



## CHILTERN DISTRICT COUNCIL

# Council

**Tuesday, 15th December, 2015**

**At  
6.30 pm**

**Council Chamber, King George V House, King George V Road,  
Amersham**

### **MINUTE SET:**

Planning Committee – 22 October  
Joint Committee – 26 October  
Personnel Committee – 28 October  
Planning Committee – 12 November  
Joint Committee – 16 November  
Personnel Committee – 24 November

Resources Overview Committee – 18 November *(to be circulated separately)*  
Cabinet – 1 December *(to be circulated separately)*



**CHILTERN DISTRICT COUNCIL**

**MINUTES of the Meeting of the  
PLANNING COMMITTEE  
held on 22 OCTOBER 2015**

**PRESENT:** Councillor D W Phillips - Chairman  
                   "          A S Hardie - Vice Chairman

Councillors: D I Allen  
                   J A Burton  
                   J L Gladwin  
                   M J Harrold  
                   P M Jones  
                   J E MacBean  
                   N M Rose  
                   J J Rush  
                   P N Shepherd  
                   M W Titterington  
                   C J Wertheim

**ALSO IN ATTENDANCE:** Councillor M Flys

**27 MINUTES**

The Minutes of the meeting of the Committee held on 1 October 2015, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

**28 DECLARATIONS OF INTEREST**

Councillor D I Allen declared a personal and prejudicial interest in planning application CH/2015/0397/FA. Nature of interest - Councillor Allen had submitted the application on behalf of the applicant and would leave the room whilst it was considered.

**29 ITEMS FOR NOTING**

<b>RESOLVED -</b>
<b>That the reports be noted.</b>

**30 DEFERRED APPLICATIONS**

**CH/2015/0966/FA - Prestwood and District Sports Centre (Sprinters Leisure Centre), Honor End Lane, Prestwood, Bucks, HP16 9QY.**

<b>RESOLVED -</b>

Officers updated Members that a decision could not be made on this application until the consultation response from Sport England had been received, as Sport England is a statutory consultee. Members voted to be minded to approve, subject to no objections being raised by Sport England. The final decision including conditions for landscaping and hours of use to be delegated to the Head of Sustainable Development.

### 31 REPORT ON MAIN LIST OF APPLICATIONS

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

#### APPLICATIONS

*Note 1 Councillor D Allen and Councillor M Flys left the meeting at 6.55 pm*

CH/2015/0397/FA Triangle Of Land Behind 10 -16 Fieldway, Amersham Footpath 23C, Amersham, Buckinghamshire

Speaking on behalf of the applicant, Mr Peter Hoar.

**Conditional Permission**, to include a "no felling of trees" condition.

CH/2015/0478/FA Land To The Rear Of, Chiltern Road, Ballinger, Buckinghamshire

Withdrawn by the applicant

*Note 2: Councillor D Allen re-entered the meeting at 7.15 pm*

CH/2015/1063/FA Land North Of High Street, Old Amersham

Speaking for the objectors, Mr Tony Westhead  
Speaking for the application, Mr Jordan Kelly

**Permission Refused** with an additional concern to be added to the reasons for refusal to include the noise and disturbance from the football club causing an adverse impact on the amenities of residents of the new

development.

CH/2015/1438/FA The Gables, 2 Browns Road, Holmer Green, Buckinghamshire, HP15 6SL

Speaking for the application, the agent Mr Mark Longworth.

**Defer to approve**, subject to the prior completion of a legal agreement to secure a contribution towards off-site affordable housing. Decision and conditions delegated to the Head of Sustainable Development.

*Note 3: Councillor Titterington left the meeting at 8.35 pm*

CH/2015/1476/FA Charlecote, Long Walk, Little Chalfont, Buckinghamshire, HP8 4AN

Speaking as an objector, Mr John Aberson  
Speaking for the application, the agent, Mr Chris Watts

**Permission Refused** by reason of size, bulk, height, proximity to boundaries, effect on neighbouring amenities and additional reason relating to the chimney and its size.

*Note 4: Councillor Harrold left the meeting at 8.52 pm*

CH/2015/1626/FA 15 Valentine Way, Chalfont St Giles, Buckinghamshire, HP8 4JB

**Conditional Permission**

**The meeting ended at 8.54 pm**



## CHILTERN DISTRICT COUNCIL

### MINUTES of the Meeting of the CHILTERN AND SOUTH BUCKS JOINT COMMITTEE held on 26 OCTOBER 2015

**PRESENT:** Councillor I A Darby - Chairman  
" R Bagge - Vice Chairman

Councillors: D Anthony  
N Naylor  
L Sullivan  
G K Harris  
P E C Martin  
M R Smith  
F S Wilson

**APOLOGIES FOR ABSENCE** were received from Councillors Egleton and M J Stannard

#### 39 MINUTES

The minutes of the meeting of the Joint Committee held on 20 July 2015 were agreed by the Committee and signed by the Chairman as a correct record.

#### 40 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 41 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.**

#### 42 PLANNING POLICY SHARED SERVICE REVIEW

The Head of Sustainable Development presented a report to the Joint Committee which sought reconsideration of the outcome of the Planning Policy Shared Service Review approved by the Joint Committee at its meeting of 16 July 2014 following changed circumstances, principally the government introducing new measures to speed up the preparation of local plans.

Both Chiltern and South Bucks cabinets recently (20<sup>th</sup> and 13<sup>th</sup> October respectively) considered reports to review their respective local development schemes in the light of new government objectives. The recommendation from both cabinets to their respective councils in November is to approve the preparation of a joint Chiltern and South Bucks local plan. The cabinets also

resolved to ask the Joint Committee to reconsider the outcome of the July 2014 Planning Policy Shared Service Review with a view to setting up a shared planning policy team to deliver a joint local plan, subject to both Councils agreeing to the preparation of a joint local plan.

**RESOLVED:**

- i) Agree subject to staff and Unison consultation that a revised Shared Planning Policy Service be implemented by bringing together the staff resources from both councils planning policy teams into a single team to be located at King George V House, Amersham in order to deliver a joint local plan to cover Chiltern and South Bucks districts and to undertake all other planning policy functions for the two councils.**
- ii) In order to deliver the Shared Planning Policy Service under Recommendation 1 above, agree that all Planning Policy staff be shared to work across the two local authority areas as required.**
- iii) Agree to an equal (i.e. 50% and 50%) inter-authority split to cover revenue costs for the shared Planning Policy service.**
- iv) Agree Chiltern District Council will be the lead authority for budget management with South Bucks District Council contributing annually for its share of the estimated costs.**

**RECOMMENDED TO COUNCIL:**

- i) Delegate authority to the Head of Sustainable Development to carry out staff and Unison consultation, consider the consultation responses, determine the review outcome in consultation with both council cabinet members for Sustainable Development and Personnel Committees Chairmen and to carry out all necessary action to implement the Planning Policy shared service.**

**The meeting ended at 5.13pm**



## CHILTERN DISTRICT COUNCIL

### MINUTES of the Meeting of the PERSONNEL COMMITTEE held on 28 OCTOBER 2015

**PRESENT:** Councillor P J Hudson - Chairman

Councillors: P M Jones  
D W Phillips  
M R Smith

**APOLOGIES FOR ABSENCE** were received from Councillors I A Darby, C M Jones and M J Stannard

**ALSO IN ATTENDANCE:** Councillor P E C Martin

#### 15 MINUTES

The Minutes of the meeting held on 1 September 2015 were agreed by the Committee and signed by the Chairman as a correct record.

#### 16 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 17 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.**

#### 18 LOCAL PLAN - RETENTION AND RECRUITMENT OF PLANNING POLICY STAFF

The Cabinet meeting held on 20 October agreed to recommend to Full Council on 3 November the preparation of a joint Chiltern and South Bucks Local Plan and a revised timetable, subject to similar agreement from the Chiltern & South Bucks Joint Committee and South Bucks District Council meeting held on 26 October and 10 November respectively. As such, The Committee were asked to consider a report setting out a number of staff resource implications for speeding up local plan making in order to meet the Government's new objectives.

Members recognised the strategic importance and priority need of developing a local plan particularly in light of the Government's new objectives. There was a detailed discussion regarding the proposal to offer a retention bonus to the Chiltern/South Bucks Planning Policy Team. Members were reassured

that the proposal was based on a robust business case in light of a specific strategic priority facing the Council. Members felt that the conditions for the retention payment would need to be clear and specific, and the payment offered to all of the Planning Policy Team.

During the discussion Members also requested that officers carry out and report back on an assessment of the need for potentially offering a market supplement for all planning officers, not just those in the Planning Policy Team, either before or when a Planning shared service was implemented.

#### **RESOLVED –**

- a) That the Chiltern Planning Policy Team establishment be increased by a 0.5FTE for a Planner/Senior Planner by converting an existing part-time post to a full time post.**
- b) That all existing staff and new recruits within the Chiltern/South Bucks Planning Policy team be offered a retention bonus with authority delegated to the Head of Sustainable Development, in consultation with the Chairman of the Personnel Committee, to agree the final details of the offer.**
- c) That up until the new local plan is adopted, and where additional hours have been agreed beforehand with managers, planning policy staff be paid overtime (at the standard rate) for hours that they work over and above their contractual 37 hours per week.**
- d) That, subject to agreement with planning policy staff, managers be provided one-off authority to convert existing accumulated TOIL/flexi-time to be paid as overtime at the standard rate.**
- e) That subject to agreement of the Joint Committee and South Bucks Personnel Committee to the creation of a single Shared Service Planning Policy Team that the appointment of a part-time and temporary support post be noted to assist in project managing and delivering the implementation of the Shared Service Team.**
- f) That Planning Policy staff be authorised to decline to become involved in non-local plan workloads (with the exception of neighbourhood planning and HS2) until the end of 2017.**

**The meeting ended at 7.10 pm**

## CHILTERN DISTRICT COUNCIL

### MINUTES of the Meeting of the PLANNING COMMITTEE held on 12 NOVEMBER 2015

**PRESENT:** Councillor D W Phillips - Chairman  
                  "          A S Hardie - Vice Chairman

Councillors: J L Gladwin  
                  M J Harrold  
                  P M Jones  
                  J E MacBean  
                  N M Rose  
                  J J Rush  
                  P N Shepherd  
                  M W Titterington  
                  C J Wertheim

**APOLOGIES FOR ABSENCE** were received from Councillors J A Burton

#### 32 **TRIBUTE TO COUNCILLOR DAVIDA ALLEN - MINUTES SILENCE**

The Committee stood for a minutes silence at the start of the meeting in memory of Councillor Davida Allen who had sadly passed away. The Chairman paid tribute to Councillor Allen and said that she had been a well known and respected member of the Committee. Assiduous, prepared and articulate, she was known for putting the well-being of her community before local politics.

#### 33 **MINUTES**

The Minutes of the meeting of the Committee held on 22 October 2015, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

#### 34 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### 35 **ITEMS FOR NOTING**

##### **RESOLVED -**

**That the reports be noted. Councillor Harrold raised a question about the logging of enforcement complaints and queried whether it was working satisfactorily. Officers explained that the procedure requiring a letter or email to confirm the nature of enforcement enquiry or complaint was now well established (since 2012) and that the logging system (Uniform 10) had also been upgraded so that in summary the system was working very efficiently.**

## 36 REPORT ON MAIN LIST OF APPLICATIONS

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

## APPLICATIONS

CH/2015/1564/FA Land Off Chesham Lane, Kings Ash, Buckinghamshire

**Application withdrawn**

CH/2015/1599/FA 13 Elm Close, Amersham, Buckinghamshire, HP6 5DD

Speaking as the applicant, Ms S Manchanda

**Conditional Permission**

CH/2015/1601/FA 48 Beechwood Close, Little Chalfont, Amersham, Buckinghamshire, HP6 6QU

**Conditional Permission**

CH/2015/1764/FA Jewson Ltd, Quill Hall Lane, Amersham, Buckinghamshire, HP6 6LL

Speaking for the applicant, the agent Mr James Kestell-Cornish

**Permission Refused**

## 37 REPORTS ON ALLEGED BREACHES OF PLANNING CONTROL

2015/000280/AB -Tall Trees, Nashleigh Hill, Chesham, Buckinghamshire, HP5 3JP

<b>RESOLVED -</b>

**That the Planning Committee authorises the service of an Enforcement Notice to require the unauthorised storage of materials to cease and be removed and also the service of a Section 215 notice to require the clearance of materials from 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 notices to be delegated to the Head of Sustainable Development. In the event of non-compliance with the notices, the Head of Sustainable Development has delegated authority to instigate legal proceedings and/or direct action to secure compliance with the Notices.**

**The meeting ended at 7.25 pm**



**CHILTERN DISTRICT COUNCIL  
SOUTH BUCKS DISTRICT COUNCIL**

**MINUTES of the Meeting of the  
CHILTERN AND SOUTH BUCKS JOINT COMMITTEE  
held on 16 NOVEMBER 2015**

**PRESENT:**

Councillor	R Bagge	South Bucks District Council	- Chairman
Councillors:	D Anthony	South Bucks District Council	
	N Naylor	South Bucks District Council	
	I A Darby	Chiltern District Council	
	G K Harris	Chiltern District Council	
	P E C Martin	Chiltern District Council	
	M J Stannard	Chiltern District Council	
	F S Wilson	Chiltern District Council	

**APOLOGIES FOR ABSENCE** were received from Councillors Egleton (South Bucks District Council), L Sullivan (South Bucks District Council) and M R Smith (Chiltern District Council).

**43 MINUTES**

The minutes of the meeting of the Joint Committee held on 26 October 2015 were agreed by the Committee and signed by the Chairman as a correct record.

**44 JOINT WORKING ANNUAL REPORT 2015**

The Joint Committee received a report showing the scale and scope of the work undertaken by the joint working programme between Chiltern District Council and South Bucks District Council over the last year and what had been achieved so far. Members expressed thanks to all staff involved in taking the shared service projects forward. Largely the implementation of shared services had been a seamless process with many residents not seeing any negative impacts on the delivery of services.

The development of an in-house project management resource was welcomed. It was noted that the project management training programme for staff involved in future project work was being undertaken and that associated costs were equally apportioned to both Councils.

The report also set out the next phase of joint working which would be more complex and varied in order to achieve the changes the Councils were aiming for. This would involve creating a common culture across all staff based on customer focus and continuous improvement. The challenges associated with organisational culture change were recognised.

**RESOLVED –**

**That the Joint Working Annual Report 2015 be noted.**

## 45 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.

## 46 REVENUES & BENEFITS SHARED SERVICE BUSINESS CASE

The Joint Committee received a report and presentation setting out the results of a shared service review of the Revenues and Benefits Service. The report detailed the business case, the conclusion of which was based on the benefits and costs in terms of finances, resilience and quality of service.

### RECOMMENDED –

- i) That the case for a shared Revenues and Benefits service is proven and that both Councils should proceed to establish a shared Revenues and Benefits service;
- ii) That staff in the respective Revenues and Benefits services be shared to work across the two local authority areas.

### AND RESOLVED –

- iii) That the shared Revenues and Benefits service be implemented, as described in Sections 4 and 5 of the report.
- iv) That the cost sharing arrangements set out in the financial benefits section 6 of the report be agreed.
- v) That the high level implementation plan (Appendix 4) be agreed as the basis for reviewing progress in line with delegations and responsibilities decided for the implementation phase of the service review.
- vi) That the potential full year savings of the proposed shared service in 2016/17 of £127,194, 10.54% for Chiltern District Council, excluding one off costs to be met by earmarked reserves, be noted and taken into account in the authority's financial plan.
- vii) That the proposed shared service generates potential income for South Bucks District Council of £98,096 over two years.

The meeting ended at 6.35 pm



## CHILTERN DISTRICT COUNCIL

### MINUTES of the Meeting of the PERSONNEL COMMITTEE held on 24 NOVEMBER 2015

**PRESENT:** Councillor P J Hudson - Chairman

Councillors: I A Darby  
C M Jones  
P M Jones  
D W Phillips  
M R Smith  
M J Stannard

#### 19 MINUTES

The Minutes of the meeting held on 28 October 2015 were agreed by the Committee and signed by the Chairman as a correct record.

#### 20 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 21 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.**

#### 22 REVENUES & BENEFITS SHARED SERVICE STAFF CONSULTATION

Members considered a report setting out the format of appendices and the complete consultation document that would be shared with the Revenues teams on 9 December 2015. The draft timetable was set out in detail in Appendix D; and in summary it was proposed to:

- Start consultation on 9 December 2015
- End consultation on 15 January 2016
- Conduct the selection process from 5 February 2016
- Implement joint services 1 May 2016

The Head of Customer Services presented the report to the Committee. One Member advised that the personal specification for the Service Support Manager was missing from the appendix. After noting that this would be included, it was

**RESOLVED -**

- i) That the Revenues Service Shared Service consultation document and appendices be agreed prior to issuing to staff; and**
- ii) That the structure will 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 JAIC Joint Chairmen and the Cabinet Portfolio Holders from both Councils.**

**The meeting ended at 6.42 pm**