



**CHILTERN**  
District Council



## **Council**

**Tuesday, 15th November, 2016**

**At**

**6.30 pm**

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

### **Minute Set:**

Minutes of Committees held since the previous meeting of  
Council



**CHILTERN DISTRICT COUNCIL**

**MINUTES** of the Meeting of the  
**PLANNING COMMITTEE**  
held on **18 AUGUST 2016**

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

Councillors: J A Burton  
J Cook  
J L Gladwin  
M J Harrold  
J E MacBean  
N M Rose  
J J Rush  
P N Shepherd  
C J Wertheim

**APOLOGIES FOR ABSENCE** were received from Councillors P M Jones and M W Titterington

**ALSO IN ATTENDANCE:** Councillors D M Varley and N I Varley

**26 MINUTES**

The Minutes of the meeting of the Committee held on 28 July 2016, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

**27 DECLARATIONS OF INTEREST**

Councillor A S Hardie declared a personal interest in planning application CH/2016/1035/FA. Nature of interest – Councillor Hardie was a member of Penn Parish Council.

Councillor J L Gladwin declared a personal interest in planning application CH/2016/1056/FA and CH/2016/1059/FA. Nature of interest - Councillor Gladwin was a Trustee of the Chiltern Society.

**28 TREE PRESERVATION ORDER NO. 3 OF 2016**

**RESOLVED -**

**That the Tree Preservation Order No 3 of 2016 made on 4 March 2016 be confirmed without modification.**

## 29 ITEMS FOR NOTING

<b>RESOLVED -</b>
-------------------

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

*Note 1: Councillor D M Varley entered the meeting at 6.40 pm*

## 30 REPORTS ON LOCAL AUTHORITY LIST OF APPLICATIONS

**CH/2016/0949/HB – Public Convenience, High Street, Chalfont St Giles, Buckinghamshire**

<b>RESOLVED -</b>
-------------------

<b>Defer – With recommendation to Full Council that consent be granted unless new points of objection are received during the advertisement period.</b>
---

## 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

CH/2015/1304/OA Idaho Cottage, 36 Wycombe Road, Prestwood, Buckinghamshire, HP16 0PJ

**Conditional Permission** with additional informatives:

1. The applicant is advised that any significant works to the pond are likely to constitute engineering works and therefore require planning permission.
2. The applicant is advised that the Local Planning Authority will expect a hydraulic survey to be

carried out prior to submitting an application for Reserved Matters.

CH/2015/1776/FA Rowan Tree Farm, Blackwell Hall Lane, Ley Hill, Buckinghamshire, HP5 1UN

Application withdrawn and enforcement action agreed by the Committee, see Minute 33 below.

*Note 2: Councillor N I Varley entered the meeting at 7.05 pm*

CH/2016/0779/FA Windover, Moat Lane, Prestwood, Buckinghamshire, HP16 9BY

**Refused Permission** for the following reasons; the excessive use of dormer windows dominating the roof together with a flat crown creating an overly squat and bulky appearance with a contrived form and overdeveloped appearance; the design would result in the dwelling being overly prominent and intrusive in the street scene and out of character with neighbouring buildings; the adverse affect on the character and appearance of the area; the site is located opposite a road junction, close to a school and with the only pavement on this side of the Lane, where any on-street parking would cause danger and inconvenience to pedestrians and other road users; whilst the site plans show space for three cars the arrangement would be awkward and cramped to use and cars would need to reverse out into the carriageway; insufficient space for parking three cars and manoeuvring space to allow cars to enter and exit in forward gear; the proposal would lead to additional on-street parking which would be detrimental to highway safety and convenience. The precise wording delegated to the Head of Sustainable Development.

CH/2016/0923/FA The Gate , (Formerly The Gate Inn), Lee Gate, The Lee, Buckinghamshire, HP16 9NW

**Conditional Permission**

CH/2016/0975/FA Orchard Cottage, Green Lane, Prestwood, Great Missenden, Buckinghamshire, HP16 0QA

Speaking as an objector, Ms Lin Walker  
Speaking for the application, the agent, Mr Jeremy Symondson

**Conditional Permission**

CH/2016/1035/FA Woodchester, Woodchester Park, Knotty Green, Buckinghamshire

Speaking for the objectors, Mrs Margaret Elliott  
Speaking for the application, the agent, Mr David Parker

**Refused Permission** for the following reasons; failure to overcome the concerns raised by the Appeal Inspector on the previous application reference CH/2012/1807/FA; the size and bulk of the proposed building would appear out of scale with neighbouring buildings; an overdevelopment of the site; failure to integrate with the street scene and appearing visually intrusive from the footpath and countryside to the rear; the depth, height, orientation and proximity to the side boundaries would overwhelm the neighbouring property at 4 Latimer Way, dominate the outlook from the rear garden and appear overbearing and visually intrusive; the overbearing impact on the rear garden and conservatory of neighbouring Hawthorn House; significantly impaired living conditions of the neighbouring properties. The precise wording delegated to the Head of Sustainable Development.

CH/2016/1056/FA Land To The Rear Of Bubbles Car Wash, London Road, Little Missenden, HP16 0DH

**Refused Permission** with an additional reason for refusal relating to flooding and an amendment to the existing reason for refusals to include reference to the impact on the chalk stream and contrary to Policy GC12 of the Adopted Local Plan. Further Action authorised, see Minute 34 below

CH/2016/1059/FA Bubbles Car Wash, Deep Mill Service Station, London Road, Little Kingshill, Buckinghamshire, HP16 0DH

**Refused Permission**

*Note 3: Councillors D M Varley and N I Varley left the meeting at 9.04 pm*

**32 REPORTS ON ALLEGED BREACH OF PLANNING CONTROL APPLICATIONS**

2014/00278/AB – LAND TO THE REAR OF DEEP MILL SERVICE STATION, LONDON ROAD, LITTLE KINGSHILL, BUCKINGHAMSHIRE, HP16 0DH.

**RESOLVED -**

The Planning Committee authorised the Head of Sustainable Development in consultation with the Head of Legal and Democratic Services to instigate legal proceedings and/or direct action to secure compliance with the Notice as considered reasonable and necessary to secure compliance with the Enforcement Notice.

2015/00258/AB – Land at Rear of 69 and 73 Denham Lane, Chalfont St Peter, Buckinghamshire

**RESOLVED -**

The Planning Committee authorises follow up action is taken in accordance with Central Government Guidance in para 207 of the National Planning Policy Framework (NPPF) and Chiltern District Council's Planning Enforcement Policy and the Planning Committee authorises the service of such Enforcement Notices in respect of the development as described above as may be considered appropriate by the Head of Sustainable Development.

The precise steps to be taken, period of compliance and the reasons for serving the notice to be delegated to the Head of Sustainable Development. In the event of non-compliance with the Notice, the Head of Sustainable Development having delegated authority to instigate legal proceedings in consultation with the Head of Legal and Democratic Services and/or direct action to secure compliance with the Notice.

2. The Planning Committee note that there is an extant Enforcement Notice ENF 29/82 alleging the mixed use of land and buildings for purposes of residential, agriculture and garage (including the repair and maintenance, storage and sale of motor vehicles). The notice required the garage use to cease. In the event of non-compliance with this Notice, the Head of Sustainable Development having delegated authority to instigate legal proceedings in consultation with the Head of Legal and Democratic Services and/or direct action to secure compliance with the Notice.

33 CH/2015/1776/FA - ROWAN TREE FARM, BLACKWELL HALL LANE, LEY HILL, BUCKINGHAMSHIRE, HP5 1UN

The above planning application was withdrawn however further action was considered in respect of the

- Non-compliance with agricultural occupancy condition imposed on planning permission CH/2008/0222/FA
- Retention of mobile home

**RESOLVED -**

The Planning Committee authorises follow up action is taken in accordance with Central Government Guidance in para 207 of the National Planning Policy Framework (NPPF) and Chiltern District Council's Planning Enforcement Policy and the Planning Committee authorises the service of such Enforcement Notices in respect of the

- Non-compliance with agricultural occupancy condition imposed on planning permission CH/2008/0222/FA
- Retention of mobile home

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 having delegated authority to instigate legal proceedings in consultation with the Head of Legal and Democratic Services and/or direct action to secure compliance with the Notice.

**34 CH/2016/1056/FA - LAND TO THE REAR OF BUBBLES CAR WASH, LONDON ROAD, LITTLE MISSENDEN, HP16 0DH**

**RESOLVED -**

On 28 April 2016, the Planning Committee authorised the service of an Enforcement Notice in respect of the use of the land for the storage of vehicles, the preparation of those vehicles for sale and the associated extended area of hardstanding as may be considered appropriate by the Head of Sustainable Development.

1. No new information had been submitted which would alter the recommendation and the Planning Committee note that follow up action should now be taken in accordance with Central Government Guidance in para 207 of the National Planning Policy Framework (NPPF) and Chiltern District Council's Planning Enforcement Policy will now be taken in respect of the current use as may be considered appropriate by the Head of



**Sustainable Development. The precise steps to be taken, period of compliance and the reasons for serving the notice to be delegated to the Head of Sustainable Development. In the event of non-compliance with the Notice, the Head of Sustainable Development having delegated authority to instigate legal proceedings in consultation with the Head of Legal and Democratic Services and/or direct action to secure compliance with the Notice.**

- 2. The planning committee also requested that Officer take action to serve the formal notices without further delay.**

**The meeting ended at 9.08 pm**



## **CHILTERN DISTRICT COUNCIL**

### **MINUTES** of the Meeting of the **PLANNING COMMITTEE** held on **8 SEPTEMBER 2016**

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

Councillors: J A Burton  
J Cook  
J L Gladwin  
M J Harrold  
P M Jones  
N M Rose  
J J Rush  
P N Shepherd  
C J Wertheim

**APOLOGIES FOR ABSENCE** were received from Councillors J E MacBean and M W Titterington

#### **35 MINUTES**

The Minutes of the meeting of the Committee held on 18 August 2016, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

#### **36 DECLARATIONS OF INTEREST**

Councillor N M Rose declared a personal interest in planning application CH/2016/0203/FA and CH/2016/0204/FA. Nature of interest – Councillor Rose's wife was acquainted with the applicant.

Councillor D W Phillips declared a personal interest in planning application CH/2016/0549/FA and CH/2016/0734/FA. Nature of interest - Councillor Phillips lived in the road but was not close by and had no direct interest.

**37 CH/2016/50258/DOV - 10 SYCAMORE ROAD, AMERSHAM, HP6 5DR**

**RESOLVED -**

**That the principle of the request to revoke the Section 52 Planning Obligation, as outlined in the report, be approved with the details of the draft Deed of Revocation to be agreed by the Head of Sustainable Development in consultation with the Head of Legal and Democratic Services.**

**38 ITEMS FOR NOTING**

**RESOLVED -**

**That the reports be noted.**

**39 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/2015/2208/FA      The Rose and Crown Public House, Hawridge Common, Hawridge, Buckinghamshire, HP5 2ZD

Speaking on behalf of Cholesbury Parish Council, Councillor Christopher Brown.

Officers reported that the applicant had submitted further supporting information regarding viability which had been sent to Members in advance of the meeting. Members then had the opportunity to read them. This information had been assessed by the Council's appointed viability consultant whose response was summarised by Officers at the meeting.

One additional letter of objection was received. This raised no new issues to those set out in the report.

### **Refused Permission**

CH/2016/0203/FA Woodland Farm, Shire Lane, Cholesbury, Buckinghamshire, HP23 6NA

Speaking on behalf of Cholesbury Parish Council, Councillor Christopher Brown.

**Refused Permission** with Further Action authorised, see Minute 40 below.

CH/2016/0204/FA Woodland Farm, Shire Lane, Cholesbury, Buckinghamshire, HP23 6NA

### **Conditional Permission**

Permission granted subject to appropriate conditions concerning non-commercial/public use, restricting the use of floodlights and no additional fencing, the precise wording of conditions to be delegated to the Head of Sustainable Development.

Reasons for decision - there were very special circumstances due to the development being very low key and non-commercial and for personal use only

CH/2016/0239/FA Lazdon Farm, Welders Lane, Chalfont St Peter, Buckinghamshire, SL9 8TU

Speaking for the application, Mr Hartland.

### **Minded to Grant Conditional Permission**

The decision to grant permission subject to appropriate conditions concerning occupancy and removal of permitted development rights was delegated to the Head of Sustainable Development subject to the completion of a satisfactory legal agreement to remove Class Q permitted development rights by preventing the Prior Notification reference CH/2015/1598/PNAD being implemented to prevent the change of use of the agricultural building referred to in the Prior Notification to a residential unit.

The precise wording of conditions delegated to the Head of Sustainable Development to be in consultation with the Chairman of the Planning Committee.

Reasons for decision - the special circumstances of the applicant and his family, the relationship of the proposed development to nearby agricultural buildings and the degree of impact on the surrounding area and the Green Belt.

CH/2016/0549/FA Land Adjacent Giles House and To Rear Of Larksfield, Doggetts Wood Lane, Little Chalfont, Buckinghamshire, HP8 4TH

Speaking for the objectors, Mr Donald Crawford  
Speaking for the applicant, the agent, Mrs Aida Danon-Bavcic

Both Speakers confirmed that their representations would be in respect of applications CH/2016/0549/FA and CH/2016/0734/FA.

The applicant submitted additional supporting information (for both applications CH/2016/0549/FA and CH/2016/0734/FA) directly to members in advance of the Planning Committee and this was noted by the Case Officer.

Two additional letters of objection were reported (for both applications CH/2016/0549/FA and CH/2016/0734/FA). These largely reiterated the issues summarised in the report. However, reference was made to the status of gardens falling outside the definition of previously developed land. The Case Officer confirmed that this did not alter the recommendation.

**Conditional Permission** with an additional condition requiring a fence to the boundary before occupation.

CH/2016/0734/FA Land Adjacent Giles House and To Rear Of Larksfield, Doggetts Wood Lane, Little Chalfont, Buckinghamshire, HP8 4TH

**Conditional Permission** with an additional condition requiring a fence to the boundary before occupation.

40 **CH/2016/0203/FA - WOODLAND FARM, SHIRE LANE. CHOLESBURY, BUCKINGHAMSHIRE, HP23 6NA.**

**RESOLVED -**

**That follow up action is taken in accordance with Central Government Guidance in para 207 of the National Planning Policy Framework (NPPF) and Chiltern District Council's Planning Enforcement Policy and that Enforcement Notices be served in respect of the development as described in the report as may be considered appropriate by the Head of Sustainable Development. The precise steps to be taken, period of compliance and the reasons for issuing 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 having delegated authority to instigate legal proceedings in consultation with the Head of Legal and Democratic Services and/or direct action to secure compliance with the Notice.**

**The meeting ended at 8.37 pm**





## **CHILTERN DISTRICT COUNCIL**

### **MINUTES** of the Meeting of the **PERSONNEL COMMITTEE** held on **21 SEPTEMBER 2016**

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

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

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

#### **44 MINUTES**

The Minutes of the meeting held on 28 June 2016, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

#### **45 DECLARATIONS OF INTEREST**

There were no declarations.

#### **46 HR UPDATE**

The Principal HR Advisor – Strategy provided the committee with an update on:-

- Staff turnover within the Council, including details of specific recruitment activity
- Sickness absence, particularly relating to working days lost through sickness
- Health and Safety
- HR key projects and wider HR related developments

In response to a member's question, it was noted that there was a slight increase in staff turnover which was to be expected during a period of significant change for the organisation. Members also enquired as to the number of temporary staff and permanent staff and requested a future report on the breakdown.

Members were advised that further details on the Apprentice Levy due to take effect from 6 April 2017 were awaited and once received would be reported to the Committee.

**RESOLVED:**

- i) That the content of the report be noted; and
- ii) That future HR update reports provide a breakdown of temporary and permanent staff.

**47 HARMONISED HR POLICIES - MATERNITY, PATERNITY & ADOPTION POLICY; PROBATIONARY PERIOD; JOB EVALUATION POLICY**

The Principal HR Advisor – Strategy presented the Harmonised HR Policies – Maternity, Paternity & Adoption, Probationary Period and Job Evaluation.

**RESOLVED:**

- i) That the implementation of the harmonised HR policies, subject to staff consultation, be approved; and
- ii) That the Acting Chief Executive be given delegated authority in liaison with the Chairman of the Personnel Committee to undertake any minor amendments following the outcome of the staff consultation or future legislative changes.

**48 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.*

**49 CHIEF EXECUTIVE'S OFFICE - HR AND POLICY PERFORMANCE AND COMMUNICATIONS TEAM LEADERSHIP**

*Paragraph 1 – Information relating to any individual*

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

Consideration was given to the report which sought approval to create a new grade 13 further to independent job evaluation to regrade the posts of Principal Officer Policy, Performance and Communications and Principal Officer Personnel; and to amend the job titles to Communications, Performance and Policy Manager and Human Resources Manager with effect from 1 August and 1 September 2015 respectively.

**RESOLVED:**

- i) That the creation of a grade 13 on the harmonised pay spine be agreed;

- ii) That the change of job titles from Principal Officer Policy, Performance and Communications and Principal Officer Personnel to Communications, Performance and Policy Manager and Human Resources Manager respectively; and
- iii) That, subject to appropriate staff consultation on transferring to the harmonised terms and conditions, to agree that the two posts of Communications, Performance and Policy Manager and Human Resources Manager are assimilated onto the new grade 13 further to the implementation of their respective shared services reviews with effect from 1 August and 1 September 2015 respectively.

## 50 DEMOCRATIC AND ELECTORAL SERVICES TEAM SHARED SERVICES CONSULTATION DOCUMENT

*Paragraph 1 – Information relating to any individual*

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

Members considered the draft democratic and electoral services consultation documents that would be shared with the democratic and electoral services staff on 28 September 2016. The draft timetable was set out in detail in Appendix D; and in summary it was proposed to:

- start consultation on 28 September 2016
- end consultation on 28 October 2016
- conduct the selection process from 5 December 2016
- implement joint services 1 January 2017

Members were advised that the draft consultation document had been considered and supported by the SBDC Personnel Committee, subject to one change being made to the grading of the Senior Democratic and Electoral Services Officer posts.

### **RESOLVED:**

- i) That subject to the change to the grading of the Senior Democratic and Electoral Services Officer posts the Democratic and Electoral Shared Service consultation document and appendices be agreed, prior to issuing to staff; and
- ii) That it be noted 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 Acting Chief Executive in consultation with the Joint Chairmen and the Cabinet Portfolio Holders from both Councils.

**The meeting ended at 6.55 pm**



## CHILTERN DISTRICT COUNCIL

### MINUTES of the Meeting of the AUDIT AND STANDARDS COMMITTEE held on 22 SEPTEMBER 2016

**PRESENT:** Councillor J L Gladwin - Chairman

Councillors: A K Bacon  
J A Burton  
C J Ford  
D W Phillips  
N I Varley

**APOLOGIES FOR ABSENCE** were received from Councillors C J Jackson, R J Jones, C J Wertheim, D Gleen and Mrs C Langley

#### 19 MINUTES

The Minutes of the meetings of the Audit & Standards Committee held on 25 July 2016 were agreed by the Committee and signed by the Chairman as a correct record.

The Chairman welcomed Sue Gill and Andrew Brittain from Ernst & Young and Chris Harris from TIAA to the meeting.

#### 20 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 21 INTERNAL AUDIT PROGRESS REPORT

Chris Harris introduced the Internal Audit Progress Report and was able to confirm that many audits were currently underway. One audit had been deleted from the plan because it had been included in error.

Questions raised at the last Committee meeting were answered on page 16. With regard to suppliers, it was asked why some accounts had still not been de-activated when apparently no longer in use. It was advised that a longer period of confirmation was needed before this could be done where there were outstanding orders with the supplier.

A report on Treasury Management practices was requested and it was advised that this was done annually as part of the Annual Treasury Management Report which the Committee would see next January. TIAA would give an update on Risk Management at every meeting.

Members asked for a clarification on the use of "possible" in the findings on the ICT Data Protection audit in respect of Subject Access Requests. There

was reassurance that there was an overarching Data Sharing Agreement in place for all Buckinghamshire Councils but what may not be formally in place for all specific data sharing activities was the protocols required under the agreement.

Further information was provided in respect of the recommendations from the audit of the ICT service provided by Udata, under a framework negotiated by BCC. Following dissatisfaction with a number of aspects of the service the Director of Resources had met with Udata, and one of the outcomes was agreement to monthly meetings to track progress on agreed actions, and to deal with other issues that may arise. The intention being to make progress on improving the service by January 2017.

Progress against the Annual Plan 2016/17 was discussed and it was asked why there was still no final report for Licensing. It was advised that the draft had been queried several times and would be ready for the next Committee meeting.

Absence Management had been postponed to Quarter 4 due to a new HR module being installed as part of the planned developments for the service. .

The Joint Waste service was currently covered by audit work undertaken by Chiltern and Wycombe Councils on an alternating basis. Last year Wycombe had conducted the audit and follow-up action was still in progress. The Chiltern audit would commence once this was complete.

Finally, recommendations were made for the Council to improve its Governance and Transparency code. Good practice requires further disclosures to be made on the website and an implementation timetable was in place.

## **RESOLVED**

**That the Internal Audit Progress Report be noted.**

*NB: Councillor J A Burton entered the meeting at 6.39 pm*

## **22 COMPARISON OF ASSURANCE LEVELS**

A comparison had been made between assurance levels 2012/13 and 2015/16 to identify whether or not there had been any major effects caused by the implementation of shared services. It was reported that the assurance levels had remained constant and in some cases there had been improvements.

## **RESOLVED**

**That the comparison of assurance levels be noted.**

## 23 EXTERNAL AUDIT RESULTS REPORT

Andrew Brittain presented the audit results report for the period for the year ended 31 March 2016. The executive summary covered the key areas but the Committee were pleased to be informed that all procedures carried unqualified opinions and no significant issues were discovered.

It was reported that 4 Members had not returned their Related Party Forms, and the Chairman would be advised of the details.

Audit risks were brought to the attention of the Committee including the risk of management override and valuations to property and equipment. Assurance had been sought on these issues.

Sue Gill outlined the procedure for investigating possible management override and reassured the Committee that there were no concerns.

A few minor amendments had been made as a result of the audit.

The audit team were able to confirm that they had no other interest that affected their work for Chiltern District Council.

The audit fee was discussed with Members. There was no proposed fee listed for the certification of claims and returns element as this would depend on how much time would be taken. The process is prescribed by the DWP and if any anomalies were detected in the first part of the process, further work would have to be carried out.

The Committee agreed that the Assurance Letter could be signed by the Director of Resources and Chairman of the Audit and Standards Committee.

Thanks were given to the Finance Team for their assistance in carrying out the audit.

### **RESOLVED**

**That the content of the External Audit Results Report be noted.**

## 24 JOINT ANTI-FRAUD, BRIBERY AND CORRUPTION POLICY & JOINT PROTECTED DISCLOSURE POLICY

Both Chiltern District Council and South Bucks District Council had an Anti-Fraud, Bribery and Corruption Policy. It was sensible in the context of the joint working of the two Councils to have a harmonised policy, and one that takes into account the latest guidance from CIPFA. The new policy was presented to the Committee in the appendix.

### **RESOLVED**

**That the Joint Anti-Fraud, Bribery and Corruption Policy, Joint Protected Disclosure Policy be agreed.**

## **25 FINAL 2015/16 STATEMENT OF ACCOUNTS**

The Final Statement of Accounts was presented to the Committee. There had been only minor changes to the draft document including the reclassification of the waste bins.

### **RESOLVED**

**That the 2015/16 Statement of Accounts be agreed by the Audit and Standards Committee and signed in accordance with the Accounts and Audit Regulations.**

## **26 UPDATE ON STANDARDS FRAMEWORK AND CURRENT ISSUES**

Members noted that all new and returning councillors had completed their declarations of pecuniary and non-pecuniary interests by the due date following the election in 2015. There was a reminder that in between elections, any changes to Members' disclosable pecuniary interests must be notified to the monitoring officer within 28 days of those changes occurring. The monitoring officer advised that such notifications have been received from Councillors and their respective entries on the public register updated accordingly. A new notification form to assist Members was appended to the report and the monitoring officer was available to give individual advice.

Members were now able to update their own details directly into the Modern.gov system and guidance notes would be produced to assist with the self-service option.

### **RESOLVED**

**That the current position for compliance be noted and the notification form for disclosable pecuniary and non-pecuniary interests be agreed.**

## **27 SUBSCRIPTION TO STANDARDS EXCHANGE**

It was proposed that the subscription to the interactive on-line Standards Exchange web site be renewed. It had proved useful for up-to-date information, standard documents and provided training. The cost of membership was £300.

### **RESOLVED**

**That the membership of the Standards Exchange on-line service be renewed for the forthcoming year.**



**28 STANDARDS WORK PROGRAMME**

**RESOLVED**

**That the work programme of the Standards Committee be noted.**

**29 AUDIT WORK PROGRAMME**

The Committee were advised that deadlines would be coming forward from the next year as the Council's Accounts would need to be approved earlier.

**RESOLVED**

**That the work programme of the Audit Committee be noted.**

**30 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.**

**31 RISK BASED VERIFICATION POLICY**

The proposed policy had been part of the business case for the shared service and was presented to Members to discuss the risks and benefits.

**RESOLVED**

**To approve the Risk Based Verification Policy as shown in Appendix A, subject to consideration.**

**The meeting ended at 7.47 pm**



**CHILTERN DISTRICT COUNCIL  
SOUTH BUCKS DISTRICT COUNCIL**

**MINUTES** of the Meeting of the  
**JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE**  
held on **26 SEPTEMBER 2016**

**PRESENT:**

Councillor	N Naylor	South Bucks District Council	- Chairman
Councillors:	I A Darby	Chiltern District Council	
	P M Jones	Chiltern District Council	
	M R Smith	Chiltern District Council	
	T Egleton	South Bucks District Council	
	P Kelly	South Bucks District Council	
	A Walters MBE	South Bucks District Council	

**APOLOGIES FOR ABSENCE** were received from Councillors P J Hudson (Chiltern District Council), M J Stannard (Chiltern District Council) and B Harding (South Bucks District Council).

**7 MINUTES**

The minutes of the meeting of the Joint Committee held on 30 March 2016 were agreed by the Committee.

**8 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**9 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.

**10 CHIEF EXECUTIVE'S OFFICE - HR AND POLICY PERFORMANCE AND COMMUNICATIONS TEAM LEADERSHIP**

*Paragraph 1 – Information relating to any individual*

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

*Paragraph 4 – Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority*

The Chairman, with the Committee's agreement, agreed to amend the agenda order to facilitate officer attendance and enable the efficient transaction of business.

The Committee received a report seeking approval to create grade 13 on the harmonised pay spine, and change the job titles of two posts to: Communications, Performance and Policy Manager, and Human Resources Manager. It was also proposed that subject to staff consultation that both posts be transferred to harmonised terms and conditions and are assimilated onto the new grade 13 following the implementation of their respective shared service reviews. This was required in order to tidy up some arrangements from phase 1 of the shared services programme which needed to be addressed as part of phase 2.

After the Committee had expressed support for the proposals, one Member suggested that Members may also wish to review the Human Resource Manager post at a future date in order to see that it fitted with what the Councils' required from the role in light of the forthcoming vacancy for that position, but this should not delay filling this key post.

**RESOLVED –**

- 1. That a grade 13 on the harmonised pay spine be created.**
- 2. That the job titles for Principal Officer Policy, Performance and Communications and Principal Officer Personnel be changed to Communications, Performance and Policy Manager and Human Resources Manager respectively.**
- 3. That, subject to appropriate staff consultation on transferring to the harmonised terms and conditions, the two posts of Communications, Performance and Policy Manager and Human Resources Manager be assimilated onto the new grade 13 further to the implementation of their respective shared services reviews with effect from 1 August and 1 September 2015 respectively.**

## 11 DEMOCRATIC AND ELECTORAL SERVICES TEAM SHARED SERVICES CONSULTATION DOCUMENT

*Paragraph 1 – Information relating to any individual*

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

*Paragraph 4 – Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority*

Members considered a draft consultation document that would be shared with the Democratic and Electoral Services Team. In summary, the draft timetable proposed to:

- Start consultation on 28 September 2016
- End consultation on 28 October 2016
- Conduct the selection process from the 5 December 2016
- Implement joint services 1 January 2017

The draft consultation document had been considered and supported by the Councils' respective Personnel Committees, subject to one change being made to the grading of the Senior Democratic and Electoral Services Officer posts which had been suggested at the SBDC Personnel Committee. A minor correction to the current CDC staff structure at Appendix C was also noted.

### **RESOLVED -**

**That subject to the change in the grading of the Senior Democratic and Electoral Services Officer posts and correction to Appendix C the Democratic & Electoral Services Shared Service consultation document and appendices be agreed and issued 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 Acting Chief Executive in consultation with the Joint JAIC Chairmen and the Cabinet Portfolio Holders from both Councils.**

## 12 HARMONISED HR POLICIES - MATERNITY, PATERNITY & ADOPTION POLICY; PROBATIONARY PERIOD; JOB EVALUATION POLICY

The Committee were asked to consider and agree the following draft harmonised policies:

- Maternity, Paternity & Adoption Policy
- Probation Policy
- Job Evaluation Policy

The proposed harmonised policies had been considered by the Councils' Personnel Committees. A suggestion that had been made at the SBDC Personnel Committee was to delegate authority to the Acting Chief Executive to undertake minor amendments to the policies, following staff consultation or future legislative changes, provided this was taken in consultation with the Chairmen of the Councils' Personnel Committees.

It had also been suggested that statistics on the outcome of probation reviews be recorded and reported to Members. Officers confirmed that this was currently recorded and would be reported to Members in future. Information for the current period was noted. One employee's probation period had been extended, and one employee's employment had not been extended beyond the probation period. Members supported the proposed Probation Policy and were pleased with the information provided which they felt illustrated that managers were monitoring performance management effectively.

A minor amendment was also noted in relation to section 1.3 of the Job Evaluation Policy.

Regarding the Job Evaluation Policy, and specifically the approval of job descriptions and job specifications, it was suggested that a member of staff be added to the evaluation panel membership to increase the staff representation and widen Council knowledge on the panel. In response it was noted that UNISON representatives were already represented on the panel, but that the number of staff trained to carry out HAY evaluation could be extended.

In response to a question it was noted that the Councils' Shared Parental Leave Policy had been agreed at a previous meeting.

## **RESOLVED –**

- 1. That the implementation of the Maternity, Paternity & Adoption Policy; Probation Policy, and Job Evaluation Policy be approved subject to staff consultation.**
- 2. That authority be delegated to the Acting Chief Executive, in consultation with the Chairmen of the Councils' Personnel Committees, to undertake any minor amendments following the outcome of the staff consultation or future legislative changes.**

**The meeting ended at 6.05pm**

**CHILTERN DISTRICT COUNCIL**

**MINUTES** of the Meeting of the  
**PLANNING COMMITTEE**  
held on **29 SEPTEMBER 2016**

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

Councillors: J A Burton  
J Cook  
J L Gladwin  
M J Harrold  
P M Jones  
J E MacBean  
N M Rose  
C J Wertheim

**APOLOGIES FOR ABSENCE** were received from Councillors J J Rush, P N Shepherd and M W Titterington

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

**41 MINUTES**

The Minutes of the meeting of the Committee held on 8 September 2016, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

**42 DECLARATIONS OF INTEREST**

Councillor J E MacBean declared a personal interest in planning application CH/2015/0826/FA. Nature of interest – Councillor MacBean knew the objector.

**43 ITEMS FOR NOTING**

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

**44 REPORT ON MAIN LIST OF APPLICATIONS**

<b>RESOLVED -</b>
<b>1. That the planning applications be determined in the manner</b>

	<b>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/2016/0672/OA Land West of Stony Lane, Stony Lane, Little Chalfont

Speaking on behalf of Little Chalfont Parish Council,  
Councillor Chris Ingham  
Speaking for the Residents of Chessfield Park as an  
objector, Mr Chris Hobden  
Speaking for the application, the agent Mr Adam Ross  
Speaking as local member District Councillor Peter  
Martin

It was reported that the Local Plan Green Belt Preferred  
Options had been published and this site was not  
included.

Sixteen further letters of objection had been received  
which included the Parish Council and Chiltern  
Conservation Board. Objections related to highway  
works and the new roundabout in addition to issues  
already covered in the report.

**Permission Refused** with a modification to Reason 3 to  
reflect the rural nature of the lane and potential damage  
to trees and hedging.

*NB: Councillor P Martin left the meeting at 7.08 pm  
Councillor M Harrold entered the meeting at 7.15 pm*

CH/2015/0826/FA Chesham Broadway Bowls Club, 12 – 14 Lowndes  
Avenue, Chesham, Buckinghamshire, HP5 2HH

Speaking as an objector, Ms Sharon Morris

It was reported that:-

- one further letter of objection had been received  
regarding of loss of amenity to neighbouring property.  
These issues had been referred to in the report.
- comments on the applicants financial viability  
appraisal had been received from the Council's  
consultants. They advised that it was not viable to  
provide the 2 houses as affordable units
- the Waste Team had confirmed that refuse could be  
collected via Lindo Close



**Deferred** – In order to seek further amendments to the scheme in terms of design, manoeuvring areas and waste facilities and further clarification on the financial viability.

CH/2015/2352/FA Rear of 64 Whielden Street and 1-3 Alpha Court, Amersham, Buckinghamshire.

Speaking for the applicant, Mr Alan Divall

**Conditional Permission** with an additional condition to safeguard the ridge heights in the streetscene.

CH/2016/1316/FA Treetops, 11 Croft Road, Chalfont St Peter, Buckinghamshire, SL9 9AE

**Conditional Permission**

CH/2016/1389/FA 57 Stanley Hill Avenue, Amersham, Buckinghamshire, HP7 9BB.

Speaking for the application, the applicant  
Mr Lorne McCalla

**Conditional Permission** With informative to be added making applicant aware of requirements under the Wildlife & Countryside Act.

CH/2016/1413/FA Sunnyways, Acrefield Road, Chalfont St Peter, Gerrards Cross, Buckinghamshire, SL9 8NA.

**Conditional Permission**

CH/2016/1455/FA Unit 11 The Business Centre, Corinium Industrial Estate, Raans Road, Amersham, Buckinghamshire, HP6 6FB.

Speaking for the application, the applicant Mr Andy Gill

**Conditional Permission**

CH/2016/1559/FA The Lavenders, Nags Head Lane, Great Missenden, Buckinghamshire, HP16 0HG.

**Defer – minded to approve** unless new points of objection received during advertisement period.

**The meeting ended at 8.35 pm**



**CHILTERN DISTRICT COUNCIL**

**MINUTES** of the Meeting of the  
**PLANNING COMMITTEE**  
held on **20 OCTOBER 2016**

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

Councillors: J A Burton  
J L Gladwin  
M J Harrold  
P M Jones  
J E MacBean  
J J Rush  
P N Shepherd  
C J Wertheim

**APOLOGIES FOR ABSENCE** were received from Councillors J Cook, N M Rose and M W Titterington

**ALSO IN ATTENDANCE:** Councillor D J Bray

**45 MINUTES**

The Minutes of the meeting of the Committee held on 29 September 2016, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

**46 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**47 ITEMS FOR NOTING**

**RESOLVED -**

**That the reports be noted.**

**48 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**

<p>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.</p>
--

## APPLICATIONS

CH/2016/1036/FA Land at Penwynne Farm (& Burtons Timber Yard), Dibden Hill, Chalfont St Giles, Buckinghamshire, HP8 4RD.

Speaking as the agent for the applicant, Mr Richard Turnbull.

Speaking as the District and Parish Councillor, Councillor Des Bray.

was reported that 3 further emails from local residents has been received raising concerns about the existing commercial use of the site due to its unsightly appearance, the traffic, particularly lorries, highway safety, access on Dibden Hill, noise and disruption.

**Permission Refused** with the addition of the word "substantial" in relation to the "very special circumstances" referred to in Reason 1 and Reason 3 to include reference to concern that the scale and bulk of the properties would detract from the openness of the green belt. Precise wording to be delegated to the Head of Sustainable Development.

*Councillor D Bray left the meeting at 7.15 pm*

CH/2016/1399/FA Evenlode, 58 Orchard Lane, Amersham, Buckinghamshire, HP6 5AA.

**Permission Refused** for the following reason:

"The proposed dormer windows would be sited high on the roof slopes, almost level with the newly created ridge. When viewed from the front, the dormers would give the building a top-heavy appearance and they would dominate the dwelling when viewed from the street. By reason of their size and siting, the dormers would have a detrimental impact on the character and appearance of the extended dwelling and the wider locality, resulting in the extended building appearing oversized in comparison to neighbouring buildings. As such the proposal fails to comply with Policies GC1, H13, H15 and H18 of the Adopted Chiltern Local Plan 1997 (including alterations adopted 29 May 2001) Consolidated September 2007 & November 2011, Policy CS20 of the Core Strategy for Chiltern District (Adopted November 2011) and Paragraph 37 of the Residential Extensions and

Householder Development Supplementary Planning Document (September 2013).”

CH/2016/1400/FA 163 and Land R/o 159 – 167, Chartridge Lane, Chesham, Buckinghamshire, HP5 2SE.

Speaking for the application, the agent, Mr Mark Williams

**Conditional Permission** with an additional condition relating to a construction management condition.

CH/2016/1562/FA 2 Russett Hill, Chalfont St Peter, Gerrards Cross, Buckinghamshire, SL9 8JY.

**Conditional Permission** with additional informative requesting that construction vehicles park on site to keep the access road clear.

**The meeting ended at 8.06 pm**



## CHILTERN DISTRICT COUNCIL

### MINUTES of the Meeting of the PERSONNEL COMMITTEE held on 24 OCTOBER 2016

**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

#### 51 MINUTES

The Minutes of the meeting held on 21 September 2016 were agreed by the Committee and signed by the Chairman as a correct record.

#### 52 DECLARATIONS OF INTEREST

There were no declarations of interest from Committee Members.

Debra Leslie (HR Advisor) and Jo Whiteley (HR Consultant) were in attendance to present the report on private healthcare provision for senior managers and would not be affected by the proposals in that report.

#### 53 EXCLUSION OF THE PUBLIC

##### **RESOLVED –**

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

#### 54 PRIVATE HEALTHCARE PROVISION FOR SENIOR MANAGERS AT CHILTERN DISTRICT COUNCIL - 2017

The Committee considered a report seeking a decision on which option to pursue in relation to the future provision of private health care for senior managers, prior to full consultation with affected staff.

Members, after considering other options, agreed that in order to be consistent with the approach taken with other staff that were in the scope of the collective agreement, and two neighbouring authorities who do not offer this benefit, that the provision of private health care for senior managers should come to an end on 31 December 2016.

Following a discussion, the majority of Members felt that compensation should be paid to all affected staff to mitigate any risk of challenge. Due to this being a change to current contractual terms of employment, requiring the agreement of the affected employee and that those employees will suffer a detriment as a result, it was suggested that a fair and equitable approach would be to offer two one off payments in January 2017 and January 2018 that are equal to the total average annual cost for 2016 of each employee on the current CDC and SBDC schemes, which is in line with the Council's two year pay protection period under harmonised terms and conditions.

**RESOLVED:**

- 1. That, subject to the agreement of the Joint Appointments and Implementation Committee, the provision of private health care for senior managers ceases on 31 December 2016, and**
- 2. That compensation commensurate to the total average annual cost of each employee on the current CDC and SBDC scheme be paid to all affected staff in January 2017 and January 2018.**

**The meeting ended at 6.55 pm**



## CHILTERN DISTRICT COUNCIL

### MINUTES of the Meeting of the GOVERNANCE AND ELECTORAL ARRANGEMENTS COMMITTEE held on 25 OCTOBER 2016

**PRESENT:** Councillor E A Walsh - Chairman

Councillors: I A Darby  
P M Jones  
N M Rose  
M J Stannard  
D M Varley

**APOLOGIES FOR ABSENCE** were received from Councillors A J Garth, M W Shaw and H M Wallace

#### 18 ELECTION OF CHAIRMAN

Councillor E A Walsh was elected Chairman of the Governance and Electoral Arrangements Committee for the remainder of the municipal year.

#### 19 MINUTES

The Minutes of the meeting of the Governance and Electoral Arrangements Committee held on 24 February 2016 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 REVIEW OF THE COUNCIL'S CONSTITUTION

Members considered the report prepared by the Head of Legal and Democratic Services in order to agree the scope of the project to review the Council's Constitution, and also to agree a draft work programme.

*Councillor M Stannard entered the meeting at 6.41pm.*

Members were advised that a harmonisation of the frameworks of Chiltern District Council and South Bucks District Council Constitutions should be undertaken to facilitate more effective running of shared service arrangements in the updated constitution, and to ensure the Council meets its statutory duty of publishing an up to date constitution. Members reiterated the importance of the need to simplify the constitution. It was noted that many of the rules of procedure are legislation driven, but in response to questions it was advised that members receive a list of these rules to know which rules can be revised.

Following consideration of the scope of the review, members agreed that a review of the political management arrangements would be advantageous as a project to run alongside a review of the Council's Constitution. This review is to include, but is not limited to: committee structure and meeting cycles; key decision threshold; and the quorum and membership of each committee. Members agreed that it would be helpful to revisit a report on political management arrangements previously submitted to the committee.

Members made minor amendments to the report with regards to formatting for clarity.

## **RESOLVED:**

### **(i) That the scope of the review be agreed, as follows**

- ensuring the Constitution reflects the Council's current political management arrangements and meets all necessary legislative requirements**
- harmonising rules of procedure, key definitions, local codes, protocols and officer delegations with South Bucks for the effective running of shared services, where appropriate**
- to decide how and when the Constitution should be reviewed and amended in future to ensure it continues to be kept up to date**
- recommending making changes to the Council's existing political management arrangements (i.e. to the number and terms of reference of committees and to the cycles of meetings)**

### **(ii) That the principles of the review be agreed, as follows:**

- to avoid jargon and make the Constitution easy to read and understand;**
- to create a document that is easy to navigate via the intranet and internet;**
- to reduce the length of the Constitution where possible to a more manageable size; and**
- to make the Constitution more accessible, by making better use of the Council's website and hyperlinks to live documents.**

**(iii) That the draft work programme be agreed with a final report submitted to Council on 16 May 2017.**

**The meeting ended at 7.11 pm**