determined by priority need. Carrying out improvements to facilities such as changing rooms impacted on the operation of the leisure centres and such work was discussed and managed in partnership with GLL Leisure. There was a discussion regarding the proposed work at Chiltern Pools Leisure Centre and it was noted that the repair work to undercroft in the main pool tank was required following the recommendation of a specialist report.

**RESOLVED –**

**That the draft Cabinet report be noted and that the comments of the Community and Environment Overview Committee be forwarded to the Cabinet.**

**The meeting ended at 7.10 pm**

**CHILTERN DISTRICT COUNCIL**

**MINUTES** of the Meeting of the  
**PLANNING COMMITTEE**  
held on **28 AUGUST 2014**

**PRESENT:** Councillor Mrs J A Burton - Chairman

Councillors: J L Gladwin  
P E C Martin  
Mrs A Pirouet  
D Spate  
N Stewert  
C J Wertheim

**APOLOGIES FOR ABSENCE** were received from Councillors D W Phillips, A S Hardie, P M Jones, M Prince, J J Rush and P N Shepherd

**ALSO IN ATTENDANCE:** Councillors Miss P A Appleby, Mrs I A Darby, Mrs L M Smith and J F Warder

**99 MINUTES**

The Minutes of the meeting of the Committee held on 17 July 2014, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

**100 DECLARATIONS OF INTEREST**

Councillor Mrs A Pirouet declared a personal interest in planning application CH/2014/1041/FA. Nature of interest – Councillor Pirouet had family who were members of the Bowls Club and would leave the room whilst it was considered.

**101 CH/2013/0399/FA - UNITS A & B, 57-65 SYCAMORE ROAD, AMERSHAM, BUCKS, HP6 5EQ**

**RESOLVED:**

**To authorise the Head of Sustainable Development to refuse planning application CH/2013/0399/FA for the following reason:**

**Policy CS8 of the Core Strategy for Chiltern District sets out that, for proposals involving the creation of 1 to 4 new dwellings, a financial contribution is required towards the provision of affordable housing elsewhere in the District, to contribute to an identified need for such dwellings. Such a financial contribution would need to be secured by way of a Legal Agreement. In this case, the proposed development involves a net increase of two residential units and, despite protracted discussions and negotiation by the Council, no Legal Agreement has been completed to secure the necessary financial contribution, and**

there is therefore no mechanism to provide the required affordable housing contribution. As such the application is contrary to Policy CS8 of the Adopted Core Strategy for Chiltern District (November 2011).

- 102 CH/2014/0849/FA - ROBYNSWOOD, KILN ROAD, PRESTWOOD, GREAT MISSENDEN, BUCKS, HP16 9DH

**RESOLVED:**

To defer to grant Conditional Permission, subject to prior completion of a Legal Agreement to secure the affordable housing contribution and subject to the conditions set out in Appendix 1 (Members altered Condition No. 7 to exclude the provision of the bin store but ensure an area of hard surfacing for use by occupiers for the collection of bins). Decision delegated to the Head of Sustainable Development in consultation with the Chairman of the Planning Committee in respect of the bin storage.

- 103 CH/2014/0018/FA - WINDMILL FARM, WINDMILL HILL, COLESHILL, AMERSHAM, BUCKS, HP7 0LZ

**RESOLVED:**

That Members delegate to the Head of Sustainable Development to refuse planning permission for the reasons set out in the Officers' Report if the Legal Agreement were not completed by 12 September 2014 in accordance with the original Heads of Terms. In the event of an appeal, the Head of Sustainable Development in consultation with the Head of Legal and Democratic Services negotiate and enter into any Legal Agreement that is considered necessary to secure an appropriate form of development.

**Reasons for Refusal**

- 1) Within those parts of the Green Belt which are located outside existing rows of dwellings or settlements as defined on the Proposals Map of the Adopted Chiltern District Local Plan 1997, the extension of an existing dwelling can be considered acceptable where the extension is subordinate to the size and scale of the original dwelling house and is not intrusive within the landscape. In this case, the property benefits from two extant planning permissions for extensions to the eastern and southern elevations of the side wing of the dwelling, and work has commenced on an extension to the principal elevation which constitutes permitted development. When the proposed extension is considered cumulatively with the extant planning permissions, or in conjunction with both the extant planning permissions and the permitted development extension, the proposed additions would not be subordinate to the size and scale of the



original dwelling. The extensions would significantly increase the scale and bulk of the existing modest dwelling, resulting in a building which is materially larger than the original dwelling and which would be visually intrusive within the Green Belt. As such, the proposal constitutes inappropriate development which would fail to maintain the openness of the Green Belt. The proposal is therefore contrary to Policies GB2 and GB13 of the Adopted Chiltern District Local Plan - 1997 (including Adopted Alterations May 2001 and July 2004).

- 2) When the proposed extension is considered cumulatively with the extant planning permissions, or in conjunction with both the extant planning permissions and the permitted development extensions, the additions would significantly alter the simple functional appearance of the original dwelling, resulting in disproportionate additions and a considerably larger building that would appear visually intrusive within the surrounding landscape. As such, the proposal would not conserve or enhance the natural beauty of the landscape within this part of the Chilterns Area of Outstanding Natural Beauty. The proposal is, therefore, contrary to Policies GC1 and LSQ1 of the Adopted Chiltern District Local Plan 1997 (including Adopted Alterations May 2001 and July 2004) and Policies CS20 and CS22 of the Adopted Core Strategy for Chiltern District (November 2011).
- 3) The proposed two storey extension will add to the upper storey mass of the existing dwelling, blocking more of the view of the lower part of the adjacent Grade II listed windmill. In views from the south the projection of the proposed extension beyond the existing rear elevation of the wing will give a grander impression of hipped pavilions flanking a central recess in manner akin to that of a small country house. In views of the windmill from the grounds of Grove Mill to the east, the main living accommodation of the dwelling will appear closer to the windmill, and the extension will be more prominent than the narrower end of the existing wing. The increased scale and subsequent change in character of Windmill Farm resulting from the proposed extension will result in harm to the setting and significance of the windmill as a building of humbler but more visible origin, particularly when taking into account the extant permission for a two storey extension to the western side of the dwelling. The proposal would, therefore, result in harm to the setting of the adjacent listed windmill, and as such, is contrary to Policy LB2 of the Adopted Chiltern District Local Plan 1997 (Including the Adopted Alterations May 2001 and July 2004) and the provisions of the NPPF.

#### 104 ITEMS FOR NOTING

RESOLVED -
That the reports be noted.

## 105 REPORT ON MAIN LIST OF APPLICATIONS

<b>RESOLVED -</b>	
<b>1.</b>	<b>That the planning applications be determined in the manner indicated below.</b>
<b>2.</b>	<b>That the Head of Sustainable Development be authorised to include in the decision notices such Planning Conditions and reasons for approval, or reasons for refusal as appropriate, bearing in mind the recommendations in the officer's report and the Committee discussion.</b>

## APPLICATIONS

CH/2014/0942/FA Land adjacent to Lincoln Park and adjacent to Amersham & Wycombe College, Amersham, Bucks

Speaking on behalf of Amersham Town Council,  
Councillor Liz Walsh

Speaking on behalf of Lincoln Park Residents  
Association, Mr Paul Liptrot

**Defer – minded to grant conditional planning permission** subject to receipt of satisfactory bat surveys and the prior completion of a Legal Agreement. In the event of objections being raised by the County Ecologist or delays in completion of the bat survey, beyond this season and/or the Legal Agreement, planning permission be refused following Consultation with the Chairman of the Planning Committee for reasons relating to ecology/biodiversity, affordable housing, education and/or the provision of open space. Final decision delegated to Head of Sustainable Development. In the event of an appeal, the Head of Sustainable Development is authorised in consultation with the Head of Legal Services to enter into negotiation to secure the completion of any necessary Legal Agreement.

*NB Councillor Miss P A Appleby left the meeting at 7.55 pm*

CH/2014/0961/FA Tims Dairy, Mopes Farm, Denham Lane, Chalfont St Peter, Bucks, SL9 0QJ

Speaking on behalf of Chalfont St Peter Parish Council,  
Councillor Mrs I Darby.

Speaking for the applicant, the agent Mr Graham  
Seabrook.

**Conditional Permission** with conditions delegated to the Head of Sustainable Development.

*The Chairman adjourned the meeting for a 10 minute break at 8.30 pm.  
Councillors Mrs I Darby, Mrs Smith and J Warder left the meeting at 8.30 pm.  
The meeting resumed at 8.42 pm*

CH/2014/1018/AV The Crown Public House, High Street, Chalfont St Giles, Bucks, HP8 4QQ.

**Conditional Consent**

CH/2014/1041/FA Chartridge Lodge, Chartridge Lane, Chartridge, Bucks, HP5 2TU.

Speaking for the application, Mr George Pledge

**Conditional Permission**

*NB Councillor Mrs Pirouet left the meeting at 8.30 pm and returned after this item at 8.50 pm.*

CH/2014/1042/RC Chiltern District Council, King George V House, King George V Road, Amersham, Bucks, HP6 5AW.

**Resolved to recommend to Council** to approve own development unless new objections are received during the advertisement period. Informative to be altered to indicate that a perforated roller shutter was not suitable but an open lattice-type shutter would be acceptable.

CH/2014/1072/FA Perseverance, 80 Rickmansworth Lane, Chalfont St Peter, Bucks, SL9 0LY.

Speaking for the application, the agent Mr Matt Taylor

**Conditional Permission** with conditions delegated to the Head of Sustainable Development.

CH/2014/1086/FA Treetops, 34 Lappetts Lane, South Heath, Bucks, HP16 0RA.

**Conditional Permission**

CH/2014/1088/FA 34 Layters Close, Chalfont St Peter, Gerrards Cross, Bucks, SL9 9HT.

**Conditional Permission**

CH/2014/1128/FA 2 Pomeroy Close, Amersham, Bucks, HP7 9BW.

Speaking for the application, Mrs Denise Edwards

**Conditional Permission**

CH/2014/1139/FA Rianna, 4 Lower Drive, Knotty Green, Bucks, HP9 2AD.

Speaking as an objector, Mr John Field

Speaking for the application, the agent Mr Olly Bray

**Conditional Permission**

CH/2014/1193/FA Land adjacent to Brynawell, Beech Grove, Amersham

Speaking for the application, the agent Mr Bill Macleod

**Permission Refused**

**The meeting ended at 9.56 pm**