

CHILTERN DISTRICT COUNCIL

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TO: ALL MEMBERS OF COUNCIL

Dear Councillor

You are hereby summoned to attend the Meeting of the **CHILTERN DISTRICT COUNCIL** to be held in the **Council Chamber, King George V House, King George V Road, Amersham** on **Tuesday, 4th November, 2014** at **6.30 pm** when the business below is proposed to be transacted.

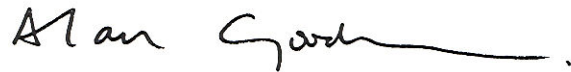
Complete Minute Set

REVISED AGENDA *(Changes highlighted in **Bold**)*

- 1 Evacuation Procedures
- 2 Presentation from the Chief Executive of Buckinghamshire Thames Valley Local Enterprise Partnership
Richard Harrington, Chief Executive of Buckinghamshire Thames Valley Enterprise Partnership will deliver a presentation to Members.
- 3 **Minutes (Pages 5 - 14)**
To approve as a correct record and to sign the Minutes of the meeting of Council held on 9 September 2014.
- 4 Apologies for Absence
- 5 Declarations of Interest
- 6 Announcements
To receive any announcements from the Chairman, Cabinet Leader or the Head of Paid Service and any petitions
Appendix - Chairman and Vice Chairman's Diary (Pages 15 - 16)
- 7 To consider the Minutes of the under-mentioned Committees, in date order of the meetings:

- 7.1 Performance & Resources Overview - 17 September 2014 (*Pages 17 - 18*)
 - 7.2 Planning - 18 September 2014 (*Pages 19 - 22*)
 - 7.3 Audit & Standards - 25 September 2014 (*Pages 23 - 26*)
 - 7.4 Joint Appointments and Implementation - 7 October 2014 (*Pages 27 - 30*)
 - 7.5 **Personnel - 8 October 2014** (*Pages 31 - 34*)
 - 7.6 Planning - 9 October 2014 (*Pages 35 - 40*)
- 8 **Cabinet Minutes** (*Pages 41 - 52*)
- To consider the Minutes of the meetings of the Cabinet held on **23 September 2014** and **21 October 2014** and to receive questions and answers on any of these minutes and recommendations in accordance with Rule 8 of the Procedural Rules
- 9 Cabinet Reports
- To receive and consider reports from the Cabinet Leader, Cabinet Members or Chairman of a Committee and receive questions and answers on any of those reports in accordance with Rule 9.1. of the Procedural Rules
- 10 Questions
- To receive questions and answers of the Cabinet Leader, Cabinet Members or Chairman of a Committee (if any) in accordance with Rule 9.2 of the Procedure Rules.
- 11 Joint Arrangements and Outside Organisations
- To receive reports about and receive questions and answers relating to any joint arrangements or external organisations
- 12 Motions (if any)
- 13 Change to Political Balance (*Pages 53 - 56*)
- 14 Property & Facility Management Shared Service Review (*Pages 57 - 58*)
Private Appendix (Pages 59 - 98)
- 15 Exclusion of the Public (if required)
- 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.

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

A handwritten signature in black ink that reads "Alan Goodrum" followed by a long horizontal flourish.

Alan Goodrum
Chief Executive

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CHILTERN DISTRICT COUNCIL**MINUTES** of the Meeting of the
COUNCIL
held on **9 SEPTEMBER 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 S Hardie
G K Harris
P J Hudson
P M Jones
D G Meacock
D W Phillips
M Prince
D Spate
N M Rose
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 A J Garth, D J Lacey, P E C Martin, J J Rush, P N Shepherd and H A Trevette

39 PRESENTATION FROM THE BCC CABINET MEMBER FOR FINANCE & RESOURCES

Councillor Peter Hardy attended the meeting to provide a presentation on the Future Shape Programme: Developing a Commercially-Minded Council. Cllr Hardy outlined the key objectives of the initiative as being:-

- To share the County plan for the future and seek District Council views
- To provide a clear view of the key County Council services
- To identify any opportunities to collaborate where there are shared agendas
- To identify key County and District relationships that could be important in building our future shape agendas

There was a focus on the last 4 years and the key factors which had impacted on the County Council which were a reduced Government Grant by 44%, a Council Tax freeze for 3 years and increased demographic pressures and

public expectations, particularly in respect of the condition of the County's roads. Despite these pressures Cllr Hardy reported that the County Council had delivered £85m savings by

- Reducing staff levels and operating costs
- Reducing property footprint
- Contract savings of over £7m through category reviews
- System and process redesign
- Protected services especially those to the most vulnerable
- Delivered 81% of performance targets
- Increased residents satisfaction to 70%

The Cabinet Member added that future years were also potentially difficult, due to:-

- Continued reduction in Government grant
- Demographic change – more very elderly but also more children
- Social change – increase in looked after children
- Legislative change – Care Act and Children and Families Act
- Demand Management – Identify root causes and focus on prevention
- Environmental change – impact of the weather on roads and flooding
- Technological change – 90% of Bucks residents have access to the internet
- Political change – General Election and Scottish referendum
- Rising public expectations
- A further need to seek savings of at least another £60m

Cllr Hardy advised that there was a need for a radical change in the future delivery of services and approach of the County Council which included:-

- A need to develop the “commercially minded council”
- A smaller Headquarters of functions to support being Member-led
- Outcomes based commissioning
- Priority based resourcing
- Different ways of delivering services based on value proposition

The components of a Commercially – Minded Council were defined as:-

- A strong public service ethos
- Putting the customer at the centre of the Council's work
- Understanding current and future costs
- Reducing unnecessary costs and streamlining processes
- Searching for opportunities to generate income to recover costs and make surplus where able
- Digital First as a way of delivering services
- Being risk aware rather than risk averse
- Acting as though “it is your own money”
- Some services will still be delivered in house (but at lower unit costs)
- Many services will be delivered in different ways

Members were invited to ask questions. The key lines of questions were in relation to managing successful contract arrangements and the cost of service delivery, and how this could be reduced through partnership working. The Chairman thanked Cllr Hardy for his attendance.

40 MINUTES

The Minutes of the meeting of Council held on 22 July 2014 were approved as a correct record.

41 DECLARATIONS OF INTEREST

There were no declarations of interest.

42 LEOFWINE SHIELD

The Chairman was pleased to present the Leofwine Shield to Councillor L Smith, representing Chalfont St Peter Parish Council, in recognition of Chalfont St Peter's achievement of obtaining the highest marks in Chiltern District in the Best Kept Village Competition. Councillor L Smith thanked the Council for the award.

43 ANNOUNCEMENTS**(a) Chairman's Engagements**

A list of Engagements carried out by the Chairman and Vice-Chairman of the Council between 23 July and 9 September had been circulated.

(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.

44 COMMITTEE AND OUTSIDE BODIES APPOINTMENTS

RESOLVED:

- i) That the appointment of Councillor L Smith to the Chiltern Leisure Advisory Board be approved; and
- ii) That the appointments to the Committees of the Council in line with the structure amendment as approved at Council on 22 July 2014, as below be approved –

APPEALS & COMPLAINTS COMMITTEE (11)	
Burton	Con
Burns - Green	Con
Garnett	Con
Gladwin	Con
Hardie	Con
Harris	Con
Patel	Con
Spate	Con
Cunnane	Con
Pirouet	LD
Lacey	Ind
Restrictions on Membership: All members eligible, but any who are also members of the Personnel Committee / JAIC will be ineligible to hear appeals that result from decisions of those Committees.	
Political Balance (Seats): 9 Conservative; 1 Liberal Democrat; 1 Other	

AUDIT & STANDARDS COMMITTEE (9)	
Gladwin	Con
Garnett	Con
Garth	Con
Phillips	Con
Ryman	Con
L Smith	Con
Warder	Con

Bacon	LD
Meacock	UKIP
Restrictions on Membership: CM and VCM of the Council and Members of the Cabinet may not be members.	
Political Balance (Seats): 7 Conservative; 1 Liberal Democrat; 1 Other	

GOVERNANCE & ELECTORAL ARRANGEMENTS COMMITTEE (11)	
Brown	Con
Darby	Con
Garth	Con
Garnett	Con
Phillips	Con
Rose	Con
Stannard	Con
Stewart	Con
Warder	Con
Jones	LD
Bhatti	Lab
Restrictions on Membership: None	
Political Balance (Seats): 9 Conservative; 1 Liberal Democrat; 1 Other	

OVERVIEW COMMITTEE: SERVICES (15)	
Burton	Con
Burns-Green	Con
Hardie	Con
Patel	Con
Phillips	Con
Prince	Con
Rose	Con
Rush	Con
Shepherd	Con

L Smith	Con
Wertheim	Con
Jones	LD
Pirouet	LD
Lacey	Ind
Berry	Ind
Restrictions on Membership: Chairman and Vice-Chairman of the Council and Members of the Cabinet may not be members. Chairmanship of one Overview Committee is reserved for a member of the largest minority party. If the CM is a Member of a particular party group the VCM is reserved for a member of the largest remaining party group.	
Political Balance (Seats): 11 Conservative; 2 Liberal Democrat; 2 Other	

OVERVIEW COMMITTEE: RESOURCES (15)	
Garnett	Con
Garth	Con
Gladwin	Con
Phillips	Con
Ryman	Con
Spate	Con
Stewart	Con
Vivis	Con
Warder	Con
Wertheim	Con
Williams	Con
Bacon	LD
Spruytenburg	LD
Berry	Ind
Meacock	UKIP
Restrictions on Membership: Chairman and Vice-Chairman of the Council and Members of the Cabinet may not be members. Chairmanship of one Overview Committee is reserved for a member of the largest minority party. If the CM is a Member of a particular party group the VCM is reserved for a member of the largest remaining party group.	
Political Balance (Seats): 11 Conservative; 2 Liberal Democrat; 2 Other	

45 JOINT APPOINTMENTS AND IMPLEMENTATION - 4 AUGUST 2014

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

RESOLVED –

That the Minutes and the Resolutions of the Joint Appointments and Implementation Committee held on 4 August 2014 be received.

46 PERSONNEL - 6 AUGUST 2014

It was moved by Councillor M Smith, seconded by Councillor D Phillips and

RESOLVED:

That the Minutes and Resolutions of the Licensing and Regulation Committee held on 6 August 2014

47 PERFORMANCE AND RESOURCES OVERVIEW COMMITTEE - 12 AUGUST 2014

It was moved by Councillor A Garnett, seconded by Councillor C Spruytenburg and

RESOLVED –

That the Minutes and Resolutions of the Planning Committee held on 12 August 2014 be received.

48 COMMUNITY AND ENVIRONMENT OVERVIEW COMMITTEE - 19 AUGUST 2014

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

RESOLVED –

That the Minutes and Resolutions of the Joint Appointments and Implementation Committee held on 19 August 2014 be received.

49 HOMELESSNESS COMMITTEE - 27 AUGUST 2014 (WITHDRAWN)

This item was withdrawn.

50 PLANNING COMMITTEE - 28 AUGUST 2014 (ATTACHED)

It was moved by Councillor J Burton, seconded by Councillor A Pirouet and

RESOLVED –

That the Minutes and Resolutions of the Planning Committee held on 28 August 2014 be received.

51 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 26 August 2014 be received and the recommendations contained in Minute No's 10, 11 and 22 be adopted.

52 CABINET REPORTS**a) Councillor Rose – HS2**

Councillor Rose reiterated his report that negotiations on the HS2 proposals had now reached a position of mitigation and a recent meeting had been held with HS2 to continue discussions on a way forward. He added that the Council's overall policy remained in opposition to HS2 but that to enter into mitigation was to achieve the best possible position for the community in respect of the potential impact of HS2.

Councillor Rose explained that the Council were involved in various areas of work in the mitigation process and the feasibility of developing a Green Plus route. There was a HS2 Seminar due to be held at Chiltern District Council on Friday 12 September and a HS2 Summit in Aylesbury on 8 October 2014 to provide further information on the progress of the opposition and mitigation processes for HS2.

b) Councillor Harris – Changes to Permitted Development

Councillor Harris reported that the Government was consulting on changes in respect of permitted development rights including use of retail, office, industrial and warehouse units and other uses for residential accommodation and to see a potential increase of this in the future. There was a concern that this could lead to a lack of available units for small businesses in the future. The deadline for submission of consultation responses was 26 September 2014.

Councillor Phillips also expressed his concerns about the impact of the proposed changes to permitted development and that control and management of development in the local area may be lost due to the changes.

53 QUESTIONS

There were no questions.

54 JOINT ARRANGEMENTS AND OUTSIDE ORGANISATIONS

The Vice-Chairman advised members of a forthcoming event called 'Silver Sunday' taking place in Amersham on 5 October 2014 where a 1940 Tea Dance would be held to encourage and support people who are vulnerable or isolated to participate in a local event. A leaflet outlining the event was to be circulated to all members.

The Chairman reminded members of a forthcoming charity event in Princes Risborough, the Kop Hill Climb and encouraged colleagues to attend.

55 MOTIONS (IF ANY)

No Motions had been received.

56 REPORT OF OFFICERS (IF ANY)

There were no reports.

The meeting ended at 7.50 pm

Classification: OFFICIAL

CHAIRMAN'S DIARY: 10 SEPTEMBER – 4 NOVEMBER 2014

12 September	High Sheriff's Reception
14 September	AVDC Civic Service
20 September	Visit to Chiltern Open Air Museum
21 September	Battle of Britain Commemoration Service (High Wycombe)
25 September	St John Ambulance Annual Review & Presentation of Awards
5 October	Silver Sunday Tea Party
19 October	High Sheriff's Civic Service
28 October	Lord Lieutenant's Awards Ceremony

Classification: OFFICIAL

CHILTERN DISTRICT COUNCIL

**MINUTES of the Meeting of the
PERFORMANCE & RESOURCES OVERVIEW COMMITTEE
held on 17 SEPTEMBER 2014**

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

Councillors: S P Berry
 J L Gladwin
 D W Phillips

APOLOGIES FOR ABSENCE were received from Councillors J S Ryman, D Spate, N Stewert, M Vivis, C J Wertheim and A P Williams

ALSO IN ATTENDANCE: CDC Councillors I Darby, P E C Martin, M Stannard and J Warder. Wycombe DC Councillor J Teesdale, Cabinet Member for Environment, Ian Westgate, Corporate Director for Wycombe DC, Caroline Hughes, Head of Environment for Wycombe DC, Shona Toms and Matthew Mo from Bevan Brittan.

25 MINUTES OF PREVIOUS MEETING

The Minutes of the Performance & Resources Overview Committee held on 12 August 2014 copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

26 DECLARATIONS OF INTEREST

There were no declarations of interest.

27 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.

28 SUPPLEMENTARY INFORMATION - JOINT WASTE COLLECTION CONTRACT - CONSIDERATION OF CONTRACTOR'S NOTICE OF CHANGE

At a meeting of the Performance and Resources Committee held on 12 August, 2014 a report was received which updated members on the current Joint Waste Collection Contract and specific consideration was requested in relation to the Contractor's Notice of Change.

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 to consider further legal and contract information as requested.

The Legal Services Manager presented a further detailed report which outlined the key points relating to the various stages of the procurement process. The Committee also explored the progress of Serco meeting key performance targets and how this was being monitored and managed.

Matthew Mo representing Bevan Brittan provided the Committee with an outline of the implications of the EU procurement process particularly in respect of the impact of a recent European Directive.

The Committee considered the content of a side letter which had been provided to Serco, prior to contract signature, setting out the procedure that would be followed to address the outstanding issues. The full content of the confidential report and appendices were debated.

In coming to a view, the Committee considered the options of accepting the change notice, rejecting it or modifications to it, and the implications. The Committee advised that the notice should be rejected because of the clear position the Councils had adopted in the dialogue stage of the procurement, the risks of procurement challenge and the cost implications to local Council Tax payers (or impact on other service areas).

RECOMMENDED:-

- i) That Cabinet be advised that the Committee's view is that the increased annual payment sought in Serco's Contractor Notice of Change should be rejected for the reasons outlined during the meeting.**

The meeting ended at 8.05pm

CHILTERN DISTRICT COUNCIL

**MINUTES of the Meeting of the
PLANNING COMMITTEE
held on 18 SEPTEMBER 2014**

PRESENT: Councillor D W Phillips - Chairman

Councillors: J L Gladwin
A S Hardie
P E C Martin
Mrs A Pirouet
M Prince
D Spate
N Stewert

APOLOGIES FOR ABSENCE were received from Councillors Mrs J A Burton, P M Jones, J J Rush, P N Shepherd and C J Wertheim

ALSO IN ATTENDANCE: Councillors N M Rose

106 MINUTES

The Minutes of the meeting of the Committee held on 28 August 2014, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

107 DECLARATIONS OF INTEREST

Councillor Spate declared a personal interest in planning application CH/2014/1370/TP. Nature of interest – Councillor Spate had a daughter who attended Dr Challoner's High School.

108 ITEMS FOR NOTING

RESOLVED -
That the reports be noted.

109 REPORT ON MAIN LIST OF APPLICATIONS

RESOLVED -
1. That the planning applications be determined in the manner indicated below.
2. 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.

APPLICATIONS

- CH/2014/1093/FA Land Adjacent To The Stone, Pheasant Hill, Chalfont St Giles, Buckinghamshire, HP8 4SA
- Withdrawn
- CH/2014/1257/FA 2 Stocklands Way, Prestwood, Great Missenden, Buckinghamshire, HP16 0SJ
- Speaking as an objector, Ms Caroline Alton
- Permission Refused**
- CH/2014/1370/TP Snells Wood, Cokes Lane, Little Chalfont, Buckinghamshire
- Conditional Permission** with the time period for consent to be one year only.
- CH/2014/1376/FA The Dower House, Gold Hill East, Chalfont St Peter, Gerrards Cross, Buckinghamshire, SL9 9DL
- Speaking as an objector, Ms Rose Swales
- Permission refused** by reason of its height, design and siting, together with the change in land levels between the application site and the neighbouring property, Tall Pine, the proposed garage would appear overbearing and visually intrusive when viewed from the neighbouring property, Tall Pine This impact would be further exacerbated through the use of the pile and raft foundations, which would increase the overall height of the garage. As such, the proposal would harm and detract from the residential amenities presently enjoyed by the occupiers of Tall Pine.
- CH/2014/1392/OA The Old Brickworks, Chesham Road, Bellingdon, Buckinghamshire
- Speaking as an objector, Mr John Taylor
- Permission Refused** for the reasons set out in the

report and authorised the Head of Sustainable Development in consultation with Head of Legal Services to negotiate, enter into and complete any necessary Legal Agreement.

The meeting ended at 7.15 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the
AUDIT AND STANDARDS COMMITTEE
held on **25 SEPTEMBER 2014**

PRESENT: Councillor J L Gladwin - Chairman

Councillors: A K Bacon
D W Phillips
J F Warder

APOLOGIES FOR ABSENCE were received from Councillors A D Garnett, A J Garth, D G Meacock, J S Ryman and Mrs L M Smith. Independent members RJ Duffy, D Gleen and Mrs C Langley.

1 ELECTION OF CHAIRMAN

It was moved by Councillor D W Phillips, seconded by Councillor J F Warder and

RESOLVED -

That Councillor J L Gladwin be elected Chairman of the Audit and Standards Committee for the remainder of the Municipal Year.

2 APPOINTMENT OF VICE-CHAIRMAN

The committee decided not to appoint a Vice-Chairman.

RESOLVED –

That a Vice-Chairman would not be appointed to the Audit Committee.

3 MINUTES

The Minutes of the meetings of Standards Committee held on 12 June 2014 and Audit Committee held on 1 July 2014 were agreed by the Committee and signed by the Chairman as a correct record.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 AUDIT & STANDARDS COMMITTEE TERMS OF REFERENCE

The Committee had studied the terms of reference and found them to be acceptable.

RESOLVED

That the terms of reference for the Audit and Standards Committee be approved.

6 FINAL 2013/14 STATEMENT OF ACCOUNTS

The final accounts were ready to be signed by the Chairman with the agreement of the Committee. The accounts had been examined at the July meeting, so only the significant amendments were brought to the attention of the Committee.

One major change had been to the valuation of the leisure centres. This was due to the way buildings had previously been valued. The CIPFA guidance requires that the valuation should be on an instant rebuild basis (not including finance charges). This means that the leisure centres had been previously over valued by £1.2 million since 1st April 2011 by the Council's valuer but this error had now been corrected. The issue had been identified by the external auditors in their work in a number of other authorities. The Committee were advised that this change was unlikely to affect the cost of insurance for the centres, and had no impact on the Council's useable reserves.

The other major issue to be considered was the adjustment by the actuary for the pension scheme, which gave the CDC element of the pension scheme a £2.447 million actuarial loss. This adjustment arises as each employers' asset share and the total fund value is only fully calculated at the triennial valuation. In the intervening years these figures are estimated. This results in a correction to the figures at each triennial valuation date. The actuaries were able to offer a more accurate estimate for an additional fee. The other three district councils also had a negative impact from the re-valuation. The committee agreed that the extra cost of an additional evaluation was worth investigating, whether or not the other district councils wanted to take up the valuation. It was proposed that the potential for making further additional contributions to the pension fund to reduce the deficit be kept under consideration as part of the council's medium term financial strategy.. It was agreed that this should be recommended to Cabinet for further discussion.

Claire Hodges of Ernst & Young presented the external auditors report. Two main risks had been identified. The first related to the risk of misstatement due to fraud and error and they were satisfied of assurance by their investigation. The second risk was due to the new localisation of business rates but they found no concerns in this area. In conclusion they were proposing to issue unqualified audit and Value for Money opinions.

RESOLVED –

That the Final 2013/14 Statement of Accounts be approved by the Audit and Standards Committee and signed in accordance with the Accounts and Audit Regulations.

7 INTERNAL AUDIT PROGRESS REPORT

Chris Harris from TIAA presented the Internal Auditors report. The report showed work undertaken during the year. There were some delays in period 1 and 2 due to the restructuring taking place in the Council. The audit for Housing Grants and FOI/Data Protection had been postponed due to revision and a new system being installed. The Crematorium audit had been changed to April each year to re-align with external audit of the Crematorium's accounts.

8 FOLLOW UP REVIEW OF INTERNAL AUDIT RECOMMENDATIONS

A review was undertaken of the recommendations for 2013/14, to see if they had been actioned. The key findings were given in the report on p107. Overall 48 recommendations had been implemented, 2 were in the process of being implemented, 3 had a revised target date and 11 had not yet reached their due date.

The Committee expressed concern at the length of time taken to implement recommendations, and made the point that Heads of Service need to ensure that timescales given for implementation were realistic. Where it was evident that the timescale given to implement a recommendation was not realistic, the Head of Service would be called to the Committee to explain the reasons for failure to implement on time.

A follow up review of creditors would be undertaken due to the change in bank account, new finance team, and the movement of SBDC finance staff to Chiltern. It was recognised that there had been significant changes and a loss of experienced staff.

The Committee asked about the data quality assurance review. Information asset registers were now in place in each service area and responsibilities allocated. The development of retention and disposal policies were in progress.

Chris Harris was thanked for his detailed report and the Committee looked forward to the next report.

RESOLVED

That the review of internal audit recommendations be noted.

9 AUDIT WORK PROGRAMME

RESOLVED

That the work programme of the Audit Committee be noted.

10 STANDARDS WORK PROGRAMME

RESOLVED

That the work programme of the Standards Committee be noted.

The meeting ended at 7.25 pm

CHILTERN DISTRICT COUNCIL**MINUTES of the Meeting of the
JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE
held on 7 OCTOBER 2014**

PRESENT: Councillor M Stannard - Chairman

Councillors: R Burns-Green
Mrs I A Darby
B Harding
P M Jones
P Kelly
Mrs P Plant
R Reed
D Smith
M R Smith

17 MINUTES

The minutes of the meeting of the Joint Committee held on 4 August 2014 were agreed by the Committee and signed by the Chairman as a correct record.

18 DECLARATIONS OF INTEREST

There were no declarations of interest.

19 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.

20 PLANNING POLICY SHARED SERVICE STAFF CONSULTATION

The Head of Sustainable Development presented the report which outlined the draft format for the Planning Policy staff consultation document; and set out the complete consultation document that was intended to be shared with Planning Policy staff on 14 October 2014.

The new structure (as outlined in Appendix A) would create two teams; one principally delivering Chiltern's planning policy and plan preparation programme, and the other principally delivering South Bucks planning policy and plan preparation programme. The structure reflected the fact that the Joint Committee had resolved that the two authorities would not consider any further the preparation of a single local plan. The shared Planning Policy service would consist of 8.5 FTE permanent posts. Accordingly, with the exception of the manager's post in the new shared service, the roles in the two new shared service teams were to be largely akin to the existing equivalent roles in those existing teams. Major changes to roles were not

proposed, albeit that those roles will each undertake some work on behalf of both authorities. A job description and person specification for each role was included in Appendix B.

It was reported that some of the key benefits of the shared service incorporating two teams included:-

- A greater range of skills and knowledge was available to the authorities;
- Retention of staff who were knowledgeable of the existing Districts area;
- The ability for each authority to focus on its priorities;
- A greater ability to deal with spikes in workload;
- The authorities will have a stronger voice in the sub region;
- There will be the opportunity for staff to specialise to some extent, thereby leading to more robust plan making;
- There will be a reduction in duplication of work which is carried out separately by the two authorities; and
- Being able to serve the Development Management / Control teams at both sites effectively and equally.

Members' attention was drawn to the draft timetable in Appendix E, and an amended version of the timetable was tabled at the meeting to set out the following:-

- Start of Consultation on 14 October 2014
- End of Consultation on 20 November 2014
- Conduct the selection process during the week 5 January 2015
- Implement the shared service from 12 January 2015

Members were invited to comment on the proposed consultation document. Members sought clarification on the thought process of the review and specifically as this review was the first to result in a proposal for the service to remain as two teams with a shared manager.

The key concern from some members was in relation to the advertising and selection timescale for the appointment of the Planning Policy Manager. Having considered the matter, Members resolved to remove the Manager post from the consultation, and to commence the recruitment and selection process for the Manager earlier to avoid any gap in vacancy period to maintain continuity and consistency for the Planning Policy Team. It was also noted that current contract periods for the existing Contractor were due to expire at the end of December 2014 for South Bucks District Council and at the end of January 2015 for Chiltern District Council, and therefore a short extension of existing contracts may be required.

RECOMMENDED:

- 1) To approve the job description for the Planning Policy Manager, and to proceed to advertise by 16 October 2014;**
- 2) To note the draft consultation document and appendices prior to issuing to staff; and**

- 3) To approve the remaining job descriptions for consultation, and note that delegation exists following the staff consultation, for the Chief Executive to agree any minor amendments that do not alter the business case, following consultation with the joint chairmen of the JAIC and the relevant Portfolio Holders.

The meeting ended at 6.55pm

CHILTERN DISTRICT COUNCIL

**MINUTES of the Meeting of the
PERSONNEL COMMITTEE
held on 8 OCTOBER 2014**

PRESENT: Councillor M R Smith - Chairman
" - Vice Chairman

Councillors: Miss P A Appleby
Mrs I A Darby
D W Phillips
N M Rose

APOLOGIES FOR ABSENCE were received from Councillors S P Berry, Mrs J A Burton, P J Hudson and M Stannard

ALSO IN ATTENDANCE: Councillors

57 MINUTES

The Minutes of the meeting held on 6 August 2014, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

58 DECLARATIONS OF INTEREST

There were no declarations of interest.

59 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.

60 PLANNING POLICY SHARED SERVICE STAFF CONSULTATION

The Head of Sustainable Development presented the report which outlined the draft format for the Planning Policy staff consultation document; and set out the complete consultation document that was intended to be shared with Planning Policy staff on 14 October 2014.

The new structure (as outlined in Appendix A) would create two teams; one principally delivering Chiltern's planning policy and plan preparation programme, and the other principally delivering South Bucks' planning policy and plan preparation programme. The structure reflected the fact that the Joint Committee had resolved that the two authorities would not consider any further the preparation of a single local plan. The shared Planning Policy service would consist of 8.5 FTE permanent posts. Accordingly, with the exception of the manager's post in the new shared service, the roles in the two new shared service teams were to be largely akin to the existing equivalent roles in those existing teams. Major changes to roles were not proposed, albeit that those roles will each undertake some work on behalf of

both authorities. A job description and person specification for each role was included in Appendix B.

It was reported that some of the key benefits of the shared service incorporating two teams included:-

- A greater range of skills and knowledge was available to the authorities;
- Retention of staff who were knowledgeable of the existing Districts area;
- The ability for each authority to focus on its priorities;
- A greater ability to deal with spikes in workload;
- The authorities will have a stronger voice in the sub region;
- There will be the opportunity for staff to specialise to some extent, thereby leading to more robust plan making;
- There will be a reduction in duplication of work which is carried out separately by the two authorities; and
- Being able to serve the Development Management / Control teams at both sites effectively and equally.

Members' attention was drawn to the draft timetable in Appendix E, and an amended version of the timetable was tabled at the meeting to set out the following:-

- Start of Consultation on 14 October 2014
- End of Consultation on 20 November 2014
- Conduct the selection process during the week 5 January 2015
- Implement the shared service from 12 January 2015

Members were invited to comment on the proposed consultation document. Members sought clarification on the thought process of the review and specifically as this review was the first to result in a proposal for the service to remain as two teams with a shared manager.

Members were made aware that the key concern of the Joint Appointments and Implementation Committee was in relation to the advertising and selection timescale for the appointment of the Planning Policy Manager. Having considered the matter, Members resolved to remove the Manager post from the consultation, and to commence the recruitment and selection process for the Manager earlier to avoid any gap in vacancy period to maintain continuity and consistency for the Planning Policy Team. It was also noted that current contract periods for the existing Contractor were due to expire at the end of December 2014 for South Bucks District Council and at the end of January 2015 for Chiltern District Council, and therefore a short extension of existing contracts may be required.

Members expressed a view that the structure of the teams in the two authorities should be consistent with each other whilst also being reflective of the different geographical areas. The Head of Sustainable Development explained that the agreement was to move forward with two teams and one shared manager to deliver two separate Local Plans.

RECOMMENDED:

- 1) To approve the job description for the Planning Policy Manager, and to proceed to advertise externally and internally by 16 October 2014;**
- 2) To note the draft consultation document and appendices prior to issuing to staff;**
- 3) To approve the remaining job descriptions for consultation, and note that delegation exists following the staff consultation, for the Chief Executive to agree any minor amendments that do not alter the business case, following consultation with the joint chairmen of the JAIC and the relevant Portfolio Holders; and**
- 4) That future meetings of the Personnel Committee be held in advance of a meeting of the JAIC.**

The meeting ended at 6.15pm

CHILTERN DISTRICT COUNCIL

**MINUTES of the Meeting of the
PLANNING COMMITTEE
held on 9 OCTOBER 2014**

PRESENT: Councillor D W Phillips - Chairman
 " Mrs J A Burton - Vice Chairman

Councillors: J L Gladwin
 A S Hardie
 P M Jones
 P E C Martin
 Mrs A Pirouet
 J J Rush
 P N Shepherd
 C J Wertheim

APOLOGIES FOR ABSENCE were received from Councillors M Prince, D Spate and N Stewert

ALSO IN ATTENDANCE: Councillors Mrs I A Darby, H A Trevette, D G Meacock and A D Garnett

110 MINUTES

The Minutes of the meeting of the Committee held on 18 September 2014, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

111 DECLARATIONS OF INTEREST

Councillor A S Hardie declared a personal interest in planning application CH/2014/1531/PNR. Nature of interest – Councillor Hardie was a member of Penn Parish Council.

Councillor C J Wertheim declared a personal interest in planning application CH/2014/1560/FA. Nature of interest - Councillor Wertheim lived in School Lane, but had no direct interest.

112 TREE PRESERVATION ORDER NO. 6 OF 2014

RESOLVED -

That the Tree Preservation Order No 6 of 2014 made on 18 June 2014 be confirmed without modification.

113 TREE PRESERVATION ORDER NO. 8 OF 2014

RESOLVED -

That the Tree Preservation Order No 8 of 2014 made on 19 August 2014 be confirmed without modification.
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114 ITEMS FOR NOTING

RESOLVED -

That the reports be noted.

115 REPORT ON MAIN LIST OF APPLICATIONS

RESOLVED -

1.	That the planning applications be determined in the manner indicated below.
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2.	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.
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APPLICATIONS

CH/2014/1242/OA Land Off Lodge Lane, Prestwood, Buckinghamshire

Speaking on behalf of Great Missenden Parish Council,
Councillor Anne Hewett

Speaking on behalf of the applicant, Mr Peter Jenkins

Refuse Permission for the reasons set out in the report and authorise the Head of Sustainable Development in consultation with the Head of Legal Services to negotiate, enter into and complete any necessary Legal Agreement. Officers amended Reason for Refusal No. 10 as the applicant had agreed to provide sufficient on site affordable housing in compliance with Policy CS8.

NB Councillors A Garnett and H Trevette left the meeting at 7.00 pm

CH/2014/1255/FA Land To The R/O 73 High Street, Great Missenden,
Buckinghamshire, HP16 0AL

Permission Refused for the reasons set out in the report as amended by Officers to remove Reason for Refusal No. 1 and an amendment to Reason for Refusal No. 4 to remove the actual amount of contribution and refer to the correct number of dwellings.

CH/2014/1292/FA Brae House, Cameron Road, Chesham,
Buckinghamshire, HP5 3BX

Speaking for the objectors, Mr Simon Colledge
Speaking as the agent for the application, Mr Umair
Waheed.

Permission Refused

With further action agreed (see Minute 116 below)

NB Councillor D Meacock entered the meeting at 7.30 pm

CH/2014/1419/FA 29 Garners Road, Chalfont St Peter, Gerrards Cross,
Buckinghamshire, SL9 0HA

Conditional Permission

NB Councillor D Meacock left the meeting at 7.50 pm

CH/2014/1471/FA Amersham House (Former Pratt House), Quill Hall Lane,
Amersham, Buckinghamshire, HP6 6LU

Planning application withdrawn

CH/2014/1483/FA The Wild Rover Public House, Amersham Road,
Chesham, Buckinghamshire, HP5 1NH

Permission Refused

With further action agreed (see Minute 117 below)

CH/2014/1531/PNR 34 Hazlemere Road, Penn, Buckinghamshire, HP10 8AD

Speaking as an objector, Mr Joe Gleeson.

Prior Approval Refused Officers provided Members with an update in respect of the assessment of the proposal following receipt of correspondence received from the applicant's solicitor. This update did not result in a change to the recommendation.

CH/2014/1560/FA Cressings, 40 School Lane, Chalfont St Peter,
Buckinghamshire

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

Conditional Permission with an additional condition requiring the dormer windows in the rear roof slope of the dwellings on Plots 1 and 2 to be obscured glazed and fixed shut to a height of 1.7 metres above the internal finished floor level.

116 BRAE HOUSE, CAMERON ROAD, CHESHAM, BUCKINGHAMSHIRE, HP5 3BX

Following the decision on the above application, the Committee considered whether follow-up action would be required.

RESOLVED –

That Officers be authorised to take follow-up action in accordance with Central Government guidance in paragraph 207 of the National Planning Policy Framework (NPPF) Circular 10/97 and the Chiltern District Council's Planning Enforcement Policy and authorised the service of such Enforcement Notices in respect of the use of the building for cultural, educational and community use as may be considered appropriate by the Head of Sustainable Development.

The precise steps to be taken, period of compliance and the reasons for serving the notice to be delegated to the Head of Sustainable Development.

117 THE WILD ROVER PUBLIC HOUSE, AMERSHAM ROAD, CHESHAM, BUCKINGHAMSHIRE, HP5 1NH

Following the decision on the above application, the Committee considered whether follow-up action would be required.

RESOLVED –

That Officers be authorised to take follow-up action in accordance with Central Government guidance in paragraph 207 of the National Planning Policy Framework (NPPF) Circular 10/97 and the Chiltern District Council's Planning Enforcement Policy and authorised the service of such Enforcement Notices in respect of the use of the land for storage and valeting of cars and associated sales of vehicles as may be considered appropriate by the Head of Sustainable Development. The

precise steps to be taken, period of compliance and the reasons for the action delegated to the Head of Sustainable Development and further to take such follow-up action as might be considered appropriate, including court action and/or direct action.

The meeting ended at 8.49 pm

CHILTERN DISTRICT COUNCIL

**MINUTES of the Special Meeting of the
CABINET
held on 23 SEPTEMBER 2014**

PRESENT: Councillor Mrs I A Darby - Leader
 " M Stannard - Deputy Leader

 Councillors: P E C Martin
 F S Wilson

APOLOGIES FOR ABSENCE were received from Councillors G K Harris and P J Hudson

ALSO IN ATTENDANCE: Councillors J Gladwin, A Hardie, P Jones and J Warder.

25 DECLARATIONS OF INTEREST

There were no declarations of interest.

26 CURRENT ISSUES

There were no current issues reported.

27 NEIGHBOURHOOD PLANNING - REVISION TO THE SCHEME OF DELEGATION

A report was received by Cabinet requesting consideration of the need for additional delegated powers to cover the circumstances where the council does not agree with a neighbourhood plan examiner's report recommendation(s). Members were also asked to clarify the existing powers of delegation in relation to consulting members on the recommendations contained in the examiner's report and the subsequent officer recommended response; and to request delegated authority in relation to the Council's duty to consider the appropriate referendum area for a neighbourhood plan referendum. Cabinet approval was sought for one comprehensive set of neighbourhood planning delegated powers and to highlight the proposed by Government in their current review of planning and related controls.

Members were informed that the consultation document proposed the introduction of a time limit of 10 weeks (70 days) between the submission of an application to declare a neighbourhood area and the decision of the Council on whether to designate the area. It was noted that although this time frame was achievable it was tight and a more acceptable timeframe may be 80 days.

RESOLVED:

- i) That the revised delegations to officers as described in the officers report and as set out in full in Appendix 2, be approved; and**

- ii) That the suggested responses to the Government Consultation on speeding up the neighbourhood planning process and that subject to any comments made at Cabinet the response to the Government be delegated to the Head of Sustainable Development be noted.

28 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)

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

Cabinet considered a report which outlined that a Contractor Notice of Change had been received, in relation to the current contract for waste collection. A joint waste, recycling and street cleansing contract was jointly procured with Wycombe District Council in March 2013. The report set out the background to the Contractor Notice of Change, the options available and the potential implications of each option.

The Cabinet also had regard to the views of the Council's Performance and Resources Committee held on 17 September and Wycombe District Council.

The Performance and Resources Overview Committee had considered a detailed report, also made available to the Cabinet, and discussed in particular the procurement aspects and the side letter. They expressed the view that the increased annual payment sought in the Notice of Change should be rejected for the reasons outlined at the meeting.

Members noted that, Wycombe District Council had considered a similar report on the proposals during September.

The following decision was made as the joint waste collection contract (the "Contract") was one of the most high profile activities carried out by the Councils. A robust procurement process delivered a revised service at significant savings. It was now necessary to respond to the Contractor Notice of Change issued under the Contract in a way that maintained and developed the most effective and efficient service achievable.

The Cabinet Member for the Environment, Cllr Peter Martin, in proposing the course of action to be adopted, thanked both the Performance and Resources Overview Committee and Wycombe District Council for their detailed consideration and advice on the matter.

RESOLVED

That in light of all the information contained in the report Cabinet accepted that changes would be required to relevant Method Statements to reflect the current position in relation to the sorting of collected paper / card and arrangements for vehicle servicing, as this differed from the Method Statements submitted by Serco as part of their final tender which were currently included in the Contract.

However, the Cabinet did not agree to any increase in the annual payment to Serco in respect of the additional costs claimed, for the following reasons:

- (i) The procuring Councils made very clear the commercial risk position during the dialogue stage of the procurement that the UPM / paper element was a bidder risk and clarifications were issued to all bidders on more than one occasion to remind them of this and emphasised this feature in the commercial make-up of the project;**
- (ii) Although the Contractor Notice of Change does not change the scope of the Authorities' Requirements, paying a higher annual sum would improve the economic balance in favour of the Contractor and would carry a degree of risk of procurement challenge (depending on how material those changes were considered to be); and**
- (iii) The general economic impact of the proposed Contractor Notice of Change was material to the Councils as, in order to fund the annual cost increase sought, it would require a rise in Council Tax in the region of 2% or equivalent savings being made elsewhere.**

The meeting ended at 5.24pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the CABINET held on 21 OCTOBER 2014

PRESENT: Councillor Mrs I A Darby - Leader
 " M Stannard - Deputy Leader

Councillors: G K Harris
 P E C Martin
 F S Wilson

AN APOLOGY FOR ABSENCE was received from Councillors P J Hudson.

ALSO IN ATTENDANCE: Councillors N Brown and P Jones.

30 MINUTES

The Minutes of the Cabinet meetings held 26 August and 23 September 2014, copies of which had been previously circulated, were approved and signed by Councillor I Darby, Cabinet Leader, as a correct record.

31 DECLARATIONS OF INTEREST

Councillor F Wilson declared a personal interest in Item 7 due to his representation on the Chiltern Hub

32 28-DAY NOTICE FORWARD PLAN

The Cabinet received a report attaching the draft 28-Day Notice which provided a forward look at the Agenda for the next meeting of the Cabinet. The Notice would be published on 17 November 2014 .

The Chief Executive reported that there were additional items to be included in the 28 Day Notice Forward Plan in relation to the Chiltern & Wycombe Joint Waste Collection Committee, the Joint Committee and the Chilterns Crematorium Joint Committee.

RESOLVED –

That the Draft 28-Day Notice / Forward Plan, to be published on 17 November 2014, be noted.

33 CURRENT ISSUES

There were no reports on current issues.

34 CHESHAM BUCKINGHAMSHIRE BUSINESS FIRST AND CHILTERN CHAMBER HUB PERMITS

Consideration was given to the report which outlined the Chesham Buckinghamshire Business First and Chiltern Chamber Hub. CDC had

provided, on a 6 month trial, 5 free permits for use in Star Yard car park for the use of users of the Hub which was based in Chesham Library.

The Director of Services added that the permits would not displace parking in this area as the car park was not at 100% capacity; however the usage of the car park would be kept under review in consultation with the Portfolio Holder.

RESOLVED:

- i) That 5 free permits for use in the Star Yard, Chesham car park be issued for a further 12 month period for the use of clients of the Chesham Buckinghamshire Business First and Chiltern Chamber Hub; and**
- ii) That the Head of Environment in consultation with the Portfolio Holder be given delegated authority to agree to requests for further extensions.**

35 RING FENCED FLEXIBLE HOME EQUITY LOAN SCHEME

Cabinet were asked to consider a transfer of £50,000 from the Provisional Capital programme to the Approved and Committed Capital Programme 2014/15 to enable the Flexible Home Loan Scheme to deliver a ring fenced equity loan in Chiltern District Council.

RESOLVED:

That £50,000 be transferred from the Provisional Capital programme to the Approved and committed Capital programme 2014/15 to enable the Flexible Home Loan scheme to deliver a ring fenced equity loan in Chiltern District Council.

36 JOINT FOOD AND HEALTH AND SAFETY SERVICE BUSINESS PLAN

The Joint Food and Health and Safety Service Business Plan detailed how the food and health and safety enforcement services were to be delivered within the Chiltern District area for the year 2014/15. The plan stems from the Healthy Communities Service Plan and makes a positive contribution towards the Council's Key Objectives and Targets. The plan links into the Council's Performance Management Framework.

The Service Plan was divided into the issues covered by the Food Standards Agency (FSA) Framework Agreement and the key priorities identified by the Health and Safety Executive's (HSE) Strategy Document. The Service Plan had been placed in the Members' Room. The report also set out the Council's Food and Health and Safety enforcement policies for 2014/15.

Cllr Wilson expressed his support for the joint Food and Health and Safety Service Business Plan as a very positive initiative.

RESOLVED:

- i) The Joint Food and Health and Safety Service Business Plan be approved; and**
- ii) The Food and Health and Safety Enforcement Policies be approved.**

37 SCRAP METAL DEALERS ACT 2003

Consideration was given to the report which outlined the changes in legislation, with the implementation of the Scrap Metal Dealers Act 2013, in response to the growth of metal theft offences resulting from a booming metal recycling industry. The Home Office had now clarified that the functions under the 2013 Act were executive functions which therefore needed to be reported to the Cabinet.

The Act created two different types of scrap metal licences:

- **Collectors' Licence:** The Collectors' Licence covers dealers who do not have a site and regularly collect through "door-to-door" collections. Once issued, the holder of a Chiltern Collectors' Licence can only operate within the authority's boundary and would need a licence from a neighbouring local authority if they wish to trade outside Chiltern.
- **Site Licence:** A Site Licence allows a scrap metal dealer to carry on business at any sites in the Council's area listed on the Licence.

The Act introduced the following additional powers:-

- Requirement for all individuals and businesses to complete an enhanced application process to obtain a scrap metal dealers licence
- Issued Licences to be displayed
- Dealers to carry out stricter identity checks on anyone they receive scrap metal from
- Dealers to keep records of any scrap metal received or disposed of and all sellers of metal to provide personal identification at the point of sale
- Prohibits the payment of cash for metal. Payments can only be made by non-transferable cheque or an electronic transfer of funds
- New powers for Local Authorities and Police to enter and inspect licensed premises, demand and take copies of records and require inspection of any scrap metal
- The closure of unlicensed sites through the Police / Local Authority seeking closure orders from Magistrates' Court
- Widening the definition of a scrap metal dealer to include motor salvage operators
- Creating a National Public Register, hosted by the Environment Agency, of all individuals and businesses licensed as scrap metal dealers

In response to a member query it was confirmed that the review of fees and charges for scrap metal licences would continue to be reviewed annually by Cabinet.

RESOLVED:

- i) That the new powers and responsibilities contained within the Scrap Metal Dealers Act 2013 be noted;**
- ii) That the extension of the terms of reference of Cabinet to include reference to exercising any function relating to the Scrap Metal Dealers Act 2013 be noted;**
- iii) That the fee policy attached as Appendix 2 to the report be agreed and reviewed annually by Cabinet;**
- iv) That the scheme of officer delegation regarding Executive Functions be amended to give authority to the Head of Healthy Communities to exercise the functions, responsibilities and enforcement powers under the Scrap Metal Dealers Act 2013;**
- v) That all decisions taken to date by officers as set out in Appendix 1 be ratified; and**
- vi) That the Head of Legal and Democratic Services be authorised to make the necessary changes to the Council's Constitution.**

38 ECONOMIC ACTIVITY UPDATE REPORT

Members received an update on the work within Chiltern District to promote economic development, and to inform a debate on what should be done to promote economic sustainability in the district.

The Chief Executive presented the report as a position statement on the work being undertaken, support given and signposting undertaken by Chiltern and South Bucks District Councils and their partners with a view to enhancing the local economy.

Cllr N Brown joined the meeting 4.50pm

In response to Councillors' comments, the Chief Executive advised that the economic activity continued to be monitored and a further report was to be presented to Cabinet to update members and to outline a focus on economic priorities for the Districts.

RESOLVED:

The update contained in Appendix A was noted.

39 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.

40 CABINET REPORTS FROM POLICY ADVISORY GROUPS:

Cabinet members presented and members considered the notes of the following Policy Advisory Group meetings:-

- Sustainable Development PAG – 16 September 2014
- Support Services PAG – 1 October 2014
- Community, Health and Housing PAG – 2 October 2014
- Environment PAG – 8 October 2014
- Sustainable Development PAG – 10 October 2014
- Customer Services PAG – 13 October 2014

41 SUPERFAST BROADBAND DELIVERY

Cabinet considered in detail the content of the report which outlined the proposal in respect of superfast broadband for the County, whereby in May 2014 the County Council had approached the four Buckinghamshire Districts to discuss potential contribution to the Broadband Superfast Extension Programme in Buckinghamshire (SEP).

The report set out a number of investment options for the SEP. The Director of Services updated the Cabinet as to the current likely funding position of other partners, the likely effect of which was that for the proposed contribution of £192,000 by the Council the estimated coverage as set out in Scenario 3 would be achieved.

The Director also advised the Bucks Thames Valley Local Enterprise Partnership had also submitted a Growth Fund bid for superfast broadband.

Having discussed the advantages of superfast broadband to residents and businesses, the likely cost per property and the suggestion to make funding available from the Council's Economic Development Reserve it was

RESOLVED:

- i) That the Council supports the Superfast Extension Programme (SEP);**
- ii) That the Council will make available up to £100,000 from the Economic Development Reserve to fund its contributions with the**

Director of Services being given delegated authority in consultation with the Portfolio Holder for Customer Services to agree the final level and basis of contribution following consultation with local business groups on the perceived benefits for businesses and residents of Chiltern; and

iii) An officer be nominated by the Director of Services to represent the District's best interest in the procurement process.

42 PRESTWOOD LEISURE - CAR PARK UPGRADE WORKS

Consideration was given to the urgent need to resurface the Prestwood Leisure Centre car park, including the overflow car park, following advice and examination of various options.

RESOLVED:

- i) That £130,000 be transferred from the 2015/16 Provisional Capital Programme to the Approved and Committed Capital Programme to enable the car park to be surfaced; and**
- ii) That the surrender of Prestwood Sports and Leisure Association's existing lease and the granting of a new 30 year lease on terms to be finalised by the Head of Environment be agreed.**

43 CDC LEISURE CENTRE NEEDS ASSESSMENT

Consideration was given to the scope of the brief prior to the tender process to appoint a specialist leisure consultant to review potential opportunities to replace Chiltern Pools leisure centre with an affordable high quality leisure centre. The needs assessment had been extended to evaluate if the Council's remaining leisure centre facilities are fit for purpose to meet the needs of the whole district.

During consideration of this item, members requested that the brief should be further extended to consider a wider range of potential leisure activities for which there may be need/demand in the District, for example theatre/cinema opportunities. It was also noted that the brief would be considered at the Corporate Asset Management Group at which further views on the brief could be discussed.

RESOLVED:

That the Director of Services be authorised in consultation with the Leader and the Portfolio Holder for Community, Health and Housing to agree the final consultant's brief for the leisure needs assessment.

44 SUNDRY DEBT WRITE OFF

The Cabinet considered a report requesting that an outstanding Sundry Debt be written off since all appropriate action had been taken and the debt was now irrecoverable.

RESOLVED:

That the sundry debt in the sum of £10,092.44 be written off, in accordance with the provisions of the Joint Financial Procedure Rules.

45 NON DOMESTIC RATES - ARREARS FOR WRITE OFF (1)

The Cabinet considered a report requesting that arrears of National Non Domestic Rates be written off since all appropriate action had been taken and the debt was now irrecoverable.

RESOLVED:

That the arrears of National Non Domestic Rates in the sum of £12,017.98 be written off, in accordance with the provisions of the Joint Financial Procedure Rule 222.

46 NON DOMESTIC RATES - ARREARS FOR WRITE OFF (2)

The Cabinet considered a report requesting that arrears of National Non Domestic Rates be written off since all appropriate action had been taken and the debt was now irrecoverable.

RESOLVED:

That the arrears of National Non Domestic Rates in the sum of £12,438.06 be written off, in accordance with the provisions of the Joint Financial Procedure Rule 222.

The meeting ended at 6.07pm

**CHILTERN DISTRICT COUNCIL
COUNCIL MEETING – 4 NOVEMBER 2014**

CHANGE TO POLITICAL BALANCE

Contact Officer: Lesley Blue (01494 732010)

RECOMMENDATIONS

That the revised political balance be noted and that the membership of the Council's Committees be amended accordingly.

Background

- 1 Members are asked to note the Council's revised political balance arising from Councillor H Trevette suspension from the Conservative Group:
 - Conservatives – 30 seats (from 31)
 - Liberal Democrat – 5 seats (unchanged)
- 2 There are now three separate Independent Members (an increase of one), one Labour Councillor, and one UKIP Councillor. However, a political group requires a minimum of two Members.
- 3 As such, the total number of seats to be allocated to the Conservative group is now 77% (from 77.5%). The Liberal Democrat allocation remains unchanged at 12.5%. The Council is required to allocate seats based on these proportions. The total number of seats to be allocated is 108.

Political Balance

- 4 Section 15 of the Local Government and Housing Act 1989 requires seats to be allocated on ordinary Committees and Sub-Committees (where appropriate) in accordance with the following principles:-

First Principle

'Not all seats are allocated to the same Political Group'

- 5 This means that all ordinary Committees and Sub-Committees must consist of Conservatives and Liberal Democrats.

Second Principle

'The majority of seats are to be allocated to the Majority Political Group'

Classification: OFFICIAL

- 6 This means that the majority of seats on ordinary Committees and Sub-Committees are to be allocated to the Conservative Group. It also means a clear majority in practice – without the use of a second vote.

Third Principle

‘Subject to the First and Second Principles, the total number of seats each political group has on all ordinary committees shall be in proportion to the proportion of seats that it has on full Council’

- 7 This means that for each politically balanced Committee, the Conservatives are entitled to 77% of the seats and the Liberal Democrats are entitled to 12.5%. The table below details the entitlement of both Political Groups corresponding to the total number of seats available on a Committee.

Committee Seats	Conservative Seats	Lib Dem Seats
15	11.25	1.88
14	10.50	1.75
13	9.75	1.63
12	9.00	1.50
11	8.25	1.38
10	7.50	1.25
9	6.75	1.13
8	6.00	1.00
7	5.25	0.88
6	4.50	0.75
5	3.75	0.63
4	3.00	0.50
3	2.25	0.38

- 8 Seats left over after the Political Groups have taken their proportional allocation are allocated by default, and not as of right, to Members who are not members of a Political Group.
- 9 Essentially the Conservative Group lose two seats on Committees as a result of the change to political balance.

Fourth Principle

‘Subject to the First, Second and Third Principles, each political group shall have the same proportion of seats as it holds on the council as a whole’

- 10 This means that subject to the other principles, the total seats that each Political Group has shall correspond to the total seats on Full Council.

Classification: OFFICIAL

- 11 It should be noted that the change to political balance requires the Council to agree appointments to the following Committees:

Licensing & Regulation Committee

There is a vacancy on the Licensing & Regulation Committee for one Conservative Member.

Appeals & Complaints Committee

The Conservatives loose one seat on this Committee. This leaves a vacancy on the Committee for one Member who is not a Conservative or Liberal Democrat. This vacancy can only be filled by one of the following Councillors: Berry, Bhatti, Meacock or Trevette.

Governance & Electoral Arrangements Committee

The Conservatives loose one seat on this Committee. This leaves a vacancy on the Committee for one Member who is not a Conservative or Liberal Democrat. This vacancy can only be filled by one of the following Councillors: Berry, Lacey, Meacock or Trevette.

**CHILTERN DISTRICT COUNCIL
COUNCIL MEETING – 4 NOVEMBER 2014**

**PROPERTY & FACILITY MANAGEMENT SHARED SERVICE
REVIEW**

Contact Officer: Chris Marchant (01494 732250)

- 1 At a meeting on 16 October 2014, the Chiltern and South Bucks Joint Committee considered the Business Case for a joint property & facility management service. The Business Case is attached as a ***Private Appendix***.
- 2 The Joint Committee agreed the recommendations in the report.
- 3 Full Council are asked to formally adopt the recommendations below:

RECOMMENDED –

1. That the case for a joint property & facility management service is proven and that both Councils should proceed to establish a joint service.
 2. That subject to consultation with staff and a formal agreement between the Councils, the services of staff in Chiltern District Council's property & facility management service 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.
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Document is Restricted

