

CHILTERN DISTRICT COUNCIL

King George V House, King George V Road, Amersham,
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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, 6th January, 2015** at **6.30 pm** when the business below is proposed to be transacted.

A G E N D A Complete Minute Set

- 1 Evacuation Procedures
- 2 Presentation from Chief Executive of Paradigm Housing
To receive a presentation from Alison Hadden, Chief Executive of Paradigm Housing.
- 3 Minutes (*Pages 5 - 12*)
To approve as a correct record and to sign the Minutes of the meeting of Council held on 4 November 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 13 - 14)
- 7 To consider the Minutes of the under-mentioned Committees, in date order of the meetings:
 - 7.1 Licensing & Regulation - 23 October 2014 (*Pages 15 - 18*)

- 7.2 Planning - 30 October 2014 (*Pages 19 - 24*)
 - 7.3 Planning - 20 November 2014 (*Pages 25 - 28*)
 - 7.4 Resources Overview - 2 December 2014 (*Pages 29 - 32*)**
 - 7.5 Personnel - 3 December 2014 (*Pages 33 - 36*)
 - 7.6 Joint Appointments and Implementation - 8 December 2014 (*Pages 37 - 38*)
 - 7.7 Governance & Electoral Arrangements Committee - 10 December 2014 (*Pages 39 - 44*)
 - 7.8 Planning - 11 December 2014 (*Pages 45 - 48*)
- 8 Cabinet Minutes (*Pages 49 - 60*)
- To consider the Minutes of the meeting of the Cabinet held on 16 December 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 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.

Alan Goodrum

**Alan Goodrum
Chief Executive**

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CHILTERN DISTRICT COUNCIL

**MINUTES of the Meeting of the
COUNCIL**

held on **4 NOVEMBER 2014**

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

Councillors: Miss P A Appleby
A K Bacon
S P Berry
M Z Bhatti
Mrs J A Burton
Mrs I A Darby
A D Garnett
J L Gladwin
A S Hardie
G K Harris
P J Hudson
P M Jones
P E C Martin
D G Meacock
S A Patel
D W Phillips
Mrs A Pirouet
D Spate
N M Rose
J J Rush
J S Ryman
P N Shepherd
Mrs L M Smith
M Stannard
N Stewert
J F Warder
C J Wertheim
F S Wilson

APOLOGIES FOR ABSENCE were received from Councillors R Burns-Green, A J Garth, D J Lacey, M Prince, C H Spruytenburg, M R Smith, M Vivis and A P Williams

**57 PRESENTATION FROM THE CHIEF EXECUTIVE OF BUCKINGHAMSHIRE
THAMES VALLEY LOCAL ENTERPRISE PARTNERSHIP**

Bucks Thames Valley Local Enterprise Partnership Chief Executive, Richard Harrington attended the meeting to outline the Buckinghamshire's Strategic Economic Plan and how the Thames Valley LEP is helping Buckinghamshire prosper.

The Bucks and Thames Valley Local Enterprise is a public and private sector partnership and has representation from 5 Local Authorities and 5 Private Sector bodies. It is not another layer of administration. The key focus of the partnership was to be the voice for the local area to Government on matters of

national economic development policy. It also focuses on supporting strategic partnership interventions and collaborations that can help create a more prosperous local economy.

The funding model was in its infancy but £44.2m had been secured through the Regional Growth Deal.

Richard Harrington reported on 2014/15 'Top-Up' Funding requested from Government to be deployed by the LEP to priorities as follows:

- SME Access to Loan Finance - £2,000,000
- Road Feasibility Studies - £378,000
- Connected Broadband Project - £675,000
- Leading the Way with Skills - £220,000

There was also an update on further partnership opportunities:-

- Extension of the Chesham Wellbeing Programme
- Development of Springfield Road Innovation Centre, Chesham

Richard Harrington reported that the factors of future success were to listen to all partners and work together to deliver a common plan and achieve what was originally proposed. There was an aim to establish a sustainable delivery of governance through Bucks Advantage, Bucks Business First and Skills Group. More resources were to be drawn from the Government while making scarce funds work harder and to prepare for post-election funding opportunities.

Members received the presentation and raised questions in relation to upgrading of A355, the accountable body for the LEP which was the Buckinghamshire County Council, tourist economy in context of fighting HS2, the perceived skills gap for Chiltern and links with South Midlands LEP.

58 MINUTES

The Minutes of the meeting of Council held on 9 September 2014 were approved as a correct record, subject to an amendment to Minute 44 in relation to the two Overview Committees to clarify that the only restriction on memberships is for the Chairman and Vice-Chairman of the Council and Members of the Cabinet. All other wording to be deleted

59 DECLARATIONS OF INTEREST

There were no declarations of interest.

60 ANNOUNCEMENTS

(a) Chairman's Engagements

A list of Engagements carried out by the Chairman and Vice-Chairman of the Council between 10 September and 4 November 2014 had been circulated.

(b) Chairman's Announcements

The Chairman made the following announcements:-

- All Member Briefing – Peer Review on Tuesday 11 November 2014 commencing at 6.00pm in the Council Chamber
- Remembrance Day – Tuesday 11 November at 10.50am at the flagpole, Chiltern District Council
- The Joint Appointments & Implementation Committee (JAIC) meetings on 17 November and 7 January had been cancelled. A new JAIC meeting had been scheduled on 8 December at South Bucks District Council
- The Joint Committee meeting on 9 December had been cancelled.
- The Services Overview Committee on 18 November had been cancelled.

(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.

(f) Councillor N Rose – HS2

Councillor Rose reported that he had recently attended the Select Committee which had discussed tunnelling and he explained that he would provide a more detailed report to the HS2 Steering Group on Monday 10 November 2014. It was noted that connectivity and terrain were considered at the Select Committee but no discussion was pursued in relation to impact on the environment.

Councillor Rose added that Sir David Higgins, HS2 Chairman reported on the rebalancing of Britain's connectivity from HS2 towards a national transport strategy including the recent proposal for HS3. It was noted that HS3 was not a high speed train but the aim was to have an overall improvement of connectivity between major northern economic areas. A detailed report was to be presented to the HS2 Steering Group meeting on Monday 10 November 2014. Councillor Rose concluded that discussions were now also underway in respect of a revised 'pink' tunnel route.

61 PERFORMANCE & RESOURCES OVERVIEW - 17 SEPTEMBER 2014

It was moved by Councillor Garnett, seconded by Councillor Phillips and

RESOLVED –

That the Minutes and Resolutions of the Performance and Resources Overview Committee held on 17 September 2014 be received.

62 PLANNING - 18 SEPTEMBER 2014

It was moved by Councillor Phillips, seconded by Councillor Gladwin and

RESOLVED –

That the Minutes and Resolutions of the Planning Committee held on 18 September 2014 be received.

63 AUDIT & STANDARDS - 25 SEPTEMBER 2014

It was moved by Councillor Gladwin, seconded by Councillor Phillips and

RESOLVED –

That the Minutes and Resolutions of the Audit & Standards Committee held on 25 September 2014 be received.

64 JOINT APPOINTMENTS AND IMPLEMENTATION - 7 OCTOBER 2014

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

RESOLVED –

That the Minutes and Resolutions of the Joint Appointment and Implementation Committee held on 7 October 2014 be received.

65 PERSONNEL - 8 OCTOBER 2014

It was moved by Councillor Darby, seconded by Councillor Appleby and

RESOLVED –

That the Minutes and Resolutions of the Personnel Committee held on 8 October 2014 be received.

66 PLANNING - 9 OCTOBER 2014

It was moved by Councillor Phillips seconded by Councillor Burton and

RESOLVED –

That the Minutes and Resolutions of the Planning Committee held on 9 October 2014 be received.

67 CABINET MINUTES

In response to a councillor question, the Chief Executive reported that a response from SERCO would be subject of a report to the next meetings of Resources Overview and Scrutiny and Cabinet providing the relevant information was available.

The decision made by Cabinet to progress the Needs Assessment for CDC Leisure Centre was considered by members who sought clarification on the intention of the Cabinet on the future provision for leisure in the District and the concern from some members of a potential loss of swimming facilities.

Cllr Stannard assured members that a full needs assessment of leisure provision across the District and where relevant in neighbouring Districts would be explored and full consultation was to be undertaken to receive robust evidence of the needs of residents of the Chiltern District.

It was moved by Councillor Darby seconded by Councillor Stannard and

RESOLVED –

That the Minutes and Resolutions of the Cabinet held on 23 September and 21 October 2014 be received and the recommendations contained in Minutes 35, 41 and 42 be adopted.

68 CABINET REPORTS**a) Councillor Hudson – Community Health Fairs**

Councillor Hudson updated members on the recent community health fairs and that a further event was planned at Hivings Church on 14 November 2014 which included an over 60's Health Check.

b) Councillor Martin – Waste Service

Councillor Martin reported that the new Waste calendars had been sent out and amalgamated with Wycombe. He added that the Green Waste renewals were progressing well.

c) Councillor Harris – Examination on DDPD

Councillor Harris reported that the examination on the DDPD was due to commence on 18 November 2014 and invited members to attend.

69 QUESTIONS

There were no questions.

70 JOINT ARRANGEMENTS AND OUTSIDE ORGANISATIONS

Cllr Harker reported on the huge success of the Silver Sunday event in Amersham on 5 October 2014. The event was a 1940 Tea Dance held to encourage and support people who are vulnerable or isolated to participate in a local event. This was intended nationally to become an annual event on the first Sunday in October, and it was hoped that more local organisations would become involved in future events.

71 MOTIONS (IF ANY)

No Motions had been received.

72 CHANGE TO POLITICAL BALANCE

Members considered the Council's revised political balance arising from the suspension of Councillor H Trevette from the Conservative Group:

- Conservatives – 30 seats (from 31)
- Liberal Democrat – 5 seats (unchanged)

There are three separate Independent Members (an increase of one), one Labour Councillor, and one UKIP Councillor.

In response to a question about the appointment to vacancies on certain Committees members were advised this was a decision for the Majority Group.

RESOLVED:

- i) That the revised political balance was noted; and**
- ii) That the membership of the following Council's Committees be amended as noted:-**
 - **Licensing and Regulation Committee – Cllr N Rose**
 - **Appeals and Complaints Committee – Cllr D Meacock**
 - **Governance and Electoral Arrangements Committee – Cllr D Lacey**

73 PROPERTY & FACILITY MANAGEMENT SHARED SERVICE REVIEW

Consideration was given to the Business Case for a joint property and facility management service which was agreed by the Joint Committee on 16 October 2014. The Business Case was attached as a Private Appendix.

RESOLVED:-

- I) That the case for a joint property and facility management service was proven and that both Councils should proceed to establish a joint service;**
- II) That, subject to consultation with staff and a formal agreement between the Councils, the services of staff in Chiltern District Council's property and 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; and**
- III) 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 ii) above.**

The meeting ended at 7.58pm

Classification: OFFICIAL

CHAIRMAN'S DIARY: 5 NOVEMBER 2014 – 6 JANUARY 2015

9 November	Remembrance Service at Chesham Remembrance Service at Amersham Little Chalfont Service of Dedication Remembrance Service at Chalfont St Peter
12 November	Heritage Champions Conference
14 November	Pond Park Health Fair
16 November	The Chilterns American Women's Club Christmas Charity Bazaar
18 November	Visit from Universal Care
3 December	Amersham Community Carol Service
6 December	Great Missenden Choir Concert
7 December	Milton Keynes Annual Civic Service
17 December	Chairman's Staff Drinks
"	Chesham Town Carol Service

Classification: OFFICIAL

CHILTERN DISTRICT COUNCIL

**MINUTES of the Meeting of the
LICENSING & REGULATION COMMITTEE**
held on **23 OCTOBER 2014**

PRESENT: Councillor P N Shepherd - Chairman

Councillors: G K Harris
P M Jones
D G Meacock
C H Spruytenburg
J F Warder

APOLOGIES FOR ABSENCE were received from Councillors M Vivis, N L Brown, Mrs J A Burton, M J Cunnane, D J Lacey, M Prince, J J Rush and A P Williams

21 MINUTES

The Minutes of the meeting held on 1 May 2014, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

22 DECLARATIONS OF INTEREST

There were no declarations of interest.

23 STREET COLLECTION

At the Licensing and Regulation Committee on 1 May 2014 a report was requested by the Committee advising of the current policy and procedures for Street Collections. The Committee noted that a licence was required to collect money and to sell items on the street. The Council's policy stated that only one licence should be granted per area unless there were exceptional circumstances, such as national or international disaster appeals. Applications for Street Collecting permits have to be made to the Council at least a month prior to when the collections were planned to take place. A single permit can cover a period of up to 10 days within which collections can take place. A charity can use as many collectors as it likes within the area that the permit covered, but each collector would have to be at least 25 metres from another.

It was noted that the Council could not levy a charge for a permit, and therefore the process had been made as automated as possible. As no income can be generated, the Licensing Team were also not actively searching for collectors operating without a licence unless a complaint was submitted against them.

Members questioned whether the policies and procedures covered direct debit collectors, and were advised that they could not be controlled through

Street Collection permits. It was stated that if their behaviour was considered aggressive it could be considered to be a breach of the peace and it may be possible to control with new anti-social behaviour legislation.

It was asked whether the Council could control the frequency that an organisation was granted a permit, and it was noted that the only control available to the Council was that only one permit was granted per area. The report outlined a limited number of organisations with repeated permits. Permits were required on any land that was accessible or open to the public, including in shop doorways. It was noted that Tesco in Old Amersham often had collectors outside the shop, yet it did not appear as though many of these had applied for a licence. It was suggested that the Licensing Team write to Tesco to advise them of the necessity for the collectors to be licensed.

RESOLVED:

That the report be noted.

Note: Councillor J Warder entered the meeting at 6.40pm

24 MEDICAL REQUIREMENTS FOR TAXI AND PRIVATE HIRE DRIVERS

The Licensing and Regulation Committee had previously requested a report on the medical requirements for Taxi and Private Hire Drivers following the death of a Private Hire driver whilst on duty. It was noted that no other persons were in the vehicle at the time and that the vehicle was stationary at Chesham Train Station at the time. This highlighted the importance of medical checks as part of the Council's approach to monitoring the health of the drivers for the safety of the public.

Councillors were advised that drivers under 45 had to have a medical every 5 years. Drivers aged between 45 and 65 would have a medical every 3 years, and drivers aged over 65 would have to have annual medical checks. Drivers with insulin treated diabetes would be allowed to have a licence, but would have annual medical checks. The current policy states that the medical examinations would be carried out by the driver's GP. An alternative to this would be to ask that an independent doctor carry out the check, but they would have no access to background history. Currently, reminders were sent to drivers two months before the medical check was due to expire. A suspension notice would be given 28 days after the medical check had expired. It was also in the Council's power to request a medical check at any time.

Councillors raised concerns that the suspension notice if a valid medical check had not been carried out was not issued for 28 days, and questioned whether this was too lenient. If the driver's own GP was unavailable, it was suggested that they should find a doctor who was able to perform the check before the deadline. It was also questioned what affect driving without a valid health check would have on the driver's insurance should an incident occur.

It was stated that it would be possible for a suspension to be issued immediately if Members considered this to be a risk to public safety. It was noted that it was rare that a driver would not return a valid medical check by the deadline. Members suggested that unless there were exceptional circumstances, the licence should be suspended immediately. The Licensing Team would also increase the number of reminders sent to drivers. If the driver worked through an operator, it would also be possible for reminders to be sent to the company.

RESOLVED:

That the report be noted.

25 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.

26 LICENSING AND ENFORCEMENT UPDATE

Winkers Nightclub

Winkers Nightclub had previously been moving patrons into cars at the end of an evening, and in this manner had been acting as an operator for taxis. If this had continued the nightclub would require an operator's licence. It was noted that the nightclub now provided a phone for patrons to use to arrange taxis as well as a list of private hire companies.

The Licensing Team had been notified that Winkers had been holding evenings where lap dancing was provided, without currently holding a licence permitting this type of activity. Without a specific licence, Winkers would be able to hold no more than 11 events per year, with no more than one occurring in a month. The nightclub had been advised that it would need to apply for a licence to continue these activities, and had advised the Licensing Team that they were considering putting an application together.

Kings Chapel, Old Amersham

It was noted that this premises had recently been licensed and there had been noise complaints, which Environmental Health was investigating. There was a good relationship between the Council and the licence holder, who had been

inviting local residents to engage in discussions and had been measuring noise levels.

Shared Services

One comment that had arisen during the service reviews was that it may be beneficial for the Licensing Team to visit parts of the District in the evenings. Officers had visited Chesham and Amersham late in the evenings, and there would be no problems with that continuing in the future.

Newlands Manor

Newlands Manor was a licensed wedding venue. Complaints had been received regarding fireworks being set off by patrons on land near the licensed venue. Concerns were raised by local horse owners, but it was noted that the fireworks were not being set off on the licensed land. Environmental Health was leading on the investigation into the complaints.

RESOLVED:

That the report be noted.

Note: Councillor Harris left the meeting at 19.22

The meeting ended at 7.30 pm

CHILTERN DISTRICT COUNCIL**MINUTES of the Meeting of the
PLANNING COMMITTEE
held on 30 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
 M Prince
 J J Rush
 P N Shepherd
 D Spate
 N Stewert
 C J Wertheim

ALSO IN ATTENDANCE: Councillor H A Trevette

118 MINUTES

The Minutes of the meeting of the Committee held on 9th October 2014, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

119 DECLARATIONS OF INTEREST

Councillor P Martin declared a personal interest in planning application CH/2014/60001/BCC. Nature of interest – Councillor Martin was the Cabinet Member for Waste at Chiltern District Council but would be speaking as District Councillor for Little Chalfont.

Councillor N Shepherd declared a personal interest in planning application CH/2014/1427/FA. Nature of interest – Councillor Shepherd and the applicant were members of Amersham Town Council. Also Councillor Shepherd had visited the property for HS2 Action Group meetings.

120 ITEMS FOR NOTING

RESOLVED -
That the reports be noted.

121 REPORTS ON LOCAL AUTHORITY LIST OF APPLICATIONS

BUCKINGHAMSHIRE COUNTY COUNCIL HIGHWAY SERVICES,
 COUNCIL DEPOT, LONDON ROAD EAST, AMERSHAM,
 BUCKINGHAMSHIRE, HP7 9DT
 CH/2014/60001/BCC

RESOLVED –

To raise strong objections for the reasons set out in the report, plus additional reasons as highlighted below:

1. Inappropriate development in the Green Belt.
2. Would not conserve or enhance the Chilterns Area of Outstanding Natural Beauty.
3. By reason of its scale and proximity to the adjacent row of cottages, the proposal would appear visually intrusive when viewed from the rear gardens of these neighbouring dwellings. The proposal would therefore be harmful to the amenities of Nos. 1-4 London Road Cottages.
4. Harmful impact on the Ivy House as a leisure facility, as this is an old coaching Inn and tourist destination for walkers on the South Bucks Way. It contains letting rooms which would be particularly impacted by the proposal.
5. Members requested an additional Informative to advise the County Council of their concern regarding the applicant's figures for the amount of Municipal Solid Waste (MSW) arising from South Bucks District that would need to pass through the Waste Transfer Station at London Road. Specifically, Members felt that the annual tonnage of MSW arising from South Bucks has already been taken into account to justify the grant of planning permission for the Waste Transfer Station at High Heavens and the applicant is seeking to rely on these figures again, i.e. duplicate them, to justify the throughput of MSW for the Waste Transfer Station at London Road.

NB Councillor D Spate left the meeting at 7.25 pm

122 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.
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APPLICATIONS

CH/2014/1427/FA Land at Woodrow Farm, Cherry Lane Through Woodrow, Buckinghamshire

Speaking for the applicant, the agent Mr Andrew Arrol

Permission Refused. The Planning Committee also specifically requested an informative to draw the applicant's attention to the enforcement notice which remains to be complied with other than in so far as it has been overridden by the grant of planning permission.

NB Councillor Trevette left the meeting at 7.50 pm

CH/2014/1487/FA Aynhoe, Doggetts Wood Lane, Little Chalfont, Buckinghamshire, HP8 4TH

Speaking for the objectors and representing The Harewood Downs Residents Association, Mr Michael Brasier

Speaking for the applicant, the agent Mr Bjorn Hall

Permission refused for the reason that the proposal would had not satisfactorily overcome the reasons for refusal of application CH/2014/1040/FA resulting in a dwelling which would appear overly prominent in the street scene, harmful to the character and appearance of the site and locality.

CH/2014/1509/FA Unit 1, Saxeway Business Centre, Chartridge Lane, Chartridge, Buckinghamshire

Speaking for the objectors, Mr R J Freeman

Speaking as the applicant, Ms Christianne Wolff

Conditional Permission with an amendment to the wording of condition 2 to restrict the use to a gym/health facility within Use Class D2 and personal to the applicant Christianne Wolff.

CH/2014/1584/FA Lynwood, Hedgerow, Chalfont St Peter, Gerrards Cross, Buckinghamshire, SL9 0HD

Speaking for the objectors, Mrs Carolyn Pickard
Speaking for the applicant, the agent Mr Patrick McHugh

Permission refused for the reason that the amendments to the design of the extension had not satisfactorily overcome the reasons for refusal of application CH/2014/0951/FA by reason of the siting, design and excessive depth of the extension.

CH/2014/1606/FA Ballinger Grove, Village Road, Ballinger, Buckinghamshire, HP16 9LQ

The application had been amended to delete reference to the alterations to the kitchen garden walls.

Speaking as the applicant, Mrs Caroline Cousins

Permission Refused

123 REPORTS ON ALLEGED BREACHES OF PLANNING CONTROL

**Tall Trees, Nashleigh Hill, Chesham, Buckinghamshire, HP5 3JP
2012/000215/AB**

RESOLVED –

The Planning Committee authorised the service of a Section 215 Notice to require the clearance and proper maintenance of the land as may be required 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. In the event of non-compliance with the Notice, the Head of Sustainable Development has delegated authority to instigate legal proceeding.

124 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 items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 6, Part 1 of Schedule 12A of the Act.

125 PRIVATE REPORT

To consider whether the Council should seek to challenge the Inspector's Appeal Decision dated 24 September 2014 granting planning permission for the application ref CH/2013/1818/FA for the "Retention of mobile home for agricultural use, cladding and alterations" in the High Court under the provisions of section 288 of the Town and Country Planning Act 1990.

RESOLVED –

That the Appeal Inspector's decision in respect of Application ref CH/2013/1818/FA be challenged in the High Court under the provisions of section 288 of the Town and Country Planning Act 1990.

The meeting ended at 9.40 pm

CHILTERN DISTRICT COUNCIL

**MINUTES of the Meeting of the
PLANNING COMMITTEE
held on 20 NOVEMBER 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
 M Prince
 J J Rush
 P N Shepherd
 D Spate
 N Stewert
 C J Wertheim

ALSO IN ATTENDANCE: Councillor P J Hudson

126 MINUTES

The Minutes of the meeting of the Committee held on 30 October 2014, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

127 DECLARATIONS OF INTEREST

Councillor J J Rush declared a personal interest in planning application CH/2014/1540/FA. Nature of interest – Councillor Rush’s wife had taught the children of one of the speakers.

128 ITEMS FOR NOTING

RESOLVED -
That the reports be noted.

129 REPORTS ON LOCAL AUTHORITY LIST OF APPLICATIONS

Multi Storey Car Park, King George V Road, Amersham, Buckinghamshire, HP6 5AH.
CH/2014/1656/RC

RESOLVED -

Recommendation: resolved to recommend Council to approve own development.

NB Councillor P Hudson entered the meeting at 7.00 pm

130 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/2014/1384/FA Barn To South Of Peterley OS Field 7900 On East Side Of, Missenden Road, Great Kingshill, Buckinghamshire

Speaking for the objectors and representing Great Kingshill Residents, Mr Simon Hutson.

Permission Refused with amendment to Reason for Refusal No. 1 to include reference to the building being unsuitable for conversion and to include Policy GB11.

CH/2014/1423/FA 16 Chessmount Rise, Chesham, Buckinghamshire, HP5 1RB

Speaking for the objectors, Mr David Lennox
Speaking for the application, Mr Matt Corcoran

Permission Refused 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.

NB Councillor P Jones left the meeting at 7.16 pm

CH/2014/1470/FA Adjacent To Tinkers Realm, Millfields, Chesham, Buckinghamshire, HP5 1SG

Speaking for the objectors, Mr S Shamshudin
Speaking as the applicant, Mr I Gray

Permission Refused for Reasons for Refusal Nos. 1 and 2. Officers' removed the third reason for refusal following completion of the Legal Agreement.

NB Councillor Hudson left the meeting at 7.30 pm

CH/2014/1540/FA 28-32 Oval Way, Chalfont St Peter, Buckinghamshire, SL9 8QB

Speaking for the objectors, Mr John Lerwill
Speaking for the applicant, the agent, Mr Alex Child

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. Officers corrected Reason for Refusal No. 3 to refer to 34 Oval Way, and not No. 32.

CH/2014/1628/FA Oakdale House, Devonshire Avenue, Amersham, Buckinghamshire, HP6 5JE

Speaking for the objectors, Mr Keith Ellam

Permission refused. Members of the Committee were concerned about the prominence of the first floor extension when viewed from No. 25 Lollards Close, particularly given the short rear garden of this property. The Members acknowledged the changes to the design but considered that the large expanse and height of the roof would result in the first floor extension appearing visually intrusive and overbearing when viewed from the neighbouring property. It was agreed that the previous Reason for Refusal that related to amenity issues had not been overcome and remained relevant. Permission was therefore refused for the following reason: "By reason of its height, depth and proximity to the rear boundary of No 25 Lollards Close, the proposed first floor extension would appear intrusive and overbearing when viewed from the rear windows and relatively short rear garden serving this neighbouring property. As such the extension would harm the amenities of the occupiers of No 25 Lollards Close".

*NB: The Chairman requested a short break at 8.15 pm
The meeting continued at 8.30 pm*

CH/2014/1666/VRC Beaumont House, Hervines Road, Amersham, Buckinghamshire, HP6 5HS

Speaking for the objectors, Mr Frank Chesworth
Speaking for the applicant, the agent Mr David Parker

Conditional Permission. Officers altered Condition Numbers 2 and 5 to reflect changes to the submitted plans in respect of levels and trees

CH/2014/1691/FA Land On The West Side Of, Lodge Lane, Little Chalfont, Buckinghamshire

Speaking on behalf of Little Chalfont Parish Council, Councillor Brian Drew

Permission Refused

CH/2014/1695/FA Croft Farm, Burtons Lane, Little Chalfont, Buckinghamshire, HP8 4BA

Speaking as the applicant, Mr Adam McInnes

Conditional Permission with Conditions delegated to the Head of Sustainable Development.

CH/2014/1700/FA 1 & 2 Green Lane Close, Chesham Bois, Buckinghamshire, HP6 5LH

Speaking for the objectors, Mr Gerry Griffiths
Speaking for the application, the agent Mr Bjorn Hall

Defer-minded to approve subject to the prior completion of Legal Agreement. Decision delegated to the Head of Sustainable Development.

CH/2014/1783/FA Land Adjacent To Jewsons, Chesham Road, Hyde End, Buckinghamshire

Permission Refused

The meeting ended at 9.25 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the
RESOURCES OVERVIEW COMMITTEE
held on **2 DECEMBER 2014**

PRESENT: Councillor A D Garnett - Chairman
" J L Gladwin - Vice Chairman

Councillors: A K Bacon
S P Berry
D G Meacock
D W Phillips
D Spate
J F Warder
C J Wertheim

APOLOGIES FOR ABSENCE were received from Councillors A J Garth, J S Ryman, C H Spruytenburg, N Stewert, M Vivis and A P Williams

ALSO IN ATTENDANCE: Councillors Mrs I A Darby and M Stannard

1 ELECTION OF CHAIRMAN

It was moved by Councillor D W Phillips, seconded by Councillor C J Wertheim and

RESOLVED -

That Councillor A D Garnett be elected Chairman of the Resources Overview Committee for the remainder of the Municipal Year.

2 APPOINTMENT OF VICE-CHAIRMAN

It was moved by Councillor C J Wertheim, seconded by Councillor J F Warder and

RESOLVED -

That Councillor J L Gladwin be elected Vice Chairman of the Resources Overview Committee for the remainder of the Municipal Year.

3 DECLARATIONS OF INTEREST

Councillor J L Gladwin was a Member of the Support Services Policy Advisory Group.

Councillor A K Bacon was a Member of Chesham Town Council.

4 TERMS OF REFERENCE

RESOLVED –

That the Terms of Reference be noted.

5 FORWARD PLAN

Members reviewed the Work Programme and considered potential topics to review from the 28 Day Notice Forward Plan. There was a request for an update on the Duty to Co-operate with Aylesbury Vale District Council with regard to their Local Plan. It was advised that information could be circulated to Members.

There was interest in the Annual Energy Report. It was advised that this was a factual report on performance only but Councillors wanted to know how money was being spent. The report would be available to the Committee if not already being scrutinized by a Policy Advisory Group.

RESOLVED –

That the Work Programme be noted with additional reports being made available if applicable as discussed.

Note: Councillor Stannard entered the meeting at 6.37 pm.

6 DRAFT REVENUE BUDGET 2015/16

The draft revenue budget for 2015/16 was shown in detail in the appendices and tables in the report. The Government Revenue Support Grant was expected to be announced later in December 2014, following the Chancellors Autumn Statement. A further reduction in funding was expected in the future. Members were asked to consider whether to reduce the grant to Town Councils and Parishes in line with the reduction in grant funding.

Councillors asked in particular about the recycling credits listed on page 25. It was explained that recycling credit income was higher than the current year budget and that this was expected to continue. Councillors were concerned that this presentation of a saving would not be available in future years. A Member asked how this payment had been used previously and was advised that it contributed to the prior year underspend which allowed additional money to be put into the pension scheme.

It was noted that staff salaries were not keeping up with inflation along with other costs outlined in the report. It was advised that the current proposed pay deals had been advised in reports to the Personnel Committee and the provisions made were close to the actual proposed pay deal.

Overall the budget was considered to be prudent and affordable. The scale of the future potential budget deficit has been reduced to a manageable level but

further savings would still have to be made and were expected in part through joint working.

With regard to the payments to Parishes and Town Councils, it was noted that they had already been warned to expect a reduction in their grant. It was discussed that these cuts would hit some areas harder than others, in particular Chesham Town Council. Other Local Authorities had taken the same steps and some had cut their grant altogether already (including South Bucks District Council). There was general agreement to continue in principle as previously, i.e to reduce the support in line with the reduction in government grant.

That the recommendations contained in the draft Cabinet report be endorsed by the Resources Overview Committee and that the comments of the Committee be forwarded to the Cabinet.

7 TREASURY MANAGEMENT REPORT JULY TO SEPTEMBER 2014

The trend for low interest rates had continued and so the average return on investments was only 0.63%. The strategy of keeping short-term investments was made to allow a transfer to longer term investments once an upturn in interest rates occurred in the future. It was confirmed that a higher rate of interest could be achieved if there was an appetite for greater risk. It was also noted that there had been a successful transfer to a new bank.

RESOLVED

That the draft Cabinet report on treasury management activity in the quarter July to September 2014 be noted.

8 QUARTER 2 PERFORMANCE REPORT 2014/15

The performance of the Council during this period was shown in the tables from page 147 and the key points were highlighted in the report. It was noted that there had been an increase in homelessness during this quarter but there had been some progress with Paradigm making 5 one-bedroom houses available in Amersham for short-term use. Some of the Waste indicators were off-target, particularly customer services due to the large volume of calls received for chargeable green waste. Fly-tipping was not meeting targets for clean-up although this may have been due to incorrect dates being used. Sustainable Development had 6 new indicators, most were on or above target.

Members asked whether the ICT helpdesk was adequately resourced. It was advised that this would be addressed in the current service review. The Green Deal was discussed due to the low take up both in the district and nationally. Councillors were concerned about the Waste indicators and asked if they could have statistics prepared for just the Chiltern area. It was advised that the joint waste committee had decided to present joint figures so none would be available.

There was a question about the large number of planning appeals allowed in this quarter. It was advised that the average figure over the year was still at an acceptable percentage of about 28%.

RESOLVED

That the Quarterly performance indicator report (Q2 2014-15) be noted.

9 STANDING ITEM: JOINT COMMITTEE PROGRESS REPORT

RESOLVED

That the joint committee progress report be noted.

10 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.

11 CHILTERN & WYCOMBE JOINT WASTE CONTRACT

A request had been made by the contractor for additional payments to be made. Following advice, the request was declined. It was possible that the matter would go to mediation or arbitration to resolve the issue.

It was also noted that the contractor was seeking to divest its environmental services division and has begun the legal process to do so by novating contracts.

RESOLVED

That the Resources Overview Committee noted the changing circumstances of the Waste contract.

The meeting ended at 7.59 pm

CHILTERN DISTRICT COUNCIL

**MINUTES of the Meeting of the
PERSONNEL COMMITTEE
held on 3 DECEMBER 2014**

PRESENT: Councillor M R Smith - Chairman

Councillors: S P Berry
Mrs J A Burton
Mrs I A Darby
P J Hudson
D W Phillips
N M Rose
M Stannard

APOLOGIES FOR ABSENCE were received from Councillor Miss P A Appleby

61 MINUTES

The Minutes of the meeting held on 8 October 2014 were agreed by the Committee and signed by the Chairman as a correct record.

62 DECLARATIONS OF INTEREST

There were no declarations of interest.

63 EMPLOYEE PAY AWARD

The Committee were asked to agree recommendations on the pay levels for Officers employed by Chiltern District Council below Head of Service level whose pay was determined locally to cover the time period April 2014 to March 2016. This followed an agreement for the same time frame on an inflationary pay award for those Local Authorities on National Conditions of Service agreed in November 2014.

In order to explore changing this arrangement in future, Members were asked to delegate authority to the Chief Executive to consult with the two Principal Officers on temporary local terms and conditions on the proposal to move them onto Harmonised Pay Spine and Harmonised Terms and Conditions.

The Committee were also asked to delegate authority to the Chief Executive to approve a pay award for staff on TUPE terms and conditions.

RESOLVED -

- 1. That the inflationary pay award for April 2014 to March 2016 be awarded to the two Principal Officers at Chiltern District Council on local conditions of service as set out in section five of the report.**

2. That authority be delegated to the Chief Executive to consult with the two Principal Officers on temporary local terms and conditions on a proposal to move them onto the Harmonised Pay Spine and Harmonised Terms and Conditions.
3. That authority be delegated to the Chief Executive to approve a pay award for staff on TUPE terms and conditions which is in line with their terms and conditions and is no more favourable than that being awarded to employees at Chiltern District Council on NJC terms and conditions.

64 SENIOR PLANNING OFFICER - DEVELOPMENT CONTROL

The Committee were asked to agree that post 24337 be re-graded as a Senior Planning Officer post. The post had been vacant for a number of years and remained on the establishment. The proposal to fill the vacancy, but at a more senior level, would thereby ensure that the Council not only had sufficient resource, but also that that resource was at the right level of seniority to deal with the current incoming workloads. Members indicated that if workloads continued to increase even further that they would be open to giving due consideration to further resources.

RESOLVED –

That post 24337 re-graded as a Senior Planning Officer post.

Note: Councillors P Hudson and Mrs I Darby entered the meeting at 6.37 pm and 6.38 pm respectively.

65 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.

66 PROPERTY AND FACILITIES MANAGEMENT SHARED SERVICE STAFF CONSULTATION DOCUMENT

The Committee were asked to comment on a report due to be considered by the SBDC Personnel Committee and Joint Appointments and Implementation Committee on 8 December. The report set out the complete consultation document in respect of the Property & Facilities Management Shared Services, intended to be shared with Property & Facilities Management staff on 15 December 2014. The draft timetable was set out in detail in Appendix D and in summary was proposed to:

- Start consultation on Monday 15 December 2014
- End consultation on Wednesday 14 January 2015
- Conduct the selection process from 26 January 2015
- Implement joint services from 1 April 2015

Following a discussion on the proposed new structure the Committee

RESOLVED -

That the draft consultation document and appendices be noted, prior to issuing to staff, and that it be noted that the structure would be implemented taking into account any staff comments and being within the business case.

The meeting ended at 6.54 pm

**CHILTERN DISTRICT COUNCIL
SOUTH BUCKS DISTRICT COUNCIL**

**MINUTES of the Meeting of the
JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE
held on 8 DECEMBER 2014**

PRESENT:

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

APOLOGIES FOR ABSENCE were received from Councillor Mrs P Plant (South Bucks District Council).

21 MINUTES

The minutes of the meeting of the Joint Appointments and Implementation Committee held on 7 October 2014 were agreed by the Committee and signed by the Chairman as a correct record.

22 EXCLUSION OF PUBLIC

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

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

23 PROPERTY AND FACILITIES MANAGEMENT SHARED SERVICE CONSULTATION

The Head of Environment presented the report which outlined the draft format for the Properties and Facilities staff consultation document and set out the complete consultation document that was intended to be shared with Properties and Facilities Management staff on 15 December 2014.

The new structure (as outlined in Appendix A) would create one new joint Property and Facilities Team with the Property and Facilities administration team primarily being based at Chiltern District Council offices in Amersham, although travel to, and occasional working from, the South Buck District

Offices in Denham would be required. Facilities Managements/Caretaking staff would operate from both offices.

The new team structure was illustrated in Appendix A. A Job description and person specification for each role was included in Appendix B.

It was questioned as to why cleaning staff were shown in the proposed structure as this service was outsourced at South Bucks. The Head of Environment explained that cleaning staff were part of the current Chiltern District Council staffing structure and therefore included in the proposed structure.

The report identified a number of key benefits of the shared service incorporating two teams including:

- It will enable cross working across both authorities by a single Property and Facilities Team, thus making the best use of resources during times of high workload or reduced resources;
- The single team will provide greater resilience and single systems to both Chiltern District Council and South Bucks District Council;
- There will be a consistent approach in terms of the service provided to our customers; and
- It will use more efficient and effective processes, and will use peoples' skills resources and technology more efficiently in terms of time and costs.

Members noted the following the draft timetable:

- Start of Consultation on 15 December 2014
- End of Consultation on 14 January 2015
- Conduct the selection process from 26 January 2015
- Implement the shared service from 1 April 2015

After careful consideration it was **RESOLVED** that the draft Property and Facilities Management consultation document and appendices be approved for issuing to staff and that the structure be implemented subject to taking into account any staff comments and being within the business case in accordance with the authority delegated to the Chief Executive in consultation with the Joint Chairmen and the Cabinet Portfolio Holders from both Councils.

The meeting ended at 6.10 pm

CHILTERN DISTRICT COUNCIL**MINUTES of the Meeting of the
GOVERNANCE AND ELECTORAL ARRANGEMENTS COMMITTEE
held on 10 DECEMBER 2014**

PRESENT: Councillor N M Rose - Chairman

Councillors: M Z Bhatti
Mrs I A Darby
P M Jones
M Stannard
J F Warder

APOLOGIES FOR ABSENCE were received from Councillors D Lacey and A J Garth

1 ELECTION OF CHAIRMAN**RESOLVED:**

That Councillor N M Rose be appointed Chairman of the Governance and Electoral Arrangements Committee for the ensuing municipal year.

2 APPOINTMENT OF VICE CHAIRMAN**RESOLVED:**

The Committee decided not to appoint a Vice Chairman.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 MINUTES

The Minutes of the meetings of Constitution Review Committee held on 25 June and 2 July 2014 and of the joint meeting of the Boundaries and Electoral Arrangements Committee and Constitution Review Committee held on 11 July 2013 were agreed by the Committee and signed by the Chairman as a correct record.

5 GOVERNANCE & ELECTORAL ARRANGEMENTS COMMITTEE TERMS OF REFERENCE**RESOLVED:**

That the Governance and Electoral Arrangements Committee Terms of Reference as agreed at Full Council on 22 July 2014 were noted.

6 UPDATE ON INDIVIDUAL ELECTORAL REGISTRATION

The Committee received a report which provided an update on the progress of the annual canvass for the Register of Electors 2014-15, and the impact of the recent implementation of Individual Electoral Registration (IER).

The Electoral Registration and Administration Act 2013 required all local authorities to implement Individual Electoral Registration during the 2014 canvass; which changed the household based system to one that required each individual to be contacted and registered individually.

The report outlined the key changes and the impact of the changes on electors, staff delivering the service and suppliers eg. Electoral registration software company and Royal Mail.

The key impact of the change had been in relation to the increased volume of calls and emails to the Electoral Registration team in respect of opt in / opt out queries and the requirement of the new processes to send out additional paperwork to electors to provide confirmation at each stage. The changes had generated additional workload and increased temporary resources had been necessary to ensure an efficient and effective service.

The introduction of online registration had worked well and proved to be a positive change to the process and it was considered that over time and familiarity for electors there would be a further increase in the use of online registration. The return on registered electors was comparable with previous years having achieved a 95.3% return which was pleasing during an implementation year.

Overall the transition to IER had worked well but there had been concerns over the increased workload and cost of implementation. Although during 2014/15 the implementation of IER was within budget due to additional resources received from the Cabinet Office for the implementation of IER, it was noted that the cost of the registration process in future years may require additional funding, as the Government support is unlikely to be recurring.

It was noted that Electoral Registration Administrators had been advised that there was still an expectation for an Annual Canvass but following evaluation of the implementation of IER, the Cabinet Office may amend processes but this was not known at this stage.

RESOLVED:

- I) That the content of the report was noted; and**
- II) That a further report be presented to the Committee during 2015 following agreement of the processes involved for the 2015 Canvass.**

7 POLLING STATION REVIEW

The Committee considered the report which informed members of the requirement to review UK Parliamentary polling districts and polling places and agree the process for undertaking consultation and considering representations received.

The Electoral and Administration Act 2013 required that the compulsory review take place between 1 October 2013 and 31 January 2015 (inclusive).

Members were advised that the notice of the review had been placed on the Council's website and the consultation process had commenced with the consultees as listed below:-

- The (Acting) Returning Officer for Chesham and Amersham Parliamentary Constituency
- The Member of Parliament for Chesham & Amersham Parliamentary Constituency
- Buckinghamshire County Council
- Buckinghamshire County Councillors representing divisions within Chiltern District
- Chiltern District Councillors
- Town and Parish Councils within Chiltern District
- Registered Political Parties and Election Agents
- Chiltern Disability Focus Group

Members were informed that work had commenced on the review during the European Parliamentary Elections in May 2014 when Polling Station Inspectors were asked to complete questions regarding polling places as outlined in guidance from the Electoral Commission. This information was further evidenced by the Democratic and Electoral Services Team who had each visited specific polling places in the district to identify any issues that required a change of polling station venue.

The consultation period for the polling place review was due to close on Friday 9 January 2015. Members queried if the consultation period was sufficient for Parish Councils to respond; and it was noted that if Parish Councils wish to respond after the closing date these would be accepted up to a week after 9 January 2015. However Parish Councils would be contacted to ensure they are aware of the consultation and timetable for responses.

RESOLVED:

- I) That the requirement for the review of polling district and polling places be noted; and**
- II) That the proposed timetable for carrying out the necessary consultation and consideration of comments and representations was agreed.**

8 REVIEW OF FORMAT OF FULL COUNCIL

At the meeting of the Constitution Review Committee held on 2 July 2014 options for change in respect of full Council meetings had been considered with the aim to improve the interest and public engagement with Council meetings. Particular options considered were:-

- Questions with notice (Public Questions) with an allotted time period for questions to be answered
- Criteria for submitting questions eg. Relevant to the area; submission date prior to the meeting; complies with protocol; oral presentation of questions at the meeting and the permission of a supplementary question
- A programme of speakers to Council eg. Paradigm, with an allotted time period for presentations
- Incorporate the Chief Constable Q & A session into a future Council meeting
- Report on recommendations rather than minutes to Council

Members were asked to consider a mock Council Agenda and the following points were raised:-

- That presentations be heard at Council as required but it was not necessary to agree a schedule of speakers at the beginning of each municipal year as it may be appropriate to invite specific speakers on topical issues arising during the year.
- That the annual meeting with the Chief Constable be incorporated into an appropriate Council meeting rather than a separate meeting
- That arrangements for receiving petitions and deputations be included on the Council agenda and the proposed amendments to Council Procedure Rules to enable this be brought back to the next meeting of the Committee, including provisions allowing members to ask questions of clarification at the discretion of the Chairman and restrictions on deputations covering the same subject or by the same speakers
- That an opportunity for members to ask a question of the cabinet leader, individual cabinet members or Committee Chairman be included on the Council agenda as well as questions with notice and appropriately updated Council Procedure Rules be brought back to the next meeting for consideration
- That Council meetings would not include the presentation of Committee minutes but rather would receive any recommendations from Committee's to Council supported with a full report to enable members to make an informed decision
- That Council meetings would not include the presentation of Cabinet minutes but Council would receive any recommendations from Cabinet supported by a full report
- Members requested a separate Minute Pack be electronically available for each Council meeting in the event that members wished to refer to the minutes of committees or cabinet.

RESOLVED:

- i) That the necessary amendments to the Council's Procedure Rules to implement the above proposals be brought back to the next meeting for further consideration ; and**
- ii) That the introduction of the revised Council agenda to be implemented from Annual Council on Wednesday 27 May 2015.**

The meeting ended at 7.32pm

CHILTERN DISTRICT COUNCIL

**MINUTES of the Meeting of the
PLANNING COMMITTEE
held on 11 DECEMBER 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
P N Shepherd
D Spate
C J Wertheim

APOLOGIES FOR ABSENCE were received from Councillors M Prince, J J Rush and N Stewart

131 MINUTES

The Minutes of the meeting of the Committee held on 20 November 2014, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

132 DECLARATIONS OF INTEREST

Councillor Mrs A Pirouet declared a personal and prejudicial interest in planning application CH/2014/1701/FA. Nature of interest – Councillor Mrs Pirouet had family who were members of the Bowls Club and would leave the room whilst it was considered.

Councillor C J Wertheim declared a personal interest in planning application CH/2014/1943/FA. Nature of interest - Councillor Wertheim lived in School Lane but did not know the applicant.

133 ITEMS FOR NOTING

RESOLVED -

That the reports be noted.

134 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/2014/1567/FA Halstan & Company Ltd, Part Unit 2, Brazil Yard, Plantation Road, Amersham, Buckinghamshire, HP6 6HJ

Speaking for the objectors, Mr Euan Russell

Permission Refused

CH/2014/1574/FA 8 Park Road, Amersham, Buckinghamshire, HP6 6LP

Speaking for the application, the applicant Mr Trevor Green

Permission Refused

NB Mrs A Pirouet left the meeting at 6.50 pm

CH/2014/1701/FA Chesham Broadway Bowls Club, 12 - 14 Lowndes Avenue, Chesham, Buckinghamshire, HP5 2HH

Speaking for the application, Mr John Nash

Permission Refused for the reasons set out in the addendum to the report which had removed the highway related reason for refusal but included a reason for refusal based on the impact of the development on both adjacent properties. Authorisation given to the Head of Sustainable Development in consultation with Head of Legal Services to negotiate, enter into and complete any necessary Legal Agreement.

NB Councillor Mrs Pirouet rejoined the meeting at 7.05 pm

CH/2014/1787/FA 26 Church Street, Great Missenden, Buckinghamshire, HP16 0AZ

Application Withdrawn

CH/2014/1788/HB 26 Church Street, Great Missenden, Buckinghamshire, HP16 0AZ

Application Withdrawn

CH/2014/1817/FA The Gables, 2 Browns Road, Holmer Green, Buckinghamshire, HP15 6SL

Speaking for the objectors, Mrs Claire Fazekis

Permission Refused for two reasons. 1. By reason of their size, extent of glazing in their rear elevations and their proximity to the boundary with No. 1 Parish Piece the proposed dwellings would appear visually intrusive and result in the perception of overlooking and loss of privacy when viewed from the bedroom windows and principal garden area of this neighbouring property. The proposal would therefore have a detrimental impact on the amenities of No. 1 Parish Piece. 2. No Legal Agreement had been signed such that there was an affordable housing objection. Authorisation given to the Head of Sustainable Development in consultation with Head of Legal Services to negotiate, enter into and complete any necessary Legal Agreement.

CH/2014/1846/FA Wesley House, 24 Mill Lane, Amersham, Buckinghamshire, HP7 0EH

Conditional Permission

CH/2014/1943/FA Greenways, 33 School Lane, Chalfont St Peter, Buckinghamshire, SL9 9AZ

Speaking for the application, the applicant Mr Andrew McBeth.

Conditional Permission with Conditions delegated to the Head of Sustainable Development.

The meeting ended at 7.44 pm

CHILTERN DISTRICT COUNCIL**MINUTES** of the Meeting of the
CABINETheld on **16 DECEMBER 2014**

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

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

ALSO IN ATTENDANCE:

Councillors J Rush, A Bacon, Mrs J Burton and P Jones.

47 MINUTES

The Minutes of the Cabinet Meeting held on 21 October 2014, were approved and signed by Councillor I Darby, Cabinet Leader, as a correct record.

48 DECLARATIONS OF INTEREST

Councillors F Wilson and P Hudson declared personal interests in Item 12 due to their roles as Town Councillors on Chesham Town Council.

49 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 12 January 2015.

The Director of Services reported that there was an additional item to be included on the 28 Day Notice Forward Plan in relation to the Proposed Organisational Changes for Serco Limited to be considered by Chiltern & Wycombe Joint Waste Collection Committee in January and for consideration by Cabinet on 10 February 2015.

RESOLVED –

That the Draft 28-Day Notice / Forward Plan, to be published on 12 January 2015, be noted.

50 CURRENT ISSUES**(i) Councillor Darby – Workplace Challenge**

Councillor Darby reported that Chiltern District Council had achieved second place in the Workplace Challenge which was a reflection of the amount of

physical activity that the staff participating had taken part in during a given period of time.

51 DRAFT REVENUE BUDGET 2015/16

The Cabinet were asked to consider the draft revenue budget for 2015/16. The budgets presented at this stage represented the direct costs of the services; ie. they exclude all support recharges; and also included a summary of the major movements between the 2014/15 and the 2015/16 net cost of services as shown in the table on page 25 of the agenda.

Members were advised that subject to the comments of the Resources Overview Committee and the outcome of the budget / council tax consultation Cabinet was to make its final decisions and set the Council's budget and 2015/16 Council Tax requirement at its meeting on 10 February 2015 prior to the full Council Tax resolution at full Council on 25 February 2015.

The Director of Resources informed members that confirmation of the government funding allocation was still awaited. The overall position of the review exercise showed a reduction on the original budget of £1million. The key reason for this was down to additional income eg. Waste due to waste recycling credits. The budget had been subject to scrutiny.

It was noted that the proposal was for a council tax increase of 1.9% and in terms of the budget the key decisions were to be taken in February 2015 but the immediate decision for Cabinet was to consider the level of support to parish council tax bills, which was detailed in Appendix 9 of the report. It was agreed that the approach of reducing the support in line with the reduction in the Council's Revenue Support Grant should continue, and this would be finalised when the Government announces the Local Government Financial Settlement.

The Leader wished to thank the Head of Finance and Cabinet Member for Finance for the hard work and commitment to achieving a second year of a successful exercise to reduce spend and future sound proposals for 2015/16. It was noted that there was a current slight confusion on the presentation of the information due to shared services but that this would be simplified as the years progress and a history of the joint services starts to develop.

RESOLVED:-

- i) That the draft revenue service budget for 2015/16 be noted; and**
- ii) That the funding support to parishes be reduced in line with the reduction in the Council's Revenue Support Grant for 2015/16.**

52 TREASURY MANAGEMENT REPORT - JULY TO SEPTEMBER 2014

Consideration was given to the Treasury Management Report – July to September 2014 which set out the activities of the Treasury Management operation for the quarter ending 30 September 2014.

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

RESOLVED:-

That the treasury management activity in the quarter July to September 2014 was noted.

53 CONTRIBUTION TO CHESHAM WELLBEING PROJECTS

It was reported that the Chesham Wellbeing Project sought to target the Chesham Community and had been set up following the government's survey which identified Chesham as an area that had become increasingly deprived. The index of multiple deprivation focussed on seven areas:

- Income
- Employment
- Health
- Skills / training
- Built environment
- Housing; and
- Crime

The project had been undertaken as a partnership initiative led by the County Council in association with; NHS, Bucks Business First, the Town and District Councils and Thames Valley Police. The aim of the project was to improve young people's opportunities to access work, and to enable support to those claiming benefit or to lone parents on income support.

Members' attention was drawn to the Built Environment Strand of the project which ensured that a focus remained on the tangible as well as the intangible aspects of improving the wellbeing of residents of Chesham. The street lights along 'the Backs' (the path running alongside the train track towards Waterside) and the High Street had been provisionally agreed as being a key initiative by partners to the project. The total cost of the work to improve the lighting was £34,000.

As part of the partnership working, the County Council had agreed to contribute £14,000 to this work and the continuing project management time. The partnership had requested that Chiltern District Council along with Chesham Town Council support the project by contributing £10,000 each to

reach the £34,000 cost. However it was noted that the Town Council had unfortunately decided not to contribute any monies to the project. It was suggested that the resultant shortfall in funding could be met by increasing the CDC and BCC contributions as well as seeking funding from other third parties.

It was noted that the Community Health and Housing PAG supported the initiative.

A further project to build on the work of Better Chesham had been considered by the Chesham Wellbeing Partnership, with the aim of encouraging new businesses and a diverse range of retail outlets to Chesham. A proposed study would consider barriers to trade and access and improvements to the town centre, marketing to visitors and the development of a sustainable local economy. The cost of the proposal was £8,400. Chiltern District Council had been asked to contribute £3,000 to this study which would be drawn from the existing community development budget.

Members discussed the local benefit of the projects and supported the use of funds, with an increase to ensure that match funding was not lost to support a local beneficial project.

RESOLVED:

- i) **That provision of £10,000 to The Backs lighting project be approved with an increase of up to an additional £5,000, if required, to be delegated to the Director of Services in consultation with Cabinet Member for Community, Health and Housing; and**
- ii) **That the provision of £3,000 towards funding an economic study for Chesham High Street, be approved.**

Councillor Jones entered the meeting during consideration of this item.

54 EXAMINATION OF DDPD: SUSPENSION

Consideration was given to the report which outlined the current position of the Delivery Development Plan Document (DDPD) and the proposal for the DDPD to be withdrawn based on the finding of the Examination Inspector. A letter received from the Inspector confirmed the decision to suspend the Examination in Public for a period of up to 6 months, ending on 12 May 2015. The letter confirmed that the Inspector's view was that the DDPD was unlikely to meet the criteria for soundness if the proposed modifications were to be incorporated.

Members were advised that the Inspector's initial appraisal had raised concerns over the housing requirement, housing land allocations and Gypsy

and Traveller provision; but the main reason for the decision to suspend was due to the out of date housing requirement. Counsel's opinion was in favour of the withdrawal of the Submission DDPD pursuant to section 22 of the 2004 Act, in light of the Examination Inspector's extensive (and in his view valid) comments, and given that the Council had already commenced work in respect of the Local Plan (with a plan period up until 2036) that will perform a full review.

The alternative proposal was to continue with a new single local plan which would represent an opportunity to co-ordinate plan making timetables with adjacent authorities, sharing some costs and potentially reducing costs by better facilitating this duty to co-operate and potentially reducing future examination costs.

It was noted that the costs for either progression or withdrawal of the Delivery DPD and most stages of a single local plan preparation can be funded from a combination of the Local Development Framework revenue budgets and reserve.

Members in attendance were given the opportunity to comment on the report. The Leader concluded that it was a regrettable situation that was not the result of incorrect actions but that planning was currently a moveable feast and the plan was often dependent on the national environment which was currently to build on available land. The alternative approach to develop a single Local Plan should result in more robust documents for the future.

RESOLVED:

- i) That it be noted that the hearing stage of the Examination in Public for the Delivery Development Plan Document had been suspended by the Inspector.**

RECOMMENDATION TO COUNCIL:

- ii) That the Submission Delivery DPD be withdrawn pursuant to section 22 of the Planning and Compulsory Purchase Act 2004.**

55 REGULATION 18 CONSULTATION FOR THE NEW CHILTERN DISTRICT LOCAL PLAN 2014 TO 2036

Members were asked to consider approval of the Regulation 18 consultation for a Local Plan to replace the Core Strategy for Chiltern District and the Chiltern District Local Plan to cover the period to 2036. In addition approval was sought for a 'Call for Sites' to run alongside the Regulation 18 consultation.

The Regulation 18 consultation seeks views on the scope for the plan and initial views at the outset of the plan making process. This was a legal

requirement and would also assist the Council in part in meeting its duty to co-operate with specific organisations. The Members received a copy of the proposed Consultation Document. The document also took into account comments from the Sustainable Development PAG.

The consultation was important to provide an opportunity for local groups, individuals, town and parish councils, and other stakeholders to help influence the plan preparation from an early stage.

The commencement and duration of the consultation period was discussed, noting that the usual requirement was for a 6 week process but that this could be longer if required. Members felt that, to give the best opportunity for high levels of participation in the consultations, they should not commence until after the Christmas and New Year break.

RESOLVED:

1. That :-
 - a) That the document as set out in Appendix 1 for consultation as part of the early stage of preparation of the Local Plan for Chiltern District, 2014 – 2036 be approved; and
 - b) that the consultation period commence on 8 January 2015 for the duration of 8 weeks.
2. That it be agreed that the consultation process will comply with the Council's published Statement of Community Involvement and include:
 - a) letters/emails to all organisations, residents and other stakeholders on the Council's Planning Policy Consultation Database
 - b) letters/emails to "specific, general and government consultation bodies" as required by Regulation
 - c) Publicity via the Council website headline story board on the home page
 - d) documents on the Planning pages of the Council website
 - e) a hard copy of the document provided to all local libraries serving Chiltern residents
 - f) a hard copy of the document provided to all Town/Parish Councils in Chiltern District

- g) hard copy documents available at the Council's King George V House Amersham Office
 - h) email notification to all Chiltern District councillors and staff in advance of the consultation process; and
 - i) a press release at the start of the consultation period.
3. That it be agreed in addition to Recommendation 2, that officers encourage consultation responses from traditionally hard to reach groups by;
- a) promoting the consultation through the Councils' social media (Twitter and Facebook)
 - b) writing to all senior schools in the District and Amersham and Wycombe College encouraging involvement from themselves and their pupils
 - c) targeting specific organisations working with or representing often hard to reach groups and offering additional support to engage in the consultation (e.g. officers attending meetings)
 - d) engaging with the Chiltern Youth Club Forum, Disability and Community Cohesion forums
 - e) engaging with community and residents associations , particularly in the more deprived neighbourhoods and with the support of Chiltern's Community services team;
 - f) seeking the advice of and where possible working with the Community Services and Community Safety teams and the Buckinghamshire Youth MP; and
 - g) encouraging town and parish councils and all members to promote the consultation within their parishes / wards and through their community networks and activities.
4. That the Call for Sites document and details as set out Appendix 3 to inform the preparation of the Local Plan for Chiltern District, 2014 – 2036 be approved, to run for the same period as the Local Plan Initial Consultation.
5. That the Head of Sustainable Development be given delegated authority in consultation with the Cabinet Member for Sustainable Development to make any changes to the wording of the consultation documents to take account of any decision taken by the Cabinet including the progression of the Delivery

Development Plan Document and/or to incorporate any changes to the consultation documents suggested by Cabinet or to take account of any typographical errors.

56 QUARTER 2 PERFORMANCE REPORT 2014/15

Consideration was given to the report which outlined the performance of Council services against performance indicators and service objectives during July to September 2014.

In addition to the content of the report, the Senior Officer (Waste) attended the meeting to provide an update on the current provisional Environment PIs jointly reported for Chiltern and Wycombe as six of the PIs were off target. The figures were currently provisional as they were being verified to ensure they were in line with Waste Data Flow.

It was reported that the joint customer service indicators were off target. However there had been an improvement in service compared to the first three months of this year. The number of calls abandoned had fallen from 25.3% to 13.7% and calls answered within 20 seconds had increased from 33.1% to 42.7%. During the quarter an additional 4,472 calls had been received specifically related to payment of the Green Garden Waste Service. The percentage of fly tipping removed within 2 working days continued to be off target for the second quarter of this year. The admin team at Serco were working to ensure sign off dates were correct and tickets were processed in a timely manner.

Cabinet Member for Environment informed members that recycling rates had increased over recent years but national figures had seemed to slow down slightly. There was a need to monitor the impact of recycling levels on budgets.

RESOLVED:

That the performance report was noted.

57 DRAFT CHILTERN AND SOUTH BUCKS COMMUNITY AND WELLBEING PLAN 2015 - 2018

Consideration was given to the report which outlined the need to develop a clear plan that would enable the joint Community Shared Service.

RESOLVED:-

That the development of a joint community and wellbeing plan and its themes be supported.

58 ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014 - DELEGATION OF POWERS

Members were advised that the Anti-social Behaviour, Crime and Policing Act 2014 (Act) consolidated 18 existing powers for local authorities, police and social landlords to control anti-social behaviour into 6 more flexible powers. It also introduced two new powers to hold focus on the response to such behaviour on the needs of victims, which were the Community Trigger and Community Remedy.

The new powers came into force on 20 October 2014 and required the authority to work holistically in partnership with housing providers, Towns and Parishes and across the Council service areas to address victims' problems and seek to resolve concerns. Members received an overview of the new powers:-

- Community Trigger (ASB case review)
- Community Remedy
- Criminal Behaviour Orders (CBOs)
- Injunctions to Prevent Nuisance and Annoyance (IPNA)
- Closure Notice and Orders
- Community Protection Notices (CPN)
- Public Space Protection Orders (PSPO)
- Police dispersal powers

The new powers impacted on a number of areas of work within the Council. The shared service review of Environmental Health would consider the processes and procedures that will enable these powers to be effectively used within the District.

RESOLVED:-

- i) That the Head of Healthy Communities be given delegated authority to exercise the Council's functions and enforcement powers under the Anti-social Behaviour, Crime and Policing Act 2014 (whether as part of joint arrangements or otherwise) including but not restricted to:**
 - a) Appointment of authorised officers;**
 - b) In consultation with the Head of Legal and Democratic Services, securing criminal behaviour orders and civil injunctions (IPNA) to prevent nuisance and annoyance;**
 - c) The issue of Closure Notices and securing Closure Orders;**
 - d) The issue of Community Protection Notices**
 - e) The implementation of Public Spaces Protection Orders where no relevant objections received**

f) The enforcement of amendments to the Dangerous Dog Act 1991 in relation to prosecution, seizure and destruction

ii) That the Head of Environment be given delegated authority, in consultation with the Head of Healthy Communities, to issue Community Protection Notices; and

iii) That the Chiltern and South Bucks Community Safety Partnership will act as the Anti-social Behaviour Review Panel in response to a Community Trigger.

59 LIGHTING AT CHALFONT LEISURE CENTRE

Members considered a report which outlined the commitment through Chiltern's Leisure Advisory Board of Chiltern District Council and Greenwich Leisure Limited (GLL) to reduce carbon emissions and improve energy efficiency across all the district's leisure centre facilities. GLL proposed to upgrade the lighting system at Chalfont Leisure Centre of which the total cost of the programme was £40,000 and Chiltern District Council had been requested to contribute £15,000 towards the project.

There was no statutory duty for Chiltern District Council to invest in the lighting but there would be strong benefits to the Council for supporting such an investment enabling continued energy efficiency, reducing carbon emissions and improvement of the long term profitability of the centre.

The Community Health and Housing PAG supported the proposal to upgrade the lighting and noted that the contribution of £15,000 would be met from the underspend within the current approved Leisure Capital programme.

RESOLVED:-

That the provision of £15,000 from the current approved Leisure Capital programme to enable the energy improvement to the lighting system at Chalfont Leisure Centre be approved.

60 OPEN SPACE STRATEGY

Members were advised that the Chiltern Open Space and Recreational Strategy was a key document in helping inform the Council's Development Plan. The Strategy played an important role in improving access and provision to open space and recreational facilities directly helping to improve health and wellbeing of residents. The document also enabled Parish & Town Councils and local community groups to attract inward investment by providing robust evidence of existing shortfalls in provision.

The previous 2005 Strategy was prepared by an external consultant but the proposed 2015 – 2018 Strategy was compiled through the use of local

contacts, community groups, District, Town and Parish Councillors; which had generated savings through the use of existing networks.

RESOLVED:

That the updated Open Space and Recreation Strategy 2015-2018 be approved.

61 COUNCIL TAX SUPPORT SCHEME REVIEW

Consideration was given to the report that outlined the process for the review of the council tax support scheme. Members were asked to accept the views of the Council Tax Support Working Group and recommend no fundamental changes to the scheme and for a report setting out the full scheme to be submitted to Council in February as required by legislation. Appended to the report was a copy of the report to the Working Group and Appendix A which outlined the impact on residents. It was agreed that the scheme would be looked at during 2015, once a full year's information was available

RESOLVED:

That no fundamental changes be made to the scheme and a report setting out the full scheme be submitted to Council in February 2015 as required by legislation.

62 MINUTES OF JOINT EXECUTIVE COMMITTEES

Members considered the Minutes of the following Joint Executive Committee meetings:-

- Joint Waste Committee for Buckinghamshire – 9 October 2014
- Chiltern & South Bucks Joint Committee – 16 October 2014

63 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)

64 CABINET REPORTS FROM POLICY ADVISORY GROUPS:

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

- Communities, Health & Housing PAG – 27 November 2014
- Customer Services PAG – 26 November 2014 – Notes of this meeting were not available for discussion but were circulated following the meeting for information
- Environment PAG – 19 November 2014
- Support Services PAG – 12 November 2014
- Sustainable Development PAG – 13 November 2014

65 CHILTERN & WYCOMBE JOINT WASTE CONTRACT

The Director of Services provided members with a verbal update on the progress of the Chiltern & Wycombe Joint Waste Contract and in particular the ongoing discussions with Serco.

66 ANNUAL ENERGY REPORT

Consideration was given to the Annual Energy Report which outlined trends (and spend) of progress towards the Council's financial and environmental targets.

RESOLVED:-

That the report which included the financial summary of energy spend and consumption for 2013/14 be noted.

The meeting ended at 5.51pm